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## Important Contacts for Officially Recognized Clubs and Organizations

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<tr>
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<tbody>
<tr>
<td>Office Location: Manfred A. Shaw Student Center # 104</td>
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<tr>
<td>Website address: <a href="http://people.westminstercollege.edu/aswc/">http://people.westminstercollege.edu/aswc/</a></td>
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<tr>
<th>Department</th>
<th>Contact Name</th>
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<tr>
<td>ASWC</td>
<td>Chris Wharton, President</td>
<td>Shaw 104</td>
<td>832-2715</td>
</tr>
<tr>
<td></td>
<td>Ray Bradford, Vice President</td>
<td>Shaw 104</td>
<td>832-2716</td>
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<tr>
<td></td>
<td>Rebecca Givens, Dir. of Clubs and Orgs.</td>
<td>Shaw 104</td>
<td>832-2718</td>
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<tr>
<td></td>
<td>Dharav Shah Dir. of Budget and Finance</td>
<td>Shaw 104</td>
<td>832-2717</td>
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<tr>
<td></td>
<td>Rebecca Howe, Dir. of Communications</td>
<td>Shaw 104</td>
<td>832-2718</td>
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<tr>
<td></td>
<td>Brianna Lange, Attorney General</td>
<td>Shaw 104</td>
<td>832-2717</td>
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The Recognition Process

In order to establish a club or organization officially recognized by ASWC, the following procedures must be followed:

Club Proposal:

ASWC will accept petitions at any time during the year. The Club Proposal form may be obtained from the ASWC office, or on the ASWC website. To complete the form, the organizer of the club must locate a potential advisor for the club or organization (either a faculty or staff member of Westminster College). In addition, the organizer must obtain the names and signatures of at least five (5) Westminster students interested in joining the prospective club or organization. The Club Proposal form must be returned to the ASWC Dir. of Clubs & Organizations (Shaw 104).

The Dir. of Clubs & Organizations will schedule a meeting with the organizer(s) to discuss the purpose and goals of the club or organization, and to explain the recognition process. The Dir. of Clubs & Organizations will accompany the club proposal throughout the process, including the Judicial Council and Student Life Committee, to clarify any discrepancies and to give a thorough recommendation to the Senate.

Club Constitution:

The prospective members of the club or organization must write a club constitution to outline its objectives, membership criteria, operating procedures, and all other aspects of the club or organization (see page 9). This step is the most crucial and must be completed before further progress can be made. The completed copy must be given to the ASWC Attorney General. The Attorney General can answer any questions pertaining to the club constitution.

Judicial Branch:

The Attorney General and the Judicial Council are responsible for the structural integrity, and completeness of the constitution. They may recommend that changes be made before the constitution can advance to the next step. The Judicial Branch will only approve constitutions that are complete and consistent with the policies of ASWC and Westminster College. Once signed by the Attorney General, the constitution will be subject to the approval of the Student Life Committee and the ASWC Legislative body. Following Senate approval of the constitution, the Attorney General will verify that each step of the approval process has been followed and that all documents are in order.

Student Life Committee:

The Student Life Committee meets when it is deemed necessary, and there is sufficient information on the docket to discuss. The Student Life Committee will evaluate the potential club or organization in terms of whether or not it fills a definite need for students on campus. The Committee also determines whether or not another club on campus already serves the same function as the prospective club. The Student Life Committee will make a recommendation to the ASWC Senate on their findings in accordance with the above description.

ASWC Senate:

The ASWC Senate will determine if sufficient interest exists in the student body to merit official recognition of the club or organization. The organizers of the club or organization are encouraged to attend the Senate meeting to answer any questions the Senate may have regarding the club/organization and/or its constitution. Once the Senate has approved the constitution by a simple majority vote, the President of ASWC will sign the constitution.
The Dean of Students:

Following Senate approval of the constitution, the Dean of Students will then add his/her signature to the constitution and keep the official copy on file. ASWC (and the Student Life Office) will keep copies of the document on file.

Once the Dean of Students signs the constitution, the club becomes officially recognized by ASWC, and is therefore entitled to all benefits and subject to all policies as outlined by ASWC.

Notification:

The ASWC Attorney General and/or Dir. of Clubs & Organizations will contact the organizer(s) regarding the official status of the club or organization.
Benefits of ASWC Recognition

Clubs and organizations officially recognized by ASWC are entitled to the following benefits:

1. use of the titles “The Associated Students of Westminster College,” and “Westminster College” in the name of their club, and/or for publicizing events or recruiting members;

2. priority for funding by ASWC, through the annual budgeting process (see pages 18-20);

3. an ASWC expense account and an income account (if the club/organization receives outside funding);

4. use of Westminster College facilities free of charge (subject to availability of facilities and prior approval from Campus Scheduling; see page 23);

5. a club/organization webpage incorporated onto the Westminster College website;

6. advertising through ASWC by means of:
   a. the ASWC campus-wide email account;
   b. inclusion of a written description of the club/organization in the Westminster College Student Handbook;
   c. inclusion of the activities of the club/organization on the ASWC calendar located on the ASWC website;

7. a mailbox located in the ASWC office; and

8. participation in the annual ASWC Club Fair.
Retention of ASWC Recognition

Clubs and organizations officially recognized by ASWC must:

1. adhere to all ASWC policies outlined in this handbook and applicable ASWC authority;

2. follow the intent of their current constitution as well as the Constitution of the Associated Students of Westminster College;

3. maintain a minimum of five (5) active Westminster student members;

4. have a Westminster faculty or staff member as an advisor;

5. use ASWC funds in accordance with the Senate recommendation and the ASWC Financial Code (see page 18);

6. complete one (1) service project for the Westminster College campus or the community each semester (Fall and Spring) of the academic year;

7. submit a Service Project Report to the ASWC Clubs and Organizations Chair for each of the two (2) required semester service projects, due before one month (1) prior to the final day of the respective semester;

8. send a representative to the ASWC Club Officers’ Meeting, held up to two (2) times per month (Fall and Spring) during the academic year;

9. complete an ASWC Club and Organization Update form for submission to the ASWC Dir. of Clubs and Orgs. before the final day of the Spring semester of each academic year (see page 29);

10. notify the ASWC Dir. of Clubs and Orgs. of any change(s) of advisor or officers;

11. provide the ASWC Dir. of Clubs and Org. with a current copy of the club/organization constitution at the beginning of the Fall semester of each academic year, and at any time during the academic year if the constitution is ratified;

12. adhere to all federal, state, and local laws;

13. observe the rules and regulations regarding the use of Westminster College facilities;

14. abide by the Standards of Conduct and Substance and Alcohol Abuse Policy of Westminster College as presented in the Student Handbook;

15. neither represent nor imply that it speaks for or in the name of ASWC; and,

16. in no way intentionally defame the Westminster College or ASWC name.
Termination of Official Recognition by ASWC

A club or organization officially recognized by ASWC may be terminated due to:

1. failure to comply with the policies outlined above;

2. the ratification of a constitution (by the respective club or organization) that fundamentally differs from the initial expressed intent of the club/organization;

3. the ratification of a constitution (by the respective club or organization) that is inconsistent with the current policies of ASWC;

4. a written request of the club/organization, signed by the presiding officer and advisor of the club/organization; or,

5. recommendation of the Judicial Council and a super majority of two-thirds (2/3) of all ballots cast by the ASWC Senate.

Reactivation of ASWC recognition

For a club or organization to become recognized by ASWC after a period of inactivity it must:

1. Submit an update form to the ASWC Director of Clubs and Organizations;

2. Be approved by the Senate by a simple majority vote.
The Advisor

Each club or organization recognized by the Associated Students of Westminster College must have an advisor who is either a current faculty or staff member of Westminster College.

The Advisor shall:

1. act as the official representative of the club or organization in the absence of its officers;
2. maintain the records and/or equipment of the club or organization from year to year;
3. ensure that the club or organization follows the guidelines outlined in the Constitution of the Associated Students of Westminster College and the constitution of the club or organization;
4. accept responsibility for all actions taken by the club/organization and its officers;
5. oversee budget requests and expenditures of club/organization funds;
6. monitor the operations of the club or organization and provide necessary guidance to its officers; and,
7. perform any other rights and duties granted upon him/her by the constitution of the club or organization.
Club Constitution Overview

Club constitutions are the cornerstone of organizational development. They need to be complete, yet general enough to allow for change as the club develops and the membership evolves.

The Constitution of the Associated Students of Westminster College has been included as a reference (see page 10). In writing the constitution for your club/organization, you may wish to refer to its structure and contents as a guide.

Since each recognized club or organization must adhere to the Constitution of the Associated Students of Westminster College in addition to its own, the objectives and policies contained in the constitution of the club/organization must not contradict those contained in the Constitution of the Associated Students of Westminster College.

For further information or assistance, please contact the ASWC Attorney General.

Club Constitution Template

CONSTITUTION OF THE __________ (club name) OF WESTMINSTER COLLEGE

Highlighted portions are optional, please remove or alter if you see fit.

We the students of Westminster College, in order to promote shared governance on campus, develop a sense of community, facilitate better communication with the faculty, administration and Board of Trustees, enrich the lives of students while attending the college, provide leadership, training and opportunities for students, and provide a forum for student concerns do ordain and establish this Constitution for the _____________ (club name) and for the record of the Associated Students of Westminster College.

ARTICLE I - NAME

1. The name of this body shall be the ________________ of Westminster College and will appear hereafter as the ________________.

ARTICLE II – PURPOSE

It shall be the purpose of ________________ (club name) to ___________________________________________________________________________

The ________________ (club name) shall be dedicated __________________________________________________________________________

ARTICLE III – MEMBERSHIP

1. Membership shall be open to any Westminster student, staff, or faculty member, regardless of sex, race, ethnic origin, religion, physical handicap, socioeconomic status, or sexual orientation.”
2. Honorary/Lifetime members of the _______________ (club name) shall include Westminster College Alumni, faculty, staff, any person elected as an honorary/lifetime member associated with having an influence on concerns affecting the _______________ (club name). Honorary/Lifetime members will only be allowed to participate in activities sponsored by the _______________ (club name) after all student members who wish to participate are first accommodated. Honorary/Lifetime members will provide the club with the funds to support their participation. Persons who are declared Honorary/Lifetime members shall not maintain a vote in the _______________ (club name) and shall not be allowed to hold any club office position.

3. Waiver: “All members will be required to sign a waiver absolving Westminster College, the Westminster _______________ (club name), and its officers from any injuries that might occur.”

4. Attendance

5. Dues (if any) collection procedural processes

6. The _______________ (club name) shall participate in at least one service project each semester.

7. Conduct in violation of the Westminster College Student Code of Conduct will merit a dismissal from the _______________ (club name).

ARTICLE IV - AUTHORITY AND POWERS

1. Authority is established and power is granted by the ASWC through the Board of Trustees of Westminster College.

ARTICLE V - VOTING

1. Elections will be held during the end of spring semester each academic year. Special elections may be called by the Club president. Sufficient notification will be provided to inform club members of this special election in accordance with the guidelines of ASWC Statutes. The elections process shall be as follows:

   a. Be held during the club meeting pertaining to that week
   
   b. Nominees must submit their name to the club president one (1) week in advance of the election.
   
   c. Write in candidates will also be accepted
   
   d. Ballots will only be cast during the specific ___________ (club name) meeting.
   
   e. Results of the elections will be announced before the last day of spring semester.

ARTICLE VI – CLUB OFFICERS

1. All powers herein granted shall be vested in the _______________ (club name) by complying with ASWC statutes.

2. The Club Officers shall be composed of:
   
   a. the President;
   
   b. the Vice-President;
   
   c. the Treasurer;
   
   d. the Secretary; and,
   
   e. any other officers as the club may see fit to assist in the efficacy of the club matters or proceedings.

3. Duties of officers and role of advisor: The members of the _______________ (club name) shall:
a. be registered for at least:
   i. six (6) undergraduate; or,
   ii. three (3) graduate semester hours at Westminster College; and,

b. be in good academic standing.

4. The President shall:
   a. be elected, by a simple majority vote, of fifty (50) percent plus one (1), of all ballots cast by the
      student members of the _______________ (club name);
   b. call and chair all meetings of the club;
   c. attend at least seventy-five (75) percent of all _______________ (club name) activities;
   d. vote on all issues before the club;
   e. coordinate the clubs’ activities; and
   f. oversee the management of the club’s and its functions.

5. The Vice President shall:
   a. be elected, by a simple majority vote, of fifty (50) percent plus one (1), of all ballots cast by the
      student members of the _______________ (club name);
   b. assume the duties and responsibilities of the President, should an absence occur;
   c. assume the office of President should a vacancy occur;
   d. attend at least seventy-five (75) percent of all __________ (club name) activities;
   e. coordinate the clubs’ activities; and,
   f. vote on all issues brought before the club.

6. The Treasurer shall:
   a. be elected, by a simple majority vote, of fifty (50) percent plus one (1), of all ballots cast by the
      student members of the _______________ (club name);
   b. keep budget records to be viewed by ASWC and for the _______________ (club name);
   c. prepare and reconcile monthly balance sheets of the club budget;
   d. approve and execute all expenditures of the _______________ (club name) as authorized by the
      ASWC Dir. Of Budget and Finance.

7. The Club Secretary shall:
   a. be elected, by a simple majority vote, of fifty (50) percent plus one (1), of all ballots cast by the
      student members of the _______________ (club name);
   b. distribute all submitted action items and a meeting agenda to the members of the club four (4)
      days prior to the day of the meeting;
   c. attend at least seventy-five (75) percent of all __________ (club name) activities;
   d. maintain records of all club meetings,
   e. maintain an electronic record of all club documents;
   f. maintain the club Web Page and e-mail contact list; and,
   g. coordinate with the ASWC Dir. Of Clubs and Organizations and the Dir. Of Communications to
      facilitate club web pages.

ARTICLE VII - RECALL

1. The President, Vice President, and any member of the club shall be removed from office on recall for, and
   conviction of any act in direct violation of this Constitution, or any document subordinate thereof.

2. Recall
   a. A recall vote to remove any elected club officer will be held if:
      i. twenty (20) percent of the total number of club members sign a petition for the recall of the
         club President or Vice President; or,
      ii. twenty (20) percent of an officers’ constituency sign a petition for the recall of that
          officer.
   b. The petition must be received and verified by the club secretary.
   c. A recall election will be held within ten (10) working days of verification of the petition for the
      contested position(s).
d. A super-majority vote, of two-thirds (2/3) plus one (1), of all ballots cast in the recall election shall be required for the removal of the officer in question.

3. Any person acquitted of wrongdoing by lack of proper majority, shall not, for the same offense, be otherwise re-examined by any proceedings enumerated in this Constitution.

4. Any conviction, resulting from an impeachment, leading to removal, can be appealed to the Judicial Council according to the disciplinary procedures in the Student Handbook of Westminster College.

ARTICLE VIII – VACANCIES

1. Vacancies in the executive cabinet of the _______________ (club name) shall be filled by:
   a. nomination of the club members; and,
   b. a simple majority vote, of fifty (50) percent plus one (1), of all ballots cast by the _______________ (club name) members.

2. Vacancies in the Vice Presidency shall be filled by a special election which will be held by the _______________ (club name).

3. Vacancies in the Presidency shall be filled by the Vice President.

4. Vacancies in any position appointed by the President, and ratified by the _______________ (club name), shall be filled by the same procedure.

5. Vacancies in the office of the Treasurer shall be filled by a special election held by the _______________ (club name).

6. Vacancies in the Secretary shall be filled by a special election held by the _______________ (club name).

ARTICLE IX – PARLIAMENTARY PROCEDURE

1. The rules contained in the current edition of Roberts Rules of Order Newly Revised shall/may govern by the _______________ (club name) in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order _______________ (club name) may adopt.

ARTICLE X – AMENDMENTS TO THIS CONSTITUTION

1. Amendments to this Constitution may be proposed through:
   a. Club action; or,
   b. by petition signed by not less than ten (10) percent of the student members of the _______________ (club name).

2. Proposed amendments to this constitution will be adopted by a super majority vote, of two-thirds (2/3) plus one (1), of all ballots cast by the student members the _______________ (club name).

3. Neither the _______________ (club name) nor any body subordinate thereof, may enact any rules, policies or procedures inconsistent with the ASWC Constitution.
CONSTITUTION OF THE ASSOCIATED STUDENTS OF WESTMINSTER COLLEGE

We the students of Westminster College, in order to promote shared governance on campus, develop a sense of community, facilitate better communication with the faculty, administration and Board of Trustees, enrich the lives of students while attending the college, provide leadership, training and opportunities for students, and provide a forum for student concerns do ordain and establish this Constitution for the Associated Students of Westminster College.

ARTICLE I - NAME

2. The name of this body shall be the Associated Students of Westminster College and will appear hereafter as the ASWC.

ARTICLE II - MEMBERSHIP

1. Membership rights and privileges shall be granted to:
   a. all students currently registered for two (2) or more semester credit hours at Westminster College;
   b. the Dean of Students and the Director of Campus Life in non-voting, ex officio roles;
   c. lifetime members who have made an outstanding contribution to the ASWC or the Westminster College community; and,
   d. honorary members who have made an outstanding contribution to the ASWC or the Westminster College community.

2. Membership rights and privileges shall be granted to:
   e. the above persons, regardless of sex, race, ethnic origin, religion, physical handicap, socioeconomic status, or sexual orientation.

ARTICLE III - AUTHORITY AND POWERS

1. Authority is established and power is granted to ASWC by the Board of Trustees of Westminster College.

ARTICLE IV - LEGISLATIVE POWERS

1. All legislative powers herein granted shall be vested in a Senate of the ASWC.

2. Senate membership shall be composed of students with:
   a. a declared field of study in one of Westminster College’s graduate programs;
   b. a declared undergraduate major field of study in one of Westminster College’s academic schools; and,
   c. no declared major field of study.

3. The total Senate membership shall be limited to forty (40), with:
   a. the number of graduate Senators from each program being proportionally based on that program’s previous year’s Fall Semester Full Time Equivalent enrollment (FTE) as reported by the office of the Westminster College Registrar, with:
      i. no program’s membership being less than one (1);
   b. the number of undergraduate Senators from each school being proportionally based on that school’s previous year’s Fall Semester Full Time Equivalent enrollment (FTE) as reported by the office of the Westminster College Registrar, with:
      i. no school’s membership being less than three (3);
   c. the number of undeclared Senators being three (3); and,
   d. each academic school’s membership being portioned by major cluster.

4. Senators shall:
   a. academically:
      i. be registered for at least:
         (1) six (6) undergraduate; or,
         (2) three (3) graduate semester hours at Westminster College;
      ii. have a cumulative G.P.A. of 2.5 or above; and,
      iii. be in good standing;
   b. vote on all issues brought before the Senate; and,
   c. represent only the issues approved by the Senate on any appointed committees.

5. The Senate shall be given the power to:
   a. debate and ratify appointments by the President or Vice President;
   b. debate and ratify any organizational charter, constitution or by-law subordinate thereof;
   c. debate and ratify legislation brought before the Senate;
   d. debate and ratify the proposals of the ASWC Standing Committees;
   e. debate and ratify appointments of lifetime membership of the ASWC;
   f. debate and ratify appointments of honorary membership of the ASWC;
   g. serve as a student forum for concerns of the student body;
   h. overturn, by a super majority vote, of two-thirds (2/3) plus one (1), of all ballots cast, any measure previously passed; and,
   i. authorize any officer they deem necessary to aid in the functions of the body.
ARTICLE V - EXECUTIVE POWERS

3. All Executive Powers herein granted shall be vested in an Executive Cabinet of the ASWC.

4. The Executive Cabinet shall be composed of:
   a. the President;
   b. the Vice-President;
   c. the Director of Clubs and Organizations;
   d. the Director of Communications; and,
   e. the Director of Budget and Finance.

5. The members of the Executive Cabinet shall:
   a. be registered for at least:
      i. six (6) undergraduate; or,
      ii. three (3) graduate semester hours at Westminster College;
   b. have a cumulative G.P.A. of 2.5 or above; and,
   c. be in good academic standing.

6. The President shall:
   a. be elected, by a simple majority vote, of fifty (50) percent plus one (1), of all ballots cast by the student members of ASWC;
   b. call and chair all meetings of the Senate as an ex-officio member;
   c. attend at least seventy-five (75) percent of all ASWC activities;
   d. Shall have veto power over Senate legislation, which:
      i. Can be overruled by a 2/3 majority of the Senate;
   e. nominate, for the current academic year:
      i. a Director of Communications to be ratified by the Senate; and,
      ii. a Director of Budget and Finance to be ratified by the Senate;
   f. nominate all committee chairs and representatives to outside committees to be ratified by the Senate;
   g. be Westminster College’s representative on the Utah Council of Student body Presidents;
   h. serve as the chief liaison to the board of trustees and board committees;
   i. delegate subsequent Executive Cabinet members to various committees and councils as needed;
   j. oversee the management of the ASWC office and its functions, and its work-studies; and,
   k. receive a stipend as decided by the Senate.

7. The Vice President shall:
   a. be elected, by a simple majority vote, of fifty (50) percent plus one (1), of all ballots cast by the student members of ASWC;
   b. assume the duties and responsibilities of the President, should an absence occur;
   c. assume the office of President should a vacancy occur;
   d. cast a tie breaking vote in the Senate if needed;
   e. serve as an administrative coordinator and assistant to the president;
   f. nominate SAC board members to be ratified by the Senate;
   g. attend at least seventy-five (75) percent of all ASWC activities;
   h. along with the President, nominate chairs and representatives to outside committees to be ratified by the Senate;
   i. oversee all actions of the Student Activities Commission; and,
   j. receive a stipend as decided by the Senate.

8. The Director of Clubs and Organizations shall:
   a. be elected, by a simple majority vote, of fifty (50) percent plus one (1), of all ballots cast by the student members of ASWC;
   b. organize and chair a monthly meeting consisting of all club presidents in order to establish event dates for all clubs;
   c. facilitate advertising for club events;
   d. prepare a list of all active clubs with contact information;
   e. prepare a list of all service projects accomplished by clubs;
   f. provide a monthly written report to the ASWC Senate concerning the following:
      i. club activities;
      ii. service projects;
      iii. active members;
      iv. use of allocated funds;
   g. attend seventy-five (75) percent of all ASWC activities; and,
   h. receive a stipend as decided by the Senate.
   i. have been an active member of an ASWC club the year previous.

9. The Director of Communications shall:
   a. distribute all submitted action items and a meeting agenda to the members of the Senate four (4) days prior to the day of the meeting;
   b. attend at least seventy-five (75) percent of all ASWC activities;
   c. maintain two (2) permanent records of all ASWC Senate meetings, to be kept in:
15

i. the ASWC office; and,
ii. the Student Life office;
d. maintain electronic and conventional records of all ASWC documents;
e. maintain the ASWC Web Page and e-mail account;
f. coordinate with the Clubs and Organizations Chair to facilitate club web pages; and,
g. receive a stipend as decided by the Senate.

10. The Director of Budget and Finances shall:
a. keep budget records for ASWC;
b. prepare and present monthly balance sheets of the current budget;
c. chair the Budget Committee;
d. approve and execute all expenditures of ASWC as authorized by the Senate;
e. coordinate ASWC budgets and expenditures with the Accounting Office,
f. attend at least seventy-five (75) percent of all ASWC activities; and,
g. receive a stipend as decided by the Senate.

ARTICLE VI - JUDICIAL POWERS

1. All judicial powers herein granted shall be vested in an Attorney General of the ASWC which shall extend to all cases arising under this Constitution, or any document subordinate thereof.

2. The Attorney General shall:
a. be elected, by a simple majority vote, of fifty (50) percent plus one (1), of all ballots cast by the student members of ASWC;
b. chair the Judicial Council;
c. be authorized to oversee this Constitution and any organizational charter, constitution or by-law subordinate thereof;
d. receive and review all new club constitutions;
e. chair impeachment proceedings, or appoint a chair, if deemed appropriate; and,
f. receive a stipend as decided by the Senate.
g. swear in all Senators and Officers, either by group or individual, with the following Oath of Office: “I, (name of individual), do solemnly swear that I will support the Constitution of the Associated Students of Westminster College and all its purposes and procedures; and that I will endeavor to the best of my abilities to fulfill the duties, obligations, and responsibilities of the office to which I have been elected (or appointed).

3. The Judicial Council shall:
a. be chaired by the Attorney General;
b. have the final rule on all constitutional decisions brought by the Attorney General;
c. review all club charters, constitutions, and by-laws; and,
d. consist of one (1) student-at-large from each of the schools at Westminster College.

ARTICLE VII - STUDENT ACTIVITIES COMMISSION (SAC)

1. The Student Activities Commission shall be the board of the ASWC which represents social and academic interests of the Westminster College community.

2. The SAC shall be:
a. Coordinated by a SAC chair known as the Activities Coordinator; and,
b. governed by the SAC board, which is composed of the chairs of each of the individual SAC committees, which shall be responsible for the implementation and carrying out of specific SAC events.

3. The Vice-President shall:
a. oversee and have final say with regard to the actions and decisions of SAC.

4. Individual SAC committee chairs shall:
a. be responsible for the appointment of individual committee members;
b. hold regular meetings to coordinate activities;
c. evaluate each program sponsored by his/her committee;
d. keep a file and report the results of each activity to the SAC board; and,
e. keep an account of the committee budget, working directly with the Budget Committee to monitor expenditures of funds.

ARTICLE VIII - COMMITTEES

1. The Senate will have the power to create any committees deemed necessary to carry out the functions of the ASWC and the student body.

2. There will be three (3) Standing Committees of the ASWC:
a. the Rules Committee;
b. the Elections Committee; and,
c. the Budget Committee.

3. The Rules Committee shall:
   a. be chaired by the Parliamentarian;
   b. have the final rule on all parliamentary decisions brought by the Parliamentarian;
   c. prior to presentation, review all proposed Senate legislation; and,
   d. consist of one (1) Senator from each of the schools at Westminster College.

4. The Elections Committee shall:
   a. be chaired by the Elections Chair;
   b. develop and carry out all elections of the ASWC; and,
   c. consist of at least one (1) student-at-large from each of the schools at Westminster College.

5. The Budget Committee shall:
   a. be chaired by the Treasurer;
   b. prepare a budget proposal each spring;
   c. take requests for additional monies during the academic year and present them to the Senate for action; and,
   d. consist of one (1) Senator from each of the schools within Westminster College.

ARTICLE IX - RECALL AND IMPEACHMENT

5. The President, Vice President, and any member of the Senate shall be removed from office on recall, or impeachment for, and conviction of any act in direct violation of this Constitution, or any document subordinate thereof.

6. Recall
   a. A recall vote to remove any elected ASWC officer will be held if:
      i. twenty (20) percent of the total number of student members of ASWC sign a petition for the recall of the Student Body President or Vice President; or,
      ii. twenty (20) percent of a Senator's constituency sign a petition for the recall of that Senator.
   b. The petition must be received and verified by the Attorney General.
   c. A recall election will be held within ten (10) working days of verification of the petition for the contested position(s).
   d. A super-majority vote, of two-thirds (2/3) plus one (1), of all ballots cast in the recall election shall be required for the removal of the officer in question.

7. Impeachment
   a. Impeachment of elected officers will be sustained if:
      i. action calling for the impeachment of an officer is brought before the Senate; and,
      ii. a simple majority vote, of fifty (50) percent plus one (1), of all ballots cast in the impeachment hearing are in favor of the measure.
   b. If impeached by the Senate, then the officer shall be subject to a conviction hearing as follows:
      i. The trial shall be chaired by the Attorney General.
      ii. The jury shall be made up of the following individuals, chosen by the Dean of Students:
         (1) two (2) Senators from each school;
         (2) five (5) students-at-large from within the ASWC membership; and,
         (3) one (1) administrator.
      iii. The officer facing impeachment will be allowed to seek counsel from either:
         (1) a student member of the ASWC;
         (2) a faculty member of Westminster College; or,
         (3) a staff member of Westminster College.
      iv. A representative from the Senate, as prosecution, and the officer on trial, as defense, have the right to call and confront witnesses.
      v. A super majority vote, of two-thirds (2/3) plus one (1), of all ballots cast in the trial shall be required for conviction.
   c. If convicted, the officer must be informed in writing of the impending action at least seven (7) business days before the action is taken.

8. Any person acquitted of wrongdoing by lack of proper majority, shall not, for the same offense, be otherwise re-examined by any proceedings enumerated in this Constitution.

9. Any conviction, resulting from an impeachment, leading to removal, can be appealed to the Dean of Students according to the disciplinary procedures in the Student Handbook of Westminster College.

ARTICLE X - VACANCIES

4. Vacancies in the Senate shall be filled by:
   a. nomination of the President; and,
   b. a simple majority vote, of fifty (50) percent plus one (1), of all ballots cast by the Senate.

5. Vacancies in the Vice Presidency shall be filled by a special election which will be held by the elections committee.
6. Vacancies in the Presidency shall be filled by the Vice President.
4. Vacancies in any position appointed by the President, and ratified by the Senate, shall be filled by the same procedure.
5. Vacancies in the office of the Clubs and Organizations Chair shall be filled by a special election held by the elections committee.
6. Vacancies in the office of the Attorney General shall be filled by a special election held by the elections committee.

ARTICLE XI - AMENDMENTS TO THIS CONSTITUTION

4. Amendments to this Constitution may be proposed through:
a. legislative action; or,
b. by petition signed by not less than ten (10) percent of the student members of the ASWC.
5. Proposed amendments to this constitution will be adopted by a super majority vote, of two-thirds (2/3) plus one (1), of all ballots cast by the student members of the ASWC.
6. Neither the ASWC nor any body subordinate thereof, may enact any rules, policies or procedures inconsistent with this Constitution.

ARTICLE XII - Ratification

1. Upon ratification, by a super majority vote, of two-thirds (2/3) plus one (1), of all ballots cast by the student members of ASWC, this Constitution shall supercede and override any other documents heretofore known as a Constitution of the student body of Westminster College.

BYLAWS OF THE ASSOCIATED STUDENTS OF WESTMINSTER COLLEGE

Article 1 – Student Activities Commission Chairs

1. The Student Activities Commission shall be comprised of nine chairs.
2. These nine chairs shall be known as:
   a. Activities Coordinator
   b. Athletics Chair
   c. Concert Series Chair
   d. Dance Chair
   e. Diversity Chair
   f. Kid’s Club Chair
   g. Lecture Series Chair
   h. Publicity Chair
   i. Historian
3. The Assistant Vice-President will now be known as the Activities Coordinator.
4. All actions by the SAC chairs will be under the direction of the ASWC Vice President as in accordance with the ASWC Constitution and other guiding documents.

Article 2 – Senate Resolution Numbering

1. No format of Senate resolution numbering has occurred in the past, which has caused confusion between administrations.
2. The Senate resolution format will be as follows:
   a. In the upper right hand corner of resolutions, the Senate year and chronological number will appear as follows.
      i. 2004-05-1 (denoting the 2004-2005 Senate session and the first resolution).
      ii. The chronological number on resolutions not passed will remain to allow for proper record keeping.
3. The passed resolutions will be organized under the following headings:
   a. Budget & Finance
   b. Elections
   c. Senatorial, Officers, and Legislative Duties & Obligations
4. If a resolution passes that does not fit under one of these categories, the ASWC Attorney General will submit a recommendation to the Senate to amend the bylaws allowing for proper categorization.

Article 3 – Attorney General Clarification

1. The Attorney General shall attend at least seventy-five (75) percent of all ASWC activities.
THE ASSOCIATED STUDENTS OF WESTMINSTER COLLEGE RULES OF ORDER

ARTICLE I – SENATE DUTIES

1. The Senate shall:
   a. conduct all meetings in accordance with the Utah State Open Meeting Act;
   b. require a quorum of fifty (50) percent plus one (1), (21 Senators) to conduct business;
   c. meet at least twice per month during each month of the academic year excluding the month of December where one meeting may be sufficient; and
   d. in their first order of business, elect a senator to be Parliamentarian.

2. Senators shall:
   a. Senators shall serve at least four (4) hours in the ASWC office every week excluding the time spent in Senate meetings.
   b. proactively represent the constituency from which they were elected;
   c. attend all Senate meetings;
      i. Upon missing a third senate meeting during each Fall or Spring semester, respectively, the Senator is automatically removed from office.
      ii. Upon entering more than ten (10) minutes past the scheduled start time for two meetings during each Fall or Spring semester, respectively, the Senator shall accrue one (1) absence.
   d. hold at least one (1) scheduled meeting within the first two months of each semester with designated constituents; and
   e. work on at least two (2) SAC activities per semester in coordination with the Vice President of the ASWC.

ARTICLE II – EXECUTIVE CABINET DUTIES

1. Members of the Executive Cabinet shall:
   a. attend all Senate meetings;
      i. Upon missing a third senate meeting during each Fall or Spring semester, respectively, the cabinet member is automatically removed from office.
      ii. Upon entering more than ten (10) minutes past the scheduled start time for two meetings during each Fall or Spring semester, respectively, the cabinet member shall accrue one (1) absence.

2. Office Hours:
   a. The President shall serve at least ten (10) hours in the ASWC office each week excluding the time spent in Senate meetings.
   b. The Vice President shall serve at least ten (10) hours in the ASWC office each week excluding the time spent in Senate meetings.
   c. The Director of Clubs and Organizations shall serve at least four (4) hours in the ASWC office every week excluding the time spent in Senate meetings.
   d. The Activities Coordinator shall serve at least four (4) hours in the ASWC office every week excluding the time spent in Senate meetings.
   e. The Director of Communications shall serve at least four (4) hours in the ASWC office every week excluding the time spent in Senate meetings.
   f. The Director of Budget and Finance shall serve at least four (4) hours in the ASWC office every week excluding the time spent in Senate meetings.
   g. The Attorney General shall serve at least four (4) hours in the ASWC office every week excluding the time spent in Senate meetings.

3. The terms of all appointed positions, except where otherwise enumerated in the Constitution of the Associated Students of Westminster College, shall run concurrent with that of the appointing officer.

4. Nominations for vacant positions shall be open for at least seven (7) working days before consideration by the Senate.

5. Each academic school’s senate membership shall be portioned by major cluster as follows:
   a. Arts and Sciences:
      i. Arts and Humanities:
         (1) Art;
         (2) Communication;
         (3) English;
         (4) History;
         (5) Philosophy; and,
      ii. Pure and Applied Science:
          (1) Biology;
          (2) Chemistry;
          (3) Computer Science;
          (4) Mathematics;
          (5) Physics; and,
      iii. Social Science:
          (1) Political Studies;
(2) Psychology;
(3) Social Sciences;
(4) Sociology;
(5) Justice Studies; and,
b. Business:
  i. Aviation;
  ii. Business:
    (1) Accounting;
    (2) Business;
    (3) Economics;
    (4) Information Resource Management;
    (5) International Business; and,
c. Education:
  i. Education; and,
d. Nursing:
  i. Nursing.

ARTICLE III-MEETINGS
1. All meetings shall be governed by the ASWC Rules of Order in all cases to which they are applicable, in accordance with any ASWC bylaws, and in accordance with any special rules that ASWC may adopt, and consistent with the ASWC Constitution.

ARTICLE IV: PARLIAMENTARY AUTHORITY
1. The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern ASWC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the ASWC may adopt.

ARTICLE V: DEFINITIONS
1. Office Hours are defined as:
   a. Time spent in the ASWC office; and
**Associated Students of Westminster College**

**Financial Code**

**MISSION:**
The Purpose of this document is to provide a framework for the financial conduct of ASWC and guidelines for budgeting and disbursement of funds. The financial code is governed by the Constitution of the Associated Students of Westminster College.

**AUTHORITY:**

1. **SENATE:** Authorizes the distribution and allocation of student funds. Revises the Financial Code as deemed necessary.

2. **BUDGET COMMITTEE:** Prepares and submits annual budget for Senate approval. Considers ongoing requests for funding and makes recommendations of financial matters to the Senate.

3. **DIR. OF BUDGET AND FINANCE:** Chairs the Budget Committee and maintains all ASWC financial records. Approves all transactions as authorized by the Senate.

4. **DIRECTOR OF STUDENT LIFE/DEAN OF STUDENTS:** Verifies process and ensures that correct procedures have been followed.

**SOURCE OF FUNDS:**

1. **STUDENT FEES:** Billed and collected by the College Administration during the fall and spring semesters.

2. **INTEREST REVENUE:** Interest accrued on ASWC funds held by the College.

3. **AUXILIARY FUNDS:** All other revenues not directly related to student fees or interest such as ticket sales, copy machine revenues, etc.

**ANNUAL BUDGETING:**

1. All clubs, organizations, students, and administrative units may request funding from ASWC during the month of April until the deadline announced by the Budget Committee.

2. Requests for funding must include a list of all club advisors’ and officers’ names, titles and phone numbers; estimated number of members; and any dues charged or revenues expected.

3. Publications must also submit a schedule of distribution dates with their annual request and are required to collect a minimum of 25% of their total budgeted operation through advertising or other revenue. Failure to do this will result in cancellation of issues or funding as determined by the Budget Committee.

4. Upon receipt of requests and examination of estimated revenues, the Budget Committee will prepare and submit a Budget Proposal for the fiscal year July 1 through June 30 to the Senate.

**ONGOING REQUESTS:**

After the normal budgeting process occurs, ongoing requests will still be considered as long as funding is available. These requests must be sponsored by a member of ASWC before being brought to the Budget Committee. The request will then be evaluated by the Budget Committee and brought before the Senate for approval.
GENERAL POLICIES AND RESTRICTIONS:

1. Funds not used as approved will be retained by ASWC.
2. Funds may not be used for the purchase of alcoholic beverages or illegal substances or activities.
3. Requests for changes in approved allocations must be submitted to the Budget Committee and approved by the Senate before expenditure.
4. Recognized clubs* have priority for funding.
5. Discretionary monies are not allocated in club budgets.
6. Club letterhead and stationary will not be funded; ASWC letterhead may be used by all recognized clubs.
7. In case of extreme loss of revenue, or financial exigency, ASWC reserves the right to re-determine an approved budget.
8. All clubs, committees, or individuals will be held responsible for full disclosure of their financial actions to the Budget Committee.
9. The Dir. of Budget and Finance reserves the right to immediately take control of all accounts if deemed necessary.
10. All contracts on behalf of ASWC or Westminster College must be signed by the Executive Vice President of the College.
11. The Budget Committee will be responsible for recommending which activity or event will be funded when similar requests are made from different groups.
12. Clubs and organizations are permitted to up to 15 percent of their allocated budget on t-shirts, or other items of clothing. All apparel must bare the name of the club or organization.
13. Honoraria for speakers in excess of $100 will be referred to the Joint Fund Committee. If funding is denied by the Joint Fund Committee the request may still be considered if significant interest is determined by the Budget Committee.
14. Requests for travel to conferences or competition expenses, including transportation, participation fees and lodging, will be limited to $50 per Westminster student up to 20 students per group. Requests must include a list of participants seeking sponsorship as well as the entire cost for the faculty advisor.
15. Any club or organization that fails to perform their required service activity during the fall semester will be penalized 33 percent of their allocated budget. Failure to complete the service project in the spring semester will be taken into consideration during the budgeting process for the subsequent year.

* as defined in the club handbook.
ASWC BUDGET RULES AND REGULATIONS

1. The budget you have been given is contingent upon your approval and documentation as a legitimate Westminster club or organization. Unauthorized clubs, as well as clubs still in the process of approval, will not be allowed to spend funds from their account until they are approved and properly documented, even if a budget has already been approved.

2. Check requests may be obtained in the ASWC office (Shaw 104). All completed check requests are to be submitted to the ASWC Dir. of Budget and Finance; all requested information must be provided, including the club account number (see example, page 21). Checks will only be approved and issued as reimbursements for legitimate expenses (as outlined in your budget itemization), and must be accompanied by a receipt! If it is impossible for the initial purchaser to cover the amount spent until the reimbursement arrives (usually within two (2) weeks), other arrangements can be made directly with the Treasurer.
   a) If a discrepancy is found in a clubs and/or organizations spending, the Budget Committee will have the final discretionary say whether or not the spending is a legitimate club and/or organization expenditure.
   b) If a club and/or organization feel it necessary to appeal the finding of the Budget Committee, a written appeal can be made to the Attorney General. He/She will then assemble the Judicial Council for official hearings and they collectively will issue a written opinion to the Senate, Budget Committee, and the club and/or organization.
   c) The Senate will then make the final decision on the legitimacy of the club and/or organization’s expenditure.

3. Purchases must be itemized on the receipts. Credit/debit card receipts will not be accepted without the actual purchase receipt (with vendor clearly marked). College Credit/debit card purchases end one month (1) prior to the final day of the Spring semesters of the current academic year thus allowing thirty (30) days processing time in preparation for annual Senate Budget Hearings. Personal items need to be purchased separately so that only the expenses for the club/organization are shown on the receipt submitted.

4. No alcohol purchases will be reimbursed by the college.

5. Reimbursements will not be issued by ASWC beyond the original allotted budget for each club/organization, unless special requests are made to and approved by the ASWC Senate (submit a typed proposal to the ASWC Dir. of Budget and Finance). These “current” requests take two (2) weeks to process; the club/organization will be notified of the results.
Sample Check Request

Account Code Information:

Be sure to use the correct prefix to designate the account from which the requested funds should be taken.

ASWC Expense Accounts: 50-
Income Accounts (for members dues, outside funding): 52-

Obtain your club/organization’s individual code from the ASWC Treasurer. This code should be used when requesting funds from your ASWC account (club code follows the 50- prefix). Contact the Accounts Receivable Office to obtain the appropriate code to use for transactions through your income account.

All club codes should be followed by the suffix ~5775 to designate that the request describes an expense.
Outside Funding

Since ASWC possesses limited funds with which to finance club and organization activity, even those clubs and organizations that have been awarded funding may wish to independently raise funds so as not to hinder opportunities for activities. However, all fund-raising activities should be coordinated with the Office of Institutional Advancement. In addition, be aware of the following information.

Food Sales:

Bake sales are in violation of Salt Lake City/County Health Department Regulations. According to the Bureau of Food Protection, any food served on campus must come from approved and inspected sources. The preparation of food in a private home does not meet this criteria. In addition, even though food may be given away rather than sold, the health department regulations are still fully applicable.

Catering:

All catering for Westminster College and associated organizations must go through Sodexho Marriott Food Service. Only when Sodexho Marriott Food Service declines a bid may another catering service be used.

Table Sales:

In order for any product to be sold on the Westminster Campus, the vendor (including ASWC clubs and organizations) must meet the following qualifications:

1. The vendor or club must notify the Student Life Office for availability, tables, and a space on campus. Final approval is given by the Director of Student Life.

2. Items sold must not in any way duplicate or compete with what is sold in Follet’s bookstore.

3. No space will be given to credit card companies.

Raffles/Drawings:

Raffles are frequently in violation of Utah State Law regarding gambling. If you choose to raise money in this manner, please contact the Student Life Office for clarification of what is not in violation of State Law.
Scheduling Campus Facilities and Planning Events

Officially recognized clubs and organizations are entitled to use Westminster College facilities free of charge. However, space is subject to availability. Reservations for space and audio-visual equipment must be placed through the Campus Scheduling Office, which is responsible for scheduling every event on campus.

Catering is arranged through Sodexho Marriot Services. Contact Sodexho to request food service; adequate notice is required (one week minimum, especially for major events). ASWC funds may not be used to purchase alcohol. If alcohol is planned for an event, an alcohol permit must be filled out two weeks in advance of the event and then approved by the Prevention Coordinator and the Dean of Students. Alcohol permits may be obtained in the office of the Dean of Students.

To schedule an event:

1. Ensure that the date you have chosen does not conflict with other activities on campus. (Check the Events Calendar found in the Student Handbook and on the ASWC website.

2. Contact Claudia Marques in the Campus Scheduling Office and state your request. Claudia will check the availability of the facility requested and immediately (in most cases) confirm and log your function.

3. Follow the phone request with either a Room Reservation Request Form or something in writing outlining your request and set-up needs. E-mail is appropriate as long as all the necessary information is supplied.

4. As the event nears, communicate with Claudia Marques and/or Jeff Brown, Plant and Facilities, regarding set-up or changes.

5. Notify Claudia Marques of any change of plans; i.e. cancellations, problems, etc.

The above steps provide only the basic information. Contact the offices of Campus Scheduling and Campus Setup for further information. Proper communication with these offices is essential for the success of your event.

Necessary Information:

- Contact person with phone number
- Organization/Department
- Day of the Week and Date of the Month
- Time event begins and ends
- Room preferred
- Type of event
- Set-up needs
## Program Checklist

### I. The Program: Advance Planning

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#### A. General

1. Check calendar conflicts
2. Reserve facility (room, building, outdoor areas)
3. Prepare and sign contracts and/or letter of agreement
4. Reserve special equipment (audio-visual, lights, chalkboard, etc.)
5. Coordinate physical set-up (Seating, room arrangements, etc.)
6. Arrange for security
7. Decide theme

#### B. The Budget

1. Make check requests

#### C. Committee Assignment

**Decorations**

1. Design decorations
2. Buy materials
3. Construct decorations

**Entertainment**

1. Contact band, performers, speaker
2. Process payment
3. Arrange for:
   - Transportation
   - Lodging
   - Meals

**Publicity**

1. Prepare material for bulletin boards, special display, and Dear John
2. Design and print:
   - Logo
   - Programs
Posters ____________  _______________________ ______
Flyers ____________  _______________________ ______
Table Tents ____________  _______________________ ______
Buttons ____________  _______________________ ______
Other : ____________  _______________________ ______

3. Contact public relations ____________  _______________________ ______
4. Prepare public service announcements ____________  _______________________ ______
5. Write letters to targeted audiences ____________  _______________________ ______
6. Obtain photographer ____________  _______________________ ______

Refreshments
1. Arrange for food service (Reception, dinner, etc.) ____________  _______________________ ______
2. Contact servers ____________  _______________________ ______
3. Obtain name tags ____________  _______________________ ______

Resource People
1. Select and give special invitations ____________  _______________________ ______

Tickets
1. Decide seating arrangements ____________  _______________________ ______
2. Have tickets printed and numbered ____________  _______________________ ______
3. Obtain and schedule ticket sellers/ushers ____________  _______________________ ______
4. Prepare complimentary passes ____________  _______________________ ______
5. Secure cash boxes/hand stamps ____________  _______________________ ______
6. Arrange for cash advance ____________  _______________________ ______

Miscellaneous
1. Obtain special items/equipment
   Flowers ____________  _______________________ ______
   Clipboards ____________  _______________________ ______
   Stopwatches ____________  _______________________ ______
   Pencils ____________  _______________________ ______
   Magic Markers ____________  _______________________ ______
   Paper ____________  _______________________ ______

2. Print evaluation forms ____________  _______________________ ______

II. A Few Days Before the Program

Recheck the following:
1. Facility and physical setup (room reservations and arrangements) ____________  _______________________ ______
2. Technical arrangements
   (audio-visual, chalkboards, etc.)

3. Security arrangements

4. Refreshment order

5. Transportation/ lodging arrangements

6. Ticket sales

7. Programs

8. Ushers, servers, emcee

9. Decorations

10. Publications

11. Payment of services/ entertainment

### III. Day of Program

**Check on:**

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<tr>
<td>1. Facility - Room arrangements</td>
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<td>2. Technical - Audio -Visual Equipment</td>
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<td>3. Ticket arrangements: Obtain cash boxes, cash advance, tickets, hand stamps Assign sellers, ushers</td>
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<td>4. Transport VIPs</td>
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<td>5. Security arrangements: Unlock doors, gates Station security</td>
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<td>6. Put up decorations</td>
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<td>7. Pay performer(s)</td>
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<td>8. Distribute Programs</td>
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<td>9. Introduce guests Script/ agenda</td>
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Westminster College Advertising and Posting Policy

The Westminster College Advertising and Posting policy applies to all individuals, clubs, organizations, and institutions that may seek permission for postings. Any questions regarding this policy should be addressed to the Director of Student Life. This policy excludes academic bulletin boards which are monitored by the departments, and bulletin boards in the bathrooms, which belong to the prevention program. Only those programs may use these boards.

1. All postings must be authorized by the Student Life Office. Upon approval, a stamp, including an expiration date, will be placed on the posting.

2. The Student Life Office will place all postings on campus bulletin boards except those in classrooms. There are 12 boards throughout the campus. Special permission from the Director of Student Life must be given to post on boards in classrooms.

3. Posting is allowed on the lower level of glass doors of Shaw Center only with ASWC approval. If you would like to post in this space, you must submit posting to the Student Life Office. There is no posting on doors or windows anywhere else on campus.

*When posting on the Shaw Center doors, use masking tape, NOT scotch tape!*

4. Postings may not be placed on black surfaced walls, glass windows, chalk boards, dry erase boards, photographs, paintings, floors, marble walls, wood doors, ceilings, or any painted or shiny surface.

5. The only posting allowed in bathroom stalls is that of the Dear John... and the Career News in the Loo newsletters which will be placed one each per stall. These will be posted in every stall and above every urinal on campus. All other postings will be removed.

6. Any requests to put information into the Dear John... newsletter must be submitted to the Student Life Office by 5:00 p.m. on Tuesday the week prior to publication. Submission does not guarantee inclusion in the publication. Accommodation will be made as space is available. Each edition runs Friday to Friday.

7. All materials must be removed if they become torn/tattered. Postings will be approved for two weeks, or until the day after an event. Those persons posting material must remove all postings by 10:00 a.m. the day after the expiration date determined by the Student Life Office.

8. The Student Life Office will remove all postings from campus bulletin boards (excluding classroom bulletin boards) the day after expiration. Custodians and the Student Life Office will remove all inappropriately placed postings when identified. Those requesting posting privileges are responsible for the removal of all materials in classrooms.

9. Any requests for special exception to this policy must be made to the Director of Student Life prior to such posting.

10. Any organization or person continually in violation of this policy will be denied approval for posting until that group or person can show responsibility for adherence to the policy to the Director of Student Life.
ASWC Club Proposal Sheet

Proposed Club Name ____________________________________________
Date Submitted __________________________

Organizer’s Name ___________________________  Phone __________________________
E-mail __________________________

Potential Advisor ____________________________  Phone __________________________
E-mail __________________________

Description of Club (including goals and potential activities):
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Potential Members Petitioning for the Club:

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<th>Name (print)</th>
<th>Major</th>
<th>Signature</th>
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Please return this form to the box of the Director of Clubs and Organizations in the ASWC office.
ASWC Club and Organization Update

Name of Organization ____________________________________________
National Affiliation (if applicable) __________________________________
Advisor ______________________________ Advisor Phone ____________________________
Advisor E-mail ______________________________
Date Submitted __________________________

President ____________________________ President Phone _________________________
President Address _________________________________________
President E-mail ___________________________________________

Officers:
• Name ________________________________ Title ________________________________
  Phone ______________________________ E-mail ________________________________
• Name ________________________________ Title ________________________________
  Phone ______________________________ E-mail ________________________________
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• Name ________________________________ Title ________________________________
  Phone ______________________________ E-mail ________________________________
Specific goals for the upcoming year:
_____________________________________________________________________________________
_____________________________________________________________________________________
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Ways to accomplish these goals:
_____________________________________________________________________________________
_____________________________________________________________________________________
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Activity ideas for the upcoming year:
_____________________________________________________________________________________
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Please return this form to the mailbox of the Dir. of Clubs & Organizations in the ASWC office in the Shaw Center.
ASWC Service Project Report

Name of Organization __________________________________________________________

Advisor _______________________________ President ____________________________

Student Service Project Coordinator ____________________________________________

Student Coordinator Phone Number _____________________________________________

Service Project Name _________________________________________________________

Where the Service Project took place _____________________________________________

Who was the Service Project contact person _____________________________________

Hours spent performing Service ________________________________________________

Date of Service Project _________________ Date Submitted _______________________

Description of Event:
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________


Would you recommend this service project to another club/organization? Why or why not?

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Success: (circle one)  1   2   3   4   5   6   7   8   9   10

Number of people attending _____________                    Number of people in organization _______________

Names of people who attended the service project:

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
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Please return this form to the box of the Director of Clubs and Organizations in the Shaw Center.