

# Student



PURPOSE AND AUTHORITY OF THE STUDENT BODY GUIDEBOOK

**ASBURY UNIVERSITY**

The Guidebook is for the purpose of explaining in specific detail the general outlines of office provided in the Constitution. This document should be considered subordinate to, but as binding as the provisions of the Constitution. Unlike the Constitution, this document is designed as a flexible instrument of policies and responsibilities, and unlike the constitution, only the approval of the Student Congress is necessary for the adoption of the policies stated herein. The Student Congress is charged with revision of the Guidebook at their discretion or at least every four (4) years. Said revisions are to be stated before, and approved by, a majority of a Student Congress meeting.

Asbury Student Congress revised this copy of the Guidebook during the academic year of 2017-2018. This version is current as of January 30, 2018.

## TABLE OF CONTENTS

Purpose and Authority	2
Table of Contents	3
I. Student Body Officers (Constitution Article III)	4
A. Duties of Student Body Officers	5
B. Elections	9
C. Appointments of Vice President of Spiritual Life and Executive Publicist	12
D. Impeachment and Removal from Office	13
E. Vacancy of Office.	13
II. Asbury Student Congress (Constitution Article IV) .	14
A. Membership	15
B. Duties of All Student Congress Members	15
C. Student Congress Meetings	15
D. Student Governance Association	15
E. Student Activities Board	16
F. Spiritual Life Board.	16
G. Student Intercultural Programs Board.....	16
H. Branch Meetings	17
I. Branch Committees	17
J. Branch Secretaries	17
K. Branch Advisors	18
L. Impeachment and Removal from Office	18
M. Elections Committee	19
N. Student Advocacy Committee	20
III. Class Government (Constitution Article VI)	21
A. Duties of Class Officers	22
B. Freshman Class Sponsors	25
C. Programming	25
D. Budgets	26
E. Special Programming	26
F. Class Elections	28
G. Vacancy of Office	31
H. Homecoming Elections	31
IV. Clubs and Organizations (Constitution Article IV)	33
A. Privileges	34
B. Additional Responsibilities	34
Appendix A (Partnership Guidelines)	35
Appendix B (Proposal Template)	36

## **I. STUDENT BODY OFFICERS**

Corresponds to Student Body Constitution Article III

- A. Duties of Student Body Officers
- B. Elections
- C. Appointments of Vice President for Spiritual Life and Executive Publicist
- D. Impeachment and Removal from Office
- E. Vacancy of Office

## A. Duties of Student Body Officers

1. Executive Cabinet Functions
  - a. Execute Student Congress policy and business.
  - b. Submit a calendar to the Campus Calendar Committee according to the appropriate timetable.  
This calendar should include the following:
    - i. Social events
    - ii. Spiritual Life events
    - iii. Student Intercultural events
    - iv. Elections (Student Body, Class, and Homecoming)
    - v. Special activities sponsored by the Student Congress
  - c. Meet with and train the newly elected Executive Cabinet at least three (3) times in the spring (i.e. attend EC meeting, review Constitution and Guidebook).
  - d. Meet with the newly elected Freshman Class Cabinet within six (6) weeks of their election.
  - e. Meet with the President's Cabinet and Board of Trustees as requested.
  - f. Attend Asbury Student Congress Conference.
  - g. Be responsible to Student Congress for all actions.
  - h. Refrain from holding another major office on campus (i.e. officer of a club or organization, Residence Life staff).
  - i. Communicate effectively with administration to allocate student fees.
2. Student Body President
  - a. Primary functions
    - i. Be aware of the concerns of the Student Body.
    - ii. Be the official liaison of the Student Body to the Faculty, Administration, Staff, and Board of Trustees.
    - iii. Aid Student Congress members in understanding and fulfilling their roles and responsibilities.
    - iv. Be the chief administrator of Student Congress business.
  - b. Official Responsibilities
    - i. Represent the Student Body of Asbury University to the college and community.
    - ii. Represent the Administration to the Student Body.
    - iii. Enforce the Student Body Constitution.
    - iv. Co-chair the Student Congress with the Student Congress Faculty Advisor.
    - v. Chair the Executive Cabinet.
    - vi. Call meetings of the Student Congress and Executive Cabinet and prepare agendas.
    - vii. Plan, organize, and direct ASC Conference with the Executive Cabinet.
    - viii. With permission from the Chapel Committee, plan and organize, with the Executive Cabinet, a Student Congress chapel at least once a year.
    - ix. Serve on the Academic Policies and Curriculum Committee and other faculty committees as requested by the Administration.
    - x. Address the Board of Trustees when requested by the Administration.
    - xi. Present the workings of the Student Congress to new students.
    - xii. Appoint the Vice President for Spiritual Life, Student Intercultural Programs, and Executive Publicist, with the advice of the Executive Cabinet, within three (3) academic weeks of election to office.
    - xiii. Seek approval from the Provost for recommendations of the faculty advisors for the upcoming academic year.
    - xiv. Approve all appointments made by the Vice Presidents.
    - xv. Assist the Executive Treasurer in preparing a Student Congress budget for the year.

- xvi. Facilitate the revisions of the Student Body Guidebook when deemed necessary or at least every four (4) years.
  - xvii. Assume a vacated Executive Cabinet position until position has been filled
  - xviii. Chair the Student Advocacy committee.
3. Vice President of Student Governance
- a. Serve on the Student Congress.
  - b. Serve on the Executive Cabinet.
  - c. Serve as Acting President when the President is absent, except for during ASC meetings, at which time the Faculty Advisor acts as chair.
  - d. Chair the Student Governance Association.
  - e. Handle all recommendations to the Student Governance Association.
  - f. Determine committee structure to deal with the concerns of the Student Body.
  - g. Appoint and write job descriptions for Committees and Committee Chairpersons.
  - h. Appoint and train the Elections Committee Chairperson by the end of the spring semester prior to their term of office.
  - i. Select a branch secretary.
  - j. Select one (1) full-time Faculty Advisor and another Faculty or Staff Advisor. Submit selection to the Student Body President for approval by Provost.
  - k. With the help of the branch secretary, compile a comprehensive summary of the year's activities before leaving office.
  - l. The VP for Governance shall serve on a Faculty Standing Committee as recommended by the Student Body President and appointed by the Provost (i.e. Academic Policies and Curriculum Committee).
  - m. Work closely with the Executive Treasurer in preparation of a budget for each semester and all other Student Governance Association financial matters.
  - n. Be responsible for the acceptance and review of Constitutions of Clubs/Organizations.
  - o. Prepare a calendar of SGA events for the upcoming year by the end of the Spring Semester in which elected and submit calendar at the Campus Calendar meeting.
4. Vice President of Student Activities
- a. Serve on the Student Congress.
  - b. Serve on the Executive Cabinet.
  - c. Chair the Student Activities Board.
  - d. Handle all recommendations to the Student Activities Board.
  - e. Determine committee structure to plan and organize social activities for the Student Body.
  - f. Appoint and write job descriptions for Committees and Committee Chairpersons.
  - g. Select a branch secretary.
  - h. Select one (1) full-time Faculty Advisor and another Faculty or Staff Advisor. Submit selection to the Student Body President.
  - i. With the help of the branch secretary, compile a comprehensive summary of the year's activities before leaving office.
  - j. Prepare a calendar of SAB events for the upcoming year.
  - l. Plan a well-rounded series of social activities for the Student Body.
    - i. Work in consultation with the Office of Student Development in review of activities.
    - ii. Complete first semester planning and have tentative plans for second semester by the end of the semester in which elected.
    - iii. Be available to consult all four Classes with their various activities throughout the year.
  - m. Advise and encourage activities of Clubs/Organizations.
  - n. Work closely with the Executive Treasurer in preparation of a budget for each semester and all other Student Activities Board financial matters.

5. Vice President of Spiritual Life
  - a. Serve on the Student Congress.
  - b. Serve on the Executive Cabinet.
  - c. Chair the Spiritual Life Board.
  - d. Handle all recommendations to the Spiritual Life Board.
  - e. Determine committee structure to plan and organize activities that serve as campus-wide ministries for the Student Body.
  - f. Appoint and write job descriptions for Committees and Committee Chairpersons.
  - g. Select a branch secretary.
  - h. Select one (1) full-time Faculty Advisor and another Faculty or Staff Advisor, not including Associate Dean of Campus Ministries. Submit selection to Student Body President.
  - i. With the help of the branch secretary, compile a comprehensive summary of the year's activities before leaving office.
  - j. Serve on a Faculty Standing Committee as recommended by the Student Body President and appointed by the Provost. (i.e. Cornerstone Committee).
  - k. Serve as the liaison between the Student Body and the Faculty, Administration, Staff and Board of Trustees concerning spiritual matters as opportunities are given.
  - l. Coordinate alongside the Office of Spiritual Life for the allocation and for the distribution of Student Missions' Funds.
  - m. Supervise the organization of Student Chapels in conjunction with the Spiritual Life Board and the Office of Spiritual Life.
  - n. Work with Office of Spiritual Life in planning and organizing a Men's and Women's Retreat each year.
  - o. Encourage the fulfillment of the objectives and goals of the University Handbook for Community Life and Residence Life.
  - p. Encourage faculty involvement in Spiritual Life activities.
  - q. Be aware of InReach and outreach ministry opportunities and meet with other campus spiritual life leaders upon request.
  - r. Prepare a calendar of SLB events for the upcoming year by the end of the Spring Semester in which elected and submit calendar at the Campus Calendar meeting.
  - s. Work closely with the Executive Treasurer in preparation of a budget for each semester and all Spiritual Life Board financial matters.
  
6. Vice President of Student Intercultural Programs
  - a. Serve on the Student Congress.
  - b. Serve on the Executive Cabinet.
  - c. Chair the Student Intercultural Program Board.
  - d. Handle all recommendations regarding Student Intercultural Programs.
  - e. Determine committee structure to advance Student Congress representation of U.S. ethnic minority and International students and to increase student body knowledge, appreciation, and celebration of cultural diversity.
  - f. Appoint and write job descriptions for Committees and Committee Chairpersons.
  - g. Collaborate with fellow Executive Cabinet Officers for the infusion of cultural competency into programming and legislature.
  - h. Select a branch secretary.
  - i. Select one (1) full-time Faculty Advisor and another Faculty or Staff Advisor, not including Associate Dean of Intercultural Affairs, Submit selection to Student Body President for approval by Provost.
  - j. With the help of the branch secretary, compile a comprehensive summary of the year's activities before leaving office.

- k. The VP for Intercultural Programs shall serve on Faculty Standing Committees as delegated by the Student Body President and appointed by the Provost.
  - l. Prepare a calendar of SIP events for the upcoming year by the end of the Spring Semester in which elected and submit calendar at the Campus Calendar meeting.
  - m. Work closely with the Executive Treasurer in preparation of a budget for each semester and all other Student Intercultural Programs financial matters.
7. Executive Secretary
- a. Serve on the Student Congress.
  - b. Serve on the Executive Cabinet.
  - c. Serve as secretary for the Student Body President.
  - d. Maintain files for the Student Congress.
  - e. Maintain accurate documentation of Student Congress and Executive Cabinet meetings.
  - f. Distribute copies of the Student Body Constitution and Student Body Guidebook as needed to Student Congress members, class cabinets, and the Student Body.
  - g. Ensure the completion of a comprehensive report of the year's activities to be placed in the Student Congress files.
  - h. Distribute Executive Cabinet minutes to the Executive Cabinet members and keep at least one copy on file in the Student Congress Office.
  - i. Distribute minutes and agendas for Student Congress meetings at least four (4) class days before the next scheduled meeting. Copies shall be sent to Student Congress members, the University President, the President's Cabinet, and Archives.
  - j. Take attendance at Student Congress meetings.
  - k. Secure minutes of all Class Cabinet and committee meetings and semester reports from Class Secretaries and Clubs/Organizations
  - l. Check the academic eligibility of Student Congress members each semester.
  - m. Work in conjunction with each ARD to appoint residence halls representatives.
    - i. Assign each representative to a branch
    - ii. Complete prior to the end of the semester elected
  - n. Create updated roster for the upcoming academic year prior to the end of the semester elected.
8. Executive Treasurer
- a. Serve on the Student Congress.
  - b. Serve on the Executive Cabinet.
  - c. Keep up-to-date financial records.
  - d. Work in conjunction with Student Congress Faculty Advisor to ensure all payments for Student Congress activities are paid on time.
  - e. Prepare and present a budget for the year, subject to the approval of the Student Congress at the first ASC meeting of the year
  - f. Submit budget reports to all members of the Executive Cabinet every other month.
  - g. Secure the yearly budget of each Class.
  - h. Assist the Vice Presidents in preparation of a budget for each semester and all other branch financial matters
  - i. Be a financial advisor to all Classes and Clubs/ Organizations.
  - j. Serve as student representative to the Business Office in evaluating and recommending changes in the services of the department within the Administration.
  - k. Be responsible for all Student Congress fundraising.
9. Executive Publicist
- a. Serve on the Student Congress.



- b. Serve on the Executive Cabinet.
- c. Be responsible for all Student Congress publicity.
- d. Work with appropriate committee publicity representatives in the development and direction of Student Congress publicity.
- e. Maintain communication to the campus community (i.e. campus emails, social media posts, and posters).
- f. Oversee the Student Congress and the Student Leadership page on the Asbury website.
- g. Work closely with Physical Plant and the Administration in revising and developing appropriate Campus Publicity Guidelines.
- h. Inform Classes, Clubs/Organizations and Committees of all publicity guidelines.

10. Student Congress Faculty Advisor

- a. Qualifications
  - i. Be a full-time member of the faculty of Asbury University.
  - ii. Be recommended to the Provost by the newly elected Student Body President for a term of one year.
- b. Duties
  - i. Co-chair the Student Congress meetings.
  - ii. Be a member of the Executive Cabinet and a member of the Student Congress.
  - iii. Serve in an advisory role to Student Congress and the Executive Cabinet.
  - iv. Be responsible for the training of the succeeding Student Congress Faculty Advisor.
  - v. Serve as overseer for all ASC finances

11. Student Development Advisor

- a. Qualifications
  - i. Be the Director of Student Engagement.
- b. Duties
  - i. Be a non-voting member of the Executive Cabinet and a non-voting member of ASC.
  - ii. Serve in an advisory role to Student Congress and the Executive Cabinet.
  - iii. Be responsible for the training of the succeeding Student Development Advisor.

B. Elections

1. Time

- a. Elections shall be held within the month of February.

2. Supervision

- a. The Elections Committee shall be responsible for overseeing the election process.
- b. The Executive Cabinet, in conjunction with the Elections Committee, shall establish the calendar for elections.

3. Candidacy

- a. To declare candidacy, candidates shall:
  - i. Be members of the Student Body of Asbury University.
  - ii. Have a least a 2.50 cumulative grade point average on a 4.00 scale.
  - iii. Expect to have completed 60 semester hours and at least one academic year at Asbury University upon entering office.
  - iv. Intend to spend the following academic year enrolled as a full-time student at Asbury University Main Campus.
- b. To declare candidacy, a student must present, by the date set by the Executive Cabinet, a petition containing the following:

- i. The signatures of fifty (50) members of the Student Body. No person may sign more than one petition for the same position.
      - ii. The signed profession of beliefs in the basic tenets of the Christian faith, as found in the “Statement of Faith” of Asbury University.
      - iii. The signature of the Registrar’s office confirming the candidate’s cumulative grade point average is within the acceptable range.
      - iv. The signature of the Office of Student Development confirming that the student is not on probation.
    - c. The Student Body President, in consultation with the Executive Cabinet, has the option to extend the position due date in the absence of candidates for a position.
4. Voting
- a. If four (4) or more persons declare candidacy, a primary election shall be held. The three (3) candidates receiving the highest number of votes shall be the candidates on the final ballot, which will be presented to the Student Body on Election Day.
  - b. No candidate may be present at the polling place, excluding time of personal vote.
  - c. Polling places must be accessible to all students and shall be open a minimum of eleven (11) hours during election week.
  - d. Individuals penalized by the Elections Committee for infractions of election rules or who are not confirmed for candidacy shall have the right of appeal to the Student Congress for a final decision.
  - e. In a general election, a simple majority shall elect the officers when two (2) or less candidates are running for the same office or by a plurality vote when three (3) candidates are running for the same office.
  - f. The Elections Committee shall count the vote. If a member of that committee is a candidate that member shall be replaced for the counting by a person selected by the Executive Cabinet.
  - g. During the vote count, each candidate may select a representative to be present if he so chooses.
  - h. In case of a margin of ten (10) or fewer, the votes shall be counted a second time.
  - i. In the case of a tie vote a second election will be held between the tying candidates. This will occur within one week of the first election.
5. Guidelines
- a. Expenditures
 

The ceiling for expenditures on any one candidate’s campaign is two hundred (200) dollars. This shall include the cost of all publicity materials, advertising and campaign rallies/parties. The cost of all donated materials and materials on hand should be estimated and included in the total expenditures. An itemized list of all campaign expenditures, with receipts (where practical), shall be submitted to the Elections Committee on the day of the election. Items of negligible cost (i.e. gas, paper clips, tape) may be excluded.
  - b. Posters, electronic, and Campus Post Office (CPO) Materials
 

The placement of campaign posters shall comply with the campus poster policy (see Appendix). Similarly, the distribution of campaign materials through the CPO shall comply with the CPO’s own posted rules (i.e. materials submitted twenty-four (24) hours before distribution). All printed and electronic campaign materials should be well thought out with regard to cleanliness, accuracy, and fairness. The Elections Committee shall have the right to call into question any materials of a candidate’s campaign that seems to jeopardize the integrity of the election.
  - c. Miscellaneous

- i. Each candidate is responsible for all actions taken by his/her campaign.
  - ii. No campaign activities may be held at the voting poll.
  - iii. No campaign activities may be held on Sundays (12:00 midnight to 12:00 midnight) or during Class/ University prayer meetings.
  - iv. Each candidate shall be responsible for the removal of all of his/her posted or electronic materials (excluding social media) by 5:00 p.m. the final day of elections. Failure to do so will entail a five (5) vote penalty for each infraction. The Elections Committee will determine if a violation of the rules has occurred before the votes are tallied.
  - v. Each candidate will be given the option of having a representative present when the votes are counted on elections night.
  - vi. Sitting student government officers may not use ASC resources (any form of ASC social media or materials in the ASC closet etc.) to promote specific campaigns for Class Cabinet and Executive Cabinet elections.
- d. **Violations**
- Any violation of the above guidelines should be reported to the Elections Committee, who will then investigate the validity of the report. If the reported action is deemed a violation by a consensus of the committee, one of the following sanctions shall be enforced.
- i. If the violation is of a trivial nature or done through carelessness or ignorance the candidate shall be contacted to discuss the violation and shall be given twelve (12) hours to correct the violation.
  - ii. If the violation is a repetition or a refusal to correct a previous violation, a penalty of five (5) votes for each infraction will be levied against the candidate personally. Any amount over the designated expenditure shall be considered as a violation of the integrity of the election.
  - iii. If the violation is of a nature sufficiently serious as to compromise the integrity of the election or was done maliciously or deliberately, the committee shall take the following steps:
    - (a) The committee shall invalidate that part of the election in which the candidate's name appeared.
    - (b) A new election for the office shall be held within one week, without campaigning, and shall include only those candidates who participated in the first election.
    - (c) The violating candidate shall be ineligible for the new election.
- e. **Write-ins**
- Anyone wishing to campaign, as a write-in candidate, must agree to follow the campaign guidelines established by the Elections Committee. Write in candidates will not be invited to participate in the candidate speeches or forum and their name will not appear on the official ballot. However, any candidate, including write-ins, receiving a majority of the votes cast will be considered to have won the election. If there are not candidates for a position, then a write-in candidate who receives the majority vote and appears on at least 25% of the ballots will be declared the winner.
- f. **Absentee Ballots**
- Absentee ballots can be made available and coordinated through Director of Student Engagement upon request.
- g. **Vote Counts**
- The Elections Committee, the evening of the election at a location designated by the Elections Committee Chairperson, will tally all votes. The Elections Committee shall notify

candidates of the election results before the results are announced publicly. Specific vote counts will not be announced but will be available to the candidates upon request.

6. Candidate Events

a. Candidates' Meeting

The candidates' meeting will be an informal meeting, which serves as the campaign kickoff and question/answer session. Any campaigning prior to the candidates' meeting, via printed or electronic materials, shall be considered as a violation of the integrity of the election. The Chairperson of the Elections Committee shall review the guidelines for the election, answer any questions. All candidates should be present, or have a representative if they are unable to attend.

b. Speeches (to be held at the time determined by the Elections Committee Chairperson and the Standing Student Body President). Student Body President candidates are expected to give a speech as well as all contested elected positions. In the event that any candidate cannot attend the night of the speeches, a video may be supplied to the Director of Student Engagement to be played on the night of the event.

- i. Student Body President ten (10) minutes
- ii. Vice President for Governance seven (7) minutes
- iii. Vice President for Student Activities seven (7) minutes
- iv. Executive Secretary five (5) minutes
- v. Student Body Treasurer five (5) minutes

c. Forum

The forum will be loosely formatted after a political debate to showcase the opinions and platforms of the presidential and vice presidential (SGA and SAB) candidates. The Elections Committee will set the topics discussed. Some topics may be open to all candidates while others will be designed particularly for certain positions. After discussion on the given topics, there will be time for questions from the audience, which may be directed to any candidate. The Elections Committee will supply a mediator and timekeeper. The forum is optional for candidates but is highly recommended as a time to form and voice opinions on key Student Body issues.

C. Appointment of Vice President for Spiritual Life, Vice President of Student Intercultural Programs, and Executive Publicist

1. The Student Body President-Elect, in consultation with Executive Cabinet-Elect, shall appoint the Vice President for Spiritual Life, Vice President of Student Intercultural Programs, and Executive Publicist within the first three (3) weeks following the election.
2. The Elections Committee must advertise the opening for at least one week. Any advertisement must outline the application process.
3. Each applicant must submit a petition.
  - a. Petitions should contain signatures of fifty(50) members of the Student Body and a signed profession of belief in the Asbury University Statement of Faith.
  - b. Executive Cabinet-elect reserves the right to reserve the right to request a resume or portfolio from the appointment candidate as needed.
4. Each applicant must meet the qualifications for Student Body Officers as expressed in the Student body Constitution.
5. The Executive Cabinet-Elect shall then review all nominations and then selectively interview from that group to fulfill the appointed position.
6. In the event of vacancy, the position will be filled following the same method used for elected offices.

D. Impeachment and Removal from Office

1. Grounds for impeachment

Any Student Body Officer may be impeached for misconduct of office involving either a breach of tenets of faith, breach of community standard, or dereliction of duty.

2. Procedure for impeachment

a. To initiate an impeachment, a voting member of the Student Congress must present, to the Student Body Advisor, a petition for impeachment stating the nature of the allegations against the accused officer and signed by twenty-five (25) percent of the Student Congress.

b. Upon receipt and validation of an impeachment petition, the Student Body Advisor shall inform the accused officer of the allegations. The accused officer shall have the right to inspect the petition along with its signatures. The accused officer must then respond to the Student Body Advisor within five (5) days as to whether an impeachment hearing or resignation is in order.

c. Impeachment Hearing

i. Time: To be called within one (1) week of the original presentation of the impeachment petition to the Student Body Advisor.

ii. Meeting Procedure: An impeachment hearing shall be conducted as a special meeting of the Student Congress. If the Student Body President is the accused officer, the Student Body Advisor shall chair the meeting.

iii. Arguments and Questioning: At the impeachment hearing, the member of the Student Congress who first presented the impeachment petition shall begin by presenting the allegations and evidence against the accused officer. Then, the accused officer shall have an opportunity to present a defense. After all arguments have been presented, members of the Student Congress may direct questions to both the presenting member and the accused officer.

iv. Action: Following the period of questioning in an impeachment hearing, both the presenting member and the accused officer shall be escorted from the Student Congress chambers. The Student Congress shall then decide what action, if any, should be taken in response to the impeachment petition. A two-thirds (2/3) majority vote shall be required to remove the accused officer from his/her position.

3. Removal from Office

Any Student Body Officer who, at any time during his/her term of office, no longer meets the qualifications for office as stated in the Student Body Constitution, shall be automatically removed from his/her position; similarly for any officer-elect who no longer will be able to meet said qualifications.

E. Vacancy of Office

In the event that a Student Body Officer vacated a post, the following procedures shall be followed to fill the vacated post:

1. The Executive Cabinet shall submit a nomination for any vacated position.

2. The nomination must then be ratified by a two-thirds vote of the Student Congress

3. The Student Body President shall assume a vacated Executive Cabinet post until the above procedure is complete

4. The Vice President for Governance shall assume a vacated Presidential post until the above procedure is completed.

## **II. Asbury Student Congress**

Corresponds to Student Body Constitution Article IV

- A. Membership
- B. Duties of All Student Congress Members
- C. ASC Meetings
- D. Student Governance Association
- E. Student Activities Board
- F. Spiritual Life Board
- G. Student Intercultural Program Board
- H. Branch Meetings
- I. Branch Committees
- J. Branch Advisors
- K. Impeachment and Removal from Office
- L. Elections Committee
- M. Student Advocacy Committee

## Membership

1. Executive Cabinet
    - a. Student Body President
    - b. Vice President of Governance
    - c. Vice President of Student Activities
    - d. Vice President of Spiritual Life
    - e. Vice President of Student Intercultural Programs
    - f. Executive Secretary
    - g. Executive Treasurer
    - h. Executive Publicist
    - i. Student Congress Faculty Advisor
    - j. Student Development Advisor (non-voting)
  2. Student Governance Association
    - a. Class Presidents
    - b. Student Congress Representatives
    - c. Appropriate Club/Organization Representatives
    - d. Committee Chairpersons
    - e. Two (2) Faculty/Staff Advisors
  3. Student Activities Board
    - a. Class Vice Presidents
    - b. Class Activity Directors
    - c. Representative of The Collegian
    - d. Appropriate Club/Organization Representatives
    - e. Committee Chairpersons
    - f. Two (2) Faculty/Staff Advisors
  4. Student Intercultural Program Board
    - a. Appropriate Club/Organization Representatives
    - b. Committee Chairpersons
    - c. Associate Dean of Intercultural Affairs (non-voting)
    - d. Two (2) Faculty/Staff Advisors
  5. Spiritual Life Board
    - a. Class Chaplains
    - b. Appropriate Club/Organization Representatives
    - c. Committee Chairpersons
    - d. Associate Dean for Campus Ministries (non-voting)
    - e. Two (2) Faculty/Staff Advisors
- B. Duties of all Student Congress members
1. Attend ASC Conference  
Attendance from the opening of the retreat to the closing session is counted as one full meeting's attendance. Missing any of these sessions will result in an unexcused absence from ASC meeting, unless a written proposal for leave of absence has been approved by the Executive Secretary.
  2. Attend all Student Congress meetings and respective branch meetings.

- a. The Student Body President will schedule the meeting at the Campus Calendar Meeting. The Student Body President has the right to call a special meeting if needed. There shall be at least four (4) meetings per semester, can include the ASC Conference for the fall semester.
- b. Every member of the Student Congress shall be present at each meeting. In the event of being unable to attend, Student Congress members may send a representative as a stand-in. In the case of an extenuating circumstance, members may reach out to their appropriate vice president to seek approval for an excused absence. More than two unexcused absences (branch or ASC) per academic year automatically disqualify the representative from membership for the remainder of that academic year.
3. Prepare for and be knowledgeable about issues dealt with in the respective branch meetings and Student Congress meeting.
4. Be adept in the understanding and implementation of parliamentary procedure.

#### D. Student Governance Association

##### 1. Recommendations

The Vice President for Governance shall consider recommendations appropriate to the Student Governance Association. The Vice President for Governance shall inform the individuals who originally presented the recommendation of the Student Governance Association's decision and shall execute that decision. The Vice President for Governance may choose to create a Recommendations Committee to review and consider recommendations prior to the Student Governance Association session in which they will be presented.

##### 2. Academic and Institutional Issues

The Student Governance Association shall voice student concerns about the academic programs (i.e. the evaluation of faculty, course evaluations, pre-registrations, and library review). The Student Governance Association shall further seek to promote scholarship and the integration of faith and learning.

##### 3. Issues Awareness

The Student Governance Association shall keep the campus and Student Body informed of current political and social happenings and developments on campus, in the state, the nation, and the world.

##### 4. Student Services

The Student Governance Association shall voice student concerns about the food service, parking, campus safety, residence halls, and other student services to the appropriate Administrative office, and shall handle all student parking ticket appeals.

##### 5. Campus Spaces

The Student Governance Association shall be responsible for advocating for students in regards to communal spaces.

##### 6. Financial

The Student Governance Association shall have financial responsibility for proposals and recommendations originating in the Student Governance Association.

##### 7. Clubs/Organizations

The Student Governance Association shall review and approve all club and organization constitutions relating to their branch.

#### E. Student Activities Board

##### 1. Recommendations



The Vice President for Student Activities shall consider recommendations appropriate to the Student Activities Board. The Vice President for Student Activities shall inform the individuals who originally presented the recommendation of the Student Activities Board's decision and shall execute that decision. The Vice President for Student Activities may choose to create a Recommendations Committee to review and consider recommendations prior to the Student Activities Board session in which they will be presented.

2. Special Events

The Student Activities Board shall schedule and oversee all special events such as Homecoming, Legacy Games, Fall Variety Show, Waterpalooza, and others.

3. Intercollegiate Athletics

The Student Activities Board shall work with the Athletic Department concerning the enhancement and promotion of intercollegiate athletics.

4. Movies

The Student Activities Board shall be responsible for scheduling all college-sponsored movie viewings. Selection of movies should follow the "Principles for Viewing Media" as outlined in the Student Body Handbook.

5. Concerts

The Student Activities Board shall oversee all ASC sponsored concerts.

6. Financial

The Student Activities Board shall have financial responsibility for proposals and recommendations originating in the Student Activities Board.

7. Clubs/Organizations

The Student Activities Board shall review and approve all club and organization constitutions relating to their branch.

F. Spiritual Life Board

1. Recommendations

The Vice President for Spiritual Life shall consider recommendations appropriate to the Spiritual Life Board. The Vice President for Spiritual Life shall inform the individuals who originally presented the recommendation of the Spiritual Life Board's decision and shall execute that decision. The Vice President for Spiritual Life may choose to create a Recommendations Committee to review and consider recommendations prior to the Spiritual Life Board session in which they will be presented.

2. Student Chapel

The Spiritual Life Board shall work in close conjunction with the Associate Dean of Campus Ministries, planning student chapels and providing input to the chapel programs in general.

3. Campus Prayer Life

The Spiritual Life Board shall promote a healthy prayer life within the campus community.

4. Outreach

The Spiritual Life Board shall work cooperatively with the appropriate campus organizations to help provide resources for a full range of community service activities.

5. Missions

The Spiritual Life Board shall work cooperatively with the appropriate campus organizations to help provide resources for a full range of mission opportunities.

6. Discipleship

The Spiritual Life Board shall work cooperatively with the Office of Spiritual Life to provide opportunities for spiritual growth through small groups, mentorships, prayer nights, worship nights, etc.

7. Financial

The Spiritual Life Board shall have financial responsibility for proposals and recommendations originating in the Student Governance Association.

8. Clubs/Organizations

The Spiritual Life Board shall review and approve all club and organization constitutions relating to their branch.

G. Student Intercultural Program Board

1. Recommendations

The Vice President for Student Intercultural Programs shall consider recommendations appropriate to Student Intercultural Programs. The Vice President for Student Intercultural Programs may choose to create a Recommendations Committee to review and consider recommendations prior to the respected Branch meeting in which they will be presented.

2. Expand Cultural Competency on campus

Adequately represent a diverse student body to student government and administration through appropriate student legislature, programming, and Student Congress discussions.

3. Intercultural Programs Festivities and Celebrations

Collaborate with Student Activities Board and the Office of Intercultural Affairs for celebrations of diversity on Asbury's campus

4. Equity in Worship

Collaborate with Spiritual Life Board for increased diversity in worship (scripture, song, and the arts), through the addition of faith based events and discussions centered on a holistic Body of Christ

5. Financial

The Student Intercultural Programs Branch shall have financial responsibility for proposals and recommendations originating in the Student Intercultural Programs Branch.

6. Clubs/Organizations

The Vice President of Student Intercultural Programs shall review and approve all club and organization constitutions relating to their Branch.

H. Branch Meetings

1. There shall be at least three (3) meetings per semester, not including ASC Conference.

2. Members shall attend all meetings, unless excused by the appropriate Vice President. More than two unexcused absences (branch or ASC) per academic year automatically disqualify the representative from membership on Student Congress for the remainder of the academic year.

3. The respective Vice Presidents shall organize these meetings in collaboration with fellow Executive Cabinet Officers.

H. Branch Committees

1. The appropriate Vice President shall establish committees to fulfill the duties of the branches as previously described.
2. The appropriate Vice President shall appoint branch members to serve and lead on the various committees.
3. The appropriate Vice President shall select a committee chairperson with the following responsibilities.
  - a. Be a voting member of ASC and attend all Student Congress Meetings.
  - b. Call committee meetings.
  - c. Send minutes to Executive Secretary and respective Vice President.
  - d. Select additional committee members as deemed necessary.
  - e. Fulfill the committee chair descriptions outlined by the respective Vice President.
4. Committee members are expected to attend all committee meetings, unless excused by the committee chairperson. More than two (2) unexcused absences per year automatically disqualifies the appointed representative from membership on Student Congress.

#### I. Branch Secretaries

1. Keep accurate and permanent minutes of branch meetings and distribute to respective members.
2. The current agenda and minutes from previous meeting for each branch must be distributed at least two (2) class days before any scheduled meeting. The agenda and minutes must also be presented to the Executive Secretary and appropriate Vice President.
3. Report to appropriate Vice President.

#### J. Branch Advisors

1. Selection
  - a. In the semester in which elected, the Vice Presidents of the Executive Cabinet shall select one (1) full-time Faculty Advisors and another Faculty or Staff Advisor.
  - b. Be recommended to the Provost by the newly elected Student Body President for a term of one academic year.
2. Duties
  - a. Be full voting members of Student Congress.
  - b. Be full voting members of their respective branch of Student Congress.
  - c. Serve in an advisory role to their respective branch.
  - d. One advisor must serve on the committee that oversees distribution of Student Missions Fund (Spiritual Life Board).

#### K. Impeachment and Removal from Office (Student Congress Members)

If the impeachment involves any Student Body Members, refer to Impeachment Process in Section 1D, the impeachment shall be in effect for the remaining academic year.

1. Student Congress shall be responsible for all impeachment proceedings and removals from. Any elected or appointed official of a Club, Organization or Class may be impeached for misconduct of office involving a breach of moral or ethical principles as well as a dereliction of duty.
2. Initiation of Impeachment Process
  - a. All impeachment proceedings shall be conducted by the Student Congress and must be initiated by a voting member of Student Congress.
  - b. Said member must present to the Executive Cabinet a petition for impeachment, stating the nature of the allegations against the accused officer and signed by twenty-five (25) percent of the members of the Club, Organization, or Class Cabinet.
  - c. The Executive Cabinet has twenty-four (24) hours to inform the accused of the allegations in writing.

- d. The accused has five (5) days from date of notification to decide whether to resign or face an impeachment hearing.
  - e. After a decision for an impeachment hearing is made or after the fifth day without a decision, the Student Body President has twenty-four (24) hours to call an impeachment hearing to be held before the Student Congress within the following ten (10) academic days.
3. Impeachment Hearing
- a. The petition for impeachment will be presented before the Student Congress, including the accusations and evidence against the officer in question.
  - b. A statement of defense will be presented by or on the behalf of the accused.
  - c. After both sides have presented their arguments, the Student Congress may direct questions to the accused and the accusers.
  - d. Both the accused and the accusers will be escorted from the Student Congress chambers until the impeachment vote has been taken.
  - e. The Student Body President, with the Student Congress, will conduct a time of discussion.
  - f. Following discussion, a two-thirds (2/3) majority vote will be taken to accept or reject the articles of impeachment as presented.
  - g. Accused and accusers will be escorted back into the Student Congress chambers, and the Student Body President will announce the outcome of the vote and whether or not a recall meeting will be necessary.
    - i. If the articles of impeachment are rejected, the accused will be acquitted.
    - ii. If accepted, the Student Body President may call within twenty-four (24) hours, a recall meeting a recall meeting to be held before the Student Congress within the following ten (10) academic days.
4. Recall Meeting
- a. The petition for impeachment will be presented before the Student Congress, including the accusations and evidence against the officer in question.
  - b. A statement of defense will be presented by or on behalf of the accused.
  - c. After both sides have presented their arguments, the Student Congress may direct questions to the accused and the accusers.
  - d. Both the accused and the accusers will be escorted from the Student Congress chambers until the recall vote has been taken.
  - e. A time of discussion will be conducted (by the Student Body President, with the Student Congress).
  - f. Following discussion, a two-thirds majority vote will be taken to recall the accused officer, if such action is deemed necessary, or to direct said officer to correct the problem.
  - g. Accused and accusers will be escorted back into Student Congress chambers, and the Student Body President will announce the outcome of the vote.
5. Committee Chairs
- a. The Student Body President can remove a committee chair with a majority vote from the Executive Cabinet.
  - b. The committee chair has the right to a hearing by the Executive Cabinet.
- L. Elections Committee
- 1. This committee shall hold the primary responsibility for all Student Congress elections. These include the following:
    - a. Student Body Elections
    - b. Homecoming Elections
    - c. Class Cabinet Elections (including Freshman Class Cabinet Elections in the fall)

2. The responsibilities of this committee include the following.
  - a. Setting the election timetable.
  - b. The publicity of elections.
  - c. Making available job descriptions and petitions.
  - d. Checking the qualifications of candidates.
  - e. Enforcement of campaign policies.
  - f. Monitoring of voting sites.
  - g. Counting of votes.
  - h. Announcing elections results.
3. The chairperson shall be appointed by the Vice President of Student Governance and the committee shall consist of the Class Secretary, Treasurer, Publicist, and Historian from each class.
4. Any candidate in an election may not serve on the Elections Committee for that election. The Student Body President may appoint a substitute to serve on the Elections Committee for that election.

#### M. Student Advocacy Committee

1. The Student Body President or his or her appointee shall chair the Student Advocacy Committee. The committee shall be composed of the Executive Cabinet and two (2) Assistant Resident Directors of the student's choosing.
2. The primary function of the committee shall be to assist any student in matters pertaining to discipline, academics, or any other area of campus involvement where the student feels he or she has received unfair treatment.
3. The committee will hear appeals only after all grievance or appeal procedures have been followed by the student, but the chairperson may advise the student as to the avenues of the appeals procedure.
4. Procedure:
  - a. A student who has received discipline, had an academic grievance, or encountered other difficulties may ask for advice or assistance from the committee by contacting the chairperson.
  - b. Upon receiving a request for advice, the chairperson shall respond with the avenues of the appeal procedure within seventy-two (72) hours.
  - c. If the student has exhausted all avenues of the appeals procedure and is not satisfied with the results, the student may present his or her case in writing to the chairperson of the Student Advocacy Committee for consideration. This appeal must reach the chairperson within forty-eight (48) hours after the final administrative appeal has been exhausted.
  - d. The chairperson must convene the Student Advocacy Committee within seventy-two (72) hours after receiving the appeal.
  - e. The student may appear before the committee to appeal his or her case. The committee should obtain additional information from the appropriate sources in order to make an educated decision.
  - f. Possible actions include:
    - i. Denying appeal.
    - ii. Directing the chairperson of the committee to approach the Administration with a recommendation that the student's case be reviewed. The final decision would be left in the hands of the Administration and no further appeals would be permitted.

#### N. Budget

1. The Executive Cabinet shall prepare the budget for the year based on the available funds.

2. The budget shall be submitted for a vote of approval by a majority of Student Congress at its first meeting.
3. The Executive Cabinet shall not sign a multi-year contract or enter into any other agreement that will bind future Student Congresses financially, with the following provisions –
  - a. An Executive Cabinet may enter into a contract for the following school year at the written request of the Executive Cabinet-elect for the coming year.
  - b. The Student Congress may enter into a multi-year contract with a 2/3 vote of approval.

### **III. CLASS GOVERNMENT**

Corresponds to Student Body Constitution Article VI

- A. Duties of Class Officers
- B. Freshman Class Sponsors
- D. Budgets
- E. Special Programming
- F. Class Elections
- G. Vacancy of Office
- H. Homecoming Elections

A. Duties of Class Officers

1. President

- a. Serve on the Student Congress as a voting member.
  - b. Serve on the Student Governance Association.
  - c. Serve on at least one Student Governance Committee.
  - d. Represent Class members and support Class activities.
  - e. Welcome all new Class members at the beginning of each semester.
  - f. Organize the Class Cabinet within a week following elections.
  - g. Appoint through an interview process, with the recommendation of the Class Cabinet, a Male Chaplain and a Female Chaplain within three (3) weeks of the election.
  - h. Call Class Cabinet meetings weekly.
  - i. Prepare the agendas for the Class Cabinet and Class meetings.
  - j. Establish and enforce attendance policies for officers to attend Class Cabinet. ~~and Class meetings.~~
  - k. Appoint committee chairs when necessary (e.g. for event planning).
  - l. Be a liaison between the Executive Cabinet and his/her Class.
  - m. Receive regular reports from Class Cabinet members.
  - n. Report regularly to Class Advisors.
  - o. Attend ASC Conference.
  - p. Attend all Class Events.
  - q. Refrain from holding another major office on campus (president or vice president of a club or organization, resident assistant or committee chairperson).
  - r. Be responsible to the Class Cabinet for all actions.
  - s. Maintain academic and probation eligibility throughout duration of term.
- b. Senior Class President must:
- i. Arrange for the preparation of a class composite picture.
  - ii. Maintain contact with class members and promote class cohesiveness after graduation by working with the Alumni Office in the promotion of class reunions and newsletters.
  - iii. Invite the Freshman Class Cabinet to observe a Senior Class Cabinet meeting.
  - iv. Serve on the Alumni Board for the senior year and the following year.
  - v. Be responsible for planning Senior Chapel in close cooperation with Class Cabinet as well as the Office of Spiritual Life.
  - vi. Be responsible for coordinating Senior Showcase and Senior Retreat in close cooperation with Class Cabinet.
  - vii. Be responsible for class funds under the control of the computer treasury system of the university after graduation, in conjunction with the class advisors and the director of Alumni Relations.
- c. Junior Class President must be responsible, with the assistance of the Junior Class Cabinet, for the Junior-Senior Event within the *Junior-Senior Program Guidelines* established by the Student Development Office.
- d. Sophomore Class President must be responsible, with the assistance of the Sophomore Class Cabinet, for planning a Sophomore Retreat and Sophomore Musical.
- e. Freshman Class President must be responsible, with the assistance of the Freshman Class Cabinet (Including Senior Sponsors), for assisting to plan a Freshman Talent Show, as well as overseeing and planning Freshmen Formal during second semester.



2. Vice President
  - a. Serve on the Student Congress as a voting member.
  - b. Serve on the Student Activities Board.
  - c. Serve on at least one Student Activities Board Committee.
  - d. Preside over Class Cabinet meetings in the President's absence.
  - e. Assume any vacated class position until that position has been filled.
  - f. Be responsible for all class activities in cooperation with the Class Cabinet and with the approval of the Office of Student Development.
  - g. Promote class participation in university-wide programs.
  - h. Attend Campus Calendar Meeting during the Spring Semester preceding elected term.
  - i. Finalize calendar dates of all major activities for the following year by the first week in May to the Campus Calendar Committee.
  - j. Submit any class activity additions or alterations to the Campus Calendar Coordinator at least one week in advance of the activity.
  - k. Report regularly to the Class President.
  - l. Attend ASC Conference.
  - m. Be responsible to the Class Cabinet for all actions.
  - n. Attend all Class events and Class Cabinet meetings.
  - o. Maintain academic and probation eligibility throughout duration of term.
  
3. Secretary
  - a. Keep accurate and permanent minutes of Class Cabinet meetings and distribute to all Class Cabinet members.
  - b. Submit a copy of all minutes to the Executive Secretary.
  - c. Keep attendance at Class Cabinet meetings.
  - d. Perform regular secretarial duties, such as preparing any Class letter or address from the Class President.
  - e. Contact Class Cabinet members regarding Class Cabinet meetings.
  - f. Attend ASC Conference.
  - g. Report regularly to the Class President.
  - h. Be responsible to the Class Cabinet for all actions.
  
  - i. Attend all Class events and Class Cabinet meetings.
  - j. Serve on the Elections Committee.
  - k. Maintain academic and probation eligibility throughout duration of term.
  
4. Treasurer
  - a. Work in conjunction with Class Advisor to ensure all payments for Class Cabinet activities are paid on time.
  - b. Plan a yearly budget to be approved by the Class Cabinet and submitted to the Executive Treasurer.
  - c. Be prepared at each Class Cabinet meeting to give an account of the class funds.
  - d. Submit a report of Class Cabinet expenditures and current funds to the Executive Treasurer each semester.
  - e. Attend ASC Conference.
  - f. Report regularly to the Class President.
  - g. Be responsible to the Class Cabinet for all actions.
  - h. Attend all Class events and Class Cabinet meetings.
  - i. Serve on the Elections Committee.
  - j. Maintain academic and probation eligibility throughout duration of term.

5. Chaplains (Male and Female)
  - a. Serve on the Student Congress as a voting member.
  - b. Serve on the Spiritual Life Board.
  - c. Serve on at least one Spiritual Life Board Committee.
  - d. Plan each Class Prayer meeting. The senior, junior, and sophomore Class Chaplains shall plan a tentative schedule for Class Prayer Meetings for the following year to be submitted by the Class Vice President to the Campus Calendar Committee.
  - e. Be responsible for any devotional times at Class activities.
  - f. Encourage the fulfillment of the objectives and goals of the Spiritual Life programs as found in the Handbook for Community Life and Residence Life and other documents of the university.
  - g. Report regularly to the Class President.
  - h. Regularly update the Vice President for Spiritual Life on class spiritual activities.
  - i. Attend ASC Conference.
  - j. Be responsible to the Class Cabinet for all actions.
  - k. Attend all Class events and Class Cabinet meetings.
  - l. Maintain academic and probation eligibility throughout duration of term.
  
6. Student Congress Representatives (Male and Female)
  - a. Serve on the Student Congress as a voting member.
  - b. Serve on the Student Governance Association.
  - c. Serve on at least one Student Governance Association Committee.
  - d. Represent the feelings and opinions of their Class to the Student Congress and the Student Governance Association.
  - e. Submit at least one (1) proposal per academic year to the Vice President of Student Governance that the class cabinet feels voices or addresses concerns of students in their class.
  - f. Report back to the Class on actions taken by the Student Congress and the Student Governance Association.
  - g. Attend ASC Conference.
  - h. Oversee the planning of Class Serve in conjunction with the Class Cabinet and Class Advisor.
  - i. Report regularly to the Class President.
  - j. Be responsible to the Class Cabinet for all actions.
  - k. Attend all Class events and Class Cabinet meetings.
  - l. Maintain academic and probation eligibility throughout duration of term.
  
7. Activities Directors (Male and Female)
  - a. Serve on the Student Congress as a voting member.
  - b. Serve on the Student Activities Board.
  - c. Serve on at least one Student Activities Board Committee.
  - d. Oversee the planning and organization of all Class social activities in conjunction with the Class Cabinet.
  - e. Attend ASC Conference.
  - f. Report regularly to the Class President.
  - g. Be responsible to the Class Cabinet for all actions.
  - h. Attend all Class events and Class Cabinet meetings.
  - i. Maintain academic and probation eligibility throughout duration of term.
  
8. Publicist
  - a. Serve as a liaison to the Executive Publicist.
  - b. Inform Class members of all Class activities.

- c. Prepare and release a Class newsletter at the Class Cabinet's discretion.
- d. Obtain and follow campus publicity guidelines from the Executive Publicist at the discretion of the Class Cabinet.
- e. Attend ASC Conference.
- f. Report regularly to the Class President.
- g. Be responsible to the Class Cabinet for all actions.
- h. Attend all Class events and Class Cabinet meetings.
- i. Serve on the Elections Committee.
- j. Maintain academic and probation eligibility throughout duration of term.

9. Historian

- a. Attend and take pictures of Class functions and activities.
- b. At the end of each academic year, a Historian shall submit a collection of photos (digital or otherwise) to Archives.
- c. Take historical records of the events of the Class.
- d. Attend ASC Conference.
- e. Report regularly to the Class President.
- f. Be responsible to the Class Cabinet for all actions.
- g. Attend all Class events and Class Cabinet meetings.
- h. Serve on the Elections Committee.
- i. Maintain academic and probation eligibility throughout duration of term.

10. Class Advisors

- a. Attend all Class events and Class Cabinet meetings.
- b. Meet regularly with Class President and other members of Class Cabinet as needed.
- c. Approve class expenditures and oversee the class account in conjunction with Class Treasurer.
- d. Report regularly to the Vice President of Student Development.
- e. Ensure eligibility of all Class Cabinet members each semester.
- f. Confer with the Class Cabinet and Class concerning major activities.
- g. Maintain clear and effective communication with the Class Cabinet and encourage Class Cabinet members to fulfill all responsibilities of their positions.
- h. Inform the Class Cabinet and Class of all available options with the Class funds (i.e. investment account, activities account, fund raising options).
- i. Inform Class Cabinet of procedures for all Class activities and facilitate interest and enthusiasm in these activities.
- j. Any expenditure over fifty (50) dollars must be approved by a majority of the Class Cabinet and the Class Advisors, except in the emergency situations in times of absence from campus when deemed necessary by the Advisors.
- k. Further information and suggestions are outlined in the Class Advisor Handbook in Student Development.

B. Freshman Class Sponsors

- 1. Choose Class Advisors, name, logo, colors, and scripture verse for the incoming Class by the first of July.
- 2. Meet regularly with the Vice President of Student Development before leaving for summer break.
- 3. Communicate with the incoming Freshman Class during the summer.
- 4. Participate in the planning and facilitation of Freshman Orientation.
- 5. Serve on Student Congress, acting as President and Vice President of the Freshman Class until the fall election of the Freshman Class Cabinet is held.

6. Plan Freshman Class Prayer meetings, Class meetings, and Class fellowships until the Class Cabinet is able to fulfill these duties.
7. Submit calendar dates of all major activities for the following year by the first week in May to the Campus Calendar Committee.
8. Oversee fall election for Class Cabinet.
9. Assist Freshman Class Cabinet throughout the semester.
10. Facilitate Freshmen Talent Show.
11. Refrain from holding another major office on campus (i.e. officer of a club or organization, Residence Life staff).
12. Oversee the selection of a Class hymn.
13. For further information see Freshman Class Sponsor Guidebook (in Student Development).

#### C. Budgets

1. A tentative budget should be prepared by the Class Treasurer and approved by the Class Cabinet by the first week of the academic year.
2. Within one month of resuming classes, Class budget should be finalized and sent to Executive Treasurer.
3. Budgets should contain a contingency fund for unexpected expenses.
4. Budgets for Freshman and Sophomore Classes should allow savings for Junior-Senior Event.

#### D. Special Programming

1. Freshman Talent Show
  - a. Management  
The Freshman Class Sponsors shall be responsible for organizing and overseeing the production, with the help of the Advisors and Class Cabinet.
  - b. Production Date  
The Freshman Class Sponsors shall schedule the production and then submit the date to the Campus Calendar Meeting for the following spring semester.
  - c. Facilities  
The Freshman Class Sponsors shall reserve the location of the production. Any sound or lighting equipment shall be reserved at least two (2) weeks prior to the production.
  - d. Auditions  
Audition dates shall be publicized one month in advance of the production. The Freshman Class Cabinet (Including Class Advisor) shall hold auditions at least two (2) weeks prior to the production.
  - e. Rehearsals  
At least one (1) rehearsal shall be held prior to the production.-
  - f. Pricing  
The Freshman Talent Show is presented to the entire Student Body at no cost.
2. Sophomore Production (guidelines provided by Student Development)
  - a. Management  
The Sophomore Class Advisors shall provide guidance in all decisions pertaining to budget, personnel, and off-campus contacts and shall carry ultimate responsibility for these. Students may serve as representatives for off-campus negotiations, but finalization of arrangements is to be through the Class Advisors after consultation with the Vice President for Business Affairs.

- b. Production Dates  
The dates of this production (early second semester) will be scheduled at the Campus Calendar Meeting in the spring before sophomore year.
  - c. Subject of the Production  
The student director(s) and the Class Advisors will select the production by mid September. They shall inform the Vice President for Student Development of those items being seriously considered and shall obtain his/her approval of the final selection by the first of October.
  - d. Budget  
The amount expended for all activities related to this production will not exceed five thousand (5000) dollars. A detailed budget must be presented to the Vice President for Student Development on the appropriate form for approval by the conclusion of first semester. Class Advisors may approve any additional funds as deemed necessary.
  - e. Auditions  
Auditions for the production will be held during the first semester. The student directors will hold the auditions.
  - f. Rehearsals  
Rehearsals of the production will begin during the first semester with a maximum of four (4) hours of rehearsals per week. The Student Directors will present a schedule one week prior to the first rehearsal. A new schedule for second semester will be submitted by Wednesday of the first week of the semester. Until the last week before the performance, the schedule will be limited to a maximum of eight (8) hours of rehearsals per week. A final schedule will be issued prior to the last week of rehearsals. The last week of rehearsals will be scheduled as deemed necessary by the Student Directors. These shall not exceed four (4) hours each. The Class Advisors must approve exceptions.
  - g. Academic Standing  
Persons on an academic probation may not participate. Participants with major involvements, such as director, producer, all committee heads, and principal roles, must have a grade point average of at least 2.5. Persons with a lesser involvement must have a grade point average of at least 2.0. The Class Advisors shall be responsible to maintain this policy.
  - h. Site  
The Class Advisors working with the Class Cabinet and the director(s) will determine the site of the production.
  - i. Directors  
The student director(s) will be selected by the end of the spring semester by the Freshman Class Cabinet with final approval by the Class Advisors.
  - j. Production  
The production shall be given as a gift of the Sophomore Class to the University community and invited guests. It shall not be advertised as the work of any academic area of the University, or by the University itself, but only as performed by the Sophomore Class.
3. Junior/Senior Event (guidelines provided by Student Development)
- a. Purpose  
The event/production shall be given as a gift of the Junior class to the Senior class and invited guests.
  - b. Management

The Junior Class Advisors shall provide guidance in all decisions pertaining to the budget, personnel, off-campus sites and off-campus contacts and shall carry ultimate responsibility for these. Students may serve as representatives for off-campus negotiations but finalization of arrangements is to be through the advisors

c. Event/Production Dates

The Junior Class Cabinet Elect at the Campus Calendar Meeting will establish the event date in the spring before junior year.

d. Event/Production Theme

The Class Cabinet and the Class Advisors will make the event selection by the first of October. They shall submit the theme and concept of the event to the Vice President of Student Development to obtain his/her approval of the final selection by mid October.

e. Budget

The amount expected for activities related to this production will not exceed ten thousand (10,000) dollars. A detailed budget must be presented to the Vice President of Student Development for approval by the end of the first semester. The Class Advisors may approve any additional funds as deemed necessary. The actual financial results compared to the budget must be provided to the Vice President of Student Development after all expenditures and funding are finalized.

f. Production

If the Class Cabinet and Class Advisors choose a production, refer to Sophomore Production Guidelines above.

E. Class Elections

1. Time

- a. Cabinet elections for the next academic year, with the exception of Class Sponsor elections, shall be held after spring break, at least one month before the end of the semester. Class Sponsor elections shall be held in tandem with Executive Cabinet elections.
- b. Freshman Cabinet elections shall be held within the first six (6) weeks of the fall semester.

2. Supervision

- a. The Elections Committee shall be responsible for overseeing the election process.
- b. The Elections Committee, in consultation with the Executive Cabinet, shall establish the calendar for elections.

3. Candidacy

- a. To declare candidacy:
  - i. Students shall be members of the Student Body of Asbury University
  - ii. Students shall have at least a 2.25 cumulative grade point average on the 4.00 scale.
  - iii. Students shall intend to spend the following academic year enrolled as a full-time student at Asbury University.
  - iv. Freshmen students shall have been enrolled in the college since the beginning of the academic year; all other candidates shall have been a member of the Class they wish to represent for at least one semester immediately preceding the election.
- b. To declare candidacy, a student must present, by the date set by the Executive Cabinet, a petition containing the following:
  - iii. The signature of twenty-five (25) members of the Class they wish to represent. No person may sign more than one petition for the same position.
  - iv. The signed profession of beliefs in the basic tenets of the Christian faith, as found in the Statement of Faith of Asbury University.

- v. The signature of the Registrar's Office confirming that the candidate's cumulative grade point average is within the acceptable range.
  - vi. The signature of the Office of Student Development that the student is not on probation.
  - c. The Student Body President has the option to extend the petition due date in the absence of candidates for a position or extenuating circumstances.
4. Voting
- a. If four (4) or more persons declare candidacy, a primary election shall be held. The three (3) candidates with the highest number of votes shall be the candidates on the final ballot, which will be presented to the Class on Election Day.
  - b. No candidate may be present at the polling places, excluding time of personal vote.
  - c. Polling places must be accessible to all students and shall be open a minimum of eleven (11) hours during election week.
  - d. Individuals penalized by the Elections Committee for infractions of election rules or who are not confirmed for candidacy shall have the right to appeal to the executive cabinet for a final decision.
  - e. In a general election, a simple majority shall elect the officers when two (2) or fewer candidates are running for the same office or by a plurality vote when three (3) candidates are running for the same office.
  - f. The Elections Committee shall count the votes. If a member of that committee is a candidate or actively supports a candidate, that member shall be replaced for the counting by a person selected by the Executive Cabinet.
  - g. In the case of a tie vote, a second election will be held between the tied candidates. This will occur within one week of the first election.
5. Guidelines
- a. Expenditures:  
The ceiling for expenditures on any one candidate's campaign is two hundred (200) dollars. This shall include the cost for all publicity materials, advertising and campaign rallies/parties. The cost of all donated materials and materials on hand should be estimated and included in the total expenditures. An itemized list of all campaign expenditures, with receipts (where practical), shall be submitted to the Elections Committee on the day of the election. Items of negligible cost (i.e. gas, paper clips, tape) may be excluded.
  - b. Printed and Electronic Materials:  
The placement of campaign posters shall comply with the campus poster policy. Similarly, the distribution of campaign materials through the CPO shall comply with the CPO's own posted rules (i.e. materials submitted twenty-four (24) hours before distribution). All printed and electronic campaign materials should be well thought out with regard to cleanliness, accuracy, and fairness. The Elections Committee shall have the right to call into question any materials distributed on behalf of a candidate that seem to jeopardize the integrity of the election.
  - d. Miscellaneous:
    - i. Each candidate is responsible for all actions taken by his/her campaign staff.
    - ii. No campaign activities may be held at the voting polls.
    - iii. No campaign activities may be held on Sundays (12:00 midnight to 12:00 midnight) or during Class/University prayer/praise meetings.
    - iv. Each candidate shall be held responsible for the removal of all his/her posted and electronic materials by 5:00 p.m. on the final day of election week. Failure to do so will

entail a five (5) vote penalty for each infraction. The Elections Committee will determine before the vote is counted if anyone is in violation of this rule.

e. Violations:

Any violation of the above guidelines should be presented to the Elections Committee, who will then investigate the validity of the report. If the reported action is deemed a violation by a consensus of the Committee, one of the following sanctions shall be enforced.

- i. If the violation is of a trivial nature or done through carelessness or ignorance, the candidate shall be contacted to discuss the violation and shall be given twelve (12) hours to correct the violation.
- ii. If the violation is a repetition or a refusal to correct a previous violation, a penalty of five (5) votes for each infraction will be levied against the candidate. An excess of expenditures surpassing twenty-five (25) dollars shall be considered as violating the integrity of the election.
- iii. If the violation is of a nature sufficiently serious as to compromise the integrity of the election or was done maliciously or deliberately, the committee shall take the following steps:
  - (a) The committee shall invalidate that part of the election in which the candidate's name appeared.
  - (b) A new election for that office shall be held within one week, without campaigning, and shall include only those candidates who participated in the first election.
  - (c) The violating candidate shall be ineligible for the new election.

f. Write-ins

Anyone wishing to campaign as a write-in candidate must agree to follow the campaign guidelines established by the Elections Committee. Write-in candidates will not be invited to participate in the candidate speeches or forum and their names will not appear on the official ballot. However, any candidate, including write-ins, receiving a majority of the votes cast will be considered to have won the election. If there are not candidates for a position, then a write-in candidate who receives the majority vote and appears on at least 25% of the ballots will be declared the winner.

g. Absentee Ballots

Absentee ballots can be made available upon request to Executive Cabinet advisor.

h. Vote Counts

The Elections Committee the evening of the election at a location designated by the Elections Committee Chairperson will tally all votes. The Election Committee prior to public announcement of the results shall notify candidates of the election results. Specific vote counts will not be announced but will be available to the candidates upon request.

6. Candidate Events

a. Informational Meeting

The meeting will serve as the campaign kickoff and a question/answer session. The Chairperson of the Elections Committee shall review the guidelines for the election and answer any questions. All candidates should be present, or have a representative present if they are unable to attend.

b. Speeches

- i. The Elections Committee shall set the date, time, and location of the speeches.



- ii. Speeches are to be made by the candidates for Class President, Vice President, Freshman Class Sponsors, and any contested positions. Uncontested candidates may choose to give a speech but are not required to do so.
- iii. All speeches shall have a time limit set of seven (7) minutes.

7. Appointment of Class Chaplains

- a. The Elections Committee shall publicize the petition deadlines.
- b. Appointments of Class Chaplains shall be made within three (3) weeks of the election of the Class Cabinet.
- c. The Class Cabinet must announce the opening to the Class and allow at least one-week filing time.
- d. During this one week time period, anyone interested in the position must present a petition with twenty-five (25) signatures.
- e. The Class Cabinet shall review all petitions and selectively interview from that group. The Class Cabinet has the privilege to interview by discretion.
- f. The Class Cabinet shall select a male and a female for the position, and the Class President shall make the appointment.
- g. In the event of a vacancy, the position will be filled following the same method used for elected offices.

F. Vacancy of Office

- 1. The Class Publicist shall notify the class and the Class Secretary shall notify the Executive Secretary of a vacated post on the Class Cabinet. Notification shall be given within ten days of the occurrence of the vacancy.
- 2. Candidates for the post shall submit their petition and a short, optional resume to the Class Cabinet within two weeks after the occurrence of the vacancy.
- 3. The Class Cabinet shall review all resumes and selectively interview from that group. The Class Cabinet has the privilege to interview by discretion.
- 4. The Class Cabinet shall select a replacement for the position, and the appointment shall be made by the Class President
- 5. The Class Vice President shall assume a vacated presidential post until the above procedure has been completed.

G. Homecoming Elections

The voting process for Homecoming elections should take place over a three (3) week period prior to Homecoming.

- 1. Election Guidelines for Mr. and Miss Class Representative (Freshman, Sophomore, and Junior)
  - a. A male and female representative shall be elected by each of the Freshman, Sophomore, and Junior classes. These should be individuals of high character and integrity, whose lives exhibit the values and vision of Asbury University. As chosen representatives, they will be honored at the coronation ceremony and the King and Queen's reception.
  - b. On the first week of elections, each member of the Class will nominate three (3) females and three (3) males to be on the ballot for Class Representative. Nominations will occur during two (2) class days. On week two (2), the members of the class will elect one female and one male out of the top four (4) candidates. Voting will take place during two days. On week three (3) in the event of a tie, the members of the class will elect one female from those who received equal votes or one male from those who received equal votes.
- 2. Election Guidelines for Homecoming Court

Homecoming Court candidates should be seniors of high character and integrity, whose lives exhibit the values and vision of Asbury University. In addition, individuals selected for Homecoming Queen and King should reflect a history of dedication and service to their class and school throughout their time as members of Asbury's Student Body. If the elected student is not going to be on campus during the Homecoming Ceremony, then he or she will choose a male or female stand-in, respectively, to take his or her place in the Ceremony.

- a. Week One
    - i. Seniors nominate Seniors.
    - ii. Nominating will take place in the lobby of the cafeteria during meal hours,
    - iii. Nominations will occur during two (2) class days,
    - iv. Maximum three (3) nominations per person per category,
    - v. Top seven (7) nominees for queen and king will be on the first ballot.
    - vi. In the event of a tie of the nominees, the recipients of equal votes will be placed on a ballot for the tie to be broken in the following week with the same procedures regarding length of voting time and location. Thus, week two voting is pushed back one week.
  - b. Week Two
    - i. Seniors vote for Seniors.
    - ii. Voting will take place in the lobby of the cafeteria during meal hours.
    - iii. Voting will occur during two (2) class days.
    - iv. Top four (4) vote recipients for queen are on court.
    - v. Top four (4) vote recipients for king are on court.
    - vi. In the event of a tie, the recipients of equal votes will be placed back on the ballot to be voted on in the following week with the same procedures regarding length of voting time and location. Thus, week three voting will take place in week four.
  - c. Week Three (Vote for King and Queen)
    - i. Four (4) Senior candidates on ballot for queen, four (4) for king.
    - ii. Voting will take place during one day prior to Homecoming Weekend in the lobby of the cafeteria during meal hours.
    - iii. Only Sophomores, Juniors, and Seniors are eligible to vote.
    - iv. In the event of a tie, the candidates with an equal number of votes will be placed on the ballot for voting by Seniors during the fourth week with the same procedures regarding length of voting time and location.
  - d. Week Four
    - i. Tie breaking votes will take place in the lobby of the cafeteria during meal hours for two (2) class days.
3. Other Information
- a. Descriptions of Class Representatives and Homecoming Court members as stated above in sections G.1 and G.2 should be posted at nomination and voting sites and/or at the top of ballots.
  - b. Lists of class members should be available at nomination polls for student use.
  - c. For off-campus students, publicity will be made available telling where the voting will take place. They will receive a sheet listing dates and times.

## **IV. Special Representations**

Corresponds to Student Body Constitution Article VII

A. Privileges

B. Additional Responsibilities

A. Clubs & Organizations

1. Privileges:

- a. Represent Asbury University at off-campus events.
- b. Reserve and use campus facilities.
- c. Be printed in the Leadership Opportunities guide.
- d. Have access to an account through the business office.
- e. Participate in campus events sponsored by the Asbury Student Congress, the Administration, or any department of the University.
- f. Have access to or use of Student Body publications.
- g. Have access to or use of other services provided by the Student Congress or the University as deemed appropriate by either the Student Congress or the University.
- h. Represent their Club/Organization at ASC meetings as well as ASC Conference.
- i. Be eligible for representation on Faculty Committees.

2. These privileges are granted only to recognized clubs who have submitted a club charter to ASC, have the appropriate Faculty or Staff Advisor, and are subject to Faculty or Administration sanction.

3. The first year of the club will be a probation period. In this first academic year, the club and its members will be required to meet three (3) times and host at least one campus-wide event. If these requirements are not met, the club and its members are unwilling to continue meeting, or the responsibilities of the club have not been met, then the club's position on ASC will be subjected to removal by the Executive Cabinet.

4. Responsibilities

- a. Appoint a representative to serve on the Student Congress and appropriate branch.
- b. Submit an annual report on activities to the Executive Secretary.
- c. Be responsible to Student Congress for all activities.
- d. Every two years, clubs are subject to review their charter and make updates accordingly and submit the revisions to the Executive Secretary.
- e. Prior to the end of the academic year, clubs and leadership should be established and communicated to the Executive Secretary-elect for the upcoming academic year.

B. Dorm Representatives

1. Each dorm is allowed one (1) representative on Student Congress.
2. The Executive Secretary shall appoint which dorm representatives serve on which branches.

C. Off-Campus Representatives

1. May appeal to the Executive Cabinet for certain privileges on a case-by-case basis.
2. A 2/3 vote by Executive Cabinet shall grant approval.
3. The Vice President of Student Development must finalize all requests.

D. Athletic Representatives

1. Each year, Student Athletic Advisory Council (SAAC) may recommend two (2) athletic team members, one male and one female, as representatives on Student Congress
2. These SAAC representatives shall serve on Student Governance Association, unless the Executive Cabinet sees it fit for them to serve on a different branch.

## Appendix A

### Partnership Guidelines

While the Student Congress encourages partnerships between all Asbury University clubs, organizations, and departments, it does so financially with caution and discernment. When a program organized and/or implemented by a club, organization, or department is being considered for funding, certain criteria must be considered. To this end there are two categories of criteria: the first section are requirements the club, organization or department must meet in order to be considered for a partnership. The second are recommended criteria, which do not have to be met, but are preferred by the Student Congress when considering a financial partnership.

NB- The ASC does not fund the general operating budget for clubs, organizations, or departments (i.e. capital purchases, membership dues, insurance, etc), but may on a case-by-case basis partner with a club, organization, or department to fund a specific event.

#### Required:

- a. The partnership will potentially benefit the entire student body, excluding no group or individual from participation.
- b. The program must explicitly match the goals of the Executive Cabinet or the obligations of the given branch as outlined in Article IV, Section 5 of the Student Body Constitution.
- c. The club, organization, or department within the partnership must be an officially recognized body of Asbury University.

#### Suggested:

- a. The program will be free of charge to the student body.
- b. The program will be timely in that it does not conflict with other events on the campus calendar.
- c. The program should fit the current needs of the student body.
- d. The financial partnership should be proportionate to the number of Asbury University students reached.
- e. Any request for a financial partnership with the Student Congress must be submitted in writing via the proposal template. An explanation of the nature of the program must be given in part (1) Current Policy, a dollar amount must be given in part (2) Resolution, and the specific goal or obligation, as well as a reasoning behind the need for programming, must be included in part (3) Reasoning.

Keep in mind that the Student Congress is not and will not be in the business of freely releasing funds to exterior groups. Funding must come by way of a close partnership. General spending shall be at the discretion of the appropriate Student Body Officer with the approval of the Executive Cabinet.

All publicity must acknowledge the Student Congress, and the club or organization is responsible to the Student Congress for all actions and purchases related to the partnership. Ultimately the Student Body Officer has authority over his or her funds and will primarily use those funds toward the needs and programs of his or her own branch. The Student Body Officer will use funds at his or her discretion, with the approval of the appropriate body, and is not obliged to fund any partnership.

## **Appendix B**

### Proposal Template

Proposals are supplications, not demands. They are to be respectful and positive. Their purpose is not to complain but to submit a formal request for change on behalf of the student body.

A proposal can be submitted by any member of the Asbury University Student Body (as outlined by the Bulletin), but must be received by a Vice President or the Student Body President at least one week prior to his or her respective meeting to be placed upon the agenda.

#### A. Current Policy

When submitting a proposal that would affect a community standard or aspect of the Student Congress, the policy in question must be included. Such a change should come before the resolution and needs to come from the Handbook for Community Life and Residential Life, The Constitution of the Student Body of Asbury University, or the Student Body Guidebook.

In many situations a proposal will not have an explicit policy to change but rather a situation on campus. Examples of this could involve the Cafeteria, Physical Plant or any number of unwritten statutes. In these cases, a brief explanation of the situation at hand should be expressed according to the author.

#### B. Resolution

A brief statement suggesting a rewording of the current policy or a concise request for a situational change must be included. This is the statement that would actually be discussed and voted on by the ASC and its branches.

#### C. Reasoning

So that the proposal can be explained thoroughly, a statement should be included outlining the reasoning behind a proposal. If there has been any research on the topic, then it should be included here.

This is a statement of opinion backed by research on behalf of the author. This is not the change itself. If there is a change to be made to this section, it is at the discretion of the author and is not subject to amendment by vote.

#### D. Author and Date

Finally the author of the proposal and the date it was submitted needs to be included. If it was a joint effort, then the committee, club, or organization name should be used.

## **Appendix C**

### Revision Dates

Jordan Wood – January 9, 2015

Matthew Jackson – April 20, 2017

Timothy Shell – April 24, 2018