



CONSTITUTION

OF THE STUDENT BODY OF ASBURY UNIVERSITY

PREAMBLE

We, the students of Asbury University, in order to define our responsibilities and prerogatives within the structure of our Student Representation and Administration do hereby adopt this Constitution.

ARTICLE I NAME

The name of this society shall be the Student Body of Asbury University.

ARTICLE II MEMBERS

Any individual currently enrolled as a full-time undergraduate student of Asbury University as defined by the current edition of the Asbury Bulletin shall be a member of the Student Body.

ARTICLE III STUDENT BODY OFFICERS

SECTION 1. STUDENT BODY OFFICERS

The officers of the Student Body Executive Cabinet shall be a President, Vice President for Student Governance, Vice President for Clubs and Congress Operations, Vice President for Spiritual Life, Vice President of Student Intercultural Program, Executive Treasurer, Executive Publicist, and Student Body Advisor. A Student Development Representative shall serve as an ex officio member of the Executive Cabinet.

SECTION 2. DUTIES

The Student Body Officers shall serve as advocates of the Student Body to the Faculty, Administration, and Board of Trustees, and fulfill the responsibilities in this Constitution and the Student Body Guidebook.

SECTION I: PURPOSE: The purpose of the Executive Cabinet is to administer the responsibilities and duties set forth in this Constitution and By-Laws, guide and equip ASC members to accomplish their role and responsibilities and represent the Student Body to the Administration.

The Executive Cabinet members shall lead within the parameters set forth in this Constitution and have authority over their respective branches and ASC. The Executive Cabinet is accountable to the EC Advisors, who are accountable to the Vice President of Student Development.

SECTION 3. ELECTION AND TERM OF OFFICE

The Student Body Officers shall be elected or appointed each spring semester to serve for one year. Their term shall begin on the day following Commencement of their election year.

SECTION 4. QUALIFICATIONS

All Student Body Officers must:

- A. Profess belief in the basic tenants of the Christian faith as found in the “Statement of Faith” of Asbury University.
- B. Be a full-time undergraduate member of the Student Body for the fall and spring semesters of their term of office.
- C. Have completed at least 54 semester hours upon entering their term of office.
- D. Have and maintain at least a 2.75 cumulative grade point average on a 4.00 scale.
- E. Have and maintain good standing with the Office of Student Development (i.e. not be on disciplinary probation).

SECTION 5. STUDENT BODY ADVISOR

Subsection 1: The Student Body Advisor shall be a full-time member of the Faculty of Asbury University and be recommended to the University Provost by the newly elected Asbury Student Congress Executive Cabinet for a term of one year.

Subsection 2: The EC Advisors shall work alongside the Executive Cabinet in approving ASC policies, budgets, and hiring. The Executive Cabinet has primary responsibility in finalizing policies, budgets, and hiring, but if there are decisions that require professional discretion in matters of hiring (particularly if an appointed or elected student is in any sort of probation), the EC Advisor may deny the appointment or election of an Executive Cabinet or ASC member. If any decision of the EC Advisor is disputed by ASC or EC, the decision may be appealed to the Vice President of Student Development.

SECTION 6. IMPEACHMENT AND REMOVAL FROM OFFICE

- A. If an elected officer is derelict in his or her duties, the Student Congress shall be responsible for all impeachment proceedings and subsequent removal from office for Student Body Officers. The accused officer will be afforded a hearing in accordance with the impeachment proceedings described in the Student Body Guidebook. A two-thirds majority vote shall be required to remove the accused officer from his/her position. An appointed officer who is found derelict in his or her duties shall be removed by the executive order of the Student Body President with the approval of the Executive Cabinet.
- B. Any Student Body Officer who, at any time during his/her term of office, no longer meets the qualifications for office as stated in this Constitution, shall be removed automatically from his or her position. Similarly, any officer-elect who no longer meets qualifications shall be removed automatically from his or her position by the Vice President of Student Development and the Faculty Advisor.

SECTION 7. VACANCY OF OFFICE

In the event of a vacancy of office for a Student Body Officer or Officer-elect, the other members of the Student Congress Executive Cabinet or Cabinet-elect shall submit to the Student Congress a nomination to fill the position. The nomination must then be ratified by a two-thirds vote of the Student Congress. The Vice President for Governance shall assume a vacated presidential post until this procedure is completed.

ARTICLE IV

ASBURY STUDENT CONGRESS

SECTION 1. PURPOSES AND POWERS

The Student Congress shall be the sole elected representative assembly of the Student Body. It shall act as a unifying force, bringing the institution as a whole into vital contact with the totality of collegiate issues; work with these issues in a mature Christian spirit through recommendation and administration; and promote an atmosphere that encourages intellectual, spiritual, and cultural development.

Toward these ends, the Student Congress shall represent the Student Body in the overall affairs of the University; oversee specific responsibilities designated to it in this Constitution and the Student Body Guidebook, and control the disbursement of Student Activity Fees. The Student Congress shall have the power of recommendation concerning the overall affairs of the University and matters relating to Student affairs, and, subject to Faculty and/or Administration sanction, the power of legislation on matters pertinent to Student affairs.

RESPONSIBILITIES OF ASC

1. Shall have the authority to review, pass, or veto proposals written by members of the Student Body, Faculty, or Staff.

2. Shall be tasked with the responsibility to obtain and represent student responses to current university issues.
3. Shall report these student responses on current university issues to the appropriate university members, and inform the student body of resulting action.
4. Shall have the authority to approve budgetary allotment of the student fee.
5. Shall have authority to allot funding through
 - a. Resource/Financial request proposals
 - b. Community Impact proposals
6. Shall read, review, and maintain relevant copies of the ASC Constitution and Bylaws
 - a. At least three members of ASC will review the Constitution and Bylaws each Spring semester and present any recommended changes to ASC for a vote.
7. Shall have the power to overturn a Student Body Presidential veto with a $\frac{3}{4}$ vote.
8. Shall serve in any other capacity designated by the Student Body President.
9. Shall perform all other duties determined in the Bylaws and the ASC Guidebook.

The Student Congress shall fall under the authority of the Student Body President.

SECTION 2. MEMBERSHIP

- A. The Student Congress shall consist of the members of the Executive Committee, the Student Governance Association, the Spiritual Life Board, the Student Intercultural Programs Board, and Student Clubs.
- B. Qualifications

All Student members of the Student Congress shall:

 1. Profess belief in the basic tenants of the Christian Faith found in the “Statement of Faith” of Asbury University,
 2. Have and maintain at least a 2.25 cumulative grade point average on a 4.0 scale,
 3. Be enrolled as a full-time undergraduate student at Asbury University in the fall and spring semesters of their term of service,
 4. Follow all regulations of the Student Body Guidebook.
 - b. The following members of ASC shall have a cumulative grade point average of at least 2.75 on a scale of a 4.0 at the time of election or appointment and on a semester basis while in office:
 1. Student Body President
 2. Vice President of Student Governance Association
 3. Vice President of Student Intercultural Programs
 4. Vice President of Spiritual Life Board
 5. Vice President of Clubs & Congress Operations
 6. Executive Treasurer
 7. Executive Publicist
 - c. If the above members fail to maintain the above qualifications for their office, they shall be removed from their position and the role replaced according to the Bylaws.
- C. Elections

A candidate for office shall meet the qualifications for membership listed in this Constitution and shall comply with the Student Body Guidebook.

SECTION 3. MEETINGS

The Student Congress shall meet at least three times each semester.

A. Quorum

Two-thirds of the voting members of each Branch shall constitute a quorum necessary for the transaction of business.

B. Procedures

The procedures of the meetings shall be based on the latest edition of Roberts Rules of Order. A Parliamentarian may be appointed at the discretion of the Executive Committee, following Guidebook procedure. A motion shall be considered passed when it has received the appropriate affirmative vote of the members present, providing said membership is sufficient to constitute a quorum.

C. Called Meetings

Called meetings of the Student Congress are in order when deemed necessary by the President, Advisor, the appropriate Vice President, or a majority of members of that Branch. If called by a majority of members of that Branch, the request must be written and signed five days prior to the meeting and submitted to the Executive Committee. Quorum, proceedings, absentees, and minutes shall be the same as those for regular meetings.

SECTION 4. STANDING COMMITTEES

A. Executive Cabinet

The Student Congress Executive Cabinet shall be made up of the Student Body Officers, Student Body Faculty Advisor, and a Student Development Representative appointed by the Vice President of Student Development as a non-voting member.

Between the business meetings, the Executive Cabinet shall have general supervision of the affairs of the Student Congress. They may fix the date, hour, and place of meetings, make recommendations to the Student Congress, and shall perform such other duties as are specified in this Constitution and the Student Body Guidebook. The Cabinet shall be subject to the orders of the Student Congress, and none of its acts shall conflict with action taken by the Student Congress.

B. Elections Committee

The Elections committee shall be responsible for the supervision of Class, Homecoming, and Student Body elections. This Committee shall be chaired by the Student Body President or his/her appointee and shall consist of the President of each Class and five members appointed by the President of the Student Congress.

C. Special Committees

A Special Committee shall consist of student representatives appointed by the Student Congress Executive Committee. A Special Committee shall be a temporary committee organized to perform a specific duty and shall cease to exist when its specific task has been performed. The Constitutional Revisions Committee shall be considered a Special Committee.

SECTION 5. BRANCHES

The Student Governance Association, the Student Intercultural Programs Board, the Spiritual Life Board and Clubs and Congress Operations shall constitute the four Branches of the Student Congress. None of their acts shall conflict with this Constitution, The Student Body Guidebook, or action taken by the Student Congress. Regular Branch meetings shall be held at least every four weeks.

A. Student Governance Association

Section I: PURPOSE:

The purpose of Student Governance Association is to advocate for students and represent the student voice to the Administration, and empower students to make changes that strengthen community, resolve problems, promote efficiency in systems that affect the student undergraduate experience, and ensure the representation of the undergraduate student population.

The Student Governance Association shall have the authority and responsibility to act on behalf of the Student Congress in the following areas. The number and format of committees shall be developed at the discretion of the Vice president, as long as the following responsibilities are met:

1. Recommendations
2. Academics & Institutional Matters
3. Issues Awareness
4. Student Service
5. Clubs/Organizations
6. Budget

B. Spiritual Life Board

Section I: PURPOSE: To advocate for undergraduate students' spiritual growth and flourishing, and to represent the current undergraduate students' spirituality concerns, needs, and values to the Administration.

The Spiritual Life Board shall have the authority and responsibility to act on behalf of the Student Congress in the following areas. The number and format of committees shall be developed at the discretion of the Vice president, as long as the following responsibilities are met:

1. Recommendations
2. Campus Spiritual Vitality

3. Budget

C. Student Intercultural Programs Board

Section I: PURPOSE: Through advocacy, representation, and programming, SIP is designed to educate the student body in matters of cultural diversity, provide them with opportunities to respond to current national and global issues, and to celebrate cultural diversity in its many forms.

The Student Intercultural Programs Board shall have the authority and responsibility to act on behalf of the Student Congress in the following areas. The number and format of committees shall be developed at the discretion of the Vice president, as long as the following responsibilities are met:

1. Recommendations
2. Enhancement of Campus Cultural Competency
3. US Domestic Relations
4. International Relations
5. Celebrations of Student Diversity
6. Expanding Student Worldview
7. Budget

D. Clubs & Congress Operations

Section I: PURPOSE: Support the interests and values of the student body through the creation and management of university clubs, as well as increase the effectiveness of ASC systems and growth by providing oversight of its shared resources.

Clubs & Congress Operations shall have the authority and responsibility to act on behalf of the Student Congress in the following areas. The number and format of committees shall be developed at the discretion of the Vice president, as long as the following responsibilities are met:

1. Recommendations
2. Budget

Section II: Function

CCO's functions shall adhere to what is most pertinent and beneficial to the student body, as outlined in the ASC Guidebook.

SECTION 6. REMOVAL FROM THE STUDENT CONGRESS

If an ASC member is derelict in his or her duties, then a motion must be brought before the Student Congress by the Vice President of the appropriate branch to have that member removed from the Congress. Any accused member shall be guaranteed due process as outlined by the Student Body Guidebook. A two-thirds majority vote by the Congress shall be required to remove the accused member from his/her position.

SECTION 7. VACANCY OF OFFICE OF STUDENT CONGRESS MEMBERS

A vacant Student Congress office shall be filled according to the guidelines set forth by the organization he/she represents.

ARTICLE V STUDENT PUBLICATIONS

SECTION 1. NAME

The Student Body Publications shall include the University yearbook, The Asburian, and the student newspaper, The Asbury Collegian and The Asbury Review, the student literary magazine.

SECTION 2. OBJECTIVES

The Student Body Publications shall:

- A. Provide a record of the university year through The Asburian.
- B. Provide a medium for campus communication and student expression through The Asbury Collegian and the Asbury Review.

SECTION 3. STUDENT PUBLICATIONS CONSTITUTION

The Student Body Publications shall operate under a Student Publications Constitution as ratified by a 2/3 affirmative vote of the Student Congress.

SECTION 4. REPRESENTATION ON THE STUDENT PUBLICATIONS COMMITTEE

The Executive Committee or Student Body President shall appoint three representatives of the Student Congress to serve on the Student Publications Committee.

ARTICLE VI CLASSES

SECTION 1. OBJECTIVES

The class shall provide for unity and personal growth through the facilitation of social and spiritual activities.

SECTION 2. ORGANIZATION

- A. Membership

To hold membership in a Class, a student shall be enrolled in Asbury University under the regulations set by the Administration of the University.

B. Meetings

Meetings of the Class shall be called by the Class President upon the approval of the Cabinet (see section 4, Class Cabinet) and notification of the Class Members.

SECTION 3. OFFICERS

The Class officers shall include the President, Vice President, Secretary, Treasurer, two Chaplains (male and female), two Student Congress Representatives (male and female), two Activity Directors (male and female), Publicist, and Class Historian.

A. Qualifications

All Class Officers shall:

1. Meet the qualifications for membership in the Student Congress as stated in this Constitution and,
2. Have been a member of the class they wish to represent for at least one semester immediately preceding the election or appointment. Freshman shall have been enrolled in the university since the beginning of the academic year. Any exceptions may be handled through a formal petition to the Elections Committee.

B. Duties

These officers shall perform the duties described by this Constitution and the Student Body Guidebook.

SECTION 4. CLASS CABINET

A. The Class Cabinet shall consist of the Class Officers and the Class Advisors.

B. All functions and activities of the Class shall be performed under the direction of the Class Cabinet.

C. The Class Cabinet as the sole, elected representative assembly of the Class shall:

1. Represent the Class in the overall affairs of the University,
2. Oversee specific responsibilities designated to it in this Constitution and the Student Body Guidebook,
3. Control the allotment of Class funds.

D. The Class Cabinet shall have the power of

1. Recommendation concerning overall affairs of the University on matters relating to the class and,
2. Legislation on matters pertinent to the Class, subject to Faculty and/or Administration sanction.

SECTION 5. FRESHMAN CLASS SPONSORS

A. The Freshman Class Sponsors shall be appointed from the upcoming Senior Class by the upcoming Senior Class.

B. The Freshman Class Sponsors shall perform their duties as outlined in the Student Body Guidebook.

SECTION 6. CLASS ADVISORS

- A. The Class Advisors shall be selected from the Faculty or Staff of Asbury University by the Freshman Sponsors and under the advisement of the Office of Student Development.
- B. The Class Advisors shall work with the Cabinet for the Class's four years at Asbury University.
- C. If the Class Advisors must be replaced, the Class President, in consultation with the Vice President of Student Development, shall select a replacement from the Faculty or Staff of Asbury University.
- D. The Class Advisors shall perform the duties as prescribed in this Constitution and in the Student Body Guidebook.

SECTION 7. ELECTIONS

The Elections Committee shall provide for the election of Class Officers as set forth in this Constitution and the Student Body Guidebook.

SECTION 8. IMPEACHMENT AND REMOVAL FROM OFFICE

The Student Congress shall be responsible for all impeachment proceedings and subsequent removal from office of Class Officers. The Officer(s) in question shall be guaranteed due process as outlined in the Student Body Guidebook. A two-thirds majority vote by the Congress shall be required to remove the officer(s) from his/her position.

SECTION 9. VACANCY OF OFFICE

A vacant Class Office shall be filled in accordance with this Constitution and the Student Body Guidebook. The Class Vice-President shall assume a vacated presidential post until this procedure is complete.

ARTICLE VII

STUDENT CLUBS AND ORGANIZATIONS

SECTION 1. OBJECTIVES

Formally recognized clubs and organizations shall provide co-curricular and extra-curricular activities for students who desire further knowledge and experience in a specific area of interest.

SECTION 2. RECOGNITION

- A. Students expressing a common interest and a desire to organize a formally recognized club or organization shall submit to the Vice President of the respective branch:

1. The constitution and bylaws of the proposed club or organization. (The club or organization's constitution, objectives, or acts shall not conflict with this Constitution, the Student Body Guidebook, or the spirit of Asbury University as expressed in the Handbook for Community and Resident Life,)
2. A Petition requesting the official recognition of the club or organization.

B. Upon consideration of a proposed club or organization the respective branch of student government shall then present its recommendation to the Student Congress concerning the acceptance of the club or organization. The club or organization shall be considered officially recognized upon the affirmative vote of the Student Congress and shall be placed on the appropriate branch at that time.

SECTION 3. RESPONSIBILITIES

- A. Responsibilities to the Executive Secretary
 1. Each club or organization shall, at the end of each year, give a report of activities to the Executive Secretary to be kept in permanent file,
 2. If for two consecutive years no report of activities is filed, the Executive Secretary shall report to the Student Congress the inactivity of the club or organization. Upon such a report the Student Congress, by a majority vote, may rescind recognition of that club or organization.
- B. Responsibilities to the Student Congress
 1. All recognized clubs and organizations shall be accountable to the Student Congress for all actions. The Student Congress may, upon petition by students, review the complaints of students against a recognized club or organization at a public hearing. Should the Student Congress determine that the actions of the club or organization are out of compliance with this Constitution, the Student Body Guidebook, the club's expressed goals, or the spirit of Asbury University as expressed in the Handbook of Community and Residence Life, it may deny recognized status to the club or organization until the situation is remedied to the satisfaction of the Congress. At that time, the Club or organization may reapply for recognition,
 2. By the first meeting of each academic year, all recognized clubs or organizations must have a representative on the particular branch under which the club or organization falls and on the Student Congress. The representative must follow the attendance policy for Student Congress Representatives found in the Student Body Guidebook. Otherwise, the privileges of a club or organization as outlined in the Student Body Guidebook shall be suspended until such time as a representative of the club or organization is appointed.

SECTION 4. IMPEACHMENT AND REMOVAL FROM OFFICE

All impeachment and removal from office proceedings shall take place according to each individual club or organization's constitution and bylaws.

SECTION 5. VACANCY OF OFFICE

Any vacated post shall be filled according to each individual club or organization's constitution and bylaws.

ARTICLE VIII

REVISIONS

SECTION 1. REVISIONS

Proposed revisions shall be considered by the Student Congress, requiring a 2/3 affirmative vote for passage. The Asbury Collegian shall then publish the proposed revisions two issues or two weeks prior to a vote by the Student Body. A two-thirds affirmative vote of the Student Body votes cast shall be necessary for acceptance of the proposed revisions.

SECTION 2. RATIFICATION

The Constitution or any revision thereof shall be submitted to the Administration of Asbury University. It will become effective upon its ratification by the President of the University.

PROCESS OF RATIFICATION

1. Any member of the Student Body may propose a new draft of the Constitution. The proposed draft shall be submitted in writing to the Student Body President with a petition signed by members of the Student Body or with ASC validation.
2. The number of signatures necessary to validate the proposed Constitution by Student Body petition shall be ten percent (10%) of the total Student Body. Before a Constitutional Ratification may be called, the signatures included with the petition must be verified by the SGA Vice President.
3. A proposed Constitution may also be validated with the endorsement of a unanimous vote of ASC.
4. After the proposed Constitution is validated, the Student Body President shall oversee a vote amongst the Student Body for constitutional ratification. This vote shall occur within one week of the verification of the signatures of the petition.
5. The number of members of the Student Body required to ratify a new Constitution shall be twenty-five percent (25%) of the total Student Body.
6. A 2/3 majority of the votes cast by the Student Body shall be required for a new Constitution to be ratified.
7. If the Student Body President is unable to perform these duties for any reason, the SGA Vice President, followed by the EC Advisor, or someone appointed by this person, will assume these responsibilities.
8. The Asbury University Constitution may also be ratified solely through the approval of the President of the University, and/or the President's Executive Cabinet.

ARTICLE VIII BYLAWS

SECTION I: PURPOSE: The purpose of the Bylaws shall be to provide general guidelines and rules for the operation of ASC.

SECTION II: MAINTENANCE: The Student Body President shall be responsible for the maintenance of all the Bylaws.

SECTION III: AUTHORITY: All members of ASC shall abide by the guidelines and rules set forth in the Bylaws.

SECTION IV: CONTINUITY ACROSS TERMS: The Bylaws shall be considered binding across terms of office.

SECTION V: BYLAW AMENDMENTS AND NEW BYLAWS: Bylaw amendments and new Bylaws may be proposed by any member of the student body and shall require a 2/3 supermajority vote of ASC to be ratified.

ARTICLE VIII COMMUNICATION WITH THE STUDENT BODY

SECTION I: PUBLIC KNOWLEDGE: All ASC legislation shall be considered public knowledge and will be made available on request.

Ratified by the Student Body on *pending*

Amendments typed by Demarion Johnson, Student Body President (2020-2021).

BYLAWS

OF THE

ASBURY STUDENT CONGRESS

OF ASBURY UNIVERSITY

BYLAW I: ELECTIONS

SECTION I: PURPOSE: The election process shall be used to determine the Student Body President and Class Cabinet Officers, as well as other Vice Presidents of Executive Cabinet as deemed appropriate by EC and the EC Advisor, and shall occur for each new academic year. These Bylaws are created to ensure the proper enforcement of the provisions and regulations of the election process.

SECTION II: LEADERSHIP

- I. The ASC election process shall be under the jurisdiction of the Vice President of SGA, or someone appointed by him/her with the approval of the Student Body President.
- II. The Vice President of SGA (or appointed officer) shall be responsible for creating a committee for the election process, in which he/she shall be the chair.
 - a. If any of the above members are running for an elected position within ASC, they shall be deemed ineligible to participate in the Elections Committee and shall be replaced at the discretion of the Vice President of SGA (or appointed officer).

SECTION III: DUTIES AND RESPONSIBILITIES

- I. The Vice President of SGA shall be responsible for planning and administering the ASC elections.
 - a. The following offices shall be filled in the ASC Elections:
 - i. Student Body President and Vice President of Student Governance Association
 - ii. Class Cabinet Officers
 - iii. Other Vice Presidents as decided by Executive Cabinet and EC Advisor

SECTION IV: PROCESS

- I. The Student Body President and Vice President of SGA each run separately.
- II. Students wishing to run for a Class Cabinet position must be a member of the class in which they wish to represent.
- III. Timing
 - a. The ASC elections shall be held no later than seven weeks prior to the end of the spring semester.

- b. An informational meeting shall precede the elections process, in which petition documents are made available and campaign rules described.
 - i. The Elections Committee shall coordinate this meeting and publicize it, along with the elections process and positions, to the Student Body two weeks prior to the meeting.

IV. Campaign rules

- a. No campaigning whatsoever shall be allowed prior to the official opening of the election week.
- b. No candidate shall be allowed to receive any monetary contribution from any Asbury University department.
- c. Campaign materials may not violate Asbury's posting regulations (See ASC Guidebook for more information on the posting policy). Improperly placed or inappropriate materials must be immediately removed by the offending campaign team.
- d. Any candidate that fails to abide by the regulations specified by the Bylaws, and/or in the ASC Guidebook, shall be subject to disqualification at the discretion of the Elections Committee and the EC Advisor.

V. Voting Procedures:

- a. Polling places
 - i. Polling places shall be provided in convenient campus locations. Specific locations are to be determined by the Elections Committee.
 - ii. The Elections Committee shall select officers of ASC to manage the voting booths, and if needed, may appoint any undergraduate student to manage the voting booth.
 - iii. No running candidate or any member of their campaign team shall manage any voting booth or linger by any voting booth.
 - iv. General election polls are required to be open two consecutive days.

VI. Voting

- a. Elections shall be conducted by secret ballot.
- b. All currently enrolled undergraduate students are eligible to vote. Each student may vote only once.
- c. Each student shall have the right to vote for each elected representative in ASC, and for class cabinet officers within their current class.
- d. Voters may abstain from voting on any office(s) without invalidating their ballot.

VII. Determining ASC Election Winners

- a. Student Body President and other EC Vice Presidents
 - i. The candidates that receive a simple majority will be awarded the positions.
 - ii. If there is no candidate who receives a simple majority of the total valid ballots cast, a run-off election must occur between the two candidates who received the highest percentage of the total number of valid ballots cast.
 - iii. If a candidate runs unopposed, they must campaign in an effort to achieve a minimum vote threshold of 10% of the total undergraduate student body.
 - 1. If an unopposed candidate fails to obtain the required minimum vote threshold of 10% of the total undergraduate student body, the appointment of the candidate's position shall be determined through a

hiring process led by the current Student Body President, SGA Vice President and EC Advisor.

- iv. In case of a tie between two candidates, the outcome of the elections shall be determined by a run-off election.

VIII. Class Cabinet Elections

- a. For each contested Class Cabinet position, the candidate that receives the top voting percentage (a plurality) will be awarded the position.
- b. In case of a tie, the outcome will be determined by a run-off election.
- c. If any Class Cabinet position is uncontested, candidates must receive votes equal to or exceeding 20% of the total current population of the class for which they are running.
- d. Any candidate for a class must obtain 25 signatures of their constituents to be eligible for the position.
- e. Candidates must submit their signatures, as well as their eligibility forms, to the Elections Committee by the application due date determined by the Vice President of SGA.
- f. An appointment process for the class cabinet positions may only take place if candidates running for the position in question have failed to meet 20% voting threshold required, or if there are no candidates running for the position. The Class Advisor(s) and elected Class Officers will undertake appointing students to positions if that is the case.

IX. Declaration of ASC Election Results

- a. The results of the election, including the total number of ballots cast for each qualified candidate, shall be officially announced no later than forty-eight hours after the official closing of the polls.
- b. No official predictions of elections results are allowed.
- c. The Vice President of SGA (or appointed officer) shall attempt to contact all candidates and notify them of the elections results prior to public notification.
- d. After candidates have been notified, official elections results shall be emailed to the student body, faculty, and staff by the Executive Publicist, Student Body President, or EC Advisor.

SECTION V: RUN-OFF ELECTIONS

- I. Run-off elections shall be conducted within three business days of the first declaration of results.
- II. Election polls are required to be open for six hours.
- III. Any other rules regarding run-off elections shall be determined by the Elections Committee.

SECTION VI: ADDITIONAL RULES AND REGULATIONS

- I. No candidate may serve on the Elections Committee.
- II. No member of the current Executive Cabinet is permitted to endorse or openly campaign any EC candidates up for election
- III. If any ballots are found to be fraudulent or invalid, as determined by the Elections Committee, the vote shall not be counted.

- IV. If a fraudulent or an invalid vote changes the result of the election, the EC Advisor may work with the SGA Vice President in either appointing the other candidate or implementing another election process.
- V. If a fraudulent or an invalid vote changes the result of any Class Cabinet election, the outcome of the election shall be decided by the Advisors of the Class in collaboration with the incoming class officers.
- VI. The Elections Committee shall be responsible for making specific decisions and crafting policies not specified in this bylaw. These must be clearly presented to all candidates.
- VII. Any decision made by the Elections Committee may be appealed to ASC by either a candidate involved or by a member of ASC, upon written request submitted to the current Student Body President.
- VIII. Any decision made by the Elections Committee may be overruled by a 2/3 majority vote of the ASC.
- IX. All other rules and regulations will be determined in the ASC Guidebook.

BYLAW II: APPOINTED POSITIONS AND HIRING

SECTION I: PURPOSE: The appointed positions and hiring policies and practices will be used to guide the appointment and hiring for each new academic year in ASC. This Bylaw shall ensure the proper enforcement and regulations are in place for the appointment and hiring process.

SECTION II: APPOINTING AND HIRING LEADERSHIP: The responsibility of the hiring process for the Executive Cabinet appointed positions for the proceeding academic year shall fall under the authority of the incoming Student Body President to oversee and delegate as he/she chooses, and given for final approval to the EC Advisor to ensure the appointees are in good standing. Appointed positions within each branch shall be subject to the leadership of the respective Executive Cabinet-elect members.

SECTION III: APPOINTMENT AND HIRING PROCESS:

- I. Executive Cabinet
 - a. The elected positions within Executive Cabinet shall be the Student Body President, Vice President of Student Governance Association, and any others that EC and the EC Advisor deem helpful.
 - b. The hiring committee for the Executive Cabinet shall consist of the Student Body President-elect, Vice President of SGA, the EC Advisor, and any other elected Executive Cabinet member.
 - c. All final hiring decisions shall be determined by the Student Body President-elect, as long as the EC Advisor finds no issue with the appointees' academic, chapel, and disciplinary standing.
- II. Positions not filled by the Elections Process
 - a. Any Class Cabinet position not filled by the election process shall be appointed by the Class Advisor and other elected officers of that class.
- III. Branch Positions
 - a. The Student Intercultural Programs, Spiritual Life Board, Clubs and Congress Operations, and Student Governance Association branch member positions shall be appointed.

- b. The Executive Treasurer and Executive Publicist may also choose to appoint members to their team as needed and subject to the approval of the Student Body President.
- c. The appointment of branch members shall be determined by the incoming Vice Presidents of each branch. The current Vice President of each branch may give recommendations for appointed positions.

IV. Positions vacated during term of office

- a. Any Executive Cabinet appointed position vacated during term of office shall be appointed by the Executive Cabinet.
- b. Any vacated appointed position within a branch shall be appointed by the respective Vice President of the branch.
- c. Any elected Class Cabinet position that is vacated during term of office shall be appointed by the Class Cabinet, with approval by the Class Advisor.

SECTION IV: STUDENT EMPLOYEE CONDUCT

- I. All positions within ASC are to adhere to the qualifications listed in Article X of the Constitution.
- II. Executive Cabinet Member Conduct and Termination
 - a. If the Student Body President or EC Advisor deems an Executive Cabinet member negligent in fulfilling his or her responsibilities, the Student Body President or EC Advisor shall communicate in person with the EC member regarding their role and expectations. If the issues do not resolve, the Student Body President or EC Advisor may ask the student to step away from responsibilities for a time. Finally, according to the discretion of the collaborative work between the Student Body President and EC Advisor, or another Executive Cabinet member if the Student Body President is the negligent member in question, the Student Body President or EC Advisor may choose to terminate the student from the position.
 - b. If an Executive Cabinet Member fails to maintain the necessary academic, chapel, and disciplinary standing as outlined in Article X of the Constitution, the responsibility for termination of the EC member shall fall to the EC Advisor.
 - c. If the Student Body President position is vacated, it shall be filled by the Vice President of Student Governance unless he/she nominates another person to the position, as approved by EC and the EC Advisor.
 - i. In the case of the Vice President of SGA position being vacated due to fulfilling the Student Body President Role, Executive Cabinet will appoint a person to the Vice President of SGA position.

BYLAW III: BUDGET POLICY

SECTION I: PURPOSE: The budget policy shall be used to give guidelines to the budget apportionment process in ASC as well as its management throughout each semester.

SECTION II: BUDGET POLICY: All ASC expenditures shall fall in compliance with the approved budget.

SECTION III: BUDGET RESPONSIBILITY

1. Budget responsibility shall fall under the Executive Treasurer.
2. The proposal for budget apportionments shall be the responsibility of the Executive Treasurer.
3. All budget apportionments shall be validated by a 2/3 vote of ASC.

SECTION IV: BUDGET PROPOSALS

1. The Executive Treasurer shall create all budget proposals, including budget apportionment to each branch, Community Impact Fund, and Resource Request Fund (see ASC Guidebook for more information), and others as deemed necessary for the successful functioning of ASC.
2. All budget proposals must be submitted and presented to ASC at the first ASC meeting of the year.

SECTION V: STUDENT FEE

1. The distribution of the Student Fee shall be overseen by ASC.
2. Any changes to the Student Fee must be approved by a 2/3 majority of the group.
3. Proposed changes are then sent to the President's Cabinet for approval.
4. Student Fee allocations are to be reviewed every three to five years.

SECTION VI: BUDGET MANAGEMENT

1. Each member of Executive Cabinet is responsible for his/her budget allotment that has been apportioned to them by ASC.
2. Each Executive Cabinet member shall meet at least once a month with the Executive Treasurer for guidance and accountability in budget management.
3. The Executive Treasurer has power, with the approval of the Student Body President and EC Advisor, to freeze departmental accounts in cases of budget mismanagement.

BYLAW V: PARLIAMENTARY PROCEDURE

Approved & Ratified by the Student Body on *pending*

Bylaws added and updated by Demarion Johnson, Student Body President (2020-2021).