

The Official Handbook for  
**The Office of the ASB Vice President**

Created Fall 2004  
Revised April 27th 2022

Article I. Office of the ASB Vice President

**Section 1.01 Office of the Vice President**

**1. Name**

- a. The name for this office shall be “The Office of the ASB Vice President.”

**2. Establishment**

- a. In compliance with Article I, Section 2 of the “Bylaws of the Constitution of the Associated Students of Point Loma Nazarene University,” this Handbook for the Office of Vice President has been established.

**3. Purpose**

- a. To intermediate between Student Senate and the Board of Directors, by chairing Student Senate, and facilitating the relationship between necessary Senators and the Board of Directors

**Section 1.02 ASB Vice President**

**1. General Responsibilities**

- a. Fulfill the responsibilities of the office of the ASB President in case of emergencies or resignation on the part of the active President.
- b. Serve as Chair and President of Student Senate
  - i. Facilitate Student Senate weekly meetings
  - ii. Refer to Article VII of ASB Constitution
- c. Serve as an active member on the BoD Diversity, Equity, and Inclusion Subcommittee.
- d. Attend two Diversity Leadership Scholarship Trainings coordinated by the Office of Multicultural and International Student Services per semester.
- e. Establishing the Student Senate for Fall semester by:
  - i. Securing a meeting place on the Master Calendar for the entirety of the year.
  - ii. Holding elections in the Fall for Freshman Senators.
  - iii. Holding elections in the Spring for Sophomore, Junior, and Senior Senators.
    1. These elections shall serve as training for the succeeding Vice President.

2. The Executive Secretary and the Vice President shall work together to conduct elections that will be held electronically.
3. Form the Senate Election Committee consisting of the current and incoming Vice Presidents and Vice President Assistant.
  - a. The current and incoming Assistant to the Vice President and the Vice President shall share the responsibilities of holding informational meetings, sending out applications, advertising for the elections, and setting deadlines for election results.
- f. Preparing a booth for the Resource Fair during NSO.
- g. In the event of a tie in a Student Senate vote, the Vice President will cast the tie-breaking vote.
- h. The incoming Vice President will be responsible for planning the upcoming year and meeting with the incoming Board of Directors for a maximum of 5 hours a week.

## **2. Rules for Procedure**

- a. All Student Senate meetings shall be governed by Robert's Rules of Order
- b. All votes must be taken via either roll call or unison calling
- c. Committees shall update their work in front of the whole body at least once a month
  - i. This work shall consist mainly of contacting appropriate administration or department heads in the form of emails and meetings.
  - ii. When a committee has reached a point of decision, it shall bring a written initiative before the Student Senate for a vote.
  - iii. Initiatives shall receive a majority vote before being brought to the Board of Directors.
    1. Written initiatives shall be brought to the next Board of Directors Meeting by the Vice President.
  - iv. The Student Senate shall have jurisdiction over any case the PLNU asks students to judge. The Student Senate may hear any case not specifically mentioned in the Constitution.

## **3. Training of The Student Senate:**

- a. In Coordination with the Director of Community Life, gather Senate on campus prior to NSO to connect, train, and prepare Senators. Training shall include:
  - i. Reviewing the structure of Student Senate, explaining responsibilities and expectations.
  - ii. Training Senators on proper email writing and meeting etiquette.
  - iii. Reviewing the Senate Handbook, Article VII of the ASB Constitution.
- d. Inviting the Director of Community Life (if available) to go over Robert's

Rules of Order. If the Director of Community Life is not available then the Vice President shall go over Robert's Rules of Order.

#### **4. Turnover: Training of the New Officer**

- a. To spend sufficient time training the incoming officer including all areas pertinent to the operations of the Office of the Vice President, and the Board of Directors, including:
  - i. All Student Senate preparation and meeting information
  - ii. Office Hours (a minimum of 4 hours per week)
  - iii. ASB meetings, both Senate and Board of Directors
    1. As training the current Vice President will teach the incoming Vice President how to prepare for senate meetings and set the agenda.
    2. The incoming Vice President will chair the final Student Senate meeting of the Spring semester as training.
  - iv. Inform the incoming Vice President what to expect for NSLC.
  - v. A tutorial of the history of Student Senate and overview of key initiatives that were passed, and those that failed.
  - vi. Go over the ASB Constitution and make sure that they are proficient.

### **Section 1.03 Office of the ASB Vice President & President of the Senate el**

#### **1. Personnel**

- a. The Assistant to the Vice President will work out of the Office of the ASB Vice President and the ASB Staff Offices.

#### **2. General Responsibilities**

- a. The Assistant to the Vice President will serve as Secretary to Student Senate, which includes:
  - i. Setup and cleanup of weekly Student Senate meetings, providing meeting snacks and beverages.
  - ii. Recording the minutes for weekly Student Senate meetings.
  - iii. Archiving the minutes in the appropriate ASB Drive and the Archives.
  - iv. Emailing minutes and updates to the Student Senate.
    - v. Assisting the ASB Vice President with initiatives and planning, as necessary
  - vi. Work with the ASB Website MANager under the office of Executive Secretary
    1. Meet weekly (or as needed) with other Board of Director assistants
      - a. If the Assistant to the Vice President is unable to attend, the Vice President shall take their place.
    2. Provide all necessary information from the office of Vice

President for the website.

vii. Schedule weekly one-on-ones with the Vice President

**3. Application Process and Interviews**

- a. Written applications should be distributed three weeks before interviews
- b. All applicants are to be interviewed and informed of the hiring decision within a week's time.
- c. New personnel are required to meet at least once before summer break

**Section 1.04 Standing Committees and ad hoc Committees**

1. Standing Committees shall be:
  - a. Diversity Committee
  - b. Sustainability Committee
2. Ad hoc Committees shall be:
  - a. Ad hoc committees shall be created within the discretion of the Vice President and Student Senate when the need or desire arises.