

**The Official Handbook for  
The ASB Office of Student Relations**  
*Revised by Kaitlyn Harris April 27, 2022*

**ARTICLE 1. ASB Office of Student Relations**

**SECTION 1.01 Office of Student Relations**

**(a) Name**

- (i) The name of this office shall be called the “ASB Office of Student Relations.

**(b) Establishment**

- (i) In compliance with Article I, Section 6 of the *Bylaws of the Constitution of the Associated Students of Point Loma Nazarene University* this Handbook for the Office of Student Relations has been established.

**(c) Purpose**

- (i) The Director of Student Relations shall maintain effective communication with Clubs, Societies, and Media Board and implement plans which will maintain the Board of Directors’ awareness of their needs and opinions.

**SECTION 1.02 ASB Director of Student Relations**

**(a) Responsibilities**

The Director of Student Relations shall be responsible for the following according to Article I, Section 6 of the *Bylaws of the Constitution of the Associated Students of Point Loma Nazarene University*:

- (i) To support Clubs and Societies and their role at PLNU by training Club and Society Presidents, assisting Presidents throughout the term, and acting as liaison between Club and Societies and the Board of Directors;
- (ii) To act as an ASB representative on Committees and Boards upon request;
- (iii) To maintain contact with the Presidents of Clubs and Societies by holding a mid-year and an annual review with all of the Club and Society Presidents;
- (iv) To collect and maintain current paperwork and rosters from each Club or Society;
- (v) To provide current Club and Society list upon request, and to update this list completely for the incoming ASB Director of Student Relations during the training/turnover process;
- (vi) To ready student groups for the chartering process as set forth in the Official Handbook of Clubs and Societies;
- (vii) To organize and implement plans for a Club and Society fair to be held no

- later than the third weeks of the Fall and the Spring semesters;
- (viii) Upon completion of both Fall and Spring semester, the ASB Director of Student Relations will appear in front of the Student Senate and report summaries of all activities and Club functions executed throughout the entire year. The Student Senate review appearance shall be completed prior to the final payment made to the ASB Director of Student Relations.
  - (ix) To train the Director of Student Relations-elect for a minimum of 10 hours, prior to the turnover of office;
  - (x) Work with the Website Manager to update Club and Society portion of website as needed;
  - (xi) To attend the weekly ASB Board of Directors meeting;
  - (xii) To have a minimum requirement of 4 posted office hours per week;
  - (xiii) Serve as the Chair of the Media Board;
  - (xiv) To meet with the Director of International and Multicultural Student Services every semester to communicate updates regarding the work of the Board of Directors Diversity, Equity, and Inclusion Subcommittee.
  - (xv) To act as a liaison between MOSAIC Presidents and the Board of Directors by hosting at least one meeting in both the Fall and Spring semesters.
  - (xvi) To work closely with PLNU staff to facilitate the NSO Resource Fair;
  - (xvii) To train all Club and Society leaders during NSO in August.
  - (xviii) The incoming Director of Student Relations will have summer responsibility to plan the upcoming year, meet with the incoming Board of Directors, and meet with the NSO coordinators for a maximum of 5 hours a week.
  - (xix) Ensuring that ASB affiliated clubs and societies are actively inclusive to all members of the student body by closely reviewing chartering documents.
  - (xx) Attend two Diversity Leadership Scholarship Trainings coordinated by the Office of Multicultural and International Student Services per semester.
  - (xxi) Manage all ASB's storage spaces in conjunction with Director of Activities, Director of School Spirit, and Director of Student Relations.

**(b) Chartering Process**

- (i) Clubs/Societies will fall into one of three categories:
  - i. Launch Club/Society
    - 1. Official recognition by Point Loma Nazarene University after approval by the ASB Director of Student Relations and the Director of Community Life;

2. Position may be held for no more than two semesters;
  3. Allocated \$100 per academic year;
  4. Required to perform 2 hours of community service hours per semester (on or off campus). Community service hours must be completed by at least 3 members of each club and must provide a service to the community outside of the affiliated club;
  5. Required to meet upon request with the ASB Director of Student Relations;
- ii. Charter Club/Society
1. Official recognition by Point Loma Nazarene University after approval by the ASB Director of Student Relation and the Director of Community Life;
  2. Exist as a Launch Club/Society for at least 1 semester;
  3. Allocated a minimum of \$100 per academic year;
  4. Required to perform 4 hours of community service hours per semester (on or off campus). Community service hours must be completed by at least 3 members of each club and must provide a service to the community outside of the affiliated club;
  5. Required to meet upon request with the ASB Director of Student Relations;
- iii. Executive Club/Society
1. Official recognition by Point Loma Nazarene University after approval by the ASB Director of Student Relations, the ASB Board of Directors, and the Director of Community Life;
  2. Exists at least 4 semesters as a Charter Club/Society;
  3. Increased and consistent activity;
  4. Budget carryover for each academic year;
  5. Required to perform 4 hours of community service hours per semester (on or off campus). Community service hours must be completed by at least 3 members of each club and must provide a service to the community outside of the affiliated club;
  6. Required to meet upon request with the ASB Director of Student Relations;

**(c) Club and Society Appropriations**

- (i) Issuing of ASB funds for the Clubs and Societies will only occur if a request is given to the Director of Student Relations and the Director of Finance.
- (ii) The Director of Student Relations will consult with the Director of Finance and submit the proposed Club budget to the Student Senate for

approval.

**(d) Requirements for Club and Society Presidents:**

- (i) Attend NSO;
- (ii) Complete mandatory pre-Fall semester training sessions with the ASB Director of Student Relations;
- (iii) Participate in all Club/Society fairs;
- (iv) Attend one on one meetings with ASB personnel upon request;
- (v) Must adhere to Club and Society structural requirements: including officers and an advisor, as set forth in the Official Handbook of Clubs and Societies;
- (vi) Must complete appropriate paperwork during the year, including but not limited to the mid-year review, the annual review, the community service record, and the budget proposal system, each obtainable from the ASB Director of Student Relations.
- (vii) Maintain an updated roster throughout the term in office.

**(e) Training/Turnover**

- (i) In order to ensure position competency, training of the ASB Director of Student Relations-elect shall include but not be limited to:
  - i. Office Finances: budgets for Clubs/Societies, office, and credit card.
  - ii. Media Competency:
    1. Website updates: current information for each Club and Society;
    2. On-Campus Media Promotion: Toilet Paper, Lomalink, chapel slides, Instagram.
  - iii. Personnel
    1. Meet with the PLNU staff involved with Resource Fair;
    2. Meet with the Director of MOSAIC;
    3. Meet with the Director of Community Life in regards to LEAD Week preparations
    4. Meet with the outgoing and incoming ASB Director of Finance to establish the importance of the relationship between the two positions.
  - iv. Nazarene Student Leadership Conference attendance and preparations.
  - v. NSO club training preparation for Clubs and Societies: see Google Slides training information in Google Drive.
- (ii) Office turnover shall take place on the day of commencement.

**SECTION 1.03**

***Assistant to the ASB Director of Student Relations***

**(a) Tasks**

- (i) The Assistant to the ASB Director of Student Relations will aid in the various duties associated with the Office, including but not limited to: Club and Society fairs, Club and Society training, and daily office tasks.
- (ii) Responsible for reporting PLNU club information to the ASB website manager on behalf of the ASB Office of Student Relations.