

**PLNU CONSTITUTION OF THE
ASSOCIATED STUDENT BODY OF
POINT LOMA NAZARENE UNIVERSITY**
Revised and Ratified as of March 2017

ARTICLE I

Name

The name of this organization shall be the "Associated Student Body of Point Loma Nazarene University."

ARTICLE II

Purpose

The purposes of ASB shall be (a) to provide for meaningful, student-sponsored educational, social, cultural, religious, and service opportunities for member students; (b) to foster constructive communication and interaction between the members and the administration and faculty; (c) to foster good relations between ASB members and the university's surrounding community; (d) to establish rapport with other student associations with similar objectives; and (e) to provide opportunities for members to develop leadership qualities.

ARTICLE III

Membership

Section 1. Active membership shall be limited to students classified by PLNU as "regular undergraduate students" carrying at least twelve units.

ARTICLE IV

Parliamentary Authority

The rules contained in “Robert’s Rules of Order Revised” shall govern the proceedings of all ASB organizations unless inconsistent with the stipulations of the Constitution, Bylaws, or Handbooks of ASB.

ARTICLE V

ASB Student Leadership Lifestyle Agreement

- I. All ASB personnel, service award recipients employed under the jurisdiction of ASB Board of Directors, shall be required to sign the ASB Student Leadership Lifestyle Agreement (SLLA) before entering the term of office for their respective position. The SLLA shall hold ASB personnel accountable to themselves, their colleagues, the students they serve, and the community they represent. Any service award recipient that a case is brought against will immediately lead to a disciplinary hearing conducted by Student Senate. In the case of an offense of possession or use of tobacco or alcohol, the ASB personnel member will be immediately suspended from their position. To be reinstated in the current semester, the member will be required to complete the appeal process, which includes composing and presenting a letter of appeal to the Student Senate. Student Senate will then decide if the ASB personnel member will be removed from office or reinstated. Upon reinstatement, the ASB personnel member must appeal to Student Senate to decide their payment for the semester found at fault. The Vice President will have veto power to represent the opinions of the ASB Board of Directors over Student Senate’s decision(s). A veto can be overturned by a 2/3 vote by the Student Senate.
- II. Removal from any ASB position results in ineligibility to hold ASB Office for the remainder of the present and subsequent semester. In order to hold ASB Office again, the student must do the following:
- a. Complete the disciplinary review process as specified in the Student Handbook; Appeal to the standing Student Senate for approval to hold ASB office in the following semester.
 - b. The appeal, while not publicized by Student Senate, is not confidential.

ARTICLE VI

Executive Branch

Section 1. The executive functions of ASB shall be performed by the Board of Directors, comprising the President, Vice President, Director of Student Relations, Director of Finance, Director of Activities and Marketing, Director of Spiritual Life, Director of School Spirit, and the Executive Secretary. The Director of Community Life shall serve as an ex-officio member and the advisor to the Board of Directors.

Section 2. The Board of Directors is authorized to establish policies and implement plans in accordance with the mission of the university and the purpose of ASB. The authority of the Board of Directors shall include, but not be limited to, the following items:

- A. Standing committees, chaired by a the Board of Directors, to which the board delegates authority;
- B. Creation of publicity deemed helpful in achieving ASB objectives;
- C. Charters for student organizations;

Section 3. The Board of Directors is authorized to represent ASB members in establishing statements of student rights or developing a code of conduct in conjunction with the PLNU administration and faculty. The Board of Directors reserves the right to nominate student members for any university committee.

Section 4. The Board of Directors shall take action at regular meetings or at special meetings called by the President or a petition of five board members. A quorum of five members shall be required for formal action. The modes of formal action shall be as follows:

- A. "Motions" shall demand action in matters within the jurisdiction of the Board of Directors. A simple majority of members present shall be required for the adoption of a motion. Motions shall be recorded in the minutes.
- B. "Proposals" shall be a formal proposition made to a department, organization or administrator on behalf of the student body suggesting a step-by-step process to invoke a change or new policy on PLNU's campus. This will only be proposed after significant collaboration with the corresponding individual and research done in the areas of student interest and financial potential.
- C. "Invitations" shall be a formal appeal to the PLNU campus asking to join with the Associated Student Body on an idea or activity which ASB has jurisdiction over.
- D.

Section 5. The Board of Directors shall retain the authority to call for an Executive Session by way of a majority vote which will result in any meeting being exclusive to the Board of Directors and the advisor to ASB.

ARTICLE VII

Legislative Branch

Section 1. Purpose of the Student Senate

- A. The Representative Branch of ASB shall be performed by the ASB Student Senate. The Student Senate exists to represent the opinions and desires of the student body.
- B. The Student Senate shall be responsible for the interpretation of the Constitution, bylaws, and handbooks. It shall establish equitable penalties in cases in which no precedent has been established.
- C. The Student Senate shall provide accountability and consistent protocol for all ASB personnel.

Section 2. Membership

- A. Voting members shall include four representatives per class, and one transfer student appointed by the ASB Vice President. Each class will elect their class's representatives.
- B. Ex-officio members, the Board of Directors, shall be allowed to discuss any matter before the Student Senate and to make and second motions. They will not be able to vote and will not be counted in calculating or obtaining quorum.
- C. The Board of Directors is ineligible to serve as elected Student Senate members. The elections for the representative positions shall be as follows:
 - i. The four candidates for each class that receive the most votes will be elected.
 - ii. In the case of a numerical tie, in which the result of said tie affects the election outcome, a run-off election will be conducted.
 - iii. The Vice President will contact each representative concerning the elections results by phone.
 - iii. Each member of Student Senate must maintain a cumulative GPA of 2.75 or higher and will be removed from his/her position if they fail to do so.
 - iv. In the case that a student fails to meet this requirement, he/she may appeal to the Board of Directors for approval to finish his/her term.

Section 3. Special Positions in the Student Senate

The Vice President shall act as the Chair of the Student Senate. The Chair shall call and preside over all regular and special meetings of the Student Senate.

- a. The most senior senator shall serve as the President pro tempore of the Student Senate. In the event of a tie, the Senate will elect a President pro tempore from the body of the most senior senators.
- b. Should the Vice President be unable to chair the meeting, the President pro tempore shall act as chair.
- c. An assistant to the Vice President shall serve as the Secretary of the Student Senate. The Secretary shall keep the agendas and minutes of all meetings. The records of all initiatives; and minutes shall be placed in the office of the Vice President.
- d. The Director of Community Life, or faculty/staff designee appointed by the Director of Community Life, shall serve as the advisor to the Student Senate.

Section 4. Duties and Responsibilities

A. Training

- i. The Sophomore, Junior and Senior Student Senators will attend LEAD week during the fall semester of the school year. They will receive training by the Vice President during that time.
- ii. The Freshmen Student Senate Representatives will receive the same training that already elected representatives have received within the first two weeks after they are elected.
- iii. The Vice President must agree that each member has been properly trained in order for that individual to become a member of The Student Senate.

B. Student Senate members' tasks are as follows:

- i. To participate in dialogue on all issues and concerns brought forth by any Student Senate member.
- ii. To facilitate monthly Campus Voice Outreaches which shall be held throughout campus from Student Senate members seeking student opinions.
- iii. To engage in regular communication with constituents about the issues discussed in Student Senate meetings with the intent of starting a subcommittee concerning such issues.
- iv. To actively communicate with their constituents, faculty, and staff to seek their opinions and concerns.

- v. To participate in writing initiatives after thorough research with the necessary personnel. Initiatives shall declare the student body's opinion regarding relevant researched topics.
- vi. To regularly attend meetings, with the understanding that being absent from more than 10% of the meetings will result in a deduction of pay appropriate to the amount missed.
- vii. To comply with "Robert's Rules of Order" as noted in Article IV.
 - a. All votes taken in Student Senate shall be administered via the roll call system.
 - b. The Student Senate will retain the authority to call a closed session which shall require a simple majority vote resulting in the exit of any persons who are not Senators with the exception of the adviser to the Student Senate.

C. The Student Senate will be responsible for stipends awarded to ASB personnel and their duties shall include:

- 1. Conducting semester reviews of appropriate ASB personnel which shall be chaired by the Chair of the Review Committee or the President pro tempore.
 - 2. Review The Board of Directors' stipends based on knowledge of the duties and expectations of each student's position, as outlined in the Constitution, bylaws, and relevant handbooks.
 - 3. Semester Reviews shall be held in close session, with only the Senate members and appropriate ASB Personnel being reviewed, present.
 - 4. Denial or reduction of the stipend to any member of the ASB when the individual has failed to carry out the duties of his/her respective office or position.
 - 5. Hearing of appeals from ASB Personnel who may not have received their service awards in full.
 - 6. The Senate shall be responsible for allocating the established stipend amounts for ASB personnel.
- D. Approve ASB funds allocated for chartered clubs and societies proposed by the Director of Student Relations.

Section 5. Committees and Ambassadorships

- A. Committees shall be established by the Student Senate to carry out its purpose.
 - i. The Review Committee and the Academic Affairs Committee shall be standing committees.
 - a. Subcommittees shall be created in order to address student concerns and current issues.

- b. Committee chairs shall be appointed by the Vice President.
- ii. Committee Chairs will be responsible for setting timelines, delegating tasks, contacting necessary faculty and staff, and updating the Vice President on the progress of the initiative.
 - a. If a Committee Chair fails to achieve the goals of the committee, the Vice President has the right to appoint a new Chair.
- iii. Ambassadorships shall be established by the Student Senate in the event that a full committee is not necessary.
 - a. Ambassadors shall be appointed by the Vice President.
 - b. Ambassadors will be responsible for setting timelines, contacting necessary faculty and staff, and updating the Vice President on the progress of the initiative.
 - c. If an Ambassador fails to achieve the goals of the initiative, the Vice President has the right to appoint a new Ambassador.
- iv. When an initiative has been successfully implemented, the Committee or Ambassador shall write a formal letter to the appropriate faculty or staff.
 - a. The letter shall express the opinions of the Student Body, explain the work that has been done on the initiative, and describe the implementation.
 - b. The letter shall be approved by simple majority vote of the Senate then signed by the Committee Chair/Ambassador, and the Vice President.
 - c. The Vice President has veto power, a veto may be overturned by a $\frac{2}{3}$ vote.
 - d. The Vice President must deliver the letter to the appropriate faculty or staff, within two weeks.

Section 6. Removal Process

- A. If any member of the Student Senate enters into the discipline process due to a violation of the Student Handbook, he/she shall write a letter to the Board of Directors explaining the circumstances of the infraction, that member will then appear before the Board of Directors, which shall review the case.
- B. In order to initiate the impeachment of any Student Senate member, a minimum of two-thirds Senate members must sign a list of grievances, which must be filed with the Board of Directors.
- C. If the Vice President deems it necessary that a Senate member needs to be removed, he/she may then send the case to the Board of Directors for approval by a two-thirds vote.
 - a. The decision of the Board of Directors is binding, and shall be enforced by the Vice President.

B. Vacancies in Student Senate shall be filled by appointment, from ASB Vice President.

Section 7. Checks and Balances with the Board of Directors

A. If a member of ASB violates the student handbook, he/she shall send a letter pleading their case to the Student Senate review committee. The Student Senate review committee will hear their case and make a ruling on the matter via a majority vote. The Director of Community Life will form the student senate review committee and facilitate its operations. If student senate is not in session the Director of Community Life may assemble an ad hoc review committee of current PLNU students to hear the case.

B. For stipend approval, Student Senate will submit a one page report each semester to the Board of Directors stating how they have filled their duties.

ARTICLE VIII

Elections

Election procedures shall be stipulated in the *Official Student Government Elections Code* according to the following provisions:

Section 1. All officers of the Board of Directors and the Student Senate shall have been members of the student body for the semester immediately preceding the election and shall have maintained a grade point average of at least 3.0 in the preceding semester and the semester prior to taking office. In addition, they must have a cumulative grade point average of 2.75.

Section 2. All officers of the Board of Directors and the Student Senate shall be ASB members and maintain a grade point average of 2.75 during each semester in which they serve. This GPA requirement shall be checked by the Student Government Advisor for each semester that the individual holds office. All officers shall also be otherwise qualified as noted in *The Official Student Government Elections Code*. Infraction of these stipulations shall imply an automatic resignation by the officer, or hearing by Student Senate.

Section 3. Members of the student body shall be placed on the ballot for the Board of Directors by signing the Declaration form. The positions of the Director of Finance, the Director of Activities and Marketing, and the Director of School Spirit shall be selected based on an application and interview process.

Section 4. The selection committee that reviews applications of interviews, and selects the positions of Director of Finance, Director of School Spirit, and Director of Activities and Marketing shall be comprised of at least fifty percent students and contain the current

director of the position and at least one other ASB officer. If the current director intends to apply for the same position, the President shall fill said role.

- i. The selection committee shall include the Director of Community Life. If the Director of Community Life cannot attend, the ASB President will appoint a staff member.

Section 5. The President shall have two previous consecutive semesters at PLNU before running for office. The President, Vice President, and the Director of Spiritual Life must have junior or senior standing during the first semester in office. The Director of Spiritual Life must also interview with the Vice President of Spiritual Development and University Chaplain as well as fill out the appropriate application materials prior to declaring candidacy.

Section 6. In the event that the Executive Secretary seeks reelection to the Board of Directors for the upcoming academic year, the Board of Directors shall designate an alternate Chief Elections Officer from the board to assume responsibilities for the respective Board of Directors' election.

Section 7. In the case of an opening, the Board of Directors may appoint qualified ASB members to fill any ASB office for four weeks in which school is in session by which time it shall hold a special election, which complies with all requirements made herein.

Section 8. Any candidate applying for Director of Finance must have the following:

- i. Academic experience with the passing grade in a course related to the field of bookkeeping/accounting;

Section 9. Any candidate applying for Director of Activities and Marketing must have one of the following:

- i. At least one semester's worth of Campus Activities Board experience, or previous relevant event planning experience and execution.

ARTICLE IX

Organizations

Section 1. There are four types of charters for student organizations. Their purposes and modes of operation shall be in accord with the mission of the university and the purpose of ASB. Charters shall be for the period of one year.

- A. Launch groups shall be for new groups who are in a trial period. They must elect at least three officers and have eight members to be chartered. They will be approved by the ASB Board with non-binding recommendations from the Director of Community Life and

Director of Student Relations. Once approved, they may hold this position for no more than two semesters. They are required to meet as necessary with the Director of Student Relations and are allocated a minimum of \$100 each year. They are also required to participate in one community service project a semester.

B. Chartered groups will be for those Launch groups who have shown increased interest and growth within their club/organization during either one or two semesters. They will be approved for a charter by the Board of Directors with the recommendation from the Director of Student Relations. They are required to participate in two hours of on campus community service and two hours of off campus community service projects a semester.

C. Executive groups must exist at least four semesters as a Charter group and demonstrate increased and consistent activity along with showing accomplishment of defined missions and goals. Executive groups are allowed to carry over their budgets from year to year and may have a club e-mail address and are required to participate in two hours of on campus community service and two hours of off campus community service projects a semester.

D. No organization that discriminates based upon race, gender, or religious affiliation may be chartered or renew their charter.

E ARTICLE X

Rights Reserved for Active ASB Members

Section 1. A petition of twenty percent of active ASB members shall be sufficient to initiate a recall election of any elected ASB officer, call a vote on any initiative proposal, or initiate any amendment(s) to this document.

Section 2. Amendments to the *Constitution of the Associated Student Body of Point Loma Nazarene University* shall require a two-thirds affirmative vote of those casting ballots in an election held at least one week after publication of the proposed amendment(s).

Section 3. Constitutional amendments may be proposed by the Student Senate with a majority vote then must be ratified by the Board of Directors with a unanimous vote of those present in a meeting in which there is a quorum.

ARTICLE XI

Student Bill of Rights

Section 1. Freedom of Speech and Press

The ASB shall not abridge the freedom of speech or press as long as the regular and essential operation of the institution is not being disrupted or the policies and regulations of ASB or the university are not being violated.

Section 2. Freedom of Assembly

A. ASB shall not deprive any student, student organization, or group of students the right to assemble without due process.

B. ASB shall not deprive any student, student organization or group of students the right to dissent. The exercise of this right shall not restrict the freedom of movement, free expression of ideas, or rights of others.

Section 3. Freedom of Religion

ASB will not establish policies or engage in practices that deny the right of any student the free expression of his/her religious preference.

Section 4. Due Process and Equal Protection

ASB shall not deprive any person of liberty or property without due process nor shall ASB deny to any person within its jurisdiction equal protection under the ASB Constitution and bylaws.

Section 5. Rights of the Accused

A. No person shall be subject to double jeopardy, or being tried for the same offense twice, by Student Senate.

B. No person shall be compelled in any case to be a witness against him/herself.

C. No person shall be deprived of liberty or property without:

i. Being informed of the accusation(s) against him/her;

ii. Being given the opportunity for a speedy hearing;

iii. Being given the opportunity to seek and consult counsel;

iv. Being confronted by the witnesses against him/her;

v. Being allowed to cross-examine the witnesses against him/her;

vi. Being able to present witnesses in his/her defense.

D. No person shall be denied the privilege of seeking appeals or re-hearings.

Section 6. Freedom of Information

The content of all official ASB documents, records, and other written and recorded information shall be accessible for inspection and review, except:

- A. Information involving personnel, litigation, or pending investment matters.
- B. The Review Committee proceedings when approval is not granted by both the defense and the prosecution;
- C. When such access would violate another's right to privacy.

Section 7. The ASB shall not deprive any student the right:

- A. To be provided a list of the types of information it maintains;
- B. To obtain copies of requested information without undue delay at a cost to the student and not of ASB;
- C. To reasonable requests for explanations and interpretations;
- D. To a hearing to challenge the content of such information.

Section 8. Privacy

ASB shall not access or permit access to educational records without the consent of the student, except when obtaining directory information. ASB shall not disclose personally identifiable information that is discrediting or incriminating, unless such disclosure is required to substantiate action taken by ASB. ASB shall not access or permit access by any of its officers or organizations to the living quarters of any student.

**BYLAWS OF THE CONSTITUTION OF THE
ASSOCIATED STUDENT BODY OF
POINT LOMA NAZARENE UNIVERSITY**

ARTICLE I

Duties of the Officers of the Board of Directors

In compliance with the stipulations of Article VI of the *Constitution of the Associated Student Body of Point Loma Nazarene University*, the enumerated powers of the Board of Directors shall be found in their respective handbooks.

ARTICLE II

ASB Handbooks

ASB Handbooks are a record of the specific responsibilities pertaining to each office of the Board of Directors.

Section 1. Each member of the Board of Directors shall maintain a handbook for his/her specific office.

Section 2. Any changes to be made in any handbook must be officially approved in one meeting by two-thirds of the Board of Directors and shall be recorded in the minutes and in the handbook of that specific office.

Section 3. A current copy of the handbook for each office must be kept on record in that office and in the office of the Executive Secretary.