

BYLAWS

(Ratified 4-13-06; Updated 8-14-2019)

The Bylaws are the standard operating procedures and regulations for ASBU.

Article 1. Purpose and Powers

Section 1: Power

These bylaws serve as the standard operating rules and regulations for ASBU and must be adhered to in all situations, unless deemed otherwise by a three-fourths majority Senate vote. The ASBU Constitution supersedes any established bylaw which may be deemed contradictory to the constitution. The Executive Cabinet is responsible for ensuring that the bylaws are adhered to.

Section 2: Changes

Any voting member of Senate or the Student Body President may propose changes to the bylaws. Changes must be in alignment with the Constitution and shall be approved by a three-fourths majority vote of Senate.

Article 2. Senate

Section 1: Procedures

Senate meets weekly. Each meeting shall generally include Executive Cabinet reports, discussion of new and old business, Standing Committee meetings and reports, and member announcements. Dates and times for meetings shall be determined by the incoming Executive Cabinet. Senate must have a minimum of two official meetings per month during the academic year. The President shall officiate these meetings and the advisor should be in attendance. In the President's absence the Controller shall officiate the meeting without tie breaking authority.

Discussion within Senate shall generally follow standard Parliamentary Procedure. Senate meetings are open to the entire Student Body, with the exception of a closed session being agreed upon by a majority of the voting members. Non-official members may speak when recognized by the President but may not vote or make motions. Special meetings may be scheduled at the request of the President or five voting members with a minimum of twenty-four hours notice.

Section 2: Standing Committees

The Standing Committees are task groups within Senate. The committees function cooperatively to allow Senate to address a wide range of issues and events. Because the committees receive their legitimacy and power through Senate it is expected that they will present ideas and events in the form of legislation to be discussed and acted upon by Senate as a whole. As delineated in the ASBU Constitution: the Academic Committee shall address issues related to curriculum, learning resources, faculty issues, and educational policies; the Activities Committee shall plan events related to BUSHNELL events, hosting events/speakers, BUSHNELL community building, and broader community involvement, awareness, and service; and the Campus Environment Committee shall address issues related to campus improvements, diversity, residence life, and food services.

Section 3: Attendance Policy

Attendance at Senate meetings shall be required for all official members. Three unexcused tardies shall equal one unexcused absence. Three unexcused absences during the academic year shall result in the revocation of membership if approved by a majority vote of Senate. Absences may be excused by the President prior to the meeting, unless circumstances warrant an ex post facto excusal.

Section 4: ASBU Budget

The President shall work with the Controller to formulate a budget recommendation. Senate shall be responsible for determining apportionment of funds and approving an official budget.

Section 5: Budget Apportionment/Review

The Executive Cabinet shall serve as the Budget Review Committee. After Senate has approved an official budget, the Budget Review Committee is responsible for releasing money to committees, clubs and ASBU approved programs as per the official budget apportionment. Requests for funds must be approved by the committee before the Controller can process the request. In order for approval the requests must be in alignment with the current budget, constitution, and bylaws. Individual requests in excess of \$200 shall be referred to a Senate vote.

During the academic year the Budget Review Committee also has the authority to make proposals to Senate regarding the redistribution of funds within the budget.

Section 6: Executive Cabinet

The Executive Cabinet shall meet weekly to coordinate efforts and activities within ASBU. The President shall officiate these meetings and the advisor should be in attendance.

Article 3. Members

Section 1: President

A. Purpose: The President serves the Student Body as the executive authority of all ASBU activity and as the representative and liaison between Senate and the campus administration, faculty, and staff.

B. Authority: The President is responsible for the execution of all ASBU activity. She/he is responsible for coordinating events within ASBU, developing and implementing goals and objectives, and ensuring the enactment of Senate legislation. She/he is responsible to the Student Body through Senate.

- 1. Executive Cabinet: She/he shall officiate weekly meetings with the Executive VPs and advisor(s) to develop goals, coordinate objectives, and maintain communication within ASBU.
- 2. Budget Review Committee: She/he shall coordinate efforts within the committee, address issues which are under the committee's jurisdiction, and communicate with the Controller regarding the committee's approval/disproval of proposed budget requests.
- 3. Senate: She/he shall create meeting agendas and officiate meetings. She/he is a non-voting member and may not present proposals or legislation. She/he is responsible for providing weekly updates regarding activities accomplished since last report, and current plans.
- 4. University President: She/he shall meet regularly with the University President, or another appointed member of the University's Executive Cabinet, to represent student, and specifically, ASBU concerns as well as to be available to provide advice to the President from a student perspective.
- 5. Commencement: She/he shall serve as a Student Marshall in the commencement services during the year she/he is elected.
- 6. University Appeals Hearing Board: In the case of a student appeal of a violation of the Standards of Conduct or University policy, she/he shall

- serve as one of two student representatives on the University's Appeals Hearing Board.
- 7. Communication: She/he shall be responsible for ensuring that the Student Body is aware of events within ASBU. She/he shall maintain communication with the ASBU advisor, Dean of Students, and with other members of the college's administration, faculty, and staff as the need arises.
- 8. Government Appointment: She/he shall be responsible for making all appointments within ASBU (with the exception of the Judicial Committee) and to non-ASBU campus groups. These appointments must be approved by Senate.
- 9. Elections: She/he shall be responsible for establishing Elections Committees and for overseeing all elections.
- 10. Training/Year End Banquet: She/he shall be responsible for coordinating with the Executive Cabinet and ASBU advisor(s) to plan orientation and training events for current and incoming ASBU members. She/he shall also coordinate the planning of the Year End Banquet.
- 11. Office Hours: She/he shall participate in ASBU events and maintain a minimum of seven office hours per week.

Section 2: Executive Vice President of Academics

- **A. Purpose:** The Executive Vice President of Academics serves the Student Body in addressing student concerns and interests in academics by overseeing policies and events within ASBU and by maintaining communication with areas of the college which address academics.
- **B. Authority:** The Executive VP of Academics shall be the primary facilitator within ASBU for addressing issues related to academics. She/he shall chair the Senate Academic Committee, working with two elected representatives, having jurisdiction over matters related to curriculum, learning resources, faculty issues, and educational policies. She/he is a member of the Executive Cabinet and responsible to the Student Body through the President.

- 1. Executive Cabinet: She/he shall meet weekly together with the President and other Executive VPs to develop goals, coordinate objectives, and maintain communication within ASBU.
- 2. Senate: She/he shall participate with Senate and attend all meetings. She/he is responsible for providing weekly updates regarding activities accomplished since last report, and current plans.

- 3. Senate Academic Committee: She/he shall coordinate efforts within the committee, plan events (to include Administration, Faculty, and Staff appreciation), and address issues which are under the committee's jurisdiction.
- 4. Commencement: She/he shall serve as a Student Marshall in the commencement services during the year she/he is elected.
- University Appeals Hearing Board: In the case of a student appeal of a violation of the university's academic policy, she/he shall serve as one of two student representatives on the University's Appeals Hearing Board.
- 6. Communication: She/he is responsible for ensuring that the Student Body is aware of topics under her/his jurisdiction. She/he shall establish and maintain relationships with University Administration, Faculty, and Staff who deal specifically with areas which affect academics.
- 7. ASBU Events/Training: She/he shall assist in planning and hosting ASBU Events and training.
- 8. Office Hours: She/he shall participate in ASBU events and maintain a minimum seven office hours per week.

Section 3: Executive Vice President of Activities

- **A. Purpose:** The Executive Vice President of Activities serves the Student Body in matters concerning the planning and hosting of campus activities by overseeing plans and goals within ASBU and by maintaining communication with areas of the college which address activities.
- **B. Authority:** The Executive VP of Activities shall be the primary facilitator within ASBU for planning and hosting activities for both the entire campus as well as class specific events. She/he shall chair the Senate Activities Committee, working with two elected representatives, having jurisdiction over matters related to BUSHNELL events, hosting events/speakers, BUSHNELL community building, and broader community involvement, awareness, and service. She/he is a member of the Executive Cabinet and responsible to the Student Body through the President.

- 1. Executive Cabinet: She/he shall meet weekly together with the President and other Executive VPs to develop goals, coordinate objectives, and maintain communication within ASBU.
- Senate: She/he shall participate with Senate and attend all meetings.
 She/he is responsible for providing weekly updates regarding activities accomplished since last report, and current plans.

- Senate Activities Committee: She/he shall coordinate efforts within the committee, plan signature events, all campus events, and class specific events.
- 4. Student Development: She/he shall attend designated Student Development Planning and Calendar Meetings.
- 5. Student Development: She/he shall maintain a relationship with all members of the Student Development staff to assist in planning events for both the entire campus and class specific events.
- 6. Communication: She/he is responsible for ensuring that the Student Body is aware of events under her/his jurisdiction. She/he shall establish and maintain relationships with University Administration, Faculty, and Staff who deal specifically with areas which affect activities.
- 7. ASBU Events/Training: She/he shall assist in planning and hosting ASBU Events and training.
- 8. Office Hours: She/he shall participate in ASBU events and maintain a minimum seven office hours per week.

Section 4:Executive Vice President of Campus Environment

- **A. Purpose:** The Executive Vice President of Campus Environment serves the Student Body in matters concerning the general environment of the college by overseeing policies and events within ASBU and by maintaining communication with areas of the college which address the environment.
- **B. Authority:** The Executive VP of Campus Environment shall be the primary facilitator within ASBU for addressing issues related to the general environment of the university. She/he shall chair the Senate Campus Environment Committee, working with two elected representatives, having jurisdiction over issues related to campus improvements, diversity, residence life, and food services. She/he is a member of the Executive Cabinet and responsible to the Student Body through the President.

- 1. Executive Cabinet: She/he shall meet weekly together with the President and other Executive VPs to develop goals, coordinate objectives, and maintain communication within ASBU.
- 2. Senate: She/he shall participate with Senate and attend all meetings. She/he is responsible for providing weekly updates regarding activities accomplished since last report, and current plans.
- Senate Campus Environment Committee: She/he shall coordinate
 efforts within the committee, plan events, and address issues which are
 under the committee's jurisdiction.

- 4. Clubs: She/he shall be responsible for coordinating the Club Fair with the Advisor and the Controller. The VP for Campus Environment, along with the Controller, is also responsible for communicating, training, and being in-tune with all ASBU approved clubs on campus.
- 5. Campus Committees: She/he shall develop a connection with campus committees which are relevant to areas under the jurisdiction of the Senate Campus Environment Committee and shall assist with the placement of representatives on those committees when deemed appropriate.
- 6. University Appeals Hearing Board: In the case of a student appeal of a violation of the Standards of Conduct, she/he shall serve as one of two student representatives on the University's Appeals Hearing Board.
- 7. Communication: She/he is responsible for ensuring that the Student Body is aware of topics under her/his jurisdiction. She/he shall establish and maintain relationships with University Administration, Faculty, and Staff who deal specifically with areas which affect the campus environment.
- 8. ASBU Projects: She/he shall be in charge of maintaining and refurbishing all ASBU related senior gifts and/or other projects.
- 9. ASBU Events/Training: She/he shall assist in planning and hosting ASBU Events and training.
- 10. Office Hours: She/he shall participate in ASBU events and maintain a minimum seven office hours per week.

Section 5: Controller

- **A. Purpose:** The Controller serves the Student Body as a combination business manager and public relations officer.
- **B. Authority:** The Controller shall be generally responsible for recording all financial aspects of ASBU as well as providing logistical support to the Executive Cabinet. She/he coordinates public relations between ASBU and the Student Body. The Controller is an appointed member of the Executive Cabinet and is responsible to the Student Body through the President.

- 1. Executive Cabinet: She/he shall meet weekly with the President and Executive VPs to develop goals, coordinate objectives, and maintain communication within ASBU.
- 2. Senate: She/he shall participate with Senate and attend all meetings. She/he is responsible for taking minutes, providing monthly financial updates, and maintaining a roster of Senate members.

- 3. Clubs: She/he shall be responsible for coordinating the Club Fair with the Advisor and the VP for Environment. The Controller, along with the VP for Environment, is also responsible for communicating, training, and being in-tune with all ASBU approved clubs on campus.
- 4. Public Relations: She/he shall be responsible for maintaining the communication between ASBU and the Student Body by regularly updating the ASBU bulletin board, posting flyers and posters, coordinating and submitting Senate minutes to the Office of Student Life for on-line publishing. She/he is responsible in communicating activities and plans of Senate and the Standing Committees, and maintaining the ASBU Social Media.
- 5. Finances: She/he shall be responsible for the financial aspects of ASBU: budget preparation, preparing check requests, bookkeeping, and advising ASBU in financial matters.
- Budget Review Committee: She/he is a non-voting member of the committee and shall present proposed budget requests to the committee.
- 7. Training: She/he shall be responsible for training the incoming controller after spring elections.
- 8. Office Hours: She/he shall participate in ASBU events and maintain eight office hours per week.

Section 6: Representatives

- **A. Purpose:** Representatives serve as the voice of the Student Body. They allow for ASBU to represent and address a wide range of concerns and interests. Senate shall include one representative from each class and two atlarge representatives who are elected from the general Student Body.
- **B. Authority:** Representatives shall serve the Student Body as advocates for issues and events related to the population from which they were elected in addition to the Student Body at-large. Each representative is an official member of Senate and shall serve on a Standing Committee and any temporary committees at the request of Senate or the President. They are responsible to the Student Body through the President.

- 1. Senate: They shall make up the representational authority of Senate. All representatives shall participate with Senate and attend all meetings.
- 2. Standing Committees: They shall attend all meetings of their respective committee (Academic, Activities, and Campus Environment) and shall represent both the population from which they were elected and the Student Body at-large in matters under the committee's jurisdiction. As

- members of the Standing Committees, representatives may be asked to participate in non-ASBU campus groups.
- 3. Communication: They are responsible for ensuring that the population from which she/he was elected is aware of relevant events and issues within Senate.
- 4. Class Specific Events: They shall be responsible for assisting in the planning of class specific events. Each class must host an event for their respective class. In addition, Freshman Representative must help in establishing a 'class committee'. Sophomore Representative must help with Sophomore Program. Junior Representative must help with a Junior transition event. Senior representatives shall be responsible for assisting in the planning of Senior Banquet; and other duties as assigned.
- 5. ASBU Events/Training: She/he shall assist in planning and hosting ASBU Events and training.
- 6. Office Hours: She/he shall participate in ASBU events and maintain one office hour per week.

Article 4. Elections

Section 1. Election Timetable

- **A. Spring Elections:** Spring elections for Executive Cabinet positions shall be generally held on the Wednesday two weeks prior to Spring Break. Elections for class representatives (senior, junior, and sophomore) shall be generally held on the third Wednesday after Spring Break. An informational meeting regarding all spring elections must occur no later than two weeks prior to the Executive Cabinet Candidacy Declarations being due (the Friday before the elections).
- **B. Fall Elections:** Fall elections for the freshman representative and At-large Representatives shall be conducted within three weeks of the first day of classes. An informational meeting regarding fall elections should be held no later than two weeks prior to the elections.
- **C. Candidacy Declarations**: Candidacy Declaration packets for all positions shall be made available no later than at the spring and fall informational meetings respectively. Information from the candidate declarations shall be used to compile a candidate information pamphlet which is made available to all eligible voters. Declarations must be received by the Election Committee Chair no later than the Friday before the elections for the respective position which the applicant is applying. Declarations received

after this date shall be considered write-in candidates and will not officially appear on the ballot.

- **D. Candidate Forum**: A candidate forum may be held no more than 48 hours prior to the close of polls on the day the candidate(s) seek election.
- **E. Campaigning**: Campaigning for elected positions may begin two weeks before the day of the election. Candidates may not begin campaigning until the Election Official has received their Candidacy Declaration. Campaigning may continue until the opening of the polls, at which time no active campaigning may occur. Campaigning material must be removed within 48 hours after the close of the polls. See Article 4 Sec. 3 for more details regarding campaigning.
- **F. Election Day:** The times and locations for the polls should be posted five days in advance. Election results shall be posted no earlier than the following day and no later than two days following the election.
- **G. Run-off Elections:** In the case of run-offs, the elections shall be held on the following Monday with the results posted that same day.

Section 2. Eligibility

All persons enrolled in BUSHNELL's traditional undergraduate program, despite age or commuter status shall be entitled to vote for any ASBU member(s) elected from the general Student Body. Class Representatives shall be elected by their respective constituents.

Candidates must meet the requirements established within the ASBU Constitution for their respective positions. Candidates are eligible to vote for the position which they are running.

Section 3. Procedures

- **A. Polls:** The Election Committee shall be responsible for establishing times and locations for the polls. The polls shall be publicized five days in advance and held in a public place on campus, easily accessible to all students. At least two members of ASBU shall be at the polls at all times.
- **B. Election Committee:** The Election Committee shall be comprised of four ASBU members nominated by the President and approved by Senate. The committee shall be chaired by the President and is responsible for recruiting election workers, monitoring, publicizing, and directing all ASBU elections. In the event that the President is running for a position, the Chair will be passed on to any other non-candidate Executive Cabinet Member.

The Elections Committee shall post the purpose of the poll, the location of the poll, the day and hours for the voting, and any other pertinent facts regarding the election at least five school days prior to the Election Day.

Members of the committee may not campaign for or promote any candidate in the election.

C. Campaigning: All candidates, except write-in candidates, shall receive equal opportunity to be heard by the students who will be involved in or affected by each particular election. Please see Article 4 Sec. 1E for the campaigning time table.

No campaign materials shall be permitted within view of voters while they are voting.

Campaign material, because of its nature, must be held under strict supervision and follow the current publicity regulations of the college and the following criteria:

- 1) No campaign material may be slanderous, libel, or include obscene connotations
- 2) It may not be posted on any surface around campus except approved bulletin boards or personal property with the owner's permission (room doors are considered personal property for election purposes), or the wall housing the entrance of the cafeteria
- 3) Material posted on approved bulletin boards must be stamped by Student Development to make it official
- 4) No one shall be allowed to place non-addressed publicity in student mail boxes, email accounts, or on doors without written permission from the Election Committee
- 5) Campus email may not be used as a campaign tool
- 6) No unsolicited material shall be sent through the means of social media. Material may be posted personally on candidates' individual profiles. Groups may be made but invitations cannot be sent out to personal accounts without the permission of the individual.
- 7) Chalk on the sidewalk leading up to the chapel/library building is permitted.

All Election publicity is at the discretion of the Election Committee.

D. Campaigning Infraction: Anyone found removing, destroying, or defacing any publicity without expressed permission should be reported to the Elections Committee and the offending party will be referred to the Dean of Students for disciplinary action.

All publicity that is found to violate the campaign restrictions can be immediately taken down by any member of the Election Committee or other authorized person. An appropriate consequence shall be decided upon by

the Election Committee; removal of the offender from candidacy eligibility must be affirmed by a majority vote of Senate.

- **E. Ballots:** Each ballot for regular elections shall contain the following: designation "Official Ballot," the date of the election, the names of the office the ballot is for, the names of the candidates (in alphabetical order by last name), a space for write-in candidates, and general instruction regarding the election.
- **F. Election Results:** To be declared the winner of a position, a candidate must receive 50% plus one vote. Executive Cabinet elections are contingent upon a participation of 25% of eligible voters. The Election Committee shall tabulate the ballots after the close of the polls and may decide to notify the candidates of the election results after the ballots have been tabulated.

Contesting an election's results must be done in writing to the Election Committee Chair within twenty four hours of the results being posted. All ballots from the contested election shall be re-counted with one representative from each candidate present and the tabulation results considered final. An election shall be considered official as long as all election procedures have been adhered to. The Executive Cabinet shall be responsible for deciding the course of action if Election Committee does not feel that election procedures have been ethically followed.

G. Run-off Elections: If no candidate receives 50% plus one vote a run-off election shall occur between the two candidates receiving the most votes. There shall be no new write-in candidates on this ballot. A tie shall be sent to the Executive Cabinet, excluding those who are running for a decision on further action of voting.

Section 4: Appointments

- A. Application: Individuals interested in applying for an appointed position shall complete an application appropriate to the position for which they are applying. Applications for the Controller and Beacon Bolt positions shall be made available during the Spring Elections informational meeting. Applications for these positions shall be generally due within one week after the Executive Cabinet elections. The appointment committees shall be responsible for reviewing the applications and organizing interviews. The position appointments shall be decided within one week of the deadline for applications to have been turned in.
- **B. Controller:** The current President shall be responsible for making applications available. The newly elected President shall chair the Appointment Committee: made up of the newly elected Executive Cabinet and the current advisor as non-voting member. The committee must be unanimous in their decision.

Article 5. Inauguration Ceremony

Prior to the end of the academic year the Student Body President shall organize an Inauguration Ceremony in which the newly elected/appointed members shall be officially recognized and honored. Each new member must affirm the following statement:

I understand the responsibilities of the (state position) as described in the Constitution and Bylaws and affirm that I will serve the Student Body, to the best of my ability, conducting these responsibilities in a manner that is consistent with Biblical principles.

Each current Executive Cabinet officer shall administer the statement to the newly elected member of their respective office. The newly elected Student Body President shall then administer the oath to the Controller and Representatives. Any new member not present, or appointed, after this ceremony shall be administered the oath at the next Senate meeting.

Article 6. Stipends

Section 1: Reasoning

All ASBU positions are intended to be volunteer/service positions. Each elected or appointed individual is expected to put in enough time to complete their elected responsibilities. Each Executive Cabinet and Beacon Bolt position shall receive a stipend from ASBU in order that they might devote enough time to the Student Body to fulfill their role. These stipends do not limit them from holding other positions on campus.

Section 2: Amounts

Stipends shall be paid to the Executive Cabinet Members and Controller. Stipends will be paid out in equal amounts over the academic year. The President shall receive \$3500; the Executive VPs and Controller shall receive \$3000.

Article 7. Clubs

Section 1: General

ASBU encourages the Student Body to participate in and start a variety of different activities and interest groups here on campus. The process of recognizing official clubs is designed to provide structure and support, including faculty sponsorship, possible Student Body funding, and access to campus bulletin boards and facilities. ASBU reserves the right to deny any reimbursement and/or advance or repeal a club's status at any point during the school year if their actions are inconsistent with Bushnell's mission, vision, and values or the ASBU Constitution and Bylaws.

Section 2: Recognition

Students who wish to establish a recognized club through ASBU must:

- 1) Select an individual (s) as chair/leader/president.
- 2) Obtain and maintain a minimum of 6 members (members are those who belong to the BUSHNELL Student Body and who attend at least 75% of the club or organizations regular meetings.
- 3) Secure a faculty or staff member to serve as an advisor according to Section 4:B.
- 4) Create a Mission/Purpose statement. Said statement is to be adhered to by the club or organization.
- 5) Fill out a Club Recognition Form to be turned in, to the Controller or President two days prior to Senate
- 6) Present an informal budget outlining, probable uses for funding (if any)

Once the club has fulfilled the above requirements, it must come before Senate for recognition. There are three opportunities during the school year for clubs to be recognized by Senate. The first occurs at the end of the spring semester, which will establish a club's status for the upcoming school year. The second and third opportunity occurs within the first month of both the fall and spring semester for any club not recognized during the spring semester meeting. Exceptions to these dates must be approved by the Executive Cabinet.

As part of recognition each club shall be classified by Senate as Education/Career Advancement, Ministry/Service, Special Interest or a Club Sport. Upon recognition, each club will submit a proposed budget, demonstrating their projected financial need. The Budget Review Committee will regulate and approve the funds given to each club based on their proposed budget. A club may also be categorized as "Recognition" only and will not be eligible to receive any monetary support.

Upon recognition by Senate, all clubs must receive final approval by the Vice President of Student Development before receiving official status within ASBU.

Previously established clubs may re-apply under their previous classification with the current Executive Cabinet for recognition. If a club desires to change their classification, they must go before Senate to receive approval. Returning clubs must meet all requirements for recognition.

Upon recognition, a club and all of its members, including the chair/leader/president and advisor, are subject to the requirements outlined in the following sections.

Section 3: Funding

A. General: Monetary support of a club shall always be at the discretion of Senate. Funds appropriated by Senate shall be released through and regulated by the Budget Review Committee. Student Body funds shall be used in a manner which is consistent with the values of the college and is beneficial to the Student Body.

These funds may not be spent on groups outside the Bushnell Student Body. Any items purchased using the funds remains the property of the Student Body. Clubs receiving funding are accountable to the guidelines established for their recognition and are expected to report regularly on their club activities.

B. Additional Funds: Any club wishing to receive funding from ASBU beyond the established amounts, designated by Section 2, can apply for additional funding. Additional funding is to be used for expenses above and beyond the regular operating costs of the club.

To apply for additional funding, a club must fill out a funding request form and turn it into the ASBU Office two days prior to Senate. A representative from the club must attend the meeting for the request to be considered. Funds will be dispersed to the club upon approval from Senate.

Section4: Requirements

- **A. General:** Clubs who receive recognition by Senate are subject to the following requirements:
 - 1) Submit a monthly report to the ASBU Controller including recent activities, concerns and accomplishments.
 - 2) The chair/leader/president must attend an informational meeting upon being recognized.
- **B. Advisors:** Club advisors are the link between faculty and administration and the club. This role includes frequent attendance at club meetings, general awareness of activities and budgeting and advocacy for the club. All advisors, upon acceptance of an advisory position, are subject to the following requirements:
 - 1) Limited to overseeing only one club during a year; she/he may petition to advise up to 2 clubs total.
 - a. To petition to advise one extra club an advisor must fill out a Petition Form and turn it into the President two days prior to Senate.
 - b. The petition will be brought before Senate for a vote of approval. A majority vote by Senate is required for approval of the petition.

- 2) Former faculty, staff or alumni wanting to advise a club must do so in tandem with a current faculty or staff person.
- 3) Attend an advisor training session during the fall semester.
- 4) Must have a vested interest or knowledge in the club's mission and purpose.

Due to the nature of Club Sports, advisors are strongly encouraged to raise their level of involvement beyond what is required for other clubs.

C. Club Sports: A club sport is defined as a group of individuals from BUSHNELL who plan to compete in an officially recognized sporting event. Group members are required to complete the following:

- 1) A club sports waiver
- 2) An emergency contact form
- 3) A physical examination by a qualified medical professional within the last year recorded with the campus health and wellness service.

At every meeting, event and practice, the President of the club must have every member's waiver and contact form available if that person plans on participating. In addition to the forms, the club must also have a biohazard clean up/first aid kit present. Club sports are prohibited from using BUSHNELL's training facilities, training/first aid equipment or athletic trainers.

In order to compete, the club must have a coach who has experience or a strong understanding of coaching and the respective sport and must be approved by a student development official.

If the club does not plan to compete, then the club will be given a Special Interests/Activity designation and will be subject to all general club requirements.

Article 8. Legislation

Section 1: General

All legislation proposed to Senate shall be labeled either a bill or resolution. Bills are meant to be legally binding to ASBU and shall be appropriately incorporated with the bylaws. Resolutions are meant to be an official expression of the opinion of ASBU.

All legislation proposed to Senate must include the sponsor's name, title, designation number, and the current date. The designation number shall be the sequential number of the legislation for that academic year, either the letter "B" or "R" indicating whether it is a bill or resolution, and the last two digits of the fall semester for the current academic year.

All legislation must be typed and turned in to the Student Body President two days prior to the Senate meeting at which it will be discussed. General legislation shall become effective upon a majority vote of Senate. Any legislation which alters the current bylaws must be approved by three-fourths majority vote of Senate. Approved legislation must be signed by the Student Body President and are subject to a Presidential veto as per Article VIII Section 4 of the Constitution. All legislation should be appropriately recorded along with the action taken by Senate.

Section 2: Sample Legislation

Designation #3 R06 March 5, 2007

Northwest Christian University

Sponsor: Alan Strutz Second: Krista Callahan

WHEREAS: Changing our name from Northwest Christian College to Northwest Christian

University has significant implications for all current and future students: and

WHEREAS: An overwhelming percentage of student responses have expressed their

support for changing NCC's name: and

WHEREAS: Northwest Christian College reflects the basic structure of a university: and WHEREAS: BUSHNELL would clarify and establish NCC as a university; not a community college: and

WHEREAS: NCC is growing rapidly and a change to "University" would greatly increase its credibility and status in recruiting new students: and

WHEREAS: University status would benefit all students who seek employment after graduation: and

WHEREAS: "University" would better reflect the current and planned increase in academic programs: and

WHEREAS: University status would better enable NCC to accomplish its current institutional Mission, Vision and goals: and

WHEREAS: The Associated Students of Northwest Christian College consider this name change a top student and institutional priority.

THEREFORE BE IT RESOLVED THAT:

The Associate Students of Northwest Christian College strongly encourages the Administration of Northwest Christian College to move forward in changing Northwest Christian College to Northwest Christian University.

TEXT:

The Associate Students of Northwest Christian College strongly encourages the Administration of Northwest Christian College to move forward in changing Northwest Christian College to Northwest Christian University.

Vote Count

Approved – Opposed – Abstain

8 0 0

Designation B06 #12 February 12, 2007

Approval of Funds for the Purchase of a Pool Table

Sponsor: Josh Wark

Second: Bethany McAlister

Purpose: To obtain the approval of Senate for funds to purchase a pool table for the Rug Room. The addition of a pool table will improve community environment and the Rug Room atmosphere by giving students an incentive to hang out and participate in a community activity within the Rug Room.

Text: The Associated Students of Northwest Christian University approve \$1959.96 for the purchase of a pool table to be placed in the Rug Room.

Allocation of funds:

- \$1499.99 Pool Table
- \$350 Nationwide Installation
- \$49.99 Teflon Felt Upgrade
- \$9.99 Matching Chalk