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CONSTITUTION OF THE
ASSOCIATED STUDENT COMMUNITY OF
GEORGE FOX UNIVERSITY

PREAMBLE: We, the members of the Associated Student Community of George Fox University, being authorized by the Board of Trustees, for the purpose of promoting spiritual, intellectual, physical, and social student development; to improve the general welfare of each student; to provide quality services and activities for the student body; to encourage and facilitate communication between students, faculty, and administration; and to represent the student body University concerns, do hereby establish this Constitution.

Article I – Name
Section 1. The name of this organization shall be: “The Associated Student Community of George Fox University” (ASC Student Government).

Article II – Purpose
Section 1. To represent the student body in the implementation of the purposes stated in the preamble.

Section 2. To promote an avenue for Christian service for the members of the ASC. To support and provide the institutional objectives of George Fox University as stated in the current student handbook.

Article III – Membership
Section 1. Part-time (1-11 credit hours per semester) undergraduate students who pay the student body fee fall and/or spring semester, will be entitled to a subscription of all publications, the right to vote in all ASC elections, admission to all regular home athletic events, and the right to participate in all ASC functions unless restricted by the Central Committee or the ASC Constitution, By-Laws, Standing Rules or the George Fox University Administration. In addition, part-time students may hold ASC Student Government office if an exception is made by Central Committee and the ASC Advisor.

Section 2. Faculty and staff members will not be charged fees, but will be entitled to hold such offices as are designated in these By-Laws as faculty/staff representative positions, in addition to the regular rights of membership, except the right to vote in all ASC elections.

Section 3. Full-time (12 credit hours or more per semester) undergraduate students who pay the student body fee both fall and spring semesters will gain all the regular rights of membership, and in addition shall have the privilege of holding ASC Student Government offices.
Article IV – Structure
Section 1. ASC governing bodies shall be the Central Committee and the following Standing Committees: President’s Committee, Executive Vice President’s Committee, Vice President of Finance Committee, Campus Representatives Committee, Vice President of Multicultural Life Committee, President of Commuter Life Committee, Vice President of Marketing and Communications Committee, and The Vice President of Activities Committee.

Article V – Amendments to the Constitution
Section 1. Provisions for an amendment
1. The proposed amendment must be presented to the Vice President of Representation in order to be reviewed by the Campus Representatives Committee.
2. The Campus Representatives Committee shall submit the proposed amendment, with any recommendations and opinions concerning the proposal, to the Central Committee not later than one week following its presentation to the Campus Representatives Committee.
3. If the Central Committee or Campus Representatives Committee refers a proposed amendment to further study, the appropriate study committee must submit a report within two school weeks to the Campus Representatives Committee.
4. When the proposal has been finally submitted to the Central Committee a two-thirds majority of the members present shall be required to pass the amendment. This number must be a majority of the total membership of the Central Committee.
5. Proposed amendments shall become effective immediately upon final adoption unless otherwise stated in the text of the amendment.
6. The Campus Representatives Committee shall be empowered to make any changes in the form of wording, spelling, grammar, or structure of the Constitution, By-Laws, or standing rules that it deems necessary to make it consistent in style with the rest of the Constitution, By-Laws, or standing rules, as long as such changes do not affect the intent or meaning.

Section 2. An official record of the ASC Constitution, By-Laws, and standing rules shall be maintained by the Vice President of Representation on the ASC website along with a record of all amendments.
ARTICLE I – Parliamentary Authority

Section 1. Robert’s Rules of Order Revised will be the parliamentary authority of the ASC in all cases in which they are consistent with the ASC.

Section 2. The standard vote for ASC Student Government will be a majority, except in instances otherwise noted in the ASC Constitution or By-Laws.

Section 3. If a member of the ASC Student Government decides to abstain from a vote on official action, their presence shall be counted as contributing to a quorum. However, a vote of abstention shall not be counted in the final tally as either affirmative or negative nor should it be considered when calculating the majority vote.

CENTRAL COMMITTEE

ARTICLE II – Central Committee Members and Duties

Section 1. Members of the Central Committee shall be legally classified as volunteers. Members of the Central Committee include: The President, Executive Vice President, Vice President of Finance, Vice President of Activities and Programs, Vice President of Representation, Vice President of Commuter Life, Vice President of Multicultural Life, Vice President of Marketing and Communications.

Section 2. The President is the chair of the Central Committee.

Section 3. The Central Committee will meet once a week and in special sessions as called by the President.

Section 4. Official Action

1. The Central Committee can take official action when a quorum (at least two-thirds (2/3) of the members) is present. Electronic means of communication may constitute a quorum.
2. Each Central Committee member will have only one vote.
3. The President will not vote except in case of a tie.
4. An Agent of the Campus Representatives Committee is allowed to be present during all meetings of the Central Committee. Before approved action takes place, the Campus Representatives Committee must approve all minutes and rulings.

Section 5. The Office Manager will be the recorder for Central Committee and record all minutes for each meeting. All minutes from Central Committee meetings will go before the Campus Representatives Committee for approval. Once approved all Central Committee minutes will be posted by the Public Relations Tech Editor, being in communication with the Public Relations Director and the Executive Vice President.

Section 6. Duties of the Central Committee:
   1. Approve the budget formulated by the Finance Committee.
   2. Form mandates and resolutions pertaining to general policies of the ASC.
   3. Serve in an advisory capacity for all governing bodies, functions, members, and activities of ASC.
   4. Promote inter-collegiate relations.
   5. Act on matters that have been submitted to the Central Committee by any other governing body or special committee.
   6. Have the power to:
      A. By a two-thirds vote review any action of a standing committee.
      B. By a two-thirds vote overrule any action of a standing committee that the Central Committee has called up for review.
      C. By a majority vote, refer and evaluate any Central Committee member’s actions and contribution to ASC.
      D. Initiate action on any matter it wishes to have considered by the entire ASC. If a proposal is originated and approved by the Central Committee, it must be referred to the governing body, which has jurisdiction over the proposal for ratification.
      E. By a majority vote, refer to the entire ASC any matter considered by the Central Committee.
   7. Hear all campus initiatives involving:
      A. A waiver of the Constitution, By-Laws, or standing rules.
      B. An unbudgeted expense or budget transfer of over $250.
      C. A conflict with previous official action of ASC Student Government.

Section 7. Stipends
   1. Stipends shall be paid to all Central Committee members monthly. The Finance Committee shall meet in the spring of each year to devise and review a plan for the following year’s officers. The Central Committee may approve any stipends for positions not included during the budgeting process. The Central Committee, along with the Finance Committee, is responsible for determining where the money should be allocated for the new stipend. The Central Committee may adjust stipends at any point during the year, if it finds just cause.
2. Stipends may be requested early under the following criteria:
   A. The student in the ASC stipend position is in good standing with Student Life.
   B. The student has disclosed the intentions of the expense.
   C. Two-thirds of Central Committee and the ASC Advisor approve the requested early stipend
3. Students may only receive stipends for the current month.
4. Stipends may be withheld by a two-thirds vote of the Central Committee and approval of the ASC Advisor if a student fails to meet the GPA requirement or appropriately fulfill their job description.

Section 8. Temporary Sovereignty
1. The Central Committee, under the advisement of the ASC Advisor, shall have sovereign authority over all ASC resources and functions until the Campus Representatives Committee is hired and assembled.

ARTICLE III – Obtaining Office
Section 1. Election of Officers
1. Eligibility:
   A. Candidates for election to Central Committee must have attended George Fox University at least one full semester prior to election. Candidates for Central Committee may be either full-time or part-time students during the election and their subsequent term of service. The Central Committee and the ASC Advisor must approve any exception.
   B. No one can concurrently hold any two-campus government/leadership positions unless approved by the Central Committee.
   C. A student is considered ineligible for any Central Committee position if they are determined by the ASC President or ASC Advisor to be over committed in a co-curricular activity (e.g. varsity sport, student teaching, Players, Residence Life, etc.) or if determined to have an insufficient GPA (below 3.0). The Central Committee must approve exceptions to this.
   D. A student must be currently attending George Fox University from its Newberg campus during the time of elections and must be taking a full load (at least twelve credit hours).
   E. A student is required to be in “Good Standing” with George Fox University to be eligible for a Central Committee position.
2. Nominations:
   A. Each candidate for an ASC Central Committee office must be nominated by a petition bearing the signatures of at least ten percent of the ASC.
   B. Petitions for Central Committee offices will be submitted to the ASC Vice President of Representation at least two weeks prior to elections.
   C. The Vice President of Representation, acting as Elections Committee Chair, under advisement with the ASC Advisor, will determine the eligibility
of all candidates for ASC Central Committee elected offices. If the candidate is questionable (low GPA, has more than ten work study hours, is working off campus, or is over committed in other co-curricular activities) the Vice President of Representation will bring these candidates before Central Committee for a vote. A three-fourths vote of Central Committee is required for the candidate in question to run for office. If a member of Central Committee is running for re-election, they will not be able to vote on a possible candidate’s eligibility. Should the Vice President of Representation be running for re-election the Executive Vice President will fulfill the above-mentioned responsibilities. If the Executive Vice President is unable to fulfill the responsibilities, he/she may appoint another member of Central Committee to do so.

D. The offices of ASC President and Executive Vice President will be elected on a single ticket, as running partners.

3. Elections

A. The ASC Elections Committee will:
   i. Be composed of the ASC Central Committee members, the Campus Representatives Committee, and the ASC Advisor. Any member running for re-election may not serve on the Elections Committee. The ASC Vice President of Representation will serve as the Elections Committee Chair.
   ii. Plan, publicize and execute all ASC elections (duties shall be performed by the Campus Representatives Committee. The Central Committee members and the ASC Advisor will supervise). Speeches and order of name as seen on the ballot will be listed alphabetically by position.

B. Petitions for all ASC Central Committee offices shall be available no later than the first week of March.

C. The Central Committee general election shall be held no later than the Wednesday before spring break.

D. ASC Central Committee elections will be held by open ballot.

E. No campaigning may be done earlier than two weeks before the election. The candidate must be approved by the ASC Advisor before he or she becomes eligible to campaign.

F. Proper campaigning guidelines, election procedures, and the names of opposing candidates will be made available to all candidates. It is the responsibility of the candidate to acquire this information from the Elections Committee.

G. The counting of ballots for all ASC Central Committee offices is the responsibility of the Elections Committee. Results will be made available to candidates immediately upon the completion of the count.

H. The candidate receiving a majority of the votes cast for such candidate’s office will be declared elected and offered the position. If the elected
declines, the next highest candidate based on election numbers is then offered the position.

I. A write-in candidate, if eligible, may be elected by a simple majority of the votes cast for that office.

J. If no candidate establishes a majority vote for an office, the candidate (write-in or otherwise) with the most votes for that office, and who has a ten percent margin over the second place candidate for that office in question, will be declared elected.

K. In the event that three or more candidates are on the ballot, or there is a write in, if there is no ten percent margin between the first two candidates, and no candidate has a majority of the votes, the two candidates with the most votes for that office shall participate in a run-off election no later than five school days after the original election. There will be no write-in candidates eligible in the run-off election. The candidate receiving a majority shall be declared elected.

L. The Elections Committee Chair shall announce all ASC Central Committee elections within twenty-four hours of all the candidates accepting their positions to the student body. If the Vice President of Representation runs for re-election, the Election Committee shall appoint a member of the committee to notify the student body.

M. The method of requesting a recount will be by petition of the candidate seeking such recount to the Election Committee Chair with the charge of $10.00 for the first requested recount and $20.00 for each additional one. If the challenger’s recount is favorable, he/she will not be required to pay. All requests for recount must be received in writing by the Elections Committee Chair within 48 hours of the announcement of the general election results.

N. If there is no request for a recount within the 48-hour time limit, all ballots will be destroyed by the Election Committee Chairperson. In the case of a recount, ballots will be destroyed after the final recount.

O. The method of challenging an election, thereby charging that fraudulent or irregular procedure existed at the time of the election, therefore making impossible a correct count of the ballots even in the case of a recount shall be as follows:

i. A petition for challenge must be submitted to the Vice President of Representation by the candidate stating the specific election in question and the basis for challenge.

ii. The Campus Representatives Committee shall be called together by the ASC Vice President of Representation for the purpose of reviewing and determining the merit of the candidate’s charge(s). The ASC Advisor is to be notified and in attendance at the time of review.
iii. The Campus Representatives Committee will issue its decision either nullifying the challenge or instructing the Elections Committee to call a new election for the position in question.

iv. This procedure must be completed between the time of the election and the date the term commences or the Campus Representatives Committee must issue a writ of injunction to prevent the challenged candidate from taking office.

v. Campus Representatives Committee decisions are subject to an appeal to the Dean of Community Life and/or the ASC Advisor by any concerned parties.

P. Electronic means of voting and vote counting are permissible.

4. Office Seats
   A. The ASC Central Committee offices of President, Executive Vice President, Vice President of Finance, Vice President of Representation, Vice President of Commuter Life, Vice President of Multicultural Life, Vice President of Marketing and Communications and Vice President of Activities will have only one ASC member seated in each office.

Section 3. Oath of Office

1. All Central Committee (appointed and elected) will take the following Oath of Office at the final Central Committee meeting of the previous school year:
   "I do solemnly affirm that I will faithfully execute the office of the Associated Student Community of George Fox University, and will, to the best of my ability, preserve, protect, and uphold the Constitution of the Associated Student Community."

2. Each member of ASC Central Committee leadership, elected and appointed, must read and sign a student leadership volunteer agreement by which they will be evaluated, as well as fill out appropriate tax forms (W-4 and I-9). Both of these forms must be filled out within three days of being hired. Failure to meet these expectations may result in a request to resign or a dismissal by the ASC Advisor

Section 4. Term of Office

1. All Central Committee Members will serve for a term of office having the duration of twelve months beginning at the end of the elected academic year.

2. The outgoing Central Committee will install the newly elected ASC Central Committee officers on the first Monday following spring break. The outgoing officers will remain in office through the end of the current academic year. The newly elected officers will serve as interns to the positions and will assist in the preparation of the ASC budget for the following year.

3. The newly appointed positions will take office upon completion of the spring semester.
ARTICLE IV – The Finance Committee

Section 1. Members of the Finance Committee include: the Vice President of Finance, President, Executive Vice President, and the ASC Advisor

Section 2. Duties of the Finance Committee:
1. Control the finances and physical assets of the ASC.
2. Submit budget requests from any governing body or organization within ASC to the Central Committee.
3. Design a preliminary ASC budget for the following year and present it to the Central Committee for approval prior to the end of spring semester.
4. Prepare and present the final ASC budget to Central Committee for approval by the fourth week of fall semester.
5. Meet once per semester.

ARTICLE V – Finance

Section 1. The method of ASC finance shall be by assessment of students taking eight credit hours or more. Membership fees shall be set by the beginning of March of the previous year by a vote of the Finance Committee, the approval of the Central Committee and the Board of Trustees.

Section 2. The membership fees shall be distributed according to a plan devised by the Finance Committee and approved by the Central Committee.

Section 3. Budget preparation and adjustments
1. Any individual or group requesting ASC funds shall complete an itemized budget with regard to dollar amounts and details or planned expenditures.
2. All budget requests shall be reviewed by the Finance Committee.
3. A preliminary budget for the following year shall be formulated by the Finance Committee and presented to Central Committee by the end of spring semester.
4. The Finance Committee shall present a rough budget form, consisting of a net dollar amount for each person or group, for approval by Central Committee by the fifth (5th) week of fall semester.
5. Each person or group shall submit a revised itemized budget with regard to dollar amounts and details of planned expenditures, which totals the amount approved in the rough budget, for approval by Central Committee by the sixth week of fall semester.
6. Any expenditure over two hundred and fifty dollars ($250) which has not been approved in the final itemized budget with regard to dollar amount and detail must be brought before Central Committee for approval.
7. A miscellaneous fund shall be made to cover unbudgeted expenses, which is to be designated by the Vice President of Finance.
8. Transfer of budgeted funds:
A. The Vice President of Finance shall have the power to transfer $250 or less from one budgeted area to another in the event that such a transfer becomes necessary.

B. Any budget transfers above $250 shall be approved by Central Committee.

Section 4. Any contract between the ASC and a second party shall be:
   1. Signed by the President and the Vice President of Finance.
   2. Approved by a two-thirds vote of Central Committee.
   3. A maximum of one year in length from the date of signing, unless approved by a majority vote of the Central Committee members. If reelected to any position, the student must fill out a new contract.
   4. Put on file in the ASC office and with the ASC Advisor

Section 5. Accounts
   1. All government, Chartered Student Organization, ASC Sponsored Program, and class accounts shall be accessible through the University Financial Affairs office.
   2. Any Chartered Student Organization or ASC Sponsored Program that does not have its own account shall have its finances under the control of the Finance Committee.
   3. All organizations shall be under the jurisdiction of the bylaws.

Section 6. Check-writing procedure
   1. All accounts payable shall be covered by a check or reimbursement from ASC.
   2. Checks shall not be issued until receipt by the Vice President of Finance of a properly completed, properly signed check request form.
   3. All ASC checks that are issued shall be approved by the Vice President of Finance or the President in the Vice President of Finance’s absence.
   4. Any check made payable to the President or Vice President of Finance shall be approved in writing by both the President and the Vice President of Finance.
   5. In the absence of both the Vice President of Finance and President, the ASC Advisor will approve the checks.

Section 7. Auditing
   1. The ASC fiscal year shall be July 1 through June 30.
   2. The Finance Committee shall have the authority to have the ASC books audited by a George Fox University controller or otherwise qualified accountant.
   3. ASC falls under George Fox University’s Finances and is included in the school-wide year-end audit.

Section 8. Residence Life RA activity funding
   1. The ASC Finance Committee shall designate to the office of Residence Life a dollar amount per resident (Student) for the current academic year.
Residence Life shall not receive a larger portion of the fund unless determined by the ASC Central Committee and the ASC Campus Representatives Committee.

2. **10% of the RA Funding** for each living area should be allocated for an Assistant Area Coordinator budget.

4. Each Resident Assistant in conjunction with their AC and AAC, shall have full authority over the budgeting, allotment, and disbursement of their individual budget based on the amount of students in their area.

5. Residence Life will provide a breakdown of the expenses made at the end of each semester to ASC central committee; this breakdown will also be reviewed by the Campus Representatives Committee.

6. Residence Life staff may not apply to the other portion of the Community Life Fund for Residence Life Activities.

**ARTICLE VI – Initiative, Referendum, Recall and Provisions**

**Section 1. Campus Initiative**

1. Any member of the ASC that desires to bring a matter before the student government for consideration must:
   - A. Submit a written proposal signed by at least twenty percent of the ASC to the appropriate governing body for consideration.
   - B. State the purpose of the proposal.
   - C. State who is sponsoring it.

2. If the campus initiative involves an amendment to the Constitution, By-Laws, or standing rules, the written proposal shall:
   - A. Be signed by at least twenty percent of the ASC.
   - B. Be submitted to the Vice President of Representation.

**Section 2. Campus Referendum**

1. If any member of the ASC wants to have any action of any ASC governing body subjected to a campus vote he/she shall:
   - A. Submit a written proposal specifying the action to be voted on by the ASC, and signed by twenty percent of the ASC to the Vice President of Representation within one month from the time the decision being contested was made.

2. A special election of the ASC regarding this matter shall be called not sooner than one week and not later than two weeks after the petition was submitted to the Campus Representatives Committee.

3. Referendum elections shall be administered by the Elections Committee.

4. To pass there must be:
   - A. A simple majority (51%) of votes in the election except when the question involves constitutional amendments.
B. A two-thirds majority of the votes cast will be required in order to pass a constitutional amendment. This number shall be a majority of the total ASC membership.

Section 3. Campus Initiated Recall
1. If any member of the ASC wants to have a member of the Central Committee subjected to a recall vote, he/she shall submit a petition, signed by twenty percent of the ASC demanding the recall of that Central Committee member, to the Vice President of Representation.
2. The Campus Representatives Committee shall:
   A. Serve a written warning to warn an officer or representative one time before recalling him/her.
   B. Give anyone subject to recall a hearing notice before taking action.
   C. Notify anyone facing recall at least three days in advance as to the time and location of his/her recall hearing.
3. A special election of the ASC Central Committee on the matter shall be called not sooner than one week and not later than two weeks after the petition has been submitted to the Vice President of Representation.
4. The Elections Committee shall manage the election.
5. In the event that a member of the Elections Committee faces a campus recall, he/she will not be allowed to serve on the Election Committee for the recall election.
6. A two-thirds majority of the votes cast will be required in order to remove a person from office. This number shall be a majority of the total ASC membership.

Section 4. Presidentially Initiated Recall
1. The ASC President, in conjunction with the Vice President of Representation, and the ASC Advisor, will remove from office any member of an ASC governing body who fails to meet the following criteria: keeps a cumulative grade point average above 2.5; carries a full time class load; stops co-curricular activity(ies) as requested in writing; keeps good standing with Student Life; has fewer than three unexcused absences from that governing body’s meetings during any one school semester; meets expectations indicated on the signed volunteer agreement. In the case of the President failing to meet these requirements, the Vice President of Representation in conjunction with the ASC Advisor will remove him/her from office. In any case of removal from office, a formal letter will notify the offending member of ASC government.
2. The President will issue a written warning to an officer at least one time before taking action to remove him/her from office.
3. The Central Committee may, by a two-thirds vote, override any recall decision of the President.
4. Any ASC committee member may be recalled by a two-thirds vote of the ASC Central Committee.
5. Any ASC committee member that falls out of good standing with Student Life may be asked to resign by the ASC Advisor

Section 5. Provisions
1. If the office of ASC President becomes vacant, the ASC Executive Vice President will become President.

2. If the office of ASC Executive Vice President, Vice President of Finance, Vice President of Representation, Vice President of Commuter Life, Vice President of Multicultural Life, Vice President of Marketing and Communications or Vice President of Activities and Programs, becomes vacant, the ASC President must nominate an eligible member of the ASC to fulfill this vacancy. A nominee must be presented to the Central Committee no later than three weeks after the position becomes vacant. This nomination must be ratified by a two-thirds vote of the Central Committee. In the event of the Central Committee failing to ratify the first nominee, the ASC President is responsible for presenting a new nominee by the next meeting of the Central Committee.

3. The Central Committee must approve all appointed positions by a majority vote within one month of Central Committee elections.

4. If the offices of both ASC President and Executive Vice President become vacant, the Vice President of Finance will become acting President until a special election is held to fill the vacant positions within two weeks of the vacancy.

5. Any person appointed to fill a vacant office or position will serve only until the completion of the term of the officer being replaced by the appointment.

6. If during a student’s term, he/she is determined by the ASC President to be overcommitted in any co-curricular activity(ies) (e.g. Varsity sport, student teaching, University Players, Residence Life, etc.), it shall fall upon the President to request the student, in writing, to cease participation in the co-curricular activity(ies) so that they might focus upon their ASC office position. In the case of the ASC President being overcommitted as determined by any Central Committee member, he/she may ask for a quorum of the Campus Representatives Committee in support of such a decision. If a quorum in support of such a measure is reached, it shall fall upon the Vice President of Representation to request, in writing, that the President cease involvement in the co-curricular activity(ies) so that he/she may focus upon his/her ASC office position.

Section 6. Appeals:
1. Appeals to the Campus Representatives Committee may be made by any ASC member concerning the constitutionality of decisions and policies made by any ASC governing body.

ARTICLE VII – Obtaining Appointment and Election
Section 1. Definition and Creation
1. A Standing Committee is any subcommittee, created or established by a vote of the ASC Central Committee, and overseen by an ASC Central Committee Member (who shall serve as the director of that Standing Committee).

2. Standing Committees will be placed under ASC Central Committee Members to form departments of responsibility for each Committee Member.

3. Members of a Standing Committee shall be legally classified as volunteers.

Section 2. Appointing of Members to Standing Committees

1. Standing Committee Membership
   A. The Standing Committees shall consist of between four and six appointed student members, except where listed, whom the director of each Standing Committee from submitted applications nominates. The director shall be the Central Committee member overseeing the Standing Committee.
   B. Applications must be submitted to each Standing Committee director at least one week prior to appointments.
   C. The Vice President of Representation and shall determine the eligibility of all candidates for ASC Standing Committees, with the stipulation that, if the candidate is extremely questionable (as to GPA, good standing, etc.) the eligibility will be determined by the ASC Advisor
   D. Any full time student member of the ASC shall be eligible to be a member of any Standing Committee.
   E. All candidates must have and maintain a cumulative GPA of at least 2.5.
   F. The members of the ASC will be informed of their opportunity to submit an application for Standing Committee positions at least two weeks before applications are due.
   G. Persons desiring appointment to all non-elected committees will submit their applications to the ASC Standing Committee director at the appointed posted date.
   H. A student is required to be in “Good Standing” with George Fox University to be eligible for a Standing Committee position.

2. Standing Committee Delayed Membership
   A. In instances when a Standing Committee position yields low interest or does not receive any applications, the following shall occur:
      i. For appointed Standing Committee positions, the appropriate ASC Central Committee member may select an eligible member of the Associated Student Community to fill the position.
      ii. For elected Standing Committee positions, if any eligible applications were received, that member of the Associated Student Community will be appointed to the position. Thereafter:
         a. The application deadline will be extended by one week so as to allow for other interested members of the Associated Student Community to apply.
b. If no eligible applications are received, the ASC Vice President of Representation shall fill the position as if it were a vacancy.

c. If one eligible application is received, that person will be appointed.

d. If more than one eligible application is received, an election shall occur for the remaining position.

3. Vacancies
   A. Vacant Standing Committee positions shall be posted and/or announced as soon as the position becomes vacant.
   B. A special appointment shall be held within three weeks of the position becoming vacant.
   C. Any vacancies that occur among the memberships of ASC Standing Committees shall be filled by appointment by the director of the respective committee.

Section 3. Eligibility for Appointment to Lead Standing Committees
1. Any student member of the ASC who will have completed a minimum of twelve hours, who will take at least twelve credit hours in the upcoming semester, who maintains a cumulative grade point average of 2.5 or higher, and who is in “Good Standing” with George Fox University will be eligible for an appointed Standing Committee Leader position.
   A. The Editor-in-Chief of The Crescent and Editor of Student Collective must be upperclassmen, unless a qualified upperclassman does not apply. In such an event, the position can be filled by an experienced underclassman.

2. The members of the ASC will be informed of their opportunity to submit an application for an appointed Standing Committee Leader position at least two weeks before applications are due.

3. Persons desiring appointment to Activities and Programs Committee, Communications Committee, FoxHole, or Executive Vice President’s select will submit his or her applications to the ASC Standing Committee director at the appointed posted date.

4. Each interviewing committee will review all applications within its jurisdiction, including those resulting from vacancies, and will submit them to the Central Committee with its recommendation as to which applicants the respective interviewing committee favors for appointment.

5. The Central Committee will approve and appoint all recommendations for positions listed in April.

6. No one can concurrently hold any two campus government/leadership positions unless the following occurs:
   A. The positions are in different Standing Committees
B. A person may apply to a second position if they already hold a stipend position, but their application will only be considered if there is no other qualified applicant.

C. Central Committee must approve the second position.

D. The limit for the number of positions that may be held are two positions within ASC.

7. Any person concurrently holding any two-stipend positions will receive the two stipends.

Section 4. Elections for Standing Committee Positions
1. The ASC Central Committee hereby asserts that by a two-thirds vote it may require any vacant Standing Committee leadership position to be filled by election instead of appointment.

ARTICLE VIII – Standing Committees
Section 1. Terms of Office and Provisions of Standing Committee Members
1. All members of the Standing Committees shall hold their first meeting before the fifth week of fall semester.
2. All members of ASC Standing Committees shall serve for a term of one academic year.

Section 2. Stipends
1. Stipends shall be paid to all ASC committee members, and all other designated positions according to a plan devised by the Finance Committee for the following year’s officers.
2. The Central Committee may approve any stipends for positions not included during the budgeting process. The Central Committee, along with the Finance Committee, is responsible for determining where the money should be allocated for the new stipend. Stipends for existing positions may not be raised after the budget is approved.
3. Stipends shall be paid bi-annually for all positions other than those on the Central Committee.
4. Stipends may be requested early under the following criteria:
   A. The student in the ASC committee position is in good standing with his/her Central Committee member and Student Life.
   B. The student has disclosed the intentions of the expense.
   C. The stipend check will be made directly to the organization.
   D. The stipend is to be applied to an academic related expense or the expense benefits the school/community and is allocated toward goals consistent with ASC job description(s).
5. Students may only receive stipends for the semester they are currently in.
6. Stipends may be withheld by a two-thirds vote of the Central Committee and approval of the ASC Advisor if a student fails to meet the GPA requirement or fulfill their job description appropriately.

Section 3. Attendance
1. The presence of two-thirds of the membership of a Standing Committee shall be required for it to conduct business.
2. A member desiring to be excused from attending a Standing Committee meeting must obtain permission from the director of that committee prior to the meeting.
3. Any member of the ASC desiring to attend a Standing Committee meeting shall be required to notify the director of that committee prior to the meeting. Persons desiring the right to speak shall first obtain permission from the Standing Committee director.

Section 4. Referral
1. All Standing Committees shall:
   A. Refer to the proper governing body all matters presented to it that are not within its own jurisdiction.
   B. Submit to the Central Committee all business that committee has approved that:
      i. Involves any unbudgeted expenses of over $250 approved by the ASC Central Committee.
      ii. Conflicts with previous official action of the ASC.
      iii. The majority of that committee deems important enough to be made official action of the ASC.
   C. Refer to the Vice President of Representation all proposals that require an amendment of the Constitution, By-Laws, or standing rules.

Section 5. Termination of Standing Committee Member(s)
1. Each Central Committee member will be responsible for managing all members of the Standing Committee which he/she directs:
   A. If the Central Committee member responsible for a Standing Committee member determines that the student is not adequately fulfilling his/her duties as outlined by the volunteer agreement then:
      i. The responsible Central Committee member must inform the rest of the ASC Central Committee and the ASC Advisor that a probationary letter will be issued to a member of his/her Standing Committee informing them of a two-week probationary period.
      ii. After all of the ASC Central Committee members and the ASC Advisor have been informed, the Vice President of Representation will then issue a letter of probation to the Standing Committee member in question.
iii. After the probationary period, the responsible Central Committee member, the Vice President of Representation, and the Associate Student Leadership may choose to terminate the Standing Committee member’s volunteer agreement due to lack of improvement during or after the probationary period.

iv. Immediate termination by the ASC President and/or ASC Advisor is a possibility only in the strictest terms, in violation of appropriate representation of ASC or GFU as noted in the volunteer agreement.

B. The ASC Finance Committee and the responsible Central Committee member will meet to determine the amount, if any, of stipend the student should receive. The student will then be notified regarding their stipend by the responsible Central Committee member within a week of termination. Should a student wish to appeal this decision they may do so via ASC Central Committee proposal.

Section 6. Resignation of Standing Committee Member(s)

2. Each Central Committee member will be responsible for managing all members of the Standing Committee which he/she directs:

A. If a Standing Committee member determines that he/she no longer desires to fulfill his/her duties as outlined by the volunteer agreement, and no longer wishes to serve on the Standing Committee then:

i. In all instances in which it is possible, the Standing Committee member must submit a letter of resignation to the responsible Central Committee member no fewer than two weeks before the date of resignation.

ii. The responsible Central Committee member must inform the rest of the ASC Central Committee and the ASC Advisor that a letter of resignation has been submitted by one of their committee members within a week of receiving it.

iii. The responsible Central Committee member must follow the guidelines for filling the vacancy set forth in the constitution and bylaws.

iv. Members of the Standing Committee may apply for the vacant position in instances in which it is beneficial to the Standing Committee.

B. The ASC Finance Committee and the responsible Central Committee member will meet to determine the amount, if any, of stipend the student should receive. The student will then be notified regarding their stipend by the responsible Central Committee member within a week of removal from the position. Should a student wish to appeal this decision they may do so via ASC Central Committee proposal.

STANDING COMMITTEES BY DEPARTMENT
ARTICLE IX – President’s Committee
Section 1. Turn in monthly reports per semester and a year-end report.

Section 2. The ASC President is responsible for providing applications and communicating with applicants for the Social Responsibility fund.

Section 3. The President shall have the ability to appoint an Office Manager to organize the ASC offices and assist in the daily functions of ASC.

Section 4. The President is under the advisement of the ASC Advisor

ARTICLE X – Executive Vice President’s Committee
Section 1. Executive Vice President’s Committee
   1. The members of the Executive Vice President’s Committee shall include the Student Organizations Director and Tech Editor.
   2. Duties of the Student Organizations Director:
      A. Meet with the Executive Vice President regularly.
      B. Serve as a member of the Student Organizations Council.
      C. Ensure that all student groups submit the required materials.
      D. Organize Get Involved Fairs for Fall (Serve Day) and Spring (Scholarship Competition) semesters
      E. Meet bi-monthly with Student Organization leaders and/or advisors
      F. Assist new student groups through the application process
      G. Maintain accurate and up to date records for all Student Organizations
      H. Work with the ASC Public Relations Tech Designer/Editor to update the ASC website with information regarding Student Organizations
      I. Provide training for Student Organization leaders and advisors as needed

Section 2. Chartered Student Organizations
   1. To become a Chartered Student Organization, a Chartered Student Organization Application packet must be submitted to the ASC Student Organizations Director for approval from the ASC Advisor. Student Organizations with less than 3 members are not eligible for Chartered status.
   2. Once approved by the ASC Advisor, applications will be submitted to the ASC Central Committee for a two thirds vote on approval of Charter Status. If approved by Central Committee, the Chartered Student Organization will be permitted to function for one year and have continuing Chartered Student Organization status and its privileges.
   3. All current Chartered Student Organizations are subject to annual evaluation and will be required to submit a renewal form to the Student Organizations Coordinator by the end of the first, full week in February. The Student Organizations Coordinator will then review each student organization and their
application packets, and compile a report with his/her recommendations and/or reservations about each respective student organization. This report will be issued to the Vice President of Activities and Programs and be used in the recommendations of the Student Organizations Council, which consists of the ASC Vice President of Activities and Programs, Student Organizations Coordinator and ASC Advisor. The Council will discuss the report and evaluate the organizations’ legitimate role as an official Chartered Student Organization on the George Fox University campus. A final report will then be submitted to the ASC Central Committee for final action.

a. Any Chartered Student Organizations that fail to turn in their renewal form by the deadline will automatically lose their chartered status and funding. If the organization loses its charter, that organization will be eligible to submit a renewal form for provisional status within a week of losing its charter. If the student organization fails that deadline, it will automatically become defunct.

b. At this time current Charter Clubs must submit a proposed annual budget. This proposed budget will help the Finance Committee and ASC determine the amount of funding given to the Charter Club Status.

4. Chartered Student Organizations will be granted access to the ASC General Organizations Fund (GOFund).

5. ASC Central Committee will decide how much of the General Organizations Fund will be initially available to each chartered student organization. Criteria for funding includes, but is not limited to:
   a. Activities and events in the past.
   b. How much of the student population does the student organization directly affect.
   c. What types of events the student organization organizes and executes.
   d. How many events the student organization has historically put on.
   e. The cost of past activities (not more than three yeas prior) and events organized by the student organization.

Section 3. Declaring a Chartered Student Organization Defunct (post renewal period)

1. If, in the estimation of a Central Committee member, a Chartered Student Organization fails to meet the bylaw requirements, he/she shall bring the Chartered Student Organization before the Central Committee for review.

2. The Central Committee, by a two-thirds vote, may declare a Chartered Student Organization defunct or place the organization on probation and direct the Student Organizations Coordinator to develop a plan of action for the organization to meet requirements.

3. The decision of the Central Committee may be appealed by a proposal of two (2) members of that particular Chartered Student Organization to the Central Committee. The Central Committee must hear appeals within two weeks of its submission.
4. Defunct Chartered Student Organizations will be allowed to apply for Provisional Student Organization status within a week after the Central Committee declares them defunct; otherwise they will be defunct until the end of the semester.

Section 4. Chartered Student Organization Privileges
1. Cooperation and support with the ASC Vice President of Activities and Programs and Student Organizations Director.
2. Ability to reserve rooms for meetings through GFU Event Services.
3. Inclusion in the George Fox University Handbook and website.
4. Access and support of the ASC Public Relations Department.
5. The right to use ASC funds for Chartered Student Organization use.
   A. Each Chartered Student Organization will have access to the General Organizations Fund (GOFund). The club will be given the GOFund account number to use on campus. This account number may be used in any computer lab, library copier, bookstore, Klages Dining Hall, Bruin Den, and Print Room. For off campus expenses, the Chartered Student Organization president must seek out reimbursement, file a check request or purchase order, which will need to be approved and signed by the ASC Vice President of Activities and Programs and the ASC Vice President of Finance.
   B. National Chartered Student Organizations are encouraged to seek financial support from their national organizations, but they are still eligible to apply for funds from the General Organizations Fund (GOFund).
   C. Any ASC funds remaining in the Chartered Student Organization’s account at the end of the academic year will be forfeited back to ASC. However, if the Chartered Student Organization has raised their own capital, it will remain in their account for their use the following year.
   D. Chartered Student Organizations must keep ASC budget money in an ASC account unless they have received written permission. However, Chartered Student Organizations are encouraged to keep a separate account outside of ASC for money that is raised on their own.
   E. Financial records must be submitted monthly to the Student Organizations Director and follow the guidelines in Article V of the By-Laws.
6. Access to and inclusion on the ASC Master Calendar for scheduling activities.

Section 5. Chartered Student Organization Requirements
1. A Chartered Student Organization must consist of a President, Vice President of Finance, and members of the student body, a faculty/staff advisor, and any other officers deemed necessary.
2. A Chartered Student Organization must hold regular meetings, at least once per month.
3. Each Chartered Student Organization is required to fill out a Monthly Report Form and Monthly Reflection and submit it to the ASC Student Organizations
Coordinator. Monthly Report Forms will be distributed at least one week before the date they are due. Failure to turn in a Monthly Report Form will result in the Chartered Student Organization being placed on probation, temporarily losing funding, and possibly being declared defunct.

4. Chartered Student Organizations are encouraged to raise money by collecting dues (annual or per event fee) or doing fundraisers. This is strongly encouraged since funds provided by ASC may not cover all activities for the year.

5. Chartered Student Organization officers are required to attend any meeting called by the ASC Vice President of Activities and Programs. Chartered Student Organization officers will be given a minimum of one week notice of any meeting. Failure to attend one of these meetings will result in the Chartered Student Organization at minimum, being placed on probation and at maximum, being declared defunct.

6. Each Chartered Student Organization is required to participate in the “Get Involved Day Fair” held during the Serve Day celebration and any event the ASC Central Committee deems necessary for all student organizations to attend.

7. Chartered Student Organizations are required to advertise activities, meetings, etc. to the general student population, unless an Academic Chartered Organization.

8. A member of Central Committee must approve all flyers posted on campus, via stamp.

9. A Chartered Student Organization president is required to attend individual meetings with the ASC Vice President of Activities and Programs or Student Organizations Director as deemed necessary by the Vice President of Activities and Programs.

Section 7. ASC Student Organizations Policy

By the end of November, of each year, the ASC Student Organizations Coordinator shall review and/or revise the ASC Student Organizations Policy Manual and submit it to the Central Committee for approval no later than the second to last week in December. Current student organizations shall be given time to review and give feedback on any change to the policy manual at least one week prior to it being submitted to the Central Committee.

A. This manual shall include, but not be limited to, policies regarding application procedures, events, standards for becoming Provisional or Chartered and group privileges. It should also include copies of all forms that student organizations are required to submit.

Section 8. Funds

1. The Executive Vice President is responsible for providing applications and communicating with applicants for ASC fund, and the Student Project fund.

Section 9.
1. The Executive Vice President is under the advisement of the ASC President and the ASC Advisor.

**ARTICLE XI – Vice President of Finance’s Committee**

**Section 1.** Vice President of Finance’s Select

1. The Vice President of Finance’s Select shall consist of the Assistant Vice President of Finance.

2. The Assistant Vice President of Finance are hired or appointed by the Vice President of Finance and are under the advisement of the Vice President of Finance, as well as the ASC Advisor

**Section 2.** The Vice President of Finance is under the advisement of the ASC President, George Fox University Financial Affairs personnel, and the ASC Advisor

**ARTICLE XII – Campus Representatives Committee**

**Section 1.** The Campus Representatives Committee

1. The members of the Campus Representatives Committee include: Vice President of Representation, Two Multi-Cultural Representatives, Two International Representative, Four Commuter Representative, and Eight Area Representatives

2. Duties of the Campus Representatives Committee:

   A. Meet weekly to review the constitutionality of all ASC Central Committee actions. Two-thirds of the members shall constitute a quorum. The Campus Representatives Committee can only take official action when a quorum (at least two-thirds of the members) is present in person. Electronic means of communication may constitute a quorum.

   B. Be responsible for the proper function of the ASC Constitution, By-Laws, and standing rules. In the event that Central Committee passes a proposal that is unconstitutional, the Campus Representatives Committee has the power to veto the proposal.

   i. In the event that Central Committee approves a decision and Campus Representatives Committee agrees with the proposal’s constitutionality, the proposal shall pass. However, if Campus Representatives Committee believes that the proposal doesn’t best reflect the needs and/or the concerns of the George Fox University student body, they may draft a new proposal to challenge Central Committee to reflect the concerns of the student body.

   ii. The Vice President of Representation will then propose the modified proposal to the Central Committee.

   C. Hear appeals and render decisions on those appeals.

   D. Review and make recommendations on all proposals to amend the Constitution, By-Laws, and standing rules.
Section 2. Campus Representatives Committee Appointment

1. Office Seats:
   A. All representative positions are appointed through an application and interview process.
      i. One HMS Representative
      ii. Two PCWB Representatives
      iii. One Houses and Apartments East Representative
      iv. One Houses and Apartments West Representative
      v. Four Commuter Representatives
      vi. Two CoEd Representatives
      vii. Two Multi-Cultural Representatives
      viii. Two International Representatives
   B. The Intercultural and International Representatives will be appointed through an application and interview process by the Vice President of Multicultural Life.
   C. The Commuter Representatives will be appointed through an application and interview process by the Vice President of Commuter Life.

2. Electronic means of voting and vote counting are permissible.

Section 3. Eligibility

1. Candidates for appointment to the Campus Representatives Committee must carry a minimum of twelve on campus credit hours at the time of election and throughout his/her term of office. The Central Committee must approve any exception.
2. No one can concurrently hold any two-campus government/leadership positions unless approved by the Central Committee.
3. A student is considered ineligible for a Campus Representatives Committee Representative position if they are determined by the ASC President or ASC Advisor to be over committed in a co-curricular activity (e.g. Varsity sport, student teaching, University Players, Residence Life, etc.) or if determined to have an insufficient GPA. The Central Committee must approve any exception.

Section 4. Terms of Office

1. All representatives appointed at the end of the academic year will serve for a term of office having the duration of twelve months.
2. All representatives appointed at the beginning of the academic year will serve for a term of office having the duration of nine months.

Section 5. Vacancies
1. If any of the Representative positions become vacant, the ASC Vice President of Representation will nominate an eligible member of the ASC from the specific population, in accordance with the specifications of Article I, Sections 1 and 3 of the Constitution, to fulfill this vacancy. This nomination must be ratified by a two-thirds vote of all Campus Representatives Committee Representatives currently in office and by a two-thirds vote of the Central Committee.

2. Any person appointed to fill a vacant position will serve only until the completion of the term of the office.

Section 6. Appeals
1. Appeals to the Campus Representatives Committee may be made by any ASC member concerning the constitutionality of decisions and policies made by any ASC governing body.

Section 7. Recalls
1. If any member of the ASC wants to have a member of the Central Committee or a Standing Committee subjected to a recall vote, he/she shall submit a petition, signed by twenty percent of the ASC demanding the recall of that Central Committee member, to the Vice President of Representation.

2. The Campus Representatives Committee shall
   A. Serve a written warning to warn an officer or representative one time before recalling him/her.
   B. Give anyone subject to recall a hearing before taking action.
   C. Notify anyone facing recall at least three days in advance as to the time and location of his/her recall hearing.

3. A special election of the ASC on the matter shall be called not sooner than one week and not later than two weeks after the petition has been submitted to the Vice President of Representation.

4. The Election Committee shall manage the election.

5. In the event that a member of the Election Committee faces a campus recall, he/she will not be allowed to serve on the Election Committee for the recall election.

6. A two-third majority of the votes cast will be required in order to remove a person from office. This number shall be a majority of the total ASC membership.

Section 8. Rulings
1. All Campus Representatives Committee rulings must be posted on the ASC website (asc.georgefox.edu) within three days of the date of ruling.

2. The Campus Representatives Committee shall include a majority opinion and any minority opinions with a ruling if the matter is a proposed amendment of the Constitution, By-Laws, or standing rules.

3. The Campus Representatives Committee may render a decision “with objection” at any time that the Constitution, By-Laws, or standing rules for a decision on an
appeal or recall that the court, by a two-thirds vote, considers unwise and unjust. The Campus Representatives Committee may postpone the effective date of this decision for a stated period not to exceed four weeks to allow affected parties to initiate remedial action.

Section 9. The Vice President of Representation is under the advisement of the ASC President, the Dean of Community Life, and the ASC Advisor

ARTICLE XIII – Vice President of Commuter Life Committee
1. The members of the Commuter Life Committee include: Four Commuter Representatives.
2. The Vice President of Commuter Life shall serve as the FoxHole Manager.

ARTICLE XIV – Vice President of Multicultural Life Committee
1. The members of the Commuter Life Committee include: Two International Representatives and Two Intercultural Representatives.

ARTICLE XV – Marketing and Communications Committee
Section 1. The Marketing and Communications Committee
1. The members of the Marketing and Communications Committee include: Vice President of Marketing and Communications, The Crescent Editor-in-Chief, KFOX Station Director, Student Collective Editor, Media Designer, and the Communications Director.
2. Duties of the Marketing and Communications Committee:
   A. Meet at least once a month.
   B. Review all applications for positions of The Crescent Editor-in-Chief, KFOX Director, Student Collective Editor, Media Designer, and Communications Director.
   C. Keep on file two copies of each edition of any ASC publication, and logs of KFOX programs.
   D. Accept faculty/staff representatives/advisors for The Crescent, KFOX, Student Collective, and recommend to the Central Committee for approval.
3. Duties of the Communications Committee:
   A. Communications committee consists of two Creative Designers.
      i. Meet bi-weekly with the Communications Director
      ii. Create, publish and post event-marketing pieces (i.e. paper, electronic, and online) for ASC, standing committees and other ASC affiliated persons.
      iii. Assist in all correspondence on behalf of the ASC central committee.
      iv. Brainstorm effective advertising methods to reach the student body.
      v. Review all media and creative designer position applications.
vi. Meet as needed with the ASC President and or Executive Vice President to ensure communication of ASC is inline with current team goals and agendas.

Section 2. The Vice President of Marketing and Communications is under the advisement of the ASC President and the ASC Advisor.

Section 3 In the case that a Standing Committee Leader cannot find a qualified replacement for a vacant standing committee position, forcing the Standing Committee Leader to assume the duties of the position in order to assure the success of the Standing Committee, the Standing Committee Leader may propose to both Campus Representatives Committee and Central Committee that he or she receive the vacant position’s stipend. The proposal must be submitted after the initial 6 weeks of the semester so that Central Committee may evaluate the work of the individual in order to decide whether to allot the stipend or not.

1. If multiple committee members have fulfilled the duties of the vacant role, the unused stipend can be split between those who have assumed the position’s role.

ARTICLE XVI – Activities and Programs Committee
Section 1. Activities Committee
1. The members of the Activities Committee include: Vice President of Activities and Programs, General Activities Coordinator, Blue Zone Coordinator, Special Programs Coordinator, Dances Coordinators, and two Activities Committee Members (one must be a senior).

2. Duties of the Activities Committee:
   A. Meet once a week. Each coordinator will meet twice a month with the Vice President of Activities and Programs.
   B. Sponsor at least ten activities per semester.
   C. Publicize all activities at least two weeks in advance to all of the ASC membership.
   D. The Dance Coordinator will plan six dances per year.
   E. Each General Activities Coordinator will plan two to three activities per semester.
   F. The Special Programs Coordinator shall be in charge of, but not limited to Mr. Bruin, Lip Sync, Homecoming Week, and concerts.
   G. The Blue Zone Coordinator shall be in charge of, but not limited to, all Blue Zone events.

3. Duties of the Activities and Programs Committee members:
   A. Plan and coordinate events for the George Fox Community
   B. Various duties as assigned by Vice President of Activities and Programs

Section 2. The Vice President of Activities and Programs is under the advisement of the ASC President and the ASC Advisor.