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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. The purpose of ASC Student Government is 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.

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 described in Section 1, 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 as described in Section 1, 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: Activities Committee, Communications Committee, Christian Service Committee, Chaplain Committee, Public

Relations Committee, Supreme Court, President's Select, Vice President's Select, and Treasurer's Select.

Article V – Amendments to the Constitution

Section 1. Provisions for an amendment

1. The proposed amendment must be presented to the Supreme Court Chief Justice in order to be reviewed by the Supreme Court.
2. The Supreme Court shall submit the proposed amendment, with any recommendations and opinions concerning the proposal, to the Central Committee not later than one (1) week following its presentation to the Supreme Court.
3. If the Central Committee or Supreme Court refers a proposed amendment to further study, the appropriate study committee must submit a report within two (2) school weeks to the Supreme Court.
4. When the proposal has been finally submitted to the Central Committee a two-thirds (2/3) 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 Supreme Court 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 Supreme Court Chief Justice and housed in the ASC Central Committee office along with a record of all amendments.

BY-LAWS OF THE ASSOCIATED STUDENT COMMUNITY OF GEORGE FOX UNIVERSITY

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.

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, Vice President, Treasurer, Activities Director, Supreme Court Chief Justice, Public Relations Director, Communications Director, Chaplain(s) and Christian Service Director.

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 only take official action when a quorum (at least two-thirds (2/3) of the members) are present.
2. Each Central Committee member will have only one (1) vote.
3. The President will not vote except in case of a tie.
4. Before approved action takes place, the Supreme Court must approve all minutes and rulings.

Section 5. The Public Relations Director will be the recorder for Central Committee and record all minutes for each meeting. All minutes from Central Committee meetings will go before the Supreme Court for approval. Once approved all Central Committee minutes will be posted by the Public Relations Director.

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 (2/3) vote review any action of a standing committee.
 - B. By a two-thirds (2/3) 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. Honorariums

- 1. Honorariums shall be paid to all Central Committee members according to a plan devised by the Finance Committee. The Finance Committee shall meet in the spring of each year to devise a plan for the following year's officers.
- 2. The Central Committee may approve any honorariums 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 honorarium. Honorariums for existing positions may not be raised after the budget is approved.
- 3. Honorariums shall be paid monthly.
- 4. Honorariums may be requested early under the following criteria:
 - A. The student in the ASC honorarium position is in good standing with Student Life.
 - B. The student has disclosed the intentions of the expense.
 - C. The honorarium check will be made directly to the organization.
 - D. The honorarium is to be applied to an academic related expense or the expense benefits the community and is allocated toward goals consistent with ASC Student Government job description(s).
- 5. Students may only receive honorariums for the current month.
- 6. Honorariums may be withheld by a 2/3 vote of Central Committee and approval of the Associate Dean of Student Leadership if a student fails to meet the GPA requirement or appropriately fulfill their job description.

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 must carry a minimum of twelve on campus credit hours at the time of election and throughout his/her term of office. Any exception must be approved by the Central Committee and the Associate

Dean of Student Leadership in accordance with Article I, Sections 1 and 3 of the Constitution.

- B. No one can concurrently hold any two campus government/leadership positions unless approved by the Central Committee as noted in Article VII, Section 3.6-7.
- C. A student is considered ineligible for any Central Committee position if they are determined by the ASC President or Associate Dean of Student Leadership 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. Exceptions to this must be approved by the Central Committee.
- D. A student must be currently attending George Fox University from its Newberg campus during the time of elections.
- 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 (10%) of the ASC.
- B. Petitions for ASC offices will be submitted to the ASC Supreme Court Chief Justice at least two (2) weeks prior to elections.
- C. The Supreme Court Chief Justice, acting as Elections Committee Chair, under advisement with the Associate Dean of Student Leadership, will determine the eligibility of all candidates for ASC Central Committee elected offices. If the candidate is questionable (low GPA, has more than 10 work study hours, is working off campus, or is over committed in other co-curricular activities) the Supreme Court Chief Justice will bring these candidates before Central Committee for a vote. A three-fourths (3/4) 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 Supreme Court Chief Justice be running for re-election the Vice President will fulfill the above mentioned responsibilities. If the 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 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 Supreme Court, and the Associate Dean of Student Leadership. Any member running for re-election may not serve on the Elections Committee. The ASC Supreme Court Chief Justice will serve as the Elections Committee Chair.

- ii. Plan, publicize and execute all ASC elections (duties shall be performed by the Supreme Court. The Central Committee members and the Associate Dean of Student Leadership 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 the first (1st) 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 secret ballot.
- E.** No campaigning may be done earlier than two weeks before the election.
- 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 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.
- I.** A write-in candidate, if eligible according to Article III, Section 1 and 3 of the By-Laws, 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 (10%) margin over the second (2nd) 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 (10%) margin between the first (1st) two (2) candidates, and no candidate has a majority of the votes, the two (2) candidates with the most votes for that office shall participate in a run-off election no later than five (5) 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 will validate and assign someone to announce all ASC elections within twenty-four (24) hours of all the candidates accepting their positions.
- 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 Supreme Court Chief Justice by the candidate stating the specific election in question and the basis for challenge.
 - ii. The Supreme Court shall be called together by the ASC Supreme Court Chief Justice for the purpose of reviewing and determining the merit of the candidate's charge(s). The Associate Dean of Student Leadership is to be notified and in attendance at the time of review.
 - iii. The Supreme Court 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 Supreme Court must issue a writ of injunction to prevent the challenged candidate from taking office.
 - v. Supreme Court decisions are subject to an appeal to the Dean of Community Life and/or the Associate Dean of Student Leadership by any concerned parties.

4. Office Seats

- A. The ASC Central Committee offices of President, Vice President, Activities Director, Communications Director, Public Relations Director, Supreme Court Chief Justice, and Treasurer will have only one ASC member seated in each office.
- B. Chaplain(s) and Christian Service Director Seats
 - i. The ASC Central Committee offices of student Chaplain(s) will have at least one (1) and not more than two (2) ASC members appointed to that office.
 - ii. The ASC Central Committee office of Christian Service Director will have one (1) ASC member appointed to that office.

Section 2. Appointments to Central Committee

1. The ASC Student Chaplain(s) and Christian Service Director will be appointed by a Selection Committee. The members of the committee include, but are not limited to: Campus Pastor, Director of Outreach, current Chaplain(s), current Christian Service Director, and 2-5 diverse student representatives appointed by the Campus Pastor.
2. The Selection Committee must reach a consensus on the individuals for each office by no later than the Wednesday before spring break.

Section 3. Oath of Office

1. All Central Committee-elect members (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 leadership, elected and appointed, must read and sign a student leadership volunteer agreement by which they will be evaluated. Failure to meet expectations may result in a request to resign or a dismissal by the Associate Dean of Student Leadership.

Section 4. Term of Office

1. All Central Committee Members will serve for a term of office having the duration of twelve (12) 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 Treasurer, President, Vice President, and the Associate Dean of Student Leadership.

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 (4th) 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 (8) 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 (6th) 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 designated by the Treasurer.
8. Transfer of budgeted funds:
 - A. The Treasurer shall have the power to transfer not more than \$250 from one budgeted area to another in the event that such a transfer becomes necessary.
 - B. Amounts of budgeted funds exceeding \$250 and the reserve fund, which are to be transferred, shall be approved by Central Committee.

Section 4. Any contract between the ASC and a second (2nd) party shall be:

1. Signed by the President and the Treasurer.
2. Approved by a two-thirds (2/3) 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.
4. Put on file in the ASC office and with the Associate Dean of Student Leadership.

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 given in Section 5 and Section 6 of Article V of the By-Laws.

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 Treasurer of a properly completed, properly signed check request form.
3. All ASC checks that are issued shall be approved by the Treasurer or the President in the Treasurer's absence.
4. Any check made payable to the President or Treasurer shall be approved in writing by both the President and the Treasurer.

5. In the absence of both the Treasurer and President, the Associate Dean of Student Leadership 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.

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 (20%) 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 (20%) of the ASC.
 - B. Be submitted to the Supreme Court Chief Justice.

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 (20%) of the ASC to the Supreme Court Chief Justice within one (1) 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 (1) week and not later than two (2) weeks after the petition was submitted to the Supreme Court.
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 (2/3) 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 (20%) of the ASC demanding the recall of that Central Committee member, to the Supreme Court Chief Justice.
2. The Supreme Court shall:
 - A. Serve a written warning to warn an officer or representative one (1) 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 (3) 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 (1) week and not later than two (2) weeks after the petition has been submitted to the Supreme Court Chief Justice.
 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 (2/3) 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 Associate Dean of Student Leadership, 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 (3) 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 Supreme Court Chief Justice in conjunction with the Associate Dean of Student Leadership will remove him/her from office. In any case of removal from office, the offending member of ASC government will be notified by a formal letter.
2. The President will issue a written warning to an officer at least one (1) time before taking action to remove him/her from office.
3. The Central Committee may, by a two-thirds (2/3) vote, override any recall decision of the President.
4. Any ASC officer may be recalled by a two-thirds (2/3) 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 Associate Dean of Student Leadership.

Section 5. Provisions

1. If the office of ASC President becomes vacant, the ASC Vice President will become President.
2. If the office of ASC Vice President, Public Relations Director, Treasurer, Activities Director, Student Chaplain(s), Christian Services Director, Supreme Court Chief Justice, or Communication Director becomes vacant, the ASC President will nominate an eligible member of the ASC, in accordance with the specifications of Article III, Sections 1-2 of the By-Laws, to fulfill this vacancy. This nomination must be ratified by a two-thirds (2/3) vote 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 Vice President become vacant, the Treasurer will become acting President until a special election is held to fill the vacant positions.
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 Supreme Court in support of such a decision. If a quorum in support of such a measure is reached, it shall fall upon the Supreme Court Chief Justice 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 Supreme Court may be made by any ASC member concerning the constitutionality of decisions and policies made by any ASC governing body.

ARTICLE VII – Definition of and 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, who are nominated by the director of each Standing Committee from submitted applications. 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 (1) week prior to appointments.
- C.** The Supreme Court Chief Justice and Associate Dean of Student Leadership 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 Associate Dean of Student Leadership.

- 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 (2) 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 Supreme Court Chief Justice shall fill the position as if it were a vacancy as outlined in Article XV Section 5 of these By-Laws.
 - 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 as outlined in Article XV Section 2 of these By-Laws.
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 (3) 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 within the guidelines set down in Article VII, Section 2.1 of these By-Laws.

Section 3. Eligibility for Appointment to Lead Standing Committees

1. Any student member of the ASC who will have completed a minimum of twelve (12) hours, 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 *L'Ami* 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 application for an appointed Standing Committee Leader position at least two (2) weeks before applications are due.
3. Persons desiring appointment to Activities Committee, Christian Service Committee, Chaplain Committee, Communications Committee, Foxhole, Vice President's select or Public Relations Committee will submit their 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 Section 3.3 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 an honorarium position, but their application will not be considered unless there is no other qualified applicant.
 - C. The second position must be approved by Central Committee.
7. Any person concurrently holding any two honorarium positions, following the requirements in Section 3.6, will receive the two honorariums.

Section 4. Elections for Standing Committee Positions

1. The ASC Central Committee hereby asserts that by a two-thirds (2/3) vote it may require any vacant Standing Committee leadership position to be filled by election instead of appointment. If a Standing Committee position is to be filled by an election, the election qualifications for that election must be listed in that Standing Committees portion of these By-Laws
2. Class Representative positions must be initially filled by the results of an election. Vacancy provisions and election rules and qualification are listed in Article XIV, Sections 2-5 of these By-Laws.

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 (1st) meeting before the fifth week of fall semester.
2. All members of ASC Standing Committees shall serve for a term of one (1) academic year.

Section 2. Honorariums

1. Honorariums 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 honorariums 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 honorarium. Honorariums for existing positions may not be raised after the budget is approved.
3. Honorariums shall be paid monthly.
4. Honorariums may be requested early under the following criteria:
 - A. The student in the ASC honorarium 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 honorarium check will be made directly to the organization.
 - D. The honorarium 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 honorariums for the semester they are currently in.
6. Honorariums may be withheld by a two-thirds (2/3) vote of the Central Committee and approval of the Associate Dean of Student Leadership if a student fails to meet the GPA requirement or fulfill their job description appropriately.

Section 3. Attendance

1. The presence of two-thirds (2/3) 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 (two hundred and fifty) 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 Supreme Court Chief Justice 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 Associate Dean of Student Leadership that a probationary letter will be issued to a member of his/her Standing Committee informing them of a two (2) week probationary period.
 - ii. After all of the ASC Central Committee members and The Associate Dean of Student Leadership have been informed, the responsible Central Committee member will then issue a letter of probation to the Standing Committee member in question.
 - iii. After the probationary period, the responsible Central Committee member 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 Associate Dean of Student Leadership 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 honorarium the student should receive. The student will then be notified regarding their honorarium by the responsible Central Committee member. 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 (2) weeks before the date of resignation.
 - ii. The responsible Central Committee member must inform the rest of the ASC Central Committee and the Associate Dean of Student Leadership that a letter of resignation have been received by a member of his/her Standing Committee.
 - iii. The responsible Central Committee member must follow the guidelines for filling the vacancy set forth in Article VII, Section 2 of the By-Laws.
 - iv. Members of the Standing Committee may apply for the vacant position in instances in which it is beneficial to the Standing Committee. Vacancies created by such an action are to be filled by following the guidelines set forth in Article VII, Section 2 of the By-Laws.
- B.** The ASC Finance Committee and the responsible Central Committee member will meet to determine the amount, if any, of honorarium the student should receive. The student will then be notified regarding their honorarium by the responsible Central Committee member. Should a student wish to appeal this decision they may do so via ASC Central Committee proposal.

STANDING COMMITTEES BY DEPARTMENT

ARTICLE IX – Activities

Section 1. Activities Committee

1. The members of the Activities Committee include: Activities Director, Assistant Activities Director, General Activities Coordinators (not more than five), Formals Coordinator, and Concert Coordinator.
2. Duties of the Activities Committee:
 - A. Meet once a week. Each coordinator will meet twice a month with the Activities Director.
 - B. Sponsor at least ten (10) activities per semester.
 - C. Publicize all activities at least one week in advance to all of the ASC membership.
 - D. The Formals Coordinator will plan one formal per semester.
 - E. Each General Activities Coordinator will plan two to three (2-3) activities per semester.

Section 2. The Activities Director is under the advisement of the ASC President and the Associate Dean of Student Leadership.

ARTICLE X – Chaplains

Section 1. The Chaplain Committee

1. The members of the Chaplain Committee include: Student Chaplain(s), Worship Chaplain, Prayer Chaplain, Retreats Chaplain(s), Arts and Culture Chaplain, and Experiential Ministry Chaplain.
2. Duties of the Student Chaplain Committee:
 - A. Meet once a week.
 - B. Serve as an advisory committee to the Campus Pastor for chapel programming and mission.
 - C. Sponsor a bi-monthly student-led worship time.
 - D. Sponsor one all-campus retreat per semester.
 - E. Assess the spiritual atmosphere of the campus and make recommendations.
 - F. Commit to a time of prayer for the campus and students.
 - G. Communicate with the Christian Service Director.

Section 2. The Student Chaplain is under the advisement of the ASC President, the Director of Spiritual Formation, and the Associate Dean of Student Leadership.

ARTICLE XI – Christian Service

Section 1. The Christian Services Committee

1. The members of the Christian Services Committee include: Christian Services Director, Community Service Coordinator, Serve Trip Coordinator, Urban Services Coordinator, Little Bruin Coordinator, Missions Coordinator, and the Director of Outreach.
2. Duties of the Christian Services Committee:
 - A. Meet once a week.
 - B. Act as a resource and advising group to the five subcommittees led by the coordinators.
 - C. Minister to the spiritual needs of the ASC.
 - D. Be responsible for chapels designated for the Christian Service Director.
 - E. Communicate with the Student Chaplain(s).
 - F. Each coordinator will plan one activity per month.
 - G. Submit a monthly report of actions to the Christian Services Director.
 - H. Plan service trips for winter (4 trips) and spring break (5 trips).

Section 2. The Christian Service Director is under the advisement of the ASC President, the Director of Outreach, and the Associate Dean of Student Leadership.

ARTICLE XII – Communications

Section 1. The Communications Committee

1. The members of the Communications Committee include: Communications Director, *The Crescent* Editor-in-Chief, *The Crescent* Assistant Editor, KFOX Station Manager, KFOX Promotions Director, *L'Ami* Editor, *L'Ami* Assistant Editor, the Darkroom Manager, Darkroom Assistant Manager, Campus Album Producer, Campus Album Assistant Producer, Bruin Directory Editor, and Bruin Directory Assistant Editor.
2. Duties of the Communications Committee:
 - A. Meet at least once a month.

- B. Review all applications for positions of *The Crescent* Editor-in-Chief, KFOX manager, *L'Ami* Editor, and Darkroom Manager.
- C. Keep on file two (2) copies of each edition of any ASC publication, and logs of KFOX programs.
- D. Accept faculty/staff representatives/advisors for *The Crescent*, KFOX, *L'Ami*, and recommend to the Central Committee for approval.
- E. Submit monthly reports to the Central Committee.
- F. Post the monthly reports.

Section 2. The Communications Director is under the advisement of the ASC President and the Associate Dean of Student Leadership.

ARTICLE XIII – President

Section 1. President's Select

- 1. Mr. Bruin Coordinator.
- 2. Duties of the Mr. Bruin Coordinator:
 - A. Meet with ASC president on a bi-monthly basis.
 - B. Assemble a committee of volunteers.
 - C. Create a working relationship with a charitable cause.
 - D. Organize voting process to select Mr. Bruin hopefuls from each class.
 - E. Organize ticket sales/ fundraising to be conducted by Mr. Bruin hopefuls.
 - F. Plan and execute the Mr. Bruin pageant.
 - G. Turn in two reports per semester (every other month) and a year end report.
- 3. The Mr. Bruin Coordinator is hired or appointed by the ASC President and is under the advisement of the ASC President and the Associate Dean of Student Leadership

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

Section 3. The President is under the advisement of the Associate Dean of Student Leadership.

ARTICLE XIV – Public Relations

Section 1. Public Relations Committee

- 1. The members of the Public Relations Committee include: Public Relations Director, Media Designer, Print Designer, and Web Editor.
- 2. Duties of the Public Relations Committee:
 - A. Meet bi-weekly with the Public Relations Director.
 - B. Create, publish and post event marketing pieces (i.e. flyers, emails, etc.) for ASC and its Standing Committees.
 - C. Assist in all correspondence on behalf of the ASC Central Committee.
 - D. Brainstorm ideas to reach the student community through means of advertising.

- E. Review all applications for positions of Media Designer, Print Designer, and Web Editor.

Section 3. The Public Relations Director is under the advisement of the ASC President and the Associate Dean of Student Leadership.

ARTICLE XV – Supreme Court

Section 1. The Supreme Court

1. The members of the Supreme Court include: Supreme Court Chief Justice, two (2) elected Freshman Class Representatives, two (2) elected Sophomore Class Representatives, two (2) elected Junior Class Representatives, one (1) elected Senior Class Vice President, and one (1) elected Senior Class President.
2. Duties of the Supreme Court:
 - A. Meet at least monthly to review the constitutionality of all ASC actions. Two thirds (2/3) of the members shall constitute a quorum.
 - B. Be responsible for the proper function of the ASC Constitution, By-Laws, and standing rules.
 - 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. Class Representative Elections

1. Petitions for Freshman Class Representative positions shall be available during the first (1st) week of school. All petitions must be submitted to the Supreme Court Chief Justice by Friday of the second (2nd) week of school, one week prior to the beginning of the general election. Petitions for all other Representative positions will be available the first (1st) week returning from spring break. All petitions must be submitted to the Supreme Court Chief Justice by Monday of the second (2nd) week after spring break.
2. The general election for Freshman Class Representatives shall be held no later than the fourth (4th) week of school. The general election for all other Class Representatives shall be held no later than the third (3rd) week after spring break.
3. Class Representative elections will be held by secret ballot.
4. Proper campaigning guidelines, elections 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. Campaigning may begin once the Supreme Court Chief Justice and the Associate Dean of Student Leadership have approved the candidate.
5. The elected candidates will be the two candidates receiving the highest percentage of votes.
6. A write-in candidate, if eligible according to Article XIV, Section 3 of these By-Laws, may be elected if the candidate receives one of the top two percentages of votes.
7. The Elections Committee Chair will validate and assign someone to announce all ASC election results within twenty-four (24) hours.

8. The method of requesting a recount, declaring an election void, and challenging an election will be carried out as listed in Article III, Section 1.3, M-O of the By-Laws.
9. Office Seats:
 - A. Two (2) Freshmen Class Representatives
 - B. Two (2) Sophomore Class Representatives
 - C. Two (2) Junior Class Representatives
 - D. One (1) Senior Class President
 - E. One (1) Senior Class Vice President

Section 3. Eligibility

1. Candidates for election to Class Representatives must have attended George Fox University at least one full semester prior to election (except candidates for Freshman Class Representative) and must carry a minimum of twelve on campus credit hours at the time of election and throughout his/her term of office. Any exception must be approved by the Central Committee.
2. No one can concurrently hold any two campus government/leadership positions unless approved by the Central Committee as described in Article VII, Section 3.6-7.
3. A student is considered ineligible for any Class Representative position if they are determined by the ASC President or Associate Dean of Student Leadership 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. Exceptions to this must be approved by the Central Committee.

Section 4. Terms of Office

1. Sophomore, Junior and Senior Class Representatives will serve for a term of office having the duration of twelve (12) months beginning at the end of the elected academic year.
2. Freshman Class Representatives will serve for a term of office beginning upon election and having the duration of the academic year.

Section 5. Vacancies

1. If any of the Class Representative positions become vacant, the ASC Supreme Court Chief Justice will nominate an eligible member of the ASC from the specific class, 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 (2/3) vote of all Class Representatives currently in office and by a two-thirds (2/3) 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 Supreme Court 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 (20%) of the ASC

demanding the recall of that Central Committee member, to the Supreme Court Chief Justice.

2. The Supreme Court shall
 - A. Serve a written warning to warn an officer or representative one (1) time before recalling him/her.
 - B. Give anyone subject to recall a hearing before taking action.
 - C. Notify anyone facing recall at least three (3) 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 (1) week and not later than two (2) weeks after the petition has been submitted to the Supreme Court Chief Justice.
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-thirds (2/3) 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 Supreme Court rulings must be posted within three (3) days of the date of ruling.
2. The Supreme Court 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 Supreme Court 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 (2/3) vote, considers unwise and unjust. The Supreme Court may postpone the effective date of this decision for a stated period not to exceed four (4) weeks to allow affected parties to initiate remedial action.

Section 9. The Supreme Court Chief Justice is under the advisement of the ASC President, the Dean of Community Life, and the Associate Dean of Student Leadership.

ARTICLE XVI – Treasurer

Section 1. Treasurer's Select

1. Foxhole Manager.
2. Duties of the Foxhole Manager:
 - A. Meet with the ASC Treasurer on a regular basis.
 - B. Make weekly deposits with the ASC Treasurer.
 - C. Hire and train baristas.
 - D. Keep and stock inventory.
 - E. Reconcile till and cash daily.
 - F. Ensure each barista has a valid food handler's permit.
 - G. Coordinate events in SUB Basement.
 - H. Work in Foxhole on a regular basis.
3. The Foxhole Manager is hired or appointed by the Treasurer and is under the advisement of the Treasurer and the Associate Dean of Student Leadership.

Section 2. The Treasurer is under the advisement of the ASC President, George Fox University Financial Affairs personnel, and the Associate Dean of Student Leadership.

ARTICLE XVII – Vice President

Section 1. Vice President's Select

1. ASC Sound Technicians.
2. Duties of the ASC Sound Technicians:
 - A. Attend all required events.
 - B. Set up and operate sound equipment for needed ASC events.
 - C. Be responsible for storage and maintenance of ASC sound equipment.
3. Student Organizations Director.
4. Duties of the Student Organizations Director:
 - A. Meet with the 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 Web 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. Creating a Chartered Student Organization

1. Submit a Chartered Student Organization Application packet to the ASC Vice President or Student Organizations Director for approval from Central Committee.
2. If approved by Central Committee, the Chartered Student Organization will be permitted to function for one year and receive the Chartered Student Organization privileges mentioned in Section 3. If approved, the Chartered Student Organization will have continuing Chartered Student Organization status.
3. All Chartered Student Organizations will be subject to an annual review by the ASC Central Committee citing accomplishments of proposed objectives and reevaluations of its legitimate role as an official Chartered Student Organization on the George Fox University campus.
4. For the first three (3) weeks of the fall term the previous year's Chartered Student Organizations will have the opportunity to retain Chartered Student Organization status and funding for the current academic year. The Vice President will attempt to contact the Chartered Student Organizations and inform them of this opportunity within the first two (2) weeks of the fall term. All Chartered Student Organizations failing to retain Chartered Student Organization status

will be declared defunct. After the three (3) week window for retention of Chartered Student Organization status has passed, all Provisional Student Organizations may apply for the remaining openings of the fifteen (15) Chartered Student Organization positions by the fifth (5th) week of the fall term. After the fifth (5th) week of the fall term, ASC Central Committee will fill the remaining openings with recognized groups who have applied for Chartered Student Organization status.

5. There is a limit of fifteen (15) Chartered Student Organizations that will be awarded ASC Chartered Student Organization funds. If all fifteen (15) spots are filled and another Provisional Student Organization wishes this type of status, they will be put on a waiting list to receive funds. They may receive Chartered Student Organization funds when any of the fifteen (15) Chartered Student Organizations are declared defunct.

Section 3. Declaring a Chartered Student Organization Defunct

1. If, in the estimation of a Central Committee member, a Chartered Student Organization fails to meet the requirements of Section 5, he/she shall bring the Chartered Student Organization before the Central Committee for review.
2. The Central Committee, by a two-thirds (2/3) vote, may declare a Chartered Student Organization defunct.
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 will then make a final decision.
4. Defunct Chartered Student Organizations will be allowed to apply for Provisional Student Organization status at any time after being declared defunct.

Section 4. Chartered Student Organization Privileges

1. Cooperation and support with the ASC Vice President and Student Organizations Director.
2. Inclusion in the George Fox University Handbook.
3. The right to use ASC funds for Chartered Student Organization use.
 - A. Each of the fifteen (15) Chartered Student Organizations will be eligible to apply for funds from the General Organizations Fund (GOFund). The club will be given an 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 expense, the Chartered Student Organization president must fill out a check request form or purchase order which will need to be approved and signed by the ASC Vice President and the ASC Treasurer.
 - 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.
 - F. Should more than fifteen (15) Chartered Student Organizations apply for Chartered Student Organization funding by the end of the third (3rd) week of the fall term, priority shall be given based on demonstrated need through an application process to be submitted to the ASC Vice President or Student Organizations Director for review. If, by the third (3rd) week of the fall term, all 15 positions are not claimed, the remaining position will be available for all recognized groups.
4. 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, Treasurer, 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 submit it to the ASC Vice President. 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 and possibly being declared defunct.
- 4. Chartered Student Organizations are encouraged to raise money by collecting dues (annual or one time fee) or doing fundraisers to raise working capital. 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. 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 being placed on probation and possibly being declared defunct.
- 6. Each Chartered Student Organization is required to participate in "Get Involved Day" held during the Freshman Orientation weekend before classes begin.
- 7. Chartered Student Organizations are required to advertise activities, meetings, etc. to the general student population.

8. All flyers posted in the SUB must be approved and stamped by a member of Central Committee.
9. A Chartered Student Organization president is required to attend individual meetings with the ASC Vice President as deemed necessary by the Vice President.

Section 6. ASC Provisional Student Organization

1. Each year, the ASC Vice President shall submit an ASC Recognized Student Organizations packet to the Central Committee for approval no later than the third week of the fall semester. When possible, current Provisional Student Organizations shall be given time to review and give feedback on any change to the policy manual.
 - A. This manual shall include, but not be limited to, policies regarding application procedures and group privileges.
 - B. The Central Committee shall approve the manual, and any changes to it, by majority vote. Central Committee members may propose changes at any time.
2. Groups applying for Provisional Student Organization status must submit a completed Provisional Student Organization registration package to the ASC Vice President for approval by the Central Committee. A group must designate a member of the ASC to be leader and to serve as a representative.
3. If approved by the Central Committee, the ASC Vice President or the Student Organizations Director shall notify the Provisional Student Organization and all relevant University departments of the group's status. ASC recognition does not necessarily imply endorsement.
4. Approved Provisional Student Organizations receive, for the current academic year, privileges as stated in the Provisional Student Organization registration package. The group shall agree to be responsible with the use of privileges.
5. Each month, the group shall fill out a monthly report to confirm active status.
6. An ASC Provisional Student Organization may be reviewed for defunct status under any of the following circumstances: a group informs ASC of its inactivity, a Central Committee member determines the group to be inactive or failing to meet the requirements as stated in Section 5 of this article.
7. By a two-thirds (2/3) vote, the Central Committee may declare a Provisional Student Organization defunct. A defunct group shall lose all privileges.
8. A member of that particular group may appeal defunct status. Appeals must be presented to the Central Committee, and defunct status may be overridden by a two-thirds (2/3) vote of Central Committee.
9. A defunct group may reapply at any time to become an active ASC Provisional Student Organization.
10. Provisional Student Organization Finances
 - A. Any Provisional Student Organization maintaining funds off campus is encouraged to have the equivalent of a group Treasurer and President.

Section 7. Creating an ASC Sponsored Program

1. An ASC Sponsored Program petition must be submitted to the ASC Central Committee explaining the proposed ASC Sponsored Program purpose and benefit to the GFU student body. (Must be classified as either an Event Production or as a Service Provider).
2. This petition must be approved by a two-thirds (2/3) majority vote of the ASC Central Committee.
3. All ASC Sponsored Programs will be subject to an annual review by the ASC Central Committee. Citing accomplishments of proposed objectives and the re-evaluation of the ASC Sponsored Programs function on campus.

Section 8. Declaring an ASC Sponsored Program Defunct

1. If in the estimation of a Central Committee member an ASC Sponsored Program is deemed to be drastically under performing or detrimental to the ASC's reputation, after hearing the information contained in Article VI Section 1.3. He/she may bring forward a motion for defunct declaration of the ASC Sponsored Program in question to the ASC Central Committee.
2. The Central Committee, by a two-thirds (2/3) majority vote, may declare the ASC Sponsored Program defunct.
3. Attempts to reinstate a defunct ASC Sponsored Program may be made pursuant to the guidelines for ASC Sponsored Program creation in Article VI Section 1.

Section 9. Appointment of ASC Sponsored Program Executives

1. Eligibility
 - A. Any fulltime student member of the ASC shall be eligible to be an ASC Sponsored Program executive.
 - B. All candidates must have and maintain a cumulative grade point average of at least 2.25.
2. Selection
 - A. The ASC Sponsored Program Executive shall be selected for the following year by a Selection Committee to be comprised of: The present ASC President, the incoming ASC President, the Student Leadership Advisor, and the current ASC Sponsored Program Executive.
 - B. The current ASC Sponsored Program Executive shall be a non-voting member of the Selection Committee.

Section 10. Financial Procedures

1. ASC Sponsored Programs must keep their money in the ASC account, which will be overseen by the ASC Treasurer.
2. Financial records must be submitted monthly to the ASC and follow the guidelines in the ASC Constitution.
3. ASC Sponsored Programs must submit and follow an itemized budget that is approved on an annual basis. The ASC Central Committee must approve changes to this itemized budget.
4. All expenditures of the ASC Sponsored Program funds must follow the standard ASC check-request procedure or have a purchase order (PO) authorized before the order or procurement of goods and services.

Section 11. ASC Sponsored Program Procedures

1. An ASC Sponsored Program must consist of an Executive position, Financial/Treasurer position, a Faculty/Staff Advisor, and any other officers deemed necessary by the ASC Central Committee at the time of the ASC Sponsored Programs acceptance.
2. Executive meetings held by the ASC Sponsored Program must be attended by the Faculty/Staff Advisor, as well as the ASC Central Committee representative.
3. ASC Sponsored Programs must hold regular meetings, at least bi-weekly.
4. Each ASC Sponsored Program is required to fill out a monthly report form and submit it to the ASC Vice President.
5. ASC Sponsored Program funding will be determined on an individual basis, by an estimation of ASC Sponsored Program need.
6. Any decision made by the executive board of an ASC Sponsored Program may be overturned and changed by a majority vote of the ASC Central Committee.
7. ASC Sponsored Programs may request interest free loans from ASC Central Committee. The Central Committee by a two-thirds (2/3) majority vote, can approve the loan request. An ASC Sponsored Program can borrow up to twenty-five percent (25%) of their expected revenue, not to exceed \$2,500 per event. ASC Sponsored Programs receiving loans will be required to repay the loan in full, four (4) weeks from the date of the event. The ASC Finance Committee, depending on the nature of the event, may set additional stipulations on repayment terms. All loans must be repaid by the last Friday of the Academic Year. If an ASC Sponsored Program defaults on a loan, it shall be required to repay the balance of the loan before earning revenue for the following year's event.

Section 12. Service Providers

1. ASC Sponsored Programs must consist of a manager position, an advisor and other positions, which are deemed necessary by the ASC Central Committee at the time of the ASC Sponsored Programs acceptance.
2. A bi-weekly meeting must be held between the ASC Sponsored Program's manager and a set ASC Central Committee representative.
3. Each ASC Sponsored Program is required to fill out a monthly report form and submit it to the ASC Vice President.
4. ASC Sponsored Program funding will be determined on an individual basis, by an estimation of ASC Sponsored Program need.
5. Any decision made by the executive board of an ASC Sponsored Program may be overturned, and changed by a majority vote of the ASC Central Committee.
6. ASC Sponsored Programs may request interest free loans from ASC Central Committee. The Central Committee, by a two-thirds (2/3) majority vote, can approve the loan request. An ASC Sponsored Program can borrow up to \$2,500 per academic year. ASC Sponsored Programs receiving loans will be required to repay the loan based on a schedule determined by the ASC Finance Committee. All loans must be repaid by the last Friday of the Academic Year. If an ASC Sponsored

Program defaults on a loan, it shall be required to repay the balance of the loan before earning a net income the following year.

Section 13. Funds

The Vice President is responsible for providing applications and communicating with applicants for ASC funds, including the Community Life fund, Student Project fund, and the Academic Needs fund.

Section 14. The Vice President is under the advisement of the ASC President and the Associate Dean of Student Leadership.

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