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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.

1. Article I – Name

Section 1. The name of this organization shall be: "The Associated Student Community of George Fox University" (ASC Student Government).

2. 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. In addition, part-time students may hold ASC Student Government office if an exception is made by The Central Committee and the Associate Dean of Student Leadership (as noted by Article III, Section 1., Subsection 1., Point A)

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 Article III, Section 1, and in addition shall have the privilege of holding ASC Student Government offices. Should this be edited to be up to date with section 1?

3. 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, President's Select, Supreme Court, Vice President's Select, and Treasurer's Select.

4. **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. Does it have to go before Central?

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.

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.”

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, Chaplain, Communications Director, 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) is present in person. Electronic means of communication shall not constitute a quorum. However, when regular classes are not scheduled (Summer, Christmas break, Spring break) the Central Committee may take official action via vocal communication (teleconferencing, video conferencing)
2. Each Central Committee member will have only one (1) vote.
3. The President will not vote except in case of a tie.
4. An Agent of the Court (typically the Senior Class President) is allowed to be present during all meetings of the Central Committee. 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 the 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 Web Editor, being in communication with the Public Relations Director and the 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 (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. Can this be condensed into on sub-point?
 - 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 monthly. The Finance Committee shall meet in the spring of each year to devise and review 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 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).
4. Students may only receive honorariums for the current month.
5. 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. Does this mean that everyone's GPA must be checked monthly?

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

(based upon approval, see Article III, Section 1) students during the election and their subsequent term of service. 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 By-Laws.

- 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 and must be taking a full load (at least 12 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 (10%) of the ASC.
 - B. Petitions for Central Committee 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 no later than 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, and the numbers of any and all candidates will be withheld from everybody who is not serving on the Elections Committee.
- E. No campaigning may be done earlier than two weeks before the election. The candidate must be approved by the Associate Dean of Student Leadership 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 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 the Supreme Court Chief Justice shall announce all ASC Central Committee elections within twenty-four (24) hours of all the candidates accepting their positions to the student body. If the Supreme Court Chief Justice 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 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, and Supreme Court Chief Justice 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, Director of Spiritual Formation, the Associate Dean of Student Leadership and 2-5 diverse

student representatives appointed by the Campus Pastor.

2. The ASC Treasurer shall be appointed by a Selection committee. This committee shall consist of, but are not limited to, the current ASC Treasurer, the Foxhole Manager, the Associate Dean of Student Leadership, the ASC President, and an accounting or business faculty member.
3. These applicants must still obtain 175 signatures of students.
4. 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 (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 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.

How is this regulated? Does the Associate Dean of student leadership report what happened so that the supreme court knows that there are doing what they are suppose to be doing? Should a member of supreme court be in attendance?

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 to be designated by the Treasurer.
8. Transfer of budgeted funds:
 - A. The Treasurer 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 (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. If reelected to any position, the student must fill out a new contract.
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 pick up here

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 Central Committee 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 Supreme Court Chief Justice, and 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 committee member 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, Treasurer, Activities Director, Student Chaplain(s), Christian Services Director Provisions, Supreme Court Chief Justice, or Communication Director becomes vacant, the ASC President must 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. A nominee must be presented to the Central Committee no later than 3 weeks after the position becomes vacant. This nomination must be ratified by a two-thirds (2/3) 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 Vice President become vacant, the Treasurer 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 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 will take at least twelve (12) 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 *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 an 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, or 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 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.
 - D. The limit for the number of positions that may be held are two (2) positions within ASC.
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 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 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 Supreme Court Chief Justice 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 Supreme Court Chief Justice, 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 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 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 (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 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 – Activities

Section 1. Activities Committee

1. The members of the Activities Committee include: Activities Director, General Activities Coordinator, Blue Zone Coordinator, Special Programs Coordinator, Dances Coordinators, and two (2) Sound Technicians.
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 Dance Coordinator will plan six (6) dances per year.
 - E. Each General Activities Coordinator will plan two to three (2-3) 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 and Bruin Brawl.
1. Duties of the ASC Sound Technicians:
 - A. Attend all required events.
 - B. Set up and operate sound equipment for needed ASC sponsored events.

C. Be responsible for storage and maintenance of ASC sound equipment.

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: ASC Worship Coordinator, Visual Arts Coordinator, Retreats Coordinator, Assistant Retreats Coordinator, and Experiential Ministry Coordinator.
2. Duties of the Student Chaplains Committee:
 - A. Meet once a week.
 - B. Serve as an advisory committee to the Campus Pastor for chapel programming and mission.
 - C. Participate and help facilitate Spiritual Life Programming.
 - D. Sponsor all-campus retreat(s) at the discretion of the Spiritual Life office and Central Committee.
 - E. Assess the spiritual atmosphere of the campus and make recommendations.
 - F. 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, and Missions Coordinator.
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 and spring breaks.

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, KFOX Station Manager, *L'Ami* Editor, the Photography Manager, Bruin Directory Editor, and Communications Web 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 Photography 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.

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 Supreme Court 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 XIII – President

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 is under the advisement of the Associate Dean of Student Leadership.

ARTICLE XIV – Supreme Court

Section 1. The Supreme Court

1. The members of the Supreme Court include: Supreme Court Chief Justice, one (1) elected Freshman Class Representatives, one (1) elected Sophomore Class Representatives, one (1) elected Junior Class Representative, one (1) elected Senior Class President, one (1) Multi-Cultural Representative, one (1) International Representative, one (1) Commuter Representative, and five (5) Area Representatives (One for CoEd, PCWB, HMS, Apartments, and Houses).
2. Duties of the Supreme Court:
 - A. Meet weekly to review the constitutionality of all ASC Central Committee 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. In the event that Central Committee passes a proposal that is unconstitutional, the Supreme Court has the power to veto the proposal.

- i. In the event that Central Committee approves a decision and Supreme Court agrees with the proposal's constitutionality, the proposal shall pass. However, if Supreme Court 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 Supreme Court Chief Justice will then propose the modified proposal to 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.
 - E. Meet at least twice (2) a semester as a quorum for CAB.
- 3. Duties of the Senior Class President
 - A. This person shall serve as a voting member on the Supreme Court.

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 Representative shall be held no later than the fourth (4th) week of school. The general election for all other Representatives shall be held no later than the third (3rd) week after spring break.
3. 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 candidate 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 the top percentage of votes.
7. The Supreme Court Chief Justice will 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. The following positions are elected
 - i. One (1) Freshmen Class Representatives
 - ii. One (1) Sophomore Class Representatives
 - iii. One (1) Junior Class Representatives

- iv. One (1) Senior Class President
- B. The following positions are appointed through an application and interview process.
- C. One (1) CoEd Representative
 - i. One (1) HMS Representative
 - ii. One (1) PCWB Representative
 - iii. One (1) Houses Representative
 - iv. One (1) Apartments Representative
 - v. One (1) Multi-Cultural Representative
 - vi. One (1) International Representative
 - vii. One (1) Commuter Representative

Section 3. Eligibility

1. Candidates for election and appointment to the Supreme Court 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 a Supreme Court 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, Senior Class Representatives and Multi-Cultural Representative, International Representative, 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, Living Area Representatives, and Commuter Representative 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 Representative positions become vacant, the ASC Supreme Court Chief Justice 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 (2/3) vote of all Supreme Court 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 on the ASC website (asc.georgefox.edu) 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. Community Accountability Board

1. The Supreme Court shall participate with Student Life in the process of CAB (Community Accountability Board).

Section 10. 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 XV – Treasurer**Section 1. Treasurer's Select**

1. The Treasurer's Select shall consist of the Assistant Treasurer and the Foxhole Manager.
2. Duties of the Foxhole Manager:
 - A. Meet with the ASC Treasurer on a regular basis.
 - B. Meet with the Assistant Foxhole Manager.
 - C. Make weekly deposits with the ASC Treasurer.

- D. Hire and train baristas.
 - E. Keep and stock inventory.
 - F. Reconcile till and cash daily.
 - G. Ensure each barista has a valid food handler's permit.
 - H. Coordinate events in SUB Basement.
 - I. Work in Foxhole on a regular basis.
3. The Foxhole Manager and the Assistant Treasurer are hired or appointed by the Treasurer and are under the advisement of the Treasurer, as well as 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 XVI – Vice President

Section 1. Vice President's Select

1. The members of the Vice President's Select shall include: Public Relations Director, two (2) Creative Designers, Student Organizations Director and Web Editor.
2. The Public Relations Director are as follows:
 - B. Meet weekly with the ASC Vice President.
 - C. Serve as the Recorder for the Central Committee meetings.

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.
- 3.** 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 Public Relations 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. Chartered Student Organizations

1. To become a Chartered Student Organization, the organization must have already been a Provisional Student Organization.
2. If a Provisional Student Organization wishes to become a Chartered Student Organization it must submit a Chartered Student Organization Application

packet to the ASC Vice President or Student Organizations Director for approval from Central Committee. Student Organizations with less than 10 members are not eligible for Chartered status.

2. 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 pursuant to paragraph 3 of this section.
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 Activities Director and be used in the recommendations of the Student Organizations Council, which consists of the ASC Activities Director, Student Organizations Coordinator and Associate Dean of Student Leadership. 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.
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 (nor more than 3 years 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 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 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 Activities Director and Student Organizations Director.
2. Ability to reserve rooms for meetings through GFU Event Services.
1. Inclusion in the George Fox University Handbook and website.
2. Access and support of the ASC Public Relations Department.
3. 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 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 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 Activities Director 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.
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, 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 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 Activities Director. 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. All flyers posted on campus must be approved, via stamp, by a member of Central Committee.
9. A Chartered Student Organization president is required to attend individual meetings with the ASC Activities Director or Student Organizations Director as deemed necessary by the Activities Director.

Section 7. Provisional Student Organizations

1. A group of no less than 5 individuals may apply at any time to become Provisional Student Organizations by submitting a provisional application packet to the ASC Student Organizations Coordinator.
2. The ASC Student Organizations Coordinator will review the application packet and: 1) approve and forward the application with his/her recommendations and/or reservations to the ASC Activities Director to present to the ASC Central Committee; 2) remand the application for corrections; or 3) reject the application.
3. If approved by the Central Committee, the Provisional Student Organization and all relevant University departments will be notified 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 ASC Student Organizations Policy Manual. 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 probation or defunct status under any of the following circumstances: a group informs ASC of its inactivity, a Central Committee member determines the group to be legitimately inactive or failing to meet the requirements, or if the Student Organizations Coordinator submits a memorandum with proof that the organization is failing to meet requirements, unresponsive or inactive.

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.

Section 8. 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 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 securing 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-monthly.
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

- 1.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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