

Constitution & By-Laws
of the
**Associated Student
Community**



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Constitution of the Associated Student Community

Article 1. 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 2. Name

The name of this organization shall be the “Associated Student Community” of George Fox University.

Article 3. Definitions

Quorum: The minimum number of members present must be two thirds of a committee to make a vote valid

ASC: The undergraduate student body of George Fox University

ASC governing body: The elected ASC members and their committees

Article 4. Purpose

ASC’s purpose is to inform, impact and involve.

Article 5. Membership

Section 1. Part-time Students

Part-time students who pay the student body fees are entitled to:

- A subscription to all ASC publications and benefits
- A vote in all ASC elections
- Admission to all regular home athletic events
- A right to participate in all ASC functions and activities
- The privilege of holding ASC offices with the approval of the Central Committee and the ASC advisor unless restricted by the ASC Central Committee, the ASC Constitution and By-Laws, or by George Fox Administration

Section 2. Full-time Students

Full-time students who pay the student body fees are entitled to:

- A subscription to all ASC publications and benefits
- A vote in all ASC elections
- Admission to all regular home athletic events
- A right to participate in all ASC function and activities
- The privilege of holding ASC offices unless restricted by the ASC Central Committee and the ASC advisor unless restricted by the ASC Central Committee, the ASC Constitution and By-Laws, or by George Fox Administration

Article 6. Structure

Section 1. Central Committee

The primary governing body of the Associated Student Community shall be Central Committee, composed of the following members:

- President
- Executive Vice President
- Vice President of Finance
- Vice President of Representation
- Vice President of Commuter Life
- Vice President of Multicultural Life
- Vice President of Activities and Programs
- Vice President of Marketing and Communication

Section 2. Standing Committees

The following standing committees shall accompany the Central Committee:

- President's Committee
- Executive Vice President's Committee
- Vice President of Finance's Committee
- Campus Representatives Committee
- Commuter Life Committee
- Multicultural Life Committee
- Activities Committee
- Marketing and Communications Committee

Article 7. Amendments

Section 1. Conditions

The Constitution of the Associated Student Community must only be amended under circumstances where:

- Emerging technology, culture, or circumstances deem the Constitution irrelevant or inefficient
- The ASC is unable to effectively serve the student body with immediate needs
- A signed petition of 20 percent of the student body is turned in, urging Central Committee to vote on a proposed amendment

Section 2. Procedure

Amendments to the Constitution must be proposed to the Vice President of Representation to be reviewed by the Campus Representatives Committee.

- A vote of two-thirds of the total members of the Campus Representatives Committee is required to recommend the proposed amendment to Central Committee.
- The proposed amendment requires a two-thirds vote of the total members of Central Committee to be passed and amended into the Constitution.
- Proposed amendments shall become effective immediately upon adoption, unless otherwise stated in the proposed amendment.

The Vice President of Representation shall keep an official record of the Constitution, By-Laws and accompanying documents in their most current form. In addition, he/she shall keep a record of all previous versions of the Constitution and By-Laws from the current academic year.

Article 8. Adoption

Section 1. Conditions

- Any amendment to the constitution that affects over 10% of the current constitution's sections per semester shall be deemed a new constitution.

Section 2. Procedure

To adopt a new constitution the following steps must be taken:

- A vote of two-thirds of the total members of the Campus Representatives Committee is required to recommend the proposed amendment to Central Committee.
- The proposed amendment requires a two-thirds vote of the total members of Central Committee to be proposed to the student body.
- A school wide majority vote is needed to pass the proposal and effectively pass the new constitution.
- Proposed amendments shall become effective immediately upon adoption, unless otherwise stated in the proposed amendment.

By-Laws of the Associated Student Community

Article 1. Procedures

Section 1. Meetings

Robert's Rules of Order Revised shall be the standard operating procedure in Central Committee and the Campus Representatives Committee.

Any student, administration, faculty, and/or staff are allowed to be present during all meetings of the Central Committee.

Section 2. Voting

The standard vote shall be a majority of the members of the committee, unless otherwise noted in the Constitution or By-Laws. If a member of a committee decided to abstain from a vote, their presence shall contribute to a quorum. However, their vote shall not be counted as affirmative or negative.

- Each Central Committee member will have one vote.
- The President will not vote except in case of a tie.
- Before approved actions take place, the Campus Representatives Committee must approve all minutes and rulings.
- Electronic votes must follow the same policies.

Article 2. Central Committee

Section 1. Duties

The duties of the Central Committee shall be to:

- Approve the budget formulated by the Finance Committee
- Form mandates and resolutions regarding ASC
- Serve in an advisory capacity to all other ASC bodies
- Promote intercollegiate relations
- Act on matters submitted to Central Committee
- Have the power to:
 - By two-thirds vote reverse any action of a standing committee
 - By a majority vote refer and evaluate any Central Committee member's actions and contribution to ASC
 - Initiate action on any matter it wishes to have considered by the student body
 - By a majority vote, refer any matter considered by Central Committee to the student body
- Hear all campus initiatives involving:
 - A waiver of the Constitution By-Laws, or standing rules
 - An unbudgeted expense or budget transfer of over \$250
 - A conflict with any official previous action of ASC

Article 3. Campus Representatives Committee

The members of the Campus Representatives Committee shall include the Vice President of Representation, two multicultural representatives, two international representatives, four commuter representatives and nine area representatives (Pennington, Suites, Coffin, Edwards, HMS, Brandt, HAW, HAN and HAE).

The duties of the Campus Representatives Committee shall be to:

- Approve the constitutionality of all Central Committee minutes. If any Central Committee action is deemed unconstitutional, the Campus Representatives Committee shall be empowered to veto that decision and formally call a meeting within three days
 - Majority vote among both committees will decide the outcome of the ruling in question
 - A quorum is needed to take the vote
 - The ASC governing body President does not vote unless in the instance of a tie
- Approve and facilitate the funding of Community Life Fund events
- Approve and facilitate the funding of Academic Pursuit Fund
- Approve and facilitate the funding of Social Responsibility Fund
- Make sure that the Constitution is being upheld in all functions and decisions of all ASC governing bodies
- Review and vote on any proposals to amend the Constitution and By-Laws of the Associated Student Community
- Vice President of Representation is a non-voting member except in the case of a tie
- Maintain the Elections Manual as an authoritative document for all ASC elections. Central Committee shall approve the Election Manual before the second week of fall semester.

Article 4. Eligibility for Appointment to Lead Standing Committees

- See Hiring Manual

Article 5. Initiatives, Referendums

Section 1. Campus Initiative

Any member of the ASC who desires to bring a matter before the student government for consideration must:

- State the purpose of the proposal
- State who is sponsoring it
- Submit a written proposal signed by at least 20 percent of the ASC to the appropriate governing body for consideration

If the campus initiative involves an amendment to the Constitution, By-Laws, or standing rules, the written proposal shall:

- Be signed by at least 20 percent of the ASC
- Be submitted to the Vice President of Representation

Section 2. Campus Referendum

If any member of the student body wants to have any action of any ASC governing body subjected to a campus vote, he/she shall:

- Submit a written proposal specifying the action to be voted on by the ASC governing body, and signed by 20 percent of the ASC to the Vice President of Representation within one month from the time the decision being contested was made

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

The Elections Committee shall administer referendum elections.

To pass there must be:

- A simple majority (51 percent) of votes in the election except when the question involves constitutional amendments
 - A two-thirds majority of the votes cast will be required in order to pass a constitutional amendment. This number shall be a majority of the total student body.

Article 6. Recalls and Provisions

Section 1. Recalls

Presidentially Initiated Recall

The ASC President, in conjunction with the Vice President of Representation, and the ASC Advisor, shall remove from office any member of an ASC governing body who fails to:

- Remain in good academic standing
- Carry a full-time class load
- Stop co-curricular activities as requested in writing
- Keep good standing with the Office of Student Life
- Have fewer than three unexcused absences from that governing body's meetings during any one school semester
- Meet expectations indicated on the signed volunteer agreement

In the case of the President failing to meet these requirements, the Vice President of Representation in conjunction with the ASC Advisor will remove him/her from office.

In any case of removal from office, a formal letter will notify the offending member of ASC government.

- The President will issue a written warning to an officer at least one time before taking action to remove him/her from office.

The Central Committee may, by a two-thirds vote, override any recall decision of the President.

- Any ASC committee member may be recalled by a two-thirds vote of the ASC Central Committee.
- Any ASC committee member who falls out of good standing with the Office of Student Life may be asked to resign by the ASC Advisor

2. Campus Initiated Recall

If any member of the student body wants to have a member of the Central Committee subjected to a recall vote, he/she shall submit a petition, signed by 20 percent of the ASC, demanding the recall of that Central Committee member, to the Vice President of Representation.

The Campus Representatives Committee shall:

- Serve a written warning to warn an officer or representative one time before recalling him/her
- Give anyone subject to recall a hearing notice before taking action
- Notify anyone facing recall at least three days in advance as to the time and location of his/her recall hearing

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

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

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

Section 2. Provisions

- If the office of ASC President becomes vacant, the ASC Executive Vice President will become President.
- If the offices of both ASC President and Executive Vice President become vacant, the Vice President of Representation will become acting President until a special election is held to fill the vacant positions within two weeks of the vacancy.
- If the office(s) of ASC Executive Vice President, Vice President of Finance, Vice President of Representation, Vice President of Commuter Life, Vice President of Multicultural Life, Vice President of Activities and Programs, or Vice President of Marketing and Communications become(s) vacant, the ASC President must nominate an eligible member of the ASC to fulfill this vacancy.
 - A nominee must be presented to the Central Committee no later than three weeks after the position becomes vacant.
 - This nomination must be ratified by a two-thirds vote of the Central Committee.
 - In the event of the Central Committee failing to ratify the first nominee, the ASC President is responsible for presenting a new nominee by the next meeting of the Central Committee.
- 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.
- If during a student's term, he/she is determined by the ASC President and ASC Advisor to be overcommitted in any co-curricular activities.
 - The ASC President shall:
 - Request the student, in writing, to cease participation in the co-curricular activities so that they might focus upon their ASC office position.
- In the case of the ASC President being overcommitted as determined by any Central Committee member, he/she may ask for a quorum of the Campus Representatives Committee in support of such a decision.
- If a quorum in support of such a measure is reached
 - The Vice President of Representation shall:
 - Request, in writing, that the President cease involvement in the co-curricular activities so that he/she may focus upon his/her ASC office position.

Article 7. Rulings and Appeals

Section 1. Rulings

- All Campus Representatives Committee rulings must be posted on the ASC website (asc.georgefox.edu).
- The Campus Representatives Committee shall include a majority opinion and any minority opinions with a ruling if the matter is a proposed amendment of the Constitution, By-Laws or standing rules.
- The Campus Representatives Committee may render a decision "with objection" at any time that the Constitution, By-Laws or standing rules for a decision on an appeal or recall that the court, by a two-thirds vote, considers unwise and unjust.
- The Campus Representatives Committee may postpone the effective date of this decision for a stated period not to exceed four weeks to allow affected parties to initiate remedial action.

Section 2. Appeals

- Any student may appeal the constitutionality of decisions made by an ASC governing body to the Campus Representatives Committee.

Article 8. Budgeting and Finance

Section 1. Finance Committee

The members of the Finance Committee shall include the Vice President of Finance, Vice President of Finance Assistant, President, Executive Vice President and the ASC advisor.

- The duties of the Finance Committee shall be to:
 - Control the finances and assets of ASC
 - 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
 - Prepare and present the final ASC budget to Central Committee for approval by the fifth week of fall semester
 - Meet once per semester

Section 2. Student Fees

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

Section 3. Budget Preparation and Adjustments

- Any individual or group requesting ASC funds shall complete an itemized budget with regards to dollar amounts and details of planned expenditures to be submitted to the Finance Committee.
- The Finance Committee shall formulate the preliminary budget and final budget according to the timelines and guidelines described in the duties of the Finance Committee.
- Any expenditure over \$250 that has not been approved in the final budget must be brought to Central Committee for approval.
- All budget requests shall be reviewed by the Finance Committee.
- Transfer of budgeted funds:
 - The Vice President of Finance shall have the power to transfer \$250 or less from one budgeted area to another in the event that such a transfer becomes necessary.
 - Any budget transfers above \$250 shall be approved by Central Committee and the ASC Advisor.
- A contingency fund shall be made to cover unbudgeted expenses, which is to be designated by the Vice President of Finance.

Section 4. Accounts and Auditing

- The ASC fiscal year shall be from July 1 through June 30.
- All accounts of ASC shall be accessible through the George Fox University Office of Financial Affairs.
- The Finance Committee shall have the ability to have the ASC books audited by a George Fox University controller or otherwise qualified third-party accountant.

Section 5. Funds

- The Executive Vice President is responsible for providing applications and communicating with applicants for the Student Project Fund.
- The Vice President of Representation in conjunction with the Campus Representatives Committee is responsible for providing applications and

communicating with applicants for the Academic Pursuit Fund, Community Life Fund, and Social Responsibility Fund.

Section 6. Residence Life funding

- The ASC Finance Committee shall designate to the Office of Residence Life a dollar amount to be used for the current academic year.
 - Residence Life shall not receive a larger portion of the fund unless determined by the ASC Central Committee and the ASC Campus Representatives Committee.
- Residence Life will provide a breakdown of the expenses made at the end of each semester to ASC Central Committee; this breakdown will also be reviewed by the Campus Representatives Committee.
- Residence Life may apply for extra budgeting in the event that the original budgeted amount is used up.

Section 7. Spiritual and Intercultural Life funding

- The ASC Finance Committee shall designate to the Office of Spiritual and Intercultural Life 10% of their budget as a tithe during the Fall and Spring semester.
- The SpIL Office shall have full authority over the budgeting, allotment and disbursement of the budget.
- The SpIL Office will provide a breakdown of expenses made at the end of each semester to ASC Central Committee.

Article 9. Chartered Student Clubs

Section 1. ASC Student Clubs Policy

- Every member of ASC has the right to start a club
- Every club has the right to propose a budget
- See Clubs Manual



Student Clubs Manual
George Fox University
2015-2016

Updated 10.2.15

Welcome from Associated Student Community!

We are excited that you are interested in making a difference within the George Fox University community through a student club. You have the unique opportunity to gather students who have common interests and help to create a sense of community within the university. We applaud you for your willingness to give of yourself to others and assure you that your investment of time and energy this year will have a profound effect in the lives of the students in your club and in the Fox community.

This packet is designed to be a resource guide for students who are interested in starting a club on campus as well as for those who are already in club leadership. It is filled with practical insights on everything you will need in order to successfully run a student club within the George Fox community:

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The ASC Clubs Director will be your primary liaison with ASC in matters ranging from facility requests, club funding and club development.

Blessings on your endeavors,

Associated Student Community

Becoming a Club

Clubs offer a unique opportunity for those with similar interests to come together to learn, grow and find community. This section contains information for those interested in starting a club, requirements for clubs at George Fox, responsibilities of ASC clubs, and the privileges that come with being a university-recognized club.

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Registering for Official Recognition

All student clubs desiring to be officially recognized as a club by George Fox University are required to register with the ASC Clubs Director.

The following are ideas for types of clubs:

- Athletic
- Hobby
- Political/Philosophical
- Spiritual
- Academic/Career
- Ethnic/Cultural

Requirements for Official Recognition

All student clubs must follow these application guidelines:

1. Application Form
2. Information Form
3. Advisor Verification Form
4. Student Leader Agreement Form
5. List of Current Members
6. Dues/Income Agreement Form
7. Student Body Approval Form
8. Club Constitution
9. Detailed Budget
10. Advisor Agreement Form (if club is changing advisors)
11. Release of Liability Forms (for clubs participating in any form of physical activity, i.e. club athletic teams)
12. Club Renewal Form (to be completed at the end of each spring semester should clubs wish to continue the following year)

Clubs must also meet the following criteria in order to be considered for official recognition by the university:

- A Club must consist of at least three offices. Typically: a President, Vice President, Treasurer, and/or any other officers deemed necessary.
- A Club must hold regular meetings, at least once per month.
- A Club must have a current full-time faculty or staff advisor. If a part-time faculty member wants to help with the club, a full-time faculty member will have to still be the club advisor.
- It must have a clearly stated mission and purpose statements consistent with the university's mission and vision statements.
- It must have a current constitution, approved by ASC.
- It must include a current list of officers, members and advisor(s), including names, box numbers and email addresses.
- With the exception of groups registered as competitive – “club athletic or academic” teams requiring a tryout process – clubs and organizations must be open and accessible to all undergraduate George Fox students regardless of race, color, national origin, gender, age, economic status or physical ability.
- To become a Chartered Club, a Chartered Club application packet must be submitted to the ASC Clubs Director for approval from the ASC Advisor.
- Clubs with fewer than 5 members are not eligible for chartered status.

Once approved by the ASC Advisor, applications will be submitted to the ASC Central Committee for a two-thirds vote on approval of charter status.

If approved by Central Committee, the club will be considered a Provisional Club for the rest of the year, with all the benefits of a Chartered Club. However, the Provisional Clubs will meet with the Clubs Director monthly. At the year-end review, Provisional clubs will have the opportunity to become Chartered Clubs. Chartered Club will be permitted to function for one year and have continuing Chartered Club status and its privileges.

All current Chartered and Provisional Clubs are subject to annual evaluation and will be required to submit a Club Renewal Form to the Clubs Director by the end of the first full week in February.

The Clubs Director will then review each club and their application packets and compile a report with his/her recommendations and/or reservations about each respective club.

Club officers are required to attend any meeting called by the Executive Vice President.

- Club officers will be given a minimum of one-week notice of any meeting.
- Failure to attend one of these meetings will result in the Club, at minimum, being placed on probation and, at maximum, being declared defunct.

Each Club 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 clubs to attend.

Each Club is required to fill out a Monthly Report Form and Monthly Reflection and submit it to the ASC Clubs Director.

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 Club being placed on probation, temporarily losing funding, and possibly being declared defunct.

This report will be issued to the Executive Vice President and be used in the recommendations of the Clubs to Central Committee.

Central Committee will discuss the report and evaluate the club's legitimate role as an official Chartered Club on the George Fox University campus.

Any Clubs that fails to turn in their renewal form by the deadline will automatically lose their chartered status and funding.

Clubs are required to advertise activities, meetings, etc. to the general student population, unless an Academic Club.

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

A Chartered Club president is required to attend individual meetings with the ASC Executive Vice President or Clubs Director.

Stipulations for Clubs Affiliated with External Organizations

- All decision-making power of any club affiliated with an external organization must lie with the student officers, not with the external affiliate.
- Club officers must submit a copy of the affiliated group's bylaws, constitution, charters, or founding documents along with their club application.
- The Director of Student Involvement has right to deny a club's affiliation with an external organization should the organization fail to reflect the university's mission, the community standards, or liability concerns.
- All external organizations' recruitment and hiring processes or membership requirements must adhere to George Fox University's non-discrimination policies.
- If member dues are required, the club must email the Clubs Director.

Inactivity

- If a club becomes inactive for the length of two semesters or paperwork is not submitted in that same time span, the club will be considered officially inactive.
- The club President will be notified prior to being declared inactive.
- If the club loses its charter, that club will be eligible to submit a renewal form for provisional status within a week of losing its charter.
 - If the club fails that deadline, it will automatically become defunct.

Declaring a Chartered Club Defunct (post-renewal period)

- If, in the estimation of a Central Committee member, a Chartered Club fails to meet the bylaw requirements, he/she shall bring the Chartered Club before the Central Committee for review.
- The Central Committee, by a two-thirds vote, may declare a Chartered Club defunct or place the club on probation and direct the Clubs Director to develop a plan of action for the club to meet requirements.
 - The decision of the Central Committee may be appealed by a proposal of two (2) members of that particular Chartered Club to the Central Committee.
 - The Central Committee must hear appeals within two weeks of its submission.

- Defunct Chartered Clubs will be allowed to apply for Provisional Club status within a week after the Central Committee declares them defunct; otherwise they will be defunct.

Responsibilities of Student Clubs

ASC-chartered clubs and club officers are held to the following responsibilities:

- All clubs are responsible for respecting the policies listed in the Community Standards and this manual.
- Clubs must operate in a way consistent with the university and ASC's mission and vision.
- The Director of Student Involvement has the right to deny the recognition and formation of a club based on the university's mission, the community standards, or liability concerns.
- A student club and its officers may be held collectively and/or individually responsible when violations of this code occur either during an event sponsored by the club or by an individual representing or associated with that club.
 - The following sanctions may be imposed upon clubs: warning, reprimand, probation, loss of privileges, other educational sanctions, or deactivation. Deactivation includes a loss of all privileges, including university recognition for a specified period of time. Individual students are subject to other sanctions as described above.
- Officers must maintain an active program and fulfill the purpose of the group as stated in their constitution.
- All clubs must maintain accurate records of income and expenditures. Failure to do so jeopardizes the club for being eligible to receive funding from ASC.
- Club officers are responsible for maintaining a balanced budget. Financial statements will be available. Contact the Clubs Director for more information
- If a club has a negative balance the Clubs Director will notify them.
- Clubs that consistently have a negative balance will be subject to sanctions from ASC, including, but not limited to, decreased funding, educational sanctions or deactivation.
- All clubs must consult their advisors prior to making any contractual agreements (i.e. speakers, bands, services, etc.) or releasing any publicity that commits the use of university facilities.
- All club members assume full responsibility for all facets of sponsored events, from planning to clean up after the event has occurred.
- All off-campus events require a student activities log.
- All clubs are required to participate in the fall and spring Club Fairs. This is to be used as a venue for recruitment, fundraising and other promotional activities.
- Clubs are expected to inform the advisor of all meetings, planned events and club vision.
- Schedule specific times to consult with the club advisor.

NOTE: Student clubs that fail to maintain the "Requirements for Official Recognition" once they are registered or fail to meet the responsibilities listed are subject to revocation of official recognition for the remainder of the academic year and future academic years.

Privileges of a Registered Student Club

Registering a student club offers a number of benefits for student groups. Not only are groups allowed to program events on campus, but they are also allowed to apply for funding. See below the benefits of registering your student group.

- Official recognition by the university
- Use of the name of the university in the identification of the club and the sponsorship of activities and
- Use of university facilities and services equipment. Ability to reserve rooms for meetings through the Office of Event Services.
- Ability to organize activities, events, meetings, etc. on campus
- Use of campus publications and designated bulletin boards for publishing activities on campus
- Privilege to post and distribute materials on campus in accordance with university posting policy
- Option to request funding from the Associated Student Community
- Eligibility to participate in the Club Fairs (fall/spring)
- Recognition of club on the ASC website
- Cooperation and support with the ASC Vice President of Activities and Programs and Clubs Director and Executive Vice President
- Inclusion in the George Fox University Handbook and website
- Access to and inclusion on the ASC Master Calendar for scheduling activities.
- Access and support of the ASC Marketing and Communications Committee.

Role of the Advisor

While ASC is here to support you in any way that you need, your main source of support should be your Cub Advisor. This section will detail the role of the advisor as well as provide ways that you can connect with your advisor to meet the needs of your club.

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Advisor Responsibilities

The advisor role within a student club offers university faculty and staff members the opportunity to impact George Fox students in a unique setting. Though the role requires a small level of time commitment, the rewards are immeasurable. The Club Advisor assumes a mentoring and informational role for the club in the following ways:

- Assist the club in identifying its goals and aid the members and officers by clarifying their responsibilities within the group
- Give final approval on funds spent for club purposes
- Promote positive relationships between university representatives and students
- Focus on developing the leadership skills of club officers
- Serve as a resource person for alternative solutions to problems and to help resolve problems and issues confronting the club
- Although ASC encourages advisors to be actively involved, clubs exist to empower students as leaders. An advisor's role is to support and guide, not to supervise. Ultimately, club officers and members should have the power to make competent and well-informed decisions on behalf of club members.

Advisors must notify the Director of Student Involvement, Executive VP and Clubs Director if, for any reason, they are unable to continue with their responsibilities.

Responsibilities of the Club to the Advisor

Club advisors may be a club’s greatest resource. Here are some things to consider that will help you cultivate the club/advisor relationship:

- Establishing and sharing a job description for the advisor that clearly defines their responsibilities and anticipated lines of communication
- Notifying the advisor of all meetings, activities and programs
- Meeting with the advisor to discuss club issues/ideas
- Consulting the advisor prior to making significant changes to the structure of the club
- Consulting the advisor when any significant club policy changes are made
- Allowing the advisor to share their thoughts and ideas
- Considering all advice and guidance provided with an open mind and a sincere interest for improvement of daily operational and special event/activity needs

Club Funds

One of the most apparent privileges of being an ASC Chartered Club is the ability to receive funds. This section will help you understand our funding policy, explain the funding proposal process, provide information on how to raise funds, and assist you in accessing your account and using the university’s finance forms.

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Funding from ASC

Criteria for funding includes, but is not limited to:

- Activities and events in the past
- How much of the student population does the club directly affect
- What types of events the club organizes and executes
- How many events the club has historically put on
- The cost of past activities (no more than three years prior) and events organized by the club
- Funds will not be available until the start of the school year. No funds will be distributed during the summer months. Any expenses incurred during the summer will not be reimbursed.

Funding Policy

Clubs must complete objectives for either Provisional Club or Chartered Club to receive funding.

- All new clubs will be on a provisional status for their first semester.
- All potential club presidents must schedule a meeting with the clubs director,

- Only officially recognized student clubs may propose for club funding (clubs are not required to propose for funding).
- Clubs must participate in both the fall and spring Club Fairs in order to be considered for funding.
- Club advisors must confirm that they agree to their responsibilities for the year before funding is approved.
- Club Presidents must attend any meetings called by the Executive Vice President in order to be considered for club funding.
 - If a club president cannot attend the vice president must attend
 - If neither the club President nor Vice President can attend, prior arrangements with the Clubs Director must be made to accommodate their absence.
- Requested amounts are not guaranteed.
- Clubs will be granted a maximum amount based upon the previous year's average attendance
- Any external affiliation that requires dues must contact the Clubs Director for specific instructions

ASC will not fund the following items:

- Meals at expensive restaurants
- Costly equipment
- Luxury goods
- Elaborate parties
- Activities that only benefit a small number of students
- Funds for individual officer use
- Hiring staff
- Lodging
- Clubs who have a budget line within an existing George Fox department must prove that they need additional funding in order to function to receive funds from ASC.
- ASC will not fund monetary prizes. If a club wishes to give students a prize, the prize must in some way foster community.
- There is a \$100 limit on T-shirts, \$30 on advertisement, \$50 on transportation costs per trip.

Athletic Clubs

Any athletic club requesting above \$1,000 will be subject to:

- \$2,000 per semester limit on league dues, equipment, referee payments, field lining, etc.
- Showing proof, through Club Advisor, that equipment is properly stored from year to year and that new equipment is needed in order to receive funding for additional equipment.
- Understanding that these funds are based on average trends of funds previously granted to existing athletic clubs. Total amounts are not guaranteed.
- Operating with the understanding that funding requests for events or purchases that have already taken place before club funding will not be considered, nor will that money be reimbursed with this exception:
 - Any financing that was required before club funding (i.e. league dues for sport clubs or registration fees for national organizations)
- Maintaining their own budget
- Understanding the club will not be reimbursed for expenses exceeding approved allotment.

- Understanding club may become ineligible for future funding allocation if it does not abide by the Funding Policy.
- Having funds possibly withheld if any of the application requirements are not completed.

How to access your Club Accounts

Navigating the channel of paperwork to use your club accounts can be confusing and off-putting, but it is not as hard as it appears. Here are a few tips to deal with accounting forms:

- Expect to wait up to three to four weeks before you receive your money back if doing a Expense Reimbursement Form.
- The VP of Finance or the Finance Assistant will email you if they encounter problems with your form.

There are four general ways of paying for club events or other needs:

- Cash advance
- Expense Reimbursement Form
- Check request
- Petty cash

Event Planning

As a club you have the opportunity to create community on campus through event planning. Event planning can be difficult, but it is rewarding! This section will provide resources for you to plan effective and fun events, help you advertise your events, give information on university policies that apply when planning events, and help you evaluate your events to make them better in the future.

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Event Planning for Clubs

Planning an on-or off-campus event for the George Fox community can be a lot of fun, but also a lot of work. In the process, event planners have an opportunity to develop their leadership skills, learn to work with others in a team setting, and develop other skills that will help them in future professional endeavors.

Event Planning:

If your club is planning an event, follow these simple steps to make sure your event is a success:

- Check the [University Calendar](#) for a list of scheduled university events to make sure your event won't be competing with any large-scale campus event.
- Determine the purpose, date, time, target audience and a contact person for your event.
- Consult with your advisor on the event, and consult the current Club Director to see if they can be of help.
- Reserve any facilities on [25live. Tutorial](#)

- Publicize throughout campus. The most effective way to publicize is through word of mouth. If you would like consultation for marketing, please contact the Clubs Director.

Following these steps will help you and your club have an event that will not only benefit your group, but it will also allow for other students to be aware of what your club is all about. If you need help with any of these steps, do not hesitate to contact the ASC Club Director.

Advertising and Selling on Campus

The University does not allow posting or distribution of any materials that are contrary, in appearance or content, to the Lifestyle Standards or policies outline in the student handbook. The decision of the Dean of Community Life, or his/her designee, on these issues will be final. Student life will not allow students to sell tickets or advertise for non-George Fox-sponsored events without approval from the office of student life.

In addition, the following agencies, organizations, or persons will not be allowed to advertise or solicit on the George Fox campus through any means:

Day care services; credit card companies (except for those offered by banks during Welcome Weekend); political groups or organizations not sponsored by a George Fox department or recognized student club; religious or other groups not in accord with the mission, vision and doctrinal statement of the university.

Posting Policy

Club advertising on campus must abide by the George Fox Student Handbook's posting policy.

Things You Need to Know About Posting

- All student fliers/posters must be approved by a member of ASC Central Committee.
- Absolutely no staples allowed.
- Post only on bulletin boards and approved locations on campus
- You **must** take down your fliers when your event is over.
- Do not cover other person's fliers that have not yet expired with your own or it will be removed immediately.
- Only one flier/poster per bulletin board per club
- No commercial advertising, selling or solicitation of any kind allowed.
- Please post on every other board. Fliers do not need to be on every board.
- Leave room for others to post since our boards have limited space.
- Please make posters 11x17 inches

Solicitation/Selling On Campus

To ensure the safety and privacy of all residents, solicitors (including students) are not permitted to canvass or market any product on campus without prior approval from the Manager of the Bookstore, which controls all commercial sales on campus. Solicitors are never allowed into residence facilities, including apartment complexes.

Items sold as part of fundraising for George Fox departments or registered student clubs or organizations are allowed, as long as university protocols are followed. However, food sales as fundraisers are limited: health department regulations require that food sales either be pre-packaged or sold by a registered, approved food vendor. Additionally, students may not operate multi-level marketing/businesses or sell merchandise or solicit subscriptions/services (i.e. Mary Kay, Avon, Pampered Chef...) anywhere on university property. Contact the Club Director for more information

Political Advertising

For additional information on political/partisan soliciting and posting, please contact the Clubs Director.

Policy for Student Use of George Fox Branding

Individual students, or groups of students not recognized as official clubs or organizations by ASC or Student Life, may not use George Fox's name, address, logos, signatures, athletic logos, seal, any other university marks, letterhead or business cards.

Groups of students recognized as official clubs or organizations by ASC or Student Life may create their own letterhead, business cards and other identifying materials using the words "George Fox University" and their own logo.

These groups may use George Fox's letterhead when representing the institution in an official capacity, with prior permission and approval of the content of this communication, from the ASC advisor and then the Office of Marketing Communications.



Elections Manual
George Fox University
2016-2017

Elections Manual

Election of Officers

- a) Eligibility:
 - i) Candidates for election to Central Committee must have attended George Fox University at least one full semester prior to election. Candidates for Central Committee may be either full-time or part-time students during the election and their subsequent term of service. The Central Committee and the ASC Advisor must approve any exception.
 - ii) No one can concurrently hold any two-campus government/leadership positions unless approved by the Central Committee.
 - iii) A student is considered ineligible for any Central Committee position if they are determined by the ASC President or ASC Advisor to be over committed in a co-curricular activity (e.g. varsity sport, student teaching, Players, Residence Life, etc.) or if determined to have an insufficient GPA by Residence Life. The Central Committee must approve exceptions to this.
 - iv) A student must be currently attending George Fox University from its Newberg campus during the time of elections and must be taking a full load (at least twelve credit hours).
 - v) Students applying for ASC positions understand they are consenting to have their good standing status checked with the Student Life office.
- b) Nominations:
 - i) Each candidate for an ASC Central Committee office must be nominated by a petition bearing the signatures of at least ten percent of the ASC.
 - ii) Petitions for Central Committee offices will be submitted to the ASC Vice President of Representation at least two weeks prior to elections. The Vice President of Representation, acting as Elections Committee Chair, under advisement with the ASC Advisor, will determine the eligibility of all candidates for ASC Central Committee elected offices. If the candidate is questionable (low GPA, has more than ten work study hours, is working off campus, or is over committed in other co-curricular activities) the Vice President of Representation will bring these candidates before Central Committee for a vote. A three-fourths vote of Central Committee is required for the candidate in question to run for office. If a member of Central Committee is running for re-election, they will not be able to vote on a possible candidate's eligibility. Should the Vice President of Representation be running for re-election the Executive Vice President will fulfill the above-mentioned responsibilities. If the Executive Vice President is unable to fulfill the responsibilities, he/she may appoint another member of Central Committee to do so.
- c) The offices of ASC President and Executive Vice President will be elected on a single ticket, as running partners.
- d) All candidates running for Commuter Life must be a commuter the semester they are running.

Elections

- e) The ASC Elections Committee will:

- i) Be composed of the ASC Central Committee members, the Campus Representatives Committee, and the ASC Advisor. Any member running for re-election may not serve on the Elections Committee. The ASC Vice President of Representation will serve as the Elections Committee Chair.
- ii) Plan, publicize and execute all ASC elections (duties shall be performed by the Campus Representatives Committee. The Central Committee members and the ASC Advisor will supervise). Speeches and order of name as seen on the ballot will be listed alphabetically by position.
- f) Petitions for all ASC Central Committee offices shall be available no later than the first week of March.
- g) The Central Committee general election shall be held no later than the Wednesday before spring break.
- h) ASC Central Committee elections will be held by open ballot.
- i) No campaigning may be done earlier than two weeks before the election. The candidate must be approved by the ASC Advisor before he or she becomes eligible to campaign.
- j) 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.
- k) 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.
- l) 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
- m) A write-in candidate, if eligible, may be elected by a simple majority of the votes cast for that office.
- n) If no candidate establishes a majority vote for an office, the candidate (write-in or otherwise) with the most votes for that office, and who has a ten percent margin over the second place candidate for that office in question, will be declared elected.
- o) In the event that three or more candidates are on the ballot, or there is a write in, the candidate receiving the highest percentage of votes shall be declared elected.
- p) The Elections Committee Chair shall announce all ASC Central Committee elections within twenty-four hours of all the candidates accepting their positions to the student body. If the Vice President of Representation runs for re-election, the Election Committee shall appoint a member of the committee to notify the student body.
- q) 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.
- r) 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.

- s) The method of challenging an election, thereby charging that fraudulent or irregular procedure existed at the time of the election, therefore making impossible a correct count of the ballots even in the case of a recount shall be as follows:
 - i) A petition for challenge must be submitted to the Vice President of Representation by the candidate stating the specific election in question and the basis for challenge.
 - ii) The Campus Representatives Committee shall be called together by the ASC Vice President of Representation for the purpose of reviewing and determining the merit of the candidate's charge(s). The ASC Advisor is to be notified and in attendance at the time of review.
 - iii) The Campus Representatives Committee will issue its decision either nullifying the challenge or instructing the Elections Committee to call a new election for the position in question.
 - iv) This procedure must be completed between the time of the election and the date the term commences or the Campus Representatives Committee must issue a writ of injunction to prevent the challenged candidate from taking office.
 - v) Campus Representatives Committee decisions are subject to an appeal to the Dean of Community Life and/or the ASC Advisor by any concerned parties.
- t) Electronic means of voting and vote counting are permissible.

Election Rules

- a) The candidates running for President and Executive Vice President may not spend more than \$150.00 on their campaign. Any items donated toward the campaign count towards the \$150.00 limit. The candidates must submit a list of all items bought for, or donated to, the campaign. This list, along with the accompanying receipts, must be submitted to the elections committee by 12 pm on the last day of the election. These lists are available for public inspection.
- b) The candidates running for any other position may not spend more than \$100.00 on their campaign. Any items donated toward the campaign count towards the \$100.00 limit. The candidates must keep a record of all items bought for, or donated to, the campaign. This list must only be submitted to the elections committee if an opposing candidate files a grievance.
- c) No libelous or slanderous statements may be made about any other candidate. In addition, candidates may not lie about themselves or others to voters or to the elections committee.
- d) Candidates and their supporters may not knowingly campaign with fifty feet of users filling out their electronic ballots (computers, tablets, or phones). No campaigning in the library is allowed.
- e) Candidates may not perform any act of campaigning in the Associated Student Community offices during election season.
- f) Candidates and their supporters may not remove, damage, or relocate other candidates' campaign material.

Election Consequences

- a) Violation of rules 1-3 result in immediate disqualification from the election.
- b) For candidates who violate rules 5-7:
 - i) First violation will be a warning.
 - ii) Second violation result with a meeting with ASC advisor and may be disqualified by unanimous vote of the election committee.
 - iii) Third violation is immediate disqualification.

Office Seats

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

Oath of Office

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

Term of Office

- 1.1. All Central Committee Members will serve for a term of office having the duration of twelve months beginning at the end of the elected academic year.
- 1.2. 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.
- 1.3. The newly appointed positions will take office upon completion of the spring semester.

Amendments to the Elections Manual

- 1.1. The Elections Committee by a majority vote will approve or disapprove all amendments
- 1.2. Proposed amendments will become effective immediately upon final adoption unless otherwise stated in the text of the amendment
- 1.3. The Elections Committee shall be empowered to make any changes in the form of wording, spelling, grammar, or structure of the Constitution, By-Laws, or standing rules that it deems necessary to make it consistent in style with the rest of the

Constitution, By-Laws, or standing rules, as long as such changes do not affect the intent or meaning.

Welcome Central Committee!

Operations Manual

CONGRATULATIONS!!!! We are so happy to welcome you as you begin your new role on Central Committee.

- Your time in office will fly by very quickly- election process begins in January!
- Think about representation more than programming. The programming will happen, but representation is what should be most important.
- Focus on big picture student needs and how your position can benefit the student body as a whole, don't get stuck on small picture needs.
- ASC must have a committed Central Committee to succeed. There is a lot of work to be done and the student body is paying you to make things happen. Not following through, could cause you to lose your job.
- You are not expected to have all of the answers, please ask questions.
- Teamwork is very important in this job, work towards building trust.
- Stay away from conversations that are not honoring of other central committee members, if you have a concern please go to the person/people ASAP.
- You will not agree with everyone all of the time. This is okay.
- Be impeccable with your word.
- Don't take things personally.
- Don't make assumptions.
- Always do your best.

Amendments

During the spring of every year the newly hired Central Committee team, in conjunction with the prior year's Central Committee team, must review and make the changes that they see fit to the Operations Manual.

Job Descriptions

The President shall:

- Serve as the chairman and executive member of ASC
- Chair all Central Committee meetings and using Robert's Rules of Order Revised
- Be an advisory member of all ASC governing bodies
- Be empowered to appoint the Vice President as the President's representative at any meeting, function or activity the President is unable to attend
- Chair/organize all Student Leadership Forums or Town Halls
- Authorize expenditure of all funds of the ASC
- Work with Vice President as ASC student government's official representative to the administration and the community (i.e., University President's cabinet)
- Meet twice a month with the ASC Advisor
- With ASC Vice President, meet regularly with the Vice President of Student Life and Dean of Community Life
- Select ASC student government representatives to serve on Faculty Committees
- Serve as a member of the ASC Finance Committee
- Speak at official University Functions (Board of Trustee meetings, Family Weekend, Welcome Weekend, etc.)
- Serve as a student representative on the Student Board of Appeals

- Meet at least twice a month with all Central Committee members
- Be a student Representative for the Undergraduate Admissions Committee and Academic Appeals Board.

The Executive Vice President shall:

- Assume official duties of President in his/her absence
- Assist the President in all capacities
- Serve as a student representative on the Student Board of Appeals
- Chair/organize the Student Project Fund Committee with the ASC President (meetings held once a semester)
- Work with President as ASC's official representative to the administration and the community
- Meet with the ASC Advisor and ASC President twice a month or as needed.
- With ASC President, meet regularly with the Vice President of Student Life, Dean of Community Life and ASC Advisor
- Serve as a member of the ASC Finance Committee
- Over see the Student Project Fund, making sure that projects are complete before term of office is over.
- Assist in meeting with students regarding the Student Project Fund
- Be a student representative for Undergraduate Scholarship Committee and the Academic Appeals Board
- Meet with Student Clubs Director Weekly
- Oversee Student Clubs Director and Student Clubs
- Present Student Clubs applications to Central Committee

The Vice President of Finance shall:

- Chair the Finance Committee
- Be in the office daily to process financial documents
- Oversee all ASC funds and ensure appropriate use and management of those funds through the Administrative Software Program (PeopleSoft)
- Supply Financial Affairs with appropriate check requests, deposits, and other financial information Responsible for W-4 and I-9 tax forms at beginning of year and when needed throughout the year.
- Supply names and pay amounts to payroll (month prior to last month of semester)
- Mail all outgoing letters and distribute check requests daily
- Meet with the ASC President twice a month to discuss financial status of ASC student government
- Work with advisor to continually update and improve record keeping
- Maintain all financial records
- Meet twice a month with the ASC Advisor
- Be a student representative for the University's Financial Aid Committee
- Mail financial statements to all ASC committees and student clubs within the first week of every month.

The Vice President of Representation shall:

- Chair the Campus Representatives Committee and the Elections Committee
- Call weekly meetings of the Campus Representatives Committee.

- Be responsible to see that all appeals, amendments, recalls, and questions of constitutionality brought before the Campus Representatives Committee are considered.
- Maintain the official copy of the ASC Constitution, By-Laws, and standing rules.
- Amend the Constitution and write in these changes when approved by both Central Committee and Campus Representatives Committee
- Plan, execute, (and publicize when needed) all ASC elections.
- Meet twice a month with the ASC Advisor.
- Meet twice a month with the ASC President.
- Be aware of student discipline policies and community issues.
- Serve as a liaison between students and administration on policy issues.
- Responsible for Providing applications and communicating with applicants for the Academic Pursuit, Community Life and Social responsibility fund.

The Vice President of Commuter Life shall:

The Vice President of Multicultural Life shall:

The Vice President of Activities and Programs shall:

- Chair the weekly Activities Committee meeting
 - Be responsible for all ASC activities, programs, and events
 - Be responsible for seeing that events are effectively publicized
 - Have a working knowledge of GFU dance policy and enforce the policy when applicable
 - Meet twice a month with the ASC Advisor
 - Meet twice a month with the ASC President
 - Communicate with other campus offices regarding activities
 - Maintain accurate records and files for all programs
 - Select coordinators through an application process
 - Hold monthly 1-on-1's with all activities directors
- The Vice President of Marketing and Communication shall:
- Chair the Communications Committee and Marketing Committee meetings
 - Hire the head of each of the four committees (The Crescent, Student Collective, KFOX, Marketing Committee).
 - Help each committee head hire staff
 - Assure that each of the Communications committees operates effectively.
 - Be responsible for seeing that events are publicized effectively.
 - Meet with Communications and Marketing committee directors every other week or as necessary.
 - Ensure the smooth coordination and teamwork of the Communications and Marketing committees with one another.
 - Lead a meeting of the Communications subcommittee heads at least once each semester.
 - Work with Communications and Marketing committee directors to develop the scope and quality and ambitions of their work.
 - Meet with the Tech Director bi-weekly
 - Meet twice a month with the ASC Advisor and ASC President.

President's Committee

- The President shall have the responsibility to hire an Office Manager to organize the ASC offices and assist in the daily functions of ASC. The Office Manager needs to be approved by the Central Committee
- The Office Manager is also responsible for taking the minutes at both, the Central
- Committee Meeting and the Campus Representatives Committee. Minutes need to be posted on the ASC website within three days of meeting.

Executive Vice President's Committee

- The Executive Vice President shall have the responsibility to hire the Student Clubs Director.
- The duties of the Student Clubs Director shall be to:
- Meet with the Executive Vice President regularly
- Ensure that all student groups shall meet requirements of Club Manual
- Organize Club Fairs for Fall (Serve Day) and Spring (Scholarship Competition) semesters
- Meet bi-monthly with Student leaders and/or advisors
- Assist new student groups through the application process
- Maintain accurate and up to date records for all Student Clubs
- Maintain the Club Manual as an authoritative document for all Student Clubs. Central Committee shall approve the Club Manual by the 4th week of fall semester.

Finance Committee

- The Vice President of Finance shall have the responsibility to hire a Finance Assistant to help in the day-to-day management of the budgets and financial procedures of ASC.

Campus Representatives Committee

- The members of the Campus Representatives Committee shall include the Vice President
- of Representation, Two Multi-Cultural Representatives, Two International Representatives, Four Commuter Representatives, and Eight area Representatives (PCWB (2), CoEd (2), HMS, HAW, HAN and HAE). The duties of the Campus Representatives Committee shall be to:
 - Approve the Constitutionality of all Central Committee minutes. If any Central Committee action is deemed unconstitutional, the Campus Representatives Committee shall be empowered to veto that decision and formally request that Central Committee refrain from any such action.
 - Approve and facilitate the funding of Community Life Fund events
 - Approve and facilitate the funding of Academic Pursuit Fund
 - Make sure that the Constitution is being upheld in all functions and decisions of all ASC governing bodies
 - Review and vote on any proposals to amend the Constitution and By-Laws of the Associated Student Community.
 - Maintain the Elections Manual as an authoritative document for all ASC Elections. Central Committee shall approve the Election Manual before the 2nd week of fall semester.

Commuter Life Committee

- To be determined based off of first year experience.

Multicultural Life Committee

- To be determined based off of first year experience.

Activities Committee

- The Activities Committee shall consist of the Vice President of Activities and Programs, the Blue Zone Coordinator, the Special Programs Coordinator, General Activities Coordinator, and Dance Coordinator. The duties of the Activities Committee shall be to:
- Plan and facilitate ASC special events and programs, including Mr. Bruin and Lip Sync.
- Plan and facilitate at least 6 dances, including the 80's Dance, Winter Formal Swing Dance, and Spring Formal.
- Coordinate BlueZone and other school spirit events.
- Plan and facilitate other general activities.

Marketing and Communications Committee

- The members of the Marketing and Communications Committee shall include the Vice President of Marketing and Communications, the Co-Crescent Editor-in-Chiefs, KFOX Station Manager, Student Collective Editor, Marketing Director, and Creative Director. The duties of the Communications Committee shall be:
- Meet twice a month
- Set a common goal and vision amongst all communication departments of ASC.
- Collaborate on interdepartmental projects and initiatives. The members of the Marketing Committee shall include the Vice President of Marketing and Communications, Creative Director, Marketing Director, Social Media Coordinator, Marketing Coordinator, Media Content Director, and two Graphic Designers. The duties of the Marketing Committee shall be:
- Create, publish and post event-marketing pieces for ASC, standing committees, and other ASC affiliated persons.
- Establish a punctual marketing calendar in regards to ASC publications in conjunction with the Activities Committee.
- Assist in all correspondence on behalf of the ASC Central Committee
- Brainstorm effective advertising methods to reach the student body

Professional Ethics

ASC student leaders bear a sizable responsibility for how students perceive George Fox University. They must maintain sound relationships with the students and the administration. The following considerations are important for effective performance with students, administration and fellow committee members. Please remember, this is a job.

1. In words and actions, abide by the Lifestyle Standards and Values, and all aspects as outlined in the Student Handbook.
2. Carry out to the fullest the responsibilities in which you have assumed as part of your leadership position. If you fall short because of outside activities, academic problems or personal problems, you should make adjustments by dropping some activities or by asking to be relieved of your leadership position.
3. Use good judgment in social relationships with students and other staff members. Avoid placing yourself in situations where your behavior, values or morals may be questioned.
4. You may receive confidential material and information from several sources. Be discreet. Information from other staff members and college administrators must be kept confidential.

5. Recognize the difference between consultation and gossip.
6. Disharmony among staff members, should it exist, is best kept within the staff. Suggestions and constructive criticism within the staff are the positive outlets.
7. Grouping is never appropriate. Seek out the person or office that can hear you out and deal with your complaint. Indiscriminate criticism of the administration, staff members or students damages morale and lessens the respect of others for you.
8. The student body has entrusted you with financial and material resources that require prudent stewardship. You should be able to open your budget records and explain where and why funds were issued. Inappropriate use of privileges or community-owned belongings for personal gain may result in being asked to resign from your position.

Office Procedures

Office Hours

The role of ASC is to represent the student body to the administration and the general public. In order to do this, the student body must have access to the student leaders, leadership offices, as well as the administration.

- Each Central Committee Officer must have a minimum of 10 scheduled hours per week.
- The ASC leadership offices should be open from 9 a.m. to 5 p.m., Monday through Friday. You must view yourself as an office at George Fox University and function as one.
- Your office hours should be used to plan, organize and complete paperwork.
- All offices must post their office hours as well, so the students may come in during those posted times to discuss any issues and concerns.

Card Access

Student IDs with card access to the ASC offices or other ASC areas should never be lent out. If a student needs access to an area, go with them and let them in. If you will be unable to accompany the individual, either arrange a new meeting time or find another ASC officer who may provide access.

- Always check the doors to make sure they are locked if you are the last to leave the offices.
- Lock up valuables in your desk, or an appropriate storage cabinet. Prevent theft by keeping important information or belongings locked up.
- Each person will be issued card access by the ASC Advisor.
- The President needs to keep records of everyone he or she issues card access to. Records should be checked with IT at the end of the year.

Access

- The key to the activities closet is located outside the communications hallway in a green box. You **MUST** return the key promptly after use.
- The Foxhole key is located outside the door to the coffee bar. Remember that the Foxhole is also owned by ASC so we need to keep it nice and clean. Do not use anything behind the bar without cleaning it up.

- You will need card access to enter the communication hallway. DO NOT place extra items in the communication hallway.

Cleanliness

- ASC offices should be kept in a clean, functional and presentable condition.
- This is not your home. This space is owned by all students, so please treat it with respect.
- If you eat in the space, you are responsible for your own clean-up.
- If you choose, you can have one set of drawers underneath the computers. Contact the Office Manager if you need help filing, or with other office materials.

Credit Card

- Should you not be able to submit a PO, request a check in time, or put money up for reimbursement for an event, please contact the ASC Advisor. There is a request form that must be filled out prior to using the ASC Advisor's George Fox University credit card. This card is issued in the name of the advisor and is to be used only with the advisor present. Please plan accordingly.

Customer Service

- If you are in the offices, be ready to happily answer random questions and provide assistance to students. Remember that this is their office, too, and it's your job to serve them.
- If a student is seeking information that requires an application, search the ASC website to find it.
- For outside vendors wanting to rent a table, use judgment to not allow solicitation companies to use tables, but they will still apply online.

Stamping Advertisements: *See "ASC Stamping Guide"*

Mail

- Office Manager is in charge of retrieving mail.
- Incoming mail will be placed in your box in the main ASC office.
- ASC mail can be sent by placing the appropriate cost center at the top right-hand corner of the envelope. There is an outgoing mail slot across from the bookstore.

Meetings and Events

- ASC Central Committee meets every week at a designated time. Come prepared with your computer and charger. If you wish to place an item on the agenda for an upcoming meeting, notify the president by 10 a.m. Monday morning. Be aware that emergency meetings may arise. Be sure to have your phone and email accessible at all times.
- Make a point to attend most ASC events. Your representation is key. *Know your limit, and take time off and take care of yourself and your schoolwork.*
- Notify the ASC Advisor and Central Committee when you will be missing an event.
- You have three "no questions asked" excused absences from weekend activities during the semester. Central Committee members may be fined for missing more than three meetings and events.
- You are required to meet with the ASC Advisor to update them on what you are working on twice a month. Before meeting, please fill out the "Individual Meeting" form. It is expected that you will take the lead on sharing during this meeting.

Staff Communication

Anytime a correspondence goes to another campus office, to the entire student body, or will function as a written agreement, a copy must go to the ASC President and ASC Advisor. This is so they are aware of what is going on in your department.

If you send a notice to the entire student body, post a copy in the ASC offices on the information board so other officers will be aware of what is happening. Officers will then be able to answer any questions regarding your program.

Other

- Throw away all garbage. Food items should not be in the main room or the center office. Perishable garbage items should be placed in the main garbage can or a garbage located in the Bruin Den. Large cardboard or other trash should be taken out to the dumpster area, as the janitorial will not pick it up.
- If you notice a supply that is low or missing, write it on the white board above the printer. The Office Manager will order new materials.
- If you have any questions, or have students that you don't know how to help, please contact the ASC Advisor.

Computer Guidelines

All computers are to be used for official business only.

Computers

- Computers are assigned to Central Committee members.
- Computers are not to be used for personal computing.
- If you have an issue with your computer, please contact the Tech Director.

Computer Software

- Do NOT under **ANY** circumstances load other software on the computer. ASC could get fined for having pirated programs or fonts.
- Do not add games or utilities
- Please do **NOT** alter the systems file of your computer.

Printer Guidelines

- The computer printer should not be used as a photocopier.
- You are not allowed to print your homework on ASC printers.

Financials

Financial Records

It is essential that we keep accurate financial records. We must have a receipt for everything we spend. We can be audited and fined if we do not have accurate records.

Any items from your account(s) that do not have receipts will be considered wages and is taxable income.

Each person managing a budget must maintain records.

Budget

Each student leader is required to develop a specific budget outline for each account by the third week of September for final budget approval. Ask the VP of Finance for examples. Each leader should maintain accurate budget records. There should never be an overdrawn account without prior Presidential approval.

- All expense over \$250.00 must be approved by the Central Committee and the ASC Advisor.
- All equipment purchases must be approved by the Central Committee and the ASC Advisor.

Bills

If your department receives a bill from an outside business, paper clip the bill and the return envelope. Indicate on the bill receipt "Please pay Account # _____, your signature." Return to the VP of Finance for approval.

Bills will not be paid unless indicated as above.

Gas Mileage

ASC will reimburse you for gas at the going gas reimbursement rate. Complete the top portion of the ASC gas mileage sheet and return it to the VP of Finance.

Stipend

A stipend is NOT a salary, however you may request your stipend to be paid early only if you wish to apply it to school-related expenses.

Contracts

Anytime ASC money is involved with outside businesses, campus offices or students, you must have a written explanation of the agreement or transaction. The ASC President and ASC Advisor must sign the contract and a copy of this agreement should be retained in the memo's sent/received section of your notebook.

If you are contracting with a business, it is essential that you record your contract expectations clearly. Do not assume the business will be clear on services provided. GET IT IN WRITING so if there are difficulties, we have proof. If the contract involves more than \$100, have the ASC Advisor check it over with you.

The Finance Office also must approve contracts in many circumstances.

The ASC Advisor must approve all contracts.

Recordkeeping and Files

Every ASC officer, editor and director MUST retain accurate records and files. This will allow future members to have a clear understanding of what needs to be done, what traditions to keep, and which programs to avoid.

1. Your notebook should be kept current. This will provide the most direction.
2. Files should be maintained in conjunction with your notebook. We want to provide accurate information for future leaders.
3. Official copies of the following will be maintained by the office manager:
 - Central Committee minutes
 - Constitution
 - Monthly reports

- Copies of all publications
- Program evaluations
- Personnel lists

If you have difficulty maintaining accurate files, please speak to the office manager. There is nothing more frustrating than having to reinvent the wheel.

Activities Proposal

Groups or individuals who wish to plan an activity or program with ASC (financial support from ASC) need to complete an Activities Proposal worksheet and submit it to the appropriate department head for approval.

- The department head should review the request to ensure that dates, etc., are acceptable and that they clearly identify the degree of involvement necessary by the department.
- As department head, **you** are responsible to see that appropriate procedures are being followed (receipts saved, program evaluation completed, and appropriate representation of ASC).

Program Evaluation Form

Each program completed by any office of ASC should be evaluated including the number of participants. This would include such things as events & programs, commuter events and multicultural events. This will provide future officers with direction in helping them learn from your program's strengths and weaknesses.

Conducting Meetings

ASC Central Committee and subcommittees are required to conduct weekly meetings. Meeting rooms will be assigned on a first-come, first-served basis and as availability permits.

Transacting business at a meeting requires a quorum of members who must be present for business to be legally transacted.

The ASC Advisor must also be present at the meeting for business to be legally transacted.

How to run an effective meeting:

Meetings are one of the most important areas for determining the success of the club. The following suggestions may help improve club meetings:

- Give notice of the meeting at least two (2) weeks in advance. Include the date, time and location of the meeting.
- Develop an agenda that is distributed to the membership.
- Hold the meetings in the proper physical setting.
- Designate a member to record the minutes of the meeting.
- Start on time and end on time.
- Give everyone a chance to become acquainted with each other (in a first meeting or one with new members).
- Conduct one piece of business at a time.
- Invite and facilitate communication.
- Be sure all members contribute to the discussion.

- Direct questions back to the group.
- Ask experienced or creative members to respond and seek input from new members.
- Don't be the focal point of the meeting.
- Keep the conversation focused on the topic and directed to an eventual solution.
- Summarize the discussion frequently.
- Concentrate on reaching decisions through consensus of the members.
- Delegate responsibilities to the members of the club.
- Clearly state the scope, nature, and time limits of the task.
- Be sure expectations are clear.
- Keep your meetings short, generally within 60 minutes. Members are more willing to attend if they know when the meeting will be over. If the meeting is likely to go beyond 60 minutes, be sure to include that in the agenda or meeting announcement so club members can plan their time accordingly. To eliminate confusion and to ensure maximum productivity in the allotted meeting time, always prepare an agenda.
- An agenda is a valuable organizing tool and a preparation list for the meeting.
- As an outline, the meeting's agenda contains the topics, issues or problems to be discussed.

The following is a typical agenda outline:

- I. Call to Order
 - Chairperson calls meeting to order
- II. Roll Call/Attendance
 - Roll call can be time-consuming but must be done for accountability. Use different methods like assigning seats, signing in at the front door or passing around a sheet of paper for members to sign.
- III. Approval of the Minutes of the Last Meeting
 - Approval can be done quickly by reading the previous minutes before the current meeting begins or as people enter the meeting. The Chair must ask for any corrections or additions. Changes can be resolved with a friendly amendment; if there are none, the Chair can state, "The minutes stand approved."
- IV. Officer Reports
 - VP of Finance
 - VP of Commuter Life
 - VP of Multicultural Life
 - VP of Representation
 - VP of Marketing and Communications
 - VP of Activities and Programs
 - Executive Vice President
 - President
- V. Special/Committee Reports
- VI. Old Business
 - "Old business" is generally business from another meeting that was not resolved and/or could not be addressed because of incomplete information. All tabled business from another meeting will be included in this part of the meeting.
- VII. New Business
- VIII. VP Reports
- IX. Announcements

- It is always important to make sure all members have the opportunity to share positive information with the rest of the club/organization and provide praise to those members who deserve recognition for their performance.

Dance Policy

This policy is designed to uphold the student-sponsored proposal made to and approved by the George Fox University Board of Trustees on Sept. 30, 1995.

The policy set guidelines on how dances are to be planned, organized and executed in compliance with George Fox University expectations.

Community Activity

1. Dances are open to George Fox students, faculty, staff and administrators.
2. Dances are closed to persons from outside the university who have no association with George Fox students or employees. Persons who are dates or friends of students and/or employees are welcome by invitation only. All guests are expected to adhere to all community standards and lifestyle expectations while attending any university-sponsored event.
3. No non-university or off-campus groups are invited (i.e. groups of friends, youth groups, etc.)

Number of Dances

1. The number of dances will include the fall orientation dance. There are no more than six ASC-sponsored theme dances appropriate to the university's mission statement and behavioral standards.
2. In the event that there is an opportunity for a student organization to sponsor a dance that serves an educational purpose and the university, additional dances may be planned (i.e. Latino Heritage Club). It must be approved by the ASC and its advisor and must be co-sponsored by a faculty/staff member.

Location

1. Most dances are to be held in on-campus facilities (Heacock Commons/SUB, Miller Gymnasium, EHS Atrium, etc.). All locations for a dance must be pre-approved by the ASC Advisor.
2. Dances will remain prohibited in houses, apartments and other non-residence hall areas.

Planning

1. All on-campus dances must be endorsed by the ASC.
2. The ASC VP of Activities and Programs and his/her committee will be responsible for the planning and organization of all ASC-sponsored dances. The theme of these dances is at their discretion, but must be approved by Central Committee and the ASC Advisor.
3. There will be George Fox security staff present at all on-campus dances.

Representation

1. There must be a) three faculty and/or staff members and three members of Student Life staff present at each off-campus dance, and b) two faculty and/or staff members and two members of the Student Life present at each on-campus dance.

2. All members of the ASC Central Committee and Representatives, with reasonable exceptions, are to be present at all ASC-sponsored dances.

Music

It is understood that due to the emphasis on themes for dances, that a wide variety of music must be considered for play. However, playlists for all dances must be approved by the Activities Committee and the ASC Advisor.

Policy Review

The Student Life Committee of the Board of Trustees will review the dance policy at least every three years. The practice began in the spring semester of 1999.

ASC POST-EVENT EVALUATION

As soon as possible after your event occurs, it is very beneficial to sit down with everyone who was involved to evaluate the execution of the event. Post-event evaluation reports are a useful tool to pass on to future ASC members.

Name of Event: _____

Brief Description of event: _____

Date of Event: _____

Time: __ a.m./p.m. to __ a.m./p.m.

Location: _____

Open to George Fox University Students: Yes ___ No ___

Attendance: _____

Overall Cost: _____

Sponsoring Organizations: _____

Name: _____

Date: _____

Did the event fulfill the purpose that was proposed?

Did the event meet your goals?

If a theme was used or a program was a part of a series, what was the series theme? How was this theme carried out? What were decorations, if used?

Did the date and time of your event work well? Explain why or why not? Did conflicting events affect attendance or effectiveness of your event? What suggestions would you make for holding this event at the same time in the future?

Did the location work well for your event? What, if anything, would have worked better? Were you able to set up the way you originally planned? Why or why not?

What parts of your marketing plan worked the best? Do you feel that the marketing was timely? How would you change the advertising for future events?

What was your total budget? How much did you spend? Was your budget accurate? Would you recommend adding or cutting any items to better fit into the budget for the future? List any and all changes or recommendations for the future.

Did you utilize outside vendors/performers/speakers/food service providers for this event? If so, who were they? Would you utilize them again? Why or why not?

Were all services contracted and executed by a staff member in the Office of Student and Life? Have all vendors been paid? If so, when? Were there any problems with contracts or providers being paid?

Who was involved with the planning of this event? Did everyone follow through with his or her responsibilities? How could the planners have done a better job assisting with the planning? What changes would you recommend to the planning committee and various delegated responsibilities?

How many staff volunteers did you have at the event?

Overview of Event

What went really well? Why?

What changes would you make for the future? Why?

Did the event meet the needs of students?

Additional comments about the program:

Officer Training and Transition Workshop Guide
Associated Student Community
George Fox University

A transition meeting is necessary for new members to learn about the position's responsibilities and to receive advice from the outgoing officer.

This transition meeting should be a casual and open time for the outgoing team members to provide honest feedback for the newly elected officer and evaluate the accomplishments and obstacles of the previous year.

When

- Complete AFTER new officer elections and BEFORE finals
 - Provide at least two to three weeks notice for all officers
- Workshop will be at least a half-day commitment.

Who Attends

- ALL incoming Central Committee members
- ALL outgoing Central Committee members
- ASC Advisor

Facilitators

- Outgoing ASC President and Executive VP
- ASC Advisor
- Student Life and Event Services staff members are also available to assist

Purpose/Goals

- To ensure the strength and continuity of the ASC leadership
- To build trust and teamwork among incoming leaders
- To develop specific goals and a plan for achieving those goals for the upcoming semester or year
- To offer outgoing officers the opportunity to share their experience and advice to new officers

The following outline can help make your training and transition meeting flow as smoothly as possible.

I. Welcome and Introductions

- Help participants to get acquainted
- Conduct at least one icebreaker or team-building exercise even if officers are already familiar with one another. Working together as a team requires a higher level of knowledge of others than typical acquaintanceships or even friendships.
- Explain the purpose of the meeting

- Help outgoing and incoming officers to understand why formal transition and training is important.
- Provide participants an overview of the day

II. The Year in Review

Programs and activities

- Evaluate each event/program/activity the organization completed during the year.

Be sure to answer the following:

- How effective were the events/programs/activities we sponsored?
- How well did we market the event to the campus?
- Were our programs consistent with the goals/mission of the organization?
- Did our events/programs/activities have a good attendance (if not, why)?
- Did we have a good balance of different kinds of programs?
- Which events/programs/activities should be continued and which should be dropped?

Event Reports should be completed after each event/program/activity throughout the year to assist with this process.

Membership review

- How many members are involved in ASC?
- Do we currently have just enough, too few, or too many members (in light of the group's goals)?
- How effective were our membership recruitment efforts?
- Are our members as active as we want them to be?
- Are our members actively involved in the operations of the organization (including decision making, planning, implementing and evaluating)?
- Are members enthusiastic about the group's activities and motivated to work toward the group's goals?
- Were there adequate opportunities for members to get involved in responsible and meaningful ways?
- How do we recruit and retain new members?

Officers and organization structure

- Are officer roles and responsibilities clearly described?
- Do officers understand their responsibilities and roles within the organizational structure?
- Do we need to re-evaluate any responsibilities or add new positions?
- Did the officers operate as a team or could cooperation between officers be improved? How would the officers evaluate the effectiveness of the group as a whole? What could be improved?
- Is the amount of time and effort required of each officer equal, or are some expected to work harder than others? Do officers have a committee with whom they work? How often do organization officers meet as a group?
- Are the officers "in tune" with the membership? Is there two-way communication (and understanding of members' needs and talents)? How would the general membership evaluate the effectiveness of the officers? Have the members evaluate the executive board to find out if the officers are "in tune."

Organizational operations

- What was the budget allocation for the organization?
- Were the finances adequate for the group's activities?
- Was the budget managed properly?
- Was the frequency of meetings appropriate?
- Were meetings run effectively?
- Do we have a committee structure? If so, is it working? If not, is it needed?
- Do we experience scheduling conflicts with other groups or activities?

Advisor involvement

- What is the role of the ASC Advisor?
- Did our advisor provide the support we needed?
- Did we give our advisor a chance to get involved?
- What type of interaction do we have with our advisor?
- What changes would we like to see in regards to the organization's relationship with their advisor?

Public image

- How do other groups perceive our organization?
- How do we see ourselves?
- What can our organization do to enhance our image on campus?

SWOT (Strengths, Weaknesses, Opportunity, Threats) analysis

- What are the current strengths of the organization?
- What are the current weaknesses of the organization?
- What are areas of opportunity for the organization?
- What are threats to the organization?

III. Officer Transition

Have the new and outgoing officers meet individually to discuss the following:

- Responsibilities of the position, with a job description and time commitment
- A timetable for completion of annual duties
- Unfinished projects or ideas for new changes
- Important contacts and resource persons (introduce new officer to these people if possible)

Advice for new officer

- Answer any questions new officer may have
- Where the outgoing officer can be reached with future questions from new officer

IV. Goal setting

- Review the organization's goals and mission for the previous year.
 - What did we hope to accomplish?
- How well did we do on each goal?
- What goals were we most successful in accomplishing?
- What goals were we less successful in accomplishing?

- What goals should be continued, altered, added or abandoned?

V. Wrap-Up

Outgoing Officer Guide

Associated Student Community
George Fox University

Table of Contents

- Before Leaving Office
- Outgoing Officer To-Do List
- Compile Resources:
 - Binders, Files, Notebooks
- Outgoing Officer's Transition Worksheet

Before Leaving Office

Recruit Officers: Begin early in the year to identify who would be a good fit different ASC positions. Think about the leadership talents and skills of current members and how they could benefit the organization. Encourage specific individuals through personalized contact to consider running for an ASC position.

Elections: Be sure the election process is kept formal and request a resume/platform/activity sheet from possible candidates. Encourage current executive board members to be present during all officer elections.

Shadow Process: Once new ASC members are elected, the shadowing process between current and next year's ASC Central should begin. Introduce new next year's CC to key people. Be sure they are familiar with the ASC's goals, mission, constitution, by-laws and advisor(s).

Position Binder: Each officer position should have a notebook/binder of important information relevant to his or her position. The notebook should contain materials and documents used throughout the year. Make sure this notebook/binder is up-to-date for the newly elected officer to have.

Finishing what you started: Make sure to finish reports, minor duties or activities, etc. that may be due soon before or right after the newly elected officers begin their term.

Utilize the Officer Training and Transition Guide: Be sure to meet one-on-one with new officers and go over the Officer Training and Transition Guide and position binder. Complete the outgoing and incoming assessment forms and go over answers and questions with newly elected officers. Allow time for newly elected officers to ask questions and to understand the duties of their new position.

Outgoing Officer To-Do List

- Organize all notebooks and files
- Finish all necessary correspondence (letters, email and phone calls)
- Update new member information on roster and give to advisor
- Prepare year-end report and evaluation
- Develop action plan and timeline for new officer transition
 - Including, but not limited to:
 - Necessary meetings attended and conducted by the CC member
 - Important tasks
 - Sharing tasks and duties with other group members
 - Introductions to key people/relationship building
 - Scheduling one-on-one meetings and training
 - Financial information
 - Stamps
 - Leadership training
- Complete “Outgoing Officer’s Transition Worksheet”
- Transfer keys, passwords, bank account access
 - Financial accounts
 - Compose a letter on letterhead, if available, indicating a change in officers has occurred. Indicate who no longer has the authority to sign financial documents and who now has this authority. Be sure to include the first and last name, phone number, and address of all new individuals.
- Make sure to give card access to new CC members
 - Some members might also request access over the summer
 - Email Alan Thurston, athurston@georgefox.edu

Compile Resources: Binders, Files and Notebooks

Each incoming officer should be provided with an organized binder of electronic and hard copy paper files.

Introduction

- Table of contents
- Important names and numbers (contact list)
- Name and contact information of outgoing officer
- Resource list
 - Advisor contact information
 - National headquarters information
 - Passwords, login information, if applicable for website(s), email accounts, mailbox number, codes, etc.
- Organizational calendar
 - List dates that are already set for the upcoming year, or when major events typically occur
- Organization goals, both met and unmet

Governing documents

- Organization mission statement
- Organization constitution and by-laws
- Organization policies and procedures
- Student Organization Handbook
- Organization Operations Manual

Officer position descriptions and responsibilities

- List specific duties of the position
- List any changes or suggestions for the position description
- Position goals, both met and unmet
- Unfinished projects list
 - Are room reservations made for next year?
 - Are there any forms/paperwork that needs to be submitted to Student Life & Event Services or your national organization?
- Position timeline
 - Year-long calendar that indicated when the outgoing officer completed each task
 - Recommend deadlines by which tasks should be completed to best fulfill responsibilities
- Procedures – the “how to’s”
 - Copies of important forms
 - How to register as a student organization
 - How to reserve a room on campus

Membership information

- List of members and contact information
- List of people expressing interest, but have not joined yet
- Committee roster

Agendas and meeting minutes

Committee reports

Event Reports

- Provide information on how each program/event/activity was implemented, including any relevant files or copies, i.e. programs

Budget information

End-of-the-year reports and evaluation

Outgoing Officer’s Transition Worksheet

[Complete the following BEFORE transition meetings and training session.]

Name of outgoing officer:

Position:

Date:

List three things during your term in office that were considered most important.

List three things you wish you had done during your term in office but were unable to accomplish.

List specific accomplishments realized during your term in office and the reasons for their successes.

List any problems or disappointments you encountered as part of your office and suggest ways of avoiding or correcting them.

List any obstacles you encountered that negatively affected your ability to perform your position effectively.

List “lessons learned” or things you wish you had known prior to starting the position.

List supplemental materials and sources of information you found most helpful. Include specific resources and people.

List any outstanding items that still need completion prior to your leaving office.

Incoming Officer Guide
Associated Student Community
George Fox University

Table of Contents
Your Role as a Student Leader
Incoming Officer’s Transition Worksheet
A Step-by-Step Guide for New Officers

Your Role as a Student Leader

1. Learn and understand your responsibilities and expectations as an ASC Central Committee member.
2. Familiarize yourself with the ASC Advisor. Your advisor will be a constant contact for you and all areas of ASC throughout the year; be sure to have a clear understanding of his or her role and duties.

3. Work on the morale of your group members. Unless they feel good about their roles, your group members will not be as cooperative and productive as they can be.
4. Promote group cohesiveness. Ensure that all officers work well together and that organization members feel as though they belong and are important to ASC.
5. Let your sub-committee members determine the ASC's purpose.
6. Be sure your sub-committee has a common purpose. Structure meetings so that issues of common interest are discussed with the entire team, and individual concerns are addressed at other times.
7. Share decision-making regarding policies and procedures. By emphasizing how to solve problems, and involving your members in these decisions, you will create deeper commitment in your members.
8. Emphasize the process for working through problems rather than the final result. Your desired results may change as your organization changes. An open channel of communication, which involves all organization members, will help you incorporate these changes.
9. Encourage brainstorming and creativity. Provide feedback and support for new ideas and avoid penalizing for mistakes made for the sake of experimentation.
10. Expect any changes to be accepted gradually. Sometimes we expect people to accept changes overnight that we have been thinking about for months. Remember that it is almost impossible to change people; they usually must change themselves.
11. Have faith and confidence in the ability of your committee. Enjoy serving as a member in your group and understand the mission statement for ASC.
12. Share the glory. You cannot expect enthusiastic people if you take all the credit.
13. Be open to collaborating programs/activities with other student committees within ASC, as well as with other clubs/organizations. Branch out to other organizations to collaborate on events for campus.
14. Be specific. Communicate exactly what you expect and think.
15. Be impartial. Play no favorites and give all committee members equal chance to participate.
16. Manage conflict, do not ignore it. Bring conflict into the open and concentrate on issues, behaviors, and facts rather than personalities.

Incoming Officer's Transition Worksheet

After you meet with the outgoing officer in your new position, think through and respond to the following questions regarding your responsibilities to help you prepare for the upcoming year.

Name of outgoing officer:

Name of incoming officer:

Position:

Date:

List three things that made you want to run for this position and why.

List three new ideas you would like to implement for your office this year.

List three areas in which you foresee possible problems in your office.

List possible solutions to the above three problems.

List tasks you should complete over the summer or winter breaks.

List people (positions) you should get to know better in order to be most successful in your position.

List resources or services you need to learn more about in order to be most successful in your position.

List other questions you need answered in order to be most successful in your position.

A Step-by-Step Guide for New Officers

BEFORE STEPPING INTO OFFICE

Review role/responsibilities of the position

- Don't accept a position unless you fully understand the responsibilities and have appropriate time to commit.
- You may not completely understand everything until well into your term, but accepting a position without first reviewing the job description is asking for failure.

Discuss the position with the outgoing officer

- Ask the current officer his or her perspective on the position and the factors he or she faced in getting the job done. Be sure you have the following questions answered:
 - The three most important or largest responsibilities associated with the position
 - The most difficult responsibilities of the job
 - Factors making it difficult to complete tasks (lack of time and money, resistance from others, etc.)
 - The most rewarding accomplishments of the past year

- Goals they would set for themselves if they had the position for another year
- Things they would do differently

ONCE IN OFFICE

The First Week

Announce change of officers

- Distribute correspondence announcing the election of new officers, particularly the executive positions. Complete appropriate paperwork, if applicable.

Change names on accounts

- Financial accounts
 - Compose a letter on letterhead, if available, indicating a change in officers has occurred. Indicate who no longer has the authority to sign financial documents and who now has this authority. Be sure to include the first and last name, phone number and address of all new individuals.
- Keys for lock boxes, storage lockers and offices
- Obtain updated officer manual
 - If you are unable to have a one-on-one meeting with the outgoing officer, get the officer manual as soon as possible. Be sure YOU are in possession of the manual during your first week in office, even if it's not updated.

The Second Week

Meet with other newly elected officers as a group

- The primary focus of this meeting is twofold: one, to ensure that each new officer has obtained the necessary officer manuals and records; and two, to schedule and begin planning a more detailed officers' workshop.

Review all records and resources documents

- Review the officer manual for your position and be sure you have a copy of and understand the following documents:
 - ASC's:
 - Mission/vision statements
 - Constitution and by-laws
 - Policies and procedures
 - Resource list
 - Important names and numbers (contact list)
 - Name and contact information of outgoing officer
 - Officer job descriptions and responsibilities
 - Budget information
 - Year-end reports and evaluations
 - Important forms
 - Organizational calendar
 - Agendas and meeting minutes
 - Committee reports
 - Organization goals, both met and unmet
 - Position goals, both met and unmet
 - Unfinished projects list

- As you conduct your review, prepare a list of questions you will want to ask the outgoing officer about the mechanisms (operating practices) in place to assist you in completing these duties.
- Look for information about responsibilities the previous officer took on but are not listed as specific duties of the position. Did the past officer take on responsibility for duties that others should have completed?

Meet with the outgoing officer again

- By this point in the transition, you should have additional questions for the outgoing officer. Along with the questions noted in reviewing the records and resources you have received, discuss with them your assessment of the organization and upcoming meetings, as well as suggestions they might have.

Meet with the ASC advisor

- Become acquainted with the ASC Advisor. Your advisor will serve as a guide during your term in office.
- Gain his or her perspective on the important responsibilities of your position.
- Ask the advisor(s) to brainstorm a vision and corresponding goals for the organization for the next year.

During the First Month

Establish goals

- What is the vision for the organization?
- How do the responsibilities for your position fall within that vision?
- What can you do in your position to help make that vision come to life?

At Three Months

Review position and organizational goals

- Goals are only useful if they are constantly worked toward and evaluated. It is unlikely they will be achieved if you don't monitor your progress on an ongoing basis.
- Central Committee will do an employee evaluation of one another at this time.



Central Committee Member Contract

You have been elected to a position on the Central Committee of the Associated Student Community at George Fox University for the 2015-16 academic year! Your service begins April 21st.

The following are expectations for you as a Central Committee member:

- Possess an attitude of humility.
- Advocate for student needs.
- Commit to helping to build an inclusive, diverse, and welcoming community.
- Learn more about the George Fox University mission, goals, and objectives.
- Be flexible.
- When possible, collaborate.
- If you don't know how to do something, ask.
- Fulfill your leadership responsibilities by following through with tasks.
- Be committed to doing your best and presenting ASC well.
- Take initiative to do all you can to make the George Fox student experience better for all students.
- Attend three pre-summer leadership meetings.
- Attend Leadership Training and In-Service
- Help to lead Welcome Weekend, return to campus August 15.
- Attend weekly Central Committee meetings.
- Meet with ASC Advisor weekly.
- Meet with ASC President regularly.
- Submit a monthly written report.
- Hold regular office hours (as required on job description).
- Attend Spring In-Service Training session in January.
- Welcome Spring new students.
- Attend a majority of ASC activities in a serving role.
- Attend Fall and Spring SpIL retreat.
- Abide by all GFU community lifestyle standards as outlined in the Student Handbook.
- Maintain good academic standing (monitored by ASC Advisor) each semester of appointment.

The agreement to accept this role is subject to the policies and regulations of the Board of Trustees regarding cooperation with administration, loyalty to the university and its mission, efficient performance of duties, worthy and exemplary conduct, completion of additional duties deemed necessary by the ASC Advisor and/or Dean of Community Life, agreement with the policies, principles and standards of the university. Your financial compensation for your service is \$4200 per year and will be paid monthly August through April. I hereby accept the above appointment and promise to serve wholeheartedly in carrying out the duties attendant to this appointment. I agree, by God's help, to live an exemplary Christian life, to work cooperatively with the staff and administration, and to support the policies of the university. Prior to making additional time commitments to my schedule, I will consult with the ASC Advisor.

Signature

Print Name

Date