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Associated Students
Seattle Pacific University

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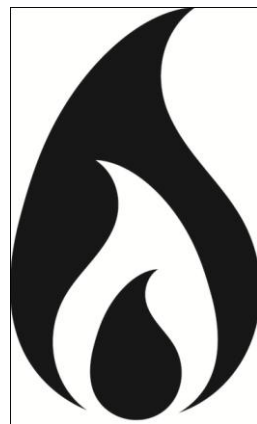
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CONSTITUTION AND BY-LAWS

2011-2012



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ASSOCIATED STUDENTS OF SEATTLE PACIFIC

Constitution and By-Laws

**Associated Students
Seattle Pacific University**

Drafted: 1974-75
Ratified: April 8, 1975
Updated: 1977-2011

CERTIFICATION

We, the 2010-2011 and 2011-2012 ASSP Executive Vice Presidents and the 2010-2011 Constitutional Advisory Board Chief Justice, certify that the attached document is a comprehensive update of the Constitution and By-Laws of the Associated Students of Seattle Pacific University and that it includes all revisions from June, 1976 through June, 2011.

Respectfully in Christ,

Matt Van Deren
2010-2011 Executive Vice President

Alyssa Sutherland
2011-2012 Executive Vice President

Jessica Fetzer
2010-2011 Constitutional Advisory Board Chief Justice



CONSTITUTION

Associated Students
Seattle Pacific University

PREAMBLE

We, the students of Seattle Pacific University, in order to further a spirit of community, ensure a voice in institutional affairs, and promote an atmosphere conducive to individual and corporate growth with a Christ-centered perspective, establish this Constitution by the power vested in us by the Board of Trustees and governance of Seattle Pacific University.

We commit to supporting and challenging our fellow students and the University through intellectual inquiry, exploration of the Christian faith, respect and recognition for all people and cultures, and service to the community and world.

At Seattle Pacific University the trustees, administration, faculty, and students share the responsibility for formulating the policies which will promote the best interests of the students and of the institution in fulfilling its mission in higher education. It is recognized that the Articles of Incorporation of Seattle Pacific University invest the responsibility for control of the University in the Board of Trustees and commit the administration of the University to the President.

ARTICLE I: ORGANIZATION

The membership of this organization shall be known as the Associated Students of Seattle Pacific (ASSP), comprised of all undergraduate students attending in any given quarter. The governing body of the ASSP shall be known as the Student Senate, with leadership provided by annually elected officers of the Association.

SECTION 1: OFFICERS

Annually elected officers include the President, Executive Vice President, Vice President of Ministries, Vice President of Campus Activities, and Vice President of Finance. Candidates must be members of the ASSP, having completed a minimum of thirty (30) quarter credits at Seattle Pacific, with upper division standing, and a cumulative grade point average of 2.5 or higher at the time s/he assumes office. Nominated candidates must exhibit a lifestyle consistent with the institution's statement of faith, as found in the University Catalog under the section "Our Mission." Each elected officer must maintain a cumulative grade point average of 2.5 or higher, subject to disqualification from office if on probation of any sort.

SECTION 2: ELECTION OF OFFICERS

ASSP officers shall be elected annually by secret ballot at the student body general election during spring quarter, following procedures governed by the Elections Task Force. Candidates receiving a plurality vote shall assume office. In the event of a tie, a subsequent election shall be held within the following two academic class days. Annual elections procedures shall be recommended to the Senate by the Elections Task Force and certified by majority approval of the Student Senate, as specified in this Constitution and Bylaws.

SECTION 3: OFFICE TENURE

All elected ASSP officers shall serve one calendar year (beginning the first day of summer break and ending the last day of spring quarter finals) unless granted a reprieve by majority action of the Student Senate. In the event of a vacancy the President shall be succeeded by the Executive Vice President. All other vacancies shall be filled by a special election in accordance with Article I, Section 2 of the Constitution, unless the vacancy occurs after the fifth week of winter quarter, in which case it will be filled by a majority vote of the ASSP Senate.

SECTION 4: REMOVAL OF OFFICERS

The Student Senate shall provide for a recall vote of an ASSP elected officer whenever petitioned by one-fourth (25%) of the membership of the ASSP. Officers shall be removed from office by a majority vote of the ASSP membership in said recall election.

ARTICLE II: STUDENT SENATE

SECTION 1: COMPOSITION

The representative branch of the ASSP shall be the Student Senate. Voting members shall include the following:

- Moyer (1);
- Emerson (pending official name) (1);
- Hill (1);
- Ashton (1);
- Campus Houses and Apartments (2);
- Commuter (3);
- College of Arts and Sciences: Fine Arts (1);
- College of Arts and Sciences: Humanities (1);
- College of Arts and Sciences: Science and Engineering (1);
- College of Arts and Sciences: Social and Behavioral Sciences (1);
- School of Business and Economics (1);
- School of Education (1);
- School of Health Sciences (1);
- School of Psychology, Family and Community (1);
- School of Theology (1);
- At large (2);
- Intercultural (1);
- ASSP President
- Executive Vice President*;
- Vice President of Ministries;
- Vice President of Campus Activities;
- Vice President of Finance.

Each residence hall Senator shall serve the dual role of ASSP Senator and the responsibilities outlined in their residence hall constitution. Campus Housing and Commuter senators must maintain their residencies for the entire term. Academic senators must maintain an affiliation with their academic school or college they represented by remaining a declared or intended major.

Non-voting members shall include the Chief Student Life Officer, or designate, and a Faculty representative.

*The Executive Vice President shall be a non-voting member of the Senate, unless a tie vote occurs in Senate, as stated in Bylaw Article II, Section 1, Responsibilities, Senate and Committees.

SECTION 2: ELECTION OF SENATE MEMBERSHIP

Candidates must be members of the ASSP in good standing with a cumulative grade point average of 2.5 or higher. Candidates shall be elected by secret ballot during spring quarter to serve a one-year term, beginning June of the election year. Candidates receiving a plurality vote shall assume membership. In the event of a tie, a subsequent election shall be held within the following two academic class days. Elections procedures are governed by the Elections Task Force as certified by majority approval of the Senate. Membership vacancies may be filled by the respective constituency within five (5) days of said vacancy; if not so done, vacancy shall be filled from the respective constituency by appointment of the Senate Appointment Committee (SAC), subject to Senate approval.

A senator candidate is considered affiliated with a college or school by fulfilling the following criteria:

1. A senator candidate must be at least an intended major within a college or school, and
2. The senator candidate, prior to applying, must have completed at least two classes within a school or college area of study. Two exceptions are the nursing senator and the Education senator. The nursing Senator must be accepted into the nursing program and the education Senator must be registered in a School of Education academic program.

SECTION 3: DUTIES OF AN ASSP SENATOR

The Senate shall determine and supervise all policy and business of the ASSP in promotion of a coordinated program throughout institutional governance. All powers necessary and proper to the achievement of the above, not enumerated elsewhere, shall rest with the Senate.

1. Every Senator is required to actively serve on a Senate committee.
2. Every Senator is required to sponsor or co-sponsor at least one proposal during their term or office.
3. In order to promote Senate and make it more accessible to the student body, each Senator is to bring a visitor a quarter from their constituency.
4. One absence per quarter is to be tolerated. One additional absence may be permitted by the Executive Vice President but any further absences are to be excused by the Senate body.
5. In order to ensure constituency awareness, every Senator is expected to be in communication with their constituency on a regular basis. This may include, but is not limited to, quarterly constituent meetings, frequent and intentional face to face communication, and regular availability to meet with constituents to hear concerns.

SECTION 4: MEETINGS

The Senate shall meet weekly throughout the fall, winter, and spring quarters. Special meetings may be called upon by petition of a majority of the Senate or by the President. All meetings shall be open to any member of the ASSP who shall have the right of recognition by the Chair. Quorum shall consist of a two-thirds (2/3) majority of the filled Senate positions.

SECTION 5: REMOVAL OF SENATORS

The Student Senate shall provide for a recall vote of any ASSP Senator whenever petitioned by one-fourth (25%) of the respective constituency in said recall election.

ARTICLE III: REFERENDUM AND INITIATIVE

SECTION 1: REFERENDUM

A referendum shall be a petition from the membership opposing legislation proposed or already in effect. Whenever petitioned by fifteen (15) percent of the members of the ASSP, the Student Senate shall provide for referendum election. Voting shall be by secret ballot, governed by the Elections Task Force. A two-thirds (2/3) majority of those voting shall be necessary to pass the referendum.

SECTION 2: INITIATIVE

An initiative shall be a petition from the members to bring about new legislation to be presented to the ASSP. Whenever petitioned by fifteen (15) percent of the members of the ASSP, the Student Senate shall provide for an initiative election. Voting shall be by secret ballot, governed by the Elections Task Force. A two-thirds (2/3) majority of those voting shall be necessary to pass the initiative.

ARTICLE IV: INTERPRETATION

An appeal for interpretation and clarification of any of the provisions of this Constitution shall be presented to a Commission on Interpretation comprised of the Chief Student Life Officer or designate, Faculty representative to ASSP, and three (3) students appointed by the Student Senate.

ARTICLE V: RATIFICATION, AMENDMENT, AND BYLAWS

Ratification or amendment of this Constitution requires a two-thirds (2/3) majority approval of the Senate after one academic week of consideration to place the amendment before the ASSP. In addition, a two-thirds (2/3) majority approval of the voting members of the ASSP is required for final passage. Bylaw passage necessitates a two-thirds (2/3) majority vote of the Senate after one academic week of consideration. The Senate shall, at the end of each academic year, accumulate all changes in the Constitution and Bylaws of that year into one document. The amended document must be presented to and approved by the Senate prior to June 1 of that academic year.

ASSP By-Law Article I
ASSP President:

2011-2012



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ASSOCIATED STUDENTS
SEATTLE PACIFIC UNIVERSITY

ASSP BY-LAW ARTICLE I

ASSP PRESIDENT

SECTION 1: POSITION DESCRIPTION

PURPOSE

To represent the concerns of the general student body and of ASSP Senate to the University Administration and the Board of Trustees; to oversee all aspects of the ASSP through the offices of the ASSP Vice Presidents.

RESPONSIBILITIES

Leadership

As chief executive officer of the ASSP, the ASSP President shall provide active leadership within ASSP and shall have final responsibility for the day-to-day management of the ASSP office, for the office personnel, and for the disposition of the ASSP budget. The ASSP President shall seek to direct the officers towards fulfillment of their duties and responsibilities, and to guide ASSP Senate toward greater fulfillment of its mission: *To be a body of well-informed students diligently representing the concerns of our constituencies in an open-minded forum where innovative solutions are prayerfully and carefully considered; to facilitate interaction between the students and the administration, faculty, and staff of Seattle Pacific University.* In addition, s/he shall seek to recruit new leaders for all SPU leadership opportunities by visiting meetings, and/or appearing at other student gatherings, such as Welcome Week.

Representation

The ASSP President shall be responsible to represent the concerns of the general student body, and of ASSP Senate, to the University Administration and the Board of Trustees. To this end, s/he shall meet regularly with the University President, and with other administrators as needed, and shall serve as the primary student representative to the Board of Trustees. S/he shall be an ex-officio member of all ASSP committees and a voting member of Finance Board and Allocation Board.

Special Powers

The ASSP President shall retain the power to set the agenda of ASSP Senate, and to call special meetings thereof. S/he shall also be responsible for the enforcement of all relevant ASSP Senate decisions. Further, s/he shall call all officers' meetings and shall use them as forums for making decisions on issues of importance. S/he shall also retain the power to appoint co-chairs for both the Senior Gift Committee and the Baccalaureate Task Force. In addition, the ASSP President shall have the authority to form a Presidential Action Cabinet to work on his/her behalf in areas of pressing need, with a particular emphasis on student representation and service. The ASSP President shall be responsible for the appointment of the members of the Constitutional Advisory Board. The ASSP President shall be responsible for publicly distributing information of open positions on the Constitutional Advisory Board at least one week in advance of any appointment.

Other Duties

The ASSP President shall lead in establishing overarching vision, goals and direction for the annual Student Leadership Conference.

During Spring Quarter, the ASSP President shall train his/her successor by way of the following:

1. Meeting during Spring Quarter
2. Passing on a resource manual created or updated during the year
3. Including the ASSP President-elect in current programming, meetings, and activities
4. Initiating contacts with advisors, administrators, and related positions

ELECTION

As per Article I, Section 2 of the ASSP Constitution.

ACCOUNTABILITY

The ASSP President is directly accountable to the ASSP.

SERVICE COMPENSATION

As per By-Law Article III, Section 8.

SECTION 2: PUBLIC RELATIONS MANAGER

PURPOSE

To serve as a liaison between the ASSP and the community by seeking to promote ASSP programs on campus and the concerns of SPU students in the wider community by orchestrating the development and distribution of ASSP communication resources; to oversee the services of the ASSP and the operations of the ASSP Office.

RESPONSIBILITIES

Leadership

The Public Relations Manager (PRM) shall select and oversee the Information Technology Coordinator; and shall hire, train, and schedule the Office Assistants, providing regular training and support. The PRM shall chair the Committee for Community Relations and seek to actively represent and promote ASSP programs to the University Administration and the community outside of the ASSP. In consultation with ASSP Senate, the PRM shall actively assist in facilitating the strategic planning and development of new community relations initiatives.

Representation

The PRM shall attend officer meetings in order to report on the status of the ASSP Office, provide input on subjects at hand, report on the status of the student community and community building initiatives, and relay information, concerns, and directives between officers and office personnel.

The PRM shall attend ASSP Senate meetings at his/her discretion or at the request of the ASSP President. The PRM shall seek to advise on all matters under consideration and especially their affect on ASSP public relations concerns.

ASSP Office

S/he functions as manager of the ASSP Office, which includes the maintenance of equipment, records, office supplies, ticket sales, sign-ups, applications, and the oversight of the distribution of basic ASSP services and information. The PRM shall administer the hourly ASSP payroll, including pay rates, for the ASSP Publicist and ASSP Office Assistant. S/he is the manager of, and the advocate for, all office personnel and as such shall have quarterly meetings and annual performance reviews for Office Assistants. S/he shall be responsible for maintaining the professional appearance and ambiance of the ASSP Office. The PRM shall maintain all ASSP Office technology systems; in coordination with CIS, the

PRM shall be responsible for redistributing all ASSP computers that are taken out of service, according to the ASSP/CIS agreement.

Community Relations

In consultation with the ASSP President, the PRM shall represent the ASSP through official communications and press releases. The PRM shall also supervise development of the ASSP website, ASSP digital signage television, and other mediums of communication. S/he shall contact appropriate organizations for the purpose of enhancing ASSP community relations and shall actively seek to foster and develop ASSP relations with other student governments.

The PRM shall act as a resource for student leaders throughout the organization by consulting on projects, providing information, and ordering equipment. The PRM shall be made available to meet with any campus leader or group to represent the ASSP and advise on program issues. In order to establish a relationship with students and to be a visible representative of the ASSP, the PRM shall be in regular communication with cadres, small groups, STUB, clubs, and Hall Councils.

Other Duties

The PRM shall oversee the student services and public relations budgets. In consultation with the ASSP President, the PRM shall have responsibility for the determination and revision of the Information Technology Coordinator and Office Assistant job descriptions. During Spring Quarter, the PRM shall train his/her successor by way of the following:

1. Meeting during Spring Quarter
2. Passing on a resource manual created or updated during the year
3. Including the incoming PRM in current programming, meetings, and activities
4. Initiating contacts with advisors, administrators, and related positions

APPOINTMENT

The PRM shall be appointed by the ASSP President-elect, in consultation with the incumbent PRM, ASSP President, and ASSP Advisor and is subject to confirmation by ASSP Senate. Appointment should occur by the fifth week of Spring Quarter with ASSP Senate confirmation to follow at the next regularly scheduled ASSP Senate meeting.

ACCOUNTABILITY

The PRM is directly accountable to the ASSP President, and indirectly accountable to ASSP Senate. The PRM shall submit a quarterly written report to the ASSP President on the progress of new and existing community relations initiatives, and the status of the ASSP Office.

SERVICE COMPENSATION

As per By-Law Article III, Section 8.

SECTION 3: INFORMATION TECHNOLOGY COORDINATOR

PURPOSE

To oversee the ASSP technology related resources.

RESPONSIBILITIES

The ASSP Information Technology Coordinator (ITC) shall assume the following responsibilities:

1. In coordination with the Public Relations Manager (PRM), maintenance and upkeep of ASSP technology related assets, including the ASSP File Server. The ITC shall advise and assist all ASSP departments in technology related projects, within the guidelines established by Computer and Information Systems (CIS).
2. Maintenance and upkeep of the ASSP web page. This includes the regular updating of displayed information. S/he is required to be primarily aware of any changes (date/time/basic information, etc) that need to be promptly revised, as well as remain in weekly contact with the ASSP core on what updates they need to the site. S/he shall also be responsible for keeping the ASSP web page compliant with all restrictions and boundaries set by CIS.
3. Innovation of the ASSP web page. S/he shall be involved in the creative process for maintaining the web page as an exciting and user-friendly asset to the ASSP.
4. Act as a resource to all ASSP organizations that should want representation on the ASSP web page. S/he shall act as a resource, not as a developer for other ASSP departments, with the exception of ASSP clubs. Creation and maintenance of selective ASSP club websites will be subject within reason and per discussion with the ASSP President, PRM, and faculty advisor.
5. At the end of Spring Quarter, the incoming ITC shall submit for approval an updated web-design plan for start-up in Fall Quarter. This shall be coordinated through the incoming PRM.
6. Research other university websites to invoke improvement of ASSP websites. This consists of contact with university acquaintances, observation of university websites, and the study of new ways to improve aesthetical pieces of web design layout.

SELECTION

The ITC shall be selected by the incoming PRM in consultation with the current PRM, current ITC, current ASSP President, and the ASSP President-elect.

QUALIFICATIONS

1. Experience in web page creation and maintenance
2. Experience with computer technologies in use by the ASSP
3. Ability to work interdepartmentally
4. Additional skills and abilities as designated in the job description authored by the incoming PRM

ACCOUNTABILITY

The ITC shall be accountable to the PRM.

SERVICE COMPENSATION

As per By-Law Article III, Section 8.

SECTION 4: INTERCULTURAL DIRECTOR

PURPOSE

To initiate, facilitate, and coordinate diversity efforts according to biblical reconciliation within the ASSP, and to serve as a student resource for diversity efforts in the SPU community at large.

RESPONSIBILITIES

Representation

In consultation with the ASSP Officers, the Intercultural Director (ID) shall encourage and facilitate collaborative strategic planning and action toward achievement of diversity goals among all ASSP organizations. The ID shall participate in campus leadership development of students from diverse backgrounds. The ID shall serve as a resource to students, student groups, faculty, staff, and administrators who are engaged with students from diverse backgrounds and intercultural activities, programs, and initiatives. In consultation with the ASSP officers, the ID shall bring concerns and recommendations regarding diversity issues to University Administrators.

Campus Engagement

The ID will be involved in campus wide programming initiatives that include, but are not limited to, the following activities:

1. A Fall Quarter retreat that encourages intercultural relationships as well as discussions about race, diversity, culture, and reconciliation at SPU
2. Multicultural worship events or other activities that seek to incorporate and embody the multicultural reality of the kingdom of God
3. A quarterly educational activity focusing on issues of race and reconciliation
4. Collaborative activities, programs, and events with student groups and university departments

Leadership Development

The ID will intentionally encourage student from diverse backgrounds to pursue further campus leadership positions. The ID will work with the Intercultural Initiatives Committee (Catalyst) to provide mentor/mentee opportunities for students from diverse backgrounds and other students seeking to become involved with intercultural activities.

The ID shall be an advisor and mentor to the Intercultural Coordinators (ICs) in leadership development efforts. Also, the ID, along with the respective Hall Councils, shall help coordinate the facilitation of the IC activities and events or programs. The ID shall prepare, lead, and participate in one educational activity each quarter for the Officer Core on topics including, but not limited to, discussion of articles, films, speakers, etc. on topics of diversity, justice, and reconciliation.

Meetings

The ID's regular meetings shall include:

1. The ASSP President (schedule to be determined by the ASSP President)
2. ASSP Officer Core (weekly)
3. Director of Multi-Ethnic Programs (MEP) (weekly)
4. Catalyst (bi-weekly)
5. Intercultural Coordinators (bi-weekly)
6. Intercultural ASSP Senator (monthly)
7. ASSP Senate

Other Duties

The ID will oversee the ICs in each of the Residence Halls. The ID shall attend the National Christian Multi-Cultural Student Leaders Conference (NCMSLC), Student Congress on Racial Reconciliation (SCORR), or equivalent conference on multi-cultural competency training and racial reconciliation. The ID shall recruit, select, and coordinate the participation of other

student leaders in the conference. Upon returning from the conference, the ID shall provide leadership and facilitation for participants to discuss what they have learned and what they would like to bring to SPU as a result of the conference.

The ID shall train his/her successor by way of the following:

1. Meeting during Spring Quarter
2. Passing on a resource manual created or updated during the year
3. Including successor in current programming, meetings, and activities
4. Initiating contacts with advisors, administrators and related positions

APPOINTMENT

The ID shall be hired by the ASSP President-elect, in consultation with the Director of Student Programs, the Director of MEP, the Coordinator of MEP, the current ID, the ASSP Intercultural Senator, and the current ASSP President. Appointment should occur by the fifth week of Spring Quarter.

ACCOUNTABILITY

The ID shall be accountable to the ASSP President for the fulfillment of his/her duties and responsibilities outlined in the ASSP Constitution and By-Laws, and shall be ultimately accountable to the ASSP. The ID shall be advised by the Director of MEP. Additionally, the ID should meet regularly with a representative from the JPC to further educational initiatives on campus. The ID is required to maintain a minimum cumulative GPA of 2.5.

SERVICE COMPENSATION

As per By-Law Article III, Section 8.

INTERCULTURAL INITIATIVES COMMITTEE (CATALYST)

Purpose

To facilitate and coordinate student campus diversity efforts.

Membership

Catalyst will consist of the ID, the ASSP Intercultural Senator and four Coordinators: Education Coordinator, Ministry Coordinator, Programming Coordinator and Welcome Coordinator. The ID will serve as the chair of Catalyst.

Responsibilities

Catalyst will work together to address issues of race, ethnicity, and justice through: discussion of important campus and community issues or concerns, collaborative programming, and support of campus events. Catalyst will be expected to plan one collaborative event per quarter.

Although each Coordinator has specific areas and events for which they will have primary responsibility, Catalyst will seek to collectively implement and support all activities. Attendance at all Catalyst-sponsored activities is expected and attendance at Catalyst meetings is mandatory. Catalyst members must commit to 8-10 hours per week for Catalyst meetings, planning and attending events, participation in club meetings, conference attendance, etc.

Leadership Development

Catalyst members will attend the fall ASSP Leadership Conference and spring Leadership Celebration. Catalyst members will participate in activities to develop their own intercultural competence and leadership skills through activities and discussions during Catalyst meetings, readings, and participation in other campus events. They will be given priority for the SPU delegation to attend a national conference such as NCMSLC or SCORR.

POSITION DESCRIPTIONS

Education Coordinator

1. Coordinate SPU delegation to a national conference focusing on issues of diversity and reconciliation such as the NCMSLC or SCORR
2. Coordinate a quarterly educational activity focusing on issues of race, reconciliation and diversity. The JPC will serve as a resource for the educational activity.
3. Research, publicize, and recruit student participation in local training opportunities
4. Assist ID and MEP staff with training events and sessions for student leaders

Ministry Coordinator

1. Provide leadership for planning Multicultural Nights of Worship and support of other campus worship opportunities seeking to incorporate and embody the multicultural reality of the kingdom of God
2. Direct students from diverse backgrounds to opportunities for prayer, worship, Bible studies on campus and participation in a local church.
3. Be a liaison with University Ministries and the Center for Worship and the JPC student leaders to promote activities, events and opportunities to students from diverse backgrounds

Programming Coordinator

1. Serve as a communication link between intercultural clubs to help them collaborate with programs, events, and activities and the mutual support and participation in their activities
2. Develop expertise in ASSP processes and requirements for clubs and serve as a resource for intercultural club leaders
3. Advise and assist ICs with their cultural event planning responsibilities
4. Serve as a resource to Peer Advisors, Hall Councils, Bridges Ambassadors, and other ASSP groups to encourage collaborative programming and support of cultural events

Welcome Coordinator

1. Be a member of the Early Connections welcome team and be fully available during Early Connections (Tuesday afternoon through Thursday noon before the start of Welcome Week)
2. Provide leadership for planning the Intercultural Retreat held Fall Quarter
3. Plan and/or participate in other activities welcoming first-year students from diverse backgrounds

Qualifications and Experience

1. Previous campus leadership experience planning events, recruiting and coordinating volunteers
2. Demonstrated energy and commitment to racial reconciliation via relationships, involvement in activities and ability to facilitate discussions on topics related to diversity and reconciliation
3. A minimum 2.5 cumulative GPA

Selection and Accountability

Candidates for Catalyst must submit applications and go through an interview and selection process led by the ID. The ID shall serve as the Chair of Catalyst and will be advised by MEP staff. Catalyst is accountable to the ASSP President through the ID.

INTERCULTURAL COORDINATORS (ICs)

The ICs shall be responsible for creating a collaborative relationship between the Hall Councils and ASSP on the topic of diversity, generating awareness about multicultural programming and leadership on campus, providing educational opportunities for students to engage in the University's diversity initiative, and bringing a multicultural perspective to residence hall programming that celebrates all members of the SPU community.

RESPONSIBILITIES

Specific responsibilities include serving as a resource to Hall Council and residents interested in participating in multicultural programming on campus, providing support to students from diverse backgrounds within their residence halls, involvement with a choice of campus committee or club that is focused on Diversity, Intercultural Affairs, or is ethnically/culturally centered, i.e. Mosaic, SALSA, etc. , and coordinating at least one event during the academic year pertaining to diversity issues.

ACCOUNTABILITY

Advised by ID and also meets with the MEP Advisor in addition to their respective Residence Life Coordinator.

SECTION 5: COMMITTEE FOR COMMUNITY RELATIONS

PURPOSE

To facilitate and coordinate all ASSP community relations programs and to actively look at means to further enhance student representation and service through communications and relationship development.

MEMBERSHIP

The Public Relations Manager shall serve as Chair. Other members shall include the ASSP Information Technology Coordinator, one at large student, both ASSP Senators at Large, one ASSP Campus Houses and ASSP Apartments Senator, ASSP one Commuter Senator, and one other ASSP Senator.

RESPONSIBILITIES

The Committee for Community Relations (CCR) shall recommend appropriate policy to ASSP Senate regarding community relations and communications initiatives, and shall explore issues surrounding the communication of information between the ASSP and its related parties.

ACCOUNTABILITY

The Committee for Community Relations is accountable to the ASSP President through the Public Relations Manager.

SECTION 6: PRESIDENTIAL ACTION CABINET

PURPOSE

To assist the ASSP President in areas of pressing concern.

MEMBERSHIP

The precise composition of the Presidential Action Cabinet (PAC), both in demographics and in number, shall be solely at the discretion of the ASSP President. However, s/he shall strive to select a fair representation of the student body, giving preference to service-oriented individuals. Selection timelines and terms of service shall be at the discretion of the ASSP President.

RESPONSIBILITIES

Members shall attend regular PAC meetings and perform other duties as assigned by the ASSP President.

ACCOUNTABILITY

The PAC shall be accountable solely to the ASSP President.

SECTION 7: PROFESSOR OF THE YEAR SELECTION COMMITTEE

PURPOSE

To narrow the field of candidates for Professor of the Year from all nominations received, and to present the finalists to ASSP Senate for the final selection.

MEMBERSHIP

Selection of the committee membership shall be at the discretion of the ASSP President with the following stipulation: the committee shall be composed of one senior student from each of the University's Schools, and the ASSP President shall serve as Chair.

RESPONSIBILITIES

The Selection Committee shall assume responsibility for all aspects of the nomination process (advertisement, deliberation, etc.), and shall select the five finalists to be presented to ASSP Senate based on the Nomination Criteria. The rationale for their selections must be made known to ASSP Senate at the time the finalists are presented.

ACCOUNTABILITY

The committee is accountable to ASSP Senate, as the completion of its work directly affects ASSP Senate's ability to fulfill its obligation to select the Professor of the Year in a timely fashion.

NOMINATION CRITERIA

1. Christian commitment
2. Teaching excellence
3. Integrative approach to faith and learning
4. Interest and enthusiasm conveyed to students
5. Aid to individual students outside of class time
6. Service to SPU and its community

SECTION 8: SPECIAL COMMITTEES

SENIOR GIFT COMMITTEE

Purpose

To oversee all aspects of the Senior Gift project in conjunction with the Director of Alumni or other University designate.

Membership

The ASSP President shall appoint two senior co-chairs by the final week of Fall Quarter. The co-chairs shall appoint members to the committee by the third week of Winter Quarter.

Responsibilities

The committee is responsible to work with the Director of Alumni or designate in the selection of and acquisition of funds for the Senior Gift.

Accountability

The co-chairs shall report on the progress of the committee to the ASSP President, as s/he deems necessary.

BACCALAUREATE TASK FORCE

Purpose

To plan and oversee all aspects of the baccalaureate service.

Membership

The ASSP President shall appoint two senior co-chairs by the final week of Winter Quarter. The co-chairs shall appoint members to the task force by the second week of Spring Quarter.

Responsibilities

The committee shall determine the program and scripture theme, audition and select student participants (musical performers, speakers, etc.), select other program elements (faculty speakers, hymns, etc.), reserve a space and oversee its decoration (flowers, flags, etc.), and take care of any other details pertaining to the service.

Accountability

The co-chairs shall report on the progress of the committee to the ASSP President, as s/he deems necessary.

SECTION 9: STUDENT LEADERSHIP DEVELOPMENT COMMITTEE

PURPOSE

To plan and implement the following annual events: Student Leadership Conference, Leadership Fair, Leadership Celebration and Leadership Kickoff. To organize participation in the Governor's Prayer Breakfast, and to educate student leaders in the training and education of other student leaders.

MEMBERSHIP

The Student Leadership Development Committee shall be chaired by the ASSP Vice President of Campus Activities. In the event that the ASSP Vice President of Campus Activities becomes ineligible to chair the Student Leadership Development Committee, the ASSP President shall assume to the Chair or appoint an alternate Chairperson from among the other ASSP Vice Presidents or the STUB Executive Director.

The Student Leadership Development Committee shall include a total of five currently elected or selected student leaders: two students (with preference given to one Residence Life student leader and one Ministry student leader), one STUB member (with preference given to the STUB Executive Director), and two ASSP student leaders (one of which being an ASSP Vice President). The Student Leadership Development Committee shall be advised by the Chief Student Life Officer or designate. All members must be available for weekly meetings during Summer Quarter. No more than one absence shall be allowed.

APPOINTMENT

All applicants for membership shall complete an application and shall be interviewed by the incumbent and newly-elected ASSP Presidents, the incumbent and newly-elected ASSP Vice Presidents of Campus Activities, and the Chief Student Life Officer or designate. Interviews will be conducted in early May with final selections made at least a week before Leadership Kickoff with final confirmation by the outgoing ASSP Senate.

RESPONSIBILITIES

The Student Leadership Development Committee shall plan and implement the Student Leadership Conference, Leadership Fair, Leadership Celebration, Leadership Kickoff, and organize participation in the Governor's Prayer Breakfast. Members must attend weekly training and planning meetings during Summer Quarter and bi-weekly training and planning meetings during the school year.

Responsibilities of the Chair

In consultation with the advisor, the Chair shall be responsible to set the agenda for the Student Leadership Development Committee, lead meetings and manage budgets.

ACCOUNTABILITY

The Student Leadership Development Committee is accountable to the ASSP President.

ASSP By-Law Article II
ASSP Executive Vice President:

2011-2012



assp

ASSOCIATED STUDENTS
SEATTLE PACIFIC UNIVERSITY

ASSP BY-LAW ARTICLE II

ASSP EXECUTIVE VICE PRESIDENT

SECTION 1: POSITION DESCRIPTION

PURPOSE

To oversee all matters pertaining to the proper functioning of ASSP Senate; to ensure active student representation on institutional committees; and to assist the President in addressing student concerns.

RESPONSIBILITIES

Leadership and Representation

The ASSP Executive Vice President shall serve as Chair of ASSP Senate, and shall also chair ASSP Senate Appointment and Student Financial Aid Committees. S/he shall also appoint the Chair of the Elections Task Force. Should the ASSP President be absent, or removed from office for any reason, the Executive Vice President shall assume all official duties of the office, as per Article I, Section 3 of the Constitution. The ASSP Executive VP shall assist the ASSP President in researching major campus issues, and shall coordinate student efforts to introduce items for action in institutional committees, assisting all student delegates in representing the Associated Students on their respective committees.

Senate and Committees

As Chair, the ASSP Executive VP shall call a meeting of ASSP Senate-elect within two weeks of its election. S/he shall have the responsibility to assemble the ASSP Senate agenda for the ASSP President's approval and to distribute it to the senators at least two days prior to the regular meeting each week. During Spring Quarter, s/he shall appoint the senators to specific areas of responsibility, ensuring that there is at least one senator on each institutional or faculty committee. S/he shall be an ex-officio member of all committees except Finance Board and Allocation Board, shall review their progress regularly, and shall make quarterly reports to ASSP Senate on his/her findings. S/he shall also have the privilege to appoint members and chairpersons to special committees created by majority action of ASSP Senate. As Chair, the ASSP Executive VP shall have voting privileges in ASSP Senate only in the event of a tie.

Other Duties

The ASSP Executive Vice President shall be responsible for producing and distributing information about ASSP Senate and related issues to the student body. At the beginning of each year, s/he shall be responsible for printing and distributing copies of the ASSP Constitution to the members of ASSP Senate, after certifying (in concert with the Chief Justice of the Constitutional Advisory Board and the ASSP Executive Vice-President of the previous year) that the published text is as approved by ASSP Senate of the previous year. S/he shall assist in establishing overarching vision, goals, and direction for the annual Student Leadership Conference. The ASSP Executive VP in consultation with the ASSP President shall, by the first ASSP Senate meeting of Fall Quarter, hire and train the ASSP Secretary for ASSP Senate to assist in minute taking, publication, and other ASSP Senate related matters as directed by the ASSP Executive Vice President.

During Spring Quarter, s/he shall train his/her successor by way of the following:

1. Meeting during Spring Quarter
2. Passing on a resource manual created or updated during the year; including updated parliamentary procedures
3. Including the ASSP Executive Vice President-elect in current programming, meetings, and activities
4. Initiating contacts with advisors, administrators, and related positions

ELECTION

As per Article I, Section 2 of the ASSP Constitution.

ACCOUNTABILITY

The ASSP Executive VP shall be accountable to the ASSP President for the fulfillment of his/her duties and responsibilities outlined in the ASSP Constitution and By-Laws, and shall be ultimately accountable to the Associated Students.

SERVICE COMPENSATION

As per By-Law Article III, Section 8.

SECTION 2: SENATE

PURPOSE

To be a body of well-informed students diligently representing the concerns of their constituencies in an open-minded forum where innovative solutions are prayerfully and carefully considered; to facilitate interaction between students and the administration, faculty and staff of Seattle Pacific University.

MEMBERSHIP

As per By-Law Article II, Section 1 of the ASSP Constitution.

MEETINGS

Time and Location

Regular meeting of ASSP Senate shall be held weekly at a time and location agreed upon by the body for Fall, Winter, and Spring Quarters. Special meetings of ASSP Senate may be called by either a majority of ASSP Senate or by the ASSP President.

Public Access

Meetings shall be open to all ASSP members, who shall have the right to be recognized by the ASSP Senate Chair.

Quorum

A quorum shall consist of two-thirds (2/3) of the filled ASSP Senate positions.

Agenda

Agendas for all meetings shall be distributed two days prior to the meeting.

Procedures

In all proceedings not elsewhere specifically regulated by the ASSP Constitution and By-Laws, ASSP Senate shall follow the Parliamentary procedures guided by *Robert's Rules of Order, Newly Revised* and detailed in the ASSP Executive Vice President's resource manual.

Speaking Rights

For each motion and amendments to that motion, any speaker, including guests, shall have the opportunity to raise:

1. An unlimited number of questions during a "Questions of Clarification" period immediately following the speaker who had first rights to speak. This period shall last a maximum of ten minutes. Questions of clarification shall not be used as a means to state an opinion.

2. Four points of debate (which may include questions or opinions), not to exceed one and a half minutes each. Answers to questions are included in the questioner's time limit, although the answers themselves may exceed the limit by a maximum of two and a half minutes (for a total of four minutes). The questioner has the right to stop an answer any time during the first one and a half minutes in order to continue speaking and/or clarify the question, but may only clarify the original question after the one and a half minute limit has passed. The answerer may only ask for further clarification from the questioner and/or refer the question to other individuals. The ASSP Senate Chair may allow an answer to continue beyond the time limit if s/he concludes that additional time is absolutely needed to fully and completely answer the question.

Length of Debate

Debate on any main motion, including amendments to that motion, shall be limited to thirty minutes. After thirty minutes, debate shall be automatically closed and the motion brought to a vote unless:

1. By a two-thirds (2/3) vote, a motion is passed to extend debate by a maximum of fifteen minutes, after which the motion must be either voted on or tabled until a subsequent meeting
OR
2. A motion is passed to table the motion until a subsequent meeting. After a motion has been tabled to a subsequent meeting, each speaker is entitled to all previously stated speaking rights.

WRITTEN FORMAT OF MAIN MOTIONS

Explanation

All main motions that amend or otherwise change the ASSP Constitution or its By-Laws; create, amend or otherwise change the budget (including contingency expenditures); appoint or dismiss a person from an ASSP position (whether paid or volunteer); take any action relating to an ASSP organization's performance; or take a formal position on an issue, such as with Resolutions, shall be presented to ASSP Senate in proposal format, described below.

Exceptions

Amendments to main motions and amendments to amendments do not have to be presented in proposal format unless they change the contents of the main motion substantially, as ruled by the ASSP Senate Chair. The proposal format may be waived in emergency or unforeseen circumstances, or when an individual unfamiliar with ASSP Senate procedures brings an issue to ASSP Senate that may otherwise be acted upon immediately, or when the main motion is of such a simple nature that it does not warrant the proposal format, or by a majority vote of ASSP Senate.

PROPOSAL FORMAT

Proposal Number

A number shall be assigned to each proposal by the ASSP Executive VP as a convenient reference in motions and other allusions to the specific issue. If an amendment is made to Proposal Number X that essentially replaces it, the following numbering format shall be used: 2nd Proposal Number X, 3rd Proposal Number X, etc.

Academic Year and Name of Organization:

For example: "2010-11 Associated Student Senate, Seattle Pacific University."

Subject/Title:

The title should accurately and objectively represent the general purpose/scope of the proposal in as few words as possible. In accordance with *Robert's Rules of Order, Newly Revised*, no proposal may embrace more than one subject at a time; that subject shall be accurately represented in the Subject/Title section.

Date Proposed:

Date motion is scheduled to be presented to the ASSP Senate for the first time.

Author(s):

List individuals and/or committees responsible for writing the proposal.

Author's Summary/Rationale of Proposed Action:

A short summary of the proposed action shall be provided for proposals that are long and/or complex (Otherwise, the summary is optional). The complete section title, listed above, shall be included to indicate the source of views. ASSP Senate may amend the contents of this section and replace the heading with "ASSP Senate's Summary/Rationale of Proposed Action."

Committee Recommendation:

The name of the committee(s) that reviewed the proposal followed with one of the following statements:

1. gives a DO PASS
2. gives a DO PASS as amended by committee
3. gives a DO NOT PASS
4. gives a NO RECOMMENDATION

Proposed Action:

This section shall begin with a statement of the proposed positive action. For example: AMEND ARTICLE X OF THE ASSP CONSTITUTIONAL BY-LAWS, TITLED "Y," WITH A NEW SECTION AS FOLLOWS. This section shall not include any rationale for the proposed action, unless the rationale will also become a permanent part of the amendment. If the proposed action creates a new section in an existing article, all subsequent sections shall be renumbered automatically.

Special Directions for Amendments to the ASSP Constitution:

In order to aid understanding of a proposal, all amendments to existing ASSP Constitution or By-Law articles (including working documents) shall include the complete section(s) that are being amended, with:

1. Content to be deleted lined through, as with ((~~strikeout~~))
2. Amendments indicated by underlines. "NEW SECTION" may be used instead of underlines where an entirely new section is being added
3. Deletions should precede additions (e.g. "All positions require a ((~~2.0~~) 2.5 grade point average")

SENATORIAL RESPONSIBILITIES

ASSP Budget

ASSP Senate shall approve a final full-year budget on or before November 1st.

Committees

During Spring Quarter, the senators-elect shall assume specific areas of responsibility. This assumption shall imply a commitment upon the part of senators to the integration of their areas of knowledge and

expertise into a coordinated program through regular reports to ASSP Senate about their committee activities, conflicts and direction. Attendance at each committee meeting is required unless otherwise permitted by the ASSP Executive VP.

Constituencies

As per Article II, Section 2 of the ASSP Constitution.

VACANCIES

Temporary

In cases where ASSP Senate has determined that a senator's legitimate absence will consistently occur due to ASSP Senate's scheduling or additional ASSP Senate-imposed responsibilities upon the senator:

1. The senator shall nominate three people from his/her constituency, who shall be interviewed by the Senate Appointment Committee (SAC). The nominee selected by SAC shall become the senator pro tempore upon confirmation by ASSP Senate.
2. The pro tempore senator shall assume the representation in ASSP Senate and on the institutional committee of the senator, providing the senator cannot attend, for the duration of the senator's absence.
3. The pro tempore senator shall be in communication with the senator for the purpose of answering questions and sharing opinions.

Permanent

In the event that a vacancy in ASSP Senate is not filled by the appropriate group in accordance with By-Law Article II, Section 2 of the ASSP Constitution, the SAC shall recommend a successor from the respective constituency for confirmation by ASSP Senate within two ASSP Senate meetings.

Senator Recognition

In recognition of outstanding service and fulfillment of senatorial duties, a Senator-of-the-Year and a "Voice of Reason" shall be selected at the end of the year by the ASSP Officers. Additional recognition may be given throughout the year at the discretion of the ASSP Executive VP.

Accountability and Disciplinary Procedures

Individual senators are accountable to their respective constituencies, as well as to ASSP Senate as a whole. Senators should work to support one another, hold each other accountable to accurately represent the best interests of their constituents and encourage one another to fulfill their senatorial responsibilities with integrity. Senators who fail to meet their obligations as outlined in By-Law Article II, Section 3 of the ASSP Constitution may be removed from office at the discretion of ASSP Senate. Removal from office for any other reason may only be accomplished in accordance with By-Law Article II, Section 5 of the ASSP Constitution. ASSP Senate reserves the right to exercise the following disciplinary actions against individual senators when deemed appropriate:

1. Censure (removal of right to be recognized by the ASSP Senate Chair)
2. Reprimand

All disciplinary procedures shall require a two-thirds (2/3) majority vote of ASSP Senate.

SECTION 3: SENATE APPOINTMENT COMMITTEE

PURPOSE

To interview all candidates and make appointments to vacant ASSP Senate positions, as well as senators pro tempore.

MEMBERSHIP

The ASSP Executive VP shall serve as the Chair of the Senate Appointment Committee (SAC); other members shall include the ASSP President and three ASSP senators from different constituencies.

RESPONSIBILITIES

In the event that a vacancy in an ASSP Senate position is not filled by the appropriate group in accordance with By-Law Article II, Section 2 of the ASSP Constitution, the SAC shall appoint a candidate from the appropriate constituency to fill the vacancy within two meetings of ASSP Senate. All appointments shall be confirmed by a majority vote of ASSP Senate.

ACCOUNTABILITY

The SAC is accountable to ASSP Senate through the ASSP Executive VP.

Section 4: Elections Task Force

PURPOSE

To conduct and regulate the primary and general elections of the ASSP officers, the election of ASSP Senate, and all Constitutional amendment ballots.

MEMBERSHIP

The Elections Task Force (ETF) shall consist of seven voting members: the ASSP Executive VP, four senators, one student representative, and the Faculty Liaison who shall only vote in the event of a tie. The Faculty Liaison and the ASSP Executive VP shall serve as the Chairperson. ETF shall also have the discretion to appoint volunteers. Members shall be approved by ASSP Senate in accordance with the following stipulations: no other incumbent officer of the ASSP may serve on ETF; no member of ETF during his/her membership shall be a candidate for ASSP office; and membership shall be representative of the diverse opinions and living areas of the University. In the event that the ASSP Executive VP becomes ineligible to chair ETF, the ASSP President shall appoint an alternate chairperson.

RESPONSIBILITIES

Procedures

ETF shall submit campaign and elections procedures to ASSP Senate for approval prior to their implementation. Such procedures shall include provision for recommendation by petition.

Senate Criteria

As per Article II Section 2 of the ASSP Constitution

Elections

All elections shall be decided by secret ballot. Officers shall be elected by a plurality vote of all undergraduate students. Residence Senators shall be elected by a plurality vote of all undergraduate

students residing in the corresponding residence. Academic Senators shall be elected by a plurality vote of all undergraduate students with declared or intended majors or minors in the corresponding academic school or college division. The School of Education Senator shall be elected by a plurality vote of all undergraduate students registered into a School of Education academic program. After each election, the ETF Chair shall report the official numerical results to Senate during its next regularly scheduled meeting. Final results of each election shall be posted within twenty-four hours of the closing of the polls. Primary elections of Officers shall be held in the second week of Spring Quarter; general elections of Officers shall be exactly one week later; general elections of Senators shall be held in the fifth week of Spring Quarter.

Ballot Measures

All ballot measures shall be submitted to Senate for review at least nine academic days prior to their submission to the Associated Students, who shall be informed

Voter Information

ETF shall make candidate applications public and accessible to all undergraduate students. Candidates' GPAs will remain confidential. This Information shall be made public on the first day of primary election campaigning.

ACCOUNTABILITY

The Elections Task Force shall be accountable to ASSP Senate through the ASSP Executive VP.

SECTION 5: STUDENT FINANCIAL AID COMMITTEE

PURPOSE

To serve as a liaison between the ASSP Senate, the general student body, and the ASSP Executive Office to insure student representation in the SPU financial aid prioritization process and to improve student understanding of that process.

MEMBERSHIP

The ASSP Executive VP shall chair the Student Financial Aid Committee (SFAC); other members shall include one Officer, who does not sit on Student Budget Committee, and four students, of whom two may be senators.

RESPONSIBILITIES

The SFAC shall collect student concerns and submit a report of student input to the University's Administration, on or before December 1st for consideration in the student budget process, regarding the prioritization of financial aid resources. In an effort to educate students on financial aid policies, the SFAC shall also evaluate the overall financial aid process and submit a report to the student body on its findings.

ACCOUNTABILITY

The SFAC is accountable to ASSP Senate through the ASSP Executive VP.

SECTION 6: FACULTY LIAISON

PURPOSE

To facilitate objective communication between Faculty Senate and ASSP Senate; to provide historical perspective and encourage a sense of the University's mission and purpose in the deliberations of ASSP Senate.

RESPONSIBILITIES

The Faculty Liaison shall be accessible to ASSP Officers and senators for professional consultations, and shall consult periodically with the ASSP Officers, Dean of Student Life, and Director of Student Programs to discuss issues of interest to the ASSP. S/he shall assist student representatives on faculty committees in carrying out their duties. S/he shall actively inform the council and the faculty at large of ASSP issues. S/he shall attend ASSP Senate meetings when deemed necessary by the ASSP Executive VP and the Faculty Liaison. S/he shall serve on the Elections Task Force, Allocation Board, and Commission of Interpretation.

APPOINTMENT

The immediate past chair of Faculty Senate shall serve as the Faculty Liaison to the ASSP.

ACCOUNTABILITY

The Faculty Liaison shall be accountable to the Faculty Council.

SECTION 7: INSTITUTIONAL STANDING COMMITTEES

The committee descriptions listed in this section are taken directly from Article B-II, Section 6 of the Constitution of the Faculty.

Student members of institutional and ASSP Senate standing committees shall be appointed by the ASSP Executive VP, in consultation with the ASSP President, and ASSP Senate approval. At least one member shall be a senator unless otherwise specified.

POLICY RECOMMENDING WITH PRIMARY RESPONSIBILITY

Committees in this category are responsible to the Faculty Senate through Faculty Council.

Undergraduate Policies and Evaluation Committee

Membership

Chief Academic Officer or designate, ex officio; six faculty members including one school dean; one undergraduate student. Advisory members when agenda requires: Librarian or designee, representatives from DCS, SAS, and Academic Advising.

Responsibilities

Recommend and review implementation of University-wide policies, standards and procedures governing all undergraduate degrees and all new undergraduate programs; recommend University-wide policies and standards governing undergraduate curricula, special programs that are primarily related to undergraduate studies, and general education and other interdisciplinary programs including general honors; act on recommendations of school curriculum committees; review and evaluate the design and implementation

of all undergraduate policies and programs, specifically including regular cycles of review of all undergraduate programs within schools.

Admissions, Advising, and Retention Committee

Membership

Vice President of University Relations or designate, ex officio; five faculty members including one school dean or associate dean, and two students. Advisory members when agenda requires: Registrar, Director of Financial Aid, Director of Advising, and Dean of Students.

Responsibilities

Recommend and review implementation of policies and standards in Enrollment Services, including admission, retention, registration and records, academic advising, academic probation, student financial aid and scholarships. Areas of student services outside Enrollment Services are also in the purview of this committee, including special student populations, developmental assistance, and standardized testing.

POLICY RECOMMENDING WITH SHARED RESPONSIBILITY

Committees in this category are responsible to the ASSP Executive Office and will report their actions and recommendations to the Faculty Council.

Intercollegiate Athletics Committee

Membership

SPU President's representative to the NCAA, Director of Athletics, Chief Academic Officer or designate, and Vice President for Campus Life or designate, ex officio; six faculty members, three undergraduate students, two of which are ASSP senators and one student who is a member of SAAC, and one representative each of the Board of Fellows and the Alumni Association, neither of whom shall be a member of the Board of Trustees.

Responsibilities

Recommend and review implementation of policies, standards and procedures in the areas of athletic participation, eligibility, budget, major sports, schedules, grants-in-aid, conference and national affiliations.

OPERATIONAL COMMITTEES

Committees in this category are responsible to diverse offices as specified in "responsibilities" portions of descriptions.

Instructional Development Committee

Membership

Chief Academic Officer or designate; University Librarian or designate, ex officio; Director of Instructional Technology Services, ex officio; seven faculty members, at least one of whom shall be a department chair; and one student. Advisory members may be added as agenda requires.

Responsibilities

Plan, implement, and evaluate a program for instructional development to include in-services, individual consultative help, and information resources; recommend and review implementation of policy, standards, and procedures concerning learning resources, physical facilities, and support services related to instruction; program scope and effectiveness to be reported to Faculty Senate. Budget accountability will be to the Office of the Provost.

ADVISORY COMMITTEES

Diversity Committee

Membership

Vice-President of Academic Affairs or designate, ex officio; five faculty members (including the chair), one school dean or associate dean or designate, two staff members, and one student. Advisory members, as the agenda requires, may come from constituent groups across campus, including but not limited to Admissions, Staff Council, Learning Resources, and Campus Ministries.

Responsibilities

Recommend and review implementation of policies, standards, and procedures that assist in the recruitment and retention of an ethnically and culturally diverse faculty, staff, and student body, including developing resources, programs, and tools. Recommend and review implementation of policies, standards, and procedures that assist faculty in addressing ethnic and cultural issues in the curriculum and classroom. Solicit diversity goals from constituent groups across campus and partner with them to achieve measurable progress toward these goals, providing an annual review of that progress to the faculty. Develop a program of yearly assessment reports to the Faculty Senate through the Faculty Council on the progress toward diversity across campus.

SECTION 8: BOARD OF STUDENT MEDIA

PURPOSE

To serve as publisher/broadcaster for all student media organizations; to recommend policy for all student media organizations, review operational conformity for all policy, select top student officers for each organization and monitor media organizations' budgets.

MEMBERSHIP

The ASSP Executive VP shall serve as the ASSP Representative on the Board of Student Media (BSM); other members shall include two student representatives chosen at large from the student body, one student media representative chosen by the top student officers of all student media organizations, one student media advisor representative chosen by the student media advisors, one faculty representative, and one administration/staff representative.

Student representatives shall be selected by the BSM and shall not hold any paid or unpaid positions within ASSP or student media or have previously held a paid position within ASSP or student media. BSM shall select one student representative to serve as BSM Chair.

No media organization's top student officer shall serve as student media representative two consecutive years. No media organization's media advisor shall serve two consecutive years or during the same year as the media organization's top student officer.

MEETINGS

All meetings are open to public. All votes on policy must take place in open meetings. Executive sessions are permitted for personnel matters and complaints against student media. When calling for executive sessions, the Chair must offer an explanation. Only voting members and representatives of pertaining parties shall be present during executive sessions. Six BSM members must be present for quorum, and quorum is required for any official BSM action. All motions require a two-thirds passage for approval.

SUPERVISION AND PRODUCTION OF GUIDELINES

The structure for supervising and producing student media organizations outlined in this document is based on the following principles:

1. All media organization policy must be recommended by the Board of Student Media to President's Cabinet. Any change in policy that also requires a change in the ASSP Constitution and By-Laws must also be approved by ASSP before being submitted to President's Cabinet. No policy is official until approved by President's Cabinet.
2. BSM and ASSP share an equal responsibility to ensure that language in the BSM Guidelines and ASSP Constitution and By-Laws are consistent with one another.
3. Implementation of media policy shall be the responsibility of the Board of Student Media, publisher and broadcaster of all authorized student media on campus.

RESPONSIBILITY

BSM shall assume the following responsibilities:

1. Select Top Student Officers for each media organization no later than the end of Winter Quarter. The selection of Top Student Officers should include a call for applications, a review of qualifications and interviews with all candidates. All deliberations and decisions should be conducted in a manner consistent with the qualifications and procedures for each Student Media Organization, as outlined in this document.
2. Recommend policy for all student media organizations and submit all changes in policy for approval by President's Cabinet no later than the final week of classes each year.
3. Distribute new copies of BSM Guidelines to the following individuals at the beginning of each academic year: all BSM members; all members of President's Cabinet; all faculty advisors for student media; all Top Student Officers; and the ASSP President and Executive Vice President.
4. Review conformity by all student media organizations with all policies outlined in this document.
5. Review and approve all annual budget proposals before their submission to ASSP.
6. Review financial reports from each student media organization at least once a quarter. BSM sets deadlines for submission of financial reports.
7. Advocate on behalf of student media on areas of concern for needed equipment, staff, housing and other issues.
8. Review any complaints against student media in accordance with the process outlined in Section XII of the BSM Guidelines.
9. Review and rule, if necessary, on any conflict between Faculty Advisors and Top Student Officers.
10. Dismiss a Top Student Officer for cause, in accordance with the process outlined in Section XIII of the BSM Guidelines.
11. Recommend to Faculty Advisors and Top Student Officers the removal of any paid student staff members, in accordance with the process outlined in Section XIV of the BSM Guidelines.

12. Suspend any student media organization for cause, in accordance with process outlined in Section XV of the BSM Guidelines.

RELATIONSHIP BETWEEN BSM AND ASSP

BSM and ASSP agree to the following responsibilities:

1. BSM possesses sole authority to fulfill all responsibilities of media governance as outlined in BSM Guidelines.
2. ASSP is responsible for providing financial support for media organizations.
3. All Student Media Organizations are obligated to fulfill their financial commitments in a manner consistent with Section X of the BSM Guidelines and with budgetary guidelines and procedures for student organizations funded by ASSP.
4. It is BSM's responsibility to ensure that Student Media Organizations honor their financial responsibilities, so that both Student Media Organizations and ASSP are not exposed to financial harm.
5. BSM must investigate in a timely manner any questions or complaints involving the financial conduct of any Student Media Organization, consistent with the procedures outlined in Section XII of the BSM Guidelines. If necessary, BSM has the authority to suspend the operation of a Student Media Organization or dismiss Top Student Officers and paid staff, consistent with the procedures outlined in Sections XIII, XIV and XV of the BSM Guidelines.
6. ASSP shall not make any budgetary decisions based on the content of student media.
7. Once ASSP approves appropriations for student media, those appropriations cannot be cut during the academic year unless one of the following situations arise:
 - a. ASSP faces a financial emergency that requires reductions in funding for student organizations. In such a situation, the reductions in funding for student media should be in the same proportion as other student organizations.
 - b. A documented violation of financial policies set forth in the ASSP Constitution and By-Laws as determined by a majority vote of ASSP Senate.
8. Student Media Organizations must supply ASSP with a copy of their financial reports for BSM each quarter. Deadlines for the submission of reports are set by BSM.
9. The ASSP Vice President of Finance also may supply BSM with ASSP's own reports on financial performance of Student Media each quarter.
10. Terms of contracts shall be set and administered by ASSP in a manner consistent with the ASSP Constitution and By-Laws and the BSM Guidelines.

ACCOUNTABILITY

The BSM is accountable to the University Vice President of Academic Affairs.

SECTION 9: COMMUTER COUNCIL

PURPOSE

The Commuter Council shall strive to serve off-campus students by identifying, addressing, and advocating for commuter needs with a Christ-centered approach.

MEMBERSHIP

Three ASSP commuter senators shall serve as the ASSP representatives on the Commuter Council. Additional members shall include three student representatives chosen from the commuter population, a representative from the Sharpen ministry, one representative from the Student Union Board (STUB), the current SUB manager, and a UNICOM representative. The Campus Program Coordinator shall serve as a non-voting member in an advisory role.

During Spring Quarter, the ASSP Executive VP-elect, in consultation with the incumbent ASSP Executive VP and Commuter Council Chair, shall appoint a commuter senator-elect to serve as the Commuter Council Chair for the following academic year. The new Commuter Council Chair, in consultation with the ASSP Executive VP-elect, shall appoint the three student representatives.

RESPONSIBILITIES

In addition to fulfilling the responsibilities outlined in the Commuter Council Constitution and By-Laws, the Commuter Council shall voice commuter concerns, plan and facilitate commuter focused events, and communicate regularly with commuter students.

ACCOUNTABILITY

The Commuter Council shall be accountable to ASSP Senate through the ASSP Executive VP and the three commuter senators.

SECTION 10: CONSTITUTIONAL ADVISORY BOARD

PURPOSE

To uphold the ASSP Constitution and By-Laws through constitutional review, grievance resolution, and constitutional certification of ASSP Constitution and By-Laws, ASSP Senate, and Officers.

MEMBERSHIP

Composition

Constitutional Advisory Board (CAB) shall consist of a Chief Justice, four Associate Justices, and a staff or faculty advisor. Each student member of CAB shall be appointed by the current ASSP President for a specific position and approved by a majority vote of ASSP Senate within three academic weeks of vacancy (not including Summer Quarter). The ASSP President shall be responsible for publicly distributing information of open positions on CAB at least one week in advance of any appointment.

Qualifications

Appointees to CAB must be members of ASSP, must have completed a minimum of thirty (30) quarter credits at Seattle Pacific University, and must have a cumulative grade point average of 2.5 or higher at the time they assume positions on CAB. All Justices shall be members of CAB until they step down by choice, are no longer full-time students or are removed for cause by the ASSP Senate.

Advisor

The Chief Student Life Officer, or designate, shall serve as the advisor of CAB. The advisor shall meet at least once a month with the Chief Justice to provide guidance. The advisor shall also attend at least one CAB meeting per quarter, and shall participate in CAB actions involving Grievance Resolution.

Chief Justice

The Chief Justice shall be responsible for ensuring that CAB meets at least every other week, notifying all members of scheduled meetings, setting the agenda for each meeting, presiding over each meeting of

CAB, except in cases of inability or absence, and training his/her successor and other Justices appointed during his/her term of office.

The Chief Justice, or designate, shall attend each regular meeting of ASSP Senate.

The Chief Justice shall have the power to compel testimony by issuing a writ of subpoena to any ASSP Officer, Senator, or member of ASSP-sponsored organization pursuant to the investigation and resolution of any Grievance brought before CAB, and call for executive session and close the meeting to non-members of CAB at any time, with the exception that votes pursuant to Constitutional Review and Maintenance must occur in open meeting.

The Chief Justice shall be responsible for the public administration of the Oath of Office to the ASSP President, ASSP Executive VP, ASSP Vice President of Finance, ASSP Vice President of Campus Activities, and ASSP Vice President of Ministries. The Oath of Office shall be administered at a meeting of ASSP Senate.

As officers of the Senate and the ASSP, we hereby assume the leadership rights and responsibilities entrusted to us by you, the Associated Students of Seattle Pacific.

Through careful attention to the duties of our offices we shall attempt to further a spirit of community, ensure a voice in institutional affairs, and promote an atmosphere conducive to personal and corporate growth.

In our functions as officers we shall earnestly attempt to demonstrate the meaning of Christ through intellectual inquiry, exploration of the Christian faith, service to others, respect for all people and cultures, and stewardship of resources.

Before all else, the goal of our governance shall be the reconciliation of men and women to God through the power of His grace.

The Assistant Chief Justice shall be chosen by the Chief Justice upon vacancy of the position, and shall be responsible for presiding over meetings of CAB in the inability or absence of the Chief Justice,) taking notes at every meeting of CAB, providing written reports of every action taken or decision made by CAB and ensuring the public availability of such reports, submitting to ASSP Senate any proposal related to Constitutional Review and Maintenance, and maintaining all records and archives of CAB and ASSP Constitution and By-Laws.

Voting

At least three members of CAB must be present for quorum, and quorum is required for any official CAB action. Any final decision by CAB shall require an ‘aye’ vote from at least three members of CAB. All votes related to Constitutional Review and Maintenance shall occur in open meetings. Any action related to Grievance Resolution shall occur in executive session.

RESPONSIBILITIES

Constitutional Review

All proposals that affect or revise any portion of the ASSP Constitution or By-Laws—including policies, procedures, and position descriptions—must be reviewed by CAB for final recommendation to ASSP Senate. CAB shall offer its recommendation with a vote of “Yes,” “No,” “Yes as amended,” or “No Recommendation.”

Any recommendations for amendments to the ASSP Constitution shall be brought to ASSP Senate at least three weeks before the final campus-wide election is held. Any recommendations for amendments to any of the ASSP By-Laws shall be brought before ASSP Senate at least three regular ASSP Senate meetings before the deadline for ASSP Constitutional Certification.

Constitutional Maintenance

CAB shall regularly review the status of the ASSP Constitution and By-Laws with regard to punctuation, grammar, consistency, structural layout, and all other details related to the professional appearance of the document and to the clarity of the information presented therein. Any proposed maintenance updates to the ASSP By-Laws shall be made in consultation with any affected parties or representatives (i.e., the relevant ASSP Officer).

Constitutional Certification

CAB shall be responsible for accumulating the full text of the ASSP Constitution and By-Laws, including all changes, into one document at the end of Spring Quarter. This amended document must be presented in full and approved by ASSP Senate prior to June 1st of each academic year.

The Chief Justice shall review the final text of the ASSP Constitution and By-Laws prior to printing for each year, and certify (in concert with ASSP Executive Vice-Presidents from the current and upcoming year) that the text is as approved by ASSP Senate of the current year.

Grievance Resolution

CAB shall have authority to hear any petition for a grievance brought by any member of ASSP regarding action or inaction by any ASSP-affiliated organization or position that conflicts with any official guiding documents of ASSP or any ASSP organization, including the ASSP Constitution and By-Laws.

CAB shall confirm receipt of a petition of grievance, and thereafter decide whether to issue a binding decision on the case, to abstain from making such decision, or to refer the matter to another supervisory agency. A written report shall be given explaining this decision, which shall refer to the petitioner's earlier actions to resolve the conflict, including appeals to the immediate supervising bodies of the involved parties.

All requests for testimony (including any requests for clarification of constitutional language by the Commission on Interpretation) shall be sent out to relevant parties. CAB shall have the power to interpret the ASSP Constitution and By-Laws in good faith until official clarification be received from the Commission on Interpretation. Once all testimony has been presented, CAB shall meet with its advisor in closed session for a final vote. All decisions shall be binding unless overruled by a three-quarters (3/4) vote of ASSP Senate. A written report shall be produced to accompany the final decision and shall be made publicly available and presented to ASSP Senate.

ACCOUNTABILITY

CAB shall be held accountable to the ASSP President through the appointment power, and to ASSP Senate through its power to overrule decisions by CAB and through its power to remove members of CAB.

Impeachment

ASSP Senate shall provide for a recall vote for any Justice whenever petitioned by one-quarter (1/4) of the membership of ASSP Senate, or of the membership of the ASSP. Justices may be removed from office by a majority vote of the ASSP membership in said recall vote, or by a three-quarters (3/4) supermajority vote of ASSP Senate.

**ASSP By-Law Article III
ASSP Vice President of Finance:**

2011-2012



assp

**ASSOCIATED STUDENTS
SEATTLE PACIFIC UNIVERSITY**

ASSP By-Law Article III

ASSP Vice President of Finance

SECTION 1: POSITION DESCRIPTION

PURPOSE

To oversee all budget and financial operations of the ASSP and to facilitate student representation in University finances.

RESPONSIBILITIES

Chief Financial Officer

The ASSP Vice President of Finance shall be the financial officer of the ASSP, responsible for all of its revenues and expenditures and ensuring its compliance with By-Law Article III.

The ASSP Vice President of Finance shall directly manage the year-end close of all ASSP accounts before the end of the SPU fiscal year. At the date of the University fiscal end of year (EOY), the ASSP Vice President of Finance shall coordinate the transfer of all remaining balances in eligible ASSP funds to be transferred to or from 116207-2813.

During the Summer Quarter, the ASSP Vice President of Finance shall perform a comprehensive audit of the previous year's funds in relation to the ASSP budget. The findings of the ASSP Vice President of Finance shall then be reported to ASSP Senate during the following year's budgeting process.

Leadership

The ASSP Vice President of Finance shall serve as the Chair of the Finance Board and Allocation Board, and shall retain all voting privileges thereon. S/he shall be responsible for appointing its membership during Spring Quarter of the year of his/her election. S/he shall also serve as the Chair of the Student Budget Committee.

Other Duties

The ASSP Vice President of Finance shall serve as a senator and shall provide active leadership within the ASSP. S/he shall assist in establishing vision, goals, and direction for the annual Student Leadership Conference. During Spring Quarter, s/he shall train his/her successor by means of the following:

1. Meeting during Spring Quarter
2. Passing on a resource manual created or updated during the year
3. Including the officer-elect in current meetings
4. Initiating contacts with advisors and related positions

ELECTION

As per Article I, Section 2 of the ASSP Constitution.

ACCOUNTABILITY

The ASSP Vice President of Finance shall be accountable to the ASSP President for the fulfillment of his/her duties and responsibilities outlined in the ASSP Constitution and By-Laws, and shall be ultimately accountable to the student body.

SERVICE COMPENSATION

As per By-Law Article III, Section 8.

SECTION 2: TREASURER

PURPOSE

To assist the ASSP Vice President of Finance in the management and maintenance of the ASSP budget.

RESPONSIBILITIES

Duties

The Treasurer shall handle general finance paperwork and regularly update the ASSP Budget. S/he shall serve as a liaison between the ASSP and the ASSP VP of Finance. S/he shall also attend Finance Board at request of the ASSP VP of Finance.

Fiscal Authority

The Treasurer shall have signing power up to and including \$500.

SELECTION

The Treasurer shall be hired by the ASSP VP of Finance-elect in consultation with the ASSP President-elect.

ACCOUNTABILITY

The Treasurer shall be accountable to the ASSP VP of Finance for the fulfillment of his/her duties and responsibilities outlined in the ASSP Constitution and By-Laws.

SERVICE COMPENSATION

As per By-Law Article III, Section 8.

SECTION 3: FINANCE BOARD

PURPOSE

To serve as the financial advisory board of ASSP Senate, monitoring all finances and physical assets of ASSP, and reviewing and making recommendations on all proposals which affect the disposition of the ASSP operating budget.

MEMBERSHIP

The ASSP VP of Finance shall serve as Chair of Finance Board, and shall retain all voting privileges thereon. Other members shall include: the ASSP President, the Chief Student Life Officer or designate, and four students, at least two of whom shall be senators-elect during the Spring Quarter. Both senators will also serve as members of Allocation Board. The ASSP VP of Finance-elect shall nominate candidates for Finance Board and Allocation Board membership following the ASSP elections Spring Quarter. The ASSP VP of Finance-elect shall then recommend the candidates for Finance Board and Allocation Board membership to the incumbent ASSP Senate for final confirmation.

QUORUM

A quorum shall consist of the ASSP VP of Finance and any four other voting members. Quorum is required in order to vote.

VOTING

In the event a finance proposal holds ASSP to a potential financial impact of \$750, Finance Board will issue a "Recommend Do Pass" or "Recommend Do Not Pass" to ASSP Senate. This vote is required of

all finance related proposals that are listed on the ASSP Senate agenda and must occur when quorum is present.

FINAL AUTHORITY

Final authority for approving all finance or budget-related proposals shall rest with ASSP Senate, which shall retain the privilege to override Finance Board recommendations, or to alter proposals, provided such alterations do not violate budget restrictions. A two-thirds (2/3) majority vote or a majority vote of the entire membership of ASSP Senate, whichever is greater, shall be required to override a Finance Board recommendation of "Do Not Pass" or "Do Pass" on a proposal that has been altered on the ASSP Senate floor.

RESPONSIBILITIES

General Oversight

All finances and physical assets of the ASSP shall be monitored by the Finance Board, which shall meet regularly each quarter as the controlling financial body of ASSP Senate. The Finance Board shall have the power to approve financial proposals of no more than \$750 from the General Fund, Conference Fund, Operating Contingency Fund, or the Systems Upgrade Fund. Such proposals shall be presented as a written report to ASSP Senate and read aloud during the weekly report of the Finance Board given by the ASSP VP of Finance. ASSP Senate may hear any proposal brought before Finance Board by a majority vote. For proposals that fall under the \$750 threshold that are given a "Do Pass," disbursement of funds shall not occur until the first business day after the ASSP Senate meeting at which the proposal is reported. In limited cases, Finance Board shall have authority to make an exception to this rule when valid extenuating circumstances are present, which cases shall be held to high scrutiny by ASSP Senate.

ASSP Conference Fund

At the beginning of the year, Finance Board shall create guidelines for the ASSP Conference Fund. Using these guidelines, Finance Board shall review and recommend proposals concerning expenditures from the Conference Fund.

Allocation of Excess Funds

Finance Board shall be responsible for recommending the transfer of funds from the ASSP Allocation Fund to the ASSP General Fund, ASSP Conference Fund and ASSP Club Programming Fund under the current operating budget. This may happen once per quarter, during Winter and Spring quarters. Finance Board shall recommend the distribution of any excess allocation among the ASSP General Fund, ASSP Conference Fund and the ASSP Club Programming Fund, based on usage seen during that year's budget.

ACCOUNTABILITY

The Finance Board shall be accountable to ASSP Senate through the office of the ASSP VP of Finance.

SECTION 4: STUDENT BUDGET COMMITTEE

PURPOSE

To serve as a liaison between ASSP Senate, the general student body, and the Executive Office to insure student representation in the SPU budgeting process and to improve student understanding of that process.

MEMBERSHIP

The ASSP VP of Finance shall Chair the Student Budget Committee; other members shall include the ASSP President, ASSP Executive Vice President, and three students, of whom two may be senators. Members shall be appointed by the ASSP President, in consultation with the ASSP VP of Finance by the end of the third week of Fall Quarter.

RESPONSIBILITIES

The Committee shall work in conjunction with the SPU President and the Office of Business and Planning to provide student input on the budgeting process beginning in Fall Quarter. The Committee shall seek input from students regarding pertinent issues, while maintaining confidentiality as appropriate. The Committee shall issue a report to the SPU President summarizing the position of the Committee regarding budget planning, taking into consideration any input received from the student body.

Confidentiality

All information revealed by the Administration shall be held in the strictest confidence by all students in attendance, unless the Administration states otherwise. Resignation from the Committee does not in any way permit the release of information learned in or through the Student Budget Committee.

ACCOUNTABILITY

The Student Budget Committee is accountable to the ASSP President and the ASSP VP of Finance.

SECTION 5: GENERAL FINANCES

EXPENDITURES POLICIES

Contracts

All legally binding contracts must be reviewed by the University's Chief Legal Advisor within the SPU Finance Office.

Abuse of Funds

The ASSP VP of Finance holds the authority to not reimburse any purchases made without the approval of ASSP Senate. Any abuse of funds and actions taken in response must be reported to Finance Board. For a gross abuse of funds, the ASSP VP of Finance, in consultation with Finance Board, may recommend to ASSP Senate the removal of the purchaser from their position.

Accounts Payable

All expenditures shall be made by check upon receipt by the ASSP VP of Finance or designate of an invoice from the vendor matched with the appropriate purchase order or approval authorizing payment. All checks involving expenditures of ASSP funds must be signed by the ASSP VP of Finance or designate. The ASSP President and SPU Vice President of Academic Affairs or designate must co-sign on all checks over \$2,000.

ANNUAL AUDIT OF ASSP

All ASSP and subsidiary accounts shall be closed on June 30, and all non-exempt fund balances, whether surplus or deficit, shall be carried forward into the ASSP Rollover Contingency Fund. The ASSP Rollover Contingency Fund is audited annually during the University's independent audit. All ASSP books shall be available for investigation by any member of the ASSP at any time.

BALANCE FORWARD

Amounts carried forward from a previous year's budget shall be allocated for capital expenditures. Alternative uses for these funds shall require a two-thirds (2/3) majority vote of ASSP Senate. The Rollover Contingency Fund shall not be depleted to less than \$25,000 unless ASSP Senate declares a budgetary emergency by a two-thirds (2/3) vote.

SECTION 6: ALLOCATION BOARD

PURPOSE

To serve as the budgetary advisory board of ASSP Senate, responsible for recommending an amount for the annual ASSP Fee to the Student Budget Committee, and for recommending to ASSP Senate allocations of service compensation and operating budgets from the annual ASSP Budget.

MEMBERSHIP

Composition

The Allocation Board shall consist of the ASSP VP of Finance, ASSP President, two ASSP Senators (who will serve as members of Finance Board as well), the Chief Student Life Officer (or designate), the ASSP Faculty Liaison, and an Administrative Representative.

Appointment

The Administrative Representative shall be recommended for appointment to the Allocation Board by the Chief Student Life Officer.

The ASSP VP of Finance-elect shall nominate candidates for Finance Board and Allocation Board membership in Spring Quarter of each academic year. These candidates shall then be confirmed by a vote of the incumbent ASSP Senate.

Quorum

Quorum shall consist of the ASSP VP of Finance and four of members (two of whom must be students and two of whom must be either faculty or administrators). Quorum shall be required to vote. All decisions shall occur by simple majority vote. Meetings shall be called and chaired by the ASSP VP of Finance.

FINAL AUTHORITY

Final authority for approving all service compensated positions and operating budgets shall rest with ASSP Senate, which shall retain the privilege to override or alter Allocation Board recommendations, provided such alterations do not violate budget restrictions. A two-thirds (2/3) majority vote or a majority vote of the entire membership of ASSP Senate, whichever is greater, shall be required to override an Allocation Board recommendation or to pass an Allocation Board recommendation that has been altered on the ASSP Senate floor.

RESPONSIBILITIES

ASSP Fee Recommendation

Allocation Board shall be responsible for recommending an amount for the annual ASSP Fee to the Student Budget Committee. Allocation Board shall meet with student groups during Fall Quarter to determine any drastic budget changes, including but not limited to new events, programs or positions.

Allocation Board shall take this information into account, along with information of past years' experiences, in determining an amount.

Service Compensation Recommendation

Allocation Board shall be responsible for determining the annual ASSP Payroll for all hourly and service compensated positions. Its deliberations shall be guided by the specifications of ASSP By-Law Article III, Section 7. All service compensation for existing positions found in ASSP By-Law Article III, Section 8 will be determined according to the existing By-Laws unless changes to the By-Laws have been submitted to Allocation Board and approved by ASSP Senate during Fall Quarter. In order to ensure that all service compensation amounts are determined before any positions have been filled for the following year, Allocation Board shall determine compensation and stipend allocation by the sixth week of Winter Quarter, at which point the proposal for service compensation shall be presented for ASSP Senate approval after a week of academic consideration.

Operating Budget Recommendation

Allocation Board shall be responsible for determining the allocation of ASSP Operating Budgets in accordance with ASSP By-Law Article III, Section 9. The preliminary budget shall be approved by a majority vote of Allocation Board by the end of Spring Quarter. The final budget shall be approved by a majority vote of Allocation Board and submitted to ASSP Senate before the fourth week of Fall Quarter. The final budget shall be approved by ASSP Senate on or before November 1st.

Guidelines for Recommendations

Allocation Board shall determine these recommendations in light of the principles of continuity, constitutionality, and communication. Allocation Board members shall review previous decisions by Finance Board, Allocation Board, and by ASSP Vice-Presidents of Finance to provide for some continuity with the past. Allocation Board shall distribute and allocate compensation and operating budgets in light of the preamble of the ASSP Constitution, and shall seek to maintain balance between the various student groups. Finally, Allocation Board shall communicate extensively with advisors, department heads, and the coordinators of various student groups to ensure that their needs are reflected in the final allocation.

ACCOUNTABILITY

The Allocation Board shall be accountable to ASSP Senate through the office of the ASSP VP of Finance.

SECTION 7: PAYROLL

CREATION OR ALTERATION OF POSITIONS

Limitations

The ASSP Payroll for each given fiscal year shall remain less than forty-three percent of the total ASSP Allocation for that fiscal year. Included in the payroll are all service compensated positions and all hourly compensated positions.

Jurisdiction

The Allocation Board shall have primary authority over all ASSP Payroll, including the determination of figures for service compensation positions. All proposals creating new service compensated positions

and/or changing existing positions shall require recommendation from the Allocation Board and approval by a majority vote in ASSP Senate after one academic week of consideration.

Process

The Allocation Board shall recommend formal service compensation to ASSP Senate, providing a rationale for its recommendation that focuses on the relative level of responsibility. All service compensated positions shall have a position description found in ASSP By-Law Article III, Section 8, recommended by Allocation Board and approved by ASSP Senate. Service compensations for existing positions cannot be changed during the academic year, but may only take effect at the start of the following year (except where a motion was tabled/postponed in the Spring Quarter for consideration in Fall Quarter). Before any service compensated position is created or modified, all related changes to the By-Laws must be submitted to Allocation Board and approved by ASSP Senate. All new proposals for service compensation changes must be approved by ASSP Senate during Fall Quarter, except where ASSP Senate suspends this rule by a two-thirds (2/3) vote. Determination of service compensation amounts will take place by the sixth week of Winter Quarter.

Review

During the Winter Quarter of the current academic year, all newly created service compensated positions shall automatically go through a review and re-approval process by the Allocation Board and ASSP Senate. If re-approved, such positions shall become permanent. The purpose of this review is to assure that the newly created positions are still needed, that they are accomplishing their goals, and that there are still no other alternative ways of achieving the same goals. A newly created position is one that was created anytime during the previous academic year, or Fall Quarter of the current academic year.

Eligibility Requirements

All service compensation recipients must maintain a cumulative GPA of 2.5 or better and be enrolled for and complete a minimum of six non-practicum academic credits per quarter (except where an individual would be forced to complete more than 180 quarter credits). Unsuccessful completion of these requirements may result in disqualification from office, or the withholding of service compensation until the above requirements are met. Such cases shall be decided upon by the Chief Student Life Officer, the ASSP President and the ASSP VP of Finance (unless a conflict of interest arises).

SERVICE COMPENSATION

General Practices

Individuals employed by the ASSP shall hold no more than one position at any given time. The service compensation received by one person may not exceed the amount set annually by ASSP Senate. Those in management positions are responsible for the fulfillment of the tasks of those holding positions under their supervision. In the event of a vacancy, appeals to these general practices may be submitted to the Allocation Board.

Criteria for Rate Determination

Due to the transitory nature of student government, pay rates for service compensated positions shall be based primarily on the job description of the given position. Since student government positions are considered service to the community, it is expected that recipients of service compensation strive to exceed the minimum requirements of the position; it is also understood that service compensations are not intended to equal wages paid for similar positions in the private sector. When reviewing or recommending pay rates for service compensated positions, Allocation Board shall, within the context outlined above, consider the following criteria:

Level of Responsibility

The level of responsibility is not a quantifiable figure but a subjective ranking of the position relative to other existing positions in terms of the types of responsibilities expected of the position holder. The following criteria are to be considered in this ranking process:

1. Experience: the amount of previous experience and/or training required to obtain the position and/or carry out its responsibilities
2. Administration: the amount of administrative work required to manage the budget and the students for which the position is responsible
3. Pressures: the degree in which the person holding the position is likely to be scrutinized
4. Impact: the likely impact of the position's work on students, the general public and/or various levels of authority
5. Effort: the amount of time required to carry out the responsibilities of the position
6. Autonomy: the amount of independence with which this position operates

HOURLY COMPENSATION

Any position designated as an hourly-wage position by ASSP Senate shall be paid no less than the prevailing minimum wage. The exact wage shall be determined by the appropriate supervisor, who shall also have the prerogative to grant raises when warranted. Compensation for such positions shall be budgeted for in appropriate budgets. Allocation Board shall determine hourly compensation by the fifth week of Spring Quarter. Appeals regarding hourly compensated positions may be made to the ASSP Senate. All decisions regarding hourly compensated positions must be made prior to the hiring of an individual and finalized by the end of Spring Quarter.

FALCON SERVICE COMPENSATION

The Falcon Editor-in-Chief shall have the authority to allocate the Service Compensation Fund (SCF). The Editor-in-Chief shall propose the Falcon Staff pay structure to the Board of Student Media prior to the hiring of the next academic year's editorial staff. The Editor-in-Chief shall also present the Falcon Staff pay structure at the ASSP Senate Spring Budget Meeting.

The SCF may only be distributed to the Editors, Assistant Editors, and the Business Manager. The Editor-in-Chief and Advertising Manager may not receive service compensation from the SCF.

No Editor's service compensation may exceed \$5,800

No Assistant Editor's service compensation may exceed \$4,400

The Advertising and Business Manager's service compensation may not exceed \$2,500

The Editor-in-Chief shall also have the authority to create additional Assistant Editors, whose service compensation shall be allocated from the SCF.

Additional service compensation for the Advertising and Business Manager shall be fifteen percent commission on advertisements collected.

CASCADE SERVICE COMPENSATION

The Cascade Editor-in-Chief shall have the authority to allocate the Service Compensation Fund (SCF). The Editor-in-Chief shall propose the Cascade Staff pay structure to the Board of Student Media prior to the hiring of the next academic year's editorial staff. The Editor-in-Chief shall also present the Cascade Staff pay structure to Finance Board and the ASSP Senate Spring Budget Meeting.

The SCF may only be distributed to the Editors, Assistant Editors, and the Advertising and Business Manager. The Editor-in-Chief may not receive service compensation from the SCF.

No Editor's service compensation may exceed \$5,750.

No Assistant Editor's service compensation may exceed \$2,900.

The Advertising and Business Manager's service compensation may not exceed \$1,550. Additional service compensation for the Advertising and Business Manager shall be fifteen percent commission on advertisements collected.

The Editor-in-Chief shall also have the authority to create additional Assistant Editors, whose service compensation shall be allocated from the SCF.

LINGUA SERVICE COMPENSATION

The Lingua Editor-in-Chief shall have the authority to allocate the Service Compensation Fund (SCF). The Editor-in-Chief shall propose the Lingua Staff pay structure to the Board of Student Media prior to the hiring of the next academic year's editorial staff. The Editor-in-Chief shall also present the Lingua Staff pay structure to Finance Board and the ASSP Senate Spring Budget Meeting.

The SCF may only be distributed to the Assistant Editors. The Editor-in-Chief may not receive service compensation from the SCF.

No Assistant Editor's service compensation may exceed \$2,300.

KSPU SERVICE COMPENSATION

The KSPU Station Manager shall have the authority to allocate the Service Compensation Fund (SCF). The Station Manager shall propose the KSPU Staff pay structure to the Board of Student Media prior to the hiring of the next academic year's editorial staff. The Station Manager shall also present the KSPU Staff pay structure to Finance Board and the ASSP Senate Spring Budget Meeting.

The SCF may only be distributed to the Assistant Managers. The Station Manager may not receive service compensation from the SCF.

No Assistant Manager's service compensation may exceed \$2,300.

SECTION 8: SERVICE COMPENSATED POSITIONS

The following positions shall receive individual Service Compensation:

- ASSP President \$10,900
- ASSP Executive Vice President \$9,900
- ASSP Vice President of Finance \$9,900
- ASSP Vice President of Campus Activities \$9,900
- ASSP Vice President of Ministries \$9,900
- ASSP Treasurer \$3,400

• ASSP Public Relations Manager	\$7,200
• ASSP Media Equipment Coordinator	\$3,500
• ASSP Intercultural Director	\$5,400
• ASSP Club Executive Director	\$5,300
• ASSP IT Coordinator & Webmaster	\$3,300
• Coordinator SPRINT	\$6,800
• Coordinator Urban Involvement	\$6,800
• Coordinator Campus Student Ministry (Male)	\$5,200
• Coordinator Campus Student Ministry (Female)	\$5,200
• Coordinator GROUP	\$5,200
• GROUP Sound Coordinator	\$1,400
• Coordinator Chapel Worship	\$5,200
• Coordinator Latreia	\$4,800
• Coordinator Sharpen	\$4,800
• RHMC Moyer	\$2,800
• RHMC Emerson (2)	\$3,500
• RHMC Hill (2)	\$2,800
• RHMC Ashton (2)	\$2,800
• STUB Executive Director	\$7,600
• Coordinator STUB Publicity	\$4,800
• Coordinator STUB Programming (6)	\$4,800
• Falcon Editor-in-Chief	\$9,300
• Cascade Editor-in-Chief	\$6,300
• Lingua Editor-in-Chief	\$5,200
• KSPU Station Manager	\$4,500

The following Service Compensation Funds are hereby established:

• Falcon Service Compensation Fund	\$42,700
• Cascade Service Compensation Fund	\$18,400
• Lingua Service Compensation Fund	\$3,700
• KSPU Service Compensation Fund	\$5,828

SECTION 9: ASSP OPERATING BUDGET

BUDGET PREPARATION AND ADJUSTMENT

Preliminary Budget

Every ASSP fund shall be assigned a primary budget manager and secondary budget manager. The budget manager is accountable to the ASSP VP of Finance for the management and tracking of his/her ASSP fund.

The ASSP VP of Finance shall provide budget request forms for all budget managers, to be returned upon his/her request. After proper review, s/he shall draw up and submit a preliminary full-year budget to Allocation Board for its consideration. Allocation Board shall hold open and public hearings, after which it shall decide, by majority vote, upon a preliminary full-year budget. Allocation Board recommendations regarding hourly positions will be presented to the ASSP Senate for approval on or before the fifth week of Spring Quarter. The ASSP VP of Finance-Elect will be present at Allocation Board meetings during

the process of allocating Operating Budgets. Minority recommendations shall be provided upon request by ASSP Senate-elect.

Final Budget

For the revised full-year budget, the ASSP VP of Finance shall contact all budget managers to see if any changes from the preliminary budget are requested or required, and shall be available for consultation if needed. Allocation Board shall then hold open hearings, after which it shall decide, by majority vote, upon the revised full-year budget to be recommended to ASSP Senate. Minority recommendations shall be provided upon request by ASSP Senate. Each line item of both the preliminary and the revised full-year budget shall include, in addition to any other pertinent information, the previous year's approved allocation and the Allocation Board's current recommendation. In the event of extreme financial situations Allocation Board shall make a recommendation to ASSP Senate regarding appropriate funding of the ASSP Budget.

Budget Modifications

After final approval of the budget, all minor budget modifications shall require the approval of the concerned budget manager and the ASSP VP of Finance. A minor budget modification is a change within one particular fund and is defined by the ASSP VP of Finance. After final approval of the budget, all major budget modifications shall require the approval of ASSP Senate through a proposal process. A major budget modification is a change that affects two or more funds, such as a draw from the General Contingency fund for budget purposes.

Solicitation of Funds and Other Revenue

Funds solicited or otherwise generated by any ASSP organization shall be subject to the guidelines and restrictions contained within the ASSP Constitution and By-Laws. Realized revenue which exceeds budgeted amounts shall be used according to the following prioritized guidelines: to cover deficits in that specific account, to be used at the discretion of the concerned budget manager subject to the approval of Finance Board, and to be placed in the ASSP Contingency Fund. Finance Board recommendations shall be subject to the provisions of the ASSP Constitution and By-Laws.

**ASSP By-Law Article IV
ASSP Vice President of Ministries:**

2011-2012



assp

**ASSOCIATED STUDENTS
SEATTLE PACIFIC UNIVERSITY**

ASSP BY-LAW ARTICLE IV ASSP VICE PRESIDENT OF MINISTRIES

SECTION 1: POSITION DESCRIPTION

PURPOSE

To represent the needs of the student body to campus ministries and to represent campus ministries to ASSP Senate and other constituencies.

RESPONSIBILITIES

Leadership

The ASSP Vice President of Ministries (VPM) shall have responsibility for supportive supervision of the nine departmental coordinators, and shall assist them with their respective budgets. S/he shall also be involved in the selection process of the nine coordinators (Urban Involvement, GROUP, two Campus Student Ministry, Student Chapel Worship Team, Latreia, Relinquish, Sharpen, and SPRINT coordinators), and insure that the core positions for each area are selected for the following year.

Representation

The ASSP VPM shall be responsible for effectively representing campus ministries within ASSP Senate and for coordinating Campus Ministry Council (CMC), which s/he shall chair. Organization of an annual retreat shall also be his/her responsibility.

All-Campus Ministry

In conjunction with the Director of the Office of University Ministries and Center for Worship (OUM/CFW), Director of the John Perkins Center (JPC), and their designates, the ASSP VPM shall be responsible for the coordination of campus-wide ministry events including Celebration Week.

Other Duties

To assist in establishing overarching vision, goals, and direction for the annual Winter Ministries Retreat. The ASSP VPM shall train his/her successor by way of the following:

1. Meeting during Spring Quarter
2. Passing on a resource manual created or updated during the year
3. Including the ASSP VPM-elect in current programming, meetings, and activities
4. Initiating contacts with advisors and related positions

ELECTION

As per By-Law Article I, Section 2 of the ASSP Constitution.

ACCOUNTABILITY

The ASSP VPM shall be accountable to the ASSP President for the fulfillment of his/her duties and responsibilities outlined in the ASSP Constitution and By-Laws, and shall be ultimately accountable to ASSP.

SERVICE COMPENSATION

As per By-Law Article III, Section 8.

SECTION 2: CAMPUS MINISTRY COUNCIL

PURPOSE

To act as a decision-making body for campus ministry issues, within the context of the jurisdiction granted to campus ministries by ASSP (specifically excluding those decisions that fall within individual position descriptions).

MEMBERSHIP

Campus Ministries Council (CMC) shall be chaired by the ASSP VPM, and shall consist of the following members: Urban Involvement (UI) Coordinator, GROUP Coordinator, SPRINT Coordinator, the two Campus Student Ministry Coordinators (CSMCs), Chapel Coordinator, Latreia Coordinator, Sharpen Coordinator, Relinquish Coordinator, and two ASSP Senators, with the \Directors of the OUM/CFW and JPC, and all staff advisors serving as ex-officio members.

RESPONSIBILITIES

Selection

Final selection of SPRINT Coordinator, UI Coordinator, GROUP Coordinator, Chapel Coordinator, Latreia Coordinator, two CSMCs, Sharpen Coordinator, and Relinquish Coordinator shall be made by the CMC. A review board consisting of the relevant ministry Coordinator, ASSP VPM, ASSP VPM-elect, and the designated OUM/CFW or JPC staff advisor shall review applications and conduct interviews for each position. The review board shall nominate one candidate for each coordinator position to CMC. CMC shall then recommend the candidates for each coordinator position to ASSP Senate for final confirmation.

All applicants shall be treated with equal consideration. CMC shall consider nominations and either recommend the nomination to ASSP Senate or refer it back to the review board for reconsideration. If either ASSP Senate or CMC refers a nomination to the review board, the board shall re-open the application process. CMC must not begin its selection process before the first week of Spring Quarter with the exception of the selection process for CSMCs which shall begin in Winter Quarter. All decisions of CMC require a two-thirds (2/3) majority vote.

Other Duties

The Council is responsible for making decisions on campus ministry issues in the context of its purpose, outlined above. Primary issues include: new program ideas, formation of campus ministry procedures and guidelines, and evaluation of current programs for the purpose of instituting improvements and/or determining program continuation. All decisions shall require a two-thirds (2/3) majority vote. The CMC shall also support the ongoing ministries within the organization.

SECTION 3: SPRINT COORDINATOR

PURPOSE

To promote and support an awareness of, commitment to, and involvement in world missions among Seattle Pacific University students, faculty, and staff.

RESPONSIBILITIES

Leadership

The Seattle Pacific Reachout INTernational (SPRINT) Coordinator shall be an active, voting member of the Campus Ministries Council, and shall assist other ministry coordinators in the planning and implementing of campus activities. The SPRINT Coordinator is responsible for recruiting and supervising SPRINT Core, which promotes missions awareness and opportunities for students. Oversight of the SPRINT budget shall also be his/her responsibility.

Missions

The Coordinator shall lead SPRINT Core and collaborate with the designated staff advisor to organize, promote, and carry out the summer SPRINT missions. This includes debriefing returning teams from the previous summer, promoting the upcoming summer trips, interviewing applicants, selecting teams, and guiding teams in the training and the fundraising process. Development and supervision of fundraising programs for the support of student short-term missions, in conjunction with the JPC, shall also be his/her responsibility. Finally, s/he shall maintain correspondence with mission agencies and other college student missions groups regarding outreach opportunities for students and models of short-term missions programs.

Administration

S/he shall assist with selection and training of his/her successor during Spring Quarter including budgeting and program evaluation.

Meetings

The SPRINT Coordinator shall maintain regular contact with the ASSP VPM and the designated JPC Advisor regarding the implementation of programs and procedures, and the communication of other ideas. S/he may also be required to attend any relevant training sessions.

Other Duties

The SPRINT Coordinator shall assist the ASSP VPM in coordinating an annual Winter Ministries Retreat and Celebration Week.

ACCOUNTABILITY

The SPRINT Coordinator shall report directly to the designated staff advisor in JPC, and shall ultimately be responsible to the ASSP VPM. The SPRINT Coordinator shall maintain a cumulative GPA of 2.5 or higher.

SELECTION

The SPRINT Coordinator shall be selected as per Section 2.

SERVICE COMPENSATION

As per By-Law Article III, Section 8.

SECTION 4: CAMPUS STUDENT MINISTRY COORDINATOR

PURPOSE

To organize, promote, and support Christian formation among the on-campus student body as the coordinators of the SMC program.

RESPONSIBILITIES

Leadership

The two (one male, one female) Campus Student Ministry Coordinators (CSMCs) shall be active, voting members of the Campus Ministry Council, and shall assist other ministry coordinators in the planning and implementing of campus activities. The CSMCs shall seek to identify the current needs of students and shall develop and implement relevant and creative programming to meet those needs. They shall support and supervise the Residence Hall Ministry Coordinators (RHMCs) and oversee the SMC program. They shall plan and facilitate activities to encourage and support SMCs and RHMCs for service, including an SMC Cadre. They shall also oversee the planning and coordination of campus-wide activities sponsored by the SMC program.

Administration

The CSMCs shall organize and coordinate the SMC selection process for the following year. They shall coordinate the selection and training of each CSMC for the following year. They shall be responsible for budget creation and oversight. They shall also coordinate mid-year program and staff evaluations.

Meetings

The CSMCs shall maintain regular contact with the ASSP VPM regarding the implementation of programs and procedures, and the communication of other ideas. They shall meet weekly with the designated staff person in the OUM for planning and accountability. They shall meet weekly with individual RHMCs to maintain awareness of SMC activities in all residence halls and to provide encouragement and support. They shall meet with one another weekly for continual planning, vision-casting, and support. They may also be required to attend any relevant training sessions.

Other Duties

The CSMCs shall assist the ASSP VPM in coordinating an annual retreat. CSMCs are expected to plan and implement approximately two weeks of training in the fall for SMCs and RHMCs. Planning for this time requires significant preparation prior to the arrival of the SMCs and RHMCs.

ACCOUNTABILITY

The CSMCs shall report directly to the designated advisor in OUM/CFW, and shall be ultimately responsible to the ASSP VPM. The CSMCs shall maintain a cumulative GPA of 2.5 or higher.

SELECTION

The CSMCs are appointed by incumbent CSMCs, the designated advisor of the OUM/CFW, the incumbent ASSP VPM, and by CMC.

SERVICE COMPENSATION

As per By-Law Article III, Section 8.

SECTION 5: RESIDENCE HALL MINISTRY COORDINATORS

PURPOSE

To organize, promote, and support Christian growth and nurture through direct supervision of Student Ministry Coordinators (SMCs) in their respective living areas.

RESPONSIBILITIES

Leadership

The Residence Hall Ministry Coordinator (RHMC) shall aid the Campus Student Ministry Coordinators (CSMCs) in coordinating all-campus events sponsored by the SMC program. S/he shall actively support the activities for growth in Christ in their respective halls. The RHMC is responsible for assisting the SMCs in coordinating one residence hall activity per quarter.

Meetings

The RHMC shall meet regularly with the SMCs in their designated hall to encourage the SMCs in ministry activities. S/he shall also lead regular SMC staff meetings for support and discipleship. S/he shall meet regularly with at least one of the CSMCs for support and discipleship relationship and shall act as a reciprocal information link between SMCs, CSMCs, and the advisor in the OUM/CFW. The RHMC shall participate in a weekly RHMC support and discipleship meeting. The RHMC shall meet periodically with the Residence Life Coordinator in his/her hall.

Other Duties

The RHMC may also be required to attend any relevant training sessions, including returning to campus two days prior to Leadership Conference for positional and collaborative training.

ACCOUNTABILITY

The RHMC shall report directly to the CSMCs and the designated advisor in the OUM/CFW. The RHMC is ultimately accountable to the ASSP VPM. The RHMC shall maintain a cumulative GPA of 2.5 or higher.

SELECTION

The RHMC is selected by the incumbent CSMCs, the incumbent RHMC staff, and the designated advisor in the OUM/CFW.

SERVICE COMPENSATION

As per By-Law Article III, Section 8.

SECTION 6: STUDENT MINISTRY COORDINATORS

PURPOSE

To promote and support Christian growth on their residence hall floor.

RESPONSIBILITIES

Leadership

The Student Ministry Coordinator (SMC) shall serve as a link between OUM/CFW, ASSP, and their residence hall floor. S/he shall coordinate activities for formation in Christ or exploration around the person of Christ, such as Bible studies, accountability groups, prayer groups, etc., and act as a resource for spiritual growth. S/he shall seek to identify and nurture spiritual leaders and to assist facilitators and other ministry leaders of the floor.

The SMC is not a counselor. When helping those in distress, suffering bereavement, or facing other grave difficulties, every effort should be made to support and pray for the individual, but the SMC should also realize his/her limitations. Such cases should be referred to a trained professional such as a Residence Life Coordinator, an OUM/CFW advisor, a member of the Counseling or Health Center staff, etc.

Meetings

The SMC shall meet with their Peer Advisor on a regular basis to identify needs and set goals for the floor. S/he shall participate in a weekly SMC staff support and discipleship meeting, facilitated by the RHMC. S/he shall meet individually on a regular basis with the RHMC for support and discipleship and shall report to the RHMC regarding floor activities. S/he shall also meet occasionally with the CSMC(s) or the OUM advisor.

Other Duties

The SMC shall be required to attend any relevant training sessions, including returning to campus two days prior to Leadership Conference for positional and collaborative training.

ACCOUNTABILITY

The SMC shall report directly to the RHMC of their residence area. They are then accountable to the Campus Student Ministry Coordinators (CSMCs) and to the designated advisor in the OUM/CFW. The SMC is ultimately accountable to the ASSP VPM. The SMC shall maintain a cumulative GPA of 2.5 or higher.

SECTION 7: URBAN INVOLVEMENT COORDINATOR

PURPOSE

To organize involvement in; promote awareness of; and support a commitment to, urban ministries among Seattle Pacific University students and staff.

RESPONSIBILITIES

Leadership

The Urban Involvement (UI) Coordinator shall be an active, voting member of the Campus Ministries Council, and shall assist other ministry coordinators in the planning and implementing of campus activities. The UI Coordinator shall recruit, select, and supervise the Urban Involvement Core, which include the UI Team Leaders and Team Leader Coordinator. S/he shall facilitate the coordination of student groups to serve in urban ministries in the greater Seattle area by supervising the various team leaders, and by providing appropriate training opportunities. S/he shall work with the Urban Involvement

Core to increase awareness at Seattle Pacific University of urban needs and opportunities for service in the greater Seattle area. The UI Coordinator shall also represent UI in relevant meetings and activities, and shall serve as an active member of the CMC.

Administration

The UI Coordinator shall identify needs and establish priorities in developing new UI ministries for students. S/he shall periodically evaluate and assess the needs of the existing UI programs. The Coordinator shall also assist the incoming UI Coordinator (during Spring Quarter) in developing a reasonable budget for the program, in accordance with the ASSP budgeting process, and shall advise him/her on how to oversee the budget. The Coordinator shall also assist the incoming UI Coordinator in gaining a perspective of the events and responsibilities related to UI throughout the year.

Meetings

The UI Coordinator shall meet regularly with the ASSP VPM and JPC advisor to maintain communication and to implement programs, procedures, and ideas. S/he may also be required to attend any relevant training sessions.

Other Duties

The UI Coordinator shall assist the ASSP VPM in coordinating an annual Winter Ministries Retreat and Celebration Week.

ACCOUNTABILITY

The Urban Involvement Coordinator shall report directly to the designated advisor in the JPC, and shall ultimately be responsible to the ASSP VPM. The UI Coordinator shall maintain a cumulative GPA of 2.5 or higher.

SELECTION

The UI Coordinator shall be selected as per Section 2.

SERVICE COMPENSATION

As per By-Law Article III, Section 8.

SECTION 8: GROUP COORDINATOR

PURPOSE

To organize and supervise GROUP in achieving the goals described in the GROUP mission statement.

RESPONSIBILITIES

Leadership

The GROUP Coordinator shall be an active, voting member of the CMC, and shall assist other ministry coordinators in the planning and implementing of campus activities. The GROUP Coordinator shall seek to identify the current needs of students and shall develop and implement relevant and creative programming to meet those needs. S/he shall encourage and promote student involvement and participation in all aspects of GROUP. Further, the GROUP Coordinator shall coordinate the selection of the core leadership team of GROUP, including the selection of the GROUP Sound Technician, and shall

lead team meetings for planning, programming and prayer. S/he shall supervise the core staff, encouraging them to complete their assigned tasks and ministries.

Administration

The GROUP Coordinator shall develop working relationships with relevant campus administrators and staff. S/he shall also handle all administrative tasks for GROUP, including budget creation and oversight, scheduling, and facility usage. S/he shall assist with selection and training of his/her successor during Spring Quarter.

Meetings

The GROUP Coordinator shall meet regularly with the ASSP VPM and the designated advisor in the OUM/CFW to maintain communications and to implement programs, procedures, and ideas. S/he may also be required to attend any relevant training sessions.

Other Duties

The GROUP Coordinator shall assist the ASSP VPM in coordinating an annual Winter Ministries Retreat and execution of Resurrection Week.

ACCOUNTABILITY

The GROUP Coordinator shall report directly to the designated advisor in the OUM/CFW, and shall ultimately be responsible to the ASSP VPM. The GROUP Coordinator shall maintain a cumulative GPA of 2.5 or higher.

SELECTION

The GROUP Coordinator shall be selected as per Section 2.

SERVICE COMPENSATION

As per By-Law Article III, Section 8.

SECTION 9: GROUP SOUND TECHNICIAN

PURPOSE

To oversee use of the ASSP sound and lighting equipment at the GROUP worship services.

RESPONSIBILITIES

The GROUP Sound Technician shall assume the following responsibilities: to oversee the sound equipment use by the GROUP ministry, ensuring to operate the equipment responsibly.

SELECTION

The GROUP Sound Technician shall be selected by the GROUP Coordinator and designated OUM/CFW staff advisor.

QUALIFICATIONS

Previous experience in sound equipment operation.

SERVICE COMPENSATION

As per By-Law Article III, Section 8.

SECTION 10: CHAPEL COORDINATOR

PURPOSE

To provide student leadership to the Chapel Team and assist the ASSP VPM in providing a means for student input regarding chapel.

RESPONSIBILITIES

Leadership

The Chapel Coordinator shall be an active, voting member of the CMC, and shall assist other ministry coordinators in the planning and implementing of campus activities. The Chapel Coordinator shall select the core leadership team and shall lead team meetings for planning, and programming of the Tuesday morning chapel service. S/he shall supervise the Chapel Team, encouraging and motivating them to complete assigned tasks and ministries. The Chapel Team shall lead worship at least once per week unless otherwise designated by the OUM/CFW advisor and the Chapel Coordinator.

Administration

The Chapel Coordinator shall assist in administrative tasks for the Chapel Team including scheduling and facility set-up. S/he shall assist with selection and training of his/her successor during Spring Quarter.

Meetings

The Chapel Coordinator shall be an active member of the CMC, and shall meet regularly with the ASSP VPM, and the designated staff person in the OUM/CFW to promote communications and support. The Chapel Coordinator may be required to attend any relevant leadership and training sessions.

Other Duties

The Chapel Coordinator shall assist the VPM in coordinating an annual Winter Ministries Retreat and execution of Resurrection Week.

ACCOUNTABILITY

The Chapel Coordinator shall report directly to the designated advisor in the OUM/CFW, and shall ultimately be responsible to the ASSP VPM. The Chapel Coordinator shall maintain a cumulative GPA of 2.5 or higher.

SELECTION

The Chapel Coordinator shall be selected as per Section 2.

SERVICE COMPENSATION

As per By-Law Article III, Section 8.

SECTION 11: LATREIA COORDINATOR

PURPOSE

To organize, promote and support the provision of resources for community service among Seattle Pacific University students and staff.

RESPONSIBILITIES

Leadership

The Latreia Coordinator shall be an active, voting member of the CMC, and shall assist other ministry coordinators in the planning and implementing of campus activities. The Latreia Coordinator shall select, support, and supervise the Latreia Core. S/he shall promote growth of the program to provide volunteer opportunities and resources that support integration of service within an academic environment. The Latreia Coordinator shall work in conjunction with JPC staff to raise awareness of the benefits of community service. S/he shall also work to ensure volunteer opportunities offered by Latreia benefit both the SPU student involved and the community agency.

Administration

The Latreia Coordinator shall identify needs and establish priorities in maintaining the volunteer database. S/he shall periodically evaluate and assess the system and how it is meeting the needs of students in reference to service, mutual benefit, and service learning. The Latreia Coordinator shall assist the incoming Latreia Coordinator (during Spring Quarter) in developing a reasonable budget for the program, in accordance with the ASSP budgeting process, and shall advise s/he on how to oversee the budget.

Meetings

The Latreia Coordinator shall meet regularly with the ASSP VPM and the designated JPC staff member to maintain communication and implement programs, procedures, and ideas. The Latreia Coordinator shall meet on a regular basis with the Latreia Core team. S/he shall also be required to attend all relevant training sessions.

Other Duties

The Latreia Coordinator shall assist the ASSP VPM in coordinating an annual Winter Ministries Retreat and execution of Resurrection Week.

ACCOUNTABILITY

The Latreia Coordinator shall report directly to the designated staff person in the JPC, and shall ultimately be responsible to the ASSP VPM. The Latreia Coordinator shall maintain a cumulative GPA of 2.5 or higher.

SELECTION

The Latreia Coordinator shall be selected as per Section 2.

SERVICE COMPENSATION

As per By-Law Article III, Section 8.

SECTION 12: SHARPEN COORDINATOR

PURPOSE

To encourage intentional living among off-campus and CHA students by providing opportunities to build Christ-centered relationships.

RESPONSIBILITIES

Leadership

The Sharpen Coordinator shall be an active, voting member of the CMC, and shall assist other ministry coordinators in the planning and implementing of campus activities. The Sharpen Coordinator shall seek to identify the current needs of off-campus and CHA students regarding Christ-centered intentional living and shall develop and implement relevant and creative programming to meet those needs. S/he shall select, support and supervise Sharpen core.

Administration

The Sharpen Coordinator shall develop working relationships with relevant campus administrators and staff. S/he shall also handle all administrative tasks for Sharpen, including budget creation and oversight, scheduling, and facility usage. S/he shall assist with selection and training of his/her successor and the Sharpen Core members during the Spring Quarter.

Meetings

The Sharpen Coordinator shall meet regularly with the ASSP VPM and the designated staff person in University Ministries to maintain communications and to implement programs, procedures, and ideas. S/he may also be required to attend any relevant training sessions.

Other Duties

The Sharpen Coordinator shall assist the ASSP VPM in coordinating an annual Winter Ministries Retreat and execution of Resurrection Week

ACCOUNTABILITY

The Sharpen Coordinator shall report directly to the designated advisor in OUM/CFW, and shall ultimately be responsible to the ASSP VPM. The Sharpen Coordinator shall maintain a cumulative GPA of 2.5 or higher.

SELECTION

The Sharpen Coordinator shall be selected as per Section 2.

SERVICE COMPENSATION

As per By-Law Article III, Section 8.

SECTION 13: RELINQUISH COORDINATOR

PURPOSE

To draw on the gift of prayer as a means of connecting SPU's student body and act as a resource for the creation and facilitation of prayer groups and prayer-related events on campus.

RESPONSIBILITIES

Leadership

The Relinquish Coordinator shall be an active, voting member of the CMC, and shall assist other ministry coordinators in the planning and implementing of campus ministry activities. The Relinquish Coordinator shall select, support, and supervise the Relinquish Core. The Relinquish Core includes the Administrative Assistant, OurPrayer Team Leader, House of Prayer (SPUHOP) Team Leader, Prayer Group Team Leader and Events Team Leader S/he shall promote growth of the program to provide opportunities for students to be involved with prayer groups, space for those prayer groups to meet and resources that will facilitate different types of Christian prayer on campus. The Relinquish Coordinator shall work in conjunction with OUM staff to raise awareness of the events and opportunities for prayer on campus.

Administration

The Relinquish Coordinator shall oversee the different branches that exist within the Relinquish Ministry as well as providing and scheduling, through ASSP and OUM, space and resources for the prayer groups to meet, read, and pray. The Relinquish coordinator shall coordinate at least one major prayer event and weekly house of prayer every Fall, Winter, and Spring Quarter. The Relinquish Coordinator shall create and oversee a budget that allows the prayer groups to operate. The Relinquish Coordinator shall work with the other Ministry Coordinators to schedule time to pray for them and their ministries. The Relinquish Coordinator will advise and train the incoming Relinquish Coordinator in Spring Quarter.

Meetings

The Relinquish Coordinator shall meet regularly with the ASSP VPM and the designated OUM staff member to maintain communication and implement programs, procedures, and ideas. The Relinquish Coordinator shall meet on a regular basis with the Relinquish Core team. S/he shall also be required to attend all relevant training sessions.

Other Duties

The Relinquish Coordinator shall assist the ASSP VPM in coordinating an annual retreat.

ACCOUNTABILITY

The Relinquish Coordinator shall report directly to the designated staff advisor in the OUM, and shall ultimately be responsible to the ASSP VPM. The Relinquish Coordinator shall maintain a cumulative GPA of 2.5 or higher.

SELECTION

The Relinquish Coordinator shall be selected as per Section 2.

ASSP By-Law Article V
ASSP Vice President of Campus Activities:

2011-2012



assp

ASSOCIATED STUDENTS
SEATTLE PACIFIC UNIVERSITY

ASSP BY-LAW ARTICLE V

ASSP VICE PRESIDENT OF CAMPUS ACTIVITIES

SECTION 1: POSITION DESCRIPTION

PURPOSE

To oversee all campus activities of the ASSP and provide active leadership to the Student Union Board (STUB), the Student Leadership Development Committee (SLDC), and official ASSP clubs.

RESPONSIBILITIES

Leadership

The Vice President of Campus Activities (VPCA) shall be responsible to appoint the Student Union Board Executive Director (Executive Director) following his/her election in Spring Quarter. Subsequent to their respective election and appointment, the VPCA and Executive Director shall be responsible to cooperatively appoint members to the Student Union Board, in consultation with the Coordinator of Student Programs (STUB Advisor). S/he shall have direct supervision over the Executive Director and shall serve as area director for all STUB budgets. The VPCA's responsibilities shall also include providing leadership and accountability for ASSP sponsored clubs; working to facilitate collaboration in University programming and calendaring; as well as working towards the goals and visions of the ASSP. S/he shall also serve as a resource for registered and recognized ASSP clubs.

Materials and Equipment

The VPCA shall be responsible for the storage space and the ASSP stage. S/he will also be directly responsible for the upkeep and the maintenance of all event-related equipment held by the ASSP.

Representation

The VPCA or designate shall serve as the primary liaison between the ASSP and Alumni Office in coordinating student involvement in Homecoming activities. S/he shall be responsible to communicate the Homecoming Court selections to the Steering Committee and to coordinate any details pertaining to the Court. The VPCA shall be an ex-officio on all committees pertaining to student activities.

Event Programming

The VPCA shall establish the process for scheduling student events. This process shall be communicated to all scheduling managers in the spring following elections and in the fall by the third week of the quarter. All event proposals must be approved by the ASSP VPCA before being submitted to the Master Calendar.

Other Duties

. During Spring Quarter, the ASSP VPCA shall train his/her successor by way of the following:

1. Meeting during Spring Quarter
2. Passing on a resource manual created or updated during the year
3. Including the ASSP VPCA-elect in current programming, meetings and activities
4. Initiating contacts with advisors and related positions

ELECTION

As per Article I, Section 2 of the ASSP Constitution.

ACCOUNTABILITY

The ASSP VPCA shall be accountable to the President for the fulfillment of his/her duties and responsibilities outlined in the ASSP Constitution and By-Laws, and shall be ultimately accountable to the Associated Students.

SERVICE COMPENSATION

As per By-Law Article III, Section 8.

SECTION 2: STUDENT UNION BOARD EXECUTIVE DIRECTOR

PURPOSE

To provide direct supervision of the Student Union Board (STUB).

RESPONSIBILITIES

Leadership

The Student Union Board Executive Director (Executive Director) is primarily responsible for direction of STUB event programming. In conjunction with the ASSP VPCA, the Executive Director shall be responsible for appointing members to the Student Union Board. The Executive Director shall meet regularly with the VPCA to convey the progression of specific events and issues concerning the Student Union Board. The Executive Director has primary responsibility for leading STUB meetings, assisting the STUB members with their respective budgets, and overseeing the general operation of the STUB office.

Campus Programming

The Executive Director shall be offered a seat on the Student Leadership Development Committee to work in collaboration with the ASSP VPCA. The Executive Director shall also manage the STUB's volunteer program, including the recruitment and recognition of all Team Activity Personnel (TAPs). S/he shall also serve as STUB archivist. The Executive Director shall assign STUB Programming Coordinators primary responsibility for the planning and execution of specific programs and activities.

APPOINTMENT

The STUB Executive Director shall be appointed by the ASSP VPCA-elect, in consultation with the incumbent Executive Director, the incumbent ASSP VPCA, and the STUB Advisor, subject to the approval of ASSP Senate, following the ASSP VPCA's election in Spring Quarter. If the position is vacated, it shall be filled by the ASSP VPCA acting in consultation with the STUB Advisor.

ACCOUNTABILITY

The Executive Director shall be accountable to the ASSP VPCA.

SERVICE COMPENSATION

As per By-Law Article III, Section 8.

SECTION 3: THE STUDENT UNION BOARD

PURPOSE

To plan and implement a broad range of campus social programs and activities that reflects Christian values and builds community through campus traditions and contemporary community issues.

MEMBERSHIP

The Student Union Board (STUB) shall be chaired by the Executive Director. Other members shall include: the Publicity Coordinator, and six Programming Coordinators.

RESPONSIBILITIES

Campus Programming

The STUB shall provide comprehensive program opportunities for all segments of the ASSP within the context of its purpose. Each STUB member shall have specific duties and responsibilities, as outlined in Section 4. Members shall also complete written evaluations of all events for which they hold primary responsibility. The STUB shall program student events recognized as University Traditions by the Board of Trustees. Planning and implementation of any other activities shall be left to the discretion of the STUB programming board.

Collaboration

Although each member has his/her own responsibilities, the STUB shall seek to collectively implement all activities. The Executive Director may reserve the right to switch certain responsibilities within the STUB based on the time commitments and strengths of its members in consultation with the ASSP VPCA. Attendance at all STUB-sponsored activities is expected and attendance at regular business meetings is mandatory. Failure to fulfill the requirements shall result in the appropriate disciplinary action(s) being taken by the Executive Director in consultation with the STUB Advisor and the ASSP VPCA.

Other Duties

The STUB shall be held accountable to maintain a budget within its ASSP allocation. During Spring Quarter, each member shall be responsible to train his/her successor by way of the following:

1. Meeting during Spring Quarter
2. Passing on a resource manual created or updated during the year
3. Including the appointee in current programming, meetings and activities
4. Initiating contacts with advisors and all relevant positions

APPOINTMENT

Appointing the Student Union Board

Members shall be appointed to the STUB by the Executive Director following his/her appointment in Spring Quarter. All applicants for membership shall complete an application and shall be interviewed by the newly-elected ASSP VPCA, the newly-appointed Executive Directors, and the STUB Advisor, in consultation with the incumbent ASSP VPCA and incumbent Executive Director. All incumbent members seeking re-appointment must re-apply. All applicants shall be treated with equal consideration.

Filling Vacancies

Any vacancies occurring on the Student Union Board shall be filled by the Executive Director in consultation with the ASSP VPCA and the STUB Advisor.

ACCOUNTABILITY

All STUB members shall be directly accountable to the Executive Director and ultimately to the ASSP VPCA.

SERVICE COMPENSATION

As per By-Law Article III, Section 8.

SECTION 4: STUDENT UNION BOARD COORDINATORS

PUBLICITY COORDINATOR

The Publicity Coordinator has responsibility for the publicity and advertisement of all STUB events. S/he shall also produce a quarterly activities calendar, to be distributed in a timely manner.

PROGRAMMING COORDINATORS

The Programming Coordinators will have the individual responsibility to plan and execute campus-wide programs and activities. All programs and activities shall promote corporate growth consistent with the STUB purpose statement in Section 3.

SECTION 5: MEDIA EQUIPMENT COORDINATOR

PURPOSE

To oversee use of the ASSP sound and lighting equipment.

RESPONSIBILITIES

The Media Equipment Coordinator shall assume the following responsibilities:

1. Oversee all sound and media equipment use by authorized ASSP groups, including STUB, group, and the Chapel Worship Team, ensuring that those groups operate the equipment responsibly, providing training and/or written instructions as necessary
2. Act as the primary sound equipment operator and technical consultant for STUB events requiring the use of the ASSP media equipment, providing a competent substitute operator when necessary
3. Implement policies, in conjunction with the Vice President of Campus Activities, governing the use and/or rental of sound equipment by additional on-campus and off-campus parties
4. Maintain an accurate inventory of all sound and lighting equipment
5. Keep all sound and lighting equipment in working order. Upgrade or replace equipment as necessary
6. Develop a list of competent sound equipment operators for assistance and use by external parties
7. Provide any additional training for the incoming Media Equipment Coordinator at the end of the year

SELECTION

The Media Equipment Coordinator shall be selected by the incoming ASSP VPCA, in consultation with the incumbent Vice President of Campus Activities and incumbent Media Equipment Coordinator.

Qualifications

1. Extensive previous experience in sound equipment operation
2. Excellent organizational skills
3. Ability to coordinate responsibilities to multiple persons or groups
4. Effective communication skills

ACCOUNTABILITY AND SUPPORT

The Media Equipment Coordinator shall be accountable to the ASSP VPCA and shall maintain a working relationship with the Student Union Board. In the event of a conflict with the Student Union Board, the VPCA shall act as mediators to resolve the issue.

SERVICE COMPENSATION

As per By-Law Article III, Section 8.

SECTION 6: COMMITTEE FOR STUDENT CLUBS

PURPOSE

To communicate with all clubs and serve club needs; to review the development, operation, and registration of clubs; to review requests for club funding; and to hold clubs financially accountable.

MEMBERSHIP

The Club Executive shall serve as Chair of the Committee for Student Clubs (CSC). Other members shall include the ASSP VPCA and four students, of which at least two shall be senators . The committee is advised by the Campus Program Coordinator in Student Programs. Quorum shall consist of the chair and three voting members.

RESPONSIBILITIES

CSC shall meet weekly to review all matters concerning club accountability, registration, continuance, and applications for funding. CSC shall conduct an informational Club Orientation meeting for primary and financial club officers. CSC shall hold quarterly informational meetings with club leaders concerning available ASSP resources, club registration, and information concerning the ASSP budget timeline. CSC shall communicate regularly with clubs to ensure accountability to the guidelines set forth in this document. CSC determines the Club of the Year award, awarded at Leadership Celebration.

SECTION 7: OFFICIAL CLUB REGISTRATION

Student clubs at SPU may become official ASSP clubs by applying for and becoming registered with the CSC. Registration shall entitle these organizations to ASSP services, including recognition in student publications and fiscal support from ASSP.

DEFINITION OF A CLUB

For purposes of ASSP, a club is defined as a group of students who meet regularly for a specific purpose and share a common interest. Registered clubs must meet criteria set forth in this section.

REGISTRATION PROCESS

Prerequisites for Registration

A new student club seeking registration shall first have met the following prerequisites:

1. Have held at least three club meetings comprised of at least five persons. The date, place and minutes of these meetings must accompany any petition for ASSP recognition
2. Have at least one faculty, staff, and/or University administrator who shall act as an advisor, whose name shall be stated in the ASSP petition for recognition
3. Have created a constitution ratified by the members of the club which will include:
 - a. Name of club
 - b. Club purpose statement
 - c. Type of membership requirement and process of selection
 - d. Method and time for selection of officers

Application for Registration

After meeting prerequisites, a club may apply to the Committee for Student Clubs for recognition. Such an application shall include the following:

1. Copy of constitution and bylaws
2. Minutes from most recent club meeting. The meeting must have been attended by at least five members
3. List of student officers and names of at least five SPU student members. At a minimum, a registered club must maintain a primary officer and/or a financial officer at all times.
4. Statement of support from advisor, who must be a full-time faculty or staff member of SPU
5. Signed agreement to abide by SPU policies and procedures

CSC reserves the right to register clubs based on their appropriateness as an ASSP club. Clubs who apply for, but do not receive registration may appeal the decision of CSC to Senate. Senate may reverse a decision of CSC by a majority vote.

CONTINUANCE REQUIREMENTS

During Spring Quarter the ASSP VPCA-elect and former Club Executive Director shall provide information concerning the ASSP spring budget timeline. Each club must submit the Club Continuance Application before applying for funding for the following year. The VPCA-elect shall submit a list of all new and continuing clubs to the Allocation Board during the preliminary budgeting process.

During the ASSP preliminary budgeting process, the VPCA shall submit to Allocation Board a list of all clubs, which, after review and recommendation by the CSC, qualify for renewal status. At that time, CSC shall also submit a list of those clubs, which do not qualify for renewal. The final authority regarding club continuance or club discontinuance shall rest with the ASSP Senate.

GROUND FOR ASSP CLUB DISCONTINUANCE

A club's registration may be discontinued for one or more of the following reasons, pending CSC evaluation. Clubs may appeal the decision of CSC to Senate and shall be reregistered by a majority vote of Senate. Possible reasons for discontinuance of registration include:

1. Failure to submit updated club information
2. Inactivity, i.e., no club activities or meetings for one full quarter
3. Lack of a primary and financial officer
4. Lack of compliance to the social expectations of the University by the club or its leadership

5. Lack of an active advisor
6. Failure to attend ACC & CSC informational meetings
7. Failure to abide by club constitution and ASSP guidelines
8. Failure to responsibly handle ASSP funds as allocated

Clubs whose registration has been discontinued may re-apply for registration through the established registration process at any time during the year.

SECTION 8: REGISTERED ASSP CLUBS

PRIVILEGES OF REGISTERED ASSP CLUBS

1. Use of the University logo
2. Use of the University name
3. Recognition in the Student Handbook
4. ASSP funding
5. Registered clubs may have the option of receiving publicity of club activities through STUB or ASSP bulletin boards
6. Rights of solicitation to students including campus mailing (in accordance with their guidelines), provided that fund-raising projects are approved individually through the Office of Student Life
7. Use of SPU Purchasing services
8. Rights to reserve campus space

RESPONSIBILITIES OF REGISTERED ASSP CLUBS

1. To act in a manner in accordance with the lifestyle expectations of SPU
2. To responsibly represent the ASSP to the campus and surrounding communities
3. To have at least one representative attend all required meetings, whether called by the Club Executive Director or ASSP VPCA
4. To uphold the vision statement created by the ASSP VPCA and Club Executive for all of the ASSP sponsored clubs.
5. To spend, in consultation with the ASSP VPCA and Club Executive, ASSP money in a responsible manner.

SECTION 9: CLUB FUNDING OPTIONS

Fiscal Year Budgeting

ASSP clubs will be given an initial operating budget of \$250.

The dollars allocated in the initial operating budget shall be used for general operating expenses and used for the necessities of initial club operations. ASSP clubs are empowered to use the funds at their club's discretion, provided they comply with SPU and ASSP financial policies. Initial operating funding shall not be used for membership dues.

First year clubs are not eligible for an initial operating budget. Second year clubs are eligible for an initial operating budget granted they properly complete the club continuance process.

Activity Budgeting

Clubs who wish to provide activities, events, or event series that require funding above initial operating support shall have the opportunity to request money from the Club Programming Fund in the form of a written and electronic Club Funding Proposal to CSC. CSC has the authority to allocate up to \$250 for each event or event series. CSC will provide a recommendation to Finance Board and (if over \$750) to ASSP Senate. Clubs will have the opportunity to present to Finance Board and (if applicable) to ASSP Senate.

Advisor

The advisor shall ensure the organization's compliance with the standards of the University; shall assist in policy formation and programming; shall counsel and advise the officers and members of the group as needed; shall assist in elections, and shall participate in the formation of the club's constitution.

SECTION 10: CLUB PROGRAMMING FUND

BUDGET

The Club Programming Fund shall be determined by Allocation Board during Spring Quarter and presented to ASSP Senate for final approval before November 1st.

PROPOSAL GUIDELINES

Proposals from the Club Programming Fund may come only from registered clubs. Requests must be approved by the club's advisor.

CSC ALLOCATION AUTHORITY

The CSC shall have the ultimate authority to approve up to \$250 from the Club Programming Fund.

SECTION 11: HOMECOMING COURT SELECTION COMMITTEE

PURPOSE

To oversee all aspects of the Homecoming Court selection process and to assist the ASSP VPCA with all Homecoming Court activities.

MEMBERSHIP

The ASSP VPCA or designate shall serve as the Chair of the committee, and shall appoint two representatives from each class (freshman, sophomore, junior, senior) to serve on the committee. The committee shall be organized no later than week five of Fall Quarter so that Homecoming Court nominations can be finished by the end of Fall Quarter.

RESPONSIBILITIES

Nominations Process

Nominations shall be solicited from the students via Banner Web nominations the second to last week of Fall Quarter. Persons nominating will be asked to consider the nomination criteria listed below when making their choices. Once the nominations are in, the committee shall send a questionnaire to all nominees with three or more votes who also meet the nomination criteria; they shall complete and return

the questionnaire before the end of the first day of Winter Quarter. The questionnaire shall contain the following questions:

1. What is your statement of faith?
2. Please list and describe your extra-curricular involvement, both on and off campus.
3. What is one quality you appreciate about yourself and why?
4. How has the SPU community challenged you to grow?

Selecting the Finalists

The committee shall meet the same evening that the questionnaires are turned in and shall read through all those received, choosing the class representatives to appear on the ballot by the quality of the answers given. In the case where there are more qualified people than can appear on the ballot, the number of nominations received shall be the determining factor. The ballot shall be limited to five male and five female representatives from each class. No member of the committee may appear on the ballot.

The Voting Process

Voting shall take place no later than two weeks prior to the Homecoming Court ceremony. One female and one male shall be chosen from each class except the senior class; three male and three female representatives shall be chosen from the seniors. -In the case of a tie the winner shall be selected by a vote of the full Homecoming committee. A tie in the committee shall be decided by the committee Chair. University Communications shall be notified the following morning so that a photo session can be arranged for the Homecoming brochure.

Selecting the Senior Court

The male and female from the senior class receiving the most votes will comprise the Senior Court. In the case of a tie the winner shall be selected by a vote of the full Homecoming committee. A tie in the committee shall be decided by the committee Chair. Results of the vote shall be kept confidential until the half-time show of the Homecoming basketball game.

NOMINATION CRITERIA

1. Demonstration of Christian commitment
2. Service to SPU
3. Extra-curricular involvement on and off campus
4. Academic accomplishment

ACCOUNTABILITY

The Homecoming Court Selection Committee is accountable to the ASSP VPCA.

SECTION 12: CLUB EXECUTIVE DIRECTOR

PURPOSE

To provide direct supervision and support of all official ASSP clubs.

RESPONSIBILITIES

The Club Executive Director (Club Executive) provides direct supervision to all official ASSP clubs. In conjunction with the ASSP VPCA, the Club Executive is responsible for club support, accountability and continuance. The Club Executive shall meet regularly with the ASSP VPCA to ensure that club standards and needs are being met. The Club Executive is meant to be a resource and liaison for the ASSP officers. The Club Executive shall be primarily responsibility for chairing the Committee for Student Clubs,

assisting clubs with financial and operational questions, overseeing the Club Space, and overseeing the general operation of ASSP clubs.

SELECTION

The Club Executive shall be hired by the ASSP VPCA-elect in consultation with the ASSP President-elect, incumbent ASSP VPCA, and incumbent Club Executive following the ASSP VPCA's election in Spring Quarter.

ACCOUNTABILITY

The Club Executive shall be accountable to the ASSP VPCA.

SERVICE COMPENSATION

As per By-Law Article III, Section 8.

SECTION 13: STUDENT LEADERSHIP DEVELOPMENT COMMITTEE

PURPOSE

To plan and implement the following annual events: Student Leadership Conference, Leadership Fair, Leadership Celebration, and Leadership Kickoff. Organize participation in the Governor's Prayer Breakfast; and to educate student leaders in the training, education, and development of other student leaders.

MEMBERSHIP

The Student Leadership Development Committee shall be chaired by the ASSP VPCA. In the event that the ASSP VPCA becomes ineligible to chair the Student Leadership Development Committee, the ASSP President shall assume to the chair or appoint an alternate chairperson from among the other members of the Student Leadership Development Committee.

The Student Leadership Development Committee shall include a total of five currently elected or selected student leaders: two students (with preference given to one Residence Life student leader and one Ministry student leader), one STUB member (with preference given to the STUB Executive Director), and two ASSP student leaders (one of which is an ASSP Vice President). The Student Leadership Development Committee shall be advised by the Campus Program Coordinator in the Office of Student Life. All members must be available for weekly meetings during the summer. No more than one absence shall be allowed.

APPOINTMENT

All applicants for membership shall complete an application and shall be interviewed by the incumbent and newly-elected ASSP Presidents, the incumbent and newly-elected ASSP VPCAs, and the Chief Student Life Officer or designate. Interviews will be conducted in early May with final selections made at least a week before Leadership Kickoff with final confirmation by the outgoing ASSP Senate.

RESPONSIBILITIES

The Student Leadership Development Committee shall plan and implement the Student Leadership Conference, Leadership Fair, Leadership Celebration and Leadership Kickoff and organize participation in the Governor's Prayer Breakfast. Members must attend weekly training and planning meetings during the summer and biweekly training and planning meetings during the school year.

Responsibilities of the Chair

In consultation with the advisor, the Chair shall be responsible to set the agenda for the Student Leadership Development Committee, lead meetings, and manage budgets.

ACCOUNTABILITY

The Student Leadership Development Committee is accountable to the ASSP VPCA.

SECTION 14: THE OUTDOOR RECREATION PROGRAM

PURPOSE

To provide members of ASSP with avenues to participate in outdoor recreational opportunities.

ADMINISTRATION

The Outdoor Recreation Program shall be overseen by the Outdoor Recreation Coordinator.

RESPONSIBILITIES

Equipment Rental

The Outdoor Recreation Program shall provide outdoor recreational equipment for check-out for members of ASSP. Equipment will be managed by the Outdoor Recreation Coordinator so that equipment is stored, repaired, reserved, and tracked. Renters will be charged a rental fee to have access to equipment for a maximum of one week. Upon the return of rental equipment, fines will assigned to the renter if the equipment was not returned in compliance with the Rental Agreement form signed at the time of equipment check out.

The fees associated with the rental of equipment are intended to offset the cost of capital purchases associated with the program. It will be the expectation that all capital expenses associated with the Outdoor Recreation Program will be the responsibility of ASSP with majority funding coming from the Rollover Contingency Fund for additional purchases.

Other Duties

The Outdoor Recreation Program shall be held accountable to maintain a budget within its ASSP allocation.

ACCOUNTABILITY

The Outdoor Recreation Program shall be indirectly overseen, via Outdoor Recreation Coordinator, by the ASSP VPCA.

SECTION 15: OUTDOOR RECREATION COORDINATOR

PURPOSE

To provide direct supervision and support of all official Outdoor Recreation Program opportunities.

RESPONSIBILITIES

The Outdoor Recreation Coordinator provides direction, supervision, and support to all official Outdoor Recreation Program opportunities. The Outdoor Recreation Coordinator responsibilities include but are not limited to the Outdoor Rental Program.

The Outdoor Recreation Coordinator shall assume the following responsibilities:

1. Work with SPU Liability to obtain waivers, track waivers, and process the necessary paperwork regarding liability and rental agreements
2. Oversee inventory and check-in/check-out process for Outdoor Recreation Program
 - a. Take reservations for equipment
 - b. Track frequency of check-out for each item
 - c. Manage repair and/or replacement of damaged equipment
 - d. Supervise check-in and check-out time periods
 - e. Communicate with renters via email or by phone, including reminders of check-out, check-in, and any incurred fees
 - f. Assess incurred fines, clean, and prepare equipment for next renter
3. Primary resource regarding financial and operational questions and the general operation of the Outdoor Recreation Program
 - a. Oversee Outdoor Recreation Program budget
 - b. Handle financial transactions between ASSP and recreation participants
4. Report to the ASSP VPCA and staff advisor
5. Provide year-end analysis of program to Finance Board and ASSP Senate, including usage rates, damage reports, capital requirements, and budgetary needs for the upcoming academic year

SELECTION

The Outdoor Recreation Coordinator shall be selected by the ASSP VPCA -elect in consultation with the ASSP President-elect and current Outdoor Recreation Coordinator. The Outdoor Recreation Coordinator shall be selected Spring Quarter of the academic year prior to service.

Qualifications

1. Effective communication skills
2. Excellent organizational skills
3. Experience using Microsoft Excel and the knowledge to apply its capabilities to the system for tracking and renting outdoor equipment
4. Demonstrated passion toward outdoor recreation programs
5. Must be knowledgeable or easily trained in the knowledge of the available outdoor equipment, including the functions of the equipment, who the equipment is designed for, fit of the equipment, how the equipment should be used, and in what appropriate situations and locations the equipment may be used

ACCOUNTABILITY AND SUPPORT

The Outdoor Recreation Coordinator shall be accountable to and supported by the ASSP VPCA, as well as an advisor.

SERVICE COMPENSATION

As per By-Law Article III, Section 8.