

Associated Student of Concordia University Irvine
Student Government
Constitution
(Revised as of May 26, 2010)

Preamble

We, the Associated Students of Concordia University, Irvine, have established the Constitution. It has been drawn up within the framework and the regulations established by the Board of Regents of the University, to better serve and work in the love of Christ.

Article I
Name

The name is the Associated Students of Concordia University, Irvine (ASCUI).

Article II
Membership

Every full-time student who pays the Student Services Fee at Concordia University, Irvine will be a voting member of the ASCUI.

Article III
Purpose

ASCUI is a Student Government, instituted by God, for the purpose of maintaining direct lines of communication between students, faculty, administration and all decision making bodies. Decisions made by ASCUI will benefit those concerned and further the spiritual growth of all involved with the University.

Article IV
Government

There shall be a Student Government to fulfill the purposes as stated by the Constitution. The branches of this government shall be the Executive Board, ASCUI Senate.

Article V
Executive

501 The Executive powers of the ASCUI shall reside in the Executive Board.

- 502 The Executive Board shall consist of one (1) President, one (1) Vice President, one (1) Secretary, one (1) Treasurer and one (1) Communications Director. All members shall be elected for a one (1) year term of office by the voting membership of the ASCUI.
- 503 Qualifications required of a member of the Executive Board:
- a) Full-time, undergraduate student (12 units per semester minimum);
 - b) Minimum 3.0 cumulative GPA at the time of election and during tenure of office;
 - c) All officers must have completed two consecutive semesters at Concordia University, Irvine;
 - 1) All current freshmen and transfer students are eligible for any ASCUI Executive Board position, excluding President and Vice President, if proof of adequate leadership experience is shown. Said proof shall include at least two (2) reference letters from former advisors, faculty members, or staff from a previous educational institution. In addition, a leadership portfolio is recommended but not required. Candidates will be subjected to further investigation to ensure validity of previous leadership experience, through an interview and, if deemed necessary, extensive background check.
 - d) Must have previously held one of the following positions for at least one (1) year:
 - 1) LEAD coordinator;
 - 2) abbeywest
 - 3) Resident Assistant;
 - 4) Peer Advising Leader;
 - 5) Student Senator;
 - e) Additionally, the President must have had two (2) years prior experience including at least one (1) year on the ASCUI Senate or Executive Board as determined by the ASCUI advisor;
 - 1) The Presidential candidate may appeal to the current Executive Board and ASCUI Advisor for an interview which would bypass the above requirements.
 - f) Additionally, the Vice President must have had prior experience in ASCUI Senate as determined by the ASCUI advisor.
- 504 General responsibilities of a member of the Executive Board:
- a) Attend Executive Board meetings on a regular basis;
 - b) Attend and report at ASCUI Senate meetings;
 - c) Serve as a liaison between students and administration;
 - d) Monitor campus changes and represent student interest where possible;
 - e) Develop and host a leadership training retreat for the, ASCUI Senate,;
 - f) Unify the campus community including various leadership groups;
 - g) Recruit for Executive Board and, ASCUI Senate;
 - h) Continually serve the campus community with the true integrity of a Christian leader.
- 505 All Executive Board members may be involved in ten (10) extra curricular hours outside of stated academic and Student Government responsibilities during the school week (Monday-Friday).
- a) An appeal may be made to the ASCUI President and the ASCUI Advisor (or assignee) for more hours.

- b) An appeal will be rejected only if official responsibilities are not being kept.
- c) Extra curricular activities include everything outside of academic credit, along with responsibilities listed in the bylaws and in 504. This may include, but is not limited to, an extra job, intramurals, attending or leading a Bible study.

Article VI Legislative

- 601 All general legislative powers of the ASCUI shall be vested in the general legislative body, to be known as the ASCUI Senate. The ASCUI senate will provide a voice for the entire student population by adequately receiving and disseminating information within the CUI community. In addition, senate will constructively utilize aforementioned received input to foster change and further the quality of student life. Senate will also preside over the ASCUI constitution.
- 602 Qualifications required of a member of the ASCUI Senate:
- a) Full-time student (12 units per semester minimum);
 - b) Minimum 2.5 GPA cumulative at the time of the election;
 - c) Must maintain a 2.75 GPA while holding office;
 - d) Be able to attend all meetings during the ASCUI Senate class period.
- 603 Responsibilities of a member of the ASCUI Senate:
- a) Attend ASCUI Senate meetings on a weekly basis;
 - b) Represent the student body, especially through specified constituents;
 - c) Hold open forums to give students opportunities to voice their opinions;
 - d) Approve formation of campus Clubs;
 - e) Approve ASCUI Senate budgets for the following academic year;
 - f) Remain in weekly contact with whom he/she is representing by visitation and research.
 - g) Complete twenty (20) service hours per semester;
 - h) Approve Constitutional amendments proposed by the Judicial Committee;
 - i) Serve on at least one (1) committee per semester;
 - j) Satisfy all requirements of class syllabus;
 - k) Review Executive Board actions through reports to ASCUI Senate;
 - l) Executive Board has final say in the responsibilities of a member of the ASCUI Senate.
- 604 Article 601 (The Senate Mission) is fulfilled through the functions of weekly meetings and Sub -committees.
- 605 Meeting procedure shall follow Roberts Rules of Order as edited by the Vice President
- a) Meetings shall be held weekly
 - b) Meetings shall consist of an agenda created by the Vice President

- 606 Subcommittees of ASCUI Senate will be responsible for specific areas of Senate procedure. The structure for sub-committees shall be:
- 606.1 Standing committees
- a) Survey and student opinion
 The survey and student opinion committee will monthly produce a survey and distribute it to students to gather student input on important campus issues. They will then collect this information and pass it on to the publication committee and the forum/town hall committee. This committee can review all, but not limited to the following sub-sections:
 Housing
 Food Services
 Extra Curricular
 Security
 Academics
 Other
- b) Forum/town hall
 The forum/town hall committee will take gathered information and create questions for administration based on student opinion. They would then use these questions and information to plan forums per necessity. The committee will be overseen by the Executive Board Communications Director to assist with Admin./Staff/Faculty relations
- 606.2 Temporary Committees
- a) Temporary committees are formed for dissecting and researching specific issues and concerns on campus
- b) Temporary committees shall be formed at the discretion of ASCUI Senate
- 607 Committee Meetings
- a) Standing shall meet for the full academic year
- b) Temporary committees shall meet for the duration of their issue
- 608 The organization of a committee will include election, by committee members, of a Chairperson and Secretary
- 609 Responsibilities of a Committee chairperson include:
- a) Preside over meetings, keeping the committee on task and productive
- b) Prepare for meetings adequately
- c) Find a meeting time and make sure all members will be present
- d) Delegate tasks to committee members
- e) Weekly update ASCUI Senate
- 610 The responsibilities of a committee secretary shall include:
- a) Taking minutes at all committee meetings
- b) Submitting the minutes to the Vice-President (electronically and hard copy)
- c) Distributing minutes to Senate and the Executive Board (electronically)
- 611 The responsibilities of committee members include
- a) Attending all meetings called by the Chairperson
- b) Completing all tasks, assigned by chair, between committee meetings
- 612 Qualifications for membership in ASCUI Senate sub-committees:

- 1) Be a member of ASCUI Senate;
- 2) Final committee roster must be approved by the Vice President;

Bylaws

Preamble

The Bylaws of the ASCUI are a detailed extension of the laws stated in the Constitution including job descriptions and governmental procedures.

It shall be the purpose of the ASCUI officers to represent the student body, and to improve relations between the student body, faculty and staff; assume such responsibilities as may arise in the performance of duties as the official leaders of the student body.

Article I Executive Board

BL 101 The duties of the President shall be to:

- a) Chair Executive Board meetings;
- b) Set agendas for the meetings of the Executive Board;
- c) Serve as a liaison between Administration of Concordia University and Student Government including, but not limited to, attending meetings of the
 - a. President, Provosts and Dean of Student Affairs
 - b. Administrative Council
 - c. Alumni Board;
- d) Meet with the ASCUI Advisor on a regular basis;
- e) Develop programs to enrich the members of Student Government, including training;
- f) Appoint members to University committees which include, but are not limited to, the Student Policies Committee, Graduation Committee, Convocation Committee and Assessment Committee;
- g) Appoint interim officers for Executive Board per Articles I and II of the Bylaws;
- h) Meet with each Executive Board member to discuss and review goals, plans, leadership training, etc.
- i) Develop and set long range goals for the Student Government;
- j) Work with the other Associated Student Body Presidents as within the Western Christian Colleges (CCLC) of Concordia system and continue consistent communications through various Concordia University programs;
- k) Report on a regular basis to ASCUI Senate.

BL 102 The duties of the Vice President shall be to:

- a) Chair the ASCUI Senate;
- b) Schedule meetings and set agendas for the ASCUI Senate on a regular basis;
- c) Serve as a liaison between the ASCUI Senate and Student Policies committee;
- d) Meet at least once a month with each Senator to discuss and review goals, plans, leadership training, etc.;
- e) Organize an orientation for newly elected Student Senators;
- f) Select members for all ASCUI Senate sub-committees;
- g) Organize ASCUI Senate elections;
- h) Supervise the Judicial Committee and Traffic Court meetings;

- i) Report on a regular basis to Executive Board, and C&O;
- j) Meet on a regular basis with the ASCUI Advisor.

BL 104 The duties of the Secretary shall be to:

- a) Take minutes at Executive Board, ASCUI Senate;
- b) Assist the President with daily duties and any other clerical services required;
- c) Guide individuals through Concordia's paperwork and forms (transportation requests, facility requests, copy requests, food service requests, etc.);
- d) Publicize and distribute minutes to the members of Executive Board, ASCUI Senate,, as well as the ASCUI Advisor, President of Concordia University, Vice President of Student Services and Dean of Student Affairs;
- e) Post copies of ASCUI Senate minutes in the Student Government office
- f) Oversee the operation of the Student Government office;
- g) Coordinate the weekly and monthly student activities calendar;
- h) Report to Executive Board and ASCUI Senate on a regular basis.

BL 105 The duties of the Treasurer shall be to:

- a) Provide leadership in planning the budget for the following year;
- b) Report on a monthly basis to the Executive Board and ASCUI Senate regarding the current status of the budget;
- c) Process and record all Executive Board and ASCUI Senate financial matters;
- d) Monitor the spending of funds;
- e) Monitor and offer fund raising opportunities for ASCUI Senate;
- f) Maintain weekly contact with the Business Office;
- g) Report on a regular basis to the Executive Board and ASCUI Senate.

BL 106 The duties of the Communications Director shall be to:

- a) Create a newsletter featuring all branches of ASCUI (Executive Board and ASCUI Senate) three times per semester;
- b) Update the ASCUI website at least once a week;
- c) Plan and implement a Student-Administration Forum once a semester;
- d) Participate in advertising for major events that may include Homecoming

BL 107 Executive Board shall reserve the right to make decisions on behalf of the ASCUI Senate, when Student Government is out of session.

Article II

Executive Board Election Process

BL 501 The election shall be supervised by the current Executive Board

- a) Members may not supervise the election if on the ballot.

BL 502 Nomination forms will be available from the Student Government office the third (3rd) week of the Spring semester.

BL 503 Nomination forms must be signed by the nominee before being presented to the Executive Board. There shall be a period of two (2) weeks reserved for nominations. Nominations will be closed the Friday of the fourth (4th) week of the Spring semester.

BL 504 The election will be held the Friday after nominations have closed (the Friday of the fifth week of the Spring semester). In the event that there are four or more candidates for one office, a primary election will be held the Wednesday of the fifth week of the Spring semester. The top three candidates will then be on the ballot for the final election on Friday.

BL 505 Elected officers assume office at the beginning of the following year. Elected officers will begin to work with current officers immediately following the election to gain experience.

BL 506 Officers may not hold the same office for more than two (2) terms.

BL 507 Any person who is a member of the ASCUI shall be entitled to vote per Article II.

BL 508 The polling shall be conducted by the members of the ASCUI Senate.

BL 509 There shall be no campaigning within fifty (50) feet of the polling location.

BL 510 After the polls have closed, the ballots shall be taken to the Student Government office for counting. Three (3) counters shall be chosen by the Executive Board members. Counters cannot be nominees for office or current Executive Board members. One faculty/staff member must be present to supervise counting.

BL 511 The three (3) counters shall certify the results of the election to the President, Vice President of Student Services, and the President of the University.

BL 512 All ballots shall be kept for a period of seven (7) calendar days following the election day for any necessary review by the Vice President of Student Services, the President of the University or any member of ASCUI.

BL 513 When three (3) candidates are running for the same position, the election must be won by a margin of ten (10) votes.

- a) If less than a ten vote margin, there shall be a runoff election of the top two (2) candidates. The result of this election is final.

Article III Resignation of Executive Board Members

BL 601 In the case of an intended resignation of an Executive Board member, the member shall submit a letter informing the Executive Board.

BL 602 The Secretary shall present a copy of the letter to the ASCUI Advisor and the Judicial Committee.

BL 603 If the President resigns, his/her office shall be filled by the Vice President.

BL 604 The first consideration for filling other vacant offices shall go to the student who received the second greatest number of votes in the previous election.

BL 605 In the event that this person declines the office and there are no other nominees, the Judicial Committee Chairperson has the duty and responsibility of choosing new candidates through the official election procedure per Bylaws Article V.

BL 606 The Judicial Committee shall establish a schedule for such an election.

Article IV Impeachment of Elected Officers

BL 701 Impeachment is to be sought against elected officers who have not complied with the stipulated procedures defined in their job descriptions and the following actions will be put into effect by the Judicial Committee after a period of probation of one (1) month.

BL 702 Probation is given at the discretion of the Vice President of Student Services.

BL 703 The Judicial Committee shall present a letter to the Executive Board and said person stating the reasons for impeachment. A copy of these shall be presented to the ASCUI Advisor and the Vice President of Student Services.

BL 705 At a regularly scheduled ASCUI Senate meeting, the elected officer in question shall be allowed to state his/her defense and present any evidence on his/her behalf regarding impeachment charges.

BL 706 Final decision will then be rendered by a two-thirds (2/3) majority vote of the ASCUI Senate, under the guidance of the ASCUI Advisor.

Article V Election of Student Senators

BL 901 Elections shall be supervised by the Executive Board.

BL 902 Residents shall have the choice of four (4) candidates to represent them.

BL 903 There shall be no campaigning within fifty (50) feet of the polling place.

BL 904 After the polls have closed, the ballots shall be taken to the Vice President's office and the Executive Board shall count the ballots.

BL 905 All ballots shall be held for seven (7) days for anyone who would like to review them.

BL 906 ASCUI Senate elections shall be held with ASCUI Executive Board Elections.

Article VI Resignation of Student Senators

BL 1001 In the case of resignation, the Student Senator shall submit a letter informing the Vice President of his/her intended resignation.

BL 1002 The Vice President shall submit a copy to the Executive Board and the Judicial Committee.

BL 1003 After the eighth (8th) week of the Spring semester, the position shall remain vacant for the remainder of the year.

BL 1004 The first consideration for filling the vacant office shall go to the candidate who received the next greatest number of votes in the election of that year.

BL 1005 In the event that this person declines the office and there is no third candidate, the Vice President makes a recommendation of an alternate candidate to the Judicial Committee. If the alternate candidate is approved, the Vice President will offer the position to the candidate.

BL 1006 After the acceptance of the office, the Vice President shall send out a memo to all the residents of that residence hall or quad informing them of their new Student Senator.

Article VII Impeachment of Elected Student Senators

BL 1101 If any elected Student Senator has not complied with the stipulated procedures in their job description or has committed action against the integrity of Concordia University; he/she will be subject to impeachment.

BL 1102 Before impeachment proceedings are to begin, the Vice President shall put the Student Senator on probation for one (1) month, in which case the Judicial Committee will be informed of the probationary period. If the behavior of the Student Senator continues the Judicial Committee shall begin impeachment proceedings.

BL 1103 The Judicial Committee shall submit a letter of the intended impeachment to the Executive Board, the ASCUI Advisor and the ASCUI Senate.

BL 1104 At the next ASCUI Senate Meeting, the Judicial Committee shall present its case. The Student Senator under impeachment charges will have the opportunity to state his/her defense and present any evidence on his/her behalf.

BL 1105 Final decision shall be rendered by a two-thirds (2/3) majority vote of the ASCUI Senate, under the guidance of the ASCUI Advisor.

Article VIII Additions and Amendments to the Bylaws and Constitution

BL 1201 These Bylaws may be amended and additional Bylaws may be added to this Constitution.

BL 1202 Proposed amendments will be submitted to the Judicial Committee for review. The Judicial Committee shall make suggestions for changes in the amendment.

BL 1203 Proposals for amendments and additions will be presented to the ASCUI Senate during any ASCUI Senate meeting by any member of the ASCUI Senate.

BL 1204 Proposals must be submitted to the ASCUI Senate by the Judicial Committee for approval.

BL 1205 After the proposal of an amendment, there will be a time for discussion. If the proposal is made by a member of the Executive Board or ASCUI Senate, no vote shall be cast at the time of original proposal; however, if submitted by a member of the Judicial Committee, a vote may be taken.

BL 1206 Executive Board and ASCUI Senate proposals will be submitted to the Judicial Committee, which will review the proposals within one (1) week. The Judicial Committee will report back to the ASCUI Senate with its suggestions.

BL 1207 Once suggestions from the Judicial Committee have been received by the ASCUI Senate, a formal motion will be made by a Student Senator restarting the amendment or addition in the exact wording desired. A vote will follow the motion.

BL 1208 A two-thirds (2/3) vote of the ASCUI Senate is required to approve any amendment or addition.

BL 1209 All approved amendments and additions shall be available in the Vice President's office for the purpose of informing students of the change. Residents will be notified of any major changes by the Student Senators.