

**BY-LAWS OF THE STUDENT GOVERNMENT ASSOCIATION
OF AZUSA PACIFIC UNIVERSITY**

ARTICLE ONE

Mission Statement and Objectives

Sec. I. The Azusa Pacific University Student Government Association, hereafter referred to as SGA, is a proactive student government comprised of student officers committed to the purposes of upholding the university's Four Cornerstones of Christ, community, service, and scholarship, bridging the gap between the students and the administration, and improving the spiritual, academic, and social wellbeing of the student body through God-centered leadership and service.

ARTICLE TWO

Functions

- Sec. I. The Executive Council and Student Senate shall establish and maintain the By-Laws:
- A. By-Laws shall be created, amended, and repealed by the Executive Council and Student Senate according to the provisions of the Constitution.
 - B. All By-Laws shall receive a majority vote for approval and shall remain binding until changed by a new vote.
- Sec. II. The Executive Council and Student Senate shall work closely with the SGA Advisor and administration to keep in mind the goals and standards held important for the development of student services at Azusa Pacific University.

ARTICLE THREE

Officers

- Sec. I. Membership:
- A. Any Executive Council, Student Senate, and House of Representative officer shall hereafter be referred to as an SGA officer. The voting power, removal, and term shall be equal for all officers (with the exception of the House of Representatives, which has one vote as a legislative body, and the Vice President, who shall remain neutral except in the event of a split vote).
 - 1. Each SGA officer shall have the power to examine all records and shall fulfill all duties vested in them by the Constitution and By-Laws.
 - 2. Attendance is required for SGA officers as follows:
 - a. Each Executive Council officer is hereby required to attend all Executive Council and Student Senate meetings, unless the privilege of abstention has been granted by the President or by the Vice -President in the President's place.
 - b. Each Student Senate officer is hereby required to attend all Student Senate meetings, unless the privilege of abstention has been granted by the President or by the Vice -President in the President's place.

- c. Each House Representative is hereby required to attend all House of Representatives meetings and Student Senate meetings, unless the privilege of abstention has been granted by the President or by the Vice -President in the President's place.
- B. No officer of the Executive Council shall assume a position during his/her term of office that would hinder his/her responsibilities in working with the council.
 1. These positions include:
 - a. Athletics (varsity or junior varsity)
 - b. Musical groups
 - c. Resident Advisor
 - d. Any accumulation of job or internship exceeding seven hours per week, except as approved by the Executive Council
 - e. Student Orientation Leadership
 - f. Any student leadership roles in other on-campus organizations
 2. These do not include:
 - a. Intramural activities
 - b. Oratorio Choir
- C. No Senator or Commissioner shall assume a position during his/her term of office that would hinder his/her responsibilities in working with the council.
 1. These positions include:
 - a. Resident Advisor
 - b. Any accumulation of job or internship exceeding twelve hours per week, except as approved by the Executive Council.
 - c. Student Orientation leadership
 - d. Executive leadership roles in other on-campus organizations
 2. A Senator or Commissioner may submit a petition to assume one of these positions, following the petition process as follows:
 - a. Petitioners are required to submit a brief, typewritten essay explaining how they intend to fulfill all positions in which they are participating with God-honoring integrity.
 - b. Petitioners are required to receive a written letter of support from his/her immediate staff/faculty supervisor/advisor for the petitioner's participation in SGA and another executive leadership role.
 - c. Petitioners are required to receive a written letter of permission expressing support for the petitioner's participation in SGA and another executive leadership role from the Director of the office maintaining organizational affiliation with the executive leadership role the petitioner is seeking. (If the director of the office of organizational affiliation and immediate staff/faculty supervisor/advisor are the same individual with regard to the petitioner, one written letter of permission expressing support is sufficient.)
 - d. Petitioners are required to receive a written letter of support from the SGA advisor for the petitioner's participation in SGA and another executive leadership role.
 - e. Petitioners are required to receive permission from the Student Senate to maintain multiple leadership positions. An affirmative majority vote is sufficient for permission.

- f. Petition must be turned in one week prior to election or appointment. The last opportunity to submit a petition for alternate executive leadership roles taking place in the spring semester is the final business meeting of the fall semester.
 - 3. These positions do not include:
 - a. Musical groups
 - b. Athletics (varsity or junior varsity)
 - c. Intramural activities
 - d. Oratorio Choir
- D. Upon submission of required materials for election, prospective Executives and Senators alike agree to accept the position applied to if elected and, therefore, must retract all other applications to aforementioned prohibited positions on campus.
- E. No officer of the Executive Council shall become so financially indebted as to bring disgrace upon the office he/she holds and the entire associated student body (ASB) he/she represents.
- F. Code of Conduct:
 - 1. Each Executive Council officer, Senator, and Class commissioner shall be held accountable to the Code of Conduct as set forth in the Student Standards of Conduct.
 - 2. Should the Student Standards of Conduct be broken, the officer shall be subject to discipline as agreed upon by the President, Vice President and Advisor or removal as set forth in Article Three, Section II, A.
- G. No member of the Student Senate may take more than 18 units. A member of the Student Senate may submit a petition to take more than 18 units, following the petition process as follows:
 - 1. Petitioners are required to receive permission from the Student Senate to be enrolled in more than 18 units during time served as a Senate Member.
 - 2. An affirmative majority vote is sufficient for permission.
- H. All individuals applying for any position within SGA must be in good standing with the university. The fulfillment of this qualification is subject to the discretion of the SGA Advisor. The advisor is responsible for ensuring the fulfillment of the "good-standing" qualification.
- I. If an officer fails to fulfill and maintain the qualifications as outlined in the specific job descriptions, he/she may be dismissed after due consideration as stipulated in the By-Laws (Article Three, Section II).
- J. In the case of unusual or extenuating circumstances, the current Executive Council shall have the power to allow a petition to be presented to and voted upon by the Student Senate at least one week prior to elections. Acceptance of this petition by a three-fourths (3/4) vote shall effectively waive the petitioned restrictions for the candidate, allowing his/her participation in the election or his/her status as an officer elect if the situation arises after the election or appointment.

Sec. II. Replacement Procedures for Dismissed, Recalled, or Replaced Officers:

- A. Procedure for dismissal:
 - 1. An officer may be dismissed if he/she does not meet the requirements set forth in the By-Law.

2. After consideration by the President and the Executive Council and a majority vote in the Senate, the dismissal shall be official.
- B. Procedure for replacement:
1. The President:
 - a. In the event of the resignation or removal of the President from office after his/her election and before the end of his/her term, the Vice President shall become the President and assume all presidential duties and responsibilities.
 - b. The Executive Council shall then appoint a new Vice President who will take office immediately after receiving a majority vote in the Student Senate approving his/her appointment.
 2. Executive Council:
 - a. In the event of the resignation or removal of an Executive Council officer from office, the Executive Council shall appoint another person to assume the position for the remainder of the term of office.
 3. Senators and Commissioners:
 - a. In the event of the resignation or removal of a Senator or Commissioner from office during the academic year, the President shall appoint another person to assume the position for the remainder of the term of office. The appointee shall take office immediately after receiving a majority vote in the Student Senate approving his/her appointment.
 - b. Should a Senator or Commissioner relinquish or be disqualified from his/her position prior to the start of the fall semester, the Executive Council shall review the original voting results and appoint the appropriate candidate for the position. The appointee shall take office after receiving a majority vote of approval in the Student Senate. In the case that there are no qualified candidates, the position will be reopened in the fall for appointment Article Five, Section I, B.

Sec. III. Duties of the Executive Council, Senate, and Class Commissioners:

- A. The President shall:
1. Read and understand the Constitution and By-Laws.
 2. Attend all Executive Council and Student Senate meetings.
 3. Keep regular office hours (minimum of 20 hours per week).
 4. Administrate and evaluate the functions of the SGA structure:
 - a. Call and chair SGA Executive Council meetings
 - b. Prepare meeting agenda for Executive Council
 - c. Communicate regularly with the Vice President, Controller, Office Manager, Director of Communications, and Speaker of the House on an individual basis to evaluate project execution, participation in individual committees, and to review job descriptions.
 5. Establish continual communication with the administration, representing student needs and concerns by meeting once a semester with the President of the University and the Dean of Students.
 6. Serve as the SGA representative on the Student Life Committee of the Board of Trustees.
 7. Meet weekly with the Advisor.
 8. Coordinate individual meetings between old and new Executive Council officers following spring elections.

9. Give reports to the Student Senate.
 10. Administer enactment of Senate legislation.
 11. Administer the development and implementation of goals and objectives.
- B. The Vice President Shall:
1. Read and understand the Constitution and By-Laws.
 2. Attend all Executive Council and Student Senate meetings.
 3. Keep regular office hours (minimum 20 hours per week).
 4. Be available to serve on a committee to the Board of Trustees or other University committees by appointment of the SGA President.
 5. Perform the duties of the SGA President in his/her absence.
 6. Communicate regularly with the SGA President to evaluate project execution.
 7. Facilitate Senate reports at the Student Senate meetings.
 8. Chair and set agendas for the Student Senate meetings.
 9. Meet bi-weekly with each senator to set goals and evaluate progress.
- C. The Controller shall:
1. Read and understand the Constitution and By-Laws.
 2. Attend all Executive Council and Student Senate meetings.
 3. Keep regular office hours (minimum 15 hours per week).
 4. Keep up-to-date accounts of income and expenditures of the Student Senate.
 5. Give financial reports to the Executive Council once a month.
 6. Assist and/or train incoming Controller in all financial duties including the use of the computer system and the preparation of financial statements.
 7. Correspond with the APU Business Office regarding SGA Income and SGA on-campus charges.
 8. Establish stipend payment schedule for all SGA officers in cooperation with the SGA Office Manager and the APU Business Office.
 9. Abide by and uphold all procedures and guidelines established in the Financial Directive.
 10. Establish policy for check writing and distribution.
 11. Prepare year-end financial statement by September 15th.
 12. Be available to serve on a committee to the Board of Trustees or other University committees by appointment of the SGA President.
- D. The Director of Communications shall:
1. Read and understand the Constitution and By-Laws.
 2. Attend all Executive Council and Student Senate meetings.
 3. Keep regular office hours (minimum 15 hours a week).
 4. Work with the Executive Council and Student Senate to inform the ASB of SGA programs, campus issues being addressed, services to APU students, and any non-confidential information received from the administration.
 5. Communicate with the *Clause* editors and submit important publications on a regular basis.
 6. Serve as the Chair of the Elections Committee:
 - a. Be responsible for the organization, coordination, and implementation of the elections for Executive Council and Student Senate and the hiring of the appointed positions (Executive and House) as outlined in the By-Laws (Article Five, Section 1, A.).

- b. Monitor the posting of on-campus election publicity and be responsible for enforcing the policies concerning outdated and/or inappropriate election advertising posted anywhere on campus.
 7. Give weekly reports to the Executive Council.
 8. Be available to serve on a committee to the Board of Trustees or other University committees by appointment of the SGA President.
 9. Communicate regularly with the SGA President to evaluate project execution, participation in individual committees, and to review job descriptions.
 10. Meet bi-weekly with each commissioner to set goals and evaluate progress.
 11. Remain in contact with the Office of Student Life to stay informed about campus activities.
 12. Oversee the maintenance of the SGA website and respond to questions submitted from Internet inquiries.
- E. The Speaker of the House shall:
1. Read and understand the Constitution and By-Laws.
 2. Attend all Executive Council and Student Senate meetings.
 3. Keep regular office hours (minimum 15 hours per week).
 4. Be available to serve on a committee to the Board of Trustees or other University committees by appointment of the SGA President.
 5. Communicate regularly with the SGA President to evaluate the progress of and issues regarding the House.
 6. Call and Chair regular meetings of the House of Representatives.
 7. Facilitate House reports at the Senate meetings.
 8. Meet bi-monthly with each House Representative.
 9. Administer the development and implementation of the goals and objectives of the House of Representatives.
 10. Serve as the chair of the Student Summit Committee.
 11. Give weekly reports to the Executive Council.
- F. The Office Manager shall:
1. Read and understand the Constitution and By-Laws.
 2. Attend all Executive Council and Student Senate meetings.
 3. Keep office hours (minimum of 15 per week).
 4. Record all minutes at all Executive Council and Student Senate meetings, type, and distribute them at least 24 hours before the next meeting.
 5. Keep accurate attendance records of all Executive Council and Student Senate meetings.
 6. Assist other Executive Council officers with their correspondence (priority should be to the President, Vice President, Controller, and then the Director of Communications).
 7. Set up and maintain efficient office procedures.
 8. Purchase office supplies for the SGA office.
 9. Keep accurate files and information.
 10. Post all minutes and legislations of Senate meetings in a public and visible place.
 11. Communicate regularly with the President to evaluate project execution, participation in individual committees, and to review job description.
 12. Be responsible for the maintenance of a clean office.
 13. Be responsible for the flow of information with the Senate and House of Representatives.

- G. The Senators shall:
 - 1. Read and understand the Constitution and By-Laws.
 - 2. Attend all Student Senate meetings.
 - 3. Keep regular office hours (minimum of 10 per week).
 - 4. Serve on a committee(s) as appointed by the Executive Council.
 - 5. Work with the Senate officers on present projects, goals, and ideas.
 - 6. Meet every two weeks with the Vice President to discuss goals/objectives that are to be implemented by the senators.
 - 7. Give regular reports to the Senate.
 - 8. Be responsible for communication, research, and formation of legislation in their respective areas of specialization.
 - 9. Be available for assignments given by the Executive Council officers to aid them in carrying out their duties.
 - 10. Work with the Director of Communications to develop constant communication with his/her respective constituency or area of responsibility.
 - 11. Continue to present the Senate's goals, projects, and objectives with the incoming Senate. To this end, weekly logs shall be kept by each senator to document their activity.
 - 12. Present an evaluation at the close of their term for the benefit of their respective successors.
 - 13. Meet with the SGA Advisor as necessary.
- H. The commissioners shall:
 - 1. Read and understand the Constitution and By-Laws.
 - 2. Attend all Student Senate meetings.
 - 3. Keep regular office hours (minimum of 10 per week.)
 - 4. Serve on a committee(s) as appointed by the Executive Council.
 - 5. Meet weekly with the Director of Communications concerning events, issues, programs, and ideas.
 - 6. Work with the Director of Communications to conduct, facilitate, and improve communication between the Office of the SGA and the ASB.
 - 7. Give regular reports to the Senate.
 - 8. Meet with the SGA Advisor as necessary.

Sec. IV. Meetings:

- A. All regular meetings are open to anyone who wishes to attend.
- B. Executive Session- With a majority vote of the Executive Council and Student Senate, a meeting may be closed to all people except the officers. Others may remain in the executive session with a majority vote of the officers.
- C. The Executive Council shall meet once a week. Meeting times shall be as decided by each incoming council.
- D. The Student Senate shall meet weekly throughout each semester.
- E. The President or Vice President may call special meetings of the Executive Council and/or Student Senate upon giving at least 24 hours advanced notification to all Executive Council and Senate officers.
- F. Agendas and previous minutes shall be placed in officers' boxes and/or in their respective email inboxes at least 24 hours before the meeting.
- G. Dress Code:
 - 1. Business attire shall be worn to the weekly Student Senate meetings.

2. The current Student Government Association shall write up a dress code for the weekly Senate in regards to men and women's dress that shall be placed in the officers' training manuals.

ARTICLE FOUR

Duties of the SGA Advisor

- Sec. I. The SGA Advisor shall perform the following Duties:
- A. Read and understand the Constitution and By-Laws of the Student Government Association.
 - B. Ensure that all candidates running for office are in good standing with the university.
 - C. Serve as advisor to the Executive Council and Student Senate. The advisor is expected to attend all weekly meetings of the Executive Council and Student Senate. The advisor is not a voting officer and is expected to provide information, advocacy, and, when called upon, give advice to the Executive Council and the Senate.
 - D. Meet weekly with the President to assist in evaluating group projects, direction, performance, needs, concerns, and overall student representation.
 - E. Check the qualifications twice annually of the officers, including full time enrollment, GPA, outside activities of the Executive Council officers (as described in Article Three, Sec. I, B.). It is then his or her duty to inform the President of the unmet qualifications of the officer(s) and to discuss any appropriate action the President or full body of officers may need to take in order to comply with the Constitution and By-Laws.
 - F. Attend all retreats and orientations to assist and advise the President as to effective ways of promoting group relationships, goal setting, evaluation of purpose, leadership training, and the logistics of planning as needed.
 - G. Conduct evaluations of all officers once each semester. The format of these evaluations will be left to the discretion of the Advisor.

ARTICLE FIVE

Procedural Directives

- Sec. I. Appointment Directive – governs all appointments of both executive and non-executive positions:
- A. Director of Communications, Speaker of the House, and Office Manager:
 1. Applications for the offices of the Director of Communications, Speaker of the House, and Office Manager shall be available from the new Executive Council the week following SGA elections. Applications shall be received by the Executive Council for at least one week after availability, and the Director of Communications, Speaker of the House, and Office Manager shall be appointed as soon as possible.
 2. The candidates for SGA Director of Communications, Speaker of the House, and Office Manager will be reviewed by a committee consisting of the Executive Council. This committee will interview each applicant and appoint a new Director of Communications, Speaker of the House, and Office Manager by majority vote.
 3. The same qualifications of elected officers shall apply to appointed officers.

ARTICLE FIVE, SEC. I., A.

- B. Unfilled Positions:
 - 1. In the event that there are no eligible candidates to fill a position, the position will be filled by Presidential appointment with a majority vote of approval from the Student Senate.
- C. Committees:
 - 1. All committee members shall be appointed within the first month of the school year. These committees are to take effect immediately. Other members shall be appointed to committees as needed.
 - a. Student Life Committee: The President shall be the SGA representative to the Student Life Committee.
 - b. Elections Committee: The Director of Communications shall be the chair of this committee. All executive and senate officers not running for election are eligible to be members of this committee. This committee is responsible for carrying out and enforcing the Election Procedural Directive (Article Five, Section II).
 - c. Finance Committee: The President shall chair this committee. The Vice President and the Controller are the only other members of this committee. This committee is responsible for carrying out and enforcing the policies of the Financial Directive.
 - d. Academic Councils Representative: The Academic Senator shall be the SGA representative to the Academic Councils, which include the Undergraduate Studies Council and the General Education Council. The Academic Senator will receive, review, and report to the faculty or make specific recommendations to them regarding all curriculum proposals. She/he advises the faculty on all matters of educational concern.
 - e. Outstanding Faculty and Staff Committee: The President shall chair this committee. The committee will work with the Provost, Vice Provost, and the chair of the Faculty Senate to gain knowledge and recommendations concerning the nominees for the Outstanding Faculty Award. Each member of the committee is also responsible for naming several nominations for the Outstanding Staff Award. Input from the ASB may also be considered in choosing the recipients for Outstanding Faculty Award and Outstanding Staff Award.
 - f. Survey Committee: The Vice President shall chair this committee. The committee will work to develop the survey in order to provide an opportunity for students to give their feedback. The survey shall be made available to the ASB in the spring of each school year. The results of the survey shall be shared with the ASB, incoming SGA, and applicable offices and administrators.

Sec. II. The Election Procedural Directive – governs all elections:

- A. The following are the elected officers:
 - 1. President
 - 2. Vice President
 - 3. Controller
 - 4. Senators
 - 5. Commissioners
- B. Voter Eligibility:

1. All members of the ASB shall be eligible to vote in the SGA elections.
 2. Graduate students shall not be eligible to vote in any election.
- C. Elections:
1. The Executive Council shall appoint the date of all SGA elections:
 - a. The election week for Executive Council and Student Senate officers shall be no more than two weeks following the deadline day for submission of applications. Any applications submitted after the deadline will be considered as write-in candidates and their names will not appear on the ballot.
 - b. The election for the Executive Council and the Senate shall be held before April 1st provided that extenuating circumstances do not prevent this.
 2. The Director of Communications will monitor, publicize, and direct all SGA elections.
 3. All candidates, except write-in candidates, shall be given equal opportunity to be heard by all students who would be involved in or affected by each particular election.
 4. Candidates for President, Vice President, and Controller are required to write a paragraph stating their platform and why they are running. The paragraphs will be on the electronic ballot, viewable at the time of voting.
 5. To be considered as a write-in candidate, the candidate must submit a complete the application prior to the opening of the ballot.
- D. Election Publicity:
1. The Executive Council shall set a spending limit for all campaign publicity, which shall be equal for all candidates. Donations shall count towards the total spending limit.
 2. There shall be no campaign materials or campaigning within view of voters while they are voting at a designated voting area.
 3. Solicitation is prohibited in living areas.
 4. The Election Committee shall be responsible for the supervision of publicity by candidates for election to office:
 - a. All publicity of candidates for election must have an SGA stamp.
 - b. No obscenity, slanderous remarks, or libelous connotations are allowed on election publicity.
 - c. The Election Committee shall monitor the campaign spending limit imposed by the Executive Council.
 - d. Sidewalk chalk may not be used for publicity purposes.
 5. Placement:
 - a. Election publicity may be placed at the discretion of the Director of Communications.
 - b. Election publicity, because of its nature, must be held under strict supervision. It cannot be:
 - (1) Taped, pasted, tacked, nor in any way attached to a painted indoor surface, any window, lamp post, tree, or the stair rails of the Upper Turner Campus Center (UTCC).
 - (2) Posted in such a way as to harm or destroy the surface on which it is attached.
 - (3) Placed inside the cafeteria without permission of the Food Services Manager.

- (4) Placed inside or outside the Bookstore without permission from the Bookstore Manager.
 - (5) Placed or distributed inside chapel.
 - (6) Placed on or inside classrooms.
 - (7) Placed on or inside the library without permission from the Head Librarian.
 - (8) Placed within 250 feet of any Administrative Offices (not including UTCC).
 - (9) Hung in any living areas without permission from the Office of Residence Life.
 - c. No one shall be allowed to place non-addressed publicity in student boxes without express, written permission from the Mailroom Director.
 - d. All publicity may be removed at the discretion of the Executive Council.
 - e. All publicity must be down within 24 hours following the conclusion of the election.
6. Infraction:
 - a. Anyone found removing, destroying, or defacing any publicity without express permission should be reported to the Director of Communications and the offending party will be referred to the Dean of Students for disciplinary action.
 - b. All publicity that is found to violate the set restrictions can be immediately taken down by any officer or other authorized persons and the Senate may, by majority vote, suspend the offender's eligibility to vote.
- E. Run-off Elections:
 1. Run-off elections for Executive Council, Senate, and Class Commissioner offices will be at least one school day and not more than five school days after the regular election.
 2. There will be no write-in candidates on this ballot. In the event any write-in ballots are cast, they shall not be tallied in the final vote count.
 3. In the event of a tie, the Election Committee shall make the decisions regarding any further voting.
- F. Qualifications:
 1. All officers must meet the following requirements:
 - a. Be a full-time undergraduate member of the ASB, as defined by the Registrar, during the two semesters previous to the term of office.
 - b. Proclaim and adhere to the University Statement of Faith.
 - c. Adhere to the Student Standards of Conduct located in the Student Handbook as well as the Student Leadership Covenant.
 - d. Must be in good standing with the university. The fulfillment of this qualification is subject to the discretion of the SGA Advisor.
 - e. All candidates must have a cumulative grade point average of at least 2.70, during the full semester immediately preceding the term of office and maintained through the term of office. Candidates with a GPA lower than the 2.70 requirement may petition the Student Senate to be allowed to run and hold office, following the petition process as follow:
 - (1) Petitioners are required to submit a brief, typewritten essay explaining the reasons why they do not have at least 2.70 GPA.

- (2) Petitioners are required to include a proposal as to how they intend to raise their GPA to a 2.70 level during tenure in office should they acquire a seat.
- (3) Petitioners are required to include a list of all extracurricular activities, jobs, and other time commitments.
- (4) Petitioners are required to make their GPA known to the fifty signatories that the petitioners must gather from their prospective constituency.
- (5) Petitioners are required to submit at least two separate letters of recommendation from faculty members. Faculty must be currently teaching the applicant during the respective academic semester.
 - (a) Recommendations are not limited to but must include at least:
 - 1) Current academic standing in class.
 - 2) Evaluation of study habits and quality of work.
 - 3) Capabilities of the applicant to handle future academic responsibilities with extra-curricular activities.
 - (b) Faculty members must deliver recommendations to the SGA office and must meet the same submission requirements as set for all Senate legislation. See Article Seven.
- (6) Petition must be turned in one week prior to election or appointment.
- f. All Executive candidates must maintain at least a B+ average throughout their college education and must therefore have a grade point average of at least 3.20:
 - (1) Cumulative GPA.
 - (2) During the full semester immediately preceding the term of office.
 - (3) Maintained through the term of office.
2. The President must be a junior or senior during the term of office.
3. All candidates must be available for all the mandatory training dates as outlined in the election packet and/or dictated by the President. Candidates who are unable to attend the training dates may submit a petition to the Student Senate to be allowed to run and hold office, following the petition process as follows:
 - a. Petitioners are required to submit a brief, typewritten essay explaining the reasons why they are not able to attend the mandatory training dates.
 - b. Petitioners are required to include a proposal as to how they intend to make up for the dates missed (notes from another officer, meeting with the President, etc.).
 - c. Petitioners are required to make their absence at all the mandatory training dates known to the fifty signatories the petitioner must gather from their prospective constituency.
 - d. Petitioners are required to submit at least two separate letters of recommendations from faculty members:
 - (1) Recommendations are not limited to but must include at least:
 - (a) Evaluation of work habits and quality of work.
 - (b) Capabilities of applicant to handle future extracurricular activities in well-balanced manner.
 - (2) Faculty members must deliver recommendations to the SGA office at least 24 hours prior to the Student Senate meeting.
 - e. Petition must be turned in one week prior to election or appointment.

4. The following policy directives will be used to define and regulate all petitionary hearings where the petitioner is seeking candidacy for a position within SGA but does not meet the qualifications for a petition:
 - a. Any individual seeking candidacy may earn such candidacy with a majority vote of approval from the Senate.
 - b. There is no minimum number of votes required to constitute a valid vote.
 - c. A vote in favor of the petition is to be understood as a vote counted toward approving candidacy.
 - d. Conversely, a vote in opposition of the petition is to be understood as a vote counted toward denying candidacy.
 - e. The entire Senate is expected to vote unless one of the following circumstances occurs:
 - (1) The petitioner is seeking candidacy for a position that any voting member of the Senate is also seeking.
 - (a) In this situation, any such voting member of the Senate will be excused from the individual petitioner's hearing.
 - (b) Any voting member excused from any petitionary hearing for this reason shall not have a vote to cast and the necessary majority will be adjusted accordingly.
 - (2) The petitioner is seeking candidacy for a position in which any voting member of the Senate would be immediately subordinate to in the case that the voting member is elected or appointed to such a position.
 - (a) In this situation, any Senate member seeking a commissioner position for the following term will be excused from any hearing where a petitioner is seeking candidacy for the Director of Communications position.
 - (b) Additionally, any Senate member seeking a senator position will be excused from any hearing where a petitioner is seeking candidacy for the Vice President position.
 - (c) Any voting member excused from any petitionary hearing for this reason shall not have a vote to cast and the necessary majority will be adjusted accordingly.
 - (3) The petitioner is seeking candidacy for the position of President.
 - (a) In this situation, any member seeking any position within SGA for the following term will be excused from the petitionary hearing.
 - (b) Any voting member excused from any petitionary hearing for this reason shall not have a vote to cast and the necessary majority will be adjusted accordingly.
 - (4) Any Senate member seeking the position of the President for the following term shall be excused from all such petitionary hearings.
 - (a) Any voting member excused from any petitionary hearing for this reason shall not have a vote to cast and the necessary majority will be adjusted accordingly.
 - (5) A Senate member feels as though they are personally unable to reach an unbiased decision concerning a petitioner's request.

- (a) In this situation, any such member shall be excused from the petitionary hearing pending a simple majority approval from Executive Council members eligible to vote in the petitionary hearing.
 - (b) Any voting member excused from any petitionary hearing for this reason shall not have a vote to cast and the necessary majority will be adjusted accordingly
- G. Election Procedures:
 - 1. The Director of Communications shall serve as the Election Committee Chairperson and all the Executive Council and Student Senate officers are eligible to be members of the Election Committee if they are not running for office.
 - a. The persons serving on the election committee must willingly give up all association with any candidate running for office and remain completely neutral as to candidate support.
 - b. The Election Committee shall not support, campaign for, or generally endorse any candidate for any position, either collectively or individually. However, members of the committee will not give up the right to vote.
 - c. If a member of the Election Committee compromises their ethical integrity by supporting, campaigning for, and/or generally endorsing any candidate, it shall be cause for removal from office according to the dismissal guidelines set forth in Article Three, Sec. II.
 - d. The Election Committee Chair is responsible for informing each individual member of the Election Committee of their ethical duties and responsibilities, as well as the consequences should a member fail to meet his/her responsibilities, at least one week before election procedures begin.
 - 2. Each candidate for Executive Council, Senate, and Commissioner offices shall be given the following:
 - a. A copy of the job description of the office they are seeking.
 - b. Grade Point Reference Form to be signed by the Registrar.
 - c. Election Information Sheet (EIS):
 - (1) The EIS shall provide space for the candidate's name, his/her box number, the office sought, fifty names, and student I.D. number.
 - (2) Only the candidate may submit or withdraw his/her EIS.
 - (3) Only undergraduate ASB may sign the EIS.
 - (4) In the event an EIS fails to be considered valid due to invalid signatures, the candidate shall, upon notification, be given 24 hours to acquire the remaining signatures.
 - (5) The EIS's shall be available for a period of at least one school week before the election.
 - (6) The Election Committee will decide when the deadline for submission of the EIS shall be.
 - d. Upon request, each candidate will receive a copy of the Student Government Association Constitution and the By-Laws via email. If they do not have e-mail access, a copy will be printed up for them.
 - 3. Ballots:
 - a. The primary means of voting shall be online ballots, which have been developed in conjunction with the office of Information and Media Technologies (IMT).

- b. Each ballot for the regular election shall contain the following:
 - (1) The designation of "official ballot."
 - (2) The date of the election.
 - (3) The name of the office (for whom the ballot is being sent).
 - (4) The names of the candidates listed in alphabetical order.
 - (5) A space for write-ins.
 - (6) A notification of how many times the voter should vote.
 - 4. Ballot Tabulation:
 - a. In order to be valid, the ballot must be placed within the designated box(es) or be registered online in the case of online voting.
 - b. If a voter has voted more than the stipulated times per office, the vote is considered void.
 - c. The Election Committee will be responsible for the counting of ballots.
 - d. The SGA Advisor or his/her designee shall be in attendance of the counting of ballots of all SGA elections.
 - e. Each candidate is prohibited from being in attendance at the counting but may send one representative to observe the counting of the ballots.
 - f. A plurality of votes shall be necessary for the election of Senators and Commissioners.
 - g. A simple majority of votes shall be necessary for the election of Executive Council positions. If no candidate receives a majority vote, then the two leading candidates shall be voted upon in a run-off election.
 - h. Votes cast for non-eligible candidates will be considered void in tabulating the majority.
 - i. In the event of a tie, there shall be a run-off election.
 - j. Election results for all SGA elections shall be posted at a pre-designated place as determined by the Executive Council as soon as the ballots have been counted.
 - H. Recognition of SGA Officers (Elected and Appointed):
 - 1. The new SGA officers shall take office at the closing of the spring semester.
 - I. Infraction:
 - 1. Any infraction of the rules or any illegal or unethical action that would tend to harm the campaign of any candidate or that would tend to give an unfair advantage over another candidate should be reported immediately to the Election Committee chairperson.
 - 2. Any individual or organization may protest an election for any infraction of rules or unethical conduct, but a formal request in writing must be received by the Student Life Office within three school days after the closing of the polls.
 - 3. Any student accused of violating the Election Procedure Directive shall appear before a committee designated by the Dean of Students to answer to the charges. If found guilty of violating the Election or Publicity Directives, the student may be disqualified from taking office.
- Sec. III. The Financial Directive – governs management of SGA funds:
- A. Finance Committee:
 - 1. The Finance Committee shall be established with the following membership:
 - a. SGA President
 - b. SGA Vice President

- c. SGA Controller
 2. The President shall be the chairperson.
 3. The SGA Advisor shall be an ex-officio member with no vote.
 4. This committee will meet when necessary to deal with financial concerns.
 5. A majority decision shall constitute approval by the Finance Committee and shall be presented to the Executive Council by the SGA Controller in the form of a report. In the event that the Council should disapprove the Finance Committee's measures, such measures shall be returned to the Finance Committee for further consideration in view of the Executive Council's recommendations.
 6. This committee is authorized to allot unbudgeted funds in any amount under \$500.00 at their discretion.
 7. All unbudgeted requests of \$500.00 or more shall be voted on by the Student Senate.
- B. Budget:
 1. The SGA budget will be prepared by the Finance Committee and presented for approval by the Student Senate prior to September 15th. Before tenure of office expires, the Finance Committee shall prepare the budget for the following year.
 2. The Student Senate shall have the authority to spend those student fees which have been allocated for the year in which they serve plus any funds in savings. That is, while the fiscal year ends April 30th, the Council has financial authority until the new Council takes office.
- C. Deposit and Disbursement of Funds:
 1. Money will be expended by the SGA Controller through a check request and approval system. A check request policy will be established by the Controller at the beginning of his/her term in office.
 2. All contracts must be signed by the SGA Controller in order to be officially recognized as binding.
 3. Contracts for goods or services entered into by students, faculty/staff, administration, or alumni for the SGA without the approval of the SGA Finance Committee or a check approved by the SGA Controller will not be assumed by the SGA and such purchases will be presumed to be the personal business of the individual concerned. Money expended by faculty or students for the purchase of supplies, equipment, etc., for the SGA will not be reimbursed and such materials or services will be recognized as a gift to the SGA. Reimbursement may be approved at the discretion of the SGA Controller and/or Finance Committee.
- D. Controller's Report:
 1. The Controller shall prepare monthly reports for the Executive Council as to the status of all SGA accounts and budgets. The form of all statements made by him/her is to be consistent with those of the Business Office.
- E. Withdrawal and Redeposit:
 1. Any funds granted by the Student Senate for specific expenditures and found to be in excess of the amount actually needed for said specific expenditures must be returned to the SGA Controller.
 2. Any funds withdrawn, transferred, or borrowed from the amount budgeted must be handled by the SGA Controller along with receipts for funds expended.
- F. Request for Funds:
 1. All organizations requesting a budget apportionment from SGA funds must submit a Senate Resolution as stipulated in Article Seven, Sec. I. The request must include:

- a. A complete list of revenue to be received or expected to be received during the year.
- b. A complete list of the expected uses of the funds available to the organization.
2. Requests for funds for other items or activities must be accompanied with a complete description.
3. Any organization receiving funds from SGA must submit a financial report at the conclusion of the activity.
- G. Student Government Association Monetary Accounts:
 1. It is not permissible to open accounts at any bank or any other financial institution until notification is given to the SGA Advisor.
- H. Philosophy of Stipends:
 1. Stipends are provided to the SGA officers to help them meet growing university expenses and be able to devote their maximum amount of time to their duties.
 2. If the SGA is to obtain quality leaders, it must offer stipends that are competitive with other internship programs, but no SGA stipend shall exceed full tuition.
 3. Stipends shall be determined each semester according to the following formulas. The minimum wage variable is included to insure that stipends will reflect inflation:
 - a. Senate and Commissioners:
(1) $\text{Stipend} = (\text{Minimum Wage}) \times (1.06) \times (180)$
 - b. Director of Communications, Speaker of the House, and Office Manager:
(1) $\text{Stipend} = (\text{Minimum Wage}) \times (1.09) \times (270)$
 - c. Controller:
(1) $\text{Stipend} = (\text{Minimum Wage}) \times (1.12) \times (270)$
 - d. Vice President:
(1) $\text{Stipend} = (\text{Minimum Wage}) \times (1.15) \times (360)$
 - e. President:
(1) $\text{Stipend} = (\text{Minimum Wage}) \times (1.18) \times (360)$
 4. No Student Senate shall modify these formulas to affect their own stipends, but may modify them to affect stipends for the following year.
 5. The Executive Council shall take responsibility to insure the appropriateness of these formulas for the following year.

Sec. IV. The Attendance Directive – governs the attendance of officers at meetings:

- A. Each officer is allowed three absences per semester.
- B. An officer is absent if he/she arrives fifteen (15) minutes after the meeting is called to order. Additionally, if an officer is tardy three times, it will count as an absence.
- C. An officer is tardy if he/she arrives after the meeting is called to order.
- D. A warning will be issued to an officer upon his/her absence.
- E. Four absences may be grounds for dismissal if approved by a majority vote of the Council.
- F. A leave of absence in cases of serious illness or injury or a personal tragedy shall be no longer than two weeks. After this time the SGA Advisor, in accordance with the Executive Council (provided they are not the officer in question), shall decide what action should be taken in regards to that officer's position, which may include dismissal from his/her position. Any motion involving the dismissal of an officer must adhere to the guidelines established in the Constitution (Article Four).

ARTICLE SIX
Presidential Veto

- Sec. I. The President shall have the power to veto any measure approved by the Senate, in their entirety or in part.
- A. The veto must be submitted in writing to the Senate within 72 hours of the meeting in which the legislation was passed.
 - B. The veto can be overridden by a $\frac{3}{4}$ vote of the Senate.

ARTICLE SEVEN
Bills and Resolutions

- Sec. I. All Senate legislation shall satisfy the following requirements before being presented to the Senate:
- A. Must be in the form of a Senate Bill or Resolution.
 - B. Bills and Resolutions must be sponsored by an officer of the Senate and contain the sponsor's name, title of the Bill or Resolution, the designation number, and the date.
 - C. Each Executive Council shall set a submission policy for all Bills and Resolutions at the beginning of each year. However, all legislation must be submitted to all officers at least 24 hours in advance of the meeting.
 - D. Shall follow the Bill and Resolutions Policy, which is instituted by the incoming Senate and will be kept in the SGA Training packet.
 - E. Must be typewritten.
 - F. Legislation shall become effective upon a majority vote of the officers and the President's signature.
 - G. The Vice President will not be eligible to sponsor any forms of legislation so as to remain completely neutral in his/her role as chair of the Senate Meetings.

ARTICLE EIGHT
Senate Structure

- Sec. I. All senators shall be elected by the ASB in accordance with Article Five, Section II.
- Sec. II. The Senate shall be comprised of:
- A. Three University Senators.
 - B. One International Senator:
 - 1. The International Senator shall be recognized as an International Student or a Third Culture Kid by the office of International Student Services.
 - C. One Multi-Cultural Senator.
 - D. One Commuter Senator:
 - 1. The Commuter Senator must be a commuter student.
 - E. One Azusa Senator:
 - 1. The Azusa Senator may, during the time served, attend Azusa City Council meetings.

ARTICLE EIGHT, SEC. II.

- F. One Academic Senator.
- G. One Transfer Senator:
 - 1. The Transfer Senator must be a transfer student who has completed, prior to service, at least one semester at Azusa Pacific University.

Sec. III. Changes in Article Eight shall be subject to a $\frac{3}{4}$ vote of the Senate and approval of the Advisor.

ARTICLE NINE

The House of Representatives

Sec. I. Structure:

- A. The House of Representatives is a body of volunteer officers dedicated to the SGA Mission Statement.
 - 1. The House of Representatives shall be comprised of as many SGA volunteer officers as the current President, Vice President, and Speaker of the House choose with Student Senate approval.

Sec. II. Purpose:

- A. To create an avenue for greater representation of the student body.
- B. To allow for more students to be involved in SGA activities and responsibilities.
- C. To provide better resources for the decision and policy-making process.
- D. To give a voice to APU students who would not ordinarily be involved in SGA activities and to create an opportunity for SGA to develop direct and personal relationships with students with whom they might not ordinarily come in contact.

Sec. III. Membership:

- A. Each officer in the House of Representatives shall be referred to as Representatives.
- B. Each Representative is a volunteer officer who will not receive monetary compensation for his/her time.
- C. All the Representatives shall meet once a week in a House Meeting to be chaired by the Speaker of the House.
- D. The House of Representatives shall cast one vote as a body in the Student Senate Meetings. Each individual vote shall count toward the House Vote, which shall be counted as one regular vote in the Senate. However, the Representatives are given complete and equal voting ability in all committee meetings. All rules for tallying votes in the Senate shall apply to the tally of the House Vote.
- E. The process by which the Representatives will be selected shall be as follows:
 - 1. Applications for the House of Representatives will be made available two weeks prior to the due date. Candidates will be notified of their status no more than two weeks after the application due date.
 - 2. Applicants must:
 - a. Be a full time undergraduate student as defined by the Registrar.
 - b. Proclaim to adhere to the University Statement of Faith.
 - c. Have a cumulative GPA of at least 2.70 and maintain it during office.
 - d. Be available for mandatory training and retreat dates as set by the SGA President.
 - 3. Each candidate shall receive:
 - a. A job description.

- b. GPA verification form to be signed by the Registrar.
4. The candidates will be interviewed by the Speaker of the House and no fewer than two Executive Officers and no more than one Senator.

ARTICLE TEN
Commissioners

- Sec. I. The Creative and Marketing Commissioners shall be appointed at the discretion of the incoming Executive Council.
- Sec. II. There shall be three commissioners, two creative commissioners and one marketing commissioner.
- Sec. III. Changes in Article Ten shall be subject to a $\frac{3}{4}$ vote of the Senate and approval of the Advisor.

APPENDIX A
Glossary

Associated Student Body (ASB)- The entire undergraduate student population

Designation Number- the unique number on all Resolutions and Bills that are sequenced in the order that they were created within that specific school year. The first resolution and bill passed each year will have a designation number of "01" and each resolution or bill will follow in consecutive order

Executive Officers- a team within the SGA comprised of six members who oversee all SGA officers

Majority- 2/3 of the total voting population

Procedural Directive- An explanation of how SGA conducts business

SGA Officer- Any member of the Student Government Association

Simple Majority- more than half of the total voting population (50% + 1)

Student Government Association (SGA)- The official voice through which student opinion may be expressed in academic, cultural, and social affairs. It represents the interests and goals of the entire student body.

Student Senate- The SGA voting population

Student Senate Meeting- Business meetings held on a weekly basis comprised of all members of the Student Government Association. Relevant topics pertaining to the student body are discussed and legislation is passed to further the betterment of the Azusa Pacific undergraduate student body.