

# **Constitution and Bylaws**

*of the*

## **Student Association**

*of*

## **La Sierra University**





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# **CONSTITUTION OF THE STUDENT ASSOCIATION OF LA SIERRA UNIVERSITY**

## **PREAMBLE**

We, the students of La Sierra University, in order to encourage active support of the university's ideals, to provide opportunities in leadership, and to prepare students as responsible, social, and spiritual citizens do hereby establish this Constitution of the Student Association of La Sierra University.

## **ARTICLE I: NAME, MEMBERSHIP AND OTHER TERMS**

### **Section 1: Name**

The name of this organization shall be the Student Association of La Sierra University.

### **Section 2: Membership**

The members of the Student Association shall be all students of La Sierra University enrolled for a minimum of eight units.

### **Section 3: Meaning of Administration, University President, and University Provost**

1. Whenever the word "Administration" is used within this Constitution, it shall be interpreted as meaning the Office of Student Life and/or its committees.
2. Whenever the words "University President" are used within this Constitution, it shall be interpreted as meaning the President of La Sierra University.
3. Whenever the words "University Provost" are used within this Constitution, it shall be interpreted as meaning the Provost of La Sierra University.

## **ARTICLE II: EXECUTIVE BRANCH**

### **Section 1: Executive Body**

1. The executive body of the Student Association shall be the Executive Council.
2. The Executive Council shall be responsible for planning all activities of the Student Association, for overseeing all of the operations of the Student Association, and for taking all actions deemed necessary for the proper and effective operation of the Student Association.
3. The Executive Council shall consist of the following voting officers: President, Executive Vice President, Religious Vice President, Social Vice President, Financial Vice President, Public Relations Director, CABL Director and Publications Vice President.
4. The following are nonvoting members of the Executive Council and are expected to attend all meetings of the Executive Council: Secretary, Parliamentarian, and the Student Association Advisor(s) of the Executive Council.
5. For any meeting of the Executive Council to be official, a quorum of six voting members must be present, one of whom must be one of the following officers President or Executive Vice President.
6. The chair of the Executive Council shall be the President.
7. The Executive Council shall be scheduled to meet at least on a weekly basis at the time and place specified by the President upon consultation with all council members.

**Section 2: Passage of Executive Council Actions**

1. All Executive Council actions, planned or taken, are subject to administrative approval and may be questioned or vetoed by the Administration.
2. If the Administration vetoes an action, a written explanation must be presented to the Executive Council within a reasonable amount of time. The Executive Council may appeal the decision to the University Provost.
3. If the University Provost vetoes an action, the Executive Council may appeal the decision to the University's Executive Council.
4. The decision of the University's Executive Council is final.
5. This process of appeals shall be known as the "order of appeals."

**ARTICLE III: LEGISLATIVE BRANCH**

**Section 1: Legislative Body**

1. The legislative body of the Student Association shall be the Student Senate, hereafter referred to as the Senate.
2. The Senate shall be responsible for legislative action of the Student Association and for addressing issues on behalf of all members of the Student Association.
3. The Senate shall consist of the following voting members: Senators at Large, Student Group Senators, and the Executive Vice President.
4. The following are nonvoting members of the Senate and are required to attend all meetings: President, Parliamentarian, Secretary, Public Relations Director, and the Student Association Advisor(s) of the Senate.
5. For any meeting of the Senate to be official, a quorum of fifty-one percent of the voting members must be present in addition to one of the following officers: Executive Vice President or Parliamentarian.
6. The chair of the Senate shall be the Executive Vice President.
7. The Senate shall be scheduled to meet on a minimum of a biweekly basis with a minimum of four meetings per quarter at the time and place specified by the Executive Vice President upon consultation with all Senate members.

**Section 2: Passage of Senate Actions**

1. The Executive Vice President shall present all actions passed by the Senate to the Executive Council for approval.
2. The Executive Council may approve by a majority vote or veto by a two-thirds vote any action of the Senate.
3. The Senate may override a veto of the Executive Council by a three-fourths vote.
4. All actions, planned or taken, by the Senate are subject to the same administrative approval process and order of appeals as the Executive Council.

**ARTICLE IV: JUDICIAL BRANCH**

**Section 1: Judicial Body**

1. The judicial body of the Student Association shall be the Constitution and Bylaws Board.
2. The Constitution and Bylaws Board shall be responsible for all matters concerning the constitutionality of any Student Association action, for the impeachment and removal from office of any officers, and for the implementation of provisions of the Constitution.
3. The Constitution and Bylaws Board shall consist of the following voting members: Parliamentarian, President, Executive Vice President, three Senators at Large appointed by the Senate, two Club Representative Senators appointed by the Senate, and three representatives from the Student Association nominated by the Parliamentarian and appointed by the Senate.

4. The following are nonvoting members of the Constitution and Bylaws Board and are required to attend all meetings: Secretary, Public Relations Director, and the Student Association Advisor(s) of the Constitution and Bylaws Board.
5. For any meeting of the Constitution and Bylaws Board to be official, a quorum of seven of the voting members must be present, one of whom must be the Parliamentarian.
6. The chair of the Constitution and Bylaws Board shall be the Parliamentarian.
7. The Constitution and Bylaws Board shall meet at the time and place specified by the Parliamentarian upon consultation with all board members.

### **Section 2: Passage of Constitution and Bylaws Board Decisions**

1. The Parliamentarian shall present all actions and decisions of the Constitution and Bylaws Board, with the exception of all cases involving the impeachment and removal from office of any officers and cases involving the constitutionality of Executive Council actions, to the Executive Council for approval.
2. The Executive Council may approve by a majority vote or veto by a three-fourths vote any decision of the Constitution and Bylaws Board.
3. The Constitution and Bylaws Board may override a veto of the Executive Council by a four-fifths vote.
4. All decisions of the Constitution and Bylaws Board are subject to the same administrative process and order of appeals as the Executive Council.

## **ARTICLE V: FILLING OFFICES AND TERMS OF OFFICE**

### **Section 1: Voting**

1. All members of the Student Association are entitled to one vote in all Student Association elections.
2. All Student Association elections shall be conducted by secret ballot.

### **Section 2: Candidate Qualifications**

1. Only Student Association members representative of the spiritual, social, and academic standards of La Sierra University, as found in the student handbook are eligible to run for a Student Association office.
2. A student must also be a member of the Student Association for at least one full quarter prior to the election to be eligible to run for the offices of President and Executive Vice President.
3. Each Student Association office position may only be held by one student association member per term. No person may hold the same Executive Council office for more than two terms.
4. No Student Association member may run for or hold a Student Association office if the term of the Student Association office will coincide with the term of a student group office, a class office, or resident hall assistant position.
5. All candidates are subject to administrative approval.

### **Section 3: Nominating Committee**

1. The Nominating Committee shall consist of the President, as chair, and all members of the Executive Council, the Senate, and the Constitution and Bylaws Board.
2. The Nominating Committee shall have the final Student Association authority on choosing candidates for an election and filling all vacancies.

### **Section 4: Choosing Candidates for an Election**

1. If there is no candidate for a Student Association office in a general election, then the Nominating Committee shall meet at least five school days before the general election to name candidates for that office.

2. The Nominating Committee shall nominate a minimum of one candidate or a maximum of two candidates for the office. The nominees must meet the same requirements for holding an office as all other candidates for that office and shall follow all election procedures.

### **Section 5: Filling a Vacancy**

1. If there is a vacant office, then the Nominating Committee shall meet within ten school days after the vacancy has occurred to fill it.
2. The Nominating Committee shall nominate a maximum of two candidates to fill the vacancy. The nominees must meet the same requirements for holding an office as all other candidates for that office.
3. The Nominating Committee may then, by a two-thirds vote, make the appointment or have the Student Association vote on those nominated in a special election upon administrative approval.

### **Section 6: Appointments**

1. The President or President-elect, in consultation with the Administration, shall nominate for the duration of his or her term the offices of Secretary and Parliamentarian.
2. The Senate must approve the nomination by a two-thirds vote or disapprove by a majority vote.

### **Section 7: Term of Office for Student Association Officers**

1. The term of office for elected officers shall begin on the first day of summer quarter and end on the last day of spring quarter of the following year.
2. The term of office for the Secretary and Parliamentarian shall begin on the first day after the last day of spring quarter or on the day following approval by the Senate, whichever comes last. The term of office shall end on the last day of spring quarter.

## **ARTICLE VI: IMPEACHMENT**

### **Section 1: Reasons for Impeachment**

Any Student Association officer charged with conduct not in harmony with the principles of La Sierra University as found in the student handbook or expressed by the Administration and faculty senate shall be eligible for impeachment. This includes, but is not limited to, the following: citizenship probation, destruction of school property, being grossly negligent of the duties of the office, failing to maintain eligibility of office, or being absent from more than three meetings per term of office without a petition stating sufficient cause.

### **Section 2: Impeachment Proceedings**

1. Any Student Association member may, in writing, charge a Student Association officer with an offense meriting impeachment. This accusation should be presented to the Parliamentarian or Student Association Advisor(s).
2. In the case of such an event, the Constitution and Bylaws Board shall evaluate within ten academic days the accusation to determine if there is sufficient cause to continue with the impeachment proceedings. If the accusation does not have merit, to be determined by a majority vote, the proceedings shall cease. If the accusation is found to have merit, also to be determined by a majority vote, the Constitution and Bylaws Board shall continue with the impeachment proceedings.
3. The Constitution and Bylaws Board shall have the power to try all impeachments. A two-thirds vote is necessary for a guilty verdict. An officer found guilty shall be considered impeached.
4. Following a guilty verdict, the Constitution and Bylaws Board shall decide if it would be in the best interest of the student body to immediately remove from office the impeached officer, requiring a two-thirds vote.
5. An officer found guilty, but not removed from office, shall be censured. When censured, an officer shall be placed on probation during which his or her performance and conduct shall be closely monitored and evaluated by the Constitution and Bylaws Board for as long as the Constitution and Bylaws Board deems necessary. The Constitution and Bylaws Board may later, by a two-

thirds vote, remove from office an officer on probation if the Constitution and Bylaws Board determines that officer has violated the terms of the probation.

6. An officer removed from office shall be forever barred from running for any future Student Association office.
7. If one of the members of the Constitution and Bylaws Board has been removed from office, the Parliamentarian shall nominate a replacement within ten academic days for confirmation requiring a two-thirds vote by Senate.
8. All guilty verdicts may be appealed to the Administration.
9. Decisions of the Administration are subject to the order of appeals.

## **ARTICLE VII: INITIATIVES AND STUDENT ASSOCIATION MEETINGS**

### **Section 1: Initiatives**

1. If one eighth of the members of the Student Association shall in writing request that a special action be taken, the Executive Council must call for a Student Association meeting to vote upon this action.
2. If 100 members of the Student Association shall in writing request the Executive Vice President to initiate an action in the Senate, the Senate must consider this action.

### **Section 2: Student Association Meetings**

1. A Student Association meeting may be called for by the Executive Council as recommended by the Senate, the Constitution and Bylaws Board, the Administration, or one sixteenth of the members of the Student Association.
2. The President shall act as chair of the Student Association meeting.
3. The Executive Council may approve by a majority vote or disapprove by a five-sixths vote any action of the Student Association meeting.

## **ARTICLE VIII: GENERAL PROVISIONS**

### **Section 1: Constitution**

The Constitution shall be available for student perusal in the library, on the Office of Student Life website, and in the Student Association office.

### **Section 2: Student Association Publications**

1. The *Criterion* shall be the official newspaper of the Student Association.
2. The *Perspectives* shall be the official directory of the Student Association.
3. The *Visions* shall be the official yearbook of the Student Association.

### **Section 3: Presidential Oath of Office**

Within the first two weeks of the school year, the President shall take the following oath as administered by the University President: "I so solemnly swear (or affirm) that I will faithfully execute the office of President of the Student Association and will to the best of my ability preserve, protect, and defend the Constitution of the Student Association of La Sierra University, so help me God."

### **Section 4: Student Association Dues**

1. The Student Association dues shall be set by the Administration upon the recommendation of the Executive Council.
2. The Student Association dues shall be collected by La Sierra University at the beginning of every quarter a student is a member of the Student Association.

### **Section 5: Student Association Budget**

1. The Student Association budget shall be passed first by the Executive Council and then by the Senate.

2. If the budget is not approved by the Senate, the Executive Council shall make adjustments as necessary for passage by the Senate.
3. The Senate shall have the final Student Association authority on the budget.

### **Section 6: Parliamentary Procedure**

*Robert's Rules of Order* shall be the official guide of the Student Association in all matters of parliamentary procedure.

## **ARTICLE IX: AMENDMENTS AND NEW CONSTITUTIONS**

### **Section 1: Proposing Body**

The Constitution and Bylaws Board shall review the Constitution in its entirety whenever deemed necessary by the Executive Council, the Senate, the Constitution and Bylaws Board, or the Administration and propose amendments and new constitutions as deemed necessary by the Constitution and Bylaws Board.

### **Section 2: Proposals of Amendments**

1. The Constitution and Bylaws Board shall propose all amendments it deems necessary first to the Senate, next to the Executive Council, and finally to the Administration. After Senate and Executive Council approval by a majority, in addition to approval by the Administration, the amendment must be placed on the next election ballot or a special election must be called for by the Executive Council upon the recommendation of the Constitution and Bylaws Board with the approval of the Administration.
2. One quarter of the members of the Student Association may propose by petition an amendment to be submitted to the Constitution and Bylaws Board. After Constitution and Bylaws Board, Senate, and Executive Council approval by a majority, in addition to approval by the Administration, the Executive Council upon the recommendation of the Constitution and Bylaws Board and with the approval of the Administration must call for a special election to vote upon the amendment.

### **Section 3: New Constitution Guidelines**

1. If the Constitution and Bylaws Board deems necessary that the Student Association draft a new constitution, the Senate and the Executive Council must approve the request by a two-thirds vote, in addition to approval by the Administration. Then a new constitution may be drafted by the Constitution and Bylaws Board.
2. The new constitution must be approved by a two-thirds vote of the Senate and the Executive Council, in addition to approval by the Administration.
3. The new constitution must be placed on the next election ballot or a special election must be called for by the Executive Council upon the recommendation of the Constitution and Bylaws Board and with the approval of the Administration.

### **Section 4: Approval of Amendments and New Constitutions**

1. All amendments and new constitutions must be posted in public view five school days before they are to be voted upon.
2. All amendments and new constitutions must be approved by a two-thirds vote of the votes cast by the Student Association voting members.
3. Immediately upon ratification, all previous constitutions are rendered null and void.

# BYLAWS OF THE STUDENT ASSOCIATION OF LA SIERRA UNIVERSITY

## ARTICLE I: DUTIES OF OFFICERS

### Section 1: President

1. The President, an ex-officio member of all Student Association committees and chair of the Executive Council, shall oversee all Student Association functions.
2. The President, or a Student Association member designated by the President in consultation with the Administration, shall represent the students of La Sierra University at meetings of the La Sierra University Board of Trustees, the La Sierra University Faculty Senate, and any other organizations or committees for which a student representative is called.
3. The President shall be familiar with *Robert's Rules of Order* and assist the Parliamentarian in insuring that all Executive Council meetings are conducted accordingly.
4. The President shall, in the absence of the Parliamentarian, also assume all duties of the office of Parliamentarian.

### Section 2: Executive Vice President

1. The Executive Vice President, an ex-officio member of all Senate sub-committees, shall serve as the chair of the Senate.
2. The Executive Vice President shall be familiar with *Robert's Rules of Order* and assist the Parliamentarian in insuring that all Senate meetings are conducted accordingly.
3. The Executive Vice President shall, in the absence of the President, assume all duties of the office of President.

### Section 3: Parliamentarian

1. The Parliamentarian shall serve as the chair of the Constitution and Bylaws Board.
2. The Parliamentarian shall, in the absence of the Executive Vice President, also assume all duties of the office of Executive Vice President.
3. The Parliamentarian shall insure that all Executive Council, Senate, and Constitution and Bylaws Board meetings are conducted according to *Robert's Rules of Order*. The Parliamentarian shall insure all meetings are orderly and, with the consent of the President or Executive Vice President, remove any person continually behaving in a disorderly fashion from any Executive Council, Senate, or Constitution and Bylaws Board meeting. In the case of the President or Executive Vice President behaving in a disorderly fashion, the Parliamentarian should seek the consent of the Student Association Advisor(s).
4. The Parliamentarian shall be responsible for the timely preparation of election materials including candidate application forms, ballots, and other materials. If the Parliamentarian is a candidate, the Parliamentarian shall designate a member of the Constitution and Bylaws Board who is not running for an office to carry out the election duties.

### Section 4: Religious Vice President

1. The Religious Vice President shall be responsible for the organization and execution of all religious activities of the Student Association.

2. The Religious Vice President shall regularly consult with Campus Ministries and be responsible for the coordination of quarterly retreats, weekly campus-wide worship services, and Spiritual Emphasis Week.
3. The Religious Vice President shall be a participant of the Religious Life Committee.
4. The Religious Vice President shall, in the absence of the Social Vice President, assume all duties of the office of Social Vice President.

**Section 5: Social Vice President**

1. The Social Vice President shall be responsible for the organization and execution of all social activities of the Student Association and shall be responsible for coordinating certain activities for the Freshmen Orientation Week.
2. The Social Vice President shall be a participant of the Office of Student Activities Council.
3. The Social Vice President shall, in the absence of the Religious Vice President, assume all duties of the office of Religious Vice President.

**Section 6: Financial Vice President**

1. The Financial Vice President shall be responsible for the operation of all fund-raising efforts.
2. The Financial Vice President shall present a proposed budget for the year in the first Senate meeting of the year, maintain accurate records of all business transactions of the Student Association, and present a report of such whenever called for by the Executive Council or the Senate.
3. The Financial Vice President shall be responsible for insuring that adequate supplies and materials are available for use by the Student Association officers and Student Association Advisor(s). The supplies and materials should include paper products, writing utensils, and other necessary resources.
4. All financial transactions of the Executive Council must be cleared by the Financial Vice President.
5. The Financial Vice President shall, in the absence of the Public Relations Director, assume all duties of the office of Public Relations Director.

**Section 7: Public Relations Director**

1. The Public Relations Director shall be responsible for the timely written and verbal promotion of all Student Association activities and shall maintain an artistic display and a calendar of upcoming events.
2. The Public Relations Director shall be responsible for keeping the Student Association well informed of actions taken by the Executive Council, the Senate, and the Constitution and Bylaws Board by both written and verbal methods.
3. The Public Relations Director shall, in the absence of the Financial Vice President, assume all duties of the office of Financial Vice President.

**Section 8: CABL Director**

1. The CABL Director, head of the Collegiate Advocates for Better Living, shall be responsible for the promotion of a Christian lifestyle and for the organization and execution of activities relating to a healthy, Christian lifestyle.
2. The CABL Director shall fulfill all North American Division of Seventh-day Adventists requirements, including filing a quarterly report with the North American Division of Seventh-day Adventists Health and Temperance Department.
3. The CABL Director shall be a participant of the Wellness Committee.
4. The CABL Director shall, in the absence of the Secretary, assume all duties of the office of Secretary.

**Section 9: Publications Vice President**

1. The Publications Vice President shall be responsible for the publication and timely dispersal of the *Perspectives* and the *Visions*.
2. The Publications Vice President shall communicate on a minimum of a weekly basis with the Student Association Advisor(s) of the *Perspectives* and of the *Visions*.
3. The Publications Vice President shall communicate with the Student Association Advisor(s) of the *Criterion* at least twice every *Criterion* issue and must obtain the signature(s) of the Student Association Advisor(s) on a final draft of the *Criterion* before printing occurs.
4. The Publications Vice President shall uphold the spiritual, social, and scholastic standards of La Sierra University, as found in the student handbook and expressed by the Administration and faculty.
5. The Publications Vice President shall uphold professional standards as outlined in the *La Sierra University Public Relations Handbook* and in the *Associated Press Stylebook and Libel Manual*.
6. In accordance with the guidelines established by the Senate and pending confirmation by a majority vote from both Senate and the Executive Council, the Publications Vice President shall appoint or hire the following positions: *Criterion* Editor, *Perspectives* Editor, *Visions* Editor and any other position necessary to efficiently produce the Student Association publications.
7. Any person nominated or hired by the Publications Vice President must also meet the candidate eligibility requirements established by this constitution unless a special exemption is granted by Administration.

**Section 10: Secretary**

1. The Secretary shall maintain accurate minutes of all Executive Council, Senate, and Constitution and Bylaws Board meetings in triplicate. One copy shall be filed with the Office of Student Life, one shall be filed in the Student Association records, and one shall be placed in the library for general perusal except in cases of a closed session in which case those portions of the minutes shall be stricken from the library copy. Also, the Secretary shall be responsible for roll call at all Executive Council, Senate, and Constitution and Bylaws Board meetings.
2. The Secretary shall, in the absence of the CABL Director, assume all duties of the office of CABL Director.

**ARTICLE II: SENATE COMPOSITION****Section 1: Senate Committees**

The Senate shall consist of four committees: the Judicial Committee, the Emerging Issues Committee, Committee A, and Committee B.

**Section 2: Senate Seats**

1. Each available Senate position, henceforth referred to as a seat, shall be assigned a number and a committee in the following fashion:
  - a. Seats one, two, three, four and five shall be assigned to the Judicial Committee.
  - b. Seats six, seven, eight, nine and ten shall be assigned to the Emerging Issues Committee.
  - c. Seats eleven, twelve, thirteen, fourteen and fifteen shall be assigned to Committee A.
  - d. Seats sixteen, seventeen, eighteen, nineteen, and twenty shall be assigned to Committee B.
2. Seats six, eleven, and sixteen shall be specifically reserved for Freshmen students.
3. Seats one, two, seven, twelve, and seventeen shall be specifically reserved for Student Group Senators.

**Section 3: Judicial Committee**

1. The Judicial Committee shall advise the Senate on the constitutionality of Senate actions, recommend Senate rules, and be responsible for drafting all legislation intended to carry out provisions of the Constitution and Bylaws.
2. The Judicial Committee shall consist of the Parliamentarian and all Senate seats assigned to the committee.
3. Every member of the Judicial Committee shall also be a member of the Constitution and Bylaws Board.
4. The chair of the Judicial Committee shall be the Parliamentarian.

**Section 4: Emerging Issues Committee**

1. The Emerging Issues Committee shall be responsible for addressing pressing issues affecting the student body of La Sierra University. The Emerging Issues Committee, in order to fulfill its responsibilities, shall identify pressing issues, conduct proper investigations, and make recommendations to the Senate calling for specific Senate action(s).
2. The Emerging Issues Committee shall consist of the Executive Vice President and all Senate seats assigned to the committee.
3. The chair of the Emerging Issues Committee shall be the Executive Vice President.

**Section 5: Committee A and Committee B**

1. The specific name, purpose and composition of Committee A and Committee B shall continually reflect the needs and input of the student body, and should be reevaluated by the Executive Council and Senate on an annual basis.
2. Upon consultation with the incoming President and the outgoing Senate, the incoming Executive Vice President shall establish the name, purpose and composition of both Committee A and Committee B, to be approved by a majority vote of the incoming Executive Council.
3. The name, purpose and composition of both Committee A and Committee B shall be established before the Senator application forms are made available for the general Senate election.
4. By the end of each academic year, the outgoing Senate shall make recommendations to the incoming Executive Vice President regarding Committee A and Committee B.

**ARTICLE III: DUTIES OF SENATORS**

**Section 1: Senators at Large**

1. Three freshmen and twelve other Senators at Large shall be elected within the first four weeks of fall quarter.
2. The term of office for Senators at Large shall begin on the day following their election and end on the last day of spring quarter.
3. Each Senator at Large shall serve on the Senate committee that corresponds with the seat number he or she has been elected to.
4. Senators at Large shall be responsible for addressing issues on behalf of the Student Association members.
5. Additional duties of each Senator at Large shall depend on the Senate committee that he or she sits on.

**Section 2: Student Group Senators**

1. Five Student Group Senators shall be elected during the first meeting of the Student Group Council during fall quarter.
2. The term of office for Student Group Senators shall begin on the day following their election by the Student Group Council and end on the last day of spring quarter.
3. Each Student Group Senator shall serve on the Senate committee that corresponds with the seat number he or she has been elected too.

4. Student Group Senators shall be responsible for representing the interests of the students groups of La Sierra University.
5. Additional duties of each Student Group Senator shall depend on the Senate Committee that he or she sits on.

### **Section 3: Senate Committee Chairs**

1. The chair of each Senate committee shall be responsible for setting the committee's agenda, calling committee meetings upon consultation with all committee members, conducting orderly meetings, and ensuring that the committee's minutes are properly taken and filed.
2. The Executive Vice President shall nominate a chair for Committee A and a chair for Committee B from available Executive Council members and Senators serving on the committee. Both the chair of Committee A and the chair of Committee B must be confirmed by a majority of the committee's members.

## **ARTICLE IV: STUDENT GROUP COUNCIL**

### **Section 1: Purpose and Composition**

1. The governing body of the student groups of La Sierra University shall be the Student Group Council.
2. The Student Group Council shall be responsible for coordinating the student groups and for addressing issues on behalf of the student groups.
3. Any student group properly registered with the Office of Student Activities by the date specified by the Office of Student Activities is entitled to representation at the Student Group Council.
4. The Student Group Council shall consist of the following voting members: two delegates from each student group, the five Student Group Senators, and any students holding positions in the Student Group Council.
5. The following are nonvoting members of the Student Group Council and are required to attend all Student Group Council meetings: President, Executive Vice President, Parliamentarian, and the Student Group Council Advisor(s).
6. Student groups represented at the Student Group Council must agree to abide by the decisions of the Student Group Council.

### **Section 2: Student Groups**

1. Whenever the term "student group" is used within the Constitution and Bylaws, it shall be interpreted as meaning any club, organization or other student society properly registered with the Office of Student Activities as a student group.
2. Student groups failing to properly register with the Office of Student Activities by the specified date shall not qualify for representation in the Student Group Council and all the privileges thereof.
3. A student group not qualified for representation due to failing to properly register with the Office of Student Activities may petition the Student Group Council for representation at the Council's next meeting following proper registration with the Office of Student Activities by the student group.

### **Section 3: Student Group Council Meetings**

1. The Student Group Council shall meet at least once during fall, winter, and spring quarters.
2. Within the first four weeks of the academic year and upon consultation with the student groups, the President shall call for the first meeting of the Student Group Council.
3. The President shall chair the first Student Group Council meeting of each academic year.
4. During the first Student Group Council meeting, the Student Group Council shall elect five Student Group Senators to serve on the Senate.
5. Also at the first Student Group Council meeting of fall quarter, the delegates shall determine who will chair all future meetings of the Student Group Council. Any other positions needed to be filled by the Student Group Council shall be filled at that time.

6. At least once a quarter, or when called for by the Student Group Council, the students groups shall submit to the Student Group Council a schedule of meeting times and events spanning the remainder of the academic year, and any petitions for club matching.

#### **Section 4: Student Group Delegates**

1. Each student group registered with the Office of Student Activities shall send two delegates, one of which must be the student group's president, to each Student Group Council meeting.
2. Each student group shall be entitled to a maximum of two votes, one for each delegate, whenever a vote is taken at Student Group Council meetings.

#### **Section 5: Election of Student Group Senators**

1. Any active member of a student group who meets the candidate eligibility requirements established by the constitution is eligible to run for the office of Student Group Senator.
2. Each student group, regardless of the number of delegates representing the student group, is entitled to nominate one candidate for each Senate seat that is designated for a Student Group Senator.
3. Each nomination must be seconded by a delegate from another student group. A student group, regardless of the number of delegates representing the student group, can only second one nomination for each Student Group Senator seat.
4. Each student group may vote for a maximum of three candidates per senate seat.
5. In the event of a tie, or multiple ties, a simple majority vote shall be taken.
6. If a tie ensues even after a simple majority vote, the Parliamentarian, President, and Executive Vice President shall render a final decision.

#### **Section 6: Passage of Student Group Council Decisions**

1. Student Group Council actions may be questioned or vetoed by the Administration. If the Administration vetoes an action, a written explanation must be presented to the Student Group Council within a reasonable amount of time.
2. All actions by the Student Group Council are subject to the same approval process and order of appeals as the Executive Council.

#### **Section 7: Cases Involving Disputes**

1. Cases involving disputes between two student groups, or between students and any student group, may be heard by the Student Group Council. Student Group Council decisions for these cases may be appealed to the Constitution and Bylaws Board.
2. Cases involving disputes between a student group and the Student Group Council, or between students and the Student Group Council, may be heard by the Constitution and Bylaws Board.

## **ARTICLE V: PROCEEDINGS OF THE CONSTITUTION AND BYLAWS BOARD**

#### **Section 1: Meetings of the Constitution and Bylaws Board**

1. The Constitution and Bylaws Board shall be called into session whenever a session is called for by the Parliamentarian, the President, the Executive Vice President, any two of the other members of the Constitution and Bylaws Board, the Student Association Advisor(s), the Administration, or a petition from one sixteenth of the Student Association members.
2. Reasons for which the Constitution and Bylaws Board might be called into session include, but are not limited to, the following: to resolve any disputes arising from the Constitution, to review any Executive Council action or Senate action or any action of a Student Association officer for the constitutionality of the action, to resolve minor disputes between students, to determine if any honor code or university standard or policy violation has occurred, or to attend to any other matter which would warrant the Constitution and Bylaws Board's opinion.

**Section 2: Cases before the Constitution and Bylaws Board**

1. Cases involving the constitutionality of Student Association actions should be argued by the Student Association member who believes the action to be unconstitutional and by the Student Association member responsible for the action.
2. Cases involving disputes between students should be argued by the parties involved.
3. Cases involving honor code or any school standard or policy violation should be argued by the Student Association member who believes there has been a violation and the Student Association member accused of the violation.
4. Arguments for both sides should be argued openly before the Constitution and Bylaws Board in a reasonable amount of time to be set by the Constitution and Bylaws Board.
5. Any member of the Constitution and Bylaws Board may interrupt the arguments with questions pertaining to the case.
6. After each side has presented its closing arguments, the Constitution and Bylaws Board shall hold a closed session with only the members of the Constitution and Bylaws Board present to determine a case's verdict. If necessary, the Constitution and Bylaws Board may determine a reasonable and just penalty for a guilty party.
7. All Constitution and Bylaws Board decisions, except those dealing with the impeachment of officers, shall be by a majority vote.
8. After reaching a verdict, the Constitution and Bylaws Board shall announce its decision and the reasoning behind the verdict.
9. All guilty verdicts may be appealed to the Administration and are subject to the order of appeals.

**ARTICLE VI: ELECTIONS****Section 1: Eligibility Requirements of Candidates**

1. All Student Association members who have a cumulative 2.50 G.P.A. and are not on either citizenship probation or academic probation are eligible for Student Association office.
2. Before a student may be a candidate for an office in the Executive Council, the student must have two written recommendations. One must be from a La Sierra University faculty member or administrator. The other may be from another La Sierra University faculty member or administrator or from another qualified individual such as a pastor, employer, or former teacher.
3. All persons wishing to run for elected office must request a candidate application form from the Office of Student Life.
4. Before a student may be a candidate for an office in Senate, the student must have the approval of the Student Life Committee. All senate elections shall precede according to the *Bylaws and Senate Election Handbook* of La Sierra University.

**Section 2: Election Timetable**

1. All candidates must turn in their candidate application forms to the Parliamentarian no later than ten school days before the election. If a Parliamentarian has not been appointed, then the Executive Vice President shall assume the Parliamentarian's election duties.
2. Student Association elections for all Executive Council officers shall be conducted before the Adventist Intercollegiate Association convention on a date set by the Administration based on the recommendation of the Constitution and Bylaws Board.
3. Student Association elections for three freshmen Senators at Large and twelve other Senators at Large shall be conducted within the first four weeks of fall quarter on a date set by the Administration based on the recommendation of the Executive Council.
4. All primary elections shall be conducted a minimum of six school days and a maximum of nine school days before the general election on a date set by the Administration on the recommendation of the Constitution and Bylaws Board.
5. All special elections shall be conducted on a date set by the Administration on the recommendation of the Nominating Committee.

6. All elections shall be conducted on the day of University Worship or Assembly period.

### **Section 3: Provisions for a Varying Number of Candidates**

1. If there are three or more candidates running for an office, a primary election must be held.
2. If there are fewer than three candidates for an office, the candidates automatically advance to the general election.
3. If there is an office, which only has one candidate, then the sole candidate shall run on a “yes/no” ballot. To win a “yes/no” ballot, a candidate must obtain a two-thirds vote of the votes cast.
4. If there is no candidate for an office, then the Nominating Committee shall be convened.

### **Section 4: Election Policies**

1. The two candidates, running for a given office, that receive the most votes in a primary election shall move on to the general election.
2. In a general election, a candidate must receive a majority of the votes cast to hold office except in the case of a “yes/no” ballot.
3. In case of a tie, the Administration shall hold a runoff no more than three weeks after the general election. The consequences of subsequent ties shall be determined by the Constitution and Bylaws Board.
4. For all Executive Council elections to be official, the votes must be tabulated by Constitution and Bylaws Board members who are not candidates in the election.
5. For all Senate elections to be official, the votes must be tabulated by Executive Council members.
6. Any candidate may call in writing for a recount of the ballots within three school days of the election or special election. In the event that the result of the recount differs from the result of the first count, the election results shall be corrected immediately.
7. Election disputes may be reviewed by the Constitution and Bylaws Board.

## **ARTICLE VII: OFFICER PROVISIONS**

### **Section 1: Officer Requirements**

1. All officers and all members of all Student Association bodies must maintain the candidate eligibility requirements while in office.
2. An officer of undergraduate status must maintain a minimum of twelve units per quarter while in office. An officer of graduate status must maintain a minimum of eight units per quarter while in office. A student not meeting these requirements may petition to Administration using an academic variance form.
3. An officer of undergraduate status should not exceed sixteen units while in office. An officer of graduate status should not exceed twelve units while in office. If this occurs, the officer must petition the Senate to remain in office. The Senate may approve by a two-thirds vote or disapprove by a majority vote the petition.
4. If disapproval occurs, the officer must reduce the number of units taken or will be removed from office.

### **Section 2: Stipends**

1. All Executive Council voting and nonvoting members shall receive a stipend for their duties as officers.
2. The President, Executive Vice President, Financial Vice President, Parliamentarian, and Student Association Advisor(s) shall determine appropriate monetary stipends for each office and officer.
3. Senators at Large and Student Group Senators shall receive compensation for their duties as prescribed by the Executive Vice President following approval by the Executive Council.
4. Stipends for each officer shall be included in the Student Association budget.
5. Stipends shall be distributed to officers on a biweekly basis.

6. Stipend disputes may be reviewed by the Constitution and Bylaws Board.

## **ARTICLE VIII: AMENDMENTS AND NEW BYLAWS**

### **Section 1: Proposals of Amendments and New Bylaws**

1. The Constitution and Bylaws Board shall propose all amendments it deems necessary first to the Senate, next to the Executive Council, and finally to the Administration.
2. One quarter of the members of the Student Association may propose by petition an amendment to be submitted to the Constitution and Bylaws Board.
3. If the Constitution and Bylaws Board deems necessary that the Student Association draft new bylaws, either in part or in whole, the Senate and the Executive Council must approve this request by a majority vote, in addition to approval by the Administration. Then new bylaws may be drafted by the Constitution and Bylaws Board.

### **Section 2: Approval of Amendments and New Bylaws**

All amendments and new bylaws must be approved by a two-thirds vote of the Constitution and Bylaws Board, the Senate, and the Executive Council, in addition to approval by the Administration.



## **APPENDIX A: SENATE ELECTION HANDBOOK OF THE STUDENT ASSOCIATION OF LA SIERRA UNIVERSITY**

### **PURPOSE**

To clarify how Senators at Large shall run for the fifteen seats during the fall general election.

### **PROCEDURE**

#### **Duties of the Parliamentarian**

1. The Parliamentarian will make Senate applications available before the second week of fall quarter.
2. The Parliamentarian will also make available a sign up sheet, which shall be posted in a public place for potential senators to provide public notice.
3. The Parliamentarian will take note of the order in which senators sign up.
4. If a potential senator is not approved by the Student Life Committee after submitting forms and giving public notice, the Parliamentarian will adjust the public notice and remove the potential senator.

#### **Duties of the Potential Senators**

1. Potential senators will indicate which seat they are running for on the application and will provide public notice on the sign up sheet provided by the Parliamentarian
2. Potential senators will not be allowed to run more than two to a seat until each non-freshman seat in the committee has two persons.
3. Potential senators will not be allowed to change seats and will be a candidate only for the seat they have designated for the election.

## **ADAPTATION & ADOPTION**

#### **Adaptation**

1. The *Election Handbook* must be reexamined every academic school year by the Judicial Committee.
2. Any changes to the *Election Handbook* must receive a two-thirds majority of the Constitution and Bylaws Board and the Executive Council.
3. Any changes to the *Election Handbook* must be approved for the next academic year before the last day of spring quarter.

#### **Adoption**

Immediately upon ratification of the *Election Handbook*, it will be added to the Bylaws as Appendix A.

