

**CONSTITUTION OF THE
ASSOCIATED STUDENT BODY OF
POINT LOMA NAZARENE UNIVERSITY**

Revised and Ratified as of February 2008

ARTICLE I

Name

The name of this organization shall be the “Associated Student Body of Point Loma Nazarene University.”

ARTICLE II

Purpose

The purposes of ASB shall be (a) to provide for meaningful, student-sponsored educational, social, cultural, religious, and service opportunities for member students; (b) to foster constructive communication and interaction between the members and the administration and faculty; (c) to foster good relations between ASB members and the university’s surrounding community; (d) to establish rapport with other student associations with similar objectives; and (e) to provide opportunities for members to develop leadership qualities.

ARTICLE III

Membership

Section 1. Active membership shall be limited to students classified by PLNU as “regular undergraduate students” carrying at least twelve units or living on campus. The same classification shall apply to “graduate students” who pay a student fee equivalent to that paid by regular undergraduate students who are designated “active members.”

Section 2. Regular undergraduate students who are not eligible for active membership shall be classified “associated members.” The same classification shall apply to each graduate student who pays a student fee equivalent to that

paid by regular undergraduate students who are designated associated members.

ARTICLE IV

Parliamentary Authority

The rules contained in “Robert’s Rules of Order Revised” shall govern the proceedings of all ASB organizations unless inconsistent with the stipulations of the Constitution, Bylaws, or Handbooks of ASB.

ARTICLE V

ASB Student Leadership Lifestyle Agreement

All ASB personnel shall be required to sign the ASB Student Leadership Lifestyle Agreement (SLLA) before entering the term of office for their respective position. The SLLA shall hold ASB personnel accountable to themselves, their colleagues, the students they serve and the community they represent.

ARTICLE VI

Executive Branch

Section 1. The executive functions of ASB shall be performed by the Board of Directors, comprising the President, Vice President, Executive Secretary, Director of Finance, Director of Communications, Director of Spiritual Life, Director of Student Relations, and Director of Activities. The Director of Community Life shall serve as an ex-officio member and the advisor to the Board of Directors.

Section 2. The Board of Directors is authorized to establish policies and implement plans in accordance with the mission of the university and the purpose of ASB. The authority of the Board of Directors shall include, but not be limited to, the following items:

- A. Standing committees, chaired by members of the Board of Directors, to which the board delegates authority;

- B. Creation of publicity deemed helpful in achieving ASB objectives;
- C. Charters for student organizations;
- D. Financing to support ASB programs, including provision for trust funds, which shall be binding unless rescinded by action identical with the action that established the funds.

Section 3. The Board of Directors is authorized to represent ASB members in establishing statements of student rights or developing a code of conduct in conjunction with the PLNU administration and faculty. The Board of Directors reserves the right to nominate student members for any university committee with confirmation from Student Congress.

Section 4. The Board of Directors shall take action at regular meetings or at special meetings called by the President or a petition of five board members. A quorum of five members shall be required for formal action. The modes of formal action shall be as follows:

- A. “Motions” shall demand action in matters within the jurisdiction of the Board of Directors. A simple majority of members present shall be required for the adoption of a motion. Motions shall be recorded in the minutes.
- B. “Resolutions” shall express the opinion of the Board of Directors as the representative arm of ASB. All resolutions shall be dated and addressed to specific groups or persons. A two-thirds majority of those present shall be required for the adoption of resolutions. They shall be recorded both in the minutes and in a separate book of resolutions.
- C. “Policy statements” shall reflect the opinion of the Board of Directors in establishing continuity of procedure. Policy statements shall be dated and addressed to specific persons or groups affected by the policy. A two-thirds majority shall be required to adopt or rescind policies. Such actions shall be recorded in the minutes and in a separate book on policies.
- D. “Bylaws” shall establish procedures by which this document may be enacted. The last section of each bylaw shall stipulate who will implement it and when it will become effective. The establishment or revision of a bylaw shall require five affirmative votes at each of three board meetings, which shall be at least six days apart. Prior to

the second vote, the proposed bylaw must be published at least twice in documents available to all ASB members. Prior to the third vote, ASB members shall be given opportunity to comment on the proposed bylaw at a public hearing, which will have been announced on each of the three preceding days during which classes have been in session.

Section 5. The duties and privileges of officers of the Board of Directors shall be enumerated and completed in the bylaws and handbooks according to the following provisions:

- A. The President shall manage the internal affairs of the Board of Directors and represent the Board of Directors to PLNU students, administration, faculty, and staff, as well as the community and other organizations as appropriate.
- B. The Vice President shall serve as chair of Student Congress and fulfill the responsibilities of the President as needed.
- C. The Executive Secretary shall provide logistical and operational support to the offices of the Board of Directors; record all formal actions of the Board of Directors, including minutes of its proceedings; and serve as chief elections officer, coordinating all ASB sponsored elections.
- D. The Director of Finance shall oversee the financing of all ASB programs, ensure the proper oversight of all ASB accounts, oversee the business management of all student media organizations, and provide purchasing services for all ASB programs.
- E. The Director of Communications shall facilitate a cohesive message communicating the programs, objectives and initiatives of ASB.
- F. The Director of Spiritual Life shall represent ASB within the Office of Spiritual Development; communicate to and from the Board of Directors and the Office of Spiritual Development; and encourage spiritual growth among PLNU students.
- G. The Director of Student Relations shall oversee all ASB chartered organizations.

- H. The Director of Activities shall coordinate and plan a holistic calendar of student programming and be responsible for the Student Life Committee.

ARTICLE VII

Legislative Branch

Section 1. The legislative functions of ASB shall be performed by the ASB Student Congress, established in compliance with Article IX, Section 2 of the *Constitution of the Associated Student Body of Point Loma Nazarene University*. Student Congress exists to represent the opinions and desires of the student body on policies and issues by proposing recommendations in the form of resolutions and bills to the President.

Section 2. Student Congress will deal with all the issues and concerns brought before it by members of the Board of Directors and Congress members. Members shall study and work to propose policy changes consistent with the interests of the student body and the short and long term interest of the university.

Section 3. Membership

- A. Voting members shall include a representative for each Resident Assistant in each residence hall, as well as six commuter student representatives, all elected by their peers.
- B. Ex-officio members shall include the Board of Directors, the Secretary of Student Congress, and the Board of Review. Ex-officio members shall be allowed to discuss any matter before Student Congress and make and second motions. They will not be able to vote and will not be counted in calculating or obtaining quorum.
- C. Members of the Board of Review or Board of Directors are ineligible to serve as elected Student Congress members. The elections for the representative positions shall be as follows:
 - i. The Executive Secretary and the Vice President shall work with each Resident Director and their respective resident assistant staffs to hold elections electronically. Candidates need only to receive a simple majority to be elected.

- ii. The Executive Secretary and the Vice President shall work with the Commuter Student Services Coordinator to hold an election for six commuter representatives. These elections should also be held electronically.
- iii. The Executive Secretary, in collaboration with the Vice President, will be responsible for contacting each of the above advisors and directors to assist with the elections and set deadlines for election results.

Section 4. Special Positions in the Student Congress

- A. The Vice President shall act as the Chair of Student Congress. Should the Vice President be unable to chair the meeting, he/she will assign a member of the Board of Directors to act as chair. The Chair shall call and preside over all regular and special meetings of the Student Congress.
- B. An assistant to the Vice President shall serve as the Secretary of Student Congress. The Secretary shall keep the agendas and minutes of all Student Congress meetings; keep a separate record of all bills and resolutions passed by Student Congress; and supply a copy of all agendas, minutes, and records to the Vice President.

Section 4. Removal Process

- A. If any member of Student Congress receives a strike through a violation of the University Covenant, he/she shall write a letter to the Board of Review explaining the circumstances of the strike.
- B. That member will then appear before the Board of Review, which shall review the case.
- C. In order to initiate the impeachment of any Congress member, a minimum of ten Congress members, as well as the Vice President, must sign a list of grievances, which must be filed with the Board of Review.
- D. If the Vice President feels that a Congress member needs to be removed, he/she may then send the case to the Board of Review for approval by a two-thirds vote.

- E. The ruling of the Board of Review is binding, and shall be enforced by the Vice President.

Section 5. If a vacancy occurs in one of the representative positions over the course of the academic year, the Vice President shall nominate candidates to Congress. Congress shall fill vacancies by a simple majority vote.

Section 6. Duties and Responsibilities

- A. At the first meeting of Student Congress, the Vice President must hold a training session with all Congress members. The Vice President must confirm that each Congress member has been trained in order for that individual to become a voting member of Student Congress. This meeting should include:
 - i. Description of the procedures of Student Congress.
 - ii. Signing the Student Leadership Lifestyle Agreement.
 - iii. Distribution of necessary materials.
- B. The responsibilities of Student Congress members are as follows:
 - i. To participate in dialogue on all issues and concerns brought forth by any Congress member.
 - ii. To be engaged in regular communication with constituents about the issues discussed in Student Congress with the intent of representing those opinions on the floor of Congress.
 - iii. To participate in drafting of bills and resolutions declaring student opinion regarding any issue that does not completely fall under the jurisdiction of the *Constitution of the Associated Student Body of Point Loma Nazarene University*.
 - iv. To exude professional conduct, exhibit prudence and sensitivity when discussing issues raised during the open meetings of Student Congress.
 - v. To complete student input forms as required by the Vice President.

- vi. To regularly attend meetings, with the understanding that failure to attend more than three meetings will result in a loss of the Student Congress service award.
 - vii. To comply with “Robert’s Rules of Order” as noted in Article IV.
- C. Congress members shall participate in standing committees that review proposed legislation before it is brought to the floor of Student Congress for a vote. Each standing committee shall be comprised of Congress members from each class. Each Congress member shall be assigned by the Vice President to one of the following committees:
- i. Academic Affairs
 - ii. Campus Issues
 - iii. Residential Life
 - iv. Student Services

Section 7. Rules of Procedure

- A. The first session of Student Congress shall be used for training purposes in accordance with Article VI, Section 6A. The second session shall consist of *The State of the Student Body Address* delivered by the President, outlining the vision of the Board of Directors for the year to Congress members, the entire ASB and the university community.
- B. After the commencement of *The State of the Student Body Address*, Congress members shall spend at least a week receiving feedback from their constituents regarding the tentative policy objectives.
- C. A bill shall be proposed at the following Congress meeting to approve and/or amend the policy objectives for the academic year.
- D. Throughout the academic year, matters may be presented by any Congress member.

- E. All proposed legislation will be referred to the appropriate standing committee(s) at the discretion of the chair, unless overruled by a majority vote of Congress. Congress may only consider legislation returned by the committee(s) to which it was sent, unless legislation is revived by Congress and deemed urgent.
- F. Standing committees must have a two-thirds affirmative vote to return legislation to the full Congress. Standing committees may recommend to “approve,” “approve as amended,” or “reject.”
- G. Legislation that receives a rejection recommendation from the appropriate standing committee shall not be returned to Congress and may only be reconsidered for review with a majority vote of Congress members present.
- H. Once the legislation is returned to Congress by the standing committee for immediate consideration, the legislation shall be presented on the floor of Congress for discussion and a vote.
- I. Pending legislation will require a two-thirds vote by Congress in order for the bill to be sent to the Board of Directors for consideration.
- J. After congressional approval of the legislation, the Vice President shall then present the bill to the Board of Directors for immediate consideration. The Board of Directors must approve the bill with a two-thirds vote for the legislation to become the official stance of the entire ASB.
- K. If the bill fails to receive an affirmative two-thirds vote by the Board of Directors, the bill will receive a veto. Congress may override the veto with a four-fifths vote.
- L. Immediately after passage of the legislation, the Board of Directors shall decide the best course of action for the bill’s implementation, in consultation with the appropriate congressional standing committee.

ARTICLE VIII

Judicial Branch

Section 1. The judicial functions of ASB shall be performed by the ASB Board of Review, comprising one male and one female from each class. All members shall be nominated by the Board of Directors and confirmed by a two-thirds majority vote in Student Congress. The Director of Community Life shall serve as the advisor to the Board of Review.

Section 2. The Board of Directors shall nominate a slate of six ASB members including one female and one male from the freshman, sophomore, and junior classes of the current academic year no later than April 1. The nominations will be sent to Student Congress for immediate consideration for confirmation. Student Congress shall consider these nominations at the first Student Congress meeting following nomination.

Section 3. The Board of Review shall be responsible for the interpretation of the Constitution, bylaws, and handbooks. It shall establish equitable penalties in cases in which no precedent has been established. The authority of the Board of Review shall include:

- A. Review of any student receiving a stipend based on knowledge of the duties and expectations of each student's position, as outlined in the Constitution, bylaws, and relevant handbook;
- B. Denial of stipend to any member of the ASB personnel when the individual has failed to carry out the duties of his/her respective office or position;
- C. Arbitration of election disputes;
- D. Hearing of appeals on fines levied by the Board of Directors;
- E. Hearing of any case and making a ruling in which any ASB personnel violates the ASB Student Leadership Lifestyle Agreement that they signed;
- F. The interpretation of the intent of any bylaw and specification of cases in which a literal interpretation of that bylaw would violate its intent, in consultation with the advisor to the Board of Review.

Section 4. Jurisdiction

The Board of Review shall have jurisdiction over any case that PLNU asks students to judge. The Board of Review may hear any case not specifically mentioned in the Constitution. These cases may be referred to the Board of Review by Student Congress or the Board of Directors.

Section 5. Rules of Procedure

If a member of the ASB personnel violates the terms of the Student Leadership Lifestyle Agreement, he/she is to send a letter to the Board of Review. The Board of Review will then hear the case and make a ruling on the matter. Dispute cases shall have two parts, determination of guilt or innocence and the establishment of a penalty in the case of guilt. In cases with no dispute, the Board of Review shall meet without the below procedure. If the procedures for a case are considered by a simple majority of the Board of Review to be impractical or inapplicable, the Board of Review may take a temporary alteration of procedures for that case. Dispute case procedure shall be as follows:

- A. In each part of a dispute case, ASB shall be represented by the Director of Student Relations or someone designated by the Board of Directors. The defendant and the plaintiff may be represented by any member of ASB he/she designates.
- B. The dispute case shall be audio-recorded.
- C. Starting with the plaintiff, witnesses and evidence may be presented as accusation. The defendant will be given the opportunity to cross-examine.
- D. After the plaintiff rests, the defendant may present witnesses and evidence as defense. The prosecution will be given the opportunity to cross-examine.
- E. After the defense rests, the plaintiff shall summarize his/her case followed by the defendant's summary of his/her case.
- F. The Board of Review shall meet in executive session to reach a verdict by simple majority with a secret ballot.
- G. If there are two or more dissenting votes, the plaintiff or the defendant may request an appeals case, and state the basis for such an appeal.

- H. If three or more members of the Board of Review agree that there are grounds for an appeal, then a special five-member jury shall be chosen at random from the membership of the Board of Review. The jury will listen to the tape recording of the trial; hear summaries of the case by the plaintiff and the defendant, as well as any new evidence that might be brought. A simple majority of the jury will decide the final verdict.
- I. The plaintiff and the defendant may each reject up to six persons from being on the jury for any reason. The Chair of the Board of Review may reject any person who indicates prejudice in the case.

Section 6. Officers of the Board of Review

- A. The Board of Review shall elect a chair from among its members. The chair must be an upperclassman and have served on Board of Review for at least one year. The chairperson shall schedule biweekly Board of Review meetings, call special meetings as appropriate, ensure that all matters up for the Board of Review's consideration are prepared prior to the meeting time, and ensure that stipend review letters are collected and approved prior to the awarding of stipends.
- B. The secretary shall be elected from among the membership of the Board of Review. The secretary shall keep the minutes of all Board of Review meetings, keep a record of all official rulings and ensure their successful transfer to the new Board of Review at the end of the year.

ARTICLE IX

Elections

Election procedures shall be stipulated in the *Handbook for the Office of the ASB Executive Secretary* according to the following provisions:

Section 1. All officers of the Board of Directors shall have been ASB members for the semester immediately preceding the election and shall have maintained a grade point average of at least 2.5 in the preceding semester. In addition, they must have a cumulative grade point average of 2.5.

Section 2. All officers of the Board of Directors and Student Congress members shall be ASB members and maintain a grade point average of 2.0 during each semester in which they serve. This GPA requirement shall be checked by the Executive Secretary for each semester that the individual holds office. All officers shall also be otherwise qualified as noted in *The Official Handbook for the Office of the ASB Executive Secretary* and *The Official Handbook for the Office of the ASB Vice President*. Infraction of these stipulations shall imply an automatic resignation by the officer.

Section 3. Qualified ASB members shall be placed on the ballot for the Board of Directors in one of two ways: 1) nomination by a nominating committee, or 2) a petition signed by ten percent of the active ASB members. Requirements for the nominating committee, which shall be created by the Executive Secretary, shall be as follows:

- A. At least fifty percent of the nominating committee shall be students who are not in ASB office.
- B. The nominating committee shall include a minimum of four students from each class.
- C. The nominating committee shall nominate at least two candidates for each office.

Section 4. The President shall have senior standing for at least one semester while holding office and have two previous consecutive semesters at PLNU before running for office. The Vice President shall have at least junior standing during the first semester in office.

Section 5. In the event that the Executive Secretary seeks reelection to the Board of Directors for the upcoming academic year, the President shall assume

responsibilities as the chief elections officer for the respective Board of Directors' election.

Section 6. The Board of Directors may appoint qualified ASB members to fill any ASB office for ten weeks in which school is in session by which time it shall hold a special election, which complies with all requirements made herein.

Section 7. Any candidate running for Director of Finance must have all of the following:

- A. Professional bookkeeping experience with employment references;
- B. Equitable academic experience with the passing grade in a course related to the field of bookkeeping/accounting;
- C. Approval of a written and verbal appeal from the candidate addressed to the Board of Directors.

Section 8. Any candidate running for Director of Publicity must have one of the following qualifications:

- A. Be computer-literate and have taken, or be currently enrolled in, Introduction to Computer Graphics or equivalent before entering the office;
- B. Have strong graphic design experience with graphics/layout and programs.

ARTICLE X

Organizations

Section 1. The Board of Directors shall provide for two types of charters for student organizations. Their purposes and modes of operation shall be in accord with the mission of the university and the purpose of ASB. No organization that provides for racial qualifications for membership may be chartered. Charters shall be for the period of one year.

- A. The primary charter shall be for groups that elect at least a president, secretary, and treasurer and submit financial records of the club each year. Such organizations shall have the right to

establish and collect dues, manage their own internal affairs, reserve space for meetings, publicize events, and, with the approval of the Board of Directors, sponsor all-school events. The Board of Review will adjudicate any claims of fraudulent use of funds or questionable election procedures.

- B. The secondary charter shall be for groups that choose a chairperson who bears responsibility for the actions of the group. Such organizations may reserve space for meetings and publicize their own meetings to ASB members with the approval of the Director of Student Relations.
- C. Active or associate ASB members and university employees shall be eligible for membership in these organizations.

ARTICLE XI

Rights Reserved for Active ASB Members

- Section 1.** A petition of twenty percent of active ASB members shall be sufficient to initiate a recall election of any elected ASB officer, call a vote on any initiative proposal, or initiate any amendment(s) to this document.
- Section 2.** Amendments to the *Constitution of the Associated Student Body of Point Loma Nazarene University* shall require a two-thirds affirmative vote of those casting ballots in an election held at least one week after publication of the proposed amendment(s).
- Section 3.** Constitutional amendments may be proposed by the Board of Directors with a unanimous vote of those present in a meeting in which there is a quorum.

ARTICLE XII

Student Bill of Rights

- Section 1.** Freedom of Speech and Press

The ASB shall not abridge the freedom of speech or press as long as the regular and essential operation of the institution is not being disrupted or the policies and regulations of ASB or the university are not being violated.

Section 2. Freedom of Assembly

- A. ASB shall not deprive any student, student organization, or group of students the right to assemble without due process.
- B. ASB shall not deprive any student, student organization or group of student the right to dissent. The exercise of this right shall not restrict the freedom of movement, free expression of ideas, or rights of others.

Section 3. Freedom of Religion

ASB will not establish policies or engage in practices that deny the right of any student the free expression of his/her religious preference so long as that expression does not interfere with the rights of others, the mission of university or the purpose of ASB.

Section 4. Due Process and Equal Protection

ASB shall not deprive any person of liberty or property without due process nor shall ASB deny to any person within its jurisdiction equal protection under the ASB Constitution and bylaws.

Section 5. Rights of the Accused

- A. No person shall be subject to double jeopardy, or being tried for the same offense twice, by the Board of Review.
- B. No person shall be compelled in any case to be a witness against him/herself.
- C. No person shall be deprived of liberty or property without:
 - i. Being informed of the accusation(s) against him/her;
 - ii. Being given the opportunity for a speedy hearing;
 - iii. Being given the opportunity to seek and consult counsel;
 - iv. Being confronted by the witnesses against him/her;
 - v. Being allowed to cross-examine the witnesses against him/her;
 - vi. Being able to present witnesses in his/her defense.

- D. No person shall be denied the privilege of seeking appeals or re-hearings.

Section 6. Freedom of Information

The content of all official ASB documents, records, and other written and recorded information shall be accessible for inspection and review, except:

- A. Information involving personnel, litigation, or pending investment matters;
- B. Board of Review proceedings when approval is not granted by both the defense and the prosecution;
- C. When such access would violate another's right to privacy.

Section 7. The ASB shall not deprive any student the right:

- A. To be provided a list of the types of information it maintains;
- B. To obtain copies of requested information without undue delay at a cost to the student and not of ASB;
- C. To a response to reasonable requests for explanations and interpretations;
- D. To a hearing to challenge the content of such information.

Section 8. Privacy

ASB shall not access or permit access to educational records without the consent of the student, except when obtaining directory information. ASB shall not disclose personally identifiable information that is discrediting or incriminating, unless such disclosure is required to substantiate action taken by ASB. ASB shall not access or permit access by any of its officers or organizations to the living quarters of any student.

**BYLAWS OF THE CONSTITUTION OF THE
ASSOCIATED STUDENT BODY OF
POINT LOMA NAZARENE UNIVERSITY**

Revised and Ratified as of February 2008

ARTICLE I

Duties of the Officers of the Board of Directors

In compliance with the stipulations of Article V of the *Constitution of the Associated Student Body of Point Loma Nazarene University*, the following enumeration of responsibilities is made.

Section 1. The responsibilities of the ASB President shall be:

- A. To manage the internal interest affairs of the ASB Board of Directors, including the calling of regular and special meetings, the preparation of advance agendas, the planning of workshops, the maintenance of regular office hours, the establishment of committees as needed, and the preparation for the position during the summer;
- B. To maintain a direct interest in the work of other officers of the Board of Directors, helping each one consider and implement plans, coordinating their efforts, and devoting attention to maintaining a spiritual emphasis in the programs of the various directors;
- C. To oversee the Board of Directors' plans for orientation of new students during each term and to take particular interest in the Spiritual Life Committee and the Media Board;
- D. To devote time and careful consideration to keeping the *Constitution of the Associated Student Body of Point Loma Nazarene University*, its bylaws and all ASB handbooks current and up to date; specifically, to see that the new responsibilities for the Board of Directors, which may be stipulated elsewhere are added to this bylaw or to the handbook for the respective office;
- E. To ensure that all students seeking a leadership position that falls under the jurisdiction of the *Constitution of the Associated Student*

Body of Point Loma Nazarene University sign the ASB Student Leader Lifestyle Agreement before being allowed to take office;

- F. To maintain healthy relationships and communication with local community members.
- G. To plan and oversee the implementation of the Sunrise Ceremony during New Student Orientation (NSO) and the Sunset Ceremony before graduation;
- H. To oversee all activities involving the University Bell;
- I. To maintain and execute the duties established in *The Official Handbook for the Office of the ASB President*.

Section 2. The responsibilities of the ASB Vice President shall be:

- A. To preside as the Chairperson of the ASB Student Congress and act as an intermediary between Student Congress and the Board of Directors;
- B. To oversee the Student Suggestion Box;
- C. To fulfill the responsibilities of the President as needed or in case of resignation;
- D. To maintain and execute the duties established in *The Official Handbook for the Office of the ASB Vice President*.

Section 3. The responsibilities of the ASB Executive Secretary shall be:

- A. To provide secretarial support for all members of the Board of Directors;
- B. To maintain an accurate record of unofficial and official minutes of all business meetings of the Board of Directors;
- C. To serve as the liaison to the University Archives and provide all ASB-related documents and records for historical purposes;
- D. To serve as the chief elections officer and coordinate all ASB-sponsored elections including Board of Directors, Board of Review, Student Congress and Homecoming elections;

- E. To serve as the liaison to the Office of Alumni Relations and chair of the Homecoming Committee;
- F. To maintain and keep all policies and resolutions approved by the Board of Directors, a current copy of the *Constitution of the Associated Student Body of Point Loma Nazarene University* and all handbooks for each officer of the Board of Directors, Board of Review, Student Congress, and clubs and organizations.
- G. To maintain and execute the duties established in *The Official Handbook for the Office of the ASB Executive Secretary*.

Section 4. The responsibilities of the ASB Director of Finance shall be:

- A. To see that all financial procedures are stated clearly in written form, and are communicated to the appropriate people in a timely matter;
- B. To provide for the maintenance of the central bookkeeping system of all ASB organizations (including classes, subsidized organizations, chartered organizations) and the ASB general account;
- C. To establish corresponding budgets with the approval of the Board of Directors, and to work with each officer of the Board of Directors in establishing yearly projections of expenditures, as appropriate;
- D. To have the option to approve/disapprove the purchase of all items for any group or organization under the jurisdiction of the *Constitution of the Associated Student Body of Point Loma Nazarene University*;
- E. To provide a financial workshop at the beginning of the fall semester, as outlined in *The Handbook for the ASB Office of Finance*;
- F. To make arrangements to be available for the summer preceding the official term in office. The Director of Finance needs to be available in order to close the books, in addition to check cutting that continues throughout the summer;

- G. To present financial reports to the Board of Directors, in order to update them on any large expenditures, alterations to the overall ASB operating budget, and to present the finalized student totals;
- H. To maintain and execute the duties established in *The Official Handbook for the ASB Office of Finance*.

Section 5. The responsibilities of the ASB Director of Communications shall be:

- A. To facilitate a cohesive message that communicates the intentions of the Board of Directors to the university community;
- B. To fulfill their responsibilities to communicate a cohesive message via printed, electronic and interactive media;
- C. To maintain and execute the duties established in *The Official Handbook for the ASB Office of Communications*.

Section 6. The responsibilities of the ASB Director of Spiritual Life shall be:

- A. To meet regularly and partner with the Vice President for Spiritual Development about the spiritual life of the student body; to seek ways in which to best serve the Office of Spiritual Development; to form and sustain a mentoring relationship with the Vice President for Spiritual Development;
- B. To be conscious of current topics that are relevant to the spiritual formation of students and encourage discussion on those topics;
- C. To encourage students to cultivate their spiritual strengths by engaging themselves in the ministry and service opportunities offered by the university;
- D. To represent students as a member of the Spiritual Life Committee and serve on any other committee that the Vice President for Spiritual Development deems necessary.
- E. To maintain and execute the duties established in *The Official Handbook for the ASB Office of Spiritual Life*.

Section 7. The responsibilities of the ASB Director of Student Relations shall be:

- A. To perform liaison functions between the Board of Directors and all other ASB organizations, unless the function is specifically designated to another officer, or unless the president chooses to act in this capacity with certain groups;
- B. To approve all expenditures necessary for the function of clubs and organizations, and to send all financial requests to the Director of Finance;
- C. To present an update for clubs and organizations to the Board of Directors at a regularly scheduled business meeting;
- D. To maintain and execute the duties established in *The Official Handbook for the ASB Office of Student Relations*.

Section 8. The responsibilities of the ASB Director of Activities shall be:

- A. To recommend to the Board of Directors a well-rounded program of student sponsored social activities that complement activities planned by other ASB organizations.
- B. To regularly present recommendations for approval by the Board of Directors prior to implementation; to secure approval of the master calendar for each event;
- C. To select and preside over the Social Life Committee as instructed in the “Social Life Committee Code” section of *The Official Handbook for the ASB Office of Activities*. The Social Life Committee is a group of individuals dedicated to assisting the Director of Activities in the planning, coordination and execution of activities;
- D. To maintain and execute the duties established in *The Official Handbook for the ASB Office of Activities*.

Section 9. This bylaw shall be implemented and enforced by the Board of Review and the advisor to the Board of Review. It shall become effective, as revised, June 1, 2008.

ARTICLE II

Publications

In compliance with Article IV, Section 2B, the following provisions are made for the administration of the ASB publications.

Section 1. Due to the unique circumstances surrounding the ultimate responsibility for what is printed in student publications the following special rules are enacted for this bylaw:

- A. The structure of the Media Board, established in this bylaw shall not be changed without written approval of the University President and the ASB Board of Directors.
- B. All decisions made by the Media Board are subject to the approval of the University President and the ASB Board of Directors.

Section 2. The university administration and the Board of Directors vest authority for the establishment of policy concerning publications in the Media Board. This Board shall assist the editors of the publications to fulfill their responsibility and shall guide editors in meeting the needs of Point Loma Nazarene University and the ASB. This authority includes the following enumeration of responsibility;

- A. Actively recruiting and appointing editors for publications.
- B. Developing and maintaining an editorial policy for each publication.
- C. Regularly evaluating the effectiveness of the publications.
- D. Removing editors when it is deemed necessary.
- E. Recommending to the Board of Directors improvements that should be made in facilities, programs and constructive changes concerning paid help.

F. Motions shall be recorded in minutes compiled by the Secretary of the Media Board. The secretary shall also record the attendance.

Section 3. The Media Board shall be composed of sixteen members: seven faculty members, eight student members and the student government advisor. Two faculty members shall be appointed directly by the University President. The advisors to the newspaper, yearbook, television, radio, and literary magazine shall be ex-officio board members. The eight students shall include the ASB President, the editors of the respective publications, the Director of Finance, and one student appointed by the Board of Directors. The student terms shall be for one year and shall coincide with the terms of the Board of Directors. The faculty term shall be for two years. The Board of Directors reserves the right to remove any of the students from the Media Board. The University President shall have the right to remove any of the faculty members. The chairman of the Media Board shall be appointed from among the Media Board members by the University President. Advisors to any student publication created after this bylaw has been adopted shall become ex-officio members of the board, subsequent to written approval by the University President and the Board of Directors. The number of student representatives on the board shall always be equal to the number of faculty members, excluding the student government advisor.

Section 4. The editors of the yearbook, radio, and television, and newspaper shall be selected during the 8th to 12th week of the spring semester and shall take office three weeks prior to commencement.

Section 5. Personal references, resumes and the interview will provide the necessary information for the selection of the editors. The decision will include the following criteria: ability to organize, demonstrated leadership and compatibility with the staff, previous experience, individual abilities, representatives, and previous indication of ability to achieve excellence under pressure.

Section 6. After all candidates for an editorship have been considered, the Media Board may choose to select one and make the appointment or suspend the proceedings and recruit other candidates. The Board may proceed with candidates for final consideration. In a secret ballot, if no more than two objections are raised, that candidate shall be offered the position. The Board may select alternates by the named procedure or may postpone this procedure pending the appointee's decision.

Section 7. The editor shall have the responsibility of producing the publications; selecting staff (providing that staff does not break policies established by the board); nominate assistant editors for consideration by the Media Board; and, in conjunction with the ASB President and Director of Finance, establishing a budget.

Section 8. This bylaw shall be implemented and enforced by the university administration, the Board of Directors, and the Media Board. It shall stand effective, as revised January 2005.

ARTICLE III

ASB Handbooks

ASB Handbooks are a record of the specific responsibilities pertaining to each office of the Board of Directors

Section 1. Each member of the Board of Directors shall maintain a handbook for his/her specific office.

Section 2. Any changes to be made in any handbook must be officially approved in one meeting by two-thirds of the Board of Directors and shall be recorded in the minutes and in the handbook of that specific office.

Section 3. A current copy of the handbook for each office must be kept on record in that office and in the office of the Executive Secretary.