

CONSTITUTION
of the
ASSOCIATED STUDENTS of
ALASKA PACIFIC UNIVERSITY

Preamble

We, the students of Alaska Pacific University, recognize the Associated Students of Alaska Pacific University, hereinafter referred to as ASAPU, as the official governing body to facilitate communication between students, the faculty, the administration, and the Alaska Pacific University community at large. ASAPU shall assist student clubs in their efforts by providing financial resources and institutional support, as well as provide an open forum for students of any affiliation to actively address their concerns and grievances. ASAPU shall enrich the APU campus through events, club sponsorships, campus development, as well as any other projects ASAPU manages. All actions taken by ASAPU shall be made in the pursuit of enhancing the quality of life students of all affiliations experience at APU.

Article I

Name, Membership, and Purpose

Section I Name

The name of this organization shall be: The Associated Students of Alaska Pacific University.

Section II Membership

The Members of ASAPU shall be:

- A. APU students who have paid the Student Association Fee for the current semester in which they are registered.
- B. The governing board of ASAPU shall be called the Members of the Assembly. Each member of the Assembly must have an APU cumulative grade point average of 2.5 at the time of election and must maintain that average to remain in office.
- C. A person currently holding an officer position in the Residence Hall Council (RHC) shall be ineligible for a position amongst the Members of the Assembly.
- D. Voting members shall consist of the Vice-Chair, Secretary, Treasurer, and one representative from each class (Early Honors, Freshman, Sophomore, Junior, Senior, Graduate, Adult Programs, and Non-Traditional).

Section III Purpose

The purpose of the ASAPU shall be to promote and coordinate student involvement within the University and to represent the APU student body to the faculty and administration.

Article II

Assembly

Section I Powers

The Assembly of ASAPU shall have the power to:

- A. Endorse/recognize campus organizations and their constitutions.
- B. Form and regulate *ad-hoc* and standing committees.
- C. Administer the distribution of the Student Association Fee:
 1. Maintain a financial account with the APU Business Office.
 2. Money may only be drawn from the accounts after the Assembly has approved the expenditure.
 3. The expenditure must be endorsed with two (2) signatures, one (1) each from the Treasurer and ASAPU Advisor.

4. If the Treasurer is unavailable to sign expenditures, the Office Manager may sign in the Treasurer's place.

Section II Limitations

The Assembly of ASAPU shall be limited by the following provisions:

- A. That no action shall be taken that conflicts with the ASAPU Constitution.
- B. That no actions shall be taken that conflict with University regulations and/or with local, state, or federal law.

Section III Procedures

- A. All meetings of the Assembly shall be open to the University community.
- B. A quorum shall consist of one-half (1/2) of the voting membership plus one (excludes Chair).
- C. Agenda of meetings shall be posted twenty-four (24) hours in advance of scheduled meetings.
- D. Following three (3) un-excused absences from Assembly meetings – to be determined by the Chair, officers and/or representatives will be removed from office. The Assembly may make exception to this in extreme cases by a two-thirds (2/3) vote of the Assembly.
- E. Standard parliamentary procedure shall govern the Assembly in all cases in which they are applicable and which they are consistent with these bylaws and any special rules of order the Assembly may adopt. Standard parliamentary procedure can be found in the book Robert's Rules of Order. A copy of the book shall be available in the ASAPU office.

Article III

Duties of Assembly Members

Section I Chair

The duties of the Chair shall be:

- A. To open, preside over, and close the Assembly meetings.
- B. To act as official representative of the APU student body.
- C. To serve a minimum of fifteen (15) hours per week in the ASAPU office.
- D. To appoint both standing and *ad hoc* committees.
- E. To prepare an agenda for all ASAPU meetings.
- F. To function as an ex-officio member within the Assembly. The Chair shall only vote to break a tie.
- G. To serve on President's Council and the Board of Trustees Student Affairs Team.
- H. To attend the Board of Trustees meetings.
- I. To supervise the transition of the Assembly from year to year.
- J. To serve as the media representative of the Assembly.
- K. To give at least one (1) State of the Student Body address per semester.

Section II Vice-Chair

The duties of the Vice-Chair shall be:

- A. To assume all of the Chair's responsibilities in his/her absence.
- B. To serve as a member of the Budget Committee, developing the ASAPU budget.
- C. To serve a minimum of ten (10) hours per week in the ASAPU office.
- D. To chair the monthly Linking Every Group as One (LEGO) meeting.
- E. Assisting student/club organizations with intercommunication, policy and budget concerns.
- F. To advise the Assembly in all club matters.

- G. The Vice-Chair shall not sit as president or officer of any clubs or organizations.

Section III Secretary

The duties of the Secretary shall be:

- A. To administer and record the Assembly roll call at all scheduled Assembly meetings.
- B. To serve as a member of the Budget Committee, developing the ASAPU budget.
- C. To serve a minimum of ten (10) hours per week in the ASAPU office.
- D. To record and type minutes of the Assembly meetings and post in prominent locations. These locations may be determined by the Secretary and are not limited to physical locations.
- E. To present minutes of the previous meetings before the Assembly at Assembly meetings.
- F. To keep a file of all Assembly minutes and reports in the ASAPU office.
- G. Secretary must submit ASAPU minutes to the Journal in a timely manner to be posted.
- H. To periodically review the Constitution and By-Laws and suggest any changes to the Assembly.

Section IV Treasurer

The duties of the Treasurer shall be:

- A. To work closely with the APU Business Office and the ASAPU Advisor and to keep the financial records of the ASAPU in accordance with Generally Accepted Accounting Principles (GAAP).
- B. To provide a monthly report of the Assembly's money transactions at Assembly meetings.
- C. To serve a minimum of ten (10) hours per week in the ASAPU office.
- D. To chair the Budget Committee, developing the ASAPU budget.
- E. To keep an updated file of all ASAPU financial reports in the ASAPU office.
- G. To freeze club/organizations budget after consulting with the Chair, Vice Chair, ASAPU Advisor and must notify and present to the Assembly reasons of such action immediately after action has taken place.

Section V Class Representatives

(Early Honors, Freshman, Sophomore, Junior, Senior, Graduate, Adult Programs, and Non-Traditional)

The duties of the Class Representatives shall be:

- A. To actively seek the attitudes, opinions, and views of those students he/she represents.
- B. To encourage student participation in the Association.
- C. To serve a minimum of four (4) hours per week in the ASAPU office.
- D. To report Assembly news to those students he/she represents.
- E. To serve as Chair or member of Ad Hoc ASAPU Committees as assigned by the ASAPU Chair.
- F. To organize at least 1 (one) meeting with per semester with those students he/she represents.
- G. Traditional class representatives (Freshman, Sophomore, Junior, Senior) shall be defined by the credit system used by the Registrar.
- H. The Non-Traditional representative shall remain undefined, i.e. non-traditional.

Section VI Office Hours

All members of the Assembly are required to serve weekly office hours. These office hours shall be utilized to benefit ASAPU, for example, by opening the ASAPU office to student access, working on an ASAPU-related project, or fulfilling general Assembly member duties. Office hours do not need to be fulfilled entirely in the ASAPU office, but Assembly members wishing to utilize their office hours in a different setting must notify the Office Manager of their intent.

Article IV

Tenure

Section I Term of Office

- A. Members of the ASAPU Assembly shall be elected during April of the Spring semester. Members shall be required to attend one (1) meeting of the Assembly prior to the end of the Spring semester.
- B. Assembly members' term of office shall be one (1) academic year. Term of office shall begin one (1) week prior to the first day of Fall semester classes.
- C. The Freshman Representative will be selected by the Assembly during the Fall Semester. Upon completion of the "Petition for Office Form," the candidates will be interviewed by the Assembly at the first regularly scheduled meeting of the session. The Assembly will select a Freshman Representative by a majority secret ballot vote.

Section II Recall

- A. Any Assembly member may be removed by a two-thirds (2/3) majority vote of the Assembly.
- B. Any Assembly member removed at any time will forfeit their Leadership Award.

Article V

Elections

Section I Procedures

- A. Notice of election must be posted two (2) weeks in advance of the scheduled election date.
- B. The general election shall take place during April.
- C. Individuals wishing to run for a position on the Assembly will be placed on the election ballot upon submitting an ASAPU "Petition for Office Form" to the ASAPU office.
- D. Candidates may not run for more than one office.
- E. There will be no campaigning on Election Day.
- F. The ASAPU Advisor shall appoint an Election Committee of three (3) non-candidate students to administer the election.
- G. The voting areas will be established on campus in Atwood Center, Grant Hall, and Carr-Gottstein Lobbies. Ballot boxes will be supervised by two (2) students at all times. These students will be chosen by the Election Committee and will be paid by ASAPU.
- H. The voting areas will be open during the hours of 9:00 a.m. to 9:00 p.m. on the day(s) of the election.
- I. The ASAPU Advisor, along with two (2) students selected by the Election Committee, will be responsible for counting and certifying the election. The two (2) students will be paid by ASAPU.
- J. The ASAPU Advisor and the Election Committee shall act as adjudicator in the event of problems related to the election. Their decision is final.
- K. Write-in candidates must receive a minimum of fifteen (15) votes to obtain a position on the Assembly.
- L. Candidates found in violation of election regulations shall be reprimanded and shall face possible disqualification from the elections. Ultimate determination and adjudication of alleged or actual violations shall rest with the Election Committee.

Section II Balloting

- A. Members of the Assembly shall be elected by secret ballot. Students must show current/valid University identification or drivers license, and appear on the student Spring semester roster obtained from the Registrar's office to vote.
- B. Candidates receiving the highest number of votes shall be elected.
- C. In the event an equal number of votes are cast for any position on the Assembly, a run-off election shall be held between three (3) and seven (7) days of the election.

Section III Vacancies

- A. If a vacancy occurs among the officers other than the Chair, during the scheduled term of office, the following procedures shall be utilized to fill the position:
 - 1. Members of the Assembly shall nominate an individual from within the current Assembly to fill the vacancy.
 - 2. The Assembly must then confirm the nomination by a majority secret ballot vote.
- B. In the event the Chair can no longer perform his/her duties, the Vice-Chair shall assume the position.
- C. In the event a Class Representative can no longer perform his/her duties, the Assembly shall solicit candidates from the Representative's constituency for the position. Upon completion of the "Petition of Office Form," the candidates shall be interviewed by the Assembly at a regularly scheduled Assembly meeting. The Assembly shall then select a replacement for the position from among the candidates by a majority secret ballot vote.

Article VI

Referendum and Initiative

Section I Referendum

A referendum shall be a petition from the Assembly proposing issues to the student body. A majority vote by the Assembly shall be required to take the issue to the student body.

Section II Initiative

An initiative shall be a petition from the student body to bring about new legislation to be considered by the Assembly. Whenever petitioned by one-hundred (100) members of the student body, the Assembly shall provide for an initiative vote.

Article VII

Ratification, Amendment and By-Laws

Ratification or amendment of this Constitution requires a two-thirds (2/3) majority approval of the Assembly and a simple majority vote of the student body, while By-Law passage requires a simple majority vote of the Assembly. This document replaces all earlier Constitutions, By-Laws and basic policies. This constitution was approved on April 2011.