

**By-Laws  
to the Constitution  
of ASAPU**

# By-Laws to the Constitution of ASAPU

## *Table of Contents*

<i>TABLE OF CONTENTS</i> .....	1
ARTICLE I ASAPU ASSEMBLY MEMBERS.....	3
ARTICLE II WORKING DOCUMENTS.....	3
ASAPU “MONEY MATTERS” .....	5
CHECK REQUEST FORM.....	6
ASAPU FINANCIAL CODE.....	7
OUTDOOR PROGRAMS/RECREATION PROGRAMS FUNDING PROCESS.....	13
ASAPU ELECTION WORKERS JOBS DESCRIPTION.....	14
STATEMENT OF INTENT TO RUN FOR OFFICE.....	15
PETITION FOR OFFICE.....	16
ASAPU ASSEMBLY REMUNERATION.....	20
REMUNERATION FOR ASAPU ASSEMBLY MEMBERS.....	21
ALASKA PACIFIC UNIVERSITY MASCOT.....	22
SPECIFIC EXPECTATIONS & RESPONSIBILITIES OF ASAPU ASSEMBLY MEMBERS.....	23
ADVISOR OF THE YEAR AWARD.....	25
ASAPU “WORK HORSE” AWARD.....	26
CLUB/ORGANIZATION OF THE YEAR AWARD.....	27
ASAPU “ELECTRIC CHAIR” AWARD.....	28
OUTSTANDING CONTRIBUTION TO STUDENTS AWARD.....	29
OUTSTANDING CONTRIBUTION TO STUDENTS AWARD NOMINATION FORM.....	30
POLICIES PERTAINING TO CAMPUS ORGANIZATIONS.....	31
COMMITTEE MEETINGS.....	35
CRITERIA FOR PROPOSALS.....	36
CLUB/ORGANIZATION FOOD/BEVERAGE POLICY.....	37
POLICY FOR VENDING.....	38
ASAPU SCHOLARSHIP APPLICATION.....	39
ASAPU SCHOLARSHIP CRITERIA.....	42

**Article I**  
**ASAPU Assembly Members**

The ASAPU Assembly meets weekly except Winter Break, Spring Break and Summer Vacation. The location of these meetings will be determined at the beginning of each enrollment period.

**Article II**  
**Working Documents**

By a two-thirds (2/3) vote, the assembly may attach agendas to this constitution as individual working documents outlining ASAPU program structure and process. To date, those documents are:

Election Workers' Job Description.....	April 1998
Updated.....	April 2011
ASAPU Money Matters.....	October 1996
Updated.....	April 2011
Check Request Form.....	April 1989
Locker Rental Contract.....	April 1988
Deleted.....	April 2011
Remuneration Policies.....	October 1990
Updated.....	November 1998
Updated.....	April 2011
Standing Committees Policies.....	October 1989
Updated.....	April 2011
Statement of Intent to Run for Office.....	September 1987
Updated.....	April 2011
Petition for Office.....	September 1987
Updated.....	April 2011
Student Commencement Speaker Selection Process.....	April 1992
Updated.....	November 1993
Deleted.....	April 2011
Susan James Memorial Conference Grant.....	May 1989
Deleted.....	April 2011
Electric Chair Award.....	April 1989
Updated.....	April 2011
Outstanding Contribution to Students Award.....	April 1989
Updated.....	April 2011
Specific Expectations & Responsibilities of ASAPU Assembly Members.....	November 1993
Updated.....	April 2011
Alaska Pacific University Mascot.....	March 1990
Updated.....	April 2011
Club/Organization Advisor List.....	May 1993
Deleted.....	April 2011
Management of Club Sports.....	February 1990
Deleted.....	April 2011

Student Association Fee Policy.....	April 1992
Updated.....	April 2011
APU/UAA Joint University Committee By-Laws.....	March 1991
Deleted.....	April 1999
Club/Organization of the Year Award.....	April 1991
Updated.....	April 2011
Advisor of the Year Award.....	April 1991
Updated.....	April 2011
Policies Pertaining to Campus Organizations.....	March 1992
Updated.....	April 2011
ASAPU & C/O Assets Policy Agreement.....	January 1993
Maxine Yagie Memorial Grant.....	October 1993
Deleted.....	April 2011
Campus Center Advisory Committee Expectations and Responsibilities.....	October 1993
Deleted.....	April 2011
Publication of the Bullsheet.....	April 1994
ASAPU Workhorse Award.....	April 1995
Updated.....	April 2011
Tax.....	1996
Outdoor Programs/Recreation Program Funding Process.....	February 1999
Updated.....	April 2011
Resident Housing Association Funding Process.....	March 1999
Deleted.....	April 2011
Criteria for ASAPU Proposals.....	April 2011
Club/Organization Food/Beverage Policy.....	April 2011
Policy for Vending.....	April 2011
ASAPU Scholarship.....	April 2011

## **ASAPU “Money Matters”**

All distribution or approved disbursements are the responsibility of the ASAPU Treasurer.

### **YOUR ADVISOR’S SIGNATURE IS REQUIRED ON ALL CHECK REQUESTS.**

In most cases, your check(s) will be available three (3) working days after you request a disbursement. **YOU ARE EXPECTED TO COME TO THE ASAPU OFFICE DURING REGULARLY SCHEDULED OFFICE HOURS TO PICK-UP THE CHECK(S).** The Treasurer shall notify recipients that their check is ready for pick-up no later than 48 hours after receiving notification from the business office.

Receipts are required for all expenditures of ASAPU funds. Originals go to the business office and copies go to the Treasurer. Failure to adhere to the policy may influence future allocation of funds to your club/organizations.

In the event your club/organization wishes to approach the Assembly for additional funds, the request must be made in writing and delivered to the ASAPU Office during regularly scheduled office hours. This request must be submitted 48 hours in advance of a regularly scheduled ASAPU meeting at which you plan to present your request.

(PLACEHOLDER FOR CHECK REQUEST FORM)

## The financial code...

### I. Definitions

- a. Suitable Documentation
  - i. Any piece of evidence of monetary expenditure
  - ii. Examples are receipts, purchase orders, invoices and written estimates from established firms.
- b. General Journal
  - i. Accounting records containing each financial transaction listed in numerical order of their processing date.
- c. General Ledger
  - i. Accounting records containing the individual funded accounts, the transactions occurring in each account, and a balance of each account.

### II. Funding Process

#### **a. ASAPU Funding of Student Organizations**

##### **Eligible Organizations**

- i. Only organizations, which are recognized by ASAPU, may request a budget allocation from the Association.
- ii. The ASAPU Assembly may grant a temporary waiver to an organization that wishes to request a budget but is not recognized.
- iii. The waiver will only be valid during the budget hearings. Allocated funds cannot be released in the next fiscal year until the wavered organization completes requirements for recognition, a year probationary period.

##### **Notification**

- i. Public notification that budget requests are being accepted will be posted in an email to students.

##### **Submitting a Request**

- i. A period designated by the Vice-Chair will be open to receive requests from approved organizations.
- ii. Requests received after this date will not be considered.
- iii. All requests must be made on the "Clubs and Organizations Budget Request Form."

##### **ASAPU Budget Committee Membership**

- i. The budget committee will consist of the following members: Vice-Chair, Treasurer (acts as Chair of the Budget Committee), Secretary.
- ii. The Budget Committee will be the first evaluator of all budget requests.

##### **Criteria for Evaluation**

The Committee will evaluate each budget request on the individual merits of the request. Criterion to be considered in the budget evaluation process will include the organization's:

- i. Degree of promotion and reflection of the ideals, interests, and goals of the APU community.
- ii. Attempts to secure funding from sources other than ASAPU.
- iii. Disclosure of non-ASAPU funding to the Budget Committee.
- iv. Degree of student participation in its program per dollar spent for the program; this includes the number of students participation and the number of students served by the organization.
- v. Appeal to the student body through its activities and programs.
- vi. History of involvement on campus.
- vii. Short-term or long-term benefits offered to the students involved.
- viii. Projected possible growth or decline.
- ix. All organizations are expected to submit goals/objectives for the upcoming year in conjunction with proposed budget.
- x. Degree of adherence to budget from previous years.

#### **First Hearing of Budget Committee**

- i. A representative from each organization requesting funding will, at a time arranged earlier, meet with the budget committee.
- ii. The organization may send more than one member, but the spokesperson must be a student returning the next year who will be involved in the organization. The club/organization Advisor is strongly encouraged to attend.
- iii. The budget committee will analyze whether all criteria has been met and seek to clarify any part necessary.
- iv. The Chair of the budget committee will inform the organization's representative when the first recommendations will be completed.

#### **ASAPU Operating Budget Presentation**

- i. The budget committee is responsible for presenting the ASAPU operating budget to the assembly.

#### **Budget Committee Appeals by Organizations**

- i. Any organization not satisfied with the initial decision of the Budget Committee may, at the time of notification, file an appeal. This appeal must be filed in writing and delivered to the ASAPU office prior to the close of the office hours on the 3<sup>rd</sup> Friday in April.
- ii. Representatives from the organization seeking clarification of the Budget Committee's recommendations can present counter proposals.
- iii. The Budget Committee will make a second recommendation following a meeting with the spokesperson of the organization filing for appeal. (3<sup>rd</sup> Monday through the 3<sup>rd</sup> Wednesday in April.)
- iv. The Chair of the Budget Committee will notify the representative of the organization as to the recommendation.



### **The Assembly's Involvement in the Budget Process**

Assembly members will be given individual copies of the proposed budgets not less than three (3) days before the Budget Committee meets with the Assembly in closed session.

- i. Budget Committee presents proposed budget to the ASAPU Assembly
  1. Assembly meets only with members of the Budget Committee to discuss the proposed allocations. Minutes will be made available upon request.
  2. The Budget Committee will disclose to the Assembly any information regarding the original requested amount. During this meeting, no voting on budget allocation will occur: it is informational only.
- ii. Assembly approval of budgets
  1. All clubs seeking funding and/or recognition are expected to send a representative to the regularly scheduled ASAPU meeting at which the budget is to be voted upon by the Assembly.
  2. The Assembly, at its discretion, may change amounts allocated to organizations that the Budget Committee has recommended by a two-thirds (2/3) majority vote of the Assembly.
  3. Any additional funds above the recommendations made by the Budget Committee must be requested during the next fiscal year.
  4. No allocations may be voted on without at least one member from the club present. A club may choose not to be represented, but they must notify the Chair of the Budget Committee at least 24 hours before the Assembly meets to consider approval of the budget. Clubs with no representative present and no notification given to the Budget Committee Chair will have their allocation tabled until a representative is present at a subsequent meeting. Additionally, the club must complete a Student Club/Organization License and a Student Organization Advisor Certification Form, prior to the third (3<sup>rd</sup>) Friday in September. Failure to comply will result in the withdrawal of funding by the ASAPU for the academic year.

### **Final Budget Report**

The ASAPU Treasurer is responsible for preparing the final budget report. The report must be finished before the last official day of classes of the spring semester. However, the Treasurer may request an extension of this deadline from the Assembly. A two-thirds (2/3) affirmative vote will authorize the extension.

**b. Accounting Process**

- i. The ASAPU Check Request Form must be filled out in full and submitted at least 72 hours prior to the time the check is needed. Suitable documentation must accompany all check requests. Allocations to organizations will not be processed without proper signatures.
- ii. Upon receipt of the goods and/or services, the organization is responsible for submitting receipt(s) regarding the expenditure of the requested funds. Failure to submit receipts may affect future budget allocations of that organization.
- iii. The Treasurer or Office Manager may distribute or receive the Check Request Form. Two of the following three people must sign the completed check: the ASAPU Advisor, the business manager or the ASAPU Treasurer.
- iv. A copy of the Check Request Form is given to the student organization and the original is filed in the ASAPU office.
- v. Organizations wishing to make deposits must hand deliver them to the ASAPU office. A cash receipt must be completed, specifying account name, cash amount, and the reason for deposit. All deposits should receive a receipt.
- vi. The fiscal year begins August 1 of the calendar year and ends July 30 the following calendar year. A negative balance in any account will be deducted from the following fiscal year's allocation.
- vii. The Treasurer is responsible for entering the allocation amount into each organization's account at the start of each fiscal year's allocation.
- viii. The ASAPU Treasurer is responsible for all record keeping of accounts designated by the Assembly. Only designated individuals from various organizations may request/receive funds from ASAPU. Signatures other than those specifically designated will not be processed.
- ix. In the event an organization wishes to employ the services of a professional for a short-term program, a contract must be used. All clubs/organizations must use a standardized contract available from the Dean of Students or ASAPU office. All contracts must be signed by the organizations advisor.

**c. Violation of the Financial Code**

- i. Upon discovery of a financial code violation, the Treasurer may partially freeze the account of a club/organization responsible for the violation. A partial freeze on an account disallows access to a funded account designated to the specific funded club/organization. The partial freeze is in effect 24 hours beginning the day following when the information was discovered. Finally, the freeze is considered valid only when the Treasurer contacts an office/Advisor within the organization whose account is being frozen.

- ii. The ASAPU Chair must approve the continuation of a freeze past the initial 24-hour period placed by the Treasurer. The Chair may freeze funds for a period until the next regularly scheduled meeting of the Assembly.
- iii. A complete freeze of a club/organization includes the elements of a partial freeze as well as suspension of any use of APU facilities. In effect, recognition of the organization temporarily suspended. The Chair must give written and verbal notification to the organization whose account is being frozen.
- iv. The Chair must present the information and evidence supporting the freeze action at the first regularly scheduled Assembly meeting. The Assembly must grant the affected organization an opportunity to present its case. The Assembly must approve the freeze by a majority vote. Finally, an organization which has had its recognition revoked may submit for recognition thirty (30) days after recognition has been revoked.
- v. A club/organization may appeal Assembly action by approaching the University Appeals Board. The Appeals Board may override the Assembly and restore full account access and/or recognized status to the organization. The Appeals Board may attach any requirements of conditions it deems necessary. A club/organization will be considered in frozen status while the Appeals Board is hearing the case.

**d. Amending the Financial Code**

- i. A proposed amendment to the Financial Code must be presented to the Budget Committee prior to being sent to the Assembly. The proposal must be in writing. Any member of the ASAPU membership may offer amendments to the Financial Code. Finally, an amendment must be passed by a majority vote of the Assembly.

**e. ASAPU Audit Committee**

- i. Establishment

This Committee is established in the Fall Semester at the first formal meeting of ASAPU. It will consist of three (3) persons: The ASAPU Vice-Chair, the ASAPU secretary, and the Office Manager. The committee members will designate the chair of this committee.

- ii. Purpose

The purpose of this committee is to ensure that the monies of ASAPU, especially the Student Association Fee, are properly accounted.

- iii. Duties

1. Verify that the bank statement balances with the checkbook.
2. Verify that the Petty Cash is properly accounted for.
3. Verify the clubs and organizations financial statements.
4. Verify that the balance sheet for ASAPU is correct (this is kept on the computer in the office through the software program "Accountant, Inc").
5. The Chair of the committee shall give a verbal report at the next formal ASAPU meeting. If the Chair cannot attend the meeting, the Chair shall submit a written report to the ASAPU Chair. This report will be submitted in a sealed envelope with the signature of the person submitting the report over the seal of the envelope. The ASAPU Chair shall open and read the report at the formal meeting.

## Outdoor Programs/Recreation Programs Funding Process

Recreation Program and Outdoor Program will be given their funding for the year to administer from a checking account set up for this purpose. The funding will be distributed by ASAPU at the beginning of each semester to equal  $\frac{1}{2}$  the amount funded for that year (excluding summer). The following guidelines will apply.

1. At the beginning of each semester or as soon as ASAPU receives their funding from the business office both organizations will receive half of their yearly budget. These funds will be placed into separate accounts set up and administered by the director to be used for student oriented activities.
2. No checks will be written without two (2) signatures. There will be three people on the account, the OP coordinator, Assistant director of Recreation Programs, and the director. Each expenditure will need a receipt attached to the request, which will be kept on the file at Mosley Sports Center.
3. The account must be balanced and available for audit by request from ASAPU or its representatives within 24 hours of such request.
4. ASAPU funding will consist of the requested budget minus any projected revenue (contingent upon budget committee approval). All revenue income generated by these programs will be property of Outdoor Programs/Recreation Programs.
5. During the annual budget review all documentation for this account will be available for review by ASAPU to help set the next fiscal year budget.
6. There shall be no carry over for Outdoor Programs/Recreation Programs

All other funding regulations that ASAPU has in place will apply. This policy is revocable by a two-thirds (2/3) majority vote of the assembly.

## ASAPU Election Workers Job Description

The importance of these positions should not be underestimated. The credibility and integrity of the entire Association is on the line during this important election process.

### **The Specifics:**

1. Students working at the voting stations should have no designs on any of the positions within the ASAPU Assembly.
2. Under no circumstances should the election workers attempt to influence students during the voting process.
3. If questions arise, they should be directed to the Advisor of ASAPU.
4. Election workers should report to the Dean of Students office no later than 8:30 a.m. each day of the election.
5. It is very important that workers remain at the voting site at all times. This means no walking around or leaving the site except to eat and to attend to personal needs.

### **The Process:**

1. Ask students for a valid current Alaska Pacific University I.D. or Drivers License.
2. Look up the student's name in the student roster.
3. Highlight the entire line containing student's name.
4. Ask student to sign his/her name to the right of the highlighted line.
5. Give ballot to student and ask them to complete front and back sides and place in ballot box. Do not ask the student to give the ballot back to you.

### **Payment:**

Election workers will be paid Alaska wage by check three (3) working days following the election. Payment will be made through the business office.

**Associated Students of Alaska Pacific University**  
**STATEMENT OF INTENT TO RUN FOR OFFICE**

Position	Date
Full Name	Email
Address	Contact Phone #(s)

\*\*To be eligible to hold office with the ASAPU Assembly, individuals must fulfill the following requirements:

- 1) Currently have and maintain a **2.5 cumulative grade point average** during the entire tenure period.
- 2) Acquire fifteen signatures from currently registered APU students.
- 3) Write a brief, typewritten statement (around 100 words) outlining the reasons you wish to become involved with ASAPU. These statements will be posted with your photo on a "Who's Running for ASAPU" board.
- 4) In the case of spring elections, the candidate is expected to participate in all election activities organized by ASAPU. Included in these is the "Candidate Speak-out" and "Meet the Candidate Luncheon."
- 5) Candidates will be expected to **attend at least one ASAPU Assembly meeting** to complete the application process.
- 6) When elected in the fall semester for a representative position, position may be kept for the school year.

**Associated Students of Alaska Pacific University**

**Petition for Office**

By signing this petition, I am supporting this candidate for the office he/she is seeking. Currently active APU students should only sign this petition.

**Students may only sign one petition per position.**

NAME: (Please print)	SIGNATURE
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____

Please return this petition to the ASAPU Office with the "Statement of Intent to Run for Office" and your typewritten statement.



## Official Policy

### ***Student Leadership Awards***

In order for a student to receive a Student Leadership Award, he/she must be an elected/selected member of the ASAPU Assembly. Furthermore, the recipient must satisfy all requirements stated within the ASAPU Constitution which pertain to membership on the Assembly.

#### **Specifics:**

1. Recipients must be enrolled with 12 credits (undergraduates), 9 credits (adult programs and graduate).
2. Maintain a 2.5 cumulative GPA.
3. Complete a Free Application for Federal Student Aid (FAFSA) and request Financial Aid Transcripts (FAT) when appropriate.

#### **Administration of the awards:**

1. Awards are applied toward tuition remission only. The ASAPU advisor is responsible for informing the Student Financial Services as to those students, receiving awards for a given semester.
2. Students will only receive tuition remission for up to 2 leadership positions in the same year. A student may only hold one ASAPU board position each year.
3. One half of the total award is awarded during the fall semester and the second half during the spring semester.
4. If a student fails to complete his/her responsibilities due to voluntary departure or at the request of the advisor/governing body, the award will be revoked for the current semester. In effect, the student will owe the amount awarded that semester.
5. Recommendations for changing amount and criteria of an award can be initiated by ASAPU. Written proposal should be turned into the Dean of Students Office, They will be considered each April.

### **Tuition Remission for ASAPU Assembly Members**

Chair	\$4,500
Vice Chair	\$3,000
Treasurer	\$3,000
Secretary	\$1,000
Graduate Rep	\$900
Senior Rep	\$900
Junior Rep	\$900
Sophomore Rep	\$900
Freshman Rep	\$900
Non-Traditional Rep	\$900
Adult Programs Rep	\$900
Early Honors Rep	\$900

## Associated Students of Alaska Pacific University

### Specific Expectations & Responsibilities

#### Of ASAPU Assembly Members

##### **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.

##### **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.

##### **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.

***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.

***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.
- 6. 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.

## ALASKA PACIFIC UNIVERSITY OFFICIAL POLICY

### ASAPU Assembly Remuneration

In order for a student to receive an ASAPU award he/she must be an elected member of the ASAPU Assembly. Furthermore, the recipient must satisfy all requirements stated within the ASAPU Constitution which pertain to membership on the Assembly.

#### **Specifics:**

1. The Advisor to ASAPU is responsible for informing the Financial Aid Office as to those Assembly members who will be receiving the award. One-half (1/2) of the total award is to be awarded each semester.
2. In the event an Assembly member fails to complete his /her term of office, due to voluntary departure or at the request of the Assembly as a result of inadequate performance, the award will be revoked for the current semester. In effect, the student will owe the amount initially awarded for that semester.
3. The ASAPU Award may be applied toward tuition remission only. The ASAPU award can be combined with other awards, but the total award cannot exceed cost of full tuition.
4. The administration of the ASAPU award will follow policy rules/regulations set forth by the federal and/or state governments and by the University.
5. The Assembly makes changes in the various awards by a simple majority vote at any regularly scheduled meeting of ASAPU. The changes are subject to approval by both the Financial Aid Director and the Controller.

## ***Remuneration for ASAPU Assembly Members***

<u>Office</u>	<u>Award</u>
Chair	\$4,500
Vice-Chair	\$3,000
Treasurer	\$3,000
Secretary	\$1,500
Graduate Rep.	\$900
Senior Rep.	\$900
Junior Rep.	\$900
Sophomore Rep.	\$900
Freshman Rep.	\$900
Non-Traditional Rep.	\$900
Adult Programs Rep.	\$900

## **Alaska Pacific University Mascot**

-There will be a volunteer chosen by the Assembly helping the mascot at all times.

-Use is restricted to ASAPU and University-wide sponsored or approved activities dependent on approval from the Assembly.

-Request for Mascot use shall be given to the ASAPU office.

-The costume will be stored in the ASAPU office.

## **Specific Expectations & Responsibilities of ASAPU Assembly Members**

### ***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.

### ***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.

### ***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.

### ***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.

***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.
- 7. 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.



## **Advisor of the Year Award**

Sponsored by:	~	Associates Students of Alaska Pacific University
To Be Awarded:	~	By the Vice-Chair at the Spring Honors Assembly
Type of Award:	~	An individual award/plaque to be given to the recipient
Nomination Procedure~		Individual Assembly members will solicit nominations from those clubs and/or organizations of which they have oversight. These nominations should be passed on to the Vice Chair. The Assembly will screen nominations and ultimately make the final selection in April. It is at the discretion of the Assembly if the selection proceedings are open or closed.
Criteria:	~	The Club must be recognized by ASAPU and be in good standing.
	~	Provides support to the club through committing his/her time and energy.
	~	Initiates and/or encourages club members to learn and grow through involvement.
	~	Shows support to the club through attendance and/or participation at scheduled meetings and activities.
	~	Maintains communication with ASAPU.

## **ASAPU “Work Horse” Award**

- Sponsored by:** ~Associated Student of Alaska Pacific University
- To Be Awarded:** ~To be awarded to a member or club of the APU community  
~The award will be presented during the Honors Assembly by the Chair
- Type of Award:** ~An individual award/plaque to be given to the recipient or club during the Honors Assembly.
- Nomination Procedure:** ~Members of the ASAPU Assembly are responsible for nominating an individual or club to the Chair prior to the third ASAPU meeting in April.
- Selection Made By:** ~ASAPU Assembly, will vote through a process of secret ballot, April.  
~ASAPU Assembly must select one and report to the Chair who is responsible for the award.
- Nomination Criteria:** ~Any individual (student, faculty, staff), club or organization.  
~Responsible for identifying, researching, and bringing to conclusion an issue/activity which resulted in a positive impact upon APU community. This individual or club, must exhibit an outstanding contribution of time and effort which went above the call of duty

**The purpose of this award is to allow more individuals and clubs to be recognized for their outstanding achievements and efforts on this campus.**

## Club/Organization of the Year Award

- Sponsored by: ~ Associated Students of Alaska Pacific University
- To be Awarded ~ By the Vice-Chair at the Honors Assembly
- Type of Award ~ An individual award/plaque to be given to the recipient
- Nomination ~ The Assembly will screen nominations and ultimately make the final selection during a meeting in April.  
~ It is the discretion of the Assembly if the selection of the proceedings are open or closed.
- Criteria: ~ The committee will evaluate each nomination on the individual merits of the club/organization. The following criteria will be considered in the selection process.
- A) Degree of promotion and reflection of ideals, interests, and goals of the APU community.
  - B) Attempts to secure funding from sources other than ASAPU.
  - C) Disclosure of non-ASAPU funding to the budget committee.
  - D) Degree of student participation in its programs per dollar spent for the program; this includes the number of students participating and the number of students served by the organization.
  - E) Appeal to the student body through its activities and programs.
  - F) History of involvement on campus.
  - G) Short-term and long-term benefits offered to the student involved.
  - H) Projected possible growth or decline.
  - I) All organizations are expected to submit goals and/or objectives for the upcoming year in conjunction with the proposed budget.
  - J) Degree of adherence to budget from previous years.

**ASAPU “Electric Chair” Award**

- Sponsored by: ~ Associated Students of Alaska Pacific University
- To be Awarded: ~ By the Chair at the Honors Assembly
- Type of Award: ~ An individual award/plaque to be given to the recipient
- Nomination: ~ Each ASAPU committee chairperson shall nominate one student who has represented ASAPU most effectively on a committee.  
~ The recipient of the award shall be determined by a secret ballot vote at a regularly scheduled meeting.  
~ No current Assembly member shall be eligible to receive the award during his/her term of office.
- Criteria: ~ The award is given to the student who serves as the most effective, consistent, and articulate committee representative during the academic year.

## Outstanding Contribution to Students Award

Sponsored by	~	Associated Students of Alaska Pacific University
To be Awarded	~	By the Chair during the Honor Assembly
Type of award	~	An individual award/plaque to be given to the recipient.
Nomination Procedure	~	Any individual within the APU community may submit a nomination during the course of the school year. Deadline for nomination is April 15 <sup>th</sup> .
	~	ASAPU will screen nominations and ultimately make the final selection.
Criteria	~	Any individual within the APU community.
	~	Encourage students' educational growth
	~	Promote the developing of maximum student potential
	~	Encourage students to become involved in the APU community
	~	Contributes time & effort considered to be above the normal expectations.
	~	Participates in and supports extra-curricular activities at APU

**Outstanding Contribution to Students Award Nomination Form**

This is your opportunity to recognize someone you think has made a difference in the lives of APU students. Each year ASAPU recognizes the winner of the “Outstanding Contribution to Student Award” at the Honors Assembly.

To nominate someone (nominee’s can be anyone from the APU community), fill out the bottom of this page and email it to [asapu@alaskapacific.edu](mailto:asapu@alaskapacific.edu).

**Note: Nomination deadline is determined by the Assembly**

\*\*\*\*\*

Person to be Nominated: \_\_\_\_\_

Reason for nominating this person:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nominated by: \_\_\_\_\_ Date: \_\_\_\_\_

## **Policies Pertaining to Campus Organizations**

Campus clubs/organizations are formed to further the common interest of members of the group and the APU community. The work of campus organizations is an essential part of the learning environment at Alaska Pacific University. Open to all students and facilitated through faculty and staff advisers, these organizations develop many opportunities for experiential learning which supplement and reinforce classroom activities for students.

There are two types of clubs/organizations at APU—listed and recognized. Neither listed nor recognized clubs/organizations nor their members are authorized to set or make statements on behalf of the University, the APU student association, or the ASAPU Assembly.

### Listed Clubs/Organizations

Any campus club/organization can gain listed status by contact the ASAPU office and identifying a contact person for the group. The purpose of this status is to identify all groups that are functioning on campus and to relay information

### *Recognized Clubs Organizations*

A request for “Recognized” status of a new club/organization may be made to the Assembly once during an academic year. This request can be made at anytime during the Fall and Spring semesters. The Assembly has the authority to deny or renew “Recognized” status from any club/organization not in compliance with one or more of the stated privileges and responsibilities or any other rule set forth in the Student Handbook or established by the University. If “Recognized” status is ever removed from a(n) club/organization through action of the Assembly or the club/organizational privileges granted to “Recognized” clubs/organizations are forfeited. Following removal of “Recognized” status, however, and application is subject to all procedures outlines for new groups requesting “Recognized” status.

### Process of Becoming a “Recognized” Club/Organization

1. The club/organization must be in compliance with items A through F under “Responsibilities of Recognized Club/Organization” at the time of application.
  2. A representative from the Club/Organization seeking recognition must attend the next regularly scheduled ASAPU meeting. The Assembly will vote on the “Recognized” status at the meeting.
  3. Once recognized, the club/organization may petition the Assembly for funding.
  4. Funding will not be dispersed until one year to allow for a club to become officially “Recognized.” Clubs can submit proposals for funding to the Assembly.
- 
- I. Privileges of “Recognized” Clubs/Organizations
    - A. May petition the Assembly each Spring for funding

- B. Will be assigned a mailbox in the ASAPU office through which all official communications with clubs/organizations will be conducted.
  - C. May include "APU" or "Alaska Pacific University" as part of the name of the club/organization.
  - D. May use campus facilities at no or reduced cost.
  - E. Be included on the ASAPU clubs/organizations directory for referrals to interested students.
- II. Responsibilities of "Recognized" Clubs/Organizations
- A. The purpose of the clubs/organizations must be consistent with the goals and philosophies of Alaska Pacific University.
  - B. Membership must be open to all members of the APU student body with respect to sex, race, creed, or national origin. Organizations may establish additional membership and academic eligibility for their club/organization.
  - C. The majority of the members must be APU students. Majority is defined at fifty percent plus one (50%+1) The club/organization must have a minimum five (5) members.
  - D. All persons holding office must be currently enrolled students at APU and may not be on academic probation. Each organization is expected to include within it a constitution outlining bylaws, additional academic requirements it feels are appropriate to hold office.
  - E. Every Recognized club/organization must have an APU faculty or staff member as advisor. The advisor does not have the authority to control the policy or funding of the clubs/organizations.
  - F. The clubs/organizations current constitution and/or bylaws, Advisor Conformation form, and Club/Organization License must be on file with the ASAPU office.
  - G. Groups designed as Club Sports must have a Waiver of Liability for all members on file with the Assembly office before participating in any activity.
  - H. Adhere to the Constitution, Bylaws and Statement of purpose of the club/organization. Policies of a Recognized club/organization must be in accordance with the Student Code of Rights and Responsibilities and are subject to review by the ASAPU Assembly.
  - I. Clubs/Organizations must be represented at the Fall Club/Organization Open House, LEGO, and at the regularly scheduled ASAPU meeting when the budget is voted upon.
  - J. To continue to receive privileges once Recognized, an organization must inform ASAPU of any changes in its leadership and/or advisor within two (2) weeks of the change.
  - K. Have all funds of the club/organization administered in accordance with the guidelines set forth by the ASAPU Assembly.
  - L. Any programs or event sponsored by a Recognized club/organization are subject to University rules and regulation; i.e. University Vehicle Policy, Off campus



speakers Policy. In the event a club/organization wishes to employ the Services of an off-campus person in which payment is to be paid, a contract must be written. All clubs/organizations must use a standardized contract available from the Dean of Students or the ASAPU office. All contracts must be signed by the organization's advisor.

#### Clubs/Organizations receiving funding from ASAPU:

- All funds must be held in ASAPU account and administered by the ASAPU Assembly Treasurer.
- The fiscal year begins August 1<sup>st</sup> of the calendar year and ends July 31<sup>st</sup> of the following calendar year. A negative balance in any account will be deducted from the following fiscal year's allocation. All non-utilized funds will be carried forward for the next academic year.
- If a Recognized club/organization disbands, all accounts of the club/organization will revert to ASAPU.
- Neither ASAPU, the Assembly, nor the University is liable for debts incurred by a Recognized club/organization.
- All equipment purchased with ASAPU funds is the property of ASAPU. It is subject to inventory and must be surrendered to ASAPU upon request.

#### Renewal of Recognition

1. During September of each Fall Semester, each club/organization will be sent: an Advisor Confirmation Form and a Club/Organization License, to be updated. Also any changes in the Club/Organization Constitution and/or Bylaws or Statement of Purpose should be forwarded. All forms must be submitted to the ASAPU office in September.
2. A club/organization will be removed from Recognized status in the event:
  - Renewal forms are not submitted in September
  - Inactivity, i.e. no meetings for one (1) full academic year
  - The club/organization fails to comply with the policies & procedures listed under Policies of Recognized club/organization.

To: (club/organization)  
From: ASAPU  
Subject: Purchase of (equipment)  
Date:

As stated in the Constitution of ASAPU, in the chapter "Recognized Clubs/Organizations."  
Section II. Paragraph K.:

"All equipment purchased with ASAPU funds is the property of ASAPU. It is subject to inventory and must be surrendered to ASAPU upon request."

Your purchase of (equipment) falls within the parameters of this part of the constitution. This letter is to inform you of the above regulation.

The (equipment) will be listed on the asset portion of the ASAPU Balance Sheet. Your club will have the privilege to possess the (equipment) and use it in any manner your club deems appropriate.

If (club/organization) decides that the (equipment) is no longer needed for their use, it is to be returned to ASAPU. The (equipment) may not be sold or removed from (location) without the written approval of ASAPU.

Respectfully,

(Name)  
Treasurer, ASAPU

Acknowledgement:

Representative of (club/organization)

Date:

## Committee Meetings

In order for the ASAPU committee system to function effectively, it is imperative that all committee meetings be attended regularly. It is the responsibility of each standing committee chair to ensure attendance at committee meetings in his/her jurisdiction.

### POLICY

1. It is the responsibility of each standing committee chair to be aware of the time, place, and frequency of the meetings in his/her jurisdiction and to communicate this information to the student(s) sitting on those committees.
2. It is the responsibility of each standing committee chair to inform the students sitting on the University committee(s) in his/her jurisdiction of the responsibilities involved in committee participation.
3. If for any reason a student cannot attend his/her University committee meetings, he/she shall immediately inform the ASAPU Secretary and the ASAPU member who chairs the standing committee that oversees his/her University committee. It is the responsibility of the standing committee chair to seek out another student to attend the University committee meeting if necessary. If the standing committee chair is unavailable, the ASAPU Secretary shall make an attempt to seek out a student to attend the University committee meeting.
4. It is the responsibility of the student sitting on a University committee to submit a copy of the minutes to the ASAPU Secretary as soon as possible following a University committee meeting. Furthermore, any information considered critical should be written and given to ASAPU along with the minutes.

## Criteria for Associated Students of Alaska Pacific University Proposals

Students who are attending Alaska Pacific University have the opportunity to request funds from the Associated Students of Alaska Pacific University for events or programs that would benefit the University and/or their peers.

### **Criteria for Proposals:**

1. Funds should be spent to generally benefit the entire student body and/or University.
2. Collaboration between students, staff and faculty is encouraged.
3. All proposals should be completed within the semester in which it was proposed.
4. Any service improvement or purchase of equipment that benefits the students and the campus community at large will be a priority. All equipment purchased will become the property of ASAPU.
5. Major campus events such as speakers, workshops, slideshows, and celebrations that are open to the entire campus community will be a priority.
6. Projects and research associated with APU classes must result in a benefit to the entire student body and/or University to be considered a priority.

Projects that are typically viewed as unfavorable:

- Travel
- Printing or binding a thesis or class project
- Registration for conferences or classes
- Alcohol for events that exceeds \$100.00

### **To request funds:**

1. Prepare a written description of your activity and address how it falls under the criteria.
2. Proposals exceeding \$500.00 should be turned in to the ASAPU office one business week prior to meeting and proposals under \$500.00 should be turned in to the ASAPU office one business day before meeting.
3. You must present your proposal in person (or have a person stand in for you) at the scheduled weekly ASAPU meeting.
4. For proposals being discussed within an Executive Meeting, you will be notified within two working days after presenting to the ASAPU Board.
5. Receipts and/or money not used must be turned into the ASAPU office upon completion of the project or event.
6. All equipment purchased must be turned into the ASAPU office upon completion of the project or event.

\*We reserve the right to use (not own) any images or creations produced by projects funded by ASAPU.

### **Club/Organization Food/Beverage Policy**

Club/organizations are limited to spending \$50x2 for food at meetings and events per semester.

Clubs/organizations will need to make a proposal to the board, at a regularly scheduled meeting, if they wish to receive funding over the \$100 limit.

## **Policy for Vending**

### **Responsibilities of ASAPU:**

- Inventory selection & Pricing
  - Meet with Matt when needed to select products
  - Vending committee will meet to set prices
  
- Keeping a detailed inventory list
  - Kept in file
  
- Collecting money and refilling machine every Friday by a member from ASAPU board and one kitchen staff
  
- Making weekly deposits with Business Office
  - Original cash collection and inventory list to Business Office
  - Copies of cash collection and inventory turn in to Matt and ASAPU office
  
- Refunds
  - Signs will be posted to machines instructing them to go to the Dean of Students office or ASAPU office to fill out a refund request form and receive next business day.
  - Log will be kept in ASAPU office of refunds

### **Expectations of Kitchen:**

- Place order for products
  - Receive list from ASAPU
  
- Provide one support staff every Thursday or Friday (time TBD)
  - If two kitchen staff is needed then ASAPU will be billed for the extra kitchen staff time
  
- Inventory will be stored in selected area in Kitchen Storage room
  
- ASAPU will be billed once a month for cost of products sold

### **Expectations of Business Office:**

- ASAPU will have an account for vending
- ASAPU will receive checks from Business Office bi-monthly from this account.

Associated Students of Alaska Pacific University Scholarship Application  
Spring 2011 – Fall 2011

ASAPU, your student government, would like to present a new scholarship program. This program is funded through excess monies that are left in the budget after the end of the fiscal year.

This year, ASAPU is awarding five (5) scholarships in the amount of \$2,000.

Qualifications: Must be a full-time student, at least have obtained the ranking of sophomore, and have a cumulative GPA of 3.0 or higher. This scholarship is also needs-based, which will be determined by Student Financial Services (SFS). **Applicants must agree to the following statement:**

***I, \_\_\_\_\_, give my permission for SFS to share any necessary financial information with ASAPU in regards to this scholarship.***

---

Signature

PLEASE NOTE: Students not attending for both semesters ARE eligible to apply.

Project Component: At APU, we practice active learning, of which project-based learning is a component. Those interested in this scholarship must complete a project in showcasing APU as a beneficial member in the community. We do not expect applicants to use their own funds in this project. **Applicants must turn in a separate project proposal along with this application.**

**APPLICATION DEADLINE: February 9, 2011**

PLEASE TYPE OR PRINT ALL ENTRIES

\_\_\_\_\_  
Last Name                      First Name                      Middle Initial

\_\_\_\_\_  
Current Address (Mailing Address)                      City                      State                      Zip

\_\_\_\_\_  
Home Phone Number                      Cell Phone Number                      E-Mail Address  
Year In College:  Sophomore  Junior  Senior  Graduate

\_\_\_\_\_  
Degree Sought                      Anticipated Date of Completion

\_\_\_\_\_  
Cumulative GPA

1. List your extracurricular activities at APU, the Anchorage community, etc.:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. List significant awards, honors, internships, etc. you have received:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Why do you think you deserve this scholarship over the other applicants?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. List any other qualifications that ASAPU should take into consideration:



---

---

---

---

---

---

---

---

I, \_\_\_\_\_, have completed the above application to the best of my knowledge and read all of the above qualifications and expectations and do hereby understand my responsibilities of maintaining these qualifications throughout the allotment of this scholarship.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### **ASAPU Scholarship Criteria**

This scholarship provided by ASAPU for the students of Alaska Pacific University is available to all students that are not currently on the board for ASAPU. The following rubric details the steps and procedures that ASAPU takes to determine the recipients of the five available scholarships.

1. Applicants must first meet the qualifying criteria.
  - Applicants must:
    - be a full time student at Alaska Pacific University
    - be a sophomore or higher in ranking
    - have a GPA of 3.0 or higher
    - have the financial need: This financial need will be determined by Student Financial Services by a “Yes” or “No”
2. After it is determined that the applicant meets the qualifying criteria, the applicant will be given a number for their application in place of their name.
  - The individual accepting the applications for ASAPU will determine if the applicants meet the qualifying criteria. Once their eligibility is determined, this individual will assign the application a number in place of the applicant’s name. The individual collecting the applications will be in charge of keeping the applicants names and numbers in proper order and completely confidential. This anonymity will help deter biases in determining recipients. This individual will not be able to have any participation in any other portion of the scholarship process.
3. A couple days before the deadline a small committee of three individuals on the board will be chosen to determine which applicant meets these three criteria:
  - Financial need
    - Determined by SFS with a “yes” or a “no”
  - Academic merit
    - This will be determined on a scale of:
      - 1: academically qualified [3.00-3.20]
      - 2: somewhat more academically qualified [3.21-3.60]
      - 3: very academically qualified [3.61-4.00]

- A solid project proposal for the project component portion of the scholarship application
  - Project Component: At APU, we practice active learning, of which project-based learning is a component. Those interested in this scholarship must complete a project in showcasing APU as a beneficial member in the community. We do not expect applicants to use their own funds in this project.
    - How well does this project appear to benefit APU?
    - Is this something that ASAPU could use and apply again in the future?
    - How would this project benefit the APU community?
  - Five people should be chosen for the scholarship based on these criteria. Two to three additional applicants should be chosen as runner ups as well.
- 4. After the recipients are chosen they shall meet with the current ASAPU board during the following board meeting to discuss their project proposal and when they plan to begin work on their project. These recipients will be made aware of the commitment they are making concerning the project they have proposed. If the recipient wishes to forfeit their application ASAPU will then take the next runner up.