

BYLAWS  
OF THE BIOLA UNIVERSITY  
ASSOCIATED STUDENTS



## BYLAW I: ELECTIONS

### SECTION I: PURPOSE

The election process shall be used to secure the AS President, AS Senior Vice President, the Senate, and the Student Missionary Union (SMU) President for each new academic year. This Bylaw shall ensure the proper functioning of this process and enforcement of the provisions and regulations of the election process.

### SECTION II: LEADERSHIP

1. The AS/SMU election process shall be under the jurisdiction of the Vice President of Administrative Services, or someone appointed by him/her. If the Vice President of Administrative Services appoints someone else, the appointment must be approved by the current AS President, AS Advisor, and the current SMU President.
2. The Vice President of Administrative Services (or appointed officer) shall be responsible for calling together a committee to assist in the election process, which he/she shall chair.
3. The Elections Committee must include at least the AS Vice President of Marketing and Communications, the SMU Marketing and Communications Director, two additional AS staff members, and one additional SMU staff member. If any of the above members are running for an elected position within AS or SMU, they shall be deemed ineligible to participate in the Elections Committee and shall be replaced at the discretion of the Vice President of Administrative Services (or appointed officer). A member of the AS Advisor's office shall also sit on the Elections Committee.

### SECTION III: DUTIES AND RESPONSIBILITIES

1. The Vice President of Administrative Services (or appointed officer) shall be responsible for planning and administering the AS/SMU elections:
  - i. The following offices shall be filled in the AS/SMU elections:
    - a. AS President and Senior Vice President
    - b. SMU President
    - c. Senators

### SECTION IV: PROCESS

1. The AS President and Senior Vice President shall run jointly.
2. Senators shall run specifically for the constituency they would like to represent and must reside in the constituency they represent during their term of office. Commuter Senators must be commuters during their term of office.
3. The AS/SMU elections shall be held no later than seven weeks prior to the end of the spring semester.
4. Campaign rules
  - i. No campaigning of any nature shall be allowed prior to the official opening of the election week.
  - ii. No candidate shall be allowed to receive any monetary contribution from any Biola University department.

- iii. Campaign materials may not violate Biola's posting regulations. Improperly posted materials must be immediately removed by the offending campaign team.
  - iv. Any candidate that fails to abide by the regulations specified by this Bylaw, and/or in the AS/SMU Elections Handbook, shall be subject to disqualification at the discretion of the Elections Committee and the AS Advisor.
5. Voting Procedures
- i. Polling Places:
    - a. Polling places shall be provided in convenient campus locations. Specific locations are to be determined by the Elections Committee.
    - b. The Elections Committee should select officers of AS or SMU to manage the voting booths. However, if needed, the Elections Committee may appoint any undergraduate student to manage the voting booth.
    - c. No running candidate or any member of their campaign team shall manage any voting booth or linger by any voting booth.
    - d. General election polls are required to be open two consecutive days.
6. Voting
- i. Elections shall be conducted by secret ballot.
  - ii. All currently enrolled undergraduate students are eligible to vote. Each student may vote only once.
  - iii. Each student shall have the right to vote for the AS President and Senior Vice President, SMU President, and the specific Senate candidate for their current constituency.
  - iv. Voters may abstain from voting on any office(s) without invalidating their ballot.
7. Determining AS Election Winners
- i. President/Senior Vice President
  - ii. The President/Senior Vice President team that receives a simple majority will be awarded the positions.
  - iii. If there is no team who receives a simple majority of the total valid ballots cast, a run-off election must occur between the two teams who received the highest percentage of the total number of valid ballots cast.
  - iv. If a President/Senior Vice President team runs unopposed, they must campaign in an effort to achieve a minimum vote threshold of 10% of the total undergraduate student body.
  - v. If an unopposed President/Senior Vice President team fails to obtain the required minimum vote threshold of 10% of the total undergraduate student body, the appointment of the President/Senior Vice President shall be determined through a hiring process led by the current President and Senior Vice President.
  - vi. In case of a tie between two teams, the outcome of the elections shall be determined by the electoral college.

8. Senators

- i. For each contested Senate position, the candidate that receives the top voting percentage (a plurality) will be awarded the position.
- ii. In case of a tie, the Senior Vice President-Elect shall determine the senator-elect from among the tied candidates.
- iii. If a candidate for an on-campus Senate seat runs unopposed, they must obtain the signatures of their constituents equal to 20% of their dorm capacity to win the election.
- iv. If a candidate for a Block or Bluff Senate seat runs unopposed, they must obtain the signatures of 20% of their constituents to win the elections.
- v. If a candidate for a commuter Senate seat runs unopposed (meaning the number of candidates running is less than or equal to the number of positions available), they must obtain 75 signatures from undergraduate commuter students to win the elections.
- vi. Unopposed candidates for any Senate seat shall submit all obtained signatures to the Vice President of Administrative Services (or appointed officer) by the closing of the polls.
- vii. If an unopposed candidate for any Senate seat fails to obtain the required number of constituency signatures, the appointment of the senator shall be determined through a hiring process led by the Senior Vice President-Elect.

9. Declaration of AS Election Results

- i. The results of the elections, including the total number of ballots cast for each qualified candidate, shall be officially announced no later than forty-eight hours after the official closing of the polls.
- ii. No official predictions of elections results shall be allowed.
- iii. The Vice President of Administrative Services (or appointed officer) shall attempt to contact all candidates and notify them of the elections results prior to public notification.
- iv. After candidates have been notified, official elections results shall be posted in a public place.

10. AS Electoral College

- i. The electoral college allots the student body one vote per Senate constituency.
- ii. Each vote shall be in agreement with the most recent majority vote of that constituency.
- iii. In the case that a constituency has a tied popular vote, each candidate shall receive .5 electoral votes from that constituency.
- iv. In the case that the electoral college reaches a tie, the tie-breaking vote shall be determined according to the consensus of the Elections Committee.
- v. A simple majority of the electoral college secures the office of the President and Senior Vice President.

SECTION V: RUN-OFF ELECTIONS

1. Run-off elections shall be conducted within three business days of the first declaration of results.
2. Election polls are required to be open for six hours.
3. Any other rules regarding run-off elections shall be determined by the Elections Committee.

SECTION VI: ADDITIONAL RULES AND REGULATIONS

1. No candidate may serve on the Elections Committee.
2. No member of the Elections Committee may endorse any candidate.
3. If any ballots are found to be fraudulent or invalid, as determined by the Elections Committee, the vote shall not be counted.
4. If a fraudulent or an invalid vote changes the result of the President/Senior Vice President election, the outcome of the election shall be decided by the electoral college.
5. If a fraudulent or an invalid vote changes the result of any Senate election, the outcome of the election shall be decided by the Senior Vice President-Elect.
6. The Elections Committee shall be responsible for making specific decisions and crafting policies not specified in this bylaw. These must be clearly presented to all candidates.
7. Any decision made by the Elections Committee may be appealed to the Senate by either a candidate involved, or by a member of the Senate, upon written request submitted to the current President and Senior Vice President.
8. Any decision made by the Elections Committee may be overruled by a  $\frac{2}{3}$  majority vote of the Senate.
9. All other rules and regulations will be determined in the AS/SMU Elections Handbook.

SECTION VII: RECORD OF REVISIONS

1. Approved *Spring 1983*
2. First Revision *Spring 1988*
3. Second Revision *March 1991*
4. Third Revision *March 1994*
5. Fourth Revision *March 1996*
6. Fifth Revision *April 2004*
7. Sixth Revision *February 2005*
8. Seventh Revision *May 2005*
9. Eighth Revision *March 2006*
10. Ninth Revision *February 2007*
11. Tenth Revision *May 2007*
12. Eleventh Revision *May 2007*
13. Twelfth Revision *June 2013*
14. Thirteenth Revision *March 2014*

## **BYLAW II: HUMAN RESOURCES POLICY**

### SECTION I: PURPOSE

The human resource policies and practices process shall be used to secure the hired staff for each new year in AS. This Bylaw shall ensure the proper functioning of this process and enforcement of the provisions and regulations of the hiring process.

### SECTION II: HIRING LEADERSHIP

The responsibility of the hiring process for the proceeding academic year shall fall under the authority of the incoming President to delegate as he/she sees fit.

### SECTION III: HIRING PROCESS

1. Executive Board
  - i. Aside from the President and Senior Vice President, all Executive Board positions shall be appointed.
  - ii. Each hiring committee for the Executive Board shall consist of the President-elect, Senior Vice President-elect, incoming Vice President of Finance, and the AS Advisor.
  - iii. In the case of the Vice President of Administrative Services, the hiring committee shall also include the incoming SMU President.
  - iv. All final hiring decisions shall be determined by the President-elect, subject to the approval of the AS Advisor.
2. Events and Programming Branch
  - i. All Events and Programming Branch positions shall be appointed.
  - ii. Each hiring committee for Events and Programming Coordinators shall consist of the incoming Vice President of Events and Programming, the outgoing Coordinator for that position, and the incoming Vice President of Finance.
  - iii. Each Events and Programming Coordinator shall be responsible to appoint all staff positions within his/her department, subject to the approval of the Vice President of Events and Programming.
  - iv. All final hiring decisions shall be determined by the incoming Vice President of Events and Programming, subject to the approval of the AS Advisor.
3. Marketing and Communications Branch
  - i. All Marketing and Communications Branch positions shall be appointed.
  - ii. The hiring committee for Marketing and Communications Coordinator shall consist of the incoming Vice President of Marketing and Communications, the outgoing Coordinator for that position, and the incoming Vice President of Finance.
  - iii. The Marketing and Communications Coordinator shall be appointed by a majority vote of the hiring committee.
  - iv. The Vice President of Marketing and Communications and the Marketing and Communications Coordinator shall be responsible to appoint all other staff positions within their department.
  - iv. Every hiring decision shall be subject to the approval of the AS Advisor.

- v. All final hiring decisions shall be determined by the incoming Vice President of Marketing and Communications, subject to the approval of the AS Advisor.
4. Administrative Services Branch
    - i. All Administrative Services Branch positions shall be appointed.
    - ii. The hiring committee for the Office Assistants shall consist of the incoming Vice President of Administrative Services and the current Vice President of Administrative Services.
    - iii. Office Assistants shall be appointed by the incoming Vice President of Administrative Services.
    - iv. Every hiring decision shall be subject to the approval of the AS Advisor.
    - v. All final hiring decisions shall be determined by the incoming Vice President of Administrative Services, subject to the approval of the AS Advisor.
  5. Positions not filled by the Election Process
    - i. Any Senate position not filled by the election process shall be appointed by the President Elect & Senior Vice President Elect, subject to the approval of the AS Advisor.
    - ii. Any Presidential and Vice Presidential position not filled by the election process shall be appointed by the current President and Vice President, subject to the approval of the AS Advisor.
  6. Positions vacated during term of office
    - i. Any appointed position vacated during term of office shall be appointed by the Executive Board.
    - ii. Any Senate position vacated during term of office shall be filled by a nomination of the Executive Board and confirmed by a majority vote of the Senate.

#### SECTION IV: EMPLOYEE CONDUCT

1. Both hired and elected staff members are subject to all University human resource policy.
2. Termination
  - i. The responsibility for termination of a staff member's employment shall fall under the supervision of the AS Advisor in consultation with the Executive Board, AS President and any other direct supervisors with confirmation of the decision given by the Senior Director of HR.
  - ii. The responsibility for terminating the President shall fall under the AS Advisor in consultation with the Senior Director of HR.
  - iii. The President and the respective supervisor shall follow all University Human Resources policy as it relates to termination and receive authorization from the University Director of Human Resources before terminating the employee.
  - iv. In cases of termination, the vacated position shall be appointed in accordance with the Constitution and Bylaws.

#### SECTION V: RECORD OF REVISIONS

1. Approved *May 2005*
2. First Revision *May 2007*
3. Second Revision *June 2013*
4. Third Revision *March 2014*

## **BYLAW III: PAYROLL COMMITTEE**

### SECTION I: NAME

This committee shall be named the AS Payroll Committee.

### SECTION II: PURPOSE

The purpose of the Payroll Committee is to determine the appropriate hours and pay rates for all AS employees.

### SECTION III: MEMBERSHIP

1. Executive Board
2. Controller
3. AS Advisor

### SECTION IV: APPROPRIATION

1. Changes made to payroll shall be made after a majority vote by the payroll committee with the approval of the Biola University Human Resources representative.
2. All hours or pay rate changes shall occur the semester following the decision.

### SECTION V: NEW POSITIONS

The hours and pay rate of any new position is subject to a majority vote of the Payroll Committee.

### SECTION VI: RECORD OF REVISIONS

1. Approved *April 1994*
2. First Revision *April 2004*
3. Second Revision *May 2005*
4. Third Revision *April 2011*
5. Fourth Revision *March 2014*

## **BYLAW IV: BUDGET POLICY**

### SECTION I: PURPOSE

The budget policy shall be used to give guidelines to the budget apportionment process in the Senate as well as the management of the budget throughout the semester.

### SECTION II: BUDGET POLICY

All AS expenditures shall fall in compliance with the approved budget.

### SECTION III: BUDGET RESPONSIBILITY

1. The responsibility of the budget management shall fall under the Vice President of Finance



2. The proposal for budget apportionments shall be the responsibility of the Vice President of Finance.
3. All budget apportionments shall be validated by a  $2/3$  vote of the Senate.

#### SECTION IV: BUDGET PROPOSALS

1. The Vice President of Finance and the Vice President of Events and Programming shall work with Events and Programming Coordinators to create their respective budget proposals.
2. The Vice President of Finance and the Vice President of Marketing and Communications shall create the Marketing and Communications budget proposal.
3. The Vice President of Finance and the Vice President of Administrative Services shall create the General budget proposal.
4. The Vice President of Finance shall create the remaining budget proposals.
5. All persons referred to above are those that will hold the position for the following semester.
6. All budget proposals must be submitted and presented to the current Senate at least one week before budget apportionment.

#### SECTION V: BUDGET APPORTIONMENT

1. The Vice President of Finance shall oversee the apportionment process of the student fee at the end of a semester for the proceeding semester.
2. The apportionment of the budgets shall be determined by a  $2/3$  vote of the Senate.

#### SECTION VI: BUDGET MANAGEMENT

1. The Vice President of Finance has the power to reallocate a department's budget within each event per request of the department coordinator.
2. Any budget reallocation outside of an event is limited to \$1,000 twice a semester with the approval of the Vice President of Finance.
3. Any budget reallocation in excess of the above qualifications must be approved by a  $2/3$  vote of the Senate.
4. The Vice President of Finance has the power, with the approval of the President and the AS Advisor, to freeze all transactions on departmental accounts in cases of budget mismanagement.
5. The Senate shall have the authority to control revenue from all departments.

#### SECTION VII: RECORD OF REVISIONS

1. Approved *May 2005*
2. First Revision *June 2013*
3. Second Revision *March 2014*

## **BYLAW V: INTRAMURAL SPORTS DEPARTMENT**

### SECTION I: NAME

This department shall be named the AS Intramural Sports Department and shall be a permanent department in the AS Events and Programming Branch.

### SECTION II: PURPOSE

The Intramural Sports Department shall provide, maintain, and supervise the participation of the Biola community in intramural athletics.

### SECTION III: MEMBERSHIP

1. The Intramural Sports Department shall consist of the following members:
  - i. Intramural Logistics Coordinator
  - ii. Intramural Referee & Tournament Coordinator
  - iii. Intramural Staff (5)
  - iv. Intramural Referees
2. The Intramural Sports Department may also include other hired and volunteer staff as deemed necessary by the Intramural Coordinators, and approved by the Vice President of Events and Programming.

### SECTION IV: APPOINTMENT

1. The Intramural Coordinators shall be appointed by a hiring committee made up of the outgoing Intramural Coordinators, the incoming Vice President of Events and Programming, and the AS Advisor.
2. The Intramural staff positions shall be appointed by the Intramural Coordinators and approved by the Vice President of Events and Programming.
3. The Intramural Referees shall be appointed by the Intramural Referee & Tournament Coordinator and approved by the Vice President of Events and Programming.
4. Members of the Intramural Sports Department shall not hold more than one position within the department simultaneously.

### SECTION V: ACCOUNTABILITY

1. The Intramural Coordinators are accountable to the Vice President of Events and Programming and the AS Advisor.
2. The Intramural Staff members are accountable to the Intramural Logistics Coordinator.
3. The Intramural Referees are accountable to the Intramural Referee & Tournament Coordinator.

### SECTION VI: ELIGIBILITY REQUIREMENTS FOR INTRAMURALS

An individual is eligible to participate in intramural sports if they meet the requirements in the Intramural Sports handbook.

#### SECTION VII: REVENUE

Methods of acquiring revenue must be approved by the Vice President of Events and Programming and the Vice President of Finance.

1. All team fees that are paid are non-refundable after the first week of the season.

#### SECTION VIII: RECORD OF REVISIONS

1. Approved *March 1987*
2. First Revision *March 1993*
3. Second Revision *March 1993*
4. Third Revision *March 1994*
5. Fourth Revision *April 2004*
6. Fifth Revision *May 2005*
7. Sixth Revision *May 2008*
8. Seventh Revision *November 2008*
9. Eighth Revision *June 2013*
10. Rewritten *March 2014*

### **BYLAW VI: SOCIAL EVENTS DEPARTMENT**

#### SECTION I: NAME

The department shall be named the AS Social Events Department and shall be a permanent department under the AS Events and Programming Branch.

#### SECTION II: PURPOSE

The purpose of the Social Events Department is to plan, organize, and coordinate large scale social events for the Student Body to promote community building, provide entertainment, and safe, uplifting, alternative weekend activities.

#### SECTION III: MEMBERSHIP

1. The Social Events Department shall consist of the following members:
  - a. Social Events Coordinator
  - b. Social Events Staff (4)
  - c. Volunteer Staff as deemed necessary by the Social Events Coordinator

#### SECTION III: ACCOUNTABILITY

1. The Social Events Coordinator is accountable to the Vice President of Events and Programming and the AS Advisor.
2. All other members of Social Events Department are accountable to the Social Events Coordinator.

#### SECTION V: REVENUE

Methods of acquiring revenue must be approved by the Vice President of Events and Programming and the Vice President of Finance.

#### SECTION VI: RECORD OF REVISIONS

1. Approved *March 1987*
2. First Revision *March 1993*
3. Second Revision *March 1993*
4. Third Revision *March 1994*
5. Fourth Revision *April 2004*
6. Fifth Revision *May 2005*
7. Sixth Revision *May 2008*
8. Seventh Revision *November 2008*
9. Eighth Revision *June 2013*
10. Rewritten *March 2014*

### **BYLAW VII: SPIRIT EVENTS DEPARTMENT**

#### SECTION I: NAME

The department shall be named the Spirit Events Department and shall be a permanent department under the AS Events and Programming Branch.

#### SECTION II: PURPOSE

The purpose of the Spirit Events Department is to promote and facilitate school spirit among the Student Body and is responsible to coordinate large scale events that help create enthusiasm for Biola athletics, as well as create inter-dorm (off-campus commuters included) competitions and uphold Biola traditions.

#### SECTION III: MEMBERSHIP

1. The Spirit Events Department shall consist of the following members:
  - i. Spirit Events Coordinator
  - ii. Spirit Events Staff (2)
  - iii. Volunteer Staff as deemed necessary by the Spirit Events Coordinator

#### SECTION IV: ACCOUNTABILITY

1. The Spirit Events Coordinator is accountable to the Vice President of Events and Programming and the AS Advisor.
2. All other members of the Spirit Events department are accountable to the Spirit Events Coordinator.

#### SECTION V: REVENUE

Methods of acquiring revenue must be approved by the Vice President of Events and Programming and the Vice President of Finance.

SECTION VI: RECORDS OF REVISIONS

1. Approved *March 1987*
2. First Revision *March 1993*
3. Second Revision *March 1993*
4. Third Revision *March 1994*
5. Fourth Revision *April 2004*
6. Fifth Revision *May 2005*
7. Sixth Revision *May 2008*
8. Seventh Revision *November 2008*
9. Eighth Revision *June 2013*
10. Rewritten *March 2014*

**BYLAW VIII: CLUBS DEPARTMENT**

SECTION I: NAME

The department shall be named the Clubs Department and shall be a permanent department under the AS Events and Programming Branch.

SECTION II: PURPOSE

The purpose of the Clubs Department shall be to oversee the creation and administration of all AS-approved clubs.

SECTION III: MEMBERSHIP

1. The Clubs Department shall consist of the following members:
  - a. Clubs Coordinator
  - b. Club Staff (1)

SECTION IV: ACCOUNTABILITY

1. The Clubs Coordinator is accountable to the Vice President of Events and Programming and the AS Advisor.
2. All other members of Social Events Department are accountable to the Social Events Coordinator.

SECTION V: RECORDS OF REVISIONS

1. Approved *March 1987*
2. First Revision *March 1993*
3. Second Revision *March 1993*
4. Third Revision *March 1994*
5. Fourth Revision *April 2004*
6. Fifth Revision *May 2005*
7. Sixth Revision *May 2008*
8. Seventh Revision *November 2008*
9. Eighth Revision *June 2013*
10. Rewritten *March 2014*

## **BYLAW IX: MUSIC AND ARTS DEPARTMENT**

### SECTION I: NAME

The department shall be named the Music & Arts Department and shall be a permanent department under the AS Events and Programming Branch.

### SECTION II: PURPOSE

The purpose of the Music & Arts Department shall be to host events that feature musical, visual, and theatrical arts for the enjoyment of the Biola community.

### SECTION III: MEMBERSHIP

1. The Music & Arts Department shall consist of the following members:
  - i. Music & Arts Coordinator
  - ii. Music & Arts Staff (4)
  - iii. Volunteer Staff as deemed necessary by the Music & Arts Coordinator

### SECTION IV: REVENUE

Methods of acquiring revenue must be approved by the Vice President of Events and Programming and the Vice President of Finance.

### SECTION VI: RECORDS OF REVISIONS

1. Approved *May 2012*
2. First Revision *March 2014*

## **BYLAW X: OUTDOOR EXCURSIONS DEPARTMENT**

### SECTION I: NAME

The department shall be named the Outdoor Excursions Department and shall be a permanent department under the AS Events and Programming Branch.

### SECTION II: PURPOSE

The purpose of the Outdoor Excursions Department shall be to provide students with outdoor recreational opportunities of differing difficulty levels.

### SECTION III: MEMBERSHIP

1. The Outdoor Excursions Department shall consist of the following members:
  - i. Outdoor Excursions Coordinator

- ii. Outdoor Excursions Staff (1)
- iii. Volunteer Staff as deemed necessary by the Outdoor Excursions Coordinator

#### SECTION IV: REVENUE

Methods of acquiring revenue must be approved by the Vice President of Events and Programming and the Vice President of Finance.

#### SECTION VI: RECORDS OF REVISIONS

1. Approved *February 2012*
2. First Revision *March 2014*

### **BYLAW XI: DIVERSITY LIAISON**

#### SECTION I: NAME

The department shall be named the Diversity Liaison Department and shall be a permanent department under the President.

#### SECTION II: PURPOSE

The purpose of the Diversity Liaison Department shall be to act as a liaison between AS, the student body, and university administration on issues of diversity (including race, gender, ethnicity, class, disability, and international student needs) that are of interest or relevance to the Student Body.

#### SECTION III: MEMBERSHIP

1. The Diversity Liaison Department shall consist of the following members:
  - a. The Diversity Liaison
  - b. Volunteer Staff as deemed necessary by the Diversity Liaison

#### SECTION IV: ACCOUNTABILITY

1. The Diversity Liaison is accountable to the President and the AS Advisor.
2. The Diversity Liaison Volunteer Staff shall be accountable to the Diversity Liaison.

#### SECTION V: RECORDS OF REVISIONS

1. Approved *May 2012*
2. First Revision *March 2014*