

CONSTITUTION
OF THE BIOLA UNIVERSITY
ASSOCIATED STUDENTS



PREAMBLE

We, the students of Biola University, in order to promote the interests and welfare of the students, to rest our power in chosen representatives, to provide for the development of each individual within the Body of Christ, to organize and facilitate events which encourage community and student involvement, to provide resources for each individual's spiritual growth, to provide a voice for the student body, to ensure the pursuit of academic excellence and intellectual growth, do ordain and hereby establish this Constitution.

ARTICLE I: NAME AND MEMBERSHIP

SECTION I: NAME

The name of this organization shall be the Biola University Associated Students, henceforth referred to as AS.

SECTION II: MEMBERSHIP

All undergraduate students currently serving in any paid or unpaid position within AS as determined by the Student Body.

ARTICLE II: PURPOSE, AUTHORITY AND STRUCTURE

SECTION I: PURPOSE

The purpose of Associated Students shall be to serve the Student Body, to promote their interests and welfare, and to ensure understanding throughout the Biola community. AS shall facilitate events and offer programming in order to contribute to a richer University experience. Above all else, AS aspires to foster a Christ-centered community.

SECTION II: AUTHORITY

The Student Body shall vest authority in AS to to govern, to facilitate and manage the student fee, and perform the responsibilities and duties set forth in this Constitution and the Bylaws.

SECTION III: STRUCTURE

AS shall consist of an Executive Board that oversees the following branches: the Senate; Events and Programming; Marketing and Communications; Finance, Human Resources, and Technology; and Administrative Services.

ARTICLE III: DIRECTOR OF STUDENT PROGRAMMING

SECTION I: PURPOSE

The Director of Student Programming (hereafter referred to as AS Advisor) shall serve as an advisor to AS.

SECTION II: AUTHORITY

The AS Advisor shall have final authority over all AS policies, budgets, and hiring.

ARTICLE IV: EXECUTIVE BOARD

SECTION I: PURPOSE

The purpose of the Executive Board is to provide leadership, support, and guidance for AS.

SECTION II: AUTHORITY AND FUNCTION

Executive Board members shall have authority over their respective branches and act as a liaison between AS and administration.

SECTION III: OFFICES

The Executive Board shall consist of the following offices:

1. President
2. Senior Vice President
3. Vice President of Events and Programming
4. Vice President of Marketing and Communications
5. Vice President of Finance, Human Resources, and Technology (hereafter referred to as Vice President of Finance)
6. Vice President of Administrative Services

SECTION IV: RESPONSIBILITIES

The responsibilities of the Executive Board shall be:

1. President
 - i. Shall report to the AS Advisor.
 - ii. Shall preside over the Executive Board and all AS members.
 - iii. Shall oversee the proper functioning and efficiency of the Diversity Liaison.
 - iv. Shall represent the Student Body to administration and protect the rights and interest of the Student Body.
 - v. Shall have veto power over all legislation passed by the Senate.
 - vi. Shall execute all approved legislation.
 - vii. Shall have the authority to make appointments as authorized in this Constitution and in accordance with the Bylaws or as necessary, under the approval of the AS Advisor.
 - viii. Shall have the authority to enforce the duties and responsibilities of each member of AS as listed in the AS Handbook.
 - ix. Shall have veto power over the hiring decisions of Executive Board members subject to the approval of the AS Advisor.
 - x. Shall perform other duties applicable to the President as stated in the Bylaws and the AS Handbook

2. Senior Vice President
 - i. Shall report to the President and the AS Advisor.
 - ii. Shall act as chief counsel to the President.
 - iii. Shall perform duties of the President at his/her request or in his/her absence.
 - iv. Shall succeed the President in case of his/her removal or resignation from office.
 - v. Shall oversee the Senate and will act as the tie breaking vote as necessary.
 - vi. Shall perform all other duties determined in the Bylaws and the AS Handbook.
3. Vice President of Events and Programming
 - i. Shall report to the President and the AS Advisor.
 - ii. Shall oversee the proper functioning and efficiency of the Events and Programming Branch.
 - iii. Shall have the authority to approve the hiring of Events and Programming Coordinators.
 - iv. Shall perform all other duties determined in the Bylaws and the AS Handbook.
4. Vice President of Marketing and Communications
 - i. Shall report to the President and the AS Advisor.
 - ii. Shall oversee the proper functioning and efficiency of the Marketing and Communications Branch.
 - iii. Shall be responsible for the internal and external communication efforts on behalf of AS.
 - iv. Shall oversee all marketing and brand management of AS.
 - v. Shall have the authority to approve the hiring of Marketing and Communications staff.
 - vi. Shall perform all other duties determined in the Bylaws and the AS Handbook.
5. Vice President of Finance
 - i. Shall report to the President and the AS Advisor.
 - ii. Shall advise and oversee AS on all financial matters.
 - iii. Shall oversee the proper functioning and efficiency of the Controller.
 - iv. Shall be responsible for the development of the Controller to perform the duties of the Vice President of Finance upon the completion of the Vice President of Finance's term of office.
 - vi. Shall perform all other duties determined in the Bylaws and the AS Handbook.
6. Vice President of Administrative Services
 - i. Shall report to the President and the AS Advisor.
 - ii. Shall oversee the proper functioning and efficiency of the Office Assistants.
 - iii. Shall oversee the proper functioning and efficiency of the Elections Committee unless otherwise determined in the Bylaws and the AS Handbook.
 - iv. Shall have the authority to approve the hiring of the Office Assistants.
 - v. Shall be responsible for planning and administering any election process dealing with a referendum/recall, an amendment to the Constitution, or the ratification of a new Constitution.
 - vi. Shall perform all other duties determined in the Bylaws and the AS Handbook.

ARTICLE V: THE SENATE

SECTION I: PURPOSE

The purpose of the Senate shall be to represent, to inform, and to empower students through stewardship of the student fee.

SECTION II: AUTHORITY

The Senate shall have legislative and representative authority in AS.

SECTION II: LEADERSHIP

The Senate shall fall under the authority of the Senior Vice President.

SECTION IV: OFFICES

The Senate shall consist of the following offices:

1. Senators
 - i. At least one Senator for each Residence Hall
 - ii. At least one Senator for commuter students
2. Other offices as determined in the Bylaws and the AS Handbook

SECTION V: RESPONSIBILITIES

Senate:

1. Shall serve as a means of communication between AS, administration, and the Student Body.
2. Shall obtain and represent student responses to current university issues.
3. Shall have the authority to approve all AS funding in the following forms:
 - i. Internal proposals
 - ii. External proposals
 - iii. Budget proposals
4. Shall vote on legislation for AS in the following forms:
 - i. Resolutions
 - ii. Bylaw Amendments
 - iii. New Bylaws
 - iv. Constitutional Amendments
 - v. Other legislations determined in the Bylaws and the AS Handbook
5. Shall read and maintain the relevance of the AS Constitution and Bylaws.
6. Shall have the power to overturn a Presidential veto with a $\frac{3}{4}$ vote.
7. Shall serve in any other capacity designated by the Senior Vice President.
8. Shall perform all other duties determined in the Bylaws and the AS Handbook.

SECTION VI: SENATE PROCEDURES

1. The Senate shall meet on a weekly basis at a time and place designated by the Senior Vice President.
2. At least $\frac{2}{3}$ of the voting membership is required for a Senate meeting to take place.
3. Any proposal that requires a $\frac{2}{3}$ supermajority vote of the senate will effectively fail if it does not pass the threshold of a $\frac{2}{3}$ supermajority. A motion to deny the proposal is not necessary.
4. The Senate shall enter into a closed session at any time deemed necessary by the Senior Vice President.
 - i. A closed session shall be attended only by current members of the Senate and any other staff member as deemed necessary by the Senior Vice President.
5. Special meetings may be called at any time other than the regularly assigned meeting time and only under the following circumstances:
 - a. If designated by the President or Senior Vice President and all Senate members have been notified.
 - b. If requested in the form of a petition to the President or Senior Vice President by $\frac{2}{3}$ of the voting membership of the Senate.
 - c. If requested in the form of a petition to the President or Senior Vice President by ten percent (10%) of the Student Body.
6. Special meetings do not need to be held in person. In emergency situations, internal proposals can be held via telecommunication.
11. New Legislation
 - a. New legislation may be drafted and presented to the Senate by any current member of the Student Body.
 - b. New legislation shall be submitted to the Senate at the time designated by the Senior Vice President.
 - c. The person(s) or organization(s) who drafted the new legislation shall make a presentation to the Senate regarding their memorandum.
 - d. Once new legislation is presented to the Senate, it shall be voted upon in the next Senate meeting unless deemed as immediate legislation, whereby the memorandum shall be voted upon the same day.
 - e. Immediate legislation must be approved by a $\frac{2}{3}$ vote of the Senate.
 - f. All legislation must be motioned for approval or denial and seconded in order to receive a vote.
 - g. Funding proposals and resolutions shall be passed or denied by a simple majority vote of the Senate.
 - h. In the case of a tie, the Senior Vice President shall cast the tie breaking vote.
 - i. New legislation may be tabled by a simple majority vote of the Senate.
 - j. Bylaw Amendments, new Bylaws, and Constitutional Amendments shall be ratified in accordance with the provisions set forth in the Constitution.
8. Minutes shall be recorded by an Office Assistant.

ARTICLE VI: EVENTS AND PROGRAMMING BRANCH

SECTION I: PURPOSE

The purpose of the Events and Programming Branch shall be to facilitate events and programs in order to foster community and enrich the Student Body.

SECTION II: OFFICES

The Events and Programming Branch consists of the following offices:

1. Vice President of Events and Programming
2. Coordinators
 - i. At least one coordinator for every Events and Programming department
3. Support Staff
 - ii. Designated number of support staff for each department in accordance with the Bylaws and the AS Handbook.

SECTION III: LEADERSHIP

The Events and Programming Branch shall fall under the authority of the Vice President of Events and Programming.

SECTION IV: APPOINTMENTS

All officers of the Events and Programming Branch shall be appointed in accordance with the Bylaws and the AS Handbook.

SECTION V: FUNCTION

The functions of the Events and Programming Branch shall include the following:

1. Facilitating events and programs for the Student Body.
2. Performing any other specific functions in accordance with the Bylaws and the AS Handbook.

SECTION VI: RESPONSIBILITIES

Vice President of Events and Programming

- i. Shall act in accordance with Article IV, Section IV.

Coordinators:

- i. Shall report to the Vice President of Events and Programming regarding the administration of their respective departments.
- ii. Shall be responsible for the administration and maintenance of their department.
- iii. Shall perform all other duties determined by the Bylaws and the AS Handbook.

Departmental Support Staff:

- i. Shall report to their respective Coordinator.
- ii. Shall perform all duties as determined by their respective Coordinator.
- iii. Shall perform all other duties determined by the Bylaws and the AS Handbook.

ARTICLE VII: MARKETING AND COMMUNICATIONS BRANCH

SECTION I: PURPOSE

The purpose of the Marketing and Communications Branch shall be to oversee all AS brand management and marketing. It shall also maintain and oversee all internal and external communications.

SECTION II: OFFICES

The Marketing and Communications Branch consists of the following offices:

1. Vice President of Marketing and Communications
2. Coordinators
 - i. At least one coordinator in every Marketing and Communications department
3. Departmental Support Staff
 - i. Designated number of departmental support staff in accordance with the Bylaws and the AS Handbook

SECTION III: LEADERSHIP

The Vice President of Marketing and Communications shall preside over the Marketing and Communications Branch.

SECTION IV: APPOINTMENTS

All officers of the Marketing and Communications Branch shall be appointed in accordance with the Bylaws and the AS Handbook.

SECTION V: FUNCTION

The functions of the Marketing and Communications Branch shall include, but are not limited to the following:

1. Providing methods of communication that reach all members of the Associated Students and properly inform the entire Student Body of AS' function, brand, and programs.
2. Performing any other specific functions in accordance with the Bylaws and the AS Handbook

ARTICLE VIII: FINANCE, HUMAN RESOURCES, AND TECHNOLOGY BRANCH

SECTION I: PURPOSE

The purpose of the Finance, Human Resources, and Technology Branch shall be to oversee all AS finances. It shall also maintain and oversee the proper implementation of human resource policies and the management of technology.

SECTION II: OFFICES

The Finance, Human Resources, and Technology Branch consists of the following offices:

1. Vice President of Finance
2. Controller

SECTION III: LEADERSHIP

The Vice President of Finance shall preside over the Finance, Human Resources, and Technology Branch.

SECTION IV: APPOINTMENT

All officers of the Finance, Human Resources, and Technology Branch shall be appointed in accordance with the Bylaws and the AS Handbook.

SECTION V: FUNCTION

The functions of the Finance, Human Resources, and Technology Branch shall include, but are not limited to the following:

1. Maintaining and overseeing all AS finances.
2. Maintaining and overseeing the proper implementation of human resource policies.
3. Maintaining and overseeing the management of technology.
4. Performing any other specific functions in accordance with the Bylaws and the AS Handbook

SECTION VI: RESPONSIBILITIES

Vice President of Finance

- i. Shall act in accordance with Article IV, Section IV.

Controller

- i. Shall report to the Vice President of Finance regarding the administration of AS Finances, Human Resources, and Technology.
- ii. Shall assist the Vice President of Finance in the execution of his/her duties and responsibilities.

- iii. Shall assume the role of Vice President of Finance upon completion of the Vice President of Finance's term of office.
- iv. Shall succeed and perform the duties the Vice President of Finance in case of his/her removal, absence, request, or resignation from office.
- v. Shall perform all other duties determined by the Bylaws and the AS Handbook.

ARTICLE IX: ADMINISTRATIVE SERVICES BRANCH

SECTION I: PURPOSE

The purpose of the Administrative Services Branch shall be to cultivate an atmosphere of hospitality and encouragement in order to provide information and organization. It shall also maintain and oversee the proper implementation of office policies and the management of the AS office space.

SECTION II: OFFICES

The Administrative Services Branch consists of the following offices:

1. Vice President of Administrative Services
2. Office Assistants

SECTION III: LEADERSHIP

The Vice President of Administrative Services shall preside over the Administrative Services Branch.

SECTION IV: APPOINTMENT

All officers of the Administrative Services Branch shall be appointed in accordance with the Bylaws and the AS Handbook.

SECTION V: FUNCTION

The functions of the Administrative Services Branch shall include, but are not limited to the following:

1. Maintaining and overseeing the proper implementation of all office procedures and regulations
2. Performing any other specific functions in accordance with the Bylaws and the AS Handbook

SECTION VI: RESPONSIBILITIES

Vice President of Administrative Services

- i. Shall act in accordance with Article IV, Section IV.

Office Assistants

- i. Shall encourage and maintain cleanliness and a professional environment within AS/SMU offices.
- ii. Shall maintain all room reservations for the AS Conference Room and the Upper Sub Conference Room.

- iii. Shall keep a current schedule of AS/SMU events and activities.
- iv. Shall demonstrate professionalism in answering all phone calls, messages, emails, and walk-ins in a timely fashion.
- v. Shall manage safe, keys and confidential AS and SMU records.
- vi. Shall take minutes at weekly AS and SMU staff meetings.
- vii. Shall perform all other duties determined by the Bylaws and the AS Handbook.

ARTICLE X: ACADEMIC AND CLASS STANDING

SECTION I: ACADEMIC STANDING

1. The following members of AS shall have a cumulative grade point average of at least 3.00 on a scale of a 4.0 at the time of election or appointment and on a semester basis while in office:
 - a. President
 - b. Senior Vice President
 - c. Vice President of Events and Programming
 - d. Vice President of Marketing and Communications
 - e. Vice President of Finance
 - f. Vice President of Administrative Services
 - g. Controller
2. The following members of AS shall have a cumulative grade point average of at least 2.50 on a scale of 4.00 at the time of election of appointment and on a semester basis while in office:
 - a. Senators
 - b. Diversity Liaison
 - c. Events and Programming Coordinators
 - d. Marketing and Communications Coordinators
 - e. Office Assistants
3. All other members of AS shall maintain a cumulative grade point average of at least 2.00 on a scale of 4.00 at the time of election or appointment and on a semester basis while in office.
4. Failure to maintain the academic standing requirements shall result in removal from office. Forfeited offices will be replaced according to the Bylaws.
5. Any alternative circumstances shall be evaluated by the Executive Board and the AS Advisor for the purposes of determining eligibility.

SECTION II: CLASS STANDING

1. The class standing requirements for President and Senior Vice President shall be the following:
 - a. By the time of election, transfer students must have completed at least three full-time semesters of college, one of which must be completed at Biola University.
 - b. By the time of election, all other students must have completed at least three semesters as a full-time undergraduate student.

- c. By the time of election, all students must be currently enrolled as a full-time undergraduate student.
2. The following members of AS must have completed one semester at Biola University as a full-time undergraduate student and must be currently enrolled as a full-time undergraduate student:
 - a. Senators
 - b. Vice President of Events and Programming
 - c. Vice President of Marketing and Communications
 - d. Controller/Vice President of Finance
 - e. Vice President of Administrative Services
 - f. Diversity Liaison
 - g. Events and Programming Coordinators
 - h. Marketing and Communications Coordinators
3. All other members must be a full time undergraduate student by the time of appointment.
4. Non-graduating members must have full-time status throughout their entire term of office. Members graduating in the Spring must maintain at least 6 undergraduate units.
5. Failure to maintain the class standing requirements shall result in removal from office. Forfeited offices shall be replaced according to the Bylaws.
6. Any alternative circumstances shall be evaluated by the Executive Board and the AS Advisor for the purposes of determining eligibility.

ARTICLE XI: ELECTIONS OF OFFICERS AND TERMS OF OFFICE

SECTION I: ELECTIONS

The AS elections shall be conducted in the Spring Semester. The manner and procedure of the elections shall be determined by the Bylaws and the Elections Handbook.

SECTION II: TERMS OF OFFICE

The term of office for elected positions shall be one academic year, unless otherwise specified by the Bylaws and the AS Handbook.

ARTICLE XII: REFERENDUM AND RECALL

SECTION I: REFERENDUM

1. Referendum Petition

- a. Any legislation passed by the Senate can be overturned by a referendum vote of the Student Body.
- b. A written petition for a referendum vote shall be created and signed by members of the Student Body. To validate a referendum vote petition, the number of signatures necessary shall be ten percent (10%) of the Student Body and must be submitted within two weeks of the official passing of the legislation.
- c. Before a referendum vote is called, the petition and signatures shall be verified by the Vice President of Administrative Services.

2. Referendum Vote

- a. After the referendum petition is validated, the Vice President of Administrative Services shall oversee a referendum vote. This vote will occur within one week of the verification of the petition signatures.
- b. The number of signatures required to validate the vote for referendum shall be fifteen percent (15%) of the Student Body.
- c. A simple majority of the votes cast shall be necessary in order for the referendum to pass.
- d. If the Vice President of Administrative Services is unable to perform these duties for any reason, the AS Advisor will assume these responsibilities.

SECTION II: RECALL

1. Recall Petition for AS President or Vice President

- a. The President or Vice President currently holding office may be subject to a recall vote by a petition signed by members of the Student Body.
- b. A valid recall petition requires signatures from ten percent (10%) of the total Student Body.
- c. Before a recall vote may be called, the petition and signatures shall be verified by the Vice President of Administrative Services.

2. Recall Vote for AS President or Vice President

- a. After the recall petition is verified, the Vice President of Administrative Services shall oversee a recall vote.
- b. The recall vote shall occur within one week of the verification of signatures and shall have at least twenty five percent (25%) of the total Student Body's participation.
- c. A simple majority of the votes cast shall be necessary in order for the recall to pass.
- d. In the case of a passed recall vote, the AS President or Vice President position shall be declared vacant and filled according to the Bylaws and the AS Handbook.
- e. If the Vice President of Administrative Services is unable to perform these duties for any reason, the AS Advisor will assume these responsibilities.

3. Recall Petition for AS Senators
 - a. Any Senator currently holding office may be subject to a recall vote by a petition signed by members of their constituency.
 - b. A valid recall petition requires signatures from ten percent (10%) of their total constituency.
 - c. Before a recall vote may be called, the signatures included with the petition shall be verified by the Vice President of Administrative Services.
4. Recall Vote for AS Senators
 - a. After the recall petition is verified, the Vice President of Administrative Services shall oversee a recall vote.
 - b. The recall vote shall occur within one week of the verification of signatures and shall require at least twenty five percent (25%) of their total constituency.
 - c. A simple majority of the votes cast shall be necessary in order for the recall to pass.
 - d. In the case of a passed recall vote, the senator office shall be declared vacant and filled according to the Bylaws and the AS Handbook.
 - e. If the Vice President of Administrative Services is unable to perform these duties for any reason, the AS Advisor will assume these responsibilities.

ARTICLE XIII: CONSTITUTIONAL RATIFICATION

SECTION I: APPROVAL

The Constitution shall become effective upon its ratification.

SECTION II: PROCESS OF RATIFICATION

1. Any member of the Student Body may propose a new draft of the Constitution. The proposed draft shall be submitted in writing to the Vice President of Administrative Services with a petition signed by members of the Student Body or with Senate validation.
2. The number of signatures necessary to validate the proposed Constitution by Student Body petition shall be ten percent (10%) of the total Student Body. Before a Constitutional Ratification may be called, the signatures included with the petition must be verified by the Senior Vice President.
3. A proposed Constitution may also be validated with the endorsement of a unanimous vote of the Senate.
4. After the proposed Constitution is validated, the Senior Vice President shall oversee a vote amongst the Student Body for constitutional ratification. This vote shall occur within one week of the verification of the signatures of the petition.
5. The number of members of the Student Body required to ratify a new Constitution shall be twenty-five percent (25%) of the total student body.
6. A 2/3 supermajority of the votes cast by the Student Body shall be required for a new Constitution to be ratified.
7. If the Senior Vice President is unable to perform these duties for any reason, the AS Advisor, or someone appointed by this person, will assume these responsibilities.

ARTICLE XIV: AMENDMENTS TO THE CONSTITUTION

SECTION I: APPROVAL

A constitutional amendment shall become effective upon its ratification.

SECTION II: PROCESS OF RATIFICATION

1. Any member of the Student Body may propose an amendment to the Constitution. Amendments to the Constitution shall be proposed in writing to the Senate.
2. Amendments to the Constitution may also be voted on by the Student Body by submitting a petition signed by members of the Student Body to the Senior Vice President. The number of signatures required to validate a Student Body petition shall be ten percent (10%) of the total Student Body. Before a constitutional amendment vote may be called, the signatures included with the petition must be verified by the Senior Vice President.
3. After the petition is validated, the Senior Vice President shall oversee a constitutional amendment vote. This vote shall occur within one week of the verification of the signatures on the petition.
4. The number of members of the Student Body required to validate a constitutional amendment vote shall be twenty-five percent (25%) of the total Student Body.
5. A $\frac{2}{3}$ supermajority of the votes cast by the Student Body shall be required for a constitutional amendment to be ratified.
6. In place of a vote by the Student Body, a constitutional amendment may also be ratified by a unanimous vote of the Senate.
7. If the Senior Vice President is unable to perform these duties for any reason, the AS Advisor, or someone appointed by this person will assume these responsibilities.

ARTICLE XV: BYLAWS

SECTION I: PURPOSE

The purpose of the Bylaws shall be to provide general guidelines and rules for the operation of AS.

SECTION II: MAINTENANCE

The Senior Vice President shall be responsible for the maintenance of all the Bylaws.

SECTION III: AUTHORITY

All members of AS shall abide by the guidelines and rules set forth in the Bylaws.

SECTION IV: CONTINUITY ACROSS TERMS

The Bylaws shall be considered binding across terms of office.

SECTION VI: BYLAW AMENDMENTS & NEW BYLAWS

Bylaw amendments and new Bylaws may be proposed by any member of the Student Body and shall require a $\frac{2}{3}$ supermajority vote of the Senate to be ratified

ARTICLE XVI: COMMUNICATION WITH STUDENT BODY

SECTION I: PUBLIC KNOWLEDGE

AS legislation shall be considered public knowledge and will be made available on request. The process and manner in which this is accomplished shall be determined by the Bylaws.

ARTICLE XVII: RECORD OF REVISIONS

1. Established and Ratified *October 17, 1975*
2. First Revision *April 25, 1980*
3. Second Revision *November 1, 1982*
4. Third Revision *March 7, 1991*
5. Fourth Revision *December 4, 1992*
6. Fifth Revision *March 2, 1995*
7. Sixth Revision *April 30, 2004*
8. Seventh Revision *April 19, 2005*
9. Eighth Revision *October 17, 2006*
10. Ninth Revision *March 27, 2007*
11. Tenth Revision *May 9, 2007*
12. Eleventh Revision *December 4, 2007*
13. Twelfth Revision *April 27, 2011*
14. Thirteenth Revision *June 19, 2013*
15. Completely Rewritten and Ratified *March 18, 2014*