Associated Student of Concordia University Irvine
Student Government
Constitution
(Revised as of July 30, 2013)

Preamble

We, the Associated Students of Concordia University, Irvine, have established the Constitution. It has been drawn up within the framework and the regulations established by the Board of Regents of the University, to better serve and work in the love of Christ.

Article I
Name

The name is the Associated Students of Concordia University, Irvine (ASCUI).

Article II
Membership

Every full-time student who pays the Student Services Fee at Concordia University, Irvine will be a voting member of the ASCUI.

Article III
Purpose

ASCUI is a Student Government, instituted by God, for the purpose of maintaining direct lines of communication between students, faculty, administration and all decision making bodies. Decisions made by ASCUI will benefit those concerned and further the spiritual growth of all involved with the University.

Article IV
Government

There shall be a Student Government to fulfill the purposes as stated by the Constitution. The branches of this government shall be the Executive Board and ASCUI Senate.

Article V
Executive

501 The Executive powers of the ASCUI shall reside in the Executive Board.
The Executive Board shall consist of one (1) President, one (1) Vice President, one (1) Secretary, one (1) Treasurer and one (1) Communications Director. All members shall be elected for a one (1) year term of office by the voting membership of the ASCUI.

Qualifications required of a member of the Executive Board:

a) Full-time, undergraduate student (12 units per semester minimum);

b) Minimum 3.0 cumulative GPA at the time of election and during tenure of office;

c) All officers must have completed two (2) consecutive semesters at Concordia University, Irvine;

   1) All current freshmen and transfer students are eligible for any ASCUI Executive Board position, excluding President and Vice President, if proof of adequate leadership experience is shown. Said proof shall include at least two (2) reference letters from former advisors, faculty members, or staff from a previous educational institution. In addition, a leadership portfolio is recommended but not required. Candidates will be subjected to further investigation to ensure validity of previous leadership experience, through an interview and, if deemed necessary, extensive background check.

d) Must have previously held one (1) of the following positions for at least one (1) year:

   1) LEAD;
   2) abbeywest;
   3) Resident Assistant;
   4) Peer Advising Leader;
   5) Student Senator;

e) Any candidate who does not meet the above requirements may appeal to the current Executive Board and ASCUI Advisor;

   1) Any candidate who wishes to appeal shall submit an additional letter of recommendation and write a formal letter stating the candidate’s previous leadership experiences and justify why the candidate is qualified to run for the desired position by the Friday of the third (3rd) week of the spring semester.
   2) Any candidate who wishes to appeal shall also be subject to an interview with the ASCUI Advisor and current Executive Board.

f) Additionally, the President must have had two (2) years prior experience including at least one (1) year on the ASCUI Senate or Executive Board as determined by the ASCUI advisor;

   1) The Presidential candidate may appeal to the current Executive Board and ASCUI Advisor which would bypass the above requirements.

      i. Any candidate that wishes to appeal shall submit an additional letter of recommendation and write a formal letter stating the candidate’s previous leadership experiences and justify why the candidate is qualified to run for the Presidential position by the Friday of the third (3rd) week of the spring semester;

      ii. Any candidate that wishes to appeal shall also be subject to an interview with the ASCUI Advisor and current Executive Board.

g) Additionally, the Vice President must have had prior experience in ASCUI Senate as determined by the ASCUI advisor.
1) The Vice Presidential candidate that wishes to appeal to the current Executive Board and ASCUI Advisor which would bypass the above requirements.
   i. Any candidate that wishes to appeal shall submit an additional letter of recommendation and write a formal letter stating the candidate’s previous leadership experiences and justify why the candidate is qualified to run for the Vice Presidential position by the Friday of the third (3rd) week of the spring semester;
   ii. Any candidate that wishes to appeal shall also be subject to an interview with the ASCUI Advisor and current Executive Board.

504 General responsibilities of a member of the Executive Board:
   a) Attend all Fall and spring training sessions;
   b) Attend both Fall and spring Orientations;
   c) Attend Executive Board meetings on a regular basis;
   d) Attend and report at ASCUI Senate meetings;
   e) Serve as a liaison between students and administration;
   f) Monitor campus changes and represent student interest where possible;
   g) Develop and host a leadership training retreat for the ASCUI Senate;
   h) Unify the campus community including various leadership groups;
   i) Taking on additional responsibilities, not limited to your job description, which further the success of the team.
   j) Recruit for Executive Board and ASCUI Senate;
   k) Continually serve the campus community with the true integrity of a Christian leader;
   l) Participate in graduation/commencement activities.

505 All Executive Board members may be involved in ten (10) extra-curricular hours, including overload academic credits, outside of stated academic and Student Government responsibilities during the school week (Monday-Friday).
   a) An appeal may be made to the ASCUI Advisor for more hours;
   b) Extra-curricular activities include everything outside of eighteen (18) academic credits, along with responsibilities listed in the bylaws and in 504. This may include, but is not limited to an extra job, intramurals, attending or leading a Bible study, etc.

Article VI
Legislative

601 All general legislative powers of the ASCUI shall be vested in the general legislative body, to be known as the ASCUI Senate. The ASCUI Senate will provide a voice for the entire student population by adequately receiving and disseminating information within the CUI community. In addition, senate will constructively utilize aforementioned received input to foster change and further the quality of student life. Senate will also preside over the ASCUI Constitution.

602 Qualifications required of a member of the ASCUI Senate:
   a) Full-time student (12 units per semester minimum);
   b) Minimum 2.5 GPA cumulative at the time of the election;
c) Must maintain a 2.75 GPA while holding office;

Responsibilities of a member of the ASCUI Senate:
   a) Attend ASCUI Senate meetings on a weekly basis;
   b) Represent the student body, especially through specified constituents;
   c) Hold open forums to give students opportunities to voice their opinions;
   d) Interact with the student population;
   e) Approve formation of campus Clubs and Organizations;
      i. A quorum of ASCUI Senate must be present in order for Clubs and Organizations to be approved;
      ii. A Club must make a presentation to ASCUI Senate, after which Senators will have the opportunity to ask questions to the presenters;
      iii. Clubs must be approved by two-thirds (2/3) vote of quorum.
   f) Complete and keep record of ten (10) service hours per semester;
   g) Approve Constitutional amendments proposed by the Vice President, other Executive Board members, or other Senators;
   h) Serve on temporary committees as appointed by the Vice President when issues arise;
   i) Satisfy all requirements of class syllabus.

Meeting procedure shall follow Robert’s Rules of Order as edited by the Vice President
   a) Meetings shall be held weekly;
   b) Meetings shall consist of an agenda created by the Vice President.

Temporary Committees
   a) Temporary committees are formed for dissecting and researching specific issues and concerns on campus;
   b) Temporary committees shall meet for the duration of their issue;
   c) A temporary chairperson for each temporary committee will be designated.

Responsibilities of a Committee chairperson include:
   a) Find a meeting time and make sure all members will be present;
   b) Preside over meetings, keeping the committee on task and productive;
   c) Delegate tasks to committee members;
   d) Weekly update ASCUI Senate;
   e) Attend meeting with Vice President as necessary.

The responsibilities of committee members include
   a) Attending all meetings called by the Chairperson;
   b) Completing all tasks, assigned by chair, between committee meetings.
Bylaws

Preamble

The Bylaws of the ASCUI are a detailed extension of the laws stated in the Constitution including job descriptions and governmental procedures.

It shall be the purpose of the ASCUI officers to represent and lead the student body, improving relations between the student body, administration, faculty and staff.

Article I
Executive Board

BL 101 The duties of the President shall be to:
   a) Chair Executive Board meetings and set agendas for the meetings of the Executive Board;
   b) Serve as a liaison between administration of Concordia University and ASCUI including, but not limited to, attending meetings of the
      i. President, Provosts, Executive Vice President, Chief Enrollment Officer and Dean of Students;
      ii. Administrative Council;
      iii. Alumni Board;
      iv. Board of Regents as designated;
      v. Student Experience Committee.
   c) Meet with the ASCUI Advisor on a regular basis;
   d) Develop programs to enrich the members of ASCUI Executive Board, including training;
   e) Appoint members to University committees which include, but are not limited to the
      Student Policies Committee, Graduation Committee, Convocation Committee and Assessment Committee;
   f) Appoint interim officers for Executive Board with ASCUI advisor as needed;
   g) Meet with each Executive Board member to discuss and review goals, plans, leadership training, etc.;
   h) Develop and set long range goals for the ASCUI;
   i) Report on a regular basis to ASCUI Senate;
   j) Draft quarterly Board of Regents Report;
   k) Other duties as assigned.

BL 102 The duties of the Vice President shall be to:
   a) Chair weekly ASCUI Senate meetings and set agendas for the weekly ASCUI Senate meetings;
   b) Serve as a liaison between the ASCUI Senate and administration;
   c) Meet at least two (2) times a semester with each Senator to discuss and review goals, plans, leadership training, service hours, etc.;
   d) Organize a retreat for ASCUI Senate;
   e) Select members for all ASCUI Senate temporary-committees;
f) Organize ASCUI Senate elections;
g) Report on a regular basis to Executive Board;
h) Meet on a regular basis with the ASCUI Advisor;
i) Recruit senators;
j) Other duties as assigned.

BL 104 The duties of the Secretary shall be to:
   a) Record minutes at Executive Board, Communication Taskforce and ASCUI Senate meetings;
   b) Assist the ASCUI President with daily duties and any other clerical services required;
   c) Publicize and distribute minutes to the members of Executive Board, Student Senate, as well as the ASCUI Advisor, President of Concordia University, and the Dean of Students;
   d) Post copies of ASCUI Senate minutes in the ASCUI office, copies to those requesting them, and Information Technology Services to post them on ASCUI’s webpage;
   e) Oversee the operation of the ASCUI office;
   f) Report to the Executive Board and ASCUI Senate on a regular basis;
   g) Work closely with the Concordia Courier regarding ASCUI matters in the newspaper;
   h) Serves as backup to the ASCUI Communications Director;
   i) Help develop and implement events including but not limited to Concordia Christmas, Annual 5k Eagle Run, Financial and Election Forums, Student Leadership off campus bonding activities, Converge, Leadership Night, ASCUI elections;
   j) Other duties as assigned.

BL 105 The duties of the Treasurer shall be to:
   a) Provide leadership in planning the ASCUI budget for the following year;
   b) Report on a monthly basis to the Executive Board and ASCUI Senate regarding the current status of the budget;
   c) Process and record all Executive Board and ASCUI Senate financial matters, including reimbursements, purchase orders, etc.;
   d) Monitor the spending of funds;
   e) Monitor and offer fund raising opportunities for ASCUI Senate;
   f) Maintain weekly contact with the Business Office;
   g) Report on a regular basis to the Executive Board and ASCUI Senate;
   h) Handle all cashbox deposits and withdrawals.

BL 106 The duties of the Communications Director shall be to:
   a) Create a communication piece featuring the actions of all branches of ASCUI (Executive Board and ASCUI Senate) at least three times per semester;
   b) Update the ASCUI website;
   c) Update ASCUI social media at least once a week;
   d) Participate in advertising for all ASCUI events;
   e) Oversee the approval of all event posters, fliers, slides, or any other form of advertisements;
   f) Coordinate the weekly and monthly student activities calendars;
g) Hold a monthly Communication Task Force meeting with Student Leadership representatives.

*BL 107* Executive Board shall reserve the right to make decisions on behalf of the ASCUI Senate, when ASCUI is out of session.

**Article II**

**Executive Board Election Process**

*BL 201* The election shall be supervised by the current Executive Board

a) Members may not supervise the election if on the ballot.

*BL 202* Candidacy forms will be available from the ASCUI office the second (2nd) week of the spring semester.

*BL 203* Candidacy forms must be signed by the candidate before being presented to the Executive Board. There shall be a period of two (2) weeks reserved for filing for candidacy. Filing for candidacy will be closed the Friday of the fourth (4th) week of the spring semester.

*BL 204* The election will be held the Friday after filing for candidacy have closed (the Friday of the fifth (5th) week of the spring semester). In the event that there are four (4) or more candidates for one (1) office, a primary election will be held the Wednesday of the fifth (5th) week of the spring semester. The top three (3) candidates will then be on the ballot for the final election on Friday.

*BL 205* Elected officers assume office at the beginning of the contracted date. Elected officers will begin to train with current officers immediately following the election.

*BL 206* Officers may not hold the same office for more than two (2) academic years.

*BL 207* Any person who is a member of the ASCUI shall be entitled to vote per Article II.

*BL 208* The polling shall be conducted by the members of the ASCUI Senate and Executive Board, unless on the ballot.

*BL 209* There shall be no campaigning within fifty (50) feet of the polling location. This includes:

a) Posters
b) Fliers
c) Handouts
d) T-Shirts, pins, or stickers
e) Word of mouth

*BL 210* After the polls have closed, the ballots shall be taken to the ASCUI office for counting. Three (3) counters shall be chosen by the Executive Board members. Counters cannot be
candidates for office or current Executive Board members. One (1) faculty/staff member must be present to supervise counting.

**BL 211** The three (3) counters shall certify the results of the election to the ASCUI President and ASCUI Advisor.

**BL 212** All ballots shall be kept for a period of seven (7) calendar days following the Election Day for any necessary review by the Dean of Students, ASCUI Advisor, and the President of the University or any member of ASCUI.

**BL 213** When three (3) candidates are running for the same position, the election must be won by a margin of ten (10) votes.
   a) If less than a ten (10) vote margin, there shall be a runoff election of the top two (2) candidates. The result of this election is final.

**BL 214** If a candidate is running unopposed, they must receive sixty percent (60%) of the vote in order to be elected to office.

**BL 215** Candidates are strictly prohibited from campaigning in teams in any sort of way. This includes using and advertising joint:
   a) Posters
   b) Fliers
   c) Handouts
   d) T-shirts, pins, or stickers
   e) Word of mouth

### Article III
**Resignation of Executive Board Members**

**BL 301** In the case of an intended resignation of an Executive Board member, the member shall submit a letter informing the Executive Board.

**BL 302** If the President resigns, his/her office shall be filled by the Vice President.

**BL 303** If any other Executive Board position resigns or is open, the President and ASCUI Advisor shall appoint an interim officer who must be approved by ASCUI Senate. In the case that ASCUI Senate is not in session, remaining members of the Executive Board members shall approve the interim officer.

### Article IV
**Impeachment of Elected Officers**

**BL 401** Impeachment is to be sought against elected officers who have not complied with the stipulated procedures defined in their job descriptions and the following actions will be put into effect by the ASCUI Advisor after a period of probation of one (1) month.
Probation is given at the discretion of the Dean of Students.

The ASCUI Advisor shall present a letter to the Executive Board and said person stating the reasons for impeachment. A copy of these shall be presented to the Dean of Students.

At a regularly scheduled ASCUI Senate meeting, the elected officer in question shall be allowed to state his/her defense and present any evidence on his/her behalf regarding impeachment charges.

Final decision will then be rendered by a two-thirds (2/3) majority vote of the ASCUI Senate, under the guidance of the ASCUI Advisor.

In the event of an impeachment, the process for resignations will be followed to replace impeached officer.

Article V
Election of Senators

Elections shall be supervised by the Executive Board.

There shall be no campaigning of any sort within fifty (50) feet of the polling place. This includes:
   a) Posters
   b) Fliers
   c) Handouts
   d) T-shirts, pins, or stickers
   e) Word of mouth

After the polls have closed, the ballots shall be taken to the Vice President’s office and the Executive Board shall count the ballots.

All ballots shall be held for seven (7) days for anyone who would like to review them.

ASCUI Senate elections shall be held with ASCUI Executive Board Elections during the fifth (5th) week of the spring Semester. Fall elections shall be held in the third (3rd) week for new students.

Applications for election will become available no later than the first (1st) day of the semester. Applications are due one week before elections. Elections for the fall semester are on the Friday of the third (3rd) week of the semester. Elections for the spring semester are held with Executive Board elections on the Friday of the fifth (5th) week of the semester.

Candidates must receive fifteen (15%) of the total vote to be elected to ASCUI Senate.
Article VI
Resignation of Senators

BL 601 In the case of resignation, the Student Senator shall submit a letter informing the Vice President of his/her intended resignation.

BL 602 The Vice President shall submit a copy to the Executive Board and the ASCUI Advisor.

BL 603 The first consideration for filling the vacant office shall go to the candidate who received the next greatest number of total votes in the election of that year.

BL 604 In the event that this person declines the office and/or there are no other candidates, a special election process will be held.

BL 605 In the case that there is no candidate to fill the position, a special election will be held or the position will remain vacant at the discretion of the Executive Board and advisor.

Article VII
Impeachment of Elected Senators

BL 701 If any elected Senator has not complied with the stipulated procedures in his/her job description or has committed action against the integrity of Concordia University, he/she will be subject to impeachment.

BL 702 Before impeachment proceedings are to begin, the Vice President shall put the Student Senator on probation for one (1) month, in which case the Senator will be informed of the probationary period. If the behavior of the Senator continues the Vice President shall begin impeachment proceedings.

BL 703 The Vice President shall submit a letter of the intended impeachment to the Executive Board, the ASCUI Advisor and the ASCUI Senate.

BL 704 At the next regularly scheduled ASCUI Senate Meeting, the Vice President shall present his/her case for impeachment. The Senator under impeachment charges will have the opportunity to state his/her defense and present any evidence on his/her behalf.

BL 705 Final decision shall be rendered by a two-thirds (2/3) majority vote of the ASCUI Senate, under the guidance of the ASCUI Advisor.

BL 706 In the event of an impeachment, the process for resignations will be followed to replace impeached officer.
Article VIII
Additions and Amendments to the Bylaws and Constitution

BL 801 These Bylaws may be amended and additional Bylaws may be added to this Constitution.

BL 802 Proposed amendments will be submitted to the Vice President for review. The Vice President shall make suggestions for changes in the amendment.

BL 803 Proposals for amendments and additions will be presented to the ASCUI Senate during any ASCUI Senate meeting by any member of the ASCUI Senate.

BL 804 Proposals must be submitted to the ASCUI Senate by the Vice President for approval.

BL 805 After the proposal of an amendment, there will be a time for discussion. If the proposal is made by a member of the Executive Board or ASCUI Senate, no vote shall be cast at the time of original proposal.

BL 806 Executive Board and ASCUI Senate proposals will be submitted to the Vice President, which will review the proposals. The Vice President will report back to the ASCUI Senate with suggestions.

BL 807 Once suggestions from the Vice President have been received by the ASCUI Senate, a formal motion will be made by a Student Senator restarting the amendment or addition in the exact wording desired. A vote will follow the motion.

BL 808 A quorum of Senators must be present to vote on an amendment or addition.
   i. A two-thirds (2/3) vote of the ASCUI Senate is required to approve any amendment or addition.

BL 809 All approved amendments and additions shall be available in the Vice President’s office for the purpose of informing students of the change. The student body will be notified of any major changes by the Senators and Communications Director.

BL 810 ASCUI Executive Board may make amendments and additions when the ASCUI Senate is out of session.