

The By-laws of
Associated Students of Concordia University
Concordia University, Nebraska



Revised April 29, 2020

Article I: Meetings of the Associated Students

Section 1. The Associated Students shall meet at least once per semester. Additional meetings of the Associated Students shall be held at the discretion of the President of the Associated Students, or upon petition of five percent of the membership of the Associated Students. The President shall determine the agenda of the Associated Student Body meetings under the advice of the Administrative Cabinet.

Section 2. The President of the Associated Students shall deliver a State of the Campus Address in December and April of their elected year. It shall be up to the discretion of the President of the Associated Students to accomplish this task via video, or at a meeting of the Associated Students.

Section 3. Those members of the Associated Students present at any meeting shall constitute a quorum.

Section 4. Notice of all meetings of the membership of the Associated Students shall be posted in a visible location at least five days prior to each meeting.

Section 5. All organizations, boards, and committees within the Associated Students shall meet in accordance with the provisions of their individual charters.

Section 6. The rules contained in Robert's Rules of Order, Newly Revised, shall govern all meetings of and within the Associated Students in all cases to which they apply and in which they are not inconsistent with the by-laws or special regulations of the Associated Students.

Section 7. For the Associated Students, including the Student Senate, a session shall be defined as one regular semester.

Article II: Nominations and Elections

Section 1. The President of the Associated Students shall make suitable arrangements for the conduct of elections by the appointment of a Committee on Nominations and Elections. The Chair of this Committee shall be appointed as soon as practical by the Vice-President of the Associated Students, and the Chair shall appoint additional members of the Associated Students to the Committee as he/she deems appropriate. This Committee shall establish and carry out the procedures for supervising elections of Student Senate officers as required by the Constitution and By-Laws of the Associated Students. No member of the Associated Students who is running for office on the Executive Committee may serve on the Committee on Nominations and Elections during that election, and any member of the Committee who intends to seek such office must immediately resign from the Committee.

Section 2. Every member of the Associated Students shall be entitled to only one ballot in any given election of the Associated Students. No voting by proxy shall be allowed.

Section 3. Elections shall be held at the following prescribed times:

- a. The Associated Student Officers (Executive Committee), consisting of the President, Vice President, Secretary, and Treasurer, shall be elected annually during the last six weeks of the second semester of the school year under the direction of the Committee on Nominations and Elections. Their term begins at the final meeting of the Student Senate during the second semester.
- b. The election of senators shall occur no later than the end of the second full week of the fall semester under the direction of the Resident Assistant, after which they are to report a single senator to the Secretary. Their term begins on the third Monday of the fall semester, and the duration of the term is one full year. If there are no volunteers for a hall, volunteers will be taken from other halls within the dorm to fulfill the representation requirement.

Section 4. Each dorm shall elect members of the Associated Students to represent them in the Student Senate.

- a. Each dorm shall elect members of the Associated Students to represent them in the Student Senate. The number of Student Senate on-campus representatives shall be determined by the maximum capacity of each dorm divided by the maximum capacity of on-campus housing. Each dorm shall receive a percentage of the total number of seats based on the full capacity versus the total. As the following buildings stand: David, Timothy, Philip, Jonathan, Esther, Dorcas, Ruth A, Ruth B, Ruth C, Schuelke, and Strieter. Representation is as follows:

| | | |
|--------------|------------|--------------|
| David (14) | Esther (4) | Ruth C (3) |
| Philip (2) | Dorcas (4) | Schuelke (2) |
| Timothy (2) | Ruth A (3) | Strieter (2) |
| Jonathan (7) | Ruth B (3) | |

Section 5. If a given senate position is not filled by that dorm, the vote is forfeited until a representative volunteer or is elected. Any senator representing a dorm must be a resident of that dorm.

Section 6. The off-campus students shall elect a member of the Associated Students to fill three (3) off-campus Senator positions. If no representative is elected to any off-campus representative position, the off-campus students shall forfeit their vote(s) in the Student Senate until a representative is elected or volunteers.

Section 7. The election of the Associated Student Officers (President, Vice President, Secretary, and Treasurer) shall be run as follows:

- a. There shall be a primary one-week prior to the final election, in which all candidates running for each office shall be listed in alphabetical order on the ballot. No two candidates may be allowed to run on a joint ticket. If any candidate receives more than a two-thirds majority vote, that candidate shall automatically win the election without proceeding to the general election listed in subsection (b) below. If there are only two candidates running for a particular office, only the general election is necessary. If there

- is only one person running for a particular office, they will automatically assume the position without contest.
- b. The final election of the Executive Committee (Associated Student Officers) shall be chosen between the two (2) candidates for each position who received the most votes in the primary. The winner is elected by a simple majority.
 - c. A list of candidates shall be announced at least two days prior to the primary and final election for the Associated Student Officers. The list of candidates shall include every candidate running for each office (President, Vice President, Secretary, and Treasurer). A candidate may only run for one position of the Associated Student Officers.
 - d. Write-in votes for candidates not listed on the official ballots shall not be honored in any of the Associated Students elections.
 - e. After tallying, the Committee on Nominations and Elections shall register all balloting counts with the Director of Student Life, to be filed until the completion of the next election.

Article III: The Senate

Section 1. The purpose of the Student Senate shall be:

- a. To exert a positive influence in maintaining high standards of Christian living among the students of Concordia University.
- b. To be the official voice of student opinion and to offer suggestions and make recommendations to the administration and faculty of Concordia University.
- c. To foster special projects and activities in accordance with good citizenship and Christian stewardship.
- d. To regulate all matters pertaining to student life, which do not fall under the exclusive jurisdiction of the university administration, faculty, and/or the Board of Regents.
- e. To assist individual students with conflict resolution involving the faculty or administration of Concordia University.
- f. To assist the students of Concordia University in achieving greater maturity as Christians, to further the development of the spirit of unity and fellowship among students, and to increase students' sense of responsibility toward one another and the university.
- g. To budget and assign the portion of funds that fall under its jurisdiction.

Section 2. The voting members of the Senate shall be:

- a. The President of the Associated Students.
- b. Duly elected Senators.
- c. One representative from the Student Activities Council (SAC).
- d. One representative from the Student Worship Committee (SWC).
- e. One representative from the Community Building Committee (CBC).
- f. One representative from each club is recognized by the Student Senate.
- g. The Vice President of the Associated Students, only in the case of a tie.

No single person may hold more than one of the above positions, nor may one person have more than one vote.

Section 3. The advisory members of the Senate shall be:

- a. Student Senate Advisor
- b. Director of Student Life
- c. Chief Operations Officer/Chief Financial Officer
- d. Vice President for Student Affairs and Athletics

Section 4. In the case of any vacancy in the Senate, the respective constituency shall elect a representative to fill its vacancy under the direction of the Resident Assistant or club officers. If a constituency does not elect a senator, it shall forfeit its vote until the vacancy is filled, as described in Article II.4.

Section 5. The Senate shall have certain pertinent committees for preliminary reference and the study of matters that are presented in front of the Senate. The President of the Associated Students may also appoint members of the Associated Students to various faculty-student advisory committees as advised by the Director of Student Life, University Chief Financial/Operations Officer, or University President. Roles and organization of committees are described in Article V.

Section 6. The Senate shall meet once each week of the school year on a regular school day. Special meetings shall be called by the Executive Committee and shall meet whenever it is deemed necessary. The Executive Committee shall determine the schedule and agenda of the meeting. Fifty percent (50%) of the duly elected Senators shall constitute a quorum. A majority thereof shall have the authority to act on any matter within the jurisdiction of the Senate. If the Senate does not meet for two consecutive weeks, the Executive Committee shall be empowered to make decisions for the Senate.

Section 7. Concerning rights and privileges at meetings:

- a. All members of the Associated Students shall have the right to attend any Senate meeting and present his/her views on any subject officially brought to the floor.
- b. Any voting member of the Senate or any Committee Chair shall have the right to offer any motion to the Senate and to second any motion.
- c. Voting members of the Senate, as described in Section 2, shall have the right and the responsibility to vote in any matter which comes before the Senate.

Section 8. Any student Senator may be dismissed from the Senate by the Executive Committee following three (3) unexcused absences from any Senate meetings. Members unable to attend are to notify the Secretary in advance. The Executive Committee shall determine if an absence is excused or unexcused. Any Senator dismissed by the Executive Committee may appeal the dismissal to the full Senate.

Section 9. Any student Senator or member of a Senate Committee may be impeached by a majority vote of the Senators at a regular meeting of the Student Senate or by a petition signed by five percent (5%) of the Associated Students including, in the case of a Senator, at least fifty percent (50%) of that Senator's constituents. The grounds for impeachment are:

- a. Serious neglect of duties
- b. Misuse of authority
- c. Conduct which results in the individual being placed on Disciplinary Probation by the Student Life Office

Section 10. Removal from Office

- a. The Senator must be impeached before a motion is made to officially remove him/her from his/her respective position.
- b. Proper opportunity for explanation and defense of their actions must be granted to the Senator.
- c. The motion of Removal can be made no sooner than one week after the impeachment, and no later than three weeks after the impeachment.
- d. Student Senate officers must be notified five days prior to the Removal.
- e. 2/3 majority of Senators present are required for removal.
- f. The Chair of the Committee of Nominations and Elections will make accommodations for a paper ballot vote, unless the Chair is being removed, then the Vice President makes the accommodations.

Article IV: Associated Student Officers

Section 1. The President, Vice President, Secretary, and Treasurer, duly elected according to the provisions of these by-laws, shall be the Executive Committee of the Associated Students. These shall be members of the Senate, but only the President shall be entitled to vote. In the case of a tie, the Vice President shall be entitled to vote, as described in Article III.2.g.

Section 2. The officers shall perform the duties usual and customary within their respective offices and the provisions of these by-laws. During the course of the year, each officer may prepare a list of suggestions and recommendations and present them to his/her successor upon the successor's installation.

Section 3. Upon election to their respective roles, officer-elects shall give an oath of office in front of the Senate during the last regular Senate meeting of the year. The oath shall be administered by the standing President of the Associated Students and is recited as follows:

I, (name), do solemnly swear to faithfully and impartially fulfill all the duties and responsibilities which are bestowed upon me as an officer of the Associated Student Body of Concordia University, Nebraska, and will to the best of my abilities, uphold the Constitution of the Associated Students, and follow the By-Laws of the Student Senate. So help me God.

Section 4. The qualifications for all officers of the Associated Students are:

- a. Full-time student in good standing, as determined by the Director of Student Life.
- b. The Vice President must have served in the Senate for at least one semester.
- c. The President must have served in the Senate for at least two semesters.
- d. The Treasurer must have served on the Budget Committee.
- e. The President, Vice-President, Treasurer, and Secretary must have a minimum cumulative grade point average of a 3.0, and must waive his/her right of academic privacy to the faculty advisor of the Student Senate.

Section 5. It shall be the duty of the President to:

- a. Be the chief representative of the Associated Students in its relationships with the University administration and the public.
- b. Call and preside at meetings of the Associated Students.
- c. Be a permanent student representative of the Associated Students to all faculty meetings.
- d. Serve on the Concordia Foundation as an *ex-officio* Director.
- e. Call at his/her discretion open forums for the discussion of matters pertinent to the membership of the Associated Students.
- f. Coordinate to the best of his/her ability the business of the Associated Students with assistance from the Executive Committee and Administrative Cabinet.
- g. Call and preside at the Executive Committee and Administrative Cabinet meetings. The Executive Board shall act only in those matters committed to it by the Senate.
- h. Be an advisory member of each of the committees of the Senate.
- i. Assume the duties of the Vice President in the latter's absence or disability.
- j. Appoint student representatives to various faculty-student committees.
- k. Power to veto any action of the Senate. 2/3 majority vote of Senators present overrides a veto and can occur no sooner than one week after the veto.
- l. Serve as a liaison between the Senate and the Undergraduate Council should the need arise.

Section 6. It shall be the duty of the Vice President to:

- a. Assume the duties of the President in the latter's absence or disability resulting in the inability or unwillingness to perform duties.
- b. Assist the President in the supervision of the administration of the Associated Students.
- c. Serve as the chairperson of the Senate.
- d. Coordinate the various departments and committees of the Senate.
- e. Serve as an advisory member of each of the committees of the Senate.
- f. Attend Executive Committee and Administrative Cabinet meetings.
- g. Appoint members of the Associated Students to chair Senate Committees.
- h. Serve as a liaison between the Senate and the Undergraduate Council should the need arise.

Section 7. It shall be the duty of the Secretary to:

- a. Keep careful records of the meetings of the Associated Students and the Senate.
- b. Handle all correspondence pertinent to the Associated Students and the Senate.
- c. Forward accurate records of the Associated Students and the Senate to his/her successor.
- d. Serve as an advisory member of each of the committees of the Senate.
- e. Attend Executive Committee and Administrative Cabinet meetings.
- f. Keep a copy of all charters and regulations of student organizations recognized by the Senate which shall be in his/her custody and shall be open to inspection by members of the Associated Students.
- g. Serve as a liaison between the Senate and the Undergraduate Council should the need arise.

Section 8. It shall be the duty of the Treasurer to:

- a. Give a regular summary of the financial conditions of student organizations approved by the Senate at official meetings of the Associated Students and of Student Senate.
- b. Serve as a voting member of the budget committee.
- c. Forward accurate records of the Associated Students and the Senate to his/her successor.
- d. Keep a copy of the budgets of all student organizations recognized by the Senate, which shall be in his/her custody and shall be open to inspection, by members of the Associated Students.
- e. Handle all financial matters of the Associated Students and the Senate.
- f. Attend Executive Committee and Administrative Cabinet meetings.
- g. Serve as an advisory member of each of the committees of the Senate.
- h. Serve as a parliamentarian.
- i. Serve as a liaison between the Senate and the Undergraduate Council should the need arise.

Section 9. Any officer of the Associated Students may be impeached by a two-thirds majority of the Associated Students. Removal from office shall follow the same procedure as Article III.12. The grounds for impeachment are:

- a. Serious neglect of duties
- b. Misuse of authority
- c. Conduct which is unbecoming of an officer and does not reflect Christian and ethical standards of behavior

Section 10. Any permanent vacancy among the officers of the Associated Students shall be filled in the following manner:

- a. President--The Vice President shall assume the office of President.
- b. Vice President--The President shall appoint a member of the Senate who meets the qualifications listed in Article IV.7, with the approval of the Senate.

- c. Secretary--The President shall appoint a member of the Associated Students who meets the qualifications listed in Article IV.7, with the approval of the Senate.
- d. Treasurer--The President shall appoint a member of the Associated Students who meets the qualifications listed in Article IV.7, with the approval of the Senate.
- e. In the event of a permanent vacancy in either the Secretary or Treasurer position, where no suitable candidate of the Associated Students can be found, as deemed by the Executive Board, the Secretary and Treasurer positions may be merged for the elected term.

Section 11. Any time when the Student Senate is not in session, the Student Senate Advisor shall have full authority to speak and act on behalf of the Student Senate on any issue under its jurisdiction.

Section 12. Should the need arise, the Executive Committee shall serve as a liaison between the Undergraduate Council and the Senate. Senators may bring concerns to the Senate regarding Academic Policy. If the motion passes, the Executive Committee is required to present the concern to the Undergraduate Council for review. In the event the motion does not pass, the Executive Committee may choose to bring the concern to the Council.

Article V: Committees

Section 1. Administrative Committees

The following are administrative committees of the Associated Students:

- a. Student Activities Council (SAC)
- b. Student Worship Committee (SWC)
- c. Community Building Committee (CBC)
- d. Student Diversity and Inclusion Committee (SDIC)

Section 2. Reference Committees

The following are reference committees of the Associated Students. Their responsibilities include, but are not limited to the following:

- a. Nominations and Elections: The duties of the Committee on Nominations and Elections are as prescribed in Article II of these by-laws.
- b. Food: Deals with both the university administration and the food service on campus in all food service concerns.
- c. Physical Campus: Handles concerns regarding the physical environment of the school directly with the administration or its contractors.
- d. Student Security: Handles all concerns of students dealing with security matters and holds regular meetings with the Campus Head of Security.
- e. Public Relations: Responsible for, but not limited to, publicity of the events and activities of the Associated Students, the Senate, and Senate committees. Updates

Senate page of University's Website, posts current updates on Senate's Web page, serves as a liaison between the Sower and Senate, ensures that all senate publications, whether print or electronic, are up to date.

- f. Special Concerns: Handles all concerns not under specific jurisdiction of the other Senate committees.
- g. Community Service: Handles the community service projects of the Senate and organizes and orchestrates the projects for the Senate.
- h. Recycling: Responsible for, but not limited to, publicizing recycling activities, placement of recycling containers, and assisting Buildings and Grounds with recycling efforts.

Section 3. Ad Hoc Committees

- a. Budget: Reviews budget requests from student organizations and submits recommendations for funding to the Senate; annually reviews stipends and submits recommendations for changes to the Senate; recommends specific spending authorizations to the Senate.
- b. Charities: Plans and implements at least one fundraising event annually to contribute to the Student Senate Charitable Endowment fund, which was established in 1995; recommends to the Senate a Christian charity to receive the interest proceeds from the Student Senate Charitable Endowment fund.
- c. Constitution: Reviews at least once annually the constitution and by-laws of the Associated Students in accordance with Article V of the Constitution of the Associated Students.

Section 4. Committee Chairs and Organization

- a. The Chair of each of these committees shall be appointed by the President or Vice President of the Associated Students at the start of each semester. At the Chair's discretion, he/she may appoint additional members of the Associated Students to his/her respective Committee with the Senate's approval.
- b. At the Chair's discretion, he/she may appoint additional members of the Associated Students to his/her respective Committee with the Senate's approval.
- c. Chairpersons or presidents of the Administrative Committees shall serve on the Administrative Cabinet. Each of these administrative committees shall forward a copy of its constitution to the Treasurer of the Associated Students. Their constitutions shall be appended to these by-laws.
- d. Ad hoc committees of the Associated Students can be called into existence by either the President of the Associated Students, by a simple majority vote of the Senate, or by a simple majority vote of the Associated Students, at which time the Committee's Chair is appointed.
- e. The Executive Committee may, at its discretion, create additional temporary committees as it deems appropriate, provided that the Senate is notified of the name, the purpose and the duration of the Committee's existence. In no event shall a temporary committee's existence have a duration of more than one academic year.

- f. The President of the Associated Students shall appoint members of the Associated Students to various faculty-student advisory committees as advised by the Director of Student Life University Chief Financial/Operations Officer, or University President. One student representative to each Committee shall be recognized by the Senate as Student Chair to that Committee and will have the rights and responsibilities of a Student Senator as prescribed in Article III.7

Article VI: Student Organization Policy

Section 1. In order to be recognized by the Associated Students, a student organization must:

- a. Have a clear and lawful purpose stated in its constitution and by-laws, filed with the Director of Student Life and the Treasurer of the Associated Students. A reviewed, and if needed revised, copy of its constitution will be given to the Senate every two years.
- b. Function with counsel and guidance from an advisor who is a member of the faculty or staff of Concordia University.
- c. Have an adequate system of accounting for organizational funds.
- d. Comply with university policies and regulations.
- e. Be of a non-profit nature.
- f. Every club receiving funds must send a representative to the Senate and will be held responsible to the attendance policies which other senators are expected to uphold. After 3 unexcused absences, a penalty of up to 5% will be deducted from that club's budget for the following year for each successive absence.

Section 2. An officer or other duly authorized representative of each organization recognized by the Associated Students shall appear annually before a regular meeting of the Senate and present an "Organizational Report," including, but not limited to:

- a. The name of the organization.
- b. The number of students who belong to the organization
- c. The main purpose(s) of the organization.
- d. Sources of funding other than the Senate.
- e. Description of the organization's use of Senate funding.

Section 3. No student organization shall raise funds from sources other than the Senate and its own membership except by advance approval of the Director of Student Life. If advance approval is given for a solicitation or sale, the organization is responsible for complying with the requirements of Article VIII of the by-laws of the Associated Students.

Section 4. At the direction of the Budget Committee, each student organization recognized by the Associated Students shall submit to the Treasurer of the Associated Students a request for funding for the following school year, during the spring of the current school year. A new club may submit a funding request for the following school year as long as they are created before the funding request deadline.

Section 5. If at any time a majority of the Executive Committee votes that a student organization has acted in a manner that violates the constitution of the Associated Students or the spirit thereof, the Executive Committee may freeze the funding of that student organization. The Senate must discuss and vote on the matter at the following meeting of the Senate.

Section 6. The Senate sits in judgment of all clubs and organizations recognized by the Senate and may at any time by a two-thirds majority vote to remove an organization from its Senate-recognized and/or funded status.

Section 7. One representative from each club, receiving funding from the Student Senate, will be given the same voting rights as a senator except in matters pertaining to the budget. Only one vote will be permitted per person, representation must be adjusted accordingly.

Article VII: Solicitations and Sales

Section 1. "Solicitation" shall be defined as a personal request for the purpose of obtaining money for the purchase of goods or services, a donation for a charitable cause, or for profit making activities. "Sales" shall be defined as the act of exchanging money for goods or services rendered by an individual or organization.

Section 2. Concerning solicitation and/or sales by individuals and/or organizations which are not members of the Associated Students:

- a. Those persons wishing to make a solicitation and/or sale on campus must petition the Director of Student Life.
- b. The Senate shall approve the petition before the solicitation and/or sale may begin.
- c. Sales and solicitation shall be conducted in a Christian manner.
- d. Door-to-door sales in the residence halls shall not be permitted.
- e. Appropriate space requisitions shall be filled out at the office of the Director of the Campus Center as needed.

Section 3. Concerning solicitation and/or sales by members of the Associated Students or student organizations recognized by the Associated Students as presented in Article V:

- a. Sales and solicitations shall be conducted in a Christian manner.
- b. Door-to-door sales in the residence halls shall not be permitted.
- c. Appropriate space requisitions shall be filled out at the office of the Director of the Campus Center as needed.
- d. All sales of items made by members of the Associated Students that raise funds for a charity or mission trip must first be approved by the Vice President of Institutional Advancement.

Section 4. Any individual or organization violating this policy shall be fined by the Student Life Office. Any revenue received from such fines shall be placed into the Student Senate Charitable Endowment Fund.

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