SIMPSON UNIVERSITY  
2012-2013  

BYLAWS OF THE  
ASSOCIATED STUDENT BODY OF SIMPSON UNIVERSITY  
Established February 12, 2009  
Amended April 12, 2012  

The Bylaws of the Associated Student Body of Simpson University are the guidelines, policies, and procedures that govern the internal affairs and operations of the ASBSU in matters pertaining to the items addressed in the Constitution of the ASBSU.

ARTICLE I. DUTIES OF ASBSU ELECTED OFFICERS

Section 1. The President shall

A. Be the executive head of the ASBSU and shall have the power to execute all of the provisions of the ASBSU Constitution, Bylaws, and ASBSU Senate legislation.

B. Preside over the meetings of the ASBSU, ASBSU Senate, and the Executive Committee.

C. Be the liaison with the university administration.

D. Be an ex-officio member of all committees.

E. Serve office hours and other duties as assigned/necessary.

Section 2. The Executive Vice President shall

A. Preside in the place of the President of the ASBSU in his/her temporary absence.

B. Be a member of the Executive Committee.

C. Succeed the President of ASBSU in case of death, sickness, resignation, or impeachment, and carry out the duties of the President until the following election.

D. Act as chairperson of the Election Committee.

E. Serve as ombudsman for the ASBSU in all matters pertaining to the ASBSU and areas of ASBSU jurisdiction.

F. Serve office hours and other duties as assigned/necessary.

Section 3. The Vice President of Finance shall

A. Be a member of the Executive Committee.

B. Keep an account of all receipts and expenditures of ASBSU moneys.
C. Administer all receipts and expenditures of student organizations (clubs).

D. Issue a monthly financial report to ASBSU Senate and the faculty/staff advisor.

E. Serve office hours and other duties as assigned/necessary.
F. Keep Minutes for each Senate meeting.
G. Send out Agenda at least a day in advance before each Senate meeting.

Section 4. The Senior Class President shall

A. Be the chair of the Class President's Committee.
B. Represent the Senior Class on ASBSU Senate.
C. Preside over the Senior Class meetings.
D. Serve on the Graduation Committee.
E. Be responsible for the purchase of a senior gift to Simpson University.
F. Plan the Senior Class banquet.
G. Serve office hours and other duties as assigned/necessary.

Section 5. The Junior Class President shall

A. Be a member of the Class President's Committee.
B. Represent the Junior Class in ASBSU Senate.
C. Preside over the Junior Class meetings.
D. Coordinate a minimum of 1 class event per semester.
H. Serve office hours and other duties as assigned/necessary.
I. Be the chair of a committee at the request of the ASBSU President.

Section 6. The Sophomore Class President shall

A. Be a member of the Class President's Committee.
B. Represent the Sophomore Class on ASBSU Senate.
C. Preside over the Sophomore Class meetings.
D. Serve on the Food committee.
E. Coordinate a minimum of 1 class event per semester.
F. Serve office hours and other duties as assigned/necessary.

Section 7. The Freshman Class President shall
A. Be a member of the Class President's Committee.
B. Represent the Freshman Class on ASBSU Senate.
C. Preside over the Freshman Class meetings.
D. Coordinate a minimum of 1 class event per semester.
E. Serve office hours and other duties as assigned/necessary.

Section 8. The ASBSU Secretary shall

A. Keep a record of all meetings of the ASBSU, ASBSU Senate, and the Executive Committee.
B. Care for all ASBSU correspondence including documentation and filing as described in Article 2 Section 2 C.
C. Be responsible for seeing that ASBSU Senate action is publicly posted and permanently filed.
D. Publicly post an agenda at least one day (24 hours) prior to each ASBSU Senate meeting.
E. Serve office hours and other duties as assigned/necessary.

ARTICLE II. ASBSU SENATE

Section 1. Meetings

A. Rules contained in Robert's Rules of Order shall govern all meetings of the Associated Student Body of Simpson University (ASBSU) and ASBSU Senate in all cases to which they are applicable and are not inconsistent with the ASBSU Constitution.

1. All Executive Officers and Voting Members of the ASBSU Senate are responsible for making themselves familiar with the fundamental principles of Robert’s Rules of Order.
2. The ASBSU President shall serve as the chair of ASBSU Senate meetings, as specifically outlined in Article I, Section 1-B of the Bylaws of the ASBSU.
3. Business casual will be the official attire of the ASBSU Senate.

B. Fifty percent plus one of the membership of the ASBSU Senate voting members, as listed in the Constitution of the ASBSU Article II, Section 2, shall constitute a quorum.

C. All Senators are required to provide prior notice to an Executive Cabinet member if an absence in Senate should occur.

1. Unverified absences exceeding two in an academic semester will result in automatic dismissal from his/her post.
2. A dismissed post will remain open until otherwise filled, as outlined in Article VI Section 4E.

Section 2. Legislation

A. The ASBSU Senate shall enact legislation regarding two specific areas:

1. Procedural/administrative actions
2. Fiscal policy

B. Procedural/administrative policy shall be recognized and referenced as “Initiative(s),” and fiscal policy shall be recognized and referenced as “Proposal(s).”

C. In order to maintain an accurate account of all ASBSU Senate Initiatives and Proposals, a recording system shall be established as follows:
1. All initiatives and proposals will be given a filing/reference number, which will classify the type of legislation, the academic year it was brought to the ASBSU Senate, and the order in which it was brought to the ASBSU Senate during the Academic term.
2. Initiatives shall be recognized with an “I” followed by the last two digits of each year of the academic term, and a number reflecting the sequence of the initiative; i.e., the first initiative of the 2009-2010 academic term shall be listed as I-0910-1, the second initiative of the 2009-2010 academic term shall be listed as I-0910-2, etc.
3. Proposals shall be recognized with a “P” followed by the last two digits of each year of the academic term, and a number reflecting the sequence of the proposal; the first proposal of the 2009-2010 academic term shall be listed as P-0910-1, the second proposal of the 2009-2010 academic term shall be listed as P-0910-2, etc.
4. Each initiative and proposal shall be assigned a filing/reference number by the ASBSU Secretary.

D. All initiatives and proposals shall be filed in the ASBSU Office and an electronic copy of each initiative and proposal shall be saved as a computer file in the ASBSU Office.

Section 3. Initiatives

A. Procedural/administrative actions, henceforth known as initiatives, may be enacted in support of university concerns, issues, policies, etc. Initiatives are to be used as a tool to reflect the foundational principles of the ASBSU and should seek to foster development of the university.

B. Procedure.
1. Any Executive Officer, officially recognized committee of the ASBSU or voting member may bring proposed initiatives to the ASBSU Senate after initial review from the Executive Committee.
2. The initiative must be submitted to the Executive Officers of the ASBSU by the end of business five days prior to the Senate meeting at which the proposal is to be heard.
   a. The Executive Committee has the authority to add any time sensitive initiatives to the agenda if a simple majority of the committee deems fit.
3. The Executive Committee must review the initiative in order for it to be brought as a motion to Senate; the standards of an initiative are listed below.
   a. Any initiative that does not meet the initial standards of review, as outlined below, from the Executive Committee may be revised to the point that it meets the listed standards.
      i. Initiatives must be typewritten.
      ii. Initiatives must state a clear purpose and must align with the overall goals of the ASBSU.
      iii. Initiatives must state the intended course of action of the ASBSU Senate, whether a vote for approval, the formation of a committee, the writing of a report, et cetera and include the party responsible for enacting the initiative.
      iv. Any further information and details needed for the ASBSU Senate to make an informed decision on the intended action must be included in the initiative.
   b. The necessary changes and approval of changes must take place 24 hours in advance of the meeting so that it may be posted on the agenda, as required by Bylaws Article I, Section 8, E.
4. Initiatives must have a writer and at least two cosponsors who support the initiative. This is to guarantee the time of the ASBSU Senate is respected and most effectively used.
5. The motion for the initiative will be posted on the agenda. When called upon, a designated representative, either the author or a cosponsor will motion that the proposal will be brought to discussion under Robert’s Rules of Order, as outlined in the Bylaws of the ASBSU Article II, Section 1, A.
6. Upon the completion of discussion or at the end of the time limit established by the chair, the motion will be called to question. A simple majority of the voting members in attendance is required for the motion to pass.
7. If the motion is passed the initiative is then directed towards the party responsible for enacting the initiative, whether a committee, elected official, or to a university department for approval.
   a. Initiatives that are denied by a vote in Senate shall not be brought a second time, unless granted approval by the Executive Committee; the nature and original objections of the ASBSU Senate must have been addressed and corrected.
C. The designated party will report back to the ASBSU Senate as to the progress, success, or issues concerning the passed initiative. The ASBSU Senate may enact further legislation to meet the findings and results of previous initiatives by using the process established.

Section 4. Proposals

A. Elected Officials, ASBSU Senators, and student organizations and clubs, which meet the parameters outlined in Article VI of the Bylaws of the ASBSU, may submit a proposal for the request of funds to the ASBSU Senate.

B. Procedure

1. The typewritten proposal for funds shall meet the standards outlined by the ASBSU Senate, including the purpose for the request for funds, a description of the use of funds, the required cost for the use of funds, and any pertinent details that the ASBSU Senate may need in order to make an informed decision in allocating funds.
2. The proposal must be submitted to the Executive Officers of the ASBSU by the end of business the five business days prior to the Senate meeting at which the proposal is to be heard.
   a. The Executive Committee has the authority to add any time sensitive proposals to the agenda if a simple majority of the committee deems it fit.
   b. All proposals submitted shall be for upcoming events.
3. The Executive Committee must review the proposal in order for it to be brought as a motion to Senate; the standards of a proposal are listed below.
   a. Any proposal that does not meet the initial standards of review, as outlined below, from the Executive Committee may be revised to the point that it meets the listed standards.
      i. The proposal shall be type-written.
      ii. The proposal shall list the name of the student organization, club, or representative supporting the proposal.
      iii. The proposal shall state how the requested funds will serve the ASBSU, whether meeting the purpose of the ASBSU outlined in the Constitution of the ASBSU or the standards of student clubs and organizations as listed in Article VII, Section 1 of the Bylaws of the ASBSU.
      iv. The proposal shall describe the purpose for the requested funds, whether the request is for an event, a purchase of materials, a capital improvement, etc.
      v. Any further information and details needed for the ASBSU Senate to make an informed decision on the allocation of funds must be contained in the proposal.
      vi. All submitted proposals must have the signature of the adviser as the official form of adviser approval for the event.
b. The necessary changes and approval of changes must take place 24 hours in advance of the meeting so that it may be posted on the agenda, as required by Bylaws Article I, Section 8, E.

c. In the event that a proposal is denied Senate review by the Executive Committee, the proposing organization may appeal the decision.

d. The organization shall obtain 30 student signatures in support of the proposal and submit this petition to the Executive Committee.

e. A petition does not bypass the minimum requirements as outlined in Section 3a.

4. The motion for the proposal will be posted on the agenda and a representative of the student group will attend the meeting. When called upon, the representative will motion that the proposal be brought to discussion under Robert’s Rules of Order, as outlined in the Bylaws of the ASBSU Article II, Section 1, A.

5. Upon the completion of discussion or at the end of the time limit established by the chair, the motion will be called to question. A simple majority of the voting members in attendance is required for the motion to pass.

6. If the motion is passed the student representative must wait until the meeting has adjourned to speak with the Vice President of Finance regarding the allocation of funds. If the proposal for funds is denied the student representative is dismissed.

a. Proposals that are denied by a vote in Senate shall not be brought a second time, unless granted approval by the Executive Committee; the nature and original objections of the ASBSU Senate must have been addressed and corrected.

7. All funds that are allocated to student organizations and clubs must be tracked and reported to the Vice President of Finance.

a. Student organizations and clubs that do not report expenditures properly or misuse funds face suspension and loss of incorporation with the ASBSU.

b. Funds must be spent on the line items to which Senate allocated the funds.

c. All funds that are not spent will be returned to the ASBSU. Clubs will not maintain a balance of funds.

d. Any funds allocated must be spent or earmarked to a specific business or person—contracts meet the requirement of planned expenditures—two weeks after the date of allocation. Failure to do so may result with result in a loss of remaining allocated funds.

i. An exception to this clause may be granted at the discretion of the VP of Finance or if the event is specifically stated to take place well in advance in order to meet planning requirements.

e. All receipts and accounts of expenditures shall be submitted to the VP of Finance two weeks after the expenditures took place.

8. Written post-event reports are to be submitted as outlined in the Club Manual and are available upon request to the Executive Committee or the Office of Student Involvement. Senators may report verbally on behalf of the student group during Senate if desired.

a. No further funds will be allocated to a student group until Senate has received a report of the group’s previous activities.

9. If, due to extenuating circumstances, a proposal for a reimbursement for an event that has already occurred is brought to the Executive Committee, an exception may be made with the following requirements:

a. The advisor for said club or organization shall type, sign, and submit a document to student government regarding the circumstances of the issue.

b. Although related to the proposal, said document will be separate from the proposal.

c. Pending Executive Committee’s approval, reimbursement proposals will then be brought to ASBSU Senate for approval of funds.

C. The Vice President of Finance shall serve as the liaison between student groups and the ASBSU regarding financial matters, as outlined in the roles of the Vice President of Finance in the Bylaws of the ASBSU Article I, Section 3.
Section 5. The Academic Senators shall

A. Be a member of the academic department which they represent.

B. Serve as the liaison between their respective academic department and the ASBSU.

C. Represent the needs and concerns of their respective academic department to ASBSU.

D. Attend weekly ASBSU Senate Meeting.

E. Vote on legislation and allocation of funds in a manner that best reflects the interests of their academic department.

F. Serve on various committees as assigned by ASBSU Officers and the ASBSU Senate.

Section 6. The Resident Hall Senators shall

A. Be the SRD, RA, or be a member of the resident hall which they represent.

B. Serve as the liaison between their respective resident hall and the ASBSU.

C. Represent the needs and concerns of their respective resident hall to the ASBSU.

D. Be a member of his or her respective Resident Hall Association.

E. Attend weekly ASBSU Senate Meeting.

F. Vote on legislation and allocation of funds in a manner that best reflects the interests of their resident hall.

G. Be encouraged to serve on various committees as assigned by ASBSU Officers and the ASBSU Senate.

Section 7. The Commuter Senators shall

A. Be a member of the community of commuter students.

B. Serve as the liaison between the commuter community and the ASBSU.

C. Represent the needs and concerns of commuter students to the ASBSU.

D. Attend weekly ASBSU Senate Meeting.

E. Vote on legislation and allocation of funds in a manner that best reflects the interests of the commuter students of Simpson University.

F. Be encouraged to serve on various committees as assigned by ASBSU Officers and the ASBSU Senate.

Section 8. The Spiritual Formation Senator shall

A. Serve as one of the Spiritual Formation Interns during their term in office.

B. Serve as the liaison between Spiritual Formation and the ASBSU.
C. Represent the needs and concerns of Spiritual Formation to the ASBSU.

D. Attend weekly ASBSU Senate Meeting.

E. Vote on legislation and allocation of funds in a manner that best reflects the interests from a Spiritual Formation standpoint.

F. Be encouraged to serve on various committees as assigned by ASBSU Officers and the ASBSU Senate.

**Section 9. The Intercultural Senator shall**

A. Possess cultural awareness

B. Serve as the liaison between the community that reflects the cultural diversity of Simpson University and the ASBSU.

C. Represent the needs and concerns of the cultural diversity of Simpson University to the ASBSU.

D. Represent the needs and concerns of Missionary Kids (MKs) and Third-Culture Kids (TCKs) within the Simpson community.

E. Attend weekly ASBSU Senate Meeting.

F. Vote on legislation and allocation of funds in a manner that best reflects the interests of the cultural diversity of this institution.

G. Serve on various committees as assigned by ASBSU Officers and the ASBSU Senate.

**Section 10. The CAB Senator shall**

A. Consist of one of the two CAB directors who may come on a rotating basis

B. Keep Senate informed of activities and updates within Campus Activities

**Section 11. The FYE Senator shall**

A. Consist of one of the FYE Coordinators who may come on a rotating basis

B. Represent FYE and inform Senate of activities within FYE

**Section 12. Intramural Senator shall**

A. Consist of one of the Intramural Coordinators who may come on a rotating basis

B. Represent Intramurals on Senate and get feedback from Senate regarding their area.

**ARTICLE III. APPEALS PROCEDURE**

All student grievances must be handled through the channels outlined in the due process policy found in the Student Handbook.

**ARTICLE IV. ADMINISTRATIVE COMMITTEES**

**Section 1. Executive Committee**
A. Membership

1. President
2. Executive Vice President
3. Vice President of Finance

B. Responsibility

1. The Executive Committee is responsible for a monthly review of the budget and for making financial recommendations to the ASBSU Senate on the basis of these reviews.
2. The Executive Committee is responsible for interpreting the Constitution and defining policies in areas of ambiguity.
3. The Executive Committee may grant financial requests up to $200 without the approval of the Student Senate.
4. The Executive Committee may appoint ad hoc committees comprised of at least one Executive Officer and at least two other Senators. A specific time frame of operation and a specific task are to be assigned.
5. The Executive Committee shall have appellate jurisdiction for any appeals brought regarding judicial sanctions relating to areas of ASBSU jurisdiction enforced by the ombudsman (Amend. 3/19/09).

C. Meetings

1. The Executive Committee shall meet before each Senate meeting, when requested by ASBSU Senate or the President or within a week following any judicial appeal or at the request of the faculty/staff advisor.

Section 2. Class Presidents’ Committee

A. Membership

1. The Senior Class President as Chairperson
2. The Junior Class President as Vice Chair
   a. The Vice Chair shall serve as the acting Chairperson if, due to other responsibilities, the Chairperson is unable to fulfill the responsibility as chair.
3. The Sophomore Class President as Secretary
4. The Freshman Class President as Treasurer

B. Responsibilities

1. Address at least one matter concerning the student body per semester.
   a. Publish a report of their findings to the student body.
   b. If appropriate, present findings to the student body during Student Government chapel.
   c. If necessary, plan a relevant student body vote.
2. Participate in the implementation of student Homecoming events.

C. Meetings

The Class Presidents’ Committee may meet at the discretion of the members as needed or at the request of the chairperson or ASBSU Senate.

Section 3. Campus Activities Board
A. Membership
1. Campus Activities Coordinators.
2. Specified number of campus activities coordinators, as determined by the Student Involvement Coordinator and the Office of Student Development.
3. Student Involvement Coordinator.

B. Responsibilities
1. Serving the ASBSU through social programming, ranging from large social gatherings to smaller social gatherings.
2. Use social programming to help foster community through the social programming coordinated.
3. All other responsibilities as delegated and outlined by the Office of Student Development and the Director of Student Programs

C. Meetings
To be determined by collaboration of the membership of the Campus Activities Board.

Section 4. Club Leadership Committee

A. Membership
1. Club Presidents
2. Specified number of club presidents, as determined by the number of actively chartered clubs approved by Senate
3. Clubs Coordinator (Student position)
4. Student Involvement Coordinator (Staff Position)

B. Responsibilities
1. Follow the procedures outlined in the clubs manual
2. Submit Monthly status reports

C. Meetings
The Club Leadership Committee will meet at least once a month, when requested by the Student Involvement Coordinator.

Section 5. ASBSU SENATE COMMITTEES

A. Authority
1. The ASBSU Senate may appoint committees to address specific university concerns or interests.
2. The ASBSU Senate may use the authority to create such a committee with a simple majority vote, assuming a quorum is present.
B. Responsibility

1. Senate Committees are to look into the concern or interest for which the committee was developed.
2. The Senate Committee shall develop the appropriate initiative, referendum, proposal or request to be administered as need be.
3. Provide a final report of findings to the ASBSU Senate, Executive Committee, and if necessary, the appropriate university area.

C. Membership

1. The committee shall be chaired by either an Executive Officer or Student Government Official who has the ability and desire to serve on the committee.
   a. The Executive Officer or Student Government Official who holds the highest seniority shall chair the committee, assuming the responsibility of serving as the chair does not interfere with other responsibilities.
2. At least two other elected officers, either Student Government Officials or Senators.
   a. Members may serve if their other responsibilities are not limited or negatively influenced by serving on the committee.

D. Duration

The committee shall stand for the amount of time it takes to accomplish the specified task or until the ASBSU Senate or the committee members feel that the committee should be dissolved.

ARTICLE V. STANDING COMMITTEES

Section 1. ASBSU Election Committee

A. Membership

1. The ASBSU Executive Vice President as Chairperson
2. Class Presidents (Senior, Junior, Sophomore, Freshman)
3. Vice President of Finance
4. At least 3 ASBSU Senators, whether volunteer or appointed by the ASBSU Senate, to serve as members of the committee.

B. Responsibilities

1. The Election Committee shall accept petitions and applications from candidates for the following offices:
   a. President
   b. Executive Vice President
   c. Vice President of Finance
   d. Senior Class President
   e. Junior Class President
   f. Sophomore Class President
   g. Freshmen Class President
   h. Academic Senators
   i. Intercultural Senator
2. The Committee shall provide oversight and see that the candidates are in good standing with the Academic Office and the Office of Student Development.
3. The Election Committee shall organize and facilitate the voting process.
C. Meetings

The Election Committee shall meet at the request of the Chairperson or ASBSU Senate.

Section 2. University Concerns Committee

A. Membership

1. The committee’s chairperson shall be selected by ASBSU Senate from among the representatives of Student Government.
2. The committee shall consist of current ASBSU Senators.
3. Including the chairperson, the Committee shall have a minimum of 4 members and a maximum of 8.
4. The Committee members shall be on a volunteer basis. If the minimum number of committee members is not met from volunteers, appointments shall be made.

B. Responsibilities

The University Concerns Committee shall be responsible for addressing issues within the University that affect the wellbeing, safety, standard of living, or enjoyment of the student body, and any other issues related to students concerns.

C. Meetings

The University Concerns Committee shall meet at least once a month or at the request of the Chairperson or ASBSU Senate.

Section 3. Legislation and Policy Committee

A. Membership

1. The committee’s chairperson shall be selected by ASBSU Senate from among the representatives of Student Government.
2. The committee shall consist of current ASBSU Senators.
3. Including the chairperson, the Committee shall have a minimum of 4 members and a maximum of 8.
4. The Committee members shall be on a volunteer basis. If the minimum number of committee members is not met from volunteers, appointments shall be made.

B. Responsibilities

The Legislation and Policy Committee shall be responsible for addressing issues within the University regarding policies, rules, issues within the Student Handbook, or any other legislation related concerns. In addition, the Legislation and Policy Committee is responsible for a yearly review of the Bylaws.

C. Meetings

The University Concerns Committee shall meet at least once a month or at the request of the Chairperson or ASBSU Senate.

ARTICLE VI. ELECTIONS
Section 1. Order of Elections

A. The annual election of ASBSU Officers and Senators shall be as follows:

1. Executive Officers shall be elected first.
2. Class Presidents shall be elected after Executive officers
   a. At the discretion of the Election Committee, Class Presidents may be elected simultaneously with the Executive Officers.
3. ASBSU Senators shall be elected or selected after Class presidents.
   a. Certain positions shall not be elected until the first semester of a new academic school year, see Section 3 below.
4. The election committee shall be responsible for the establishment of dates and times related to petitions, campaigning, voting, and elections.

Section 2. Election Procedures for Executive Branch

A. All elections of the ASBSU Officers shall be conducted by secret ballot.

B. The procedure for traditional polls, when the selected method for elections, will be as follows:

1. The biographies of all candidates will be publicly posted for the members of the ASBSU prior to the opening of the polls.
2. Candidates for the position of ASBSU President and ASBSU Executive Vice President shall have a running mate in order to be eligible to be placed on the ballot.
   a. A presidential ticket shall be comprised of one ASBSU Presidential candidate and one ASBSU Executive Vice Presidential candidate.
3. The voter shall be identified using his/her student ID number, ensuring only one vote per student.
4. Voting polls shall remain open for three (3) consecutive days.
5. The results shall be confidential to all until the close of the polls, with the exception of the advisor to the ASBSU.
6. The election committee shall ensure that only members of a particular class vote for the President of their class; i.e.; freshmen vote only for Sophomore Class President, sophomores vote only for Junior Class President, and juniors vote only for the Senior Class President.
7. All members of the ASBSU may vote for members of the Executive Committee.
   a. The election committee shall ensure that current seniors vote only for the Executive Committee.

C. The procedure for online polls, when the selected method for elections, will be as follows:

1. The biographies of all candidates will be publicly posted for the members of the ASBSU prior to the opening of the polls.
2. Candidates for the position of ASBSU President and ASBSU Executive Vice President shall have a running-mate in order to be eligible to be placed on the ballot.
   a. A presidential ticket shall be comprised of one ASBSU Presidential candidate and one ASBSU Executive Vice Presidential candidate.
3. The voter shall sign in electronically using his/her student ID number ensuring only one vote per student.
4. The online voting shall remain open for three (3) consecutive days.
5. The online results shall be confidential to all until the close of the polls with the exception of the advisor to the ASBSU.
6. The election committee shall ensure that only members of a particular class vote
for the President of their class; ie; freshmen vote only for Sophomore Class President, sophomores vote only for Junior Class President, and juniors vote only for the Senior Class President.

7. All members of the ASBSU may vote for members of the Executive Committee.
   a. The election committee shall ensure that current seniors vote only for the Executive Committee.

D. Results shall be determined as follows:

1. The winning candidate shall have received the majority of votes through a simple majority. If no candidate receives 51% of the votes cast, a run-off election will need to be held between the top two vote recipients.
2. In the case of a tie, a run off election between the candidates will be held within one week following the ASBSU elections.

E. The ASBSU Senate shall have charge of the installation of the ASBSU officers.

Section 3. Election/Selection Procedure for ASBSU Senators

A. All elections of ASBSU Senators shall be conducted by secret ballot.

B. The following ASBSU Senators shall be selected to serve for the entire term:
   1. Commuter Senators
      a. Shall be selected from among the Commuter Representatives by the Commuter Life Supervisor.
      b. These positions will be selected once the hiring decisions have been made by the Commuter Life Department during the Spring Semester.
   2. Spiritual Formation Senator
      a. Shall be selected from among the Spiritual Formation Interns by the Director of Spiritual Formation.
      b. Selection will be done first on a volunteer basis among the potential candidates, and if no volunteers are willing to serve an appointment will take place.
      c. This position will be selected once the hiring decisions have been made by the Office of Spiritual Formation during the Spring Semester.

C. The following ASBSU Senators shall be elected by the following process:
   1. Academic Senators
      a. Elections for Academic Senators shall take place in the Spring Semester, coinciding with the election of the Intercultural Senator, following the selection of other student leadership positions.
      b. Each candidate for Academic Senator must be confirmed by the Department Head prior to election as being in good standing with their respective department.
   2. Intercultural Senator
      a. Elections for the Intercultural Senator shall take place in the Spring Semester, coinciding with the election of the Academic Senators, following the selection of other student leadership positions.
      b. Each candidate for the Intercultural Senator position will be interviewed by the staff of Student Development/ Spiritual Formation prior to election to confirm their qualifications for the position.

D. The procedure for traditional polls, when the selected method for elections, will be as follows:

   1. The biographies of all candidates will be publicly posted for the members of the ASBSU prior to the opening of the polls.
   2. The voter shall be identified using his/her student ID number, ensuring only one vote per student.
3. Voting polls shall remain open for three (3) consecutive days.
4. The results shall be confidential to all until the close of the polls, with the exception of the advisor to the ASBSU.
5. All members of the ASBSU may vote for their respective Academic Senator, including seniors.

E. The procedure for online polls, when the selected method for elections, will be as follows:

1. The biographies of all candidates will be publically posted for the members of the ASBSU a minimum of two (2) days prior to the opening of the polls.
2. The voter shall sign in electronically using his/her student ID number ensuring only one vote per student.
3. The online voting shall remain open for three (3) consecutive days.
4. The online results shall be confidential to all until the close of the polls with the exception of the advisor to the ASBSU.
5. All members of the ASBSU may vote for their respective Academic Senator, including seniors.

F. Results shall be determined as follows:

1. The winning candidate shall have received the greatest number of votes; a 51% vote is not required for this position and no run-off will be held.

E. The ASBSU Senate shall have charge of the installation of the ASBSU Senators.

Section 4. Vacancies

A. There shall be no other student elections coinciding with the ASBSU elections.

B. Any vacancy of the Executive Branch shall be filled no later than five business days following the vacancy; a special meeting of the ASBSU may be required to fulfill this requirement.

C. A vacancy of the ASBSU President position shall be succeeded by the ASBSU Executive Vice President.

D. Any vacancy of an appointed position shall be filled by the appointment of the Senate Advisor and supervisor over the position. This appointment shall be ratified by the ASBSU Senate.

E. A vacancy of an elected position shall be filled by a special appointment by the ASBSU Senate. All candidates shall be interviewed and voted on by the Senate.
   1. Any senate seat not filled as a result of the above election process shall remain open without representation until filled.
   2. It is the responsibility of the constituents to desire to have representation.
   3. If, during the course of the academic school year, an individual from any open area of representation expresses interest in becoming the representative for their respective area, said individual must complete the following steps:
      a. Complete the normal ASBSU Senator Application process.
      b. Attend ASBSU Senate meeting, during which the individual will be interviewed by the ASBSU Senate and voted upon for confirmation. A two-thirds majority vote is necessary for confirmation of a new ASBSU Senator.
      c. If confirmed by the ASBSU Senate, the new Senator will begin their term in office during the Senate meeting they are confirmed.

F. A vacancy of a class president occurring before the annual class meeting in September
shall be filled by election from said class.

Section 5. Term of Office

A. The terms of elected ASBSU Officers, including anyone elected to fill a vacancy, will expire at the close of the Spring semester, at which time the newly elected ASBSU Officers shall take office.

ARTICLE VII. STUDENT CLUBS & ORGANIZATIONS

Section 1. Definition/Purpose

A. Students may form any social, religious, athletic, multicultural, or educational club/organization with the approval of the ASBSU and Student Development.

B. Student clubs/organizations should serve as a means of unity and therefore should be open to all undergraduate students in the traditional program.
   1. Limited participation of an organization may be deemed acceptable if the goal/purpose of the club has a specific talent/ability-related function.

C. Each student club’s/organization’s purpose should be consistent with that of the ASBSU and the Simpson University Student Handbook.

D. Student clubs/organizations should be committed to a clear, useful, and continuing purpose before submitting a club constitution, an advisor-club agreement, and a charter to the ASBSU Senate.

E. The purpose and use of funds by student clubs/organizations shall be under the approval and supervision of the ASBSU Senate.
   1. The allocation of funds will follow suit with the process described in the Bylaws of the ASBSU Article II, Section 2.

F. The ASBSU Student Organizations and Clubs Manual will serve as the resource for policies and guidelines of student groups.

Section 2. Incorporation

A. All student clubs/organizations must submit a club constitution, an advisor-club agreement, and charter to the ASBSU Senate which shall include the membership criteria, officers, structure, purpose, activities, and a faculty/staff advisor or agent of the University (approved by the Vice-President of Student Development) to be approved by the ASBSU Senate and the ASBSU Advisor. For the meeting during which incorporation for student clubs/organizations is voted upon, a representative must be sent from that student club/organization to ASBSU Senate to propose incorporation.

B. All student clubs/organizations must keep an accurate accounting of their financial status with the ASBSU Senate and the ASBSU Vice President of Finance.

C. All student clubs/organizations must meet the minimum membership requirement of five students who are members of the ASBSU; each member must attend at least fifty percent of club meetings, functions, and events and meet the other membership requirements as listed in the constitution of the student club/organization.

Section 3. Activities
A. All ASBSU funded activities of each club/organization are subject to the approval of the ASBSU Senate.  
   1. All activities must meet the policies and guidelines established in the ASBSU Student Organizations and Clubs Manual.

B. All student clubs/organizations may send a non-voting representative to the ASBSU Senate.  
   1. Student clubs/organizations must send a representative to the ASBSU Senate to request the allocation of funds.

Section 4. Fundraising

A. All student clubs/organizations are encouraged to organize/participate in fundraising activities to help support their activities.

B. All finances resulting from a club-sponsored activity must be submitted and managed accordingly by the ASBSU Vice President of Finance.  
   1. This is to include all donations, dues, and fees accrued by a club at any point in the year.

C. All fundraising events involving students must go through an approval process. Forms for this procedure may be obtained from the ASBSU Government Office or the sponsoring area’s office. Plans for the event should not be made until the approval process is complete.

D. All fundraisers must be held by a recognized student group and have a staff member’s sponsorship. As with any event that uses campus facilities, be aware that any set up and/or clean-up costs or property damages will result in charges.

ARTICLE VIII. AMENDMENT

The Bylaws may be amended by a two-thirds majority vote of the ASBSU Senate. All amendments to the Bylaws shall be written into the official document with a date stamp to reflect the time frame of the approved amendment for the records of the ASBSU. Student Development shall give its approval to each amendment.