**THE**

**CONSTITUTION**

OF

THE CORBAN UNIVERSITY

ASSOCIATED STUDENT BODY



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**PREAMBLE:**

We, the​ ​students​ ​of​ ​Corban​ ​University, with Christ as our foundation, ​in​ ​order​ ​to​ ​further​ ​a​ ​spirit​ ​of​ ​community,​ ​ensure​ ​a​ ​voice for all students​ ​in​ ​institutional affairs,​ ​and​ ​promote​ ​an​ ​atmosphere​ ​conducive​ ​to​ ​individual​ ​and​ ​corporate​ ​growth​ ​with​ ​a​ ​Christ-centered perspective,​ ​establish​ ​this​ ​Constitution​ ​by​ ​the​ ​power​ ​vested​ ​​in​ ​us​ ​by​ ​the​ ​Corban​ ​University​ ​President and the Corban Vice President of Student Life, and the authority vested in us by the Students of Corban University.

To Christ be all the glory, Amen.

**ARTICLE I: NAME, PURPOSE, RIGHTS, AND MEMBERSHIP**

**SECTION​ ​I​.​ ​​NAME**

The​ ​name​ ​of​ ​this​ ​organization​ ​shall​ ​be​ ​the​ ​Associated​ ​Student​ ​Body​ ​Leadership​ ​(ASB​ ​Leadership).

**SECTION​ ​II.​​ ​​PURPOSE**

​ ​​ ​i.​ ​The​ ​purpose​ ​of​ ​this​ ​organization​ ​shall​ ​be​ ​to:

a.​ ​Provide​ ​a​ ​student​ ​government,​ ​which​ ​shall​ ​develop​ ​unity​ ​and​ ​mutual​ ​understanding​ ​among campus​ ​organizations.

​b.​ ​​Promote​ ​and​ ​uphold​ ​Christian​ ​principles​ ​and​ ​ideals​ consistent with​ ​the​ ​University’s values​.

​c.​ ​​Foster​ ​vital​ ​cooperative​ ​student/employee​ ​relationship​ ​in​ ​campus​ ​life.

​d.​​ ​​Serve​ ​as​ ​the primary​ ​outlet​ ​for​ ​student​ ​voice​ ​at​ ​the​ ​University.

**SECTION III. MEMBERSHIP**

i. All students who have paid the general student activity fees (full time undergraduate students) shall be considered a member of the Associated Student Body. Hereafter, referred to as ASB member, students who pay the general student activity fee will be entitled to a subscription of all publications, the right to vote in all elections, admission to all regular home athletic events, and the right to participate in all ASB functions unless restricted by the Cabinet or the ASB Constitution.

**ARTICLE II: CABINET**

**SECTION​ ​I​.​ ​​THE CABINET**

i. The Cabinet is the highest decision making body in ASB. All ASB officials, elected and hired, are accountable to its collective decisions unless otherwise stated in this Constitution or the ASB Bylaws.

ii. Membership is made up of the elected ASB officers.

iii. Each member is entitled to one (1) vote.

1. Decisions are made by simple majority vote in all matters unless otherwise stated in this constitution.
2. A quorum of 50% membership must be present for all voting matter unless otherwise stated by the ASB Bylaws.

iv. The Cabinet may pass rules and regulations pertaining to the day-to-day functioning of ASB in the form of Corban ASB Bylaws.

**SECTION​ ​I​I.​ ​​DUTIES​ ​OF​ ​THE​ ​CABINET**

i.​​ ​​ Act as the primary legislative and executive body of the ASB.

ii. Approve​ ​the​ ​budget​ ​presented​ ​by​ ​the​ ​VP​ ​of​ ​Finance​ ​and​ ​Admin.

iii.​​ ​​ ​​Form​ ​mandates​ ​and​ ​resolutions​ ​pertaining​ ​to​ ​​the​ ​ASB.

iv.​​ ​​Serve​ ​in​ ​an​ ​advisory​ ​capacity​ ​for​ ​all​ ​governing​ ​bodies,​ ​and​ ​functions​ ​of​ ​ASB.

v.​​ ​​​Act​ ​on​ ​matters​ ​that​ ​have​ ​been​ ​submitted​ ​to​ ​the​ ​Cabinet​ ​by​ ​any​ ​other​ ​governing​ ​body​ ​or​ ​special

committee. Have​ ​the​ ​power​ ​to:

a.​​ ​​By​ ​a​ ​two-thirds​ ​(⅔)​ ​vote​ ​review​ ​any​ ​action​ ​of​ ​any​ ​​committee.

b.​​ ​​By​ ​a​ ​two-thirds​ ​(⅔)​ ​vote​ ​overrule​ ​any​ ​action​ ​of​ ​a​ ​ASB standing​ ​committee​ ​that​ ​the​ ​Cabinet​ ​has​ ​called up​ ​for​ ​review.

i. The Central Hearing Committee (Referred hereafter to as the CHC) is exempt from Cabinet oversight.

vi.​​ ​​Identify​ ​issues​ ​of​ ​concern​ ​to​ ​the​ ​student​ ​body,​ ​acting​ ​as​ ​the​ ​liaison​ ​body​ ​of​ ​the​ ​Cabinet​ ​to

non-Cabinet​ ​groups.

vii.​​ ​Conduct​ ​all​ ​elections​ ​and​ ​impeachment​ ​procedures​ ​related​ ​to​ ​ASB ​and​ ​nominate

student​ ​members​ ​to​ ​serve​ ​on​ ​standing​ ​committees.

viii.​​ ​​ ​​ ​​All​ ​​Cabinet​ ​​members​ ​shall​ ​pursue​ ​student​ ​representation​ ​on​ ​institutional committees.

ix. All officers must sign a contract affirming their responsibilities to ASB and this Constitution.

**ARTICLE III: OFFICERS**

**SECTION​ ​I​.​ ​​PRESIDENT**

i. Serve as the liaison between the student body and the administration, faculty, and staff.

ii. Ensure ASB is effective in its mission.

iii. Act as main spokesperson for ASB and the Cabinet.

iv. Act as Chair of the Cabinet (responsible for spiritual health).

v. Represent, or pursue representation, of students at various meetings and committees.

vi. Meet regularly with the ASB Advisor.

vii. Meet with each Vice President on a regular basis to ensure professional and personal health.

**SECTION​ I​I. EXECUTIVE VICE PRESIDENT​**

i. Assume official duties of the ASB President in their absence.

ii. Serve as an advocate for student representation at Corban.

iii. Serve as ASB representative on academic related affairs.

iv. Oversee and represent the Senate.

v. Attend various meetings and committees per the President’s request.

vi. Meet regularly with the President and the Advisor.

vii. Assist Cabinet members as needed.

viii. Serve as the chairperson of the Elections Committee.

**SECTION​ I​II. VICE PRESIDENT​** **OF FINANCE & ADMINISTRATION**

i. Establish a semester budget for ASB Leadership.

ii. Promptly process all relevant financial transactions.

iii. Act as a liaison between the Financial Services Office and the Cabinet.

iv. Keep track of all expenditures and receipts.

v. Communicate with the Student Initiatives Branch and act as a liaison between the Student Initiatives Branch and Financial Services.

vi. Attend to the supply needs of the ASB office.

vii. Meet regularly with the Vice Presidents about their branch budgets.

viii. Meet regularly with the President and advisor.

ix. Assume official duties of the President in both President and Executive Vice President's absence.

**SECTION IV. VICE PRESIDENT OF MARKETING & COMMUNICATION**

i. Maintain and oversee all ASB channels of communication.

ii. Oversee ASB branding and image.

iii. Publicize election information.

iv Oversee the Communications Committee.   
 v. Manage all ASB technology.

vi. Meet regularly with the Marketing & Communication branch and act as its director.

vii. Meet regularly with the President and branch mentor.

**SECTION V. VICE PRESIDENT OF COMMUNITY ENGAGEMENT**  
 i. Encourage and be representative of student interests regarding community engagement and awareness, including but not limited to commuter life, service projects, missions trips, public influence, etc.

ii. Collaborate and communicate with appropriate campus offices regarding these areas.

iii. Collaborate with external partners and other campus offices on community engagement opportunities.

iv. Represent and serve the commuter population.

v. Act as a liaison between the Cabinet, Advancement Office, and missions trip leaders.

vi. Meet regularly with the Community Engagement branch and act as its director.

vii. Meet regularly with the President and branch mentor.

**SECTION VI. VICE PRESIDENT OF STUDENT MINISTRIES**

i. Provide opportunities for students to be involved in ministries on and off campus.

ii. Seek to minister to the spiritual needs of the student body.

iii. Collaborate and communicate with other campus offices regarding student ministries.

iv. Meet regularly with the ASB Student Ministries branch and act as its Director.

V. Meet regularly with the President and branch mentor.

**SECTION VII. VICE PRESIDENT OF STUDENT INITIATIVES AND ENDEAVORS**

i. Oversee and train Student Organization officers.

ii. Organize two (2) Student Organization meetings per month.

iii. Oversee the activation and dismissal of Student Organizations.  
 iv. Fill out evaluations on Student Organization-sponsored all-school events.  
 v. Meet regularly with the Student Initiatives branch and act as its director.

vi. Maintain a Constitution of Student Organizations.

vii. Encourage student endeavors.

viii. Meet regularly with the President and branch mentor.

**SECTION IX. ELECTION OF OFFICERS**

i. The Election Committee

1. The Election Committee will oversee the logistics, scheduling, and promotion of Cabinet Officer Elections.
2. The counting of ballots for all Cabinet offices is the responsibility of its Election Committee. Results will be made available to all candidates upon the completion of the count.
3. The Election Committee may declare an election null in the event of violation of the election rules or procedure.
   1. A challenge of the Election Committee’s action must be made within two (2) business days to present the case before the CHC. The decision of the CHC is final.
      1. A letter of petition shall be submitted to the CHC by the candidate stating the specific elections in question and the basis for challenge.
      2. The CHC will issue its decision either nullifying the challenge or instruct the Election Committee to call a new election for the position in question.
      3. This procedure must be completed between the time of the election and the date the office term commences or the CHC must write a letter to prevent the challenged candidate from taking office.
4. The Exec VP will serve as Committee Chair. If the Exec VP is running for re-election, the VP of MarCom will serve as the Committee Chair. If both the Exec VP and VP of MarCom are running for re-election, the advisor(s) will serve as the Committee chair.
5. Members of the Election Committee will be determined by the Election Committee chair. Any Officer running for re-election may not serve on the Election Committee.

ii. Eligibility:

1. Candidates for the Cabinet must carry a minimum of twelve (12) on campus credit hours at the time of election and throughout his/her term of office. Any exception must be approved by the Election Committee.
2. No one can concurrently hold any two campus leadership positions or ASB Leadership positions.
3. If the eligibility of the candidate is questionable (student not in good standing, low GPA, overcommitted work study hours, is working off campus, or is already committed to other co-curricular activities) the ASB advisor(s) will bring these candidates before the Cabinet for a vote on a possible candidate’s eligibility.

iii. Nominations:

1. Each Cabinet office candidate must be nominated by a petition bearing 100 signatures of the ASB.
2. Petitions for Cabinet offices will be submitted to the ASB advisor(s) at least two (2) weeks prior to elections.
3. The offices of President and Executive Vice President will be elected on a single ticket, as running mates.

iv. Voting:

1. The candidate receiving over fifty percent of the votes cast for each candidate’s office will be declared elected.
2. If no candidate establishes over fifty percent of the vote for an office, the candidate with the most votes for that office, and who has a ten percent (10%) margin over the second (2nd) place candidate for that office in question, will be declared elected.
3. In the event that three (3) or more candidates are on the ballot, if there is no ten percent (10%) margin between the first (1st) two (2) candidates, and no candidate has a majority of the votes, the two (2) candidates with the most votes for that office shall participate in a run-off election. The candidate receiving a majority shall be declared elected.
4. The Cabinet will announce all election results within twenty-four (24) hours to the ASB.
5. A candidate seeking a recount will contact the Election Committee Chairperson. All requests for for a recount must be made within forty-eight (48) hours of the general election.

**SECTION X. TERM OF SERVICE**

i. All Cabinet Officers will serve for a term of office having the duration of twelve (12) months beginning at the end of the elected academic year.

**ARTICLE IV: COORDINATORS**

**SECTION I. ROLE & DESCRIPTION**

i. Coordinators are ASB Leadership members who are hired and directed by the ASB Cabinet in order to carry out the mission of ASB Leadership. They will report directly to their respective VP. Coordinators are also accountable to the ASB President.

ii. Coordinators do not have Cabinet voting privileges.

iii. Coordinators serve at the will of the Cabinet.

iv. All Coordinators must sign a contract affirming their responsibilities to ASB and this Constitution.

v. Coordinators will attend one (1) ASB rally a month as planned by the President.

**SECTION IV. DISMISSAL OF COORDINATORS**

i. Any ASB Coordinator can be considered for dismissal if deemed not in good standing by the Cabinet.

1. The Coordinator’s VP will issue a written warning to a member at least two (2) times before taking action to dismiss them from their ASB Leadership position.

ii. Dismissal is by a two-thirds (⅔) vote of the Cabinet.

iii. The vacant coordinator position will be filled by process of appointment, which will be conducted by the Cabinet.

**ARTICLE V: SENATE**

**SECTION I**. **OVERSIGHT OF SENATE**

i. The Executive VP will oversee the Senate.

ii. The Executive VP will serve as the liaison between the Senate and the Cabinet.

**SECTION II. DUTIES OF THE SENATE**

i. Serve the ASB by bringing forward the needs of the ASB.

ii. Represent the voice of the ASB.

iii. Meet regularly as determined by the Exec VP or according to the method set by the Senate Rules of Procedure.

iv. The Exec VP will express the recommendations made by the Senate to the Cabinet.

v. The Cabinet will allocate a portion of the ASB budget to the Senate for the purpose of responding to ASB funding requests. The amount allocated will be determined by the Cabinet.

vi.All Senators must sign a contract affirming their responsibilities to ASB and this Constitution.

**SECTION III. ELECTION OF SENATORS**

i. The election process will be conducted in the first month of the fall semester.

ii. Each elected senator will hold that position until the academic year concludes.

iii. Replacement Process

1. If a Senate member is unable to complete their term of office, the area of representation will be replaced by process of appointment.
2. The Exec. VP and Senate will appoint a member of the ASB who will serve until the completion of the academic school year.

iv. Senate Election Committee

1. The Exec VP will chair the Senate Election Committee.
2. The Cabinet will appoint two additional Cabinet members for the Senate Election Committee.

**SECTION IV. SENATE MEMBERS**

i. At minimum, one representative from each residence hall (including townhouses) of Corban, one multicultural representative, one male and female commuter shall be considered Senate members.

ii. Any additional representatives will be determined by the Cabinet.

iii. Senate members must commit to the minimum requirements as set out by the Senate Rules of Procedure.

Iv. Eligibility

1. Candidates for the Senate must carry a minimum of twelve (12) credit hours at the time of election and throughout his/her term of office. Any exception must be approved by the Cabinet.
2. Additional eligibility requirements can be set by the Exec VP with the advice of the Senate Election Committee.

**SECTION VI. THE SENATE ELECTION COMMITTEE**

i. Members of the Senate Election Committee include the Exec VP and two additional Cabinet members appointed by the Cabinet. The Exec VP will serve as the Chair of the Senate Election Committee.

ii. Duties of the Senate Election Committee:

* 1. Plan, publicize, and facilitate all Senate elections.

**ARTICLE VI. CENTRAL HEARING COMMITTEE**

**SECTION I. FUNCTION**

i. The Central Hearing Committee (CHC) is the final court of appeal for any action made by ASB, giving equal representation to students and faculty.

**SECTION II. STRUCTURE**

i. The members of the CHC shall be the President, University Vice President of Student Life, One (1) advisor, two students appointed by the Cabinet, and one University faculty appointed by the University Vice President of Student Life. Any standing member of the CHC, the President or University Vice President of Student Life, has the authority to call a CHC hearing to order.

ii. An additional member of the Cabinet shall sit in on the committee for the single purpose of recording meeting minutes.

iii. Additional, non-voting members may be appointed, jointly by the university Vice President of Student Life and the President, to offer expertise on the subject set before the CHC.

iv. Appeals

* 1. Appeals to the CHC may be made by any ASB member concerning the constitutionality of decisions and policies made by any aspect of ASB Leadership.
  2. The CHC shall:

1. Serve a written warning to warn an officer or representative one (1) time before removing him/her.
2. Notify anyone facing removal by CHC or impeachment by the Cabinet at least three (3) days in advance as to the time and location of his/her hearing.
3. Give anyone subject to removal a hearing before taking action.
4. Rulings:
   1. All CHC rulings must be made public within three (3) days of the date of ruling, including any majority and minority opinions given with the ruling.
   2. The CHC shall include a majority opinion and any minority opinions with a ruling if the matter is a proposed amendment of the Constitution and Bylaws.
   3. Decisions made by the CHC are approved by a two-thirds (⅔) vote. A majority of the CHC members must be present to vote. Decisions are final.

**ARTICLE VII: FINANCE**

**SECTION I. ASB STUDENT FEE**

The ASB fee shall be charged to undergraduate students taking twelve (12) credit hours or more.

**SECTION II.** **FIDUCIARY RESPONSIBILITY**

The University has fiduciary responsibility for all funds collected on its behalf. It has authorized the Cabinet to distribute allocated student fees according to a plan devised and approved by the Cabinet.

**SECTION III.** **BUDGET PREPARATION AND ADJUSTMENTS**

1. A contingency fund shall be made to cover unbudgeted expenses.
2. All ASB Leadership expenditures shall fall in compliance with the approved budget.

**SECTION IV. SCHOLARSHIPS**

1. Scholarships shall be awarded to all the Cabinet members, Coordinators, Senators, and all other designated positions according to a plan devised by the Finance Committee for the following year’s positions.
2. Scholarships shall be awarded once a semester.
3. Students may only receive scholarships for the semester they are currently in.
4. All Student Life-funded scholarships awarded to ASB Coordinators must be in compliance with the criteria outlined by the VP of Student Life.

**SECTION V. CONTRACTS**

1. Any contract between the ASB and a second (2nd) party shall be:
2. Brought to the attention of the Cabinet and ASB advisor(s).
3. Signed by the appropriate Cabinet member.

**SECTION VI. CHECK WRITING PROCEDURE**

1. All accounts payable shall be covered by a check from the Cabinet.
2. Check requests must be approved by the VP of Finance and Admin.
3. All ASB check requests that are issued shall be signed by the requester and the ASB advisor(s).

**SECTION VII. AUDITING**

1. The ASB fiscal year shall be July 1 through June 30.
2. The Finance Committee shall have the authority to have the ASB Leadership books audited by a Corban University controller or otherwise qualified accountant.

**ARTICLE VIII: PROPOSAL, REFERENDUM, RECALL, PROVISIONS, IMPEACHMENT**

**SECTION I. CAMPUS RECALL**

i. If any member of the ASB wants to have a member of the Cabinet subjected to a recall vote, he/she shall submit a petition, signed by at least twenty percent (20%) of the ASB demanding a recall of that Cabinet member, to the CHC.

ii. A special election for the Cabinet member's position shall be called no sooner than one (1) week and no later than two (2) weeks after the petition has been submitted to the CHC.

iii. The Election Committee shall manage the election.

iv. A two-thirds (⅔) majority of the votes cast will be required to remove a person from office.

1. This number shall be a majority of the total ASB membership.

**SECTION II.** **IMPEACHMENT**

i. If any member of the Cabinet is suspected of violating the Constitution and members of the ASB seek to impeach, this request must come in the form of a written complaint, submitted to the Advisor(s). The written complaint should include the name of the officer(s), identity of those filing for impeachment, and a detailed account of the alleged violation with the relevant portions of the Constitution cited. Anonymously reported, insufficiently, and/or inaccurately cited requests for impeachment will not be eligible for consideration.

a. If the complaint is appropriately filed, the Advisor will inform the named officer in writing and will appoint two investigators from the University’s Title IX investigator pool. Together, the investigators will determine the appropriate investigation strategy needed to gather the information needed to make a determination.

1. If the investigators finds that a hearing is necessary the Advisor, with consultation from the Vice President for Student Life, will determine if the accused ASB officer’s role should be revised during the course of the investigation. Although calling a hearing is not a determination of guilt, there may be some circumstances where it is appropriate for the accused officer to take a lesser role until a finding has been rendered. The Vice President for Student Life will have the final voice concerning interim measures.

iii. When the investigators determine they have gathered all of the information necessary to justify a hearing, they will submit an investigation report to the Advisor, who will appoint a decision panel comprised of one member of the ASB Cabinet, one member of the ASB Student Senate, one faculty member, and one staff member or administrator. The Advisor will serve as the decision panel Chair; the investigators will serve as non-voting consultants.

iv. The hearing will be conducted according to the following rules:

a. The decision panel may arrive at one of a number of decisions:

1. The investigators must gather additional information for a reconvened panel,
2. The information gathered and witness statements support both the complaint and the request to impeach,
3. The information gathered and witness statements support the complaint, but not the request to impeach, or
4. The information gathered and witness statements do not support the complaint.

b. Once a decision has been rendered, the Advisor will notify the appropriate parties in writing.

c.If the decision panel believes the accused officer did violate the Constitution but is not supporting the request to impeach, they will provide the Advisor with alternate recommendations for the officer’s accountability and growth.

v. Once the relevant parties have received the panel’s decision in writing, they have up to two business days to appeal should they desire for the decision panel’s finding to be reviewed. Requests for appeal must be submitted in writing to the Vice President for Student Life who will determine whether or not to allow the appeal to be heard based on the following criteria:

a. The facts of the case were insufficient to establish that a violation of the Constitution occurred.

b. The sanctions imposed were unduly arbitrary or unjustified, or

c. New and significant information is now available for consideration.

vi. If the request for appeal does not qualify according to the standards listed above, the Vice President for Student Life will respond in writing and the investigation will be considered closed. If the request for appeal qualifies to be heard, the Vice President for Student Life will appoint an appeals panel comprised of a different: ASB cabinet member, Student Senate member, senior faculty member, and senior staff member or administrator.

vii. The Vice President for Student Life will conduct an appeals hearing according to the rules that govern the University’s Title IX appeal panel procedures. The decision rendered by the appeals panel will be given to the relevant students in writing and will stand. As is true with any University process, if a student has exhausted University appeal processes and still feels that the decision is unfair or inappropriate, they may still have appeal opportunities available to them through the Department of Education. For more information, see the “Student Complaint Resolution” portion of the University catalog.

**SECTION III. PROVISIONS**

1. If the office of ASB President becomes vacant, the ASB Exec VP will become President.
2. If the office of ASB Exec VP, VP of MarCom, VP of Finance and Admin, VP of Ministries, VP of Initiatives, or VP of Engagement becomes vacant, the ASB President will nominate an eligible member of the ASB, in accordance with the specifications of Article III, Section II of these Bylaws to fulfill this vacancy. This nomination must be ratified by a two-thirds (⅔) vote of the Cabinet.
3. The Cabinet will approve all appointed positions by a majority vote within one month of Cabinet elections, in the case of a office vacancy left by the election results.
4. If the offices of both ASB President and Exec VP become vacant, the VP of Finance and Admin will become acting ASB President until a special election is held to fill the vacant positions.
5. Any person appointed to fill a vacant office will serve only until the completion of the term of the office being replaced by the appointment.

**SECTION IV.** **PROVISIONS FOR A WAIVER TO THE CONSTITUTION**

i. Any member of the ASB desiring to waive a part of the Constitution, shall present to the Cabinet a resolution signed by a least twenty percent (20%) of the membership of the ASB and stating which part of the Constitution is to be waived, when the waiver is to become effective, when it is to expire, and who is sponsoring it.

ii. A two-thirds (⅔) majority of the Cabinet members present shall carry this motion.

**SECTION V. PROVISIONS FOR AMENDMENTS TO THE CONSTITUTION**

i. The proposed amendment must be presented to the Cabinet.

ii. The Cabinet shall be empowered to make any changes in the proposed amendment wording that it deems necessary to make it consistent in style with the rest of the Constitution as long as such changes do not affect the intent or meaning of the proposal, and are approved by the sponsor of the amendment.

**Corban ASB Bylaws**

1. **STANDING COMMITTEES**
   1. THE COMMUNICATION COMMITTEE
      1. The VP of MarCom will serve as the Committee Chair. The members of the communications committee include: the VP of MarCom, Media Arts Coordinator, Publicity Coordinator, Hilltop Editor-in-Chief, a representative from the Information Technology (IT) department, and a representative from office of Communications. The VP of MarCom may appoint other committee members as deems necessary.
      2. Must meet at least once a semester.
   2. THE FINANCE COMMITTEE
      1. Members of the Finance Committee include the ASB President, Exec VP, VP of Finance and Admin and the ASB advisor(s).
      2. Duties of the Finance Committee:
         1. Have control of the finances and physical assets of the ASB Leadership.
         2. Prepare and present the final ASB budget to Cabinet for approval within two (2) weeks of obtaining figures from the business office.
         3. Consider all requests for unbudgeted funds or budget transfers.
         4. Meet as needed.
   3. THE ELECTION COMMITTEE
      1. A minimum of three (3) Cabinet Members will serve on the Election Committee including the Committee Chair.
      2. If three (3) Cabinet members are not available, the Committee Chair will appoint other students to meet the minimum membership number of three (3).
2. **CABINET**
   1. INSTITUTIONAL COMMITTEES
      1. ​VP​ ​of​ ​Finance​ ​and​ ​Admin​ ​will​ ​pursue​ ​membership​ ​of​ ​University​ ​Finance​ ​Committee.
      2. ​VP​ ​of​ ​Ministries​ ​will​ ​pursue​ ​membership​ ​of​ ​the​ ​University​ ​Chapel​ ​Committee.
      3. Executive VP will pursue membership of the University Academic Council.
   2. MEETINGS
      1. The Cabinet will meet two (2) hours a week and in special sessions as called by the ASB President or ASB advisor(s).
      2. The Cabinet will attend one (1) ASB rally a month as planned by the President.
3. **SENATE**
   1. FUNDING
      1. Any funding request the Senate may approve over $500 shall require Cabinet approval.
   2. SENATE MEMBERS
      1. One (1) Male Balyo/Davidson representative
      2. One (1) Female Balyo/ Davidson representative
      3. One (1) Prewitt representative
      4. One (1) Van Gilder representative
      5. One (1) Aagard representative
      6. One (1) Farrar representative
      7. One (1) Female Commuter representative
      8. One (1) Male Commuter representative
      9. One (1) Townhouse representative
      10. One (1) Self-Identified Multicultural/International representative
4. **COORDINATORS**
   1. COORDINATOR HIRING
      1. Coordinator hiring shall be completed according to the timeline, as set by the Election Committee, no later than five (5) weeks before the end of the school year.
      2. The hiring logistics shall be overseen by the Election Committee.
      3. In the case that a VP cannot find a qualified applicant for a vacant coordinator position, the Election Committee may then have the authority to extend the hiring process until deemed necessary. The VP will assume the duties of the vacant position in order to ensure the success of the branch.
      4. Should the election of a Cabinet Member be stalled or postponed, on account of run-off election or otherwise, the current year’s officer will hire next year's coordinators to keep with the timeline as set out by the election committee.
   2. ASB LEADERSHIP BRANCHES
      1. Vice President of Marketing and Communication will direct the following coordinators:
         1. Media Arts Coordinator
         2. Publicity Coordinator
      2. Vice President of Student Ministries will direct the following coordinators:
         1. Worship Coordinator
         2. Worship Coordinator
      3. Vice President of Student Initiatives will direct the following coordinators:
         1. Student Initiatives Finance Coordinator
         2. Student Initiatives Publicity Coordinator
      4. Vice President of Community Engagement will direct the following coordinators:
         1. Community Outreach Coordinator
         2. Commuter Coordinator
         3. Missions Coordinator
5. **EVENTS**
6. **FINANCE**
   1. BUDGET PREPARATION AND ADJUSTMENTS
      1. Any individual or group requesting ASB funds shall complete a funding request form with regard to dollar amounts and details of planned expenditures.
      2. Any unbudgeted expenditure over $75 must be brought before the Cabinet for approval, with the final itemized budget with regard to dollar amount and detail.
      3. A contingency fund shall be made to cover unbudgeted expenses.