

# CONSTITUTION & BY-LAWS

OF THE CORBAN UNIVERSITY  
ASSOCIATED STUDENT BODY LEADERSHIP



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# CONSTITUTION OF THE ASSOCIATED STUDENT BODY LEADERSHIP

## PREAMBLE:

The students of Corban University, in order to further a spirit of community, ensure a voice 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 them by the Board of Trustees of Corban University.

At Corban University, trustees, administration, faculty, and students share the responsibility for formulating the policies, which will promote the best interests of the students and of the institution in fulfilling its mission in higher education. It is recognized that the Articles of Incorporation of Corban University invest the responsibility of the University to the President and the Provost.

## ARTICLE I: NAME AND PURPOSE

### 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 upon which the University is founded.
  - c. Foster vital cooperative student-employee relationship in campus life.
  - d. Serve as primary outlet for student voice at the University.

## ARTICLE II: MEMBERSHIP

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.

## ARTICLE III: CABINET

### SECTION I. OFFICERS

- i. President, Executive Vice President (Exec VP), Vice President of Finance and Administration (VP of Finance and Admin), Vice President of Marketing and Communication (VP of MarCom), Vice President of Student Ministries (VP of Ministries), Vice President of Student Initiatives (VP of Initiatives), Vice President of Community Engagement (VP of Engagement)

### SECTION II. CABINET CHAIR

- i. The chair of the Cabinet is the President.

### SECTION III. MEETINGS

The Cabinet will meet two (2) hours a week and in special sessions as called by the ASB President or ASB advisor(s).

### SECTION IV. REQUIREMENT FOR OFFICAL ACTIONS

Cabinet can only take official action when at least the majority of the members are present.

### SECTION V. MEETING MINUTES

The VP of Finance and Admin. will record all minutes for each official meeting.

### SECTION VI. DUTIES OF THE CABINET

- i. Approve the budget presented by the VP of Finance and Admin.
- ii. Form mandates and resolutions pertaining to general policies of the ASB.
- iii. Serve in an advisory capacity for all governing bodies, and functions of ASB.
- iv. Act on matters that have been submitted to the Cabinet by any other governing body or special committee.
- v. Identifying issues of concern to the student body, acting as the liaison body of the Cabinet to non-Cabinet groups.
- vi. Conducting all elections and impeachment procedures related to Cabinet and nominating student members to serve on standing committees.
- vii. Coordinators will be hired by the incoming Cabinet with the advice of the current Cabinet members. See article IV of By-Laws.
- viii. The Cabinet of the ASB Leadership shall be comprised of seven (7) students elected during the campus-wide spring elections.
- ix. University committee responsibilities
  - a. For list of suggested committees. See appendix A.
  - b. All ASB Cabinet members shall pursue student representation on various/relevant 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.
- x. Oversee coordinators and senate. See Articles IV and V of the By-Laws.
- xi. Have the power to:
  - a. By a two-thirds ( $\frac{2}{3}$ ) vote review any action of any standing committee.
  - b. By a two-thirds ( $\frac{2}{3}$ ) vote overrule any action of a standing committee that the Cabinet has called up for review.
    1. The Central Hearing Committee (CHC) is exempt from being overruled by the Cabinet. CHC decisions are final. See Article VI, Section I for further information.
  - c. Address a conflict with previous official action of the Cabinet.
  - d. Approve or disapprove any subject an ASB member brings to the Cabinet.
  - e. By two-thirds vote the Cabinet may update the appendices of this Constitution.

# BY-LAWS OF ASSOCIATED STUDENT BODY LEADERSHIP OF CORBAN UNIVERSITY

## ARTICLE I: PARLIMENTARY AUTHORITY

Robert's Rules of Order Revised will be the parliamentary authority of the ASB Leadership in all cases in which they are consistent with the ASB.

## ARTICLE II: RIGHTS AND PRIVILEGES OF MEMBERSHIP

### SECTION I. RIGHTS AND PRIVILEGES

Students who pay the general student activity fee will be entitled to a subscription of all publications, the right to vote in all ASB Cabinet 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 or the Corban University Administration.

### SECTION II. FACULTY & STAFF

Faculty/staff members are considered privileged participants of the ASB and will not be charged fees, and will not be entitled rights to vote in any ASB Leadership elections.

### SECTION III. ASB LEADERSHIP ADVISORY

The ASB Leadership advisor(s) will serve as a consultant(s) to the ASB Cabinet. They will not be entitled to voting rights. They must be a member of the Student Life team.

### SECTION IV. LIMITATIONS

All students who have paid the general student activity fees (full-time undergraduate students) shall be considered a member of the Associated Student Body. Any student who does not meet these requirements (i.e. Graduate students, School of Professional Studies students, etc.) will be considered a privileged participant who will not be charged fees, will not be entitled to vote in any ASB Leadership elections, and will not be eligible to hold positions on ASB Leadership.

## ARTICLE III: OFFICERS

### SECTION I. ELECTION OF OFFICERS

- i. Eligibility:
  - a. Candidates for election to the Cabinet must have attended Corban University at least one full year prior to election. 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 CHC.
  - b. No one can concurrently hold any two campus leadership positions or ASB Leadership positions (e.g. Resident Assistant, Assistant Area Coordinator, ASB Coordinator, ASB Senate, SAB members, etc.).
- ii. Nominations:
  - a. Each Cabinet office candidate must be nominated by a petition bearing 100 signatures of the ASB.

- b. Petitions for Cabinet offices will be submitted to the ASB advisor(s) at least two (2) weeks prior to elections.
- c. The ASB advisor(s) will determine the eligibility of all candidates for Cabinet elected offices. 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.
- d. The offices of ASB President and Exec VP will be elected on a single ticket, as running partners.
- e. All candidates must be approved by ASB advisor(s) based on application requirements.

iii. Elections:

- a. See Article VI, Section IV for information regarding the Election Committee.
- b. Petitions for all ASB Cabinet offices shall be available four (4) weeks before the election dates (speeches and order of name as seen on the ballot will be listed alphabetically by last name and position).
- c. The general election shall be determined by the Election Committee during the spring semester.
- d. ASB Cabinet elections will be held by secret ballot.
- e. Campaigning may begin at a date determined by the Election Committee.
- f. Proper campaigning guidelines, election procedures, and the name of opposing candidates will be made available to all candidates. It is the responsibility of the candidates to request the information from the Election Committee.
- g. The counting of ballots for all ASB Cabinet offices is the responsibility of its Election Committee. Results will be made available to all candidates immediately upon the completion of the count.
- h. The candidate receiving a majority of the votes cast for each candidate's office will be declared elected.
- i. If no candidate establishes a majority 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.
- j. 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.
- k. The ASB Cabinet will announce all election results within twenty-four (24) hours to the ASB.
- l. The method of requesting a recount will be by petition of the candidate seeking such recount to the Election Committee Chairperson. All requests for recount must be made to the Committee Chairperson within 48 hours of the general election.
- m. Violation of the election laws or rules or procedure as set by the ASB Leadership By-Laws is cause for declaring the particular election null and void by the Election Committee.
- n. A challenge of the Election Committee's action must be made within two (2) days in order to present his/her case before the CHC showing that no violation(s) existed. The decision of the CHC is final.
- o. The method of challenging an election, thereby charging that fraudulent or irregular procedure existed at the time of the election, therefore making impossible a correct count of the ballots even in the case of a recount shall be as follows:

1. Petition for challenge submitted to the CHC by the candidate stating the specific elections in question and the basis for challenge.
2. The CHC will be called together for the purpose of reviewing and determining the merit of the candidate's charge(s). The ASB advisor(s) are to be notified and in attendance at the time of review.
3. The CHC will issue its decision either nullifying the challenge or instructing the Election Committee to call a new election for the position in question.
4. This procedure must be completed between the time of the election and the date the office term commences or the CHC must issue a writ of injunction to prevent the challenged candidate from taking office.
  - i. In this case, the coordinator hiring process will be carried out by the current officer in order to maintain the hiring timeline.

iv. Office Seats:

- a. The ASB Cabinet offices of President, Exec VP, VP of Finance and Admin, VP of MarCom, VP of Ministries, VP of Initiatives and VP of Engagement will have only one (1) ASB Cabinet member seated in each office.

v. Officer Votes:

- a. Each Cabinet member will have one (1) vote.

## SECTION II. TERM OF OFFICE

- i. All Cabinet Officers will serve for a term of office having the duration of (12) months beginning at the end of the elected academic year.
- ii. Officers elect are required to attend designated training sessions prior to the date the office term commences. Exceptions to this must be made by the ASB President.

## SECTION III. ASB LEADERSHIP CONTRACT

Each member of the ASB Leadership, elected and hired, must read and sign a student leadership contract by which they will be evaluated. Failure to meet expectation may result in a request to resign or a dismissal by the CHC.

## ARTICLE IV: ASB COORDINATORS

### SECTION I. ROLE & DESCRIPTION

Coordinators are ASB Leadership members who are hired and directed by the ASB Cabinet in order to carry out the purpose of ASB Leadership. They will report directly to their respective VP. Coordinators are also accountable to the ASB President. Coordinators do not have Cabinet voting privileges.

### SECTION II. DIRECTION OF COORDINATORS

Vice Presidents are responsible for directing coordinators in order to carry out the mission and duties of ASB Leadership and the University.

### SECTION III. ASB LEADERSHIP BRANCHES

- i. Vice President of Marketing and Communication will direct the following coordinators:

- a. Media Arts Coordinator
  - b. Publicity Coordinator
- ii. Vice President of Student Ministries will direct the following coordinators:
  - a. Worship Coordinator
  - b. Worship Coordinator
  - c. Missions Coordinator
- iii. Vice President of Student Initiatives will direct the following coordinators:
  - a. Student Initiatives Coordinator
  - b. Student Initiatives Coordinator
- iv. Vice President of Community Engagement will direct the following coordinators:
  - a. Community Engagement Coordinator
  - b. Community Engagement Coordinator

#### SECTION IV. HIRING PROCESS

- i. Applications shall be available at the same time as petitions for ASB Cabinet.
- ii. Coordinators will be hired by VP elect. Current VP's will advise VP elect during hiring process, by reviewing applications and participating in interviews of coordinators.
- iii. Coordinator hiring shall be completed within three (3) weeks of finalized Cabinet election results.
- iv. The hiring logistics shall be overseen by the Cabinet Election Committee.
- v. 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.

#### SECTION V. BRANCH MEETINGS

The ASB Leadership branches will meet at the discretion of the respective VP and can be called together by the ASB President or ASB Advisor(s) in special circumstances.

#### SECTION VI. DISMISSAL OF COORDINATORS

- i. Any ASB Coordinator can be considered for dismissal if deemed not in good standing by the Cabinet.
  - a. The respective Cabinet member 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 ( $\frac{2}{3}$ ) vote of the ASB Cabinet.
- iii. The vacant coordinator position will be filled by process of appointment which will be conducted by the ASB Cabinet.
- iv. Any person appointed to fill a vacant position will serve only until the completion of the academic year.
- v. The respective VP will assume the duties of the vacant position in order to ensure the success of the branch until the vacant position is filled.

#### SECTION VII. SCHOLARSHIPS

See Article VII, Section IV for scholarship information.



## ARTICLE V: SENATE

### SECTION I. OVERSIGHT OF SENATE

- i. The Exec VP will oversee the Senate.
- ii. The Exec 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 as a whole.
- iii. The Exec VP will express the recommendations made by the Senate to the Cabinet.

### SECTION III. MEETINGS

Meeting times, locations and frequency will be determined by the Exec VP.

### SECTION IV. 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
  - a. If a Senate member is unable to complete their term of office they will be replaced by process of appointment.
  - b. The Exec. VP and Senate will appoint a member of the ASB who will serve until the completion academic school year.
- iv. Senate Election Committee
  - a. The Exec VP will chair the Senate Election Committee.
  - b. The Cabinet will appoint two additional Cabinet members for the Senate Election Committee.
  - c. For more information see Article VI Section V.

### SECTION IV. SENATE MEMBERS

- i. One representative from each residence hall (including townhouses) of Corban, one multicultural representative, one male and female commuter shall be considered Senate members. (Refer to Appendix B for complete list of Senate positions)
- ii. Any additional representatives will be determined by the Cabinet.
- iii. Eligibility
  - a. 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.
  - b. Candidates must meet the minimum requirements outlined in the position description.

## ARTICLE VI: STANDING COMMITTEES

### SECTION I. CENTRAL HEARING COMMITTEE

- i. The members of the CHC shall be the ASB President, Vice President of Student Life, ASB advisor(s), two students appointed by the Cabinet, one faculty representative, and one non-Student Life staff representative chosen by the Vice President of Student Life. Any member of the CHC has the authority to call a CHC hearing to order.
- ii. An additional member of the ASB Cabinet shall sit in on the committee for the single purpose of recording meeting minutes.
- iii. Appeals

- a. 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.
- b. 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.
- i. Rulings:
  - a. All CHC rulings must be posted within three (3) days of the date of ruling, including any majority and minority opinions given with the ruling.
  - b. 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 By-Laws.
  - c. Decisions made by the CHC are approved by a two-thirds ( $\frac{2}{3}$ ) vote. A majority of the CHC members must be present to vote. Decisions are final.

## SECTION II. THE COMMUNICATION COMMITTEE

- i. 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.
- ii. Meet at least once a semester.

## SECTION III. THE FINANCE COMMITTEE

- i. Members of the Finance Committee include the ASB President, Exec VP, VP of Finance and Admin and the ASB advisor(s).
- ii. Duties of the Finance Committee:
  - a. Have control of the finances and physical assets of the ASB Leadership.
  - b. Prepare and present the final ASB budget to Cabinet for approval within two (2) weeks of obtaining figures from the business office.
  - c. Consider all requests for unbudgeted funds or budget transfers.
  - d. Meet as needed.

## SECTION IV. THE ELECTION COMMITTEE

- i. 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 ASB advisor(s) will serve as the Committee chair(s). Members of the Election Committee will be determined by the Election Committee chair. Any member running for re-election may not serve on the Cabinet Election Committee.
- ii. The elections committee will plan, publicize and facilitate all ASB Cabinet elections (duties performed by the ASB Exec VP, and VP of MarCom)

## SECTION V. 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:
  - a. Plan, publicize and facilitate all Senate elections.

## 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 ASB Cabinet to distribute allocated student fees according to a plan devised and approved by the ASB Cabinet.

### SECTION III. BUDGET PREPARATION AND ADJUSTMENTS

- i. Any individual or group requesting ASB funds shall complete a funding request form with regard to dollar amounts and details of planned expenditures.
- ii. 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.
- iii. A contingency fund shall be made to cover unbudgeted expenses.
- iv. All ASB Leadership expenditures shall fall in compliance with the approved budget.

### SECTION IV. SCHOLARSHIPS

- i. Honorariums shall be paid to all the Cabinet members, and all other designated positions according to a plan devised by the Finance Committee for the following year's positions.
- ii. Honorariums shall be paid once a semester.
- iii. Students may only receive honorariums for the semester they are currently in.
- iv. All Student Life-funded honorariums awarded to ASB Coordinators (eight [8] scholarships, 25% of Room and Board) are required to meet the following minimum criteria (unless stated otherwise by VP of Student Life).
  - a. On campus resident
  - b. Junior or senior academic status

### SECTION IV. CONTRACTS

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

### SECTION VI. CHECK WRITING PROCEDURE

- i. All accounts payable shall be covered by a check from ASB Cabinet.
- ii. Check requests must be approved by the VP of Finance and Admin.
- iii. All ASB check requests that are issued shall be signed by the VP of Student Life and one of the ASB advisor(s).

### SECTION VII. AUDITING

- i. The ASB fiscal year shall be July 1 through June 30

- ii. 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 PROPOSAL

- i. Any member of the ASB that desires to bring a institutional change before the Cabinet for consideration must:
  - a. Submit a written proposal signed by at least twenty percent (20%) of the ASB.
  - b. State the purpose of the proposal.
  - c. State who is sponsoring it.
- ii. If the campus proposal involves an amendment to the Constitution, By-Laws, Rules the written proposal shall:
  - a. Be signed by at least twenty (20%) percent of the ASB.
  - b. Be submitted to the Cabinet.

### SECTION II. CAMPUS RECALL

- i. If any member of the ASB wants to have a member of the Cabinet subjected to a recall vote, he 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 of ASB Cabinet, on the matter 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. If a member of the Election Committee faces a campus recall, the Cabinet will appoint someone to serve in his place for the recall election.
- v. A two-thirds ( $\frac{2}{3}$ ) majority of the votes cast will be required to remove a person from office. This number shall be a majority of the total ASB membership.

### SECTION III. PROVISIONS FOR A WAIVER TO THE CONSTITUTION

- i. Any member of the ASB desiring to waive a part of the Constitution or By-laws, 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 or By-Laws 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 ( $\frac{2}{3}$ ) majority of the Cabinet members present shall carry this motion. A majority of the Cabinet must be present to vote.

### SECTION IV. 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's wording that it deems necessary to make it consistent in style with the rest of the Constitution and By-Laws as long as such changes do not affect the intent or meaning of the proposal, and are approved by the sponsor of the amendment.
- iii. The Cabinet shall submit the proposed amendment, with any recommendations and opinions concerning the proposal, to the CHC no later than one (1) week following its presentation to the Cabinet.

- iv. The Cabinet or CHC shall refer to a proposed amendment to further study; the appropriate study committee must submit a report within two (2) school weeks to the Cabinet.
- v. When the proposal has been submitted to the ASB advisor(s) a two-thirds ( $\frac{2}{3}$ ) majority of the members present shall be required to pass the amendment. This number must be a majority of the total membership of the CHC.
- vi. Proposed amendments shall become effective immediately upon final adoption unless otherwise stated in the text of the amendment.

#### SECTION V. RECORDS

An official record of the ASB Constitution and By-Laws shall be maintained by the Cabinet and housed in the ASB office along with a record of all waivers and amendments.

#### SECTION VI. PROVISIONS

- i. If the office of ASB President becomes vacant, the ASB Exec VP will become President.
- ii. 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 By-Laws to fulfill this vacancy. This nomination must be ratified by a two-thirds ( $\frac{2}{3}$ ) vote of the Cabinet.
- iii. 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.
- iv. 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.
- v. 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 VII. REMOVAL FROM OFFICE

- i. The ASB President will remove from office any member of ASB Cabinet whose cumulative grade point average falls below 2.5, who fails to carry a full time class load, or who accumulates more than three (3) unexcused absences from the governing body's meeting during any one school semester.
- ii. The President will issue a written warning to a member at least two (2) times before taking action to remove him/her from office.
- iii. The Cabinet may, by a two-thirds ( $\frac{2}{3}$ ) vote, override any recall decision of the President.
- iv. Any ASB Cabinet officer may be recalled by two thirds ( $\frac{2}{3}$ ) of the votes cast by the ASB Cabinet. This number must be a majority of the ASB Cabinet membership.

#### SECTION VIII. IMPEACHMENT OF CABINET MEMBER

- i. Any member of the Cabinet may be recalled through an impeachment vote of two thirds ( $\frac{2}{3}$ ) of the Cabinet
- ii. Any member of
- iii. If the vote of the Cabinet is passed, the officer must then be recalled by two thirds ( $\frac{2}{3}$ ) of the votes cast by the Senate. This number must be a majority of the Senate membership.
- iv. If the vote of the Senate is passed, the officer must then be recalled by two thirds ( $\frac{2}{3}$ ) of the votes cast by the CHC. This number must be a majority of the CHC membership.
- v. If steps one (1) and two (2) occur, the campus recall procedure as outlined in Article VI (6) Section III (3) of these By-Laws

## ADDITIONAL RESOURCES

### APPENDIX A

#### Committee List:

- a. Academic Council
- b. Student Life Leadership Team
- c. Leadership Council
- d. Diversity Committee
- e. Reach Committee
- f. Chapel Committee
- g. Finance Committee
- h. Commuter Council

### APPENDIX B

#### Senate Members:

- a. One (1) Male Balyo/Davidson representative
- b. One (1) Female Balyo/ Davidson representative
- c. One (1) Prewitt representative
- d. One (1) Van Gilder representative
- e. One (1) Aagard representative
- f. One (1) Farrar representative
- g. One (1) Female Commuter representative
- h. One (1) Male Commuter representative
- i. One (1) Townhouse representative
- j. One (1) Self-Identified Multicultural/International representative

### APPENDIX C

#### Leadership Contract:

- a. See document at the end of the Additional Resources section.



*Dedicating Heart and Mind to God*

**ASB CABINET CONTRACT**  
CORBAN UNIVERSITY  
ASB LEADERSHIP

*As an elected ASB Cabinet member I agree to the following for the duration of the \_\_\_\_\_ - \_\_\_\_\_ academic year:*

- 1.) Perform the duties of the Cabinet Position as outlined in the ASB constitution, bi-Laws, and job description.
- 2.) Represent the student voice and keep the student interest above my own.
- 3.) Preserve, defend, and protect the Constitution of ASB Leadership.

\_\_\_\_\_  
ASB Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
ASB President

\_\_\_\_\_  
Date

This is a constitutionally required document, and must be kept on file in the ASB office for the duration of member's time in office.

