

corbanasb

ORGANIZATIONS

The Constitution
of Student Organizations
Associated Student Body Cabinet
Corban University: Salem, Oregon

Preamble

We the Associated Student Body (ASB) Leadership, in order to encourage student involvement, promote community fellowship, further personal growth, insure public outreach, and secure the establishment of organizations, do pronounce this Constitution of Student Organizations for Corban University, trusting God in His sovereignty to oversee, direct, and delight in all endeavors.

Student Organizations Mission Statement

Student Organizations exist to provide students the ability to foster community while participating in activities, ministry, outreach, and service. Corban University's ASB Leadership desires students the opportunity to grow in their walk with the Lord and their whole personhood through Student Organizations. It is the intent of the ASB Leadership, in partnership with the Inter-Organizational Council, to support these opportunities.

Constitution

Article I: Structure

Section I: Student Organizations

Clause I:

All student organizations are recognized with no distinction in regards to publicity and general treatment from the ASB Leadership and with no priority to one organization over another.

Clause II:

Divisions exist for the purpose of organizations and requirements as a result of differentiated purposes and orientations.

Section II: Organization Divisions¹

Clause I:

Student Organization's are divided with the purpose of serving special-interest groups on campus and aligning organization's with successful off-campus organizations known as campus chapters.

Clause II:

Service Organizations: The purpose of a Service Organization is to meet needs in communities off campus through volunteer opportunities.

Requirements: A minimum of ten hours of organized service per semester and one campus-wide activity. (Any Reach credit must be approved and qualified by the Reach coordinator beforehand)

Clause III:

Ministry Organizations: The purpose of a Ministry Organization is to focus on ministry activities which reach out to communities at large. Activities may include: discipleship, missions, mentoring, or ministry preparations.

Requirements: A minimum of four organization-sponsored activities per semester and one campus-wide activity.

Clause IV:

Community Organizations: The purpose of a Community Organization is to focus on strengthening the student body through the building of fellowship and community.

Requirements: A minimum of four organization-sponsored activities per semester and one campus-wide activity.

Clause V:

Recreation Organizations: The purpose of a Recreation Organization is to focus on pursuing activities which promote personal well-being in the form of fitness, athletics, or indoor/outdoor activities.

Requirements: A minimum of four organization-sponsored activities per semester and one campus-wide activity.

Clause VI:

Political Organizations: The purpose of a Political Organization is to focus on raising political awareness and encouraging students to be informed contributive citizens. Political Organizations may include, but are not limited to, being involved in a specific political cause or a specific political party.

Requirements: A minimum of three organization-sponsored activities per semester and one campus wide-activity.

Clause VII:

Creative Arts Organizations: The purpose of a Creative Arts Organization is to focus on creative expression with the intent of developing and expressing artistic abilities on campus.

¹ See Amendment II

Requirements: A minimum of three organization-sponsored activities per semester and one campus wide-activity.

Clause VIII:

Scholastic Organizations: The purpose of a Scholastic Organization is to focus on encouraging and enhancing student learning. Organizations may relate to, but are not limited, a specific field(s) of study.

Requirements: A minimum of three organization-sponsored activities per semester and one campus wide-activity.

Clause IX:

Campus Chapter Organizations: The purpose of Campus Chapters is to partner student organizations with community agencies with the intent of developing community outreach

Requirements: A minimum of three organization-sponsored activities per semester and one campus-wide activity.

Article II: Vice President of Student Organizations

Section I: Job Description and Responsibilities

Clause I:

The Vice President of Student Organizations (VP) is responsible for leading and encouraging the student Organizations by training and overseeing organization officers. This person must demonstrate organizational skills and a working knowledge of Student Organizations at Corban. It is essential to understand the purpose, function, and needs of each organization on campus.

Clause II:

The VP of Student Organizations, along with the ASB Executive Board, has the final authority concerning all policies of Student Organizations.

(Decisions may need assistance from the Student Life Leadership board of Corban University)

Clause III:

The VP of Student Organizations must:

1. Meet once a month with Inter-Organizational Council.
2. Oversee activation and dismissal of student organizations.
3. Hold Student Organizations accountable to their responsibilities.
4. Hold Student Organizations Officers accountable to the their jobs.
5. Facilitate Student Organization informational events
 - a. (Student Organizations Fair)
6. Document Student Organizations' membership/participation.
 - a. (Used to show the health and participation of each organization)

Article III: Inter-Organizational Council

Section I: Members

Clause I:

The Inter-Organizational Council is comprised of the presidents of every organization and is presided by the VP of Student Organizations.

Clause II:

In case of an organization President's absence to any Inter-Organizational Council meeting, the Vice-President must stand in.

Section II: Requirements for Inter-Organizational Council Membership

Clause I:

The president of an organization must be elected or appointed to his or her office as determined by the organization's constitution.

Clause II:

ASB Leadership members may not be members in the Council.

Clause III:

Inter-Organizational Council members must sign the Inter-Organizational Council Agreement form and comply with all requirements.

Clause IV:

Inter-Organizational Council members must:

1. Be a student at Corban University (Undergraduate or Graduate)
2. Communicate with organization officers over summer, winter, and spring breaks concerning organization events, activities, or retreats.
3. Attend training prior to the school year as scheduled by VP of Student Organizations
4. Attend monthly meetings as scheduled by VP of Student Organizations.
5. Fulfill all duties for the duration of one school year.
6. Train a successor for the specific position.

Section III: Dismissing Inter-Organizational Council Members

Clause I:

An Inter-Organizational Council member may be removed from office for breaking any clause of the Inter-Organizational Council Agreement. The ASB Student Organizations Coordinator must use the Officer Dismissal Form. This form must be signed by the VP of Student Organizations and the ASB President.

Clause II:

The VP of Student Organizations may make provision for a probationary period due to personal discretion or the situation or circumstance.

Clause III:

The VP of Student Organizations is the final authority as to the dismissal of any Inter-Organizational Council member unless overruled by the ASB President or the Vice President of Student Life.

Clause IV:

The VP of Student Organizations may dismiss any other officer from the same organization if deemed by circumstances and personal discretion. The VP of

Student Organizations must use the Officer Dismissal Form and have written consent from the ASB President.²

Clause V:

An Inter-Organizational Council member or organization officer may be immediately dismissed from office for any of the following reasons:

(Dismissal may be waived by the VP of Student Organizations or the Vice President of Student Life)

1. Violating Student Contract
2. Misusing or embezzling organization funds
3. Being placed under Student Life discipline
4. Being placed under Academic Probation
5. Losing student status at Corban University

Article IV: Student Organizations Procedures

Section I: Activation

Clause I:

Every organization must submit an Activation Application to the ASB Student Organizations Coordinator.

Clause II:

The Activation Application must be turned in with all of the following components in order to be processed.

1. Completed Application
2. President Application
3. Constitution
4. Mission Statement
5. List of Ten Charter Members
6. Advisor Contract
7. Semester Budget Plan
8. Officer Contracts

Clause III:

All Student Organizations must have at least three officers:

1. President
2. Vice-President
3. Treasurer

Clause IV:

A Student Organizations constitution must include the following:

1. Mission Statement
2. Election Process for Organization Officers
3. Enrollment or Dismissal of Membership

Clause V:

² See Amendment I

The Activation Application, and corresponding information, will be discussed and voted on by the ASB Cabinet. (Majority Vote). Upon approval, the Application will gain full rights as a Student Organization.

1. Finances
2. Recognition

Clause VI:

All Student Organization's Applications must be turned in by the end of the sixth week of each semester to be approved and funded for the current semester.

Clause VII:

All Student Organization's Applications turned in after the application deadline will be accepted by considered for the preceding semester.

Section II: Student Organization Requirements

Clause I:

Student Organizations must fulfill the organizational requirements as stated in Article I, Section II.

Clause II:

The VP of Student Organizations may deem an organization as failing to meet requirements, thus the organization will be given the option to claim an inactive status or will be considered for deactivation.

Clause III:

Student Organizations failing to meet requirements or turn in appropriate paperwork must claim an inactive status for a minimum of one semester.

(Inactive Student Organizations will lose their funding privileges and their account will be frozen)

Clause IV:

Student Organization's who claim an inactive status must submit a Re-Activation Application to gain approval from the ASB Cabinet as stated in Article IV, Section I.

Clause V:

Student Organization's who fail to pursue Re-Activation by the end of their inactive status will be deactivated.

Clause VI:

Student Organizations must elect or appoint new officers for the following school year as directed by each organizations constitution.

Section III: Re-Activation

Clause I:

Article V: Grounds for Deactivation for Student Organizations

Section I: Student Organizations Deactivation Form

Clause I:

The VP of Student Organizations may deactivate an organization for any of the following reasons:

1. The organization fails to maintain a minimum of ten members.
2. The organization fails to provide leadership for the following year.
3. The organization misuses or embezzles funds.
4. The organization engages in unethical or illegal activities.
5. The organization fails to meet expectations or requirements as stated in Article I, Section II.
6. The organization fails to reapply for the preceding academic year.

Clause II:

The Organization Deactivation Form must be signed by the ASB Student Organizations Coordinator and ASB President. Deactivation must be presented, in writing, to the Student Organization President.

Clause III:

Any Student Organization being deactivated may appeal the decision by submitting a letter to the VP of Student Organizations. The letter will be presented to the ASB Cabinet to be voted on based on circumstances and personal discretion.

(Two-thirds Majority Approval)

Clause IV:

Any Student Organization deactivated will lose all organization privileges and their account will be liquidated.

Article VI: Advisors

Section I: Job Description

Clause I:

Student Organization's must designate an Advisor to oversee activity planning and approval of all campus-wide events.

Clause II:

Student Organization Advisors must sign the Advisor Contract, along with the Organization President and VP of Student Organizations, and fulfill all responsibilities for a minimum of one academic year.

Clause III:

Any Corban University faculty or staff is eligible for becoming a Student Organization Advisor.

Clause IV:

The Student Organization Advisor must approve all campus-wide events.
(Attendance is highly recommended for Student Organizations Advisors)

Clause V:

The Student Organization Advisor is responsible for maintaining monthly contact with Student Organization President's.

Clause VI:

The Student Organization Advisor is responsible for attending monthly Inter-Organizational Committee meetings.

Clause VII:

Student Organization Advisors are eligible for advising only one Student Organization per year.

Article VI: Student Organization Training

Section I: Officers

Clause I:

Student Organization Officers will receive training from the ASB Student Organizations Coordinator at the beginning of the year. This training will include: procedures, regulations, and requirements.

Clause II:

Student Organization President's will be invited to participate in training week on the Sunday before Orientation.

Clause III:

Student Organization Officers will be invited to participate in training week on the Thursday before Orientation.

Clause IV:

The amount and nature of training will be determined by the ASB Student Organizations Coordinator.

Clause V:

Each Student Organization Treasurer will be training by the ASB Student Organization Coordinator and ASB Treasurer regarding forms and procedures for handling organization accounts.

Article VII: Rights and Privileges of Student Organizations

Section I: Campus-wide E-mail Access

Clause I:

All Student Organizations will receive campus-wide e-mail access through authorization from the Director of Information Systems. This may be accomplished through personal or organization e-mail accounts.

Clause II:

Campus-wide e-mails may only be sent to advertise an event or activity which all members of the Student Body of Corban University are invited.

Clause III:

Campus-wide e-mails may not be sent more than once per-week unless authorized by the VP of Student Organizations.

Clause IV:

Any Student Organization dismissed by the ASB Cabinet will lose campus-wide e-mail access.

Section II: Promotion and Publicity

Clause I:

All Student Organizations may participate in orientation publicity events and Student Organizations Fairs.

Clause II:

All Student Organizations may fill-out Publicity Request Forms for ASB promotion in the form of: Toilet Paper, Posters, Facebook advertisement, advertisement, or Table-Toppers. Chapel

Clause III:

Bulletin or display-boards will be provided for Student Organization use. Space and usage will be distributed fairly as determined by the ASB Communications Coordinator.

Clause IV:

Student Organizations may request poster space on any ASB Leadership bulletin-boards with permission from the ASB Communications Coordinator.

Section III: Promotion during Orientation

Clause I:

Each Student Organization will be responsible to assemble a presentation table to display at a Student Organizations Fair during Orientation Week.

Clause II:

The date and arrangement of the Student Organizations Fair will be determined by the VP of Student Organizations.

Clause III:

Each Student Organization will receive equal representation at the Student Organizations Fair.

Section IV: Membership

Clause I:

Students may belong to as many organizations as desired, unless specified otherwise within a particular organization's constitution.

Clause II:

Each Student Organization is responsible for maintaining an accurate membership list during the academic year.

Clause III:

Students may join an organization at any time during the semester.

Article VIII: Funding

Section I: Organization Funding

Clause I:

Each semester Student Organizations will receive \$100.00 in their organizations account if they do not already have \$100.00 or more in their account.

Clause II:

Each semester Student Organizations will submit a tentative semester budget plan to be approved by the ASB Cabinet. Budget Plan's will allow organizations the ability to plan and prepare appropriately for the preceding semester.

(Majority Vote Approval)

Clause III:

The VP of Student Organizations has authority to change the amounts in Article VIII, Section I, Clause I based on personal discretion individual organization's needs, use of current funds, and the ASB

funding
as to the
general budget.

Section II: Funding Petitions

Clause I:

Student Organizations are entitled to petition the ASB Cabinet for extra funding to be used for activities.

(This money is generally provided through the Organizations Contingency)

Clause II:

Student Organizations must submit a Funding Request Form.

Clause III:

Student Organizations petitioning for \$100.00 or more will be declined unless the money is used for an all-campus event.³

Clause IV:

The VP of Student Organizations will discuss the Funding Request Form with the ASB Cabinet to be voted on for approval or denial.

(Majority Vote Approval)

Clause V:

Following the decline or approval, the VP of Student Organizations will sign and initial the petition form and and return the original to the Student Organization President.

Article IX: Amendments

Section I: Purpose

Clause I:

The ASB Cabinet and VP of Student Organizations may interpretation or mandates of the Student Organizations Constitution corresponding articles, sections, or clauses.

alter the
by amending

Clause II:

Amendments do not necessarily need to address pre-existing clauses of the constitution; they may be presented as miscellaneous legislations unconnected to other original clauses.

Clause III:

Amendments may be added by the VP of Student Organizations the following procedures:

using

³ See Amendment III

1. Propose a motion at an ASB Cabinet meeting; the motion must pass with a majority vote.
2. The ASB President may veto the motion.
3. If desired, the VP of Student Organizations may make another notion for the amendment which must pass with a two-thirds majority vote.

Clause IV:

An amendment listed in the Amendments section must include:

1. A numerical designation (One, Two, Three, and following)
2. An appropriate title
3. The new clause as proposed to and approved by the ASB Cabinet
4. The Article, Section, and Clause referenced to which the amendment applies if applicable to pre-existing clauses.
5. New Articles, Sections, or Clauses may be created if needed.
6. The name of the VP of Student Organizations under whose authority the constitution is amended.

Amendments to the Constitution

Amendment I: Organization Officer Resignation or Termination

Article III, Section III, Clause IV

“Any organizations officer who has not signed the Inter-Organizational Council agreement that resigns from office must submit a written letter to the corresponding organization’s president and the VP of Student Organizations concerning the reason for resigning from office. If a likewise officer is removed from office by his or her organization, the presiding officer must send a letter to the VP of Student Organizations explaining the reason for removal while protecting the trusts involved.”

Approved under Stephen Leckvold, ASB 2004-2005

Amendment II: Brother/Sister Bonds in Community Organizations

Article I, Section II, Clause I

“Any bond between two organizations may be created or broken if the presiding officers of the two organizations and the VP of Student Organizations sign a written agreement concerning the reason for the break or bond. This bond is and has been intended to be between male and female organizations only. Brother/Sister organizations are allowed to share one advisor.”

Approved under Stephen Leckvold, ASB 2004-2005

Amendment III: Guidelines for Organization Fund Petitions

Article VIII, Section II, Clause III

“An organization’s request for \$100.00 or more in funding must be declined unless the money is to be used for an event in which all members of the ASB of Corban University are invited, namely an “all-school event.”

Approved under Stephen Leckvold, ASB 2004-2005

Repealed under Travis Carr, ASB 2014-2015

Updated 25 March 2015

Revision Eight

Amendment IV: Coed Fellowship Organizations

“To preserve the intent of the Fellowship System originators, Fellowship Organizations may not be coed and hence comprised of both male and female students.”

Approved under Stephen Leckvold, ASB 2004-2005

Repealed under Kaitlyn Ragan, ASB 2010-2011

Amendment V: Activity Evaluations

“All organizations must accurately fill out an Activity Evaluation Form within two weeks following EVERY event or activity the organization holds or hosts. Recurring activities such as Bible studies or periodic events may be lumped into one evaluation per semester.”

Approved under Stephen Leckvold, ASB 2004-2005

Repealed under Kaitlyn Ragan, ASB 2010-2011

Amendment VI: Bible Studies

“All Fellowship Organizations holding Bible studies must take attendance at each meeting and report results to the VP of Student Organizations on the first of every month.”

Approved under Stephen Leckvold, ASB 2004-2005

Repealed under Alexis Berdeaux, ASB 2007-2008