



# Bylaws of the Student Association of La Sierra University

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# **Bylaws of the Student Association of La Sierra University**

## **Article I: Duties of Executive Officers**

### **Section 1: President**

1. The President, and ex-officio member of all Student Association committees and chair of the Executive Council, shall oversee all Student Association functions.
2. The President shall be familiar with *Robert's Rules of Order* and assist Parliamentarian in ensuring that all Executive Council meetings are conducted accordingly.
3. The President, or a Student Association member designated by the President, in consultation with the Administration, shall represent the students of La Sierra University at meetings of: La Sierra University Board of Trustees, University Council, SALSU Executive Committee, Student Life Committee, Nominating Committee, Library Committee, and any other appointed meetings that they may be assigned to during their term.
4. The President is required to be available to all student association members.
5. The President shall be responsible for planning the Executive Council retreat at the beginning of the academic year.
6. The President shall also be responsible for calling Executive Council meetings of his or her term.
7. The President shall be required to attend Adventist Intercollegiate (AIA) Convention.
8. The President shall be required to attend the North American Division Year End Meeting.
  - a. If the President is not a Seventh-Day Adventist in good standing, they shall work in collaboration with the Administration, Sponsor, and University President in selecting another representative.
9. The President shall be required to attend weekly Student Association activities.
10. The President is required to attend all Senate meetings.
11. The President is required to attend all Executive Council meetings in person.
12. The President shall be required to keep three office hours weekly.
13. The President shall be required to take initiative in training the President-elect during the Spring Quarter.
14. In the vacancy of the President, the Executive Council must work cohesively to fulfill the outlined duties until a new President is voted in.
15. The President is expected to report back to their Respective Advisor(s) biweekly.

### **Section 2: Executive Vice President**

1. The Executive Vice President, an ex-officio member of all Senate sub-committees, shall serve as the chair of the Senate and work closely with Administration.
2. The Executive Vice President shall be familiar with *Robert's Rules of Order* and assist the Parliamentarian in ensuring that all Senate meetings are conducted accordingly.
3. The Executive Vice President shall do the planning and setting up of an agenda for Senate meetings and also chair all Senate meetings. The chair must be physically present for the meeting.
4. The Executive Vice President shall serve as the chair of the Project Advisory Committee.

5. The Executive Vice President shall show great initiative and follow through on Senate actions and proposals.
6. The Executive Vice President, with consultation with their Advisor and Sponsor, has the power to uphold the Senator Contract found in Appendix B.
7. The Executive Vice President shall attend all Bylaws meetings and be expected to serve in other committees as assigned.
8. The Executive Vice President shall attend all Student Association events and plan and execute Town Hall meetings with Senate.
9. The Executive Vice President must have ample writing skills so as to write proposals, bills, etc.
10. The Executive Vice President is required to attend the Adventist Intercollegiate Association (AIA) convention.
11. The Executive Vice President is required to attend all Executive Council meetings in person.
12. The Executive Vice President shall be required to keep three office hours weekly.
13. The Executive Vice President shall be required to take initiative in training the Executive Vice President-elect during the Spring Quarter.
14. In the vacancy of the Executive Vice President, the Executive Council must work cohesively to fulfill the outlined duties until a new Executive Vice President is voted in.
15. The Executive Vice President is expected to report back to their Respective Advisor(s) biweekly.

### **Section 3: Parliamentarian**

1. The Parliamentarian shall serve as the chair of the Constitution and Bylaws Board.
2. The Parliamentarian shall serve as the chair of the Judicial Committee.
3. The Parliamentarian shall ensure that all Executive Council, Senate, and Constitution and Bylaws Board meetings are conducted according to *Robert's Rules of Order*.
4. The Parliamentarian shall be acting Sergeant at Arms, ensuring all meetings are orderly and, with the consent of the President or Executive Vice President, remove any person continually behaving in a disorderly fashion from any Executive Council, Senate, or Constitution and Bylaws Board meeting. In the case of the President or Executive Vice President behaving in a disorderly fashion, the Parliamentarian should seek the consent of the Student Association Advisor(s).
5. The Parliamentarian shall run elections.
  - a. The Parliamentarian shall be responsible for the timely preparation of election materials including candidate application forms, ballots, and any other materials. If the Parliamentarian is a candidate, the Parliamentarian shall designate a member of the Constitution and Bylaws Board who is not running for an office to carry out the election duties.
6. The Parliamentarian shall also oversee the student organization funding petitions.
7. The Parliamentarian must review and keep copies of all student legislation passed by Senate of that year.
8. The Parliamentarian shall oversee that the student legislation bills must be passed to the Parliamentarian-designate on the first day of summer quarter.
9. The Parliamentarian is required to attend all Executive Council meetings in person.

10. The Parliamentarian is required to attend all Senate meetings.
11. The Parliamentarian is required to attend the Campus Safety Citation Appeals Committee weekly.
  - a. If the Parliamentarian cannot attend the meeting, they may delegate the responsibility to any member of the Judicial Committee.
12. The Parliamentarian shall be required to keep three office hours weekly.
13. The Parliamentarian shall be required to take initiative in training the Parliamentarian-designate during the Spring Quarter.
14. In the vacancy of the Parliamentarian, the Executive Council must work cohesively to fulfill the outlined duties until a new Parliamentarian is appointed.
15. The Parliamentarian is expected to report back to their Respective Advisor(s) biweekly.

#### **Section 4: Spiritual Vice President**

1. The Spiritual Vice President shall be responsible for the organization and execution of all spiritual activities of the Student Association.
2. The Spiritual Vice President must be a member of the Seventh-Day Adventist Church.
3. The Spiritual Vice President shall regularly consult with Spiritual Life and help with the coordination of retreats, weekly campus-wide worship services, and Spiritual Emphasis Week.
  - a. The Spiritual Vice President, if the year and budget permits, is in charge of coordinating La Sierra's Spiritual Retreat.
4. The Spiritual Vice president shall be the liaison between the Student Association and Spiritual Life as well as La Sierra University Church.
5. The Spiritual Vice President shall be a participant of committees such as the Spiritual Life Committee, Chapel Committee, and the weekly Chapel Production meeting.
6. The Spiritual Vice President shall be in conversation with the First Service Team in regards to the programming for First Service, and the Porch event that follows.
  - a. The Spiritual Vice President will also be involved in the planning of the baptismal programs.
7. The Spiritual Vice President shall plan and execute the Rendezvous worship that occurs each week on Wednesday nights.
  - a. The Spiritual Vice President can hire an assistant for the program one hour a week.
8. The Spiritual Vice President shall plan and execute a minimum of three spiritual socials per quarter, on the main campus, and one on a Criminal Justice Campus.
9. The Spiritual Vice President shall attend all senate meetings, Spiritual Life meetings, and other general meetings.
10. The Spiritual Vice President shall attend a majority of the Student Association events.
11. The Spiritual Vice President is required to attend the annual Campus Ministries Convention.
12. The Spiritual Vice President shall serve as the co-chair of the Wholeness Committee and shall ask them for assistance in Student Association Spiritual events.
13. The Spiritual Vice President is required to attend all Executive Council meetings in person.
14. The Spiritual Vice President shall be required to keep four office hours weekly.

15. The Spiritual Vice President shall be required to take initiative in training the Spiritual Vice President-elect during the Spring Quarter.
16. In the vacancy of the Spiritual Vice President, the Executive Council must work cohesively to fulfill the outlined duties until a new Spiritual Vice President is voted in.
17. The Spiritual Vice President is expected to report back to their Respective Advisor(s) biweekly.
18. The Spiritual Vice President will work in collaboration with the Wellness Director and Social Vice President to plan at least one event on the Criminal Justice Campus per quarter.

### **Section 5: Social Vice President**

1. The Social Vice President shall be responsible for the organization and execution of all social activities of the Student Association and shall be responsible for coordinating event activities for the freshmen and parent Orientation Week as requested by the Student Life Council and/or Office of Student Involvement.
2. The Social Vice President shall conduct events resembling Fall, Winter, or a Spring banquet(s), Talent Shows, and bi-weekly campus wide events, etc.
3. The Social Vice President shall be responsible for planning, attending, and ensuring the success of all Student Association events.
4. The Social Vice President is required to attend the Adventist Intercollegiate Association (AIA) Convention.
5. The Social Vice President is required to attend all Senate meetings.
6. The Social Vice President shall serve as the co-chair of the Student Engagement Committee.
7. The Social Vice President is required to attend all Executive Council meetings in person.
8. The Social Vice President shall be required to keep three office hours weekly.
9. The Social Vice President shall be required to take initiative in training the Social Vice President-elect during the Spring Quarter.
10. In the vacancy of the Social Vice President, the Executive Council must work cohesively to fulfill the outlined duties until a new Social Vice President is voted in.
11. The Social Vice President is expected to report back to their Respective Advisor(s) biweekly.
12. Social Vice-President is required to plan at least 5 events per quarter.
13. The Social Vice President will work in collaboration with the Wellness Director and Spiritual Vice President to plan at least one event on the Criminal Justice Campus per quarter.

### **Section 6: Financial Vice President**

1. The Financial Vice President shall collaborate with the appropriate officer in raising funds for their respective need.
2. The Financial Vice President shall present a proposed budget for the year in the first Senate meeting of the year, maintain accurate records of all business transactions of the Student Association, and present a report of such whenever called for by the Executive Council or the Senate.
3. The Financial Vice President must clear all financial transactions of the Executive Council.

4. The Financial Vice President must obtain copies of details of transactions from the Accounting Office and make sure that it matches with their own records.
5. The Financial Vice President must report with their Student Association Advisor as needed.
6. The Financial Vice President is recommended to attend the Adventist Intercollegiate Association (AIA) Convention.
7. The Financial Vice President is required to attend all Senate meetings.
8. The Financial Vice President is required to attend all Executive Council meetings in person.
9. The Financial Vice President shall be required to keep three office hours weekly.
10. The Financial Vice President shall be required to take initiative in training the Financial Vice President-elect during the Spring Quarter.
11. In the vacancy of the Financial Vice President, the Executive Council must work cohesively to fulfill the outlined duties until a new Financial Vice President is voted in.
12. The Financial Vice President is expected to report back to their Respective Advisor(s) bi-weekly.

## **Section 7: Marketing Director**

1. The Marketing Director has the option to hire an assistant pending the approval of the Office of Student Involvement.
  - a. The candidates for the Marketing Director Assistant position shall be interviewed by Marketing Director and respective Advisor. Both must be present during the interview process.
2. The Marketing Director shall be responsible for gaining approval on all Marketing materials from the Marketing Advisor and the Executive Council member organizing the event at minimum of two weeks prior to said event.
  - a. Upon approval from said parties, the Marketing director shall then submit the Marketing material(s) to Office of Student Involvement for approval.
3. The Marketing Director shall be responsible for generating and distributing all Marketing materials. This includes but is not limited to: posters, handouts, tabletops, signs, Eagle Communications, word-of-mouth, the Internet (social media and Student Association website), videos, and sandwich boards.
4. The Marketing Director is also responsible for removal of all outdated Marketing materials.
5. The Marketing Director shall attend all Student Association events.
6. The Marketing Director is recommended to attend the Adventist Intercollegiate Association (AIA) Convention.
7. The Marketing Director is required to attend all Senate meetings.
8. The Marketing Director shall serve as the co-chair of the Student Engagement Committee.
9. The Marketing Director is required to attend all Executive Council meetings in person.
10. The Marketing Director shall be required to keep four office hours weekly.
11. The Marketing Director shall be required to take initiative in training the Marketing Director-designate during the Spring Quarter.
12. In the vacancy of the Marketing Director, the Executive Council must work cohesively to fulfill the outlined duties until a new Marketing Director is appointed.
13. The Marketing Director is expected to report back to their Respective Advisor(s) biweekly.



14. Marketing Director is required to be available for event design and marketing prior to the beginning of fall quarter for designated events in partnership with the Social Vice President (ex. Ignite, Welcome Week, Welcome Back Bash).

### **Section 8: Wellness Director**

1. The Wellness Director, head of the Collegiate Advocates for Better Living, shall be responsible for the promotion of a Christian [Collegiate] lifestyle and for the organization and execution of activities relating to a healthy Christian lifestyle.
2. The Wellness Director is suggested to fulfill all North American Division of Seventh-Day Adventists requirements, including filling a quarterly report with the North American Division of Seventh-Day Adventists Health and Temperance Department.
3. The Wellness Director shall be a participant of the Intramural Council.
4. The Wellness Director is required to attend all Senate meetings.
5. The Wellness Director is required to attend Student Wellness Services monthly staff meetings.
6. The Wellness Director shall work with Student Wellness Services in recruiting and organizing the Student Wellness Team.
7. The Wellness Director shall lead the Student Wellness Team and work closely with Student Wellness Services in creating and implementing a strategic plan for campus-wide, wellness-oriented activities and events. Examples include finals week breakfast, blood drives, public health awareness campaigns, group exercise program, outings, etc.
8. The Wellness Director is recommended to attend the annual Campus Ministry convention.
9. The Wellness Director is recommended to attend Student Association events.
10. The Wellness Director shall serve as the co-chair of the Wholeness Committee.
11. The Wellness Director is required to attend all Executive Council meetings in person.
12. The Wellness Director shall be required to keep four office hours weekly.
13. The Wellness Director shall be required to take initiative in training the Wellness Director-designate during the Spring Quarter.
14. In the vacancy of the Wellness Director, the Executive Council must work cohesively to fulfill the outlined duties until a new Wellness Director is appointed.
15. The Wellness Director is expected to report back to their Respective Advisor(s) biweekly.
16. The Wellness Director will work in collaboration with the Social Vice President and Spiritual Vice President to plan at least one event on the Criminal Justice Campus per quarter.

### **Section 9: Criterion Editor**

1. The Criterion Editor shall be responsible for the publication of the Criterion.
2. The Criterion Editor shall communicate with the President and Student Association Sponsor(s) of the Criterion at least once every Criterion issue and must obtain the approval of the Student Association Sponsor(s) and the Vice President of Student Life on a final draft of the Criterion before printing occurs.
3. The Criterion Editor shall uphold the spiritual, social, and scholastic standards of La Sierra University, as found in the student handbook and expressed by the Administration and faculty.

4. The Criterion Editor shall uphold professional editorial and stylistic standards as outlined by the Associated Press Stylebook.
5. Any person nominated or hired by the Criterion Editor must also meet the candidate eligibility requirements established by this constitution.
6. The Criterion shall serve as the Student Association newspaper. Three issues shall be published per quarter through print or electronic copy. A modification to these release requirements may be made under extenuating circumstances with the Faculty Sponsor's approval.
7. The Criterion Editor and Staff shall create an issue called "Commuters Corner" which is to be released alongside the Criterion Newspaper.
8. The Criterion Editor is recommended to attend the Adventist Intercollegiate Association (AIA) Convention.
9. The Criterion Editor is required to attend all Senate meetings.
10. The Criterion Editor must operate on a "good faith" initiative, alerting the Executive Council and Student Association Sponsor(s) if he/she is unable to make the publication deadline.
11. The Criterion Editor is required to attend all Executive Council meetings in person.
12. The Criterion Editor shall be required to keep office four hours weekly.
13. The Criterion Editor shall be required to take initiative in training the Criterion Editor-designate during the Spring Quarter. Training must include briefing on the website, Online Style Guide, and printing process.
14. In the vacancy of the Criterion Editor, the Executive Council must work cohesively to fulfill the outlined duties until a new Criterion Editor is appointed.
15. The Criterion Editor shall share joint responsibility with the Financial Vice President to fundraise for Student Association Publications.
16. The Criterion Editor is expected to report back to the Criterion Advisor(s) weekly.
17. The Criterion Editor shall meet at least once a quarter with the university President. The Criterion Editor shall meet at least once a quarter with the Vice President of Student Life. The Criterion Editor or designee shall meet bi-weekly with the Provost or Associate Provost to gather story leads.

#### **Section 10: Visions Editor**

1. The Visions Editor shall be responsible for publication and timely dispersal of the Perspectives and Visions.
2. The Visions Editor shall communicate on a minimum of a weekly basis with the President and Student Association Sponsor(s) of the Perspectives and Visions and must obtain the signature(s) of the Student Association Sponsor(s), Associate VP of Student Life, and the Dean of Students on a final draft of the Perspectives or Visions before printing occurs.
3. The Visions Editor shall uphold the spiritual, social, and scholastic standards of La Sierra University, as found in the student handbook and expressed by Administration and faculty.
4. The Visions Editor has the option to hire an assistant(s) under the guidance of the Student Association Advisor, President, and any other Executive Council member. All of who must be present during this interview process.
5. The Visions Editor shall uphold professional standards as outlined in the La Sierra University Integrated Marketing and in the Associated Press Stylebook and Libel Manual.

6. Any person nominated or hired by the Visions Editor must also meet the candidate eligibility requirements established by this constitution.
7. The Visions Editor should be able to use the following programs: Design software (Adobe suit).
8. The Visions Editor shall share joint responsibility with the Financial Vice President to fundraise for Student Association Publications.
9. The Visions Editor must operate on a “good faith” initiative, alerting the Executive Council and Student Association Sponsor(s) if he/she is unable to make the publication deadline.
10. The Visions Editor is recommended to attend Adventist Intercollegiate Association (AIA) Conferences.
11. The Visions Editor is required to attend all Senate meetings.
12. The Visions Editor is required to attend all Executive Council meetings in person.
13. The Visions Editor shall be required to keep four office hours weekly.
14. The Visions Editor shall be required to take initiative in training the Visions Editor-designate during the Spring Quarter.
15. In the vacancy of the Visions Editor, the Executive Council must work cohesively to fulfill the outlined duties until a new Visions Editor is appointed.
16. The Visions Editor is expected to report back to their Respective Advisor(s) biweekly.

### **Section 11: Secretary**

1. The Secretary shall maintain accurate minutes and attendance of all Executive Council, Senate, and Constitution and Bylaws Board meetings.
2. The Secretary shall make sure that adequate supplies and materials are available for use by the Student Association officers and Student Association Sponsor(s). The supplies and materials should include paper products, writing utensils, and other necessary resources.
3. The Secretary shall also attend to the office phones, which includes: checking and distributing of voice mails.
4. The Secretary shall serve as administrative assistant to the President.
5. The Secretary is required to attend all Executive Council meetings in person.
6. The Secretary is required to attend all Senate meetings.
7. The Secretary is required to keep five office hours weekly.
8. The Secretary is required to take initiative in training the Secretary-designate during the Spring Quarter.
9. In the vacancy of the Secretary, the Executive Council must work cohesively to fulfill the outlined duties until a new Secretary is appointed.
10. The Secretary is expected to report back to their Respective Advisor(s) when needed.

## **Article II: Senate Composition**

### **Section 1: Senate Committees**

The Senate shall consist of four committees: the Judicial Committee, the Project Advisory Committee, Wholeness Committee, and Student Engagement Committee.

### **Section 2: Senate Seats**

1. Each available Senate position, henceforth referred to as a seat, shall be assigned a number and a committee in the following fashion:
  - a. Seats one, two, three, four, five, and six shall be assigned to the Judicial Committee.
  - b. Seats seven, eight, nine, ten, eleven, and twelve shall be assigned to the Project Advisory Committee.
  - c. Seats thirteen, fourteen, fifteen, sixteen, seventeen, and eighteen shall be assigned to Wholeness Committee.
  - d. Seats nineteen, twenty, twenty-one, twenty-two, twenty-three, and twenty-four shall be assigned to Student Engagement Committee.
2. The Senate seats shall be distributed in the following districts:
  - a. Two seats shall be reserved specifically for Criminal Justice Campus Students. One seat shall be reserved for the Ontario Campus and one seat shall be reserved for the Corona Campus.
  - b. Four seats shall be reserved specifically for Commuter Students.
  - c. One seat shall be reserved specifically for a Sierra Towers Student.
  - d. One seat shall be reserved specifically for an Angwin Student.
  - e. One seat shall be reserved specifically for a Calkins Student.
  - f. One seat shall be reserved specifically for an Honors Student.
  - g. One seat shall be reserved specifically for a student selected from the Office of International Student Services.
  - h. One seat shall be reserved specifically for a Graduate Student.
  - i. One seat shall be reserved specifically for a student selected from the Office of Spiritual Life .
  - j. One seat shall be reserved for a student selected as the Senior Class Representative.
  - k. One seat shall be reserved for a representative from the Student Association of Athletics Committee.
  - l. Four seats shall be reserved specifically for Freshman Students.
  - m. Five seats shall have no reservation and be at Large.
  - n. In the case that a Senate seat is left empty after applications close, its reservation shall be removed.

### **Section 3: Judicial Committee**

1. The Judicial Committee shall advise the Senate on the constitutionality of Senate actions, recommend Senate rules, and be responsible for drafting all legislation intended to carry out the provisions of the Constitution and Bylaws.
2. The Judicial Committee shall consist of the Parliamentarian and all Senate seats assigned to the committee.
3. Every member of the Judicial Committee shall also be a member of the Constitution and Bylaws Board.
4. The Parliamentarian shall ensure that minutes are kept for each Judicial Committee meeting and sent to the Executive Vice President and respective Advisor.
5. The Parliamentarian shall be the chair of the Judicial Committee.
6. In the event of a tie vote during committee meetings, the Parliamentarian's vote acts as a tiebreaker.
7. Judicial Committee will assist the Parliamentarian with running the General Election.

#### **Section 4: Project Advisory Committee**

1. The Project Advisory Committee shall be responsible for addressing pressing issues affecting the student body of La Sierra University.
2. The Project Advisory Committee shall identify pressing issues by interviewing students and make recommendations to the Senate for the year-long projects.
3. The Project Advisory Committee shall consist of the Executive Vice President and all Senate seats assigned to the committee.
4. The Executive Vice President shall ensure that minutes are kept for each Project Advisory Committee meeting and sent to the advisor.
5. The chair of the Project Advisory Committee shall be the Executive Vice President.
6. In the event of a tie vote during committee meetings, the Executive Vice President's vote acts as a tiebreaker.

#### **Section 5: Wholeness Committee**

1. The Wholeness Committee shall be responsible for educating students on being physically, emotionally, and spiritually whole.
2. It is recommended that the Wholeness Committee work closely with the Counseling Center, Health and Exercise Science Department, Health Services, Spiritual Life, and the Women's Resource Center to inform and involve students in a healthy lifestyle.
3. It is recommended that the Wholeness Committee host events improving student quality of life.
4. The Wholeness Committee shall consist of the Spiritual Vice President and Wellness Director, and all Senate seats assigned to the committee.
5. The co-chairs shall ensure that minutes are kept for each Wholeness Committee meeting and sent to the Executive Vice President and respective advisor.
6. The co-chairs of the Wholeness Committee shall be the Spiritual Vice President and Wellness Director.
7. In the event of a tie vote during committee meetings, the vote shall be taken to the Senate.

#### **Section 6: Student Engagement Committee**

1. The Student Engagement Committee shall be responsible for the connectivity of the student body to campus life, boosting campus morale and spirit, and create a sense of community.
2. The Student Engagement Committee shall promote connectivity of the student body through voice, attendance, and media.
3. The Student Engagement Committee shall assess their target audience and evaluate what avenues to utilize.
4. It is recommended that the Student Engagement Committee attend events on campus.
5. The Student Engagement Committee shall consist of the Marketing Director, Social Vice President, and all Senate seats assigned to the committee.

6. The co-chairs shall ensure that minutes are kept for each Student Engagement Committee meeting and sent to the Executive Vice President and respective advisor.
7. The co-chairs of the Student Engagement Committee shall be the Marketing Director and Social Vice President.
8. In the event of a tie vote during committee meetings, the vote shall be taken to the Senate.

## **Article III: Duties of Senators**

### **Section 1: General Senator Duties**

1. Twenty-four Senators shall be elected within the first four weeks of fall quarter.
2. The term of office for Senators shall begin on the day following their election and end on the last day of spring quarter.
3. Each Senator shall serve on the Senate committee that corresponds with the seat number he or she has been elected to.
4. Senators shall be responsible for addressing issues on behalf of the Student Association members.
  - a. Senators are to voice student concerns during the appropriate segment of Senate meetings i.e. pressing matters segment, which is at the end of every senate meeting.
  - b. Senators are able to bring student petitions and proposals to Senate.
5. The Senate shall be the voting body concerning student organization funding petitions.
6. Additional duties of each Senator shall depend on the Senate committee that he or she sits on.

### **Section 2: Senator Contracts**

1. Senators are required to sign the Senator Contract from Appendix B prior to the first Senate meeting of the year and at the beginning of each quarter.
2. Every Senator shall abide by the requirements stated in the Senator Contract.
3. All Senators shall complete individual Senate projects that must be evaluated and approved by the Executive Vice President and Senate Advisor(s).
4. Senators will be compensated upon completion of Senate project, or after demonstrating maximum effort and commitment into completing their projects deemed fit by the Executive Vice President and Senate Advisor(s).
5. If a Senator is removed from Senate due to GPA, Citizenship Probation, or breach of contract, then their stipend shall be forfeited.

### **Section 3: Senate Committee Chairs**

1. The chair of each Senate committee shall be responsible for setting the committee's agenda, calling committee meetings upon consultation with all committee members no later than 24 hours in advance, conducting orderly meetings, and ensuring that the committee's minutes are properly taken and sent to the Executive Vice President and respective advisor.

## **Article IV: Proceedings of the Constitution and Bylaws Board**

### **Section 1: Meetings of the Constitution and Bylaws Board**

1. The Constitution and Bylaws Board shall be called into session whenever it is called for by the Parliamentarian, the President, the Executive Vice President, any two of the other members of the Constitution and Bylaws Board, the Student Association Advisor(s), the Administration, or a petition from 7% of the Student Association members.
2. Reasons for which the Constitution and Bylaws Board might be called into session include, but are not limited to, the following: to resolve any disputes arising from the Constitution, to review any Executive Council action or Senate action or any action of a Student Association officer for constitutionality of the action, to resolve minor disputes between students, to determine if any honor code or university standard or policy violation has occurred, or to attend to any other matter which would warrant the Constitution and Bylaws Board's opinion.
3. It is recommended that all members of the Constitution and Bylaws Board are approved by the last Student Senate meeting of Fall Quarter. All members of the constitution and By-laws board must be approved by winter quarter.
4. The Constitution and Bylaws Board shall hold its first session by the last Senate meeting of Winter quarter if edits are needed to the Constitution and Bylaws:

## **Section 2: Cases Before the Constitution and Bylaws Board**

1. Cases involving the constitutionality of Student Association actions should be argued by the Student Association member who believes the action to be unconstitutional and by the Student Association member responsible for the action.
2. Cases involving disputes between students should be argued by the parties involved.
3. Cases involving honor code or any school standard or policy violation should be argued by the Student Association member who believes there has been a violation and the Student Association member accused of the violation.
4. Arguments for both sides should be argued openly before the Constitution and Bylaws Board in a reasonable amount of time to be set by the Constitution and Bylaws Board.
5. Any member of the Constitution and Bylaws Board may interrupt the arguments with questions pertaining to the case.
6. After each side has presented its closing arguments, the Constitution and Bylaws Board shall hold a closed session with only the members of the Constitution and Bylaws Board present to determine a case's verdict. If necessary, the Constitution and Bylaws Board may determine a reasonable and just penalty for a guilty party.
7. All Constitution and Bylaws Board decisions, except those dealing with the impeachment of officers, shall be by a majority vote.
8. After reaching a verdict, the Constitution and Bylaws Board shall announce its decision and the reasoning behind the verdict.
9. All guilty verdicts may be appealed to the Administration and are subject to the order of appeals.

## **Article V: Elections**

### **Section 1: Eligibility Requirements of Candidates**

1. Student Association members who have a cumulative 2.50 G.P.A. and are not on citizenship probation or academic probation are considered eligible for Student Association office.
2. All candidates wishing to run for the elected office of **President** must:
  - a. have been a member of Student Association for at least 3 full quarters
  - b. have been a member of Senate for at least 3 full quarters, a current member, or has had a leadership position on campus.
  - c. be interviewed by the Parliamentarian and respective Advisor(s) prior to the election to be eligible to run for office of President.
    - i. All candidates for President shall be required to show competence in organizational leadership, interpersonal skills, be comfortable with public speaking, creative in problem solving, responsible, diplomatic, able to communicate well with administration, **be approachable**, have **time availability**, **confidentiality**, and **flexibility**.
    - ii. In the case that the President runs for second term, the Parliamentarian and respective Advisor(s) will conduct the interview.
      1. The Parliamentarian shall remain impartial.
    - iii. Interview and approvals shall be completed no later than one week prior to elections.
  - d. attend mandatory campaigning and election speech informational meeting with the Parliamentarian, to go over rules and proper procedure.
  - e. have election speech approved at least one day before speech is to be given
    - i. speech must be in accordance with speech guidelines.
  - f. violations of any of the above stipulations will result in forfeiture of candidacy
  - g. The President is an individual who doesn't serve his or her own agenda, but is one who puts the needs and wants of the campus community before their own. **The president must represent, listen, love, advocate and serve this campus family to best of their ability.**
3. All candidates wishing to run for the elected office of **Executive Vice President** must:
  - a. have been a member of Student Association for at least 3 full quarters
  - b. have been a member of Senate for at least 3 full quarters, or a current member
  - c. be interviewed by the Parliamentarian and respective Advisor(s) prior to the election to be eligible to run for Student Association office.
    - i. All candidates for Executive Vice President shall be required to show competence in organizational leadership, interpersonal skills, be comfortable with public speaking, responsible, diplomatic, able to communicate well with administration, **be approachable**, have **time availability**, **confidentiality**, and **flexibility**.
    - ii. In the case that the Executive Vice President runs for second term the President, Parliamentarian, and respective Advisor(s) will conduct the interview.
      1. President and Parliamentarian shall remain impartial
    - iii. Interview and approvals shall be completed no later than one week prior to elections
  - d. attend mandatory campaigning and election speech informational meeting with the



- Parliamentarian to go over proper procedure and rules
- e. have election speech approved at least one day before speech is to be given.
    - i. speech must be in accordance with speech guidelines.
  - f. violations of any of the above stipulations will result in forfeiture of candidacy
4. All candidates wishing to run for the elected office of **Social Vice President** must:
- a. have been a member of the Student Association for at least 1 full quarter
  - b. be interviewed by the Parliamentarian and respective Advisor(s) prior to the election to be eligible to run for Student Association office.
    - i. All candidates for Social Vice President shall be required to show competence in event planning, budget management, organization skills, and other pertinent skills.
    - ii. In the case that the Social Vice President runs for second term, the President, Parliamentarian, and respective Advisor(s) will conduct the interview.
      - 1. President and Parliamentarian shall remain impartial.
    - iii. Interview and approvals shall be completed no later than one week prior to elections.
  - c. have election speech approved at least one day before speech is to be given.
    - i. speech must be in accordance with speech guidelines.
  - d. attend mandatory campaigning and election speech informational meeting with the Parliamentarian to go over proper procedure and rules.
  - e. violations of any of the above stipulations will result in forfeiture of candidacy.
5. All candidates wishing to run for the elected office of **Spiritual Vice President** must:
- a. have been a member of the Student Association for at least 1 full quarter
  - b. be a member of the Seventh-Day Adventist Church.
  - c. be interviewed by the Parliamentarian and respective Advisor(s) prior to the election to be eligible to run for Student Association office.
    - i. All candidates for Spiritual Vice President shall be required to show competence in organizational planning, interpersonal skills, attentive to the spiritual needs of the campus, and be approachable.
    - ii. In the case that the Spiritual Vice President runs for second term the President, Parliamentarian, and respective Advisor(s) will conduct the interview.
      - 1. President and Parliamentarian shall remain impartial.
    - iii. Interview and approvals shall be completed no later than one week prior to elections
  - d. attend mandatory campaigning and election speech informational meeting with the Parliamentarian to go over proper procedure and rules
  - e. have election speech approved at least one day before speech is to be given.
    - i. speech must be in accordance with speech guidelines.
  - f. violations of any of the above stipulations will result in forfeiture of candidacy

## **Section 2: Election Timetable**

1. All persons wishing to run for elected office must fill out a candidate application form on Orgsync.
  - a. All candidates must turn in their candidate application forms on Orgsync no later than 7 school days before the election. If a Parliamentarian has not been appointed, then the Executive Vice President shall assume the Parliamentarian's election duties.
  - b. Before a student may be a candidate for any office, including both Senate and Executive Council, the student must have the approval of the Student Life.
2. The Secretary, Marketing Director, Criterion Editor, Visions Editor, Parliamentarian, Financial Vice President, and Wellness Director shall be appointed by the last Senate meeting of Spring Quarter after General Elections have taken place.
  - a. All candidates must be interviewed by the President-elect, respective Advisor(s), and any other SALSU executive officers as designated by the President-elect prior to the election to be eligible to hold Student Association office.
3. Student Association elections for all Executive Council officers shall be conducted before the Adventist Intercollegiate Association convention on a date set by the Parliamentarian based on the recommendation of the Executive Council and Advisor.
4. Senate elections for twenty-four Senators shall be conducted within the first four weeks of fall quarter on a date set by the Parliamentarian based on the recommendation of the Executive Council and Advisor.
5. All primary elections shall be conducted a minimum of six school days and a maximum of nine school days before the general election on a date set by the Parliamentarian based on the recommendation of the Executive Council and Advisor.
6. All special elections shall be conducted on a date set by the Parliamentarian based on the recommendation of the Executive Council and Advisor.

## **Section 3: Provisions for a Varying Number of Candidates**

1. If there are two candidates for an office, the candidates automatically advance to the general election.
2. If there are three candidates running for an office, it is up to the Parliamentarian, in consult with the Executive Council and Advisor, whether or not a primary election will be held.
  - a. The primary election will be considered the final election if one candidate receives two-thirds votes. However, if a candidate does not receive two-thirds vote, then the election will be considered as the primary election and the top two candidates will continue to the general election.
  - b. The general election shall consist of a Q&A session, where candidates are given the opportunity to address questions the student association has regarding their candidacy.
  - c. The ballot for the general election shall then be opened following the Q&A session.
3. If there are four or more candidates for an office, a primary election must be held.
  - a. The two candidates with the majority of votes will advance to the general election.

4. If there is an office, which only has one candidate, then the sole candidate shall run on a “yes/no” ballot. To win a “yes/no” ballot, a candidate must obtain a two-thirds vote of the votes cast.
5. If there is no candidate for an office, then the Nominating Committee shall be convened.

#### **Section 4: Election Policies**

1. The two candidates, running for a given office, that receive the most votes in a primary election shall move on to the general election.
2. In a general election, a candidate must receive a majority of the votes cast to hold office except in the case of a “yes/no” ballot, which the candidate must obtain a two-thirds vote.
3. In case of a tie, the Nominating Committee will vote to determine the results no more than three weeks after the general election. A two-thirds majority is required to determine the outcome.
4. For all Executive Council elections to be official, the votes must be tabulated by the Parliamentarian, at least two Constitution and Bylaws Board members, and the Advisor.
5. For all Senate elections to be official, the votes must be tabulated by the Parliamentarian, at least two Executive Council members, and the Advisor.
6. Any candidate may call in writing for a recount of the ballots within three school days of the election or special election. In the event that the result of the recount differs from the result of the first count, the election results shall be corrected immediately.
7. Election disputes may be reviewed by the Constitution and Bylaws Board.

#### **Section 5: Parliamentarian Election Duties**

1. The Parliamentarian is responsible for facilitating all and any programming pertaining to Senate and executive officer elections.
2. The Parliamentarian shall meet with the candidates before elections and inform them of all election regulations.
3. The Parliamentarian must conduct candidate interviews alongside the Advisor(s) for all applicants seeking an Executive Officer elected position.
4. It is at the discretion of the Parliamentarian as to whether voting stations shall be placed.
  - a. If it is decided to set up polling stations, they shall be placed in areas most accessible to students.
  - b. The Parliamentarian shall consult with the Advisor in choosing polling stations.

#### **Section 6: Ballot Accessibility**

1. All students that are currently registered at La Sierra University are eligible to cast their vote, including students from the Criminal Justice Campus, Student Missionaries, part-time students, and those who are part of the Adventist Colleges Abroad (ACA).
2. Preliminary and General Election day ballots must be available online.. Paper ballots may also be used in addition if the Parliamentarian deems necessary.

## **Section 7: Approval of Campaign Material**

1. All campaign specifications apply to both Senate elections and Executive officer elections.
2. The Office of Student Involvement must approve all types of campaign materials before posting on campus. See the Student Handbook (page 70) for further detailed instructions regarding forms of advertisement.
  - a. Every individual form of campaign material must have the Office of Student Involvement stamp.
3. Appropriate types of campaigning materials that are permitted on campus are as follows: posters, flyers, buttons, T-Shirts, and candies. All other types of materials need to be approved by the Office of Student Involvement.
4. Every individual form of campaign material must have the Office of Student Involvement stamp.
5. All campaign slogans must use appropriate language and cannot be degrading to other running candidates.
6. All campaigning materials may only be posted on designated bulletin boards on campus.
7. If any campaigning materials are placed in unapproved areas, the candidates will be subject to repercussions deemed fit by the Parliamentarian, President, Sponsor(s)/Advisor(s), and Administration.
8. Any campaign material posted outside of campus property (ex. Local businesses, online, etc) must comply with university guidelines and follow the same procedure as on-campus postings.
9. All campaigning material must be taken down the day after elections. Any material found after two school days will result in fees by the Office of Student Involvement.

## **Section 8: Campaigning Near Polling Stations**

1. All polling station specifications apply to both Senate and Executive Council elections.
2. Candidates running for office cannot campaign within 100 feet from the polling stations. Campaigning includes:
  - a. Passing out campaign materials (flyers, pins, candies, etc.)
  - b. Soliciting a vote or speaking to a voter on the subject of marking his or her ballot.
  - c. Signs that promote(s) voter's qualifications.
  - d. Visually displaying or verbally voicing their opinions of or about other candidates is prohibited. Candidates should focus on personal promotion of their candidacy and shall refrain from using degrading and/or derogatory comments at all times during elections.

## **Section 9: Election Repercussions**

1. All election repercussion specifications apply to both Senate and Executive Council elections.
2. All candidates will be advised verbally and in written form as to the expectations of behavior during elections. The signed application will remain on file.
3. If a candidate does not comply with the specifications outlined in the campaigning and polling station sections, the candidate automatically forfeits their candidacy.
4. Candidates should focus on personal promotion of their candidacy and shall refrain from using degrading and/or derogatory language before, during, and after elections.

5. Other disciplinary actions will be at the discretion of the Parliamentarian and Sponsor/Advisor.

### **Section 10: Ethical Behavior of Executive Officers**

1. During senate and executive officer elections, the Parliamentarian shall remain impartial to any specific candidate.
2. All other executive officers shall also remain impartial to any specific candidate during senate and executive officer elections.
3. All senators shall remain impartial to any specific candidate during executive officer elections.

### **Section 11: Candidate Interview/Speech**

1. The Parliamentarian shall be responsible for conducting the interview and/or speech process unless the Parliamentarian otherwise assigns it to someone else.
2. There shall be an interview time where the student association can submit questions for the executive officer candidates. Every candidate shall participate in this session.
3. In the case of a preliminary election the Parliamentarian shall designate a time for the candidates to present their speeches to the student association.
4. Depending on the circumstances of the event, the Parliamentarian shall decide on the appropriate time allotment for speeches and/or interviews.
5. Election speech guidelines consist of the following:
  - a. Each candidate shall refrain from using demeaning and/or derogatory language against opposing candidates in their speeches.
  - b. Any campaign promises must describe a reasonable goal that the officer will be able to accomplish within their term and within the guidelines of the designated position.
  - c. Candidates must be available to give their speech in person at the time of the designated event.

## **Article VI: Officer Provisions**

### **Section 1: Officer Requirements**

1. All officers and all members of all Student Association bodies must maintain the candidate eligibility requirements while in office.
2. All Executive officers and Student Senate members of undergraduate status must maintain a minimum of twelve units per quarter while in office. All Executive officers and Student Senate members of graduate status must maintain a minimum of eight units per quarter while in office.
  - a. A student not meeting these requirements may petition to Administration using an academic variance form.
3. An officer of undergraduate status should not exceed eighteen units while in office. An officer of graduate status should not exceed twelve units while in office. If this occurs, the officer must petition the Senate to remain in office. The Senate must approve by a two-thirds vote or disapprove by a majority vote the petition.

- a. If disapproval occurs, the officer must reduce the number of units taken or will be asked to resign from office.

## **Section 2: Stipends**

1. All Executive Council voting and nonvoting members shall receive a stipend for their duties as officers.
2. The President, Executive Vice President, Financial Vice President, Parliamentarian, and Student Association Advisor(s) shall determine appropriate monetary stipends for each office and officer.
3. Senators at Large shall receive compensation for their duties as prescribed by the Executive Vice President following approval by the Executive Council.
4. Stipends for each officer shall be included in the Student Association budget.
5. Stipends shall be distributed to officers on a biweekly basis
6. Stipend disputes may be reviewed by the Constitution and Bylaws Board.

## **Article VII: Amendments and New Bylaws**

### **Section 1: Proposals of Amendments and New Bylaws**

1. The Constitution and Bylaws Board shall propose all amendments it deems necessary first to the Senate, next to the Executive Council, and finally to the Administration.
2. One quarter of the members of the Student Association may propose by petition an amendment to be submitted to the Constitution and Bylaws Board.
3. If the Constitution and Bylaws Board deems necessary that the Student Association draft new bylaws, either in part or in whole, the Senate and the Executive Council must approve this request by a majority vote, in addition to approval by the Administration. Then new bylaws may be drafted by the Constitution and Bylaws Board.

### **Section 2: Approval of Amendments and New Bylaws**

1. All amendments and new bylaws must be approved by a two-thirds vote of the Constitution and Bylaws Board, the Senate, and the Executive Council, in addition to approval by the Administration.

## **Article VIII: Evaluations**

### **Section 1: Evaluations**

1. The President and Student Association Sponsor shall be responsible for conducting evaluations for all of the Executive Officers for the Fall and Winter Quarters.
2. The Executive Officers shall be responsible for giving an evaluation of the President to the Student Association Sponsor for the Fall and Winter Quarters.
  - a. The Executive Vice President shall take responsibility for organizing and conducting the evaluation of the President.
3. The Senate Committee Chairs shall be responsible for providing evaluations of their Senators to the Executive VP, Committee Advisors, Senate Advisor, and Parliamentarian for the Fall and Winter Quarters.

4. The Senators shall be responsible for giving an evaluation of their chair(s) to the President, Committee Advisors, and Senate Advisor for the Fall and Winter Quarters.

## **Appendix A: Senate Election Handbook of the Student Association of La Sierra University**

### **Purpose**

To clarify how Senators-at-Large shall run for the twenty-four seats during the fall general election.

### **Procedure**

#### **Duties of the Parliamentarian**

1. The Parliamentarian will make Senate applications available before the second week of fall quarter.
2. The Parliamentarian will also make available a sign-up sheet, which shall be posted in a public place for potential senators to provide public notice.
3. The Parliamentarian will take note of the order in which Senators sign up.
4. If a potential Senator is not approved by the Student Life Committee after submitting forms and giving public notice, the Parliamentarian will adjust the public notice and remove the potential Senator.

#### **Duties of the Potential Senators**

1. Potential senators will indicate which committee they are running for on the application and will provide public notice on the sign-up sheet provided by the Parliamentarian.
2. Potential senators will not be allowed to run for more than one committee at a time.
3. Potential senators will not be allowed to change committees and will be a candidate only for the committee they designated on their application.
  - a. Changes in committee will be reviewed by the Parliamentarian, Executive Vice President, President, and Senate Advisor.

### **Adaptation and Adoption**

#### **Adaptation**

1. The Election Handbook must be reexamined every academic school year by the Judicial Committee.
2. Any changes to the Election Handbook must receive a two-thirds majority vote from the Constitution and Bylaws Board and the Executive Council.
3. Any changes to the Election Handbook must be approved for the next academic year before the last day of spring quarter.

#### **Adoption**

1. Immediately upon ratification of the Election Handbook, it will be added to the Bylaws as Appendix A.



## Appendix B: Senator Contracts

### Senator Contract:

This contract binds you as a senator to perform the senatorial duties ascribed to you by the Constitution and Bylaws of the Student Association of La Sierra University.

By signing this contract, you are:

- Committing to attend a minimum of 75% of Senate meetings per quarter;
- Committing to attend a minimum of 75% of Committee meetings per quarter.

Any absences exceeding the 25% mark will result in immediate review by the Executive Vice President, Parliamentarian, and your respective Committee Chair(s). The Senate reserves the right to ask for the resignation or probation of a Senator due to lack of attendance for excused or unexcused absences. Any decision must be passed through Senate for approval.

As a Senator you have the potential to earn a stipend, which will be broken down based on your performance throughout the year. The breakdown is as follows:

- 20% of your overall stipend will be issued after the approval of your project proposal;
- 40% of your overall stipend will be issued based on your attendance. The percent received is based on the percent of required Senate activities attended (i.e. Senate meetings, Committee meetings, and other designated committee events);
- 40% of your overall stipend will be issued after the completion of your Senate project or after maximum effort is shown.

For every time this contract is breached, you will be issued a demerit, up to three. For every demerit you receive, one third of your stipend shall be forfeited. Upon receiving your third demerit, you will be removed as a Senator.

At the end of each term you will be evaluated in regards to your performance in accordance with the Constitution and Bylaws of the Student Association of La Sierra University.

Print Name \_\_\_\_\_ Date \_\_\_\_\_  
*Senator Name, Senator and Seat Number Incoming Year – Outgoing Year.*

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Senator Name, Senator and Seat Number Incoming Year – Outgoing Year*

Print Name \_\_\_\_\_ Date \_\_\_\_\_  
*Executive Vice President Name, Executive Vice President Incoming Year – Outgoing Year.*

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Executive Vice President Name, Executive Vice President Incoming Year – Outgoing Year.*

Print Name \_\_\_\_\_ Date \_\_\_\_\_  
*Parliamentarian Name, Parliamentarian Incoming Year – Outgoing Year.*

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Parliamentarian Name, Parliamentarian Incoming Year – Outgoing Year.*