

Preamble

We the degree seeking students of Regent University enrolled in the College of Arts & Sciences, having been authorized by Regent University to form the College Student Leadership Board (hereafter CSLB), do hereby set forth the following Constitution and Bylaws by which CSLB is obligated to act and operate.

All responsibilities expressed by CSLB are subject to approval by the Administration of Regent University. It is understood that the University Administration reserves the right to change or eliminate any procedure or action that is deemed inappropriate and not in accord with the spiritual standards established by the University and the mission and vision of the College of Arts & Sciences (CAS). Such changes would be made in consultation with the Dean of the College of Arts & Sciences and the Advisor to the College Student Leadership Board. The organization can request a review of the decision or action by the Executive Vice-President.

Constitution

Article I. Mission

The College Student Leadership Board of Regent University serves the CAS student body in creating and supporting a vibrant campus atmosphere by working closely with the student services and faculty.

Article II. Statement of Purpose

Section 2.01 The College Student Leadership Board is committed to the mission of Regent University and the College of Arts & Sciences.

Section 2.02 The College Student Leadership Board provides opportunities for academic mentoring to students, particularly new students.

Section 2.03 The College Student Leadership Board develops and implements volunteer and service opportunities for students.

Section 2.04 The College Student Leadership Board plans and implements social programs and activities for students.

Article III. Composition

Section 3.01 Executive Board

The Executive Board shall be composed of a President, Vice-President, Vice President of Community Relations, Vice President of Events, and Vice President of Administration.

Section 3.02 Student Leadership Committee

The Student Leadership Committee shall be composed of one Representative from the senior class, one Representative from the junior class, one Representative from the sophomore class, and one Representative from the freshman class, along with a representative for online and commuter students.

Section 3.03 Assistants (see Appendix A)

Assistants are appointed by the CSLB on a case by case basis. Students interested in being appointed as an Assistant must submit an application to the CSLB and are reappointed and tasked each semester by the Executive Board.

Article IV. Meetings

Section 4.01 College of Arts & Sciences Dean

The Executive Board shall meet with the CAS Dean or the Dean's designee at least once each semester (excluding summer).

Section 4.02 University Administration

The CSLB President or the President's designee shall participate in meetings as requested by the University President, Executive Vice-President, or CAS Dean.

Section 4.03 Mentoring Meetings

The College Student Leadership Board shall meet with mentors as requested by the CSLB Advisor or CAS administrators.

Section 4.04 Council of Graduate Students (COGS)

The College Student Leadership Board shall meet with the Council of Graduate Students at least twice per year to promote unity among the entire Regent University student body.

Section 4.05 Students Concerns Event

The College Student Leadership Board shall assist the CAS administrators in conducting an opportunity for students to meet with CAS faculty, available to all CAS students, once per semester, excluding the summer semester.

Section 4.06 Executive Board

The Executive Board shall meet at least twice per month, excluding the summer semester, on a schedule to be determined by a majority of the College Student Leadership Board and the CSLB Advisor.

Article V. Voting

Section 5.01 Quorum

- (a) Quorum shall be met for the plenary session meeting with at least two-thirds of Executive Board members and 51% of the Student Leadership Committee members of filled positions.
- (b) Exemption: In such a case that the voting membership of the College Student Leadership Board, either in Executive Board or in the Student Leadership Committee, is such that

meeting the quorum requirement is not possible, notwithstanding reasonable measures, such that the College Student Leadership Board business cannot be conducted in a reasonable fashion, the CSLB Advisor may, in consultation with the most senior officer residing on the College Student Leadership Board, temporarily absolve the College Student Leadership Board from meeting the quorum requirement.

Section 5.02 General Voting

- (a) No voting shall occur in any session unless quorum has first been met.
- (b) Voting shall only occur in the plenary session with the exemption of matters related to the dismissal, impeachment, or sensitive issues which may arise involving a member of the College Student Leadership Board. In the instance of said exception, a special session for voting shall be called.
- (c) Only elected members shall vote.
- (d) Each elected member shall receive one equal vote among all elected members present.

Section 5.03 Meeting Record

- (a) By minutes
- (b) Online archives

Article VI. Amendments

Section 6.01 Student Petition

A student may petition to amend the Constitution and submit the petition to the College Student Leadership Board at any time. The CLSB shall convene to discuss proposed amendments to the Constitution at least once each year

Section 6.02 By the College Student Leadership Board

The Constitution may be amended or revised by an affirmative vote of three-fourths of the members of the College Student Leadership Board present at the meeting held for that purpose.

Section 6.03 Approval

Proposed amendments shall be presented to the Executive Board and Student Leadership Committee for their review and forwarded to the CAS Dean for consideration. If approved, the amendment must then be posted at least one week before being voted on by the College Student Leadership Board.

Bylaws

Article I. Membership Qualifications

Section 1.01 Eligibility

- (a) All members of the College Student Leadership Board must:
 - (i) Be degree seeking students;
 - (ii) Be in good disciplinary standing with the University while in office; and
 - (iii) Abide by the Regent University Standard of Personal Conduct and Student Honor Code.
- (b) Elected members of the College Student Leadership Board must:

- (i) Be CAS students registered for a minimum of 12 credit hours per semester at Regent, excluding the summer semester;
- (ii) Maintain a minimum cumulative GPA of 3.0 while in office;
- (iii) Have completed GENE 100 prior to election or be enrolled in GENE 100 at the time of the election and successfully completed GENE 100 in that same semester;
- (iv) Be elected by the student body;
- (v) Submit a pastoral reference as part of their application;
- (vi) Interview with one or more members of the CAS faculty as part of the application process;
- (vii) Commit to successfully completing GENE 402 prior to their first semester in office unless granted an exemption by CAS Administration;
- (viii) Commit to serving a term of one calendar year (except in the case that they were elected as a result of a special election); and
- (ix) Be in good financial standing with the University while in office.

Article II. Subcommittees

Section 2.01 Guidelines

Once the need for a subcommittee has been identified by the College Student Leadership Board as outlined in the Bylaws, subcommittees shall operate within the following guidelines:

- (a) Purpose: The purpose and scope of the committee shall be defined and recorded in the minutes as well as in the proposition of Bylaws Ledger (see Section 3.02 (a) iii 6).
- (b) Type: The Executive Board shall determine whether the subcommittee is standing or ad hoc; if ad hoc, the Executive Board shall determine a tentative date of expiration.
- (c) Leadership: A member of the Executive Board shall chair or co-chair the subcommittee.
- (d) Meeting: Subcommittee members shall agree to a meeting schedule.
- (e) Reporting: The Executive Board shall determine a reporting schedule and the subcommittee chair, or co-chairs, shall report to the College Student Leadership Board at each College Student Leadership Board meeting in accordance with the reporting schedule.
- (f) Attendance: Attendance at the subcommittee meetings shall be determined by the subcommittee chair or co-chair.

Section 2.02 Mentoring

The College Student Leadership Board commits to modeling and incorporating the Cas mission and identity pillars. Members of the Mentoring Subcommittee commit to linking new CAS students to academic support services and programs; attending and supporting CAS Assemblies, Chapel, UnChapel services, and academic department meetings as requested by CAS. The Mentoring Subcommittee shall be a standing committee of the College Student Leadership Board. The Vice President is the chair of this subcommittee.

Section 2.03 Recruiting

The College Student Leadership Board commits to providing students with opportunity to practice practical leadership ability, as such there will be a recruiting committee in order to provide students with the opportunity to learn said abilities through working with the Board. As

such, the recruiting committee will actively seek out qualified applicants to have them train under current Board members so that those applicants can acquire necessary skills. The recruiting committee will be a standing subcommittee and chaired by the Vice-President.

Section 2.04 Community Relations

The College Student Leadership Board commits to modeling and incorporating the CAS mission and identity pillars. The College Student Leadership Board commits to cultivating active service to the university and broader community among CAS students. The Volunteer/Service Subcommittee is charged with accomplishing affiliated tasks in coordination with the Campus Ministries Office. The Volunteer/Service Subcommittee shall be a standing subcommittee of the College Student Leadership Board. The Volunteer Programs Coordinator is the chair of this subcommittee.

Section 2.05 Constitution Committee

The College Student Leadership Board commits to ensuring that the Constitution is malleable to any necessary changes in the future. As such, the Constitution Committee will be a standing committee chaired by the President.

Section 2.06 Special Events and Promotions

The College Student Leadership Board commits to modeling and incorporating the CAS mission and identity pillars. The College Student Leadership Board commits to offering activities which glorify Jesus Christ and support the University mission and ethos. The Social Sub-committee shall serve as the main planning and organizing group for the College Student Leadership Board's social initiatives, which shall function to establish and maintain campus traditions. The Special Events and Promotions Subcommittee is charged with accomplishing affiliated tasks in coordination with the Office of Student Activities and Leadership. The Special Events and Promotions Subcommittee shall be a standing committee on the College Student Leadership Board. The Events & Promotions Coordinator and Secretary-Treasurer shall be ex officio members of the Social Subcommittee.

Section 2.07 Connections and Solutions

The College Student Leadership Board commits to modeling and incorporating the CAS mission and identity pillars. The College Student Leadership Board commits to receiving and appropriately addressing student concerns with the goal of developing a better campus and facilitating communication between the student body and the administration. The Student Concerns committee shall be a standing subcommittee of the College Student Leadership Board.

Article III. Duties and Responsibilities of Members

Section 3.01 General Duties

- (a) Commitment: Serving on the College Student Leadership Board is a year-long commitment. Elected members are required to attend College Student Leadership Board meetings.

- (b) Attendance: Elected members are permitted to have three absences per semester for mandatory events or for regularly scheduled meetings, presented upon election or as determined by the President.
- (c) Participation: Members shall promote, attend, and assist with the College Student Leadership Board's events.
- (d) Responsibility: Members shall uphold specific responsibilities related to their positions and fulfill other duties and responsibilities in order to implement the agreed upon plans of the Association.
- (e) Awareness: Members shall have a working understanding of the Constitution in order to fulfill their positions.
- (f) Subcommittees: Members shall participate in two (2) standing or ad hoc subcommittees.
- (g) Succession: Members shall inform their elected successor of all duties, responsibilities, and any other requisite information before the end of their term.
 - i) Vacating the Position: In the event that there is no elected successor to the position, the member vacating the position shall compile a comprehensive report on the duties responsibilities, and other requisite information.

Section 3.02 Executive Board

Executive Board members shall:

- (a) Handle all administrative responsibilities of CSLB and all other duties granted to them by the administration while displaying a Christ-like servant attitude and lifestyle reflecting the character of Christ.
- (i) President – The President shall:
 - 1) Model and embody the values of a Christ-first institution;
 - 2) Actively support the university and CAS mission;
 - 3) Preside over all meetings and special events;
 - 4) Be the chair of the Executive Board;
 - 5) Serve as the representative of the CAS students at all university functions which require attendance;
 - 6) Set the agenda for the regular meetings of the College Student Leadership Board with the advice and consent of the Executive Board;
 - 7) Call quorum;
 - 8) Coordinate the reporting of activities of the Executive Board to the entire College Student Leadership Board on a periodic basis;
 - 9) Participate in program assessment activities as requested by Advisor(s);
 - 10) Coordinate the College Student Leadership Board and Executive Board meetings;
 - 11) Partner with the president of COGS to foster university student government cooperation and cohesion; and
- (ii) Executive Vice President – The Executive Vice President shall:
 - 1) Model and embody the values of a Christ-first institution;
 - 2) Actively support the university and CAS mission;
 - 3) Serve in the President's capacity until the next election if the President resigns or is removed from office for any reason;
 - 4) Serve as the chair of any meetings the President does not attend;

- 5) Work closely with all members of the College Student Leadership Board to maintain efficiency and excellence;
 - 6) Assist CAS administration in planning and coordinating mentoring opportunities for CSLB members;
 - 7) Provide regular reports on mentoring initiatives to the CSLB;
 - 8) Provide guidance and leadership to the Student Leadership Committee and give direction where needed;
 - 9) Participate in program assessment activities as requested by Advisor(s);
 - 10) Chair the Recruiting Subcommittee
- (iii) Vice President of Administration – The Vice President of Administration shall:
- 1) Model and embody the values of a Christ-first institution;
 - 2) Actively support the university and CAS mission;
 - 3) Serve in the President’s capacity until the next election if the President and Vice President resign or are removed from office for any reason;
 - 4) Keep the College Student Leadership Board organized and efficient;
 - 5) Document all meetings and review College Student Leadership Board materials for clarity and proper grammar as well as the use of effectual language;
 - 6) Maintain a ledger which contains decisions as a result of voting;
 - 7) Manage the office; coordinate with University facilities; CAS; and Student Services;
 - 8) Preserve and make available all written records of meetings of the College Student Leadership Board and Executive Board;
 - 9) Be responsible for the oversight of funds in the College Student Leadership Board account;
 - 10) Manage and report the budgetary status of all CSLB accounts and CSLB meeting minutes from the previous meeting;
 - 11) Draw money from the operating account upon approval and within procedures outlined;
 - 12) Oversee all fundraising projects authorized by the CSLB and CSLB Advisors(s);
 - 13) Participate in program assessment activities as requested by Advisor(s);
 - 14) Serve as the committee chair of any ad-hoc or standing financial development subcommittees and work closely with the Special Events and Promotions Subcommittee when applicable;
 - 15) Be an ex officio member of the Special Events and Promotions Subcommittee
- (iv) Vice President of Community Relations – The Vice President of Community Relations Shall:
- 1) Model and embody the values of a Christ-first institution;
 - 2) Actively support the university and CAS mission;
 - 3) Coordinate all appropriate CSLB volunteer/service programs with the Campus Ministries Office;
 - 4) Ensure that all university policies and guidelines governing off-campus travel; facility and equipment usage; etc. are adhered to when planning and implementing volunteer/service programs;
 - 5) Develop and maintain a minimum of two perpetuating service programs such as the Coleman Place Project; campus recycling initiatives; etc.;

- 6) Create a log of implemented service events which includes date; name of partnering organization; address of service site; marketing plan; number of participants; etc.;
 - 7) Provide regular reports to the CSLB as requested by the President;
 - 8) Participate in program assessment activities as requested by Advisor(s);
 - 9) Chair the Community Relations Subcommittee
- (v) Vice President of Events – The Vice President of Events shall:
- 1) Model and embody the values of a Christ-first institution;
 - 2) Actively support the university and CAS mission;
 - 3) Promote the events and agenda of the College Student Leadership Board;
 - 4) Create a log of event and promotion activities which includes date; description of activity; goal of activity; marketing plan; number of participants; etc.;
 - 5) Proactively create materials for promotion of the College Student Leadership Board and advertisement of events;
 - 6) Work with the appropriate departments to schedule; plan; and promote events and activities;
 - 7) Chair the Events and Promotions Subcommittee; and
 - 8) Participate in program assessment activities as requested by Advisor(s)

Section 3.03 Student Leadership Committee

- (a) All Representatives shall:
- (i) Model and embody the values of a Christ-first institution;
 - (ii) Actively support the university and CAS mission;
 - (iii) Serve and actively participate on a minimum of one Standing Subcommittee. They are required to attend all scheduled meetings of their Standing Subcommittee(s); throughout their term(s) of service; with exceptions given to special circumstances;
 - (iv) Be readily accessible to the student clubs and organizations;
 - (v) Assist CAS staff and administration in planning an implementing class and/or department meetings four times per year (two times in Fall semester and two times in Spring semester);
 - (vi) Represent CSLB both on and off campus.
 - (vii) engage in student conversations, whether casual or with purpose.
 - (viii) create an atmosphere where students can genuinely share either concerns, and report it to the Exec. Board.
 - (ix) Attend mandatory events throughout the academic year determined by the President
 - (x) Show commitment to CSLB and its mission to serve the student body.
 - (xi) Work to create and market Students Voice for the CAS student body.
 - (xii) Inform their elected successor of the responsibilities associated with the position.
- (b) Class Representatives:
- (i) Senior Class Representative shall:
 - 1) Mentor members of the senior class;

- 2) Listen attentively to their constituents (members of the senior class); and encourage them to share their joys and concerns with the appropriate university office;
 - 3) Sit on the Student Concerns committee.
- (ii) Junior Class Representative shall:
- 1) Mentor members of the Junior class;
 - 2) Listen attentively to their constituents (members of the junior class) and encourage them to share their joys and concerns with the appropriate university office;
 - 3) Sit on the Student Concerns Committee.
- (iii) Sophomore/Freshmen Representatives shall:
- 1) Mentor members of the sophomore and freshmen classes;
 - 2) Listen attentively to their constituents (members of the sophomore and freshmen classes); and encourage them to share their joys and concerns with the appropriate university office;
 - 3) Sit on the Student Concerns Committee.
- (iv) Commuter/Online Representative shall:
- 1) Mentor new students;
 - 2) Listen attentively to their constituents (members of the sophomore and freshmen classes); and encourage them to share their joys and concerns with the appropriate university office;
 - 3) Sit on the Student Concerns Committee
 - 4) Fulfill additional duties as requested by the Executive Board or Advisor;

Section 3.0 General Members (see Appendix B)

General Members are volunteers who are not elected, but are appointed by a majority vote of the College Student Leadership Board Assistants shall:

- (a) Model and embody the values of a Christ-first institution;
- (b) Participate in planning events, meetings, and special programs sponsored by the College Student Leadership Board;
- (c) Fill various roles within the College Student Leadership Board and its subcommittees, such as being assigned to a specific task, including but not limited to webmaster, photography, and events;
- (d) Not to be elected members, and as such, not be voting members of the College Student Leadership Board.
- (e) Be subject to a review every three (3) months which will determine whether the assistant may be considered active or inactive based on his/her level of attendance at meetings and events hosted by the College Student Leadership Board.
- (f) If a General Member has been denied, they are not allowed to reapply until the following year in order to prevent a revolving door.

Section 3.05 Office Hours

- (a) While the executive board and the student leadership committee are not required to have office hours, the executive board is encouraged to have five office hours a week and the student leadership committee is encouraged to have two office hours a week.

Article IV. Accountability

Section 4.01 Conduct

All members, elected or appointed, shall be held accountable for standards set forth by the university and those included in the Constitution and Bylaws.

Section 4.02 Attendance

- (a) All elected members are required to attend all College Student Leadership Board meetings, with the exception of three excused or unexcused absences.
- (b) Attendance shall be recorded at every College Student Leadership Board meeting.
- (c) In the event that an elected member has more than three unexcused absences, College Student Leadership Board members need to submit their reason for missing a meeting to the College Student Leadership Board or Advisor(s) no later than one week after their absence.
- (d) If a CSLB member exceeds the number of allowed absences during a semester and has not been in contact with the College Student Leadership Board or Advisor, he or she may be subject to removal from the College Student Leadership Board.
- (e) If a College Student Leadership Board member has prior knowledge of an absence, it is requested that they inform the secretary-treasurer.
- (f) Upon an unexcused or excused absence from a meeting, the College Student Leadership Board member is asked to review the minutes from the meeting(s) they missed.

Section 4.03 Evaluation

All members shall be subject to at least one evaluation per term. Evaluations will aid them College Student Leadership Board to:

- (a) Strive for excellence for the roles in which we are elected and receive scholarship.
- (b) Provide personal encouragement, improvement, and help to ensure that the College Student Leadership Board is fulfilling its responsibilities.
- (c) Evaluations will occur once each semester, during which:
 1. The Student Leadership Committee shall evaluate the Executive Board;
 2. The Executive Board shall collectively evaluate each member of the Student Leadership Committee;
 3. Executive Board members will be responsible for evaluating one another on consultation with the Advisor(s); and
 4. The Executive Board members shall be evaluated by Advisor(s).

Section 4.04 Agreement (See Appendix A)

Members of all positions shall also sign an accountability agreement upon entrance into the College Student Leadership Board.

Section 4.05 Revocation

Scholarships and other networks are subject for revocation as determined by the University. Upon dismissal or resignation, compensation may be revoked.

Article V. Advisor

Section 5.01 Regent Employee

The Advisor(s) to the College Student Leadership Board shall be appointed by the College of Arts & Sciences Dean.

Section 5.02 Role

The roles of the Advisor(s) include, but are not limited to:

- (a) Guide, coach, and mentor to the College Student Leadership Board and its members;
- (b) Primary administrator for the College Student Leadership Board; and
- (c) Overseer of the College Student Leadership Board and its operations.

Section 5.03 Responsibilities

The responsibilities of the Advisor include, but are not limited to administering:

- (a) Elections processes;
- (b) Process of removing a member of CSLB; and
- (c) Compensation of qualified CSLB members.

Article VI. Elections

Section 6.01 Eligibility

- (a) Executive Board – In order to be eligible to run for an Executive Board position, students must:
 - (i) Meet all the criteria as outlined in the Membership Qualifications (Bylaws Section 1.01),
 - (ii) Have earned a minimum of 12 credit hours at Regent prior to assuming office;
 - (iii) Have successfully completed GENE 100 or be currently enrolled in GENE 100 at the time of election;
 - (iv) Have successfully completed or enrolled in GENE 402 in the semester immediately following election unless granted an exception by the Advisor(s); and
 - (v) Have earned a minimum cumulative GPA of 3.0 at the time of application.
- (b) Student Leadership Committee – In order to be eligible to run for a Student Leadership Committee position, students must:
 - (i) Meet all of the criteria as outlined in the Membership Qualifications (Bylaws Section 1.01);
 - (ii) Have earned a minimum of 12 credit hours at Regent prior to assuming office;
 - (iii) Have successfully completed GENE 100 or be currently enrolled in GENE 100 at the time of election; and
 - (iv) Have earned a minimum cumulative GPA of 3.0 at the time of application.
- (c) Special Circumstances
 - (i) Resigned Members
 - 1) Elected members who have resigned shall be disqualified from running in any election which may result in their taking office prior to fifteen (15) weeks following their resignation.
 - 2) Appeals Process – In the event that a former elected member has, as a result of resignation, been disqualified from running for an elected position, he or she may appeal for the right to apply to run in an election held during the sixteen week period of disqualification. The resigned member must submit an application to the Executive

Board, who shall review it by the College Student Leadership Board meeting following the submission of the application. If the College Student Leadership Board deems the information given in the application is sufficient to make a decision, they may, at this time, vote to either allow or disallow the applicant to apply to run in the election in question. If, however, the College Student Leadership Board desires to inquire further into the information presented in the application, they may choose to hold an interview with the applicant at a time determined by the College Student Leadership Board. They shall vote to either allow or disallow the applicant to apply to run in the election in question by the College Student Leadership Board meeting following the interview. Quorum and a $\frac{3}{4}$ vote must be met to proceed with any portion of the appeals process, and the decision to allow the applicant to apply to run in the election in question is left to the sole discretion of the College Student Leadership Board. Upon completion of the appeals process the College Student Leadership Board must submit a copy of the resigned member's application to the Advisor, along with a written explanation of their decision to either allow or disallow the application to apply to run for the election in question.

- (ii) **Removed Members**
Elected Members who have been removed shall be disqualified from running in any election which may result in their taking office prior to fifteen weeks following their resignation.
- (d) **Special Elections**
The rules for special elections are the same as for general elections. Students elected in special elections shall serve until the end of the term as described in 6.03(d). Special elections shall be held a minimum of one time between general elections.

Section 6.02 Voting

- (a) **General Elections**
An annual general election shall be held each spring semester. Only bachelor's and associate degree-seeking students may vote.
 - (i) **Executive Board**
 - 1) Each student may vote for a candidate for each of the Executive Board positions. The candidates receiving the most votes for the Executive Board position for which he or she applied shall be elected to that position.
 - (ii) **Representatives at-large**
 - 2) Each student may vote for one at-large Representative. The four at Large Representative candidates receiving the highest number of votes shall be elected as at Large Representatives.
 - (iii) **Class Representatives**
 - 1) Senior Class Representative – College of Arts & Sciences students who have earned 90 or more credit hours for the Senior Class Representative. The candidate receiving the most votes shall be elected to the Senior Class Representative position.
 - 2) Junior Class Representative – College of Arts & Sciences students whose total earned a minimum of 60 credit hour but less than 90 credit hours may vote for the Junior Class Representative. The candidate receiving the most votes shall be elected to the Junior Class Representative position.

Section 6.03 Application Procedures

- (a) Applications for candidacy must be filed with the Advisor(s) to the Executive Board by the application deadline. Applicants must be approved by the CAS Administration prior to campaigning.
- (b) All candidates must attend an election interest meeting, which shall be conducted prior to each election or be excused from attending by the Advisor(s).
- (c) Applications for candidacy must include a pastoral reference.
- (d) All candidates members will participate in interview with one or more CAS administrators/faculty members and must be approved by CAS prior to names being placed on the election ballot.
- (e) Campaigning:
 - (i) Candidates and their supporters shall:
 - 1) Abide by all rules related to special events as set forth by the University; and
 - 2) Abide by all other campaign rules.
 - (ii) Candidates and their supporters shall not:
 - 1) Begin campaigning prior to the designated date and time;
 - 2) Campaign during class;
 - 3) Engage in slanderous campaigning; nor
 - 4) Financially compensate supporters or voters.
- (f) Challenging a Candidacy
Any alleged misconduct or violation of the aforementioned election process must be submitted in writing to the Advisor(s) within two business days after candidates are announced.
- (g) Protesting an Election
Any degree seeking CAS student currently enrolled at Regent University can protest an election. Any alleged violation of the aforementioned election process must be submitted in writing to the Advisor within 48 hours of the close of the polls. The Advisor(s) and his or her supervisor shall consider all complaints, assess their validity, and determine if any further action should be taken.

Section 6.04 Terms of Office

- (a) The Executive Board members and Student Leadership Committee members shall be elected in each general election; they shall serve for a term of one year, except in the case of a special election.
- (b) A term begins upon the May commencement and ends after the May commencement in the following year.
- (c) All currently elected members must run for reelection or forfeit their positions.
- (d) All Elections must be finalized by April 1st for the following term.

Article VII. Departure from the College Student Leadership Board

Section 7.01 Elected Members

- (a) Removal by Students
 - (i) The grounds for removing elected members shall be:
 - 1) The majority of the outlined duties (general and specific) have not been completed
 - 2) Misconduct as a student or College Student Leadership Board member, as defined in the Student Handbook and CSLB Constitution

- (ii) A removal shall be scheduled upon receiving a petition containing the signatures of a majority of the degree seeking, CAS enrolled students for the Executive Board or the at-large members, or a majority of their represented class(es) for class representatives.
- (b) Removal by the College Student Leadership Board
 - (i) The grounds for removal of elected members shall be:
 - 1) Failure to complete outlined duties (general and specific).
 - 2) Misconduct as a student or College Student Leadership Board member, as defined in the Student Handbook and CSLB Constitution.
 - (ii) Elected members can be removed for failing to fulfill their job responsibilities by an affirmative three-fourths (3/4) vote of elected members. The individual being considered for removal shall not participate in the vote. Prior to the vote for an individual's removal, the person has the right to a hearing before the College Student Leadership Board.
- (c) Removal by the University Vice President or College of Arts & Sciences' Dean
 - (i) The grounds for removal of elected members shall be:
 - 1) Failure to complete outlined duties (general or specific)
 - 2) Misconduct as a student or College Student Leadership Board member.
- (d) By resignation
 - (i) Elected members may, upon finding themselves incapable of faithfully executing the duties of their elected positions due to arising circumstances, excuse themselves from a position by presenting a written notice of resignation to the Advisor(s) and the College Student Leadership Board.
 - (ii) Elected members who have officially resigned shall face restrictions with regard to running for any position in future elections (see Bylaws Section 6.01 (c) (i)).

Section 7.02 Succession

- (a) Shall the President vacate his or her position, the Vice President shall assume all responsibilities of the presidency for the duration of the term.
- (b) If there is not a Vice President, the presidency shall be offered to the next officer in line according to the succession order.
- (c) The order of succession after the Vice President shall be the Vice President of Administration, the Vice President of Community Relations, the Vice President of Events.
- (d) In the event Special Elections have already been held for the year, the Board may nominate a committee member to fill a vacant board position and the committee will vote to approve or deny the nomination pending final approval by the Advisor.

Article VIII. Funding

Section 8.01 Sources

- (a) The College Student Leadership Board may receive an allocation of Regent University student fees each semester.
- (b) The College Student Leadership Board shall follow the student organization fundraising policy as set forth by the University. All fundraising efforts must be approved in advance by the Advisor(s).

Section 8.02 Student Organization Financial Assistance (SOFA) (see Appendix C)

Student Organization Financial Assistance (SOFA) is a program that assists new student organizations with initial operating costs. Eligible student organizations may apply for funds, and the amount of money awarded shall be determined on a case-by-case basis by the College Student Leadership Board.

Appendices

Appendix A. Agreement that elected members sign upon applying

Regent College Student Leadership Board Elected Member Accountability Agreement

- _____ I will abide by the Regent University Student Handbook and Honor Code.
- _____ I will fulfill all responsibilities of my elected position as stated in the Constitution and Bylaws.
- _____ I will continue to meet the minimum 3.0 GPA requirement and register for at least 12 credit hours each fall/spring semester.
- _____ I am in good financial standing with Regent as determined by the Business Office.
- _____ I have received and reviewed the campaign rules and agree to abide by them in their entirety.
- _____ I have received and reviewed a summary of trainings and mandatory events and will attend all reasonably scheduled trainings, meetings, and events in order to fulfill the responsibilities of my position.
- _____ I understand that retention of my position, as well as any compensation (e.g., award) associated with my position is based upon my fulfillment of this agreement, the Constitution and Bylaws, the Student Handbook, and the Honor Code.

I agree to all the above expectations, and I will fulfill them to the best of my ability.

Signature _____ Date _____

Appendix B: Assistant Application (see Bylaws Section 3.04)

College Student Leadership Board Application for the Position of Assistant

What is the College Student Leadership Board?

The College Student Leadership Board exists to create a vibrant campus atmosphere by working with the staff and faculty of the University, by hosting service projects, by planning various social programs, and by mentoring and training those who come into contact with CSLB. Through these, we uphold the mission and motto of Regent University.

Who are Assistants?

Assistants are appointed members of the Board who contribute their talents to help plan activities and events. While they cannot formally cast a vote for any new legislation, their opinions are taken into consideration the same as any Board member. Assistants help to encourage students spiritually, academically and socially, and thus makes them crucial to the Board’s effectiveness and overall success. Regular meeting attendance is encouraged but not required. Assistants usually apply under the particular Position that most interests them or one they wish to be elected to; however, it is not necessary for assistants to run for election.

Please complete the following:

Name _____ Student ID Number _____ Date _____

Major _____ Class Level _____ GPA _____

In what ways can you contribute to the College Student Leadership Board?

Executive Board

- | | |
|---------------------------------------|--------------------------|
| President | Executive Vice President |
| Vice President of Administration | Vice President of Events |
| Vice President of Community Relations | |

Representatives

- | | |
|---|-----------------------------|
| Senior Class Representative | Junior Class Representative |
| Freshman/Sophomore Class Representative | At-Large Representative |

In what ways could you contribute to the College Student Leadership Board (circle all that apply)?

- | | |
|-------------------------|-----------------------|
| Events coordination | Marketing/advertising |
| Photography/videography | Graphic Design |
| Other _____ | |

How much time are you willing to serve?

Why do you want to work with the College Student Leadership Board?

Please state your testimony of faith.

Please note your personal skills and explain how they can be beneficial to the CSLB:

Please list a character reference and their contact information:

Please tell us more about you! You do NOT need to have been part of an organization like this before but if you do have prior experience, we'd like to hear about it.

I understand the assistant’s role and hereby submit my application for the position. I also understand that I must undergo a brief interview with at least two elected Board members as a part of the application process for the position.

Signature_____

Date:_____

Official use:

By a vote of _____ to _____, this candidate is hereby appointed as an assistant to the College Student Leadership Board. If not, explain why:

_____ President, College Student Leadership Board

_____ Secretary-Treasurer, College Student Leadership Board

Appendix C: Student Organization Financial Assistance (SOFA) (see Bylaws Section 8.03)

Student Organization Financial Assistance (SOFA)

Sponsored by the Regent College Student Leadership Board

What is SOFA?

Student Organization Financial Assistance (SOFA) is a program conceived, facilitated and financially supported by the Regent College Student Leadership Board (CSLB) and is designed to assist new student organizations with initial operating costs associated with promoting interest meetings or organizing fundraisers.

Which student organizations are eligible?

Eligible organizations must permit undergraduate students at Regent University to join and hold office in the organization. Organization must be chartered, or approved for a temporary charter, by the Office of Student Activities & Leadership. The organization must have been first chartered within the last twelve months, or reactivated within the last twelve months, as recorded by the Office of Student Activities & Leadership.

How much money is available, and how often can organizations apply?

A limited amount of money is available and is considered on a case-by-case basis. Organizations can apply successfully once, per continuous period of active status. Reactivated organizations must have been inactive, as recorded by the Office of Student Activities and Leadership, for a period of at least 11 months.

How can student organizations apply?

Organizations must meet the criteria for eligibility, complete a SOFA application, and submit the application to the Student Leadership Committee. In addition, organizations must have an account with the Business Office in order to receive funding. Finally, organizations should apply for funding at least one month prior to their proposed time to use the funding.

How is an organization approved for funding?

The elected members of the College Student Leadership Board will review the organization's application and vote on whether to approve the application. The College Student Leadership Board will communicate its decision to the organization's contact person and its advisor. The College Student Leadership Board can deny any application for any reason, and its decision on whether to approve an application for funding is final.

If approved, how do student organizations receive funding?

The College Student Leadership Board will initiate a Transfer of Funds to deposit the approved amount directly into the organization's account. An authorized person from the receiving organization must then sign the form. The College Student Leadership Board will submit the form to the Business Office. No funds will be distributed directly to students or advisors.

What happens if an application is not approved as submitted?

The College Student Leadership Board may approve a lesser amount of funding than was requested. The College Student Leadership Board Committee may also approve an application with additional requirements. In either case, the College Student Leadership Board will communicate its reasoning and/or requirements to the requesting organization. If an application is not approved, organizations are welcome to submit a revised application.

What else do applicants need to do?

Organizations receiving funds must submit a copy of the printed materials funded by SOFA. In addition, the organizations must either submit a brief written account of the outcomes related to the funding received, or present a verbal summary to the College Student Leadership Board at its plenary session.

Student Organization Financial Assistance (SOFA) Application

Applicant's name _____ Email _____@mail.regent.edu

Applicant's position within the organization (e.g., president, treasurer, etc.) _____

Advisor's name _____ Email _____@regent.edu

Organization name _____

Type of Organization (circle one): Academic Social Service Special Interest

Describe the organization's purpose. How does it support the University and undergraduate students? Use separate sheet if needed.

Amount requested (circle one): \$25 \$50 \$75 \$100 \$150 \$200

Current balance in the organization's business office account: \$_____.____

Other sources of funding for this organization: _____

Describe in detail how this funding will be used. Use separate sheet if needed.

Official use:

By a vote of ____ to ____, this organization is approved/not approved for funding in the amount of \$____.____.

If not approved, or if a lesser amount than requested is approved, provide an explanation:

President or Treasurer, College Student Leadership Board

Advisor, College Student Leadership Board

Note: If approved, attach a copy of this document to a completed *Transfer of Funds* form, including the receiving organization's account information and an authorized signature. Submit both forms to the Business Office for processing.