

Revised and updated – April 2008

The ASNNU Code

An Act of the Student Senate of Northwest Nazarene University

Revised and updated

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**Preamble**

This Act shall function as the Law of the Associated Students of Northwest Nazarene University, and shall be in effect for all ASNNU-related questions. This Act, set forth by the Student Senate, is intended to be a legacy to future student leaders of the ASNNU. It is hoped that each person who comes into contact with this document shall consider it not only as a legal document, but also as a guide by which our purposes, as stated in Article II of the ASNNU Constitution, might be maintained. All Sections of this document shall represent what the ASNNU considers to be its topical responsibilities. As leaders of the student body, let us not forget whom we are to serve as we observe the following statutes. Our first responsibility is to our Creator; our second is to our colleagues, the members of the ASNNU.

**Table of Contents**

Section 1 -- The ASNNU Code .....05

- 1.1 Function of the ASNNU Code
- 1.2 Amendments to the ASNNU Code
- 1.3 Fines for violation of the ASNNU Code

Section 2 -- Positions of the SGA .....05

- 2.1 Executive Officers
- 2.2 Oasis Editor
- 2.3 BRICK House
- 2.4 Class Councils
- 2.5 Class Officers
- 2.6 Student Senate
- 2.7 Social Board
- 2.8 Student/Faculty Committees
- 2.9 Limitation on the Number of Appointed or Elected Positions
- 2.10 Oath of Inauguration of SGA Officers

Section 3 -- ASNNU Publications .....14

- 3.1 ASNNU Publications Auditing Procedures
- 3.2 Notification of ASNNU Publications Guidelines

Section 4 -- SGA Salaries and Compensations .....14

- 4.1 Salaries of the SGA Executive Officers
- 4.2 Salaries of the ASNNU Publications Editors
- 4.3 Salaries of the ASNNU BRICK House Directors
- 4.4 General Salary Guidelines

Section 5 -- ASNNU Financial Procedure .....15

- 5.1 ASNNU Loan Procedures
- 5.2 ASNNU Organizational Financial Procedures
- 5.3 ASNNU Auditing Committee
- 5.4 Allotment Process for Distribution of ASNNU Funds to Campus Organizations
- 5.5 Budget Requirements for SGA Executive Officers
- 5.6 Appeal of Finance Fines
- 5.7 Procedures for Budgetary Re-allotment Due to Change in Enrollment
- 5.8 Closure of the ASNNU General Account
- 5.9 Process for Handling Unauthorized Expenditures
- 5.10 Guidelines for the Brick House Permanent Fund

Section 6 -- Student Fees .....18

- 6.1 Qualifications for Use of Student Fees
- 6.2 Student Fee Increase Procedure
- 6.3 Fees for Full-Time Students
- 6.4 Fees for Part-Time Students
- 6.5 Non-Student Spouse Fees
- 6.6 Where Student Fee Monies May Be Allotted

Section 7 – Budgeting Guidelines.....	20
7.1    Who May Budget	
7.2    What is Budgeted	
7.3    When is Budgeting	
7.4    Where is Budgeting	
7.5    How to Budget	
7.6    Other Guidelines	
 Section 8 - SGA Elections .....	22
8.1    Definition of Candidacy	
8.2    ASNNU Elections Committee	
8.3    Candidate Sign-Up and Screening Procedures	
8.4    Campaigning Regulations	
8.5    Fines for Violation of Campaigning Regulations	
8.6    Write-In Candidacy Procedures	
8.7    Polling Procedures	
8.8    Tabulation and Recount Procedures	
8.9    Run-Off Election Procedures	
8.10   Non-Candidacy Elections Procedures	
8.11   SGA Election Invalidation	
8.12   Storage of the SGA Election Materials	
 Section 9 -- ASNNU Organizations .....	28
9.1    Requirements for Class A and Class M Organizations	
9.2    Active ASNNU Organizations	
9.3    Inactive ASNNU Organizations	
 Section 10 -- ASNNU Code Guidelines .....	29
10.1   Guidelines for Amendments to the ASNNU Code	
10.2   Form of the ASNNU Code	

## Section 1 -- The ASNNU Code

### Statute 1 -- Function of the ASNNU Code

#### Paragraph 1

The ASNNU Code shall function as the legal document of the ASNNU and shall include information relevant to ASNNU government, ASNNU properties, and ASNNU organizations. As a legal document, the Code shall be superseded only by the ASNNU Constitution.

### Statute 2 -- Amendments to the ASNNU Code

#### Paragraph 1

The ASNNU Code may be amended only by following the guidelines listed in Section 10.

### Statute 3 -- Fines for Violation of the ASNNU Code

#### Paragraph 1

The Student Senate and the SGA Executive Council shall have the power to fine any person who violates the ASNNU Code. Except in those cases addressed specifically by the Code, the maximum fine for any such violation shall be fifty dollars.

#### Paragraph 2

Except in those cases addressed specifically by the Code, fines shall be collected by the SGA Business Manager and shall be deposited in the ASNNU General Account.

#### Paragraph 3

Any fine assessed by the Senate or the Executive Council shall be subject to appeal to the Judicial Board; the Judicial Board shall be the final authority in all such cases.

#### Paragraph 4

Payment of a fine, in and of itself, shall in no way imply admission of guilt or waive the right of appeal.

## Section 2 -- Positions of the SGA

### Statute 1 -- SGA Executive Officers

#### Paragraph 1 -- SGA President Job Description

##### Clause 1

The President of the SGA shall have the following duties and responsibilities:

- a) to attend the Nazarene Student Leadership Conference and to serve on its Steering Committee and to attend NSLA;
- b) to plan SGA Retreat;
- c) to serve on the SGA Calendar Committee;
- d) to serve on the Brick House Selection Committee, to serve as a representative to the Alumni Office during Homecoming, to serve on the Beloved Community Committee, and to serve as a representative (presenting reports at semi-annual meetings) to the Board of Trustees;
- e) to serve as chair of the SGA Executive Council and the SGA President's Cabinet;
- f) to appoint, with majority consent of the Student Senate, full-time students to

- serve as Chief Justice (if the position is vacant), Student Center Director, and Athletic Liaison
- g) to appoint, with majority consent of the Student Senate, a full-time student to serve on the ASNNU Auditing Committee.
- h) to assist in the training of the next person to hold the office of President;
- i) to support ASNNU functions and SGA sponsored activities;
- j) to present an office report at meetings of the Senate;
- to post and maintain office hours; and,
- k) to send emails to the off-campus and married students

Paragraph 2 -- SGA Executive Vice President Job Description

Clause 1

The Executive Vice President of the SGA shall have the following duties and responsibilities:

- a) to manage the selection and maintain the organization of students on Student/Faculty Committees;
- b) to maintain the ASNNU Constitution, the ASNNU Code, and the Procedures of the Student Senate as each is revised;
- c) to see to it that each term, by the second session of the Senate, each Senator, each Executive Officer, each Justice, and the Vice President for Student Development possesses fully updated copies of the Constitution, Code, and Procedures of the Senate;
- d) to act as central coordinator of all SGA Elections;
- e) to maintain all correspondence to and from the Senate;
- f) to ensure that all Senate approved legislation is presented in final form no later than two days after the Senate has met to:
  - (1) the SGA President; and
  - (2) in the case of fiscal legislation, the SGA Business Manager.
- g) to serve as chair of the Senate and to coordinate sessions, conferences, and outside activities of the Senate;
- h) to set Senate agenda and to ensure that the SGA has prior access to the agenda of all regular meetings of Senate;
- i) to advise and oversee Class A, Class B, and Class M organizations of the ASNNU;
- j) to oversee the sales process of Nampa Recreation Center passes to the ASNNU;
- k) to communicate with the producers of the Student Directory during the process of production which includes:
  - (1) overseeing the distribution of Student Directories to the ASNNU
- l) to serve on the SGA Calendar Committee and the SGA Executive Council;
- m) to assist in the training of the next person to hold the office of Executive Vice President;
- n) to support ASNNU functions and SGA sponsored activities;
- o) to present an office report at meetings of the Senate; and,
- p) to post and maintain office hours.

Paragraph 3 -- SGA Social Vice President Job Description

Clause 1

The Social Vice President of the SGA shall have the following duties and responsibilities:

- a) to coordinate major ASNNU social activities equal to Welcome Week (which includes Malibu Days, Rootbeer Fest, Rollerscamming, the Ice Cream Social, and the SGA Scavenger Hunt), TWIRP (The Woman Is Required to Pay), the Procrastination Party, EGGSTRAVAGANZA, Valentine's Banquet, and Spring Fever;
- b) to organize 2 or more miscellaneous ASNNU-sponsored social activities per semester;

- c) to serve as a resource for ASNNU class-sponsored activities;
- d) to schedule ASNNU social activities so that conflicts may be avoided;
- e) to keep records of all activities on file, for the benefit of successors;
- f) to serve on the Senate Campus Life Committee, the SGA Calendar Committee, and the SGA Executive Council;
- g) to serve as a member of the EEC (Entertainment Evaluation Committee);
- h) to serve as chair of the SGA Social Board;
- i) to assist in the training of the next person to hold the office of Social Vice President;
- j) to support ASNNU functions and SGA sponsored activities;
- k) to present an office report at meetings of the Senate; and,
- l) to post and maintain office hours,

Paragraph 4 -- SGA Secretary Job Description

Clause 1

The Secretary of the SGA shall have the following duties and responsibilities:

- a) to prepare and distribute copies of the minutes for the sessions of the Senate, as described in Statute 8, Paragraph 3;
- b) to prepare and distribute copies of the minutes for the sessions of the SGA Executive Council;
- c) to prepare and submit to the SGA Executive Vice President updated copies of amended pages of the ASNNU Constitution, the ASNNU Code, and the Procedures of the Senate by the second week of each term;
- d) to order flowers for hospitalized students or students who experience a death in the immediate family during the school year;
- e) to serve on the SGA Executive Council;
- f) to assist in the training of the next person to hold the office of Secretary;
- g) to support ASNNU functions and SGA sponsored activities;
- h) to post and maintain office hours; and,
- i) to put a calendar out each month listing that months event with the help of the SGA Publicity Director and SGA Social Vice-President

Paragraph 5 -- SGA Business Manager Job Description

Clause 1

The Business Manager of the SGA shall have the following duties and responsibilities:

- a) to account for and keep record of all financial matters of the ASNNU;
- b) to inform organizations of the status of monies allotted by ASNNU budgets;
- c) to authorize any allotment of ASNNU monies;
- d) to serve as an informational resource on standard organizational bookkeeping and budgetary procedure for treasurers of Class A and Class M organizations of the ASNNU;
- e) to notify treasurers, presidents, and sponsors of Class A and Class M organizations whose budgets do not show reconciliation with the Business office;
- f) to serve on the Senate Ways and Means Committee, the ASNNU Auditing Committee, and the SGA Executive Council;
- g) to present an office report at meetings of the Senate;
- h) to assist in the training of the next person to hold the office of Business Manager;
- i) to support ASNNU functions and SGA sponsored activities;" and,
- j) to post and maintain office hours.

Paragraph 6 – SGA Campus Ministries Coordinator Job Description

Clause 1

The Campus Ministries Coordinator of the SGA shall have the following duties and responsibilities:

- a) to be in charge of all religious activities and gatherings sponsored by the SGA, including Time Out, Winter Awakening, and CHAOS, administering such programs in close conjunction with the University Chaplain;
- b) to serve as a resource to the class chaplains, and ASNNU ministry clubs;
- c) to maintain contact with the ASNNU as a minister and spiritual advisor;
- d) to serve on the SGA Executive Council;
- e) to serve as chair of the Spiritual Life Committee;
- f) to serve as a member of the EEC (Entertainment Evaluation Committee);
- g) to present an office report at meetings of the Senate;
- h) to assist in the training of the next person to hold the office of Campus Ministries Coordinator;
- i) to support ASNNU functions and SGA sponsored activities;" and,
- j) to post and maintain office hours.

#### Paragraph 7 -- SGA Community Relations Coordinator Job Description

##### Clause 1

The Community Relations Coordinator of the SGA shall have the following duties and responsibilities:

- a) to organize and to serve as chair of the ASNNU Community Relations Board, which shall be comprised of student representatives from each academic class;
- b) to organize ASNNU projects pertinent to ASNNU community relations, which shall include two blood drives coordinated in conjunction with the Red Cross, the Christmas Gift Project, one food drive to benefit a local charity, one major community project coordinated in conjunction with community leaders including the mayor of Nampa, a campus Community Awareness Week, and a campus Clean-Up Day;
- c) to organize additional ASNNU projects pertinent to ASNNU community relations in conjunction with the SGA President;
- d) to serve on the Homecoming Committee, the SGA President's Cabinet, and the SGA Executive Council;
- e) to present an office report at meetings of the Senate;
- f) to assist in the training of the next person to hold the office of Community Relations Coordinator;
- g) to support ASNNU functions and SGA sponsored activities;" and,
- h) to post and maintain office hours.

#### Paragraph 8 -- SGA Publicity Director Job Description

##### Clause 1

The Publicity Director of the SGA shall have the following duties and responsibilities:

- a) to inform the ASNNU of SGA-sponsored activities by whatever means deemed appropriate;
- b) to serve as a resource for class councils and ASNNU organizations;
- c) to serve as a go-between for clubs and administration with the chapel T.A. regarding chapel slides;
- e) to serve on the SGA Executive Council;
- g) to support ASNNU functions and SGA sponsored activities;
- h) to post and maintain office hours;
- i) to present an office report at meetings of the Senate; and,
- j) to assist in the training of the next person to hold the office of Publicity Director.

#### Paragraph 9 -- SGA Chief Justice Job Description

Clause 1

The Chief Justice of the SGA shall have the following duties and responsibilities:

- a) to keep on file, current copies of the constitutions of all Class A, Class B, and Class M organizations of the ASNNU;
- b) to keep on file, minutes and opinions of all decisions of past Judicial Board meetings;
- c) to serve as the primary consultant for any judicial inquiries of the ASNNU;
- d) to serve as chair of the SGA Judicial Board;
- e) to designate a Justice who shall serve as an ex-officio member of the Senate Judiciary Committee;
- f) to present an office report at meetings of the Senate as needed;
- h) to assist in the training of the next person to hold the office of Chief Justice.

Statute 2 -- Oasis Editor

Paragraph 1 -- Oasis Editor Job Description

Clause 1

The Oasis Editor shall have the following duties and responsibilities:

- a) will be responsible for the content (layout, pictures, design, and information) of the Yearbook;
- b) shall, during second semester, decide with the Vice President for Financial Affairs about the company that will print the book;
- c) shall select staff members and provide a list of job specifications and requirements at the beginning of the school year;
- d) shall schedule a photographer to take portraits;
- e) shall have the authority to hire and dismiss members of the Oasis staff;
- f) shall fulfill all responsibilities as an ex-officio member of the SGA Executive Council;
- g) assist in the training of the next person to hold the office of the Oasis Editor;
- h) to support ASNNU functions and SGA sponsored activities;"
- i) to post and maintain office hours; and,
- j) to present an office report to Student Senate as needed.

Statute 3 -- ASNNU BRICK House

Paragraph 1 -- ASNNU Brick House Director Job Description

Clause 1

The ASNNU BRICK House Directors shall maintain a home-like atmosphere at the BRICK House through the following duties:

- a) making kitchen facilities available for student use;
- b) sponsoring at least two ASNNU functions each semester;
- c) displaying availability and hospitality toward all members of the ASNNU; and
- d) decorating the interior of the House.

Clause 2

The BRICK House Directors shall supervise the operations of the BRICK House by:

- a) opening and closing the facilities for designated hours of operation;
- b) seeing to it that a Director or a substitute liable to a Director is present during hours of operation; and
- c) setting up for scheduled gatherings and providing whatever assistance is appropriate for such functions.

Clause 3

The BRICK House Directors shall regularly maintain the BRICK House by:

- a) ensuring the repair of any damages which occur during regular use of the facilities;
- b) updating and improving House facilities; and
- c) keeping the House clean and the grounds well trimmed and clear of debris at all times.

Clause 4

The BRICK House Directors shall manage BRICK House finances by:

- a) maintaining accurate, itemized financial records;
- b) submitting BRICK House budget requests for each semester punctually; and
- c) submitting financial records to the SGA Business Manager each semester.

Paragraph 2 -- Selection Procedures for ASNNU BRICK House Directors

Clause 1

The prerequisites for ASNNU Brick House Directors are as follows:

- a) There shall be no less than two and no more than four ASNNU BRICK House Directors at any time;
- b) Directors shall be full-time students, unless they are married, in which case at least one spouse must be a full-time student; and
- c) Directors shall maintain a grade point of at least 2.0.

Clause 2

The Selection process for Brick House Directors is as follows:

- a) BRICK House Directors shall be selected during the last five weeks of each academic year;
- b) The SGA President shall post sign-ups for Director positions for a minimum of one week and a maximum of two weeks;
- c) Applicants for Director positions shall complete an application form, which shall be submitted to the SGA President at least one school day prior to the scheduled interview date;
- d) A committee comprised of a representative from the Office of Student Development, the SGA President, the SGA Executive Vice President, and at least three Senators shall interview the applicants and select first choices and first and second alternate choices for Director positions; and
- e) The SGA President shall recommend the first choices of the committee for approval by the Senate. Such approval may be granted by a two-thirds vote. If the first choices are not granted approval, the first alternate choices shall be recommended by the President, and the second alternate choices shall become the first alternate choices.

Paragraph 3 -- ASNNU BRICK House Director Resignation and Replacement Procedure

Clause 1

If all ASNNU BRICK House Directors become unable to fulfill the duties of the positions, those Directors shall submit written statements of resignation to the SGA Executive Vice President. Within one week of the acceptance of such resignations, the SGA President shall recommend for approval by the Senate alternate choices for Directors, considering first those alternates described in Statute 4, Paragraph 2, Clause 2.

Clause 2

If one BRICK House Director becomes unable to fulfill the duties of the position, this Director shall submit a written statement of resignation to the Executive Vice President. Remaining Directors shall also submit written statements of resignation, but those Directors shall be allowed a period of one week to select another Director to fill the vacant position. This candidate for Director and the remaining Directors shall be interviewed by the committee

described in Statute 4, Paragraph 2, Clause 2 within one week of acceptance of the resignations. The first alternate choices, as were determined by the process described in Statute 4, Paragraph 2, Clause 2, shall also be interviewed by the committee. The SGA President shall recommend committee choices for approval by the Senate, employing the same process described in Statute 4, Paragraph 2, Clause 2.

#### Statute 4 -- SGA Class Councils

##### Paragraph 1

The SGA Freshmen Class Council shall have the following duties and responsibilities:

- a) to be in charge of one March of Dimes fundraiser, being the Mr. NNU Pageant;
- b) during second semester, to choose a class advisor to serve through graduation;
- c) to coordinate and participate in at least one community service project per semester;
- d) to sponsor one class party per semester; and,
- e) to sponsor one class chapel second semester.

##### Paragraph 2

The SGA Sophomore Class shall have the following duties and responsibilities:

- a) to put on the Fresheree variety show during first semester; and,
- b) to coordinate and participate in at least one community service project per semester;
- c) to sponsor one class party per semester; and,
- d) to sponsor one class chapel per semester.

##### Paragraph 3

The SGA Junior Class Council shall have the following duties and responsibilities:

- a) to organize the production of the Junior Class Play for second semester;
- b) to organize the Jr./Sr. Retreat for second semester;
- c) to coordinate and participate in at least one community service project per semester;
- d) to sponsor one class party per semester; and,
- e) to sponsor one class chapel per semester.

##### Paragraph 4

The SGA Senior Class Council shall have the following duties and responsibilities:

- a) to give NNU a gift of some kind that will be from the Senior Class;
- b) to organize the matters involved with graduation; and,
- c) to coordinate and participate in at least one community service project per semester;
- d) to sponsor one class party per semester; and,
- e) to sponsor one class chapel per semester.

#### Statute 5 -- SGA Class Officers

##### Paragraph 1

The Class Presidents shall have the following responsibilities:

- a) attend all class council meetings;
- b) coordinate and plan all class council activities; and,
- c) serve on the President's Cabinet which is overseen by the SGA Executive President.

##### Paragraph 2

The Class Vice Presidents shall have the following responsibilities:

- a) attend class council meetings; and,
- b) assist the Class President.

Paragraph 3

The Class Secretaries shall have the following responsibilities:

- a) attend class council meetings;
- b) take minutes at class council meetings; and,
- c) send out reminders of class council meetings.

Paragraph 4

The Class Treasurers shall have the following responsibilities:

- a) attend class council meetings;
- b) be in charge of class finances and to keep financial records; and,
- c) work with the SGA Business Manager upon the Business Manager's request.

Paragraph 5

The Class Chaplains shall have the following responsibilities:

- a) attend class council meetings;
- b) be in charge of class spiritual activities; and,
- c) serve on the Spiritual Life Committee which is overseen by the SGA Campus Ministries Coordinator.

Paragraph 6

The Class Publicity Directors shall have the following responsibilities:

- a) attend class council meetings; and,
- b) supervise the publicity of all class council and class events and activities.

Paragraph 7

The Class Senators shall have the following responsibilities:

- a) attend class council meetings;
- b) attend weekly Senate Meetings which are overseen by the SGA Executive Vice President; and,
- c) execute duties and responsibilities as prescribed by the ASNNU Constitution and by Statute 8.

Paragraph 9

The Class Social Board shall have the following responsibilities:

- a) attend class council meetings; and,
- b) assist the SGA Social Vice President in planning activities.

Statute 6 – SGA Student Senate

Paragraph 1 -- SGA Senator Job Description

Clause 1

Each Senator of the SGA shall have the following duties and responsibilities:

- a) to attend all Student Senate meetings regularly and promptly;
- b) to serve on an assigned standing committee;
- c) to accept appointment from the SGA Executive Vice President to ad-hoc committees;
- d) to participate in respective class council meetings; and,
- e) to write and present bills, acts, resolutions, and directives that effectively represent respective constituency.

Paragraph 2 -- Annual Initiation of Senators

Within the second week of the election of the Freshman Class Council, the SGA Executive Vice President shall organize and complete an initiatory course for Senators. The

course shall be designed to familiarize Senators with the ASNNU Constitution, the ASNNU Code, the Procedures of the Senate, and Roberts Rules of Order. Attendance of each course session shall be mandatory for Senators.

### Paragraph 3-- Posting Regulations of Senate Minutes, Bills, and Resolutions

#### Clause 1

The SGA Secretary shall be responsible for posting regulations of Senate minutes, Bills, and Resolutions.

- a) The SGA Secretary shall prepare weekly a record of Student Senate minutes, detailing Resolutions, Bills, and Senator voting record;
- b) The Secretary shall post this record on one or more SGA bulletin boards located in Student Development;
- c) The Secretary shall see to it that copies of the Student Senate minutes are placed on each table in the dining area, no later than three days following the session from which the minutes were written;
- d) The Secretary shall see to it that copies of the Student Senate minutes are distributed to each of the Senators no later than three days following the meeting from which the minutes were written; and
- e) The Secretary shall see to it that a copy of the Student Senate minutes is distributed to the each Executive Council member no later than three days following the session from which the minutes were written.

### Statute 7-- SGA Social Board

#### Paragraph 1

The SGA Social Board shall be comprised of eight members, two from each academic class. Positions shall be filled annually by elections held simultaneously with class officer elections.

#### Paragraph 2

The Social Board shall assist the Social Vice President in the following matters:

- a) formation, promotion, organization, and administration of the social activities of the ASNNU; and,
- b) sales and collection of tickets at ASNNU-sponsored activities.

### Statute 8 -- Student/Faculty Committees

#### Paragraph 1 -- Student/Faculty Committee Qualification Requirements

Any student who will have achieved at least sophomore status by the end of first semester of the upcoming academic year may apply for student positions on any Student/Faculty Committee.

#### Clause 2

Eligible candidates for student positions must maintain a cumulative grade point of at least 2.0.

#### Clause 3

Senators shall not be excluded from filing for student positions, unless a positional description specifically excludes Senators.

### Paragraph 2 -- Selection Procedures for Student/Faculty Committee Members

#### Clause 1

The SGA Executive Vice President shall see to it that sign-ups for student positions on

Student/Faculty Committees are posted at least three weeks prior to the final session of the Senate for the student government year. Sign-ups shall be removed by the Executive Vice President two weeks prior to the final Senate session.

Clause 2

The Executive Vice President shall appoint the members of the Student/Faculty Screening Committee at least two weeks prior to the final session of the Senate for the student government year. The Committee shall consist of the Executive Vice President and at least three Senators.

Clause 3

The procedures for the Screening Committee are as follows:

- a) The Screening Committee shall assure that those qualifications stated in Paragraph 1 have been met by each candidate. If any qualification is not met by a candidate, the eligibility of that candidate shall be discontinued;
- b) Disciplinary records of each candidate shall be examined by the Vice President for Student Development who shall forward candidate recommendations to the Screening Committee;
- c) All candidates shall be interviewed by the Screening Committee at least two school days prior to the session of Senate at which committee selections for student positions on Student/Faculty Committees will be presented;
- d) The Screening Committee shall make selections for every student position on Student/Faculty Committees. Included among the criteria for selection shall be candidate recommendations from the Vice President of Student Development and evaluation of candidate interviews. If possible, two alternates shall be chosen for student positions on each committee; and,
- e) At the session of Senate one week prior to the final session for the student government year, the selections of the Screening Committee shall be presented for Senate approval. For each position, such approval shall be granted by majority vote. If approval is not granted to any selection of the Screening Committee, alternates for that position shall be presented for Senate consideration and approval.

Paragraph 3 -- Regulations Concerning Student Members of Student/Faculty Committees

Clause 1

The term of appointment for any student member of a Student/Faculty Committee shall begin with the approval of that member by the Senate and end with the approval of the successor to that member as is described in Paragraph 2.

Clause 2

At the beginning of each semester, the SGA Executive Vice President shall determine whether or not the cumulative grade point of each student member of Student/Faculty Committees is at least 2.0. If the grade point of any student member is not at least 2.0, that student shall be removed from membership by the Executive Vice President. At the next meeting of the Senate, the vacant position shall be filled following the procedure stated in Paragraph 2, Clause 3 for the consideration of alternates.

Clause 3

The process for monitoring student member attendance will be as follows:

- a) Chairs of Student/Faculty Committees shall submit the minutes of each Committee meeting to the Executive Vice President. These minutes shall include a listing of those student members absent from the meeting;
- b) The Executive Vice President shall notify the Senate of those Student members of Student/Faculty Committees who have been absent from two consecutive

- meetings; and,
- c) The Senate may replace those student members described in subdivision b) using the procedure stated in Paragraph 2, Clause 3 for the consideration of alternates.

#### Paragraph 4 -- Student/Faculty Committee Guidelines

##### Clause 1

The SGA Executive Vice President shall schedule meetings each semester between the Senate and student members of each Student/Faculty Committee. In these meetings members shall report on the activities of respective committees.

##### Clause 2

On either the third or the fourth sessions of Senate prior to the final session of the student government year, a student member of each Student/Faculty Committee shall offer a report which shall include the following information:

- a) the function of the Committee in which the student is a member;
- b) the number of Committee meetings during the preceding student government year;
- c) concrete goals that were achieved by the Committee during that year; and
- d) goals that will be pursued by the Committee during the coming student government year.

This report shall be in addition to those reports described in Clause 1.

##### Clause 3

Reports by student members of Student/Faculty Committees shall be presented in Senate sessions during the time for "reports for special committees," as is put forth in the Procedures of the Senate, Rule I.

#### Statute 8 -- Limitation on the Number of Appointed or Elected Positions

##### Paragraph 1

Except in the case described in Paragraph 2, no person shall simultaneously hold more than one of the following SGA positions: SGA Executive Officers, SGA Senators, SGA Judicial Board Members, and editor of the Oasis.

#### Statute 9 -- Oath of Inauguration of SGA Officers

##### Paragraph 1

The Chief Justice shall administer the oath of inauguration to all newly elected and appointed SGA Officers. Each officer shall place the left hand on a Bible, raise the right hand, and repeat after the Chief Justice as indicated in Section 2, Statute 12, Paragraph 2.

##### Paragraph 2

The oath of inauguration shall be:

I, \_\_\_\_\_, do solemnly affirm to uphold, to the best of my ability, the stated purposes of Northwest Nazarene University, the ASNNU, and the SGA, so help me God.

#### Section 3 -- ASNNU Publications

#### Statute 1 -- ASNNU Publications Auditing Procedures

Paragraph 1

The Oasis and Crusader may be audited by the SGA Business Manager and the ASNNU Auditing Committee no earlier than one week before and no later than one week after each due date for submitting publications reports, as listed in Statute 1, Paragraph 1. Publication audit shall be at the discretion of the Auditing Committee.

Statute 2 -- Notification of ASNNU Publications Guidelines

Paragraph 1

The SGA Business Manager shall see to it that copies of this Section are distributed to each editor no later than one week after editor selection.

Section 4 -- SGA Salaries and Compensations

Statute 1 -- Salaries of the SGA Executive Officers

Paragraph 1

The salary of the SGA President shall be three thousand five hundred and fifty dollars per year.

Paragraph 2

The salaries of the SGA Executive Vice President, SGA Social Vice President, SGA Campus Ministries Coordinator, SGA Publicity Director, SGA Community Relations Coordinator, SGA Secretary, and SGA Business Manager shall each be three thousand dollars per year.

Paragraph 3

The salary of the Chief Justice shall be six hundred dollars per year.

Statute 2 -- Salaries of the ASNNU Publications Editor

Paragraph 1

The salary of the editor of the Oasis shall be three thousand dollars per year.

Statute 3 -- Salaries of the ASNNU BRICK House Directors

Paragraph 1

The salaries of the ASNNU BRICK House Directors shall be one thousand five dollars per year.

Statute 4 -- General Salary Guidelines

Paragraph 1

Budgetary listings of each of the salaries described in Statutes 1, 2, 3, and 4 shall be itemized under a single heading within the budget of the SGA Business Manager.

Paragraph 2

Payment of each of the salaries described in Statutes 1, 2, 3, and 4 shall be bestowed in four equal installments during a semester.

Paragraph 3

Unauthorized spending by one of the parties mentioned in Statutes 1, 2, 3, and 4 shall be

reconciled first by the final salary installment of the semester and second by the student account of the party responsible for the spending.

## Section 5 -- ASNNU Financial Procedure

### Statute 1-- ASNNU Loan Procedures

#### Paragraph 1

Any party affiliated with the ASNNU that requests a loan shall, on majority vote of the Senate, receive a loan which shall be taken from the ASNNU General Account.

#### Paragraph 2

The motion proposing the loan shall specify the following:

- a) the length of a period of not less than thirty days, during which the loan shall be free from interest;
- b) the payment schedule of the loan;
- c) the statement of responsibility for the loan; and
- d) the rate of interest which shall be assessed monthly against the balance of the loan by the SGA Business Manager.

#### Paragraph 3

The payment schedule and the statement of responsibility shall be signed by those deemed accountable for the scheduled repayments.

#### Paragraph 4

If the loan is not fully repaid by the maturity date, a fine of five percent of the balance remaining shall be assessed. The resulting balance shall be assigned in equal divisions to the school accounts of those whose names appear on the statement of responsibility.

### Statute 2-- ASNNU Organizational Financial Procedures

#### Paragraph 1

To remain as a Class A or Class M organization, any such organization must be active and either maintain a credit balance in its organizational account, or receive consent of the Senate to make any over-expenditures; such consent shall be granted with majority vote.

#### Paragraph 2

Any Class A or Class M organization failing to comply with Paragraph 1 shall be subject to an immediate freeze on its assets and, on majority vote of Senate, audit by the ASNNU Auditing Committee.

#### Paragraph 3

Any Class A or Class M organization failing to comply with Paragraph 1 may be given a loan which shall be taken from the ASNNU General Account and shall be subject to all regulations stated in Statute 2.

#### Paragraph 4

Any Class A or Class M organization making over-expenditures shall be assessed a fine of five percent of the over-expenditure which shall be paid within thirty days of assessment.

#### Paragraph 5

Unauthorized spending by Class A or Class M organizations shall be charged to the

student accounts of those individuals responsible for the spending.

#### Statute 3-- ASNNU Auditing Committee

##### Paragraph 1

The membership of the ASNNU Auditing Committee shall include the members of the Senate Ways and Means Committee, a student appointed by the SGA President and approved by the Senate, and an administrator appointed by the University President. This committee shall be formed by the second quad of the first semester of each academic year.

##### Paragraph 2

At any time, at the discretion of the Auditing Committee, any Class A or Class M organization shall be subject to audit by the SGA Business Manager and the Auditing Committee.

##### Paragraph 3

A fine of five dollars shall be assessed by the Auditing Committee to each organization whose financial records do not show reconciliation with the Business Office during the current academic year prior to time of auditing. This fine shall be collected and placed in the ASNNU General Account by the Business Manager.

##### Paragraph 4

Prior to collection of the fine mentioned in Paragraph 3, notification of the assessment shall be sent by the Business Manager to the treasurer, president, and sponsor of the organization.

#### Statute 4-- Allotment Process for Distribution of ASNNU Funds to Campus Organizations

##### Paragraph 1

The Senate shall fund, at its discretion, as many Class A and Class M organizations with submitted budgets as ASNNU revenue will allow.

##### Paragraph 2

All budgeted offices/officers shall come immediately under the jurisdiction of the Business Manager; the withdrawal of such funds, exceeding \$100, shall require the approval of the Business Manager.

##### Paragraph 3

The Business Manager shall not transfer monies other than budgetary allotments to organizational accounts without written permission from the Senate.

#### Statute 5-- Budget Requirements for SGA Executive Officers

##### Paragraph 1

Each semester of the school year, there shall be established for each SGA Executive Officer an individual account which shall consist of the following:

- a) the ASNNU budgetary allotment to the account;
- b) descriptions and magnitudes of projected expenditures, the sum of which shall equal the ASNNU allotment; and
- c) debit, credit, and balance columns, which shall be used to record each transaction involving the account.

##### Paragraph 2

When the account of an SGA Executive Officer reaches a balance of zero dollars, the

Officer shall be notified by the SGA Business Manager of the status of the account. Subsequent purchases made by the Officer shall be deducted first from the salary of the Officer and second from the school account of the Officer.

#### Paragraph 3

The Business Manager shall revise records of Executive Officer accounts on a weekly basis so that they are current and shall submit to each Senator a written report of this information, containing the original semester allotments and current balances of the accounts.

#### Paragraph 4

There shall be an expense approval system established for Executive Officers. Before charging any off-campus expense exceeding \$100, an Officer shall obtain an expense approval form signed by the Business Manager. No off-campus charges to the ASNNU shall be accepted without prior acknowledgment of a signed expense approval form.

#### Clause 1

When deemed necessary by the SGA Business Manager, Executive Officers may also be required to obtain an expense approval form signed by the Business Manager for off-campus expenses under \$100.

#### Clause 2

If a budgeting office/officer is denied approval for expenditures by the SGA Business Manager, the budgeting person(s) denied may appeal to the Judicial Board regarding this matter.

#### Statute 6-- Appeal of Finance Fines

##### Paragraph 1

Any fine mentioned in this Section may be brought before the SGA Judicial Board for appeal. If successfully appealed, the fine shall be revoked.

#### Statute 7-- Procedures for Budgetary Re-allotment Due to Change in Enrollment

##### Paragraph 1

If budget revenue for a given semester is more than three percent below that which was projected the preceding semester, the entire budget, with the exceptions of the salaries of the Executive Officers, Publications Editors, and BRICK House Directors, shall be adjusted in accordance with the deviation. Such adjustment shall be made by the SGA Business Manager not later than one week after notification of enrollment is given by the Business Office.

##### Paragraph 2

Until such adjustment is made, one-fourth of all budgeted monies, with the exceptions of those salaries listed in Paragraph 1, shall be frozen in the ASNNU General Account.

#### Statute 8-- Closure of the ASNNU General Account

##### Paragraph 1

The ASNNU General Account shall close when a balance of zero dollars is reached; any withdrawals made thereafter shall be considered an unauthorized expenditure and dealt with as described in Statute 10.

##### Paragraph 2

Following closure of the General Account, the SGA Business Manager shall inform all relevant parties within two school days of the closure and of the consequences for subsequent withdrawals, as stated in Paragraph 1.

## Statute 9-- Process for Handling Unauthorized Expenditures

### Paragraph 1

Upon becoming aware of any unauthorized expenditures from any ASNNU account, the SGA Business Manager shall immediately notify:

- a) the Senate;
- b) the individual or individuals responsible for the unauthorized expenditures; and
- c) the organization or office responsible for that account.

### Paragraph 2

The Senate, by majority vote, may direct the Business Manager to recover all or a specific portion of any unauthorized expenditures, and/or a punitive charge, from the responsible party.

### Paragraph 3

The action described in Paragraph 2 may not be taken once four regular school weeks have passed after the Senate has been notified of the situation as described in Paragraph 1.

### Paragraph 4

The action described in Paragraph 2 may be brought before the SGA Judicial Board for appeal. If successfully appealed, the action described in Paragraph 5 shall not be taken or shall be reversed if the action already occurred.

### Paragraph 5

The Business Manager, upon receiving direction from the Senate, shall attempt to recover funds by appropriate means including, but not limited to:

- a) salary deductions if the responsible party is employed by ASNNU; and
- b) removal of funds from the account from which the unauthorized expenditure was made. If necessary, this particular means may be delayed until future budget allotments are available.

### Paragraph 6

The Senate, upon receiving notification that the said punitive charge has not been paid by an SGA Executive Officer, shall immediately move to a vote on the initiation of the impeachment process against said officer. In the case of an organization, the Senate shall immediately move to a vote, as per Article XI, Section 5 of the ASNNU Constitution.

## Statute 10 – Guidelines for the Brick House Permanent Fund

### Paragraph 1

The purpose of this fund shall be to allow the ASNNU to build up enough funds to do major repair to the Brick House, and make emergency repairs without causing a large hit to the SGA General Account.

### Paragraph 2

The fund shall only be used for capital improvements to the Brick House itself.

#### Line 1

Capital improvements shall include; permanent floor coverings, wall repair, exterior paint, appliance repair and replacement, window replacement, furniture repair, or any permanent repair of fixture that adds value to the Brick House and property.

Line 2

Capital improvements shall not include aesthetic paint changes, decorations, supplies for Brick House events, consumable goods, or items of a similar nature.

Paragraph 3

A minimum of \$500.00 shall be placed in the fund each semester.

Paragraph 4

Bills allocating money from the Brick House permanent fund must be voted on and passed by a two-thirds majority vote of the Senate.

## Section 6 -- Student Fees

### Statute 1 -- Qualifications for Use of Student Fees

Paragraph 1

Senate Bills: All finances that pass through the ASNNU general account via the SGA Business Manager must be in the form of an approved Senate Bill. Class A and Class M organizations are encouraged to request funds from Senate by following the budgeting procedures of the Ways and Means Committee as outlined in the Appendix of the Procedures of Senate.

### Statute 2 -- Student Fee Increase Procedure

Paragraph 1

Students shall be notified at least one week prior to any vote of the Senate which could result in a student fee increase. Notification shall be given through any medium deemed appropriate by Senate.

Paragraph 2

Any increase in ASNNU student fees shall require for passage majority votes of the Senate, the ASNNU, the Administrative Cabinet, and the Board of Trustees. Such an increase shall take effect the first semester of the first academic year after passage by the aforementioned bodies.

### Statute 3 -- Fees for Full-Time Students

Paragraph 1

ASNNU fees for full-time students shall be collected from students enrolled in 12 or more credit hours for the current semester.

Paragraph 2

Fee-paying students shall officially become members of the ASNNU and shall be entitled to vote in all SGA elections, shall be eligible to participate in SGA-sponsored social activities, religious convocations, and community service projects, shall be eligible to become a member of any ASNNU Class-A or Class-M organization, and shall receive one copy of the annual publication upon completion of payment of student fees for a given year.

Paragraph 3

Fees for full-time students shall be \$85 per semester and shall be collected by the Business Office with tuition and other fees.

Statute 4 -- Fees for Part-Time Students

Paragraph 1

ASNNU fees for part-time students shall be collected from students enrolled in 6-11 credit hours for the current semester.

Paragraph 2

Part-time students shall receive benefits identical to those received by students with full-time status.

Paragraph 3

Fees for part-time students shall be one-half the amount of fees for full-time students, rounded down to the nearest dollar.

Paragraph 4

Fees for part-time students shall be collected by the Business Office using the same procedure employed for collection of fees for full-time students.

Statute 5 -- Non-Student Spouse Fees

Paragraph 1

Non-student spouses of ASNNU students shall have the option of paying a fee for membership of the ASNNU. This amount of this fee shall be one-half the fee for full-time students.

Section 7 – Budgeting Guidelines

Statute 1 – Who May Budget

Paragraph 1

These ASNNU organizations may budget for operating funds:

- Class A
- Class M
- Class Councils
- SGA Positions
- Oasis and Crusader Editors
- Brick House
- Student Center Director
- Athletic Liaison

Statute 2 – What is Budgeted

Paragraph 1

SGA General Account funds may be allotted to budgeting organizations upon approval of the Senate.

Paragraph 2

SGA General Account funds may be budgeted for in the following ways:

- All school activities/fundraisers
- Class Activities
  - Community Service, \$25 per semester

- Class Chapels, \$25 per semester
- Class Parties, \$50 per semester
- Class A and Class M Organizations
- Class Council Functions
  - Freshman – Operating Expenses, \$50
    - Mr. NNU, \$250
  - Sophomores – Freshereee, \$100
  - Juniors – Jr. Class Play, \$200
  - Seniors – Senior Class Gift, \$500
- Crusader Newspaper
- Oasis Yearbook
- Salaries

Paragraph 3

Transportation, lodging, etc. for organizational trips will be presented to the Senate as a bill and not budgeted for. All club or class retreats with the exception of the Jr./Sr. Retreat should also be presented in the form of a bill and not budgeted for.

Statute 3 – When is Budgeting

Paragraph 1

Budgeting for a given semester will take place on or before the fifth Thursday before finals week of the preceding semester. Funds will be entered into the specific accounts at the beginning of each budgeted semester.

Statute 4 – Where is Budgeting

Paragraph 1

Budgeting will occur at a place designated by the SGA Budgeting Committee.

Statute 5 – How to Budget

Paragraph 1

Budgeting will be done by the treasurer of each organization or other authoritative person.

Paragraph 2

All budgeting persons will use the form provided by the SGA Business Manager.

Paragraph 3

Said form will be brought before the SGA Budgeting Committee by the treasurer or other authoritative person. The SGA Budgeting Committee will give their recommendations on the requested budget and bring them before the Senate as a bill. The Senate will then review the budget, also giving their suggestions, corrections and approval.

Paragraph 4

At the end of the preceding semester, an official from each budgeting organization must present a verbal report before the Senate. Failure to do this will result in a deduction of 15% of the approved budget for that organization. There will be two designated Senate sessions in which organizations will be able to report.

Statute 6 – Other Guidelines

Paragraph 1—New Organizations

New organizations will be given \$50 upon approval of their constitution by the Senate in order to facilitate opening of an account. For their first budgeting semester, they will be given a

flat amount of \$200.

Paragraph 2 – Fundraising

Each organization should attempt to fundraise the equivalent of 10% of budgeted funds. Failure to do this will be taken into consideration by the Budgeting Committee during the following Budget process and may be reflected in future approved budget amounts.

Section 8 -- SGA Elections

Statute 1 -- Definition of Candidacy

Paragraph 1

Within this Section, a candidate shall be defined as any individual seeking to gain a student government position, who meets those qualifications required for the office listed in the ASNNU Constitution.

Statute 2 -- SGA Elections Committee

Paragraph 1

The SGA Elections Committee shall see to it that all SGA Elections are carried out justly and effectively. Duties and responsibilities of the Committee shall include those mentioned within this Section and Article X of the ASNNU Constitution.

Paragraph 2

The Elections Committee shall consist of the Chief Justice, the Senate Vice-Chair, and the SGA Executive Vice President, who shall serve as the Chair of this committee. Class positions shall be filled annually by the appointment of the Executive Vice President, with the consent of the Senate; such consent shall be given by majority vote.

Paragraph 3

With the exception of the Executive Vice President, no member of the Elections Committee shall hold an SGA Executive Office.

Clause 1

If the SGA Executive Vice President is running as a candidate in the election, he/she shall appoint a member of the SGA Executive Council to serve as the Chair of the Elections Committee and to fulfill his/her role.

Statute 3 -- Candidate Sign-Up and Screening Procedures

Paragraph 1

The SGA Executive Vice President shall see to it that sign-ups for candidacy are posted.

Paragraph 2

Sign-ups shall be posted for a minimum of one week and a maximum of two weeks. If, after two weeks, no student has signed up, procedures stated in Article X, Section 11 of the ASNNU Constitution shall be followed.

Paragraph 3

Within one week of the conclusion of sign-ups, the Executive Vice President shall screen each candidate to determine if qualifications for the desired position have been met.

Paragraph 4

If after screening a candidate is determined eligible, the Executive Vice President shall execute the following duties:

- a) provide the candidate with documentation pertinent to the desired position, as recorded in the Constitution, the Code, and the Procedures of the Senate;
- b) provide the candidate with documentation pertinent to SGA Elections, as recorded in this Section and Article X of the Constitution; and
- c) see to it that the candidate signs a statement of commitment, as described in the Constitution, Article IV, Section 2, Sub-Section e.

#### Paragraph 5

If an individual is determined to be ineligible for candidacy by the Elections Committee, that individual shall have the right to appeal to the SGA Judicial Board. Such an appeal shall not be cause for altering a scheduled election date.

### Statute 4 -- Campaigning Regulations

#### Paragraph 1

Campaigning shall be defined as the promotion of a candidate for office; it shall include both oral and visual means of promotion.

#### Paragraph 2

Campaigning shall begin immediately after the close of sign-ups and shall conclude at 10 P.M. on the day preceding election.

#### Paragraph 3 -- Rules for Placement of Propaganda

##### Clause 1

No propaganda shall be posted on a horizontal surface.

##### Clause 2

With the exceptions stated in Clauses 5 and 6, no propaganda shall be posted on a glass surface.

##### Clause 3

Propaganda may be posted on the exteriors of only the following buildings: the Administration Building, the Johnson Sports Center, the Student Center, and the Wiley Learning Center. Propaganda may be posted on the interiors of only the buildings listed in Clauses 4-6.

##### Clause 4

In the Wiley Learning Center, propaganda may be posted only in the hallways; moreover, no propaganda shall be posted in the hallway between the Feltar Lecture Hall and the Education Office.

##### Clause 5

In the Student Center, propaganda may be posted only in the lobby. Moreover, no propaganda may be posted on the bulletin boards, the exterior walls of the campus post office, or the windows of the campus Bookstore, the glass doors, or the glass booth.

##### Clause 6

Propaganda may be posted in residence halls only with the permission of the proper Resident Director.

##### Clause 7

All propaganda shall be removed before the close of the campaigning period. Candidates failing to do so shall be fined according to Statute 5, Paragraph 3.

Clause 8

The Elections Committee shall have the power to remove propaganda found to be in violation of this Paragraph.

Paragraph 4

Any distribution of propaganda through the campus post office must be approved in writing by the Vice President of Student Development.

Paragraph 5

Candidates for student government positions shall not participate in chapel or convocation services held from the beginning of campaigning until the completion of elections for the desired position. Those who do so shall be fined according to Statute 5, Paragraph 2.

Paragraph 6 -- Campaigning Expenditures

Clause 1

Candidates for SGA Executive Offices may not spend more than forty dollars on campaign expenditures. All other candidates for student government positions may not spend more than twenty-five dollars. Candidates who overspend shall be fined according to Statute 5, Paragraph 5.

Clause 2

At the request of the Elections Committee, each candidate shall submit a written report to the Executive Vice President itemizing campaign expenditures. This report shall be submitted within two school days of the request. Candidates failing to submit such reports shall be fined according to Statute 5, Paragraph 4. Candidates failing to submit reports within three days after the deadline shall be declared ineligible for office by the Elections Committee.

Statute 5 -- Fines for Violation of Campaigning Regulations

Paragraph 1

All fines described within this Statute shall be levied by the SGA Elections Committee, collected by the SGA Business Manager, and placed in the ASNNU General Account.

Paragraph 2

A fine of twenty-five dollars shall be levied to any candidate found in violation of Statute 4, Paragraph 5 (Chapel participation).

Paragraph 3

Cumulative fines of the following amounts shall be levied to any candidate found in violation of Statute 4, Paragraph 3, Clause 7 for posters not removed:

- a) five dollars for the first poster;
- b) four dollars for the second poster;
- c) three dollars for the third poster;
- d) two dollars for the fourth poster; and,
- e) one dollar for each additional poster.

Paragraph 4

Candidates failing to meet the submission deadline stated in Statute 4, Paragraph 6, Clause 2 shall be fined five dollars if the report is submitted within one school day after the deadline; candidates shall be fined five additional dollars if the report is submitted from one to three school days after the deadline.

Paragraph 5

Candidates who overspend campaign expenditure limits listed in Statute 4, Paragraph 6,

Clause 1 shall be fined twice the amount of the over expenditure.

Paragraph 6

The Business Manager shall inform the Elections Committee of any officers possessing unpaid fines.

Paragraph 7

Any fine described in this Statute may be brought before the SGA Judicial Board for appeal; if successfully appealed, the fine shall be revoked.

Paragraph 8

No individual shall be allowed to assume office until all fines described in this statute and other past due debts to ASNNU owed by said individual are paid in full.

Paragraph 9

A new election shall be held for any office left vacant for a period of one week due to Paragraph 8.

Statute 6 -- Write-In Candidacy Procedures

Paragraph 1

An individual wishing to run for an office after the completion of the sign-up process may do so as a write-in candidate.

Paragraph 2

Write-in candidates shall not be included on ballots, but shall be subject to the campaigning regulations listed in Statute 4.

Statute 7 -- Polling Procedures

Paragraph 1 -- Voting Procedures

Clause 1

Each member of the ASNNU shall be entitled to one vote in each election, provided that the election involves the constituency of that member.

Clause 2

Voting by proxy shall not be allowed.

Clause 3

People without access to Blackboard may request a paper ballot to be counted in the totals by the Elections Committee.

Clause 4

Paper ballots shall be turned in to Student Development by 5 pm on the day of the election to be counted in the totals.

Paragraph 2 -- Polling Times and Places

Clause 1

With the exception of paper ballots per Statute 7, Paragraph 1, Clause 3, all voting for SGA elections shall take place on Blackboard at online.nnu.edu.

Clause 2

Polling for election of SGA Executive Officer positions shall take place on a single school day on Blackboard at online.nnu.edu for a minimum of eight hours. Recommended hours for polling are from 11:00 A.M. until 7:00 P.M.

Clause 3

Polling for election of SGA non-Executive Officer positions shall take place on a single school day on Blackboard at online.nnu.edu for a minimum of eight hours. Recommended hours for polling are from 11:00 A.M. until 7:00 P.M.

Paragraph 3 -- Polling Regulations

Clause 1

Polling for SGA elections shall be supervised by the Elections Committee.

Clause 2

There shall be no campaigning on the day of elections. Any individual found in violation of this Clause shall be fined twenty-five dollars by the Elections Committee.

Clause 3

Fines collected from instances described in Clauses 2 shall be collected by the SGA Business Manager and deposited in the ASNNU General Account.

Statute 8 -- Tabulation and Recount Procedures

Paragraph 1 -- Tabulation Procedures

Clause 1

Election results shall be tabulated by at least two members of the SGA Elections Committee, one of which must be the Chief Justice.

Clause 2

After tabulation, results shall be posted by the Elections Committee.

Clause 3

If no member of the Elections Committee has access to election results on Blackboard, a member of the SGA with Blackboard access of the Director of Campus Life may be called upon to provide the necessary information.

Paragraph 2 -- Recalculation Procedures

Clause 1

Recalculation of ballots shall be conducted under any one of the following circumstances:

- a) vote totals for two candidates differ by less than two percent of the total number of ballots cast;
- b) ballot registration totals differ by two percent or more of the total number of votes cast;
- c) a written request for recalculation is submitted by a candidate to the Elections Committee no later than five days after the election;
- d) the Elections Committee deems recalculation necessary;
- e) the Senate deems recalculation necessary; or,
- f) the SGA Judicial Board deems recalculation necessary.

Statute 9 -- Run-Off Election Procedures

Paragraph 1

A run-off election shall be held when any candidate has not received a clear majority of

votes cast in an election.

#### Paragraph 2

In the case of a run-off, the two candidates who received the greatest number of votes cast, as well as those candidates who received ninety percent or more of the number of votes received by the candidate in second place, will be included on the ballot.

#### Paragraph 3

In cases where no single candidate has a clear majority, the run-off election shall be conducted as follows:

##### Clause 1 -- Senate Election

- a) In Senate Elections, no more than six candidates who received the most votes shall proceed to a run-off election.
- b) In the run-off election, the three candidates with the greatest number of votes shall be elected.
- c) A second run-off election will be conducted only when the three candidates referred to in Statute 9 Paragraph 3 Clause 1b cannot be determined.

##### Clause 2 -- Social Board Election

- a) In Social Board Elections, no more than four candidates who received the most votes shall proceed to a run-off election.
- b) In the run-off election, the two candidates with the greatest number of votes shall be elected.
- c) A second run-off election will be conducted only when the two candidates referred to in Statute 9 Paragraph 3 Clause 2b cannot be determined.

#### Paragraph 4

If, in a run-off election, no candidate receives a majority of votes cast, a second run-off election shall be held which shall include the two candidates who received the most votes in the run-off election.

#### Paragraph 5

Run-off elections shall be held at least one and not more than three school days following the previous election, and shall therefore be exempt from any procedural requirement in conflict with such time limitation.

### Statute 10 -- Non-Candidacy Elections Procedures

#### Paragraph 1

Non-candidacy elections shall include any vote taken of the student body on an issue other than election for student government positions. Candidacy is defined in Statute 1, Paragraph 1.

#### Paragraph 2

Procedures for non-candidacy elections shall include those procedures listed in all Statutes of this Section, where applicable. Additional procedures applicable only to non-election polling shall be included in this Statute.

#### Paragraph 3

Ballots for student voting on any amendment to the ASNNU Code or Constitution will be available on Blackboard.

##### Clause 1

In cases of amendments to the ASNNU Code or Constitution, both the current and the

revised copies of the document in question will be made available for student viewing on Blackboard.

#### Statute 11 -- SGA Election Invalidation

##### Paragraph 1

The Elections Committee shall have the power to invalidate any SGA election in which the provisions of this Section are violated. The SGA Judicial Board shall immediately review and may override such invalidation.

##### Paragraph 2

The Judicial Board shall have the power to invalidate any election.

### Section 9 -- ASNNU Organizations

#### Statute 1 -- Requirements for Class A and Class M Organizations

##### Paragraph 1

Community Service: Class A organizations are required to participate in a community service project once a year. At least 50% of the club's membership is suggested to be involved. If the requirement is not met, the organization will be moved to Class B status on majority vote of the Senate.

#### Statute 2 -- Active ASNNU Organizations

##### Paragraph 1

An organization shall be considered officially active if the organization's constitution has been approved by the SGA Judicial Board and the current constitution is on file with the SGA Chief Justice.

#### Statute 3 -- Inactive ASNNU Organizations

##### Paragraph 1

The SGA Chief Justice shall notify the Senate of any organization that has remained inactive for one academic year. On majority vote of Senate, such an organization shall be declared officially inactive, and its constitution shall be declared null and void.

##### Paragraph 2

When a campus organization has been declared officially inactive the Business Manager shall transfer the funds remaining in the organization's account to the ASNNU General Account and see to it that the organization's account is officially closed.

### Section 10 -- ASNNU Code Guidelines

#### Statute 1 -- Guidelines for Amendments to the ASNNU Code

##### Paragraph 1

Any amendment to the ASNNU Code shall be presented as a Senate Legislative Act.

Before such an amendment may be considered by the Senate, it must first be examined by the Senate Judiciary Committee, which shall see to it that the form of the amendment is consistent with that of the Code. Any such amendment shall require majority vote of Senate for approval.

Paragraph 2

All approved amendments to the Code shall remain active until countermanded by further legislation.

Paragraph 3

A Legislative Act proposing an amendment to the Code shall specify the Section, Statute, Paragraph, and, if necessary, the Clause in which it will be included if approved.

Paragraph 4 -- Form of Amendments

Clause 1

An amendment to the Code shall be in consistent form with the Code, as described in Statute 2.

Clause 2

The SGA President shall determine if the form of an amendment is consistent with that of the Code.

Clause 3

If the President deems the form of an amendment inconsistent with that of the Code, the President shall veto the Legislative Act proposing that amendment. An ad-hoc committee, which shall consist of the SGA Executive Vice President and three Senators, shall then be formed to attempt to rewrite the amendment. Any rewritten amendment shall be presented to Senate as a separate Legislative Act.

Statute 2 -- Form of the ASNNU Code

Paragraph 1

The ASNNU Code shall be organized at the following levels:

- a) numbered Sections, which shall address major divisions of the Code;
  - b) numbered Statutes, which shall address topic areas within a given Section;
  - c) numbered Paragraphs, which shall address individual laws within a given Statute;
  - d) numbered Clauses, which shall be used optionally to divide lengthy Paragraphs;
- and,
- e) lettered Subdivisions, which shall be used optionally in listing provisions of a Paragraph or Clause.

Paragraph 2 -- Style and Organization

Clause 1

Style of each of the levels outlined in Paragraph 1 shall be as follows:

- a) Sections and Statutes shall be titled, with further elaboration at the level of Paragraph or lower;
- b) Paragraphs shall be titled if and only if they are followed by Clauses;
- c) Paragraphs shall consist of complete sentences of text if Clauses are not used;
- d) Clauses shall consist of complete sentences of text; and,
- e) Subdivisions shall consist of sentence phrases, followed by semicolons or, if a Subdivision is the last, a period.

## Clause 2

Organization of each of the levels outlined in Paragraph 1 shall be as follows:

- a) Section titles shall be centered;
- b) Statute titles shall be underlined, with first lines flush left, and subsequent lines twice indented;
- c) Paragraph or Clause headings shall be flush left, with the first line of following text once indented, and subsequent lines flush left; and,
- d) Subdivision letters shall be once indented and followed by a right parenthesis, a second indentation, and the first line of text, with subsequent lines twice indented.

## Paragraph 3

The Code shall be worded in a manner fitting to its status as the authoritative legal document of the ASNNU. The text of the Code shall be as lacking as is possible with respect to internal inconsistencies, ambiguities, and grammatical errors. Moreover, the following guidelines shall be obeyed as the Code is revised or rewritten:

- a) The values of numbers concerning monetary amount, fractions, and percentages shall be spelled out;
- b) The pronouns "he" and "she" shall not be used;
- c) Contractions of any variety shall not be used;
- d) Organizations discussed shall be categorized as "Class A," "Class B," or "Class M";
- e) When consent is required of a body of more than one voting member, the proportion of the body necessary for consent shall be specified;
- f) The first mention of any office, committee, document, or property of the ASNNU within a Statute shall be preceded with the acronym "ASNNU" or "SGA," as appropriate, and subsequent references within the same Statute shall not be preceded with the acronym;
- g) Statements containing listings of more than two series of sentence phrases shall be separated into subdivisions;
- h) Dates of specific legislation shall not be included, with the sole exception of instances of major revision of this document;
- i) If applicable, procedures of any variety shall be listed in sequential order; and,
- j) Deadline times shall be included whenever applicable.

## Paragraph 4

Acceptable forms of reference to a portion of the Code within documents other than the Code shall be consistent with the forms of the following examples:

- a) Section 24, Statute 2, Paragraph 2, or 24.2.2;
- b) Section 33, Statute 5, Paragraph 1, Clause 5, Subdivision c, or 33.5.1.5.c;
- c) Section 46, Statute 12, Paragraph 3, Subdivision f, or 46.12.3.f.

One of these forms shall precede any written portion of the ASNNU Code when such a reference appears outside of this document.

## Paragraph 5

Acceptable forms of reference to a portion of the Code by the Code shall be consistent with the forms listed in Paragraph 4. However:

- a) A reference given in a Section to a portion of that Section shall not include the Section number;
- b) A reference given in a Statute to a portion of that Statute shall not include the Statute number;
- c) A reference given in a Paragraph to a portion of that Paragraph shall not include the Paragraph number; and,
- d) A reference given in a Clause to a portion of that Clause shall not include the Clause number.