

CONSTITUTION AND BY-LAWS OF
THE ASSOCIATED STUDENTS
(Revised 1960)

NORTHWEST BIBLE COLLEGE

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PREAMBLE

We, the student body of Northwest Bible College, in order to function more effectively as a collective unit working for the furtherance of the Kingdom of God, do hereby establish this constitution and by-laws to provide a means of effectively conducting business and as a guide in the following student affairs: student relationships, religious affairs, social activities, the athletic program, the student publications and the missionary program.

ARTICLE I: NAME

The name of this association shall be the Associated Students of the Northwest Bible College.

ARTICLE II: MEMBERSHIP

The membership of the organization shall consist of all those students who are enrolled in the Northwest Bible College.

ARTICLE III: OFFICERS

Officers of this association shall be:

- A. Executive Committee of the Student Council
 - 1. President
 - 2. Vice-president
 - 3. Secretary-treasurer
- B. Class officers
 - 1. Senior class
 - a. President
 - b. Vice-president
 - c. Secretary-treasurer
 - 2. Junior class
 - a. President
 - b. Vice-president
 - c. Secretary-treasurer
 - 3. Sophomore class
 - a. President
 - b. Vice-president
 - c. Secretary-treasurer
 - 4. Freshman class
 - a. President
 - b. Vice-president
 - c. Secretary-treasurer

- C. Missionary Society Officers
 - 1. President
 - 2. Vice-president
 - 3. Secretary-treasurer

ARTICLE IV: DEPARTMENTS OF THE A.S.B.

Section 1: Student Council

- A. The name of the organization which represents the student body shall be the Student Council.
- B. Membership of the Student Council shall be as follows:
 - 1. Chairman: The student body president shall act as chairman of the Student Council.
 - 2. Active membership of the Student Council shall include:
 - a. Student body president
 - b. Student body vice-president
 - c. Student body secretary-treasurer
 - d. The presidents, vice-presidents, and secretary-treasurers of the freshman, sophomore, junior and senior classes.
 - e. President of the Missionary Society
 - 3. Honorary membership of the Student Council shall include:
 - a. That member of the faculty chosen by the faculty or administration to serve as advisor
 - b. Vice-president of the Missionary Society
 - c. Secretary-treasurer of the Missionary Society
 - d. Editor of the Karisma

Honorary members shall have no voting privileges.

Section 2: Class Organizations

- A. Name:
There shall be four class organizations designated by names: Freshman, Sophomore, Junior and Senior.
- B. Membership:
All regular, social, and special members of a class shall constitute membership.
- C. Officers:
The officers of these organizations shall be a president, vice-president, and secretary-treasurer chosen from among the regular membership of the class.

Section 3: Missionary Society

- A. Name:
The name of the organization shall be the Northwest Bible College Missionary Society.

- B. Purpose:
1. To promote among the students a missionary spirit which will encourage financial support, giving, praying, and consecration for service on the mission fields.
 2. To familiarize each student with the mission field of his interest and the particular problems of that field.
 3. To support designated missionary projects.
- C. Membership:
The student body of the Northwest Bible College shall constitute the membership of this organization.
- D. Officers:
The officers of this organization shall be a president, vice-president and secretary-treasurer.
- E. Missionary Council:
This council shall consist of:
1. The officers of the Missionary Society
 2. All officers of the Missionary Bands
 3. A faculty advisor

ARTICLE V: RIGHT OF INITIATIVE

All matters of student-body business which an individual or group feels demands attention or action should be presented in writing to the class representative for presentation to the Student Council.

ARTICLE VI: AMENDMENTS

- A. A suggested amendment coming from any individual or group must be presented in writing to the Student Council.
- B. This constitution may be amended by a two-thirds vote of the total active membership of the Student Council, provided that notice has been given at the regular meeting immediately preceding the meeting at which the amendment is to be voted upon.
- C. Any amendments to or revisions of the constitution shall carry a revision date on all such revised copies, one of which shall be placed in the library.
- D. Sufficient copies of the amended Constitution and By-Laws shall be provided so as to be accessible by all.
- E. Faculty representatives as appointed by the Administration shall act as advisors on any committee, which is organized for the purpose of studying or reviewing the Constitution and By-Laws for recommendations as to amendments therein.

BY-LAWS

ARTICLE I: PARLIAMENTARY ORDER

In order to expedite the work of the student body and to avoid confusion in its deliberations, all meetings shall be governed by the accepted rules of parliamentary procedure, as stated in Joseph O'Brien's Parliamentary Law for the Layman, and in keeping with the spirit of Christian love and fellowship under the guidance of the Holy Spirit.

ARTICLE II: STUDENT COUNCIL

A. Qualifications of executive officers

All officers must be established in the Lord, must maintain a high standard of Christian living, must be filled with the Spirit according to Acts 2:4, must have maintained a grade point average of at least 2.0 and a citizenship point average of 3.5 while attending Northwest Bible College, and must have been in residence for the past two quarters. He must be an upper classman (junior or senior) during his term of office. No student body officer may also be a member of the faculty.

Should the student body president become disqualified, the vice-president shall assume the position. Should any other officer become disqualified, an election shall be held immediately for his replacement.

B. Nominations and elections of executive officers

1. Nominations:

- a. Nominations and elections procedures shall be executed by an elections committee of eight members, two from each class, appointed by the executive committee of the student body. The duty of this committee shall be to assist in the elections. Should any member of the committee be nominated for an office he or she shall terminate membership on the committee.
- b. An eligibility list as to G.P.A. and C.P.A. qualifications shall be prepared by the A.S.B. secretary who shall post the same at least 5 school days before nominations.
- c. Nominations procedure
 - (1) Nominations for the offices of president and secretary-treasurer shall be made by secret ballot during the A.S.B. meeting at least five school days before the election.
 - (2) Nominations for the office of vice-president shall eventually be taken from the names of those nominated for president.
 - (3) It is suggested that individual copies of the eligibility list be provided each student on nomination day.

- (4) The six persons receiving the highest number of nominations for the office of president - vice-president shall be publicly declared nominated, and the three persons receiving the highest number of nominations for secretary-treasurer shall be publicly declared nominated.
- (5) Nomination ballots shall be submitted to the Dean of Students who shall clear nominees with the faculty before they are publicized.

2. Elections:

- a. There shall be no pre-election campaigning.
- b. The final election shall not be later than the end of the seventh week before the end of the school year or before the end of the week preceding spring vacation.
- c. Voting shall be done according to the single-transferable vote system (in Parliamentary Law for the Layman by J. F. O'Brien). Ballots shall be printed or mimeographed according to the following form: President - Vice-president
(Indicate first choice, second choice, etc.)

(name of candidate)
(name of candidate)
(name of candidate)
(name of candidate)
- d. After the president has been elected, another ballot shall be cast for the election of a vice-president from the three remaining candidates.
- e. The student body president shall preside at the elections.
- f. The newly-elected officers shall assume the duties of their office during the final week of the school year.

3. Term of Office:

All officers shall serve for a period of one school year.

4. Vacancies

- a. Determination of vacancies. An office shall be declared vacant under the following circumstances:
- (1) If an elected officer shall tender a resignation in writing either before the beginning of the school year due to plans not to return to school or during the course of the school year due to other reasons.
- (2) If an officer shall interrupt or terminate his enrollment at any time during the course of the school year for which elected.
- (3) If an officer shall become disqualified by reason of disciplinary action for serious misconduct as determined by the Student Life and Discipline Committee.

b. Manner of filling vacancies(1) President

- (a) The vice-president shall succeed to the office of president immediately upon determination of vacancy, assuming the title and duties thereof.
- (b) He shall be publicly installed in a meeting of the Associated Student Body at the first opportunity.

(2) Other A.S.B. Officers

- (a) If a vacancy should occur up through the close of the autumn quarter, the office shall be filled by means of a general election.
- (b) If a vacancy should occur after the close of the autumn quarter, the Student Council shall fill the office by electing a successor from among its own membership in the following manner:
 - 1) Nominations and voting shall be by secret ballot until one person shall have received a majority of the votes cast.
 - 2) The qualifications for office shall be the same as those appearing in Article II, Section A of the Bylaws.

D. Duties of Officers:

1. President

- a. To preside at all student body meetings.
- b. To preside at all Student Council meetings.
- c. To call special meetings of the student body with permission of the Dean.
- d. To call special meetings of the Student Council.
- e. To represent the students of the Northwest Bible College to the faculty and Administration.
- f. To be ex-officio member of all student body committees.
- g. To conduct all other business of the student body as may be required of his office.

2. Vice-president

- a. To assist the president and preside in his absence or upon his request.
- b. To perform duties assigned to him by the president.
- c. To fill any unexpired term of the president should a vacancy occur.

3. Secretary-treasurer

- a. To be custodian of the student body funds, depositing them with the College Business Office for banking.
- b. To cooperate with the president in the disbursing of student body funds.
- c. To keep complete and accurate minutes of all business meetings.
- d. To keep accurate records of Gospel Team funds.
- e. To issue payment vouchers for issuance of checks on the account of the Associated Students. All vouchers must be authorized by the Student Council and be co-signed by the president.

- f. To present an itemized report of all Student Council funds received at the end of each quarter. This report, when approved by the Student Council, will be posted on the bulletin board for three days.
- g. To assist in A.S.B. elections by posting appropriate lists where required.

D. Finances:

- 1. The Student Council shall receive regular and special offerings from the student body.
- 2. The Student Council shall be responsible for disbursement of these funds.

E. Meetings

- 1. Regular meetings
Regular meetings of the Student Council shall be held on one designated morning each week during the school year.
- 2. Special meetings
 - a. Special meetings may be called at any time by the chairman.
 - b. The chairman must call a special meeting upon the written request of three active members.
- 3. Attendance
In view of the importance of the representation of classes by class officers on the Student Council, and in regard to the importance of its decisions to the students represented, only three absences shall be permitted per quarter. Violations of this rule shall be reviewed by the executive committee, and violators shall be subject to the possibility of recall by the class organizations which they represent.
- 4. Quorum
A simple majority shall constitute a quorum for the transaction of business at A.S.B. or Student Council meetings.

ARTICLE III: CLASS ORGANIZATIONS

A. Qualifications of class officers

All officers must be established in the Lord, must maintain a high standard of Christian living, and must be filled with the Holy Spirit according to Acts 2:4. Sophomore, junior, and senior officers must have a grade point average of at least 2.0, a citizenship point average of at least 3.5 and must have been in residence at Northwest Bible College for the previous two quarters.

Should the class president vacate office or become disqualified, the vice-president shall assume the position. Should any other officer vacate office or become disqualified, an election shall be held immediately for his replacement.

B. Class elections

- 1. Sophomore, junior and senior class elections shall be held during the first two weeks of the school year. A faculty member will act as chairman of the meeting.

2. Freshman class elections shall be held at the end of the third week of the fall quarter with an appointed faculty member in charge.
- C. Term of Office
All class officers shall be elected for a term of one school year.
- D. Duties of class officers
1. To promote the activities of their class.
 2. To represent the class on the Student Council
 3. To act as an executive committee in their class
 4. To conduct class meetings and otherwise see to the discharge of class business.
- E. Class membership
1. The membership of a class shall be composed of the following persons:
 - a. Regular members: students of the same class credit and quality point standing as determined by college academic regulations.
 - b. Social members: students with less than regular academic standing initially but attain such standing for at least two quarters of the school year.
 - c. Special members: special students and auditors whose interests are in that class by reason of association with it upon their initial enrollment in the College.
 2. Special students and auditors interested in joining a class shall present their application for membership in writing to the secretary-treasurer of the class before the regular business meeting of the class. At that time their application for membership shall be either accepted or rejected by a majority vote of the regular and social members of the class.
 3. Social and special members shall have the same responsibilities as do regular members of the class, with the following exception: special members will be ineligible to hold a class office.
- F. Class Finances (dues)
1. The amount of dues of the class organization shall be determined by the members of the class in the first regular business meeting of the school year.
 2. Special assessments may be levied at any time by a two-thirds vote of the members present at any regular or special meeting.
 3. Each student is responsible to pay dues assessed by the class of which he is a member.
- G. Class meetings
1. There shall be regular meetings of the class whenever the Administration shall allow time for the same and whenever the Executive Committee of the class shall, with the approval of the class advisor, call for a special meeting.
 2. All special meetings, except meetings of announcement, shall be regarded as important as regular business meetings and shall be conducted according to the accepted rules of parliamentary procedure.

- H. This section on class organizations shall supersede all previously existing class rules.

ARTICLE IV: MISSIONARY SOCIETY

- A. Qualifications of officers
1. Executive officers
They shall meet the same qualifications as student body officers in section II A of the By-Laws.
 2. Prayer Band officers
 - a. All band officers must be established in the Lord, must maintain a high standard of Christian living, and must be filled with the Holy Spirit according to Acts 2:4. They must also have a grade point average of at least 2.0 and citizenship point average of at least 3.5, during their previous year at Northwest Bible College.
 - b. Leaders shall be chosen from the sophomore, junior, or senior classes. The assistant leaders may be members of any class.
 - c. Any member serving on the faculty shall not be eligible to hold an office.
- B. Elections of officers
1. Band officers
 - a. All voting shall be done by secret ballot and a majority vote shall constitute an election. If on the second ballot no candidate receives a majority a third ballot shall be cast for the two candidates receiving the highest number of votes.
 - b. Elections of prayer band officers shall be held after the formation of the bands but not until class elections among the classes sophomore level and above have taken place.
 2. Executive officers
The same procedure shall be used. as at the A.S.B. election with two exceptions:
 - a. The initial nominations by secret ballot shall not take place until the A.S.B. elections have been consummated.
 - b. Final elections shall not be later than the end of the third week before the end of the school year (or earlier if A.S.B. elections are completed and the schedule of procedures will not overlap the former).
- C. Term of Office:
All missionary society officers shall be elected for a period of one school year.
- D. Duties of officers
1. Executive officers
 - a. President
 - (1) He shall preside at Missionary Society meetings.
 - (2) He shall preside at Missionary Council meetings.
 - (3) He shall call special meetings, if necessary.
 - (4) He shall co-sign all vouchers drawn on the Missionary Society fund.

- b. Vice-president
 - (1) He shall assist the president and preside at all meetings in his absence or upon his request.
 - (2) He shall succeed to the office of president if a vacancy should occur.
 - (3) He shall be ex-officio member of all Missionary Council committees.
- c. Secretary-treasurer
 - (1) He shall keep the minutes of all business meetings.
 - (2) He shall be responsible for all correspondence of the Missionary Council.
 - (3) He shall be the custodian of all Society funds and shall deposit all funds with the College Business Office to the account of the Northwest Bible College Missionary Society.
 - (4) He shall be responsible for drawing all vouchers and checks on the Missionary Society fund. All vouchers for checks must be authorized by the Missionary Council and co-signed by the president of the Council.
 - (5) He shall prepare an itemized financial report at the end of each quarter and present such report orally to members of the Society. He shall also submit a copy of this report to the Foreign Missions Department in Springfield, Missouri; to the Northwest District Office; and to the general office of the Northwest Bible College.

2. Mission Band officers

- a. Leaders
 - (1) He shall preside over his band
 - (2) He shall represent his band on the Missionary Council. When it is impossible for him to do so he shall notify his assistant who will then represent his band.
 - (3) He shall do his best to promote a true missionary spirit within his band.
 - (4) He shall see that all projects are approved by a majority of the members of his band before presenting them to the Missionary Council for its approval.
 - (5) He shall report to his band all business transactions of the Council.
- b. Assistant leaders
 - (1) He shall assist the leader and preside in his absence or upon his request.
 - (2) He shall succeed to the office of leader in the event it becomes vacant.
 - (3) He shall be an ex-officio member of all committees within his band.
 - (4) He shall serve on the Missionary Council in the absence of the leader.
- c. Secretaries
 - (1) He shall record attendance of band members
 - (2) He shall carry on all necessary correspondence of his band.

E. Meetings

1. Missionary Council

- a. Regular meetings
Missionary Council meetings shall be held regularly at a time determined by the Council.
- b. Special meetings
A special Council meeting may be called by the president at any time. Official business may be transacted at such a meeting.
- c. Attendance at meetings
In view of the importance of the representation of mission bands by band officers on the Missionary Council, and in regard to the importance of its decisions to the students represented, only three absences shall be permitted per quarter. Violations shall be reviewed by the executive committee. Violators shall be subject to the possibility of recall by the band which they represent.
- c. Visitors
Missionary Council meetings will be open to all members of the society, but the visiting members will not be allowed to vote an opinion.

2. Missionary Bands

- a. The meetings of the Missionary Society Bands shall be held regularly at a time determined by the faculty and/or Administration of the College.
- b. A special missionary service may be called by the Society president with the approval of the College President, or Dean, or their representative.

F. Finances

Section 1: Offerings

The activities of this organization shall be financed by a weekly offering known as the missionary offering.

Section 2: Projects

- a. All projects over \$100.00 shall be for persons or projects approved by the National Missions Department of the Assemblies of God.
- b. The Missionary Council may predetermine an amount of money to be sent on any one project and may then request the Missions Department to send it to the most needy project in that price range.
- c. No funds shall be appropriated in favor of any student or group of students currently in school or applying to come to school.

Section 3: Reserve Fund

- a. The Missionary Council shall keep at all times a reserve fund of \$150.00 in the treasury.
- b. The reserve fund shall be used for:
 - (1) All current society and council expenses
 - (2) Expense offering for missionary speakers
 - (3) Band Christmas projects
 - (4) Band correspondence and shipping expenses

ARTICLE V: COMMITTEES

- A. Committees may be appointed to facilitate efficiency in carrying out the functions and purposes of the student organizations. Such committees may be appointed by the respective organization presidents or officers or by collective action of the student organizations themselves. In each case a chairman shall be appointed to head the committee.
- B. All committee members shall be established in the Lord and shall maintain a high standard of Christian living.

ARTICLE VI: STUDENT BODY PUBLICATIONS

- A. The College annual, The Karisma
 - 1. Qualifications of editor, assistant editor and business manager:
 - a. They shall have an accumulative academic grade point average of at least 2.0.
 - b. They shall be approved by the faculty.
 - 2. Appointment of Staff
 - a. During the week following the Missionary Society elections, the Student Council shall select an editor. Other qualifications being equal, an upper classman will be given preference.
 - b. During the week following the Missionary Society elections, the Student Council shall select an assistant editor; he shall be appointed with the recommendation that he serve as editor for the year following his service as assistant editor. The Student Council shall also choose a business manager at this time.
 - c. The editor shall choose the other members of his staff from the student body.
 - 3. Duties of Karisma officials
 - a. Editor
 - (1) He shall supervise all phases of work in the production of the Karisma.
 - (2) He shall preside over any meetings of the staff.
 - (3) He shall secure the approval of the faculty and/or Administration on all material used in the Karisma.
 - (4) He shall secure necessary staff members, other than those appointed by the Student Council.
 - (5) He, with the aid of the business manager, shall negotiate for the publishing company and photographer that are to assist in the publishing of the Karisma.
 - b. Assistant Editor
 - (1) He shall assist the editor in the editing of the Karisma.
 - (2) He shall assume the duties of the editor whenever the editor is absent for any reason.
 - (3) He shall become editor if that office is vacated.

c. Business manager

- (1) He shall conduct the business of the Karisma under the direction of the editor.
- (2) He shall keep records of all expenses and income, and be prepared to produce them or give a report from them whenever needed.
- (3) He shall keep copies of all correspondence received and sent.
- (4) He shall aid the editor in the preparation of a budget for the Karisma.

4. Finances

- a. The Karisma staff shall prepare a budget of proposed income and expenditures and present to the Council for approval at the beginning of the year.
- b. Financial reports shall be given to the Council at least once per quarter.
- c. The staff shall not make expenditures over and above those amounts approved in the budget except by amendment to the budget by the Council.

B. The College Paper

A college paper may be published as an official organ of the student body.