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# **STUDENT LEADER MANUAL**

**NORTHWEST UNIVERSITY**  
**Kirkland, Washington**

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# TABLE OF CONTENTS

## I. The Northwest University Perspective

Our Vision .....	1
Our Mission .....	1
Our Educational Philosophy.....	1
Our Educational Goals .....	1-2
Our Statement of Faith.....	2
Our Community Affirmation Statement .....	2-3
Our Reconciliation Statement .....	3

## II. Student Development

Perspective .....	4
Goals .....	4
Character and Skills Development Philosophy .....	4-6

## III. Student Leader Responsibilities

The Leader and Lifestyle.....	7
The Leader and The University.....	7-8
The Leader and Success .....	8
Leadership Personality.....	8-9
The Leader and Relationships .....	9
The Leader and Meetings .....	9-10
The Leader and Financial Matters .....	10
Class Projects and Gifts.....	10-11
Use of University Property .....	11
Publicity and Publications .....	11

## IV. Associated Student Body Constitution and By-laws and Guidelines for Associated Student Body Organizations

Constitution and By-Laws of the Associated Student Body.....	12-23
Guidelines for Forming a Club .....	23
Guidelines for Karisma (Yearbook) .....	24-27
Guidelines for the Associated Men Students.....	28-31
Guidelines for the Associated Women Students .....	32-35
Guidelines for the Associated Family Students .....	36-38
Guidelines for the Associated International Students .....	39
Guidelines for AD-HOC Student Special Interest Activities .....	40
Guidelines for the ASB Appreciation Award .....	41
Guidelines for Off-Campus Musical Groups, Entertaining Groups, Speakers, etc .....	42
Guidelines for The Spring Social .....	43-45
Guidelines for Cheerleaders .....	46-47
Guidelines for Clubs.....	48-53

## V. Information Guide .....

Executive Council.....	55
President's Cabinet.....	55
Campus Council.....	55
Citizenship Council.....	55
Faculty Council.....	55
Student Council.....	55



## I. The Northwest University Perspective

### Our Vision

**CARRY THE CALL with Heart...**The founders of northwest University built a community of faith and learning, focused on serving people who are pursuing God's call on their lives. We are convinced that God continues to call every man and woman to a life of faithful, devoted service. Northwest University is committed to being a University of choice for students passionate about confirming and clarifying God's call.

**CARRY THE CALL with Head...**We believe that the best response to God's call is to develop exceptional character and competence. A commitment to scholarship and discipleship grows out of a worldview anchored in Scripture. Northwest University integrates Faith and Truth with powerful, effective teaching in Ministry, Arts, Sciences and the Professions. The entire University community strives to engage biblical Christianity with every aspect of life.

**CARRY THE CALL with Hand...**Northwest University finds its crowning joy in thousands of alumni serving in nearly every profession around the world...they are people showing Christ's love through hands of compassion. Our faculty model lives of wholehearted service. Our students make an impact for the Kingdom in numerous outreaches and ministries. Northwest University is committed to preparing people for service and leadership, doing God's work around the world.

### Our Mission

The Mission of Northwest University is to provide, in a distinctly evangelical Christian environment, quality education to prepare students for service and leadership.

The University experience should develop the whole person through general studies integrated with biblical knowledge; include professional and vocational skills in the student's preparation for service in the world; and help to fulfill the Great Commission and to propagate the historic faith of the sponsoring church.

### Our Educational Philosophy

Northwest University's concept of education is distinctively Christian in the evangelical sense. It recognizes the authority of the Bible as a divine communication of truth. It views humanity as having been created by God with intellectual, physical, social, and spiritual potentialities which require development and needs which require fulfillment if the individual is to be a whole person whose life is useful, complete, and satisfying.

As a morally responsible being whose choices and actions determine usefulness to the Creator and to humankind, as well as the ultimate ends of one's existence, the individual has a need to recognize and appreciate righteousness, beauty, and truth wherever one finds them. Education should develop moral, spiritual, intellectual, and aesthetic awareness and values.

As a creature of God, each person is an individual of intrinsic worth and dignity. In a society of free persons it is essential that each learn to respect humankind and understand their views while maintaining one's own integrity. The individual must have knowledge of one's culture and of self, in order to solve the complex problems of modern life.

Northwest has a commitment to truth and believes that all areas of true knowledge are ultimately compatible. The accumulative experience of humankind has resulted in a residue of tested wisdom and knowledge communicated. True knowledge may be discovered, too, through the careful and reverent scientific scrutiny of nature and of humanity. Neither the past nor the present has a monopoly on truth.

### Our Educational Goals

In view of its distinctive philosophy, Northwest University seeks to provide education that will introduce the student to the organized fields of learning and will acquaint one with the Christian theistic view of the world and of humanity and one's culture. Such an education is intended to develop the whole person in a balanced and useful manner.

Since Northwest believes that responsible actions in the present are dependent in part upon knowledge of humanity's past experience, it seeks to communicate to the student what may be known of people's cultural heritage. It seeks to impart knowledge, stimulate awareness, and develop appreciations.

Northwest seeks to cultivate Christian character in its students. It offers a core of biblical and theological studies as the foundation for faith, practice, and spiritual maturation. It desires that each



student shall maintain a right relationship to God and to humanity, and be prepared to act responsibly and maturely in contemporary society.

Northwest is concerned with the intellectual development of its students. It desires that its students will learn to evaluate and use knowledge, so that they can continue to make new discoveries throughout life.

Northwest recognizes that people are social beings and that they are debtors to society; no one stands alone or exists without purpose. It seeks to awaken social understanding and concern and to motivate its students to commit their lives to worthy goals of service to God and humanity. At the same time it endeavors to stimulate in its students a social and moral perceptiveness that will make them worthy and constructive critics of contemporary society.

Northwest realizes the importance of physical and mental fitness, and encourages its students to participate in healthful activities and to develop habits which will contribute to their physical well being. It seeks to give them a better understanding of humanity's biological and psychological constitution.

### **Our Statement of Faith**

- We believe there is one God, eternally triune as Father, Son, and Holy Spirit; who is Creator and Sustainer of the universe and of mankind, the Savior and Judge of all.
- We believe the Bible is God's written word, inspired by the Holy Spirit and thus infallible in all its statements.
- We believe God has completely, with finality, and infallibly revealed Himself in His son, Jesus Christ, the living Word, who was both fully God and fully man.
- We believe in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His literal return to this earth to establish His millennial kingdom.
- We believe the Holy Spirit indwells all who put their trust in Jesus Christ as Savior and Lord, and that through them He demonstrates in the present world the powers of the age to come.
- We believe the experience of the baptism of the Holy Spirit is for all believers today and is accompanied by the spiritual manifestation of speaking in other tongues.
- We believe mankind exists in a state of sin, which involves moral and spiritual separation from God, but that through repentance and faith they can experience restoration to God in which God declares them free from guilt and gives them eternal life.
- We believe the restored person will seek to demonstrate his love for God by a life of obedience and holiness.
- We believe there is one true and universal church embracing all true believers of all ages.
- We believe in the resurrection of the righteous to eternal fellowship with God and of the unrighteous to eternal separation from God.

### **Our Community Affirmation Statement**

NORTHWEST seeks to relate biblical Christianity to every area of life, both on and off campus: to academic disciplines, to co-and extra-curricular activities, in the residence halls, in the local community, and in one's personal life. It assumes that all members of the NORTHWEST community desire meaningful involvement in the process of Christian higher education as they seek to express their faith in the context of an Assemblies of God University. Faculty and staff members commit themselves to be facilitators and learners in this educational endeavor. Students, by enrolling, join with them in accepting the responsibilities of membership in the community.

Since NORTHWEST holds that the Scripture is the infallible rule for faith and conduct, the Bible will always be the authority in all matters pertaining to personal and corporate behavior. The University believes that its statement of faith and its statement of principles regarding behavior find their basis in the Bible. This affirmation attempts to provide a means to understanding the nature of this community of believing learners and to encourage a sincere commitment to it.

We affirm the Lordship of Christ over all of life and thought; our responsibility to love God with all our being and our neighbors as ourselves; our obligation to seek righteousness, to practice justice in all situations, and to express mercy to all; our need to exercise Christian freedom responsibly and lovingly and our dependence on the empowering of the Holy Spirit if we are to faithfully fulfill what God requires.

We affirm the biblical description of attitudes and behavior unfitting for a Christian: "The acts of the sinful nature are obvious: sexual immorality, impurity and debauchery, idolatry and witchcraft, hatred, discord, jealousy, fits of rage, selfish ambition, dissension's, factions and envy, drunkenness, orgies, and the



like" (Gal. 5:19-21a, NIV). Through the help of the Holy Spirit we strive to allow none of these to be part of our behavior. We affirm also the biblical description of attitudes and behavior fitting for a Christian: "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control" (Gal. 5:22-23a, NIV). We seek to maintain a vital relationship with the Spirit so that such attitudes and behavior will be evident among us. We seek to follow Christ's example of unselfish love in our actions, attitudes, and relationships. We strive to maintain stewardship of body, mind, time, abilities, and resources. We strive to integrate corporate worship, personal faith, and intellectual growth. Attendance at the University chapel services and faithful attendance and support of a local church are integral parts of the process.

NORTHWEST recognizes that not all believers share the same standards in matters of behavior the Bible does not specifically address. As members of this community, however, we also recognize the importance of respecting the values and goals of the University and will, therefore, seek to conduct ourselves in a manner that will bring only credit to the gospel and to NORTHWEST. Since we are also part of the larger society, and in order to "let our light shine out," we will strive to maintain good community relations in respect to governing authorities, social activities, and business dealings.

This affirmation provides a positive and constructive framework to aid one's personal development and for ongoing relationships with all other members of this community. We join with each other as we seek to live out this affirmation in a spirit of unity and openness, of helpfulness and caring.

### **Our Reconciliation Statement**

Whereas we believe that:

every person, regardless of ability, age, gender, race, ethnicity, or religion shares equally in the image of God;

all are sinners and that we equally partake of the consequences of sin;

Jesus Christ died for all and that we equally have access to redemption;

God is sovereign and that He calls into His service whomever He chooses and that He gifts and equips those He calls in order that they might accomplish that calling;

there is hope for all believers for fellowship with the Lord and with each other presently in His Church and in His coming Kingdom.

Be it resolved that:

we, as members of the Northwest University community, desire the equality of opportunity and respect that results from true Christian community where we cherish unity in diversity and practice mutual support as evidence of God's presence, by His Holy Spirit, in us;

we seek forgiveness for all attitudes, language, and actions that have intentionally or unintentionally contributed to discrimination regarding race, ethnicity, gender, physical ability, and age within the Northwest University community and within the society in which God has placed us;

we pledge not to engage intentionally in any act that would result in unlawful discrimination against any person, or group of persons, based upon race, ethnicity, gender, physical ability or age;

we pledge to engage our University community in activities and communications that will develop greater awareness and sensitivity to interpersonal intolerances that would be considered unacceptable by biblical teachings and would lead to tolerance that is reflective of God's character;

we further pledge to develop ongoing formal and informal opportunities to facilitate the process of reconciliation of God-honoring relationships among all people, based upon the clear call of God through the Scriptures;

we commit ourselves to dialogue, study, and affirming initiatives and actions designed to enable us to bear one another's' burdens and rejoice in the privilege of fulfilling the law of Christ.



## II. Student Development

### *Student Development Perspective*

At Northwest College, Student Development is governed by total commitment to the Lordship of Jesus Christ. Therefore, the vision of Student Development is based on the daily practice of five commitments:

1. Live an authentic faith in Christ;
2. Believe in and model the Word of God;
3. Participate in mentoring and discipleship;
4. Participate in ministry and Christian Service; and
5. Live in community with the attitudes of faith, hope, and love (1 Corinthians 13:13).

Students who live out these five commitments should be able to answer fundamental questions, such as: What do I believe? Who am I in Christ? How and where is God calling me? The commitments and answers will help establish a foundation for a lifetime of service through spiritual, intellectual, social, and physical development.

### *Student Development Goals:*

1. **Collaborative learning environment:** Student Development will work with college staff and faculty to facilitate a campus-wide environment of collaboration to enhance the learning experience of all students.
2. **A wholesome setting:** Student Development will provide the services, equipment and personnel needed to create a reasonably safe and Christian environment for the entire community.
3. **Student orientation & success:** Student Development will provide programs designed to help students develop the skills necessary to enjoy a successful college career.
4. **Spiritual, intellectual, social & physical development:** Student Development will provide students strategic opportunities to mature in Christ and develop a clear Christian worldview.
5. **Leadership education:** Student Development will provide student's opportunities to acquire the skills needed to be effective leaders both on and off campus.
6. **Learning communities:** Student Development will enhance the classroom experience by offering a living-learning environment for development.
7. **Service learning:** Student Development will provide opportunities for students to serve others, following Christ's example, while increasing their awareness of social, cultural, commercial and political issues.

### **Character and Skills Development Philosophy**

Why choose the additional expense of a private Christian university? Certainly, many are drawn by the tradition of academic excellence. But, truthfully, program excellence can found elsewhere. Many, especially parents, are attracted to the safety and reliability of the Christian culture. While these, and many others, are valid considerations, we hope that what really convinces the academic consumer is a belief that a Christian Liberal Arts education is one of the best settings in the world to holistically train for vocation, mature in faith and be roundly developed as a created human being.

It was once believed that a good education made a better human being. It was not simply about specialized knowledge, but it was more about the development of particular capacities of the human mind and soul. It was understood, that knowledge of all types fit under the banner of God's truth and that the study of them drew the person up; literally lifted them up to a higher potential. And so it was that many a great schools were launched in the honor of Jesus' name.

It seems now that many pursue a university education like vocational school; completing the paperwork they will need to do their job, presumably to make more money. Haven't we lost something? Haven't we lost the commitment to the improvement of the entire person? Not at the Christian university. Here still lies the heart of the original project – to develop the whole person.

It is precisely the Christian university's commitment to total integration that gives it an unparalleled ability to develop a student of premier capacities. From classroom, to chapel, from community center to dorm



room, the Christian university is committed to maturing and developing the whole human being.

Frankly, that type of development and Christian maturity does not happen without a plan. Sound doctrine and the distinctive Christian way of life must be taught. Accordingly, at the center of our philosophy for student development is intentionality. To desire a developed Christian character as an outcome in students is an admirable purpose, but if you cannot identify exactly what it is that you want, and do not create a plan to achieve your goal – then it remains only an admirable *idea*.

Accordingly, we have for some time, been tooling a list of skills and character outcomes that we want to see developed in the Christian university student. These outcomes work in cooperation with the educational and spiritual development goals of the institution.

*Graduates of a Christian university should be:*

- 1. Critical Thinkers**
  - a. Understanding and being comfortable with primary thinking tools and common theories
  - b. Able to develop, maintain and defend a sound Christian worldview
- 2. Strong Communicators**
  - a. Able to form persuasive written arguments
  - b. Able to translate ideas into clear oral statements
- 3. Lifelong Learners**
  - a. Having the necessary tools for the assimilation of new information
  - b. Having the constant desire for new information and experience
- 4. Persons of Robust Christian Character**
  - a. Eager to worship with all of their body, mind, soul and strength
  - b. Demonstrating the Fruits of the Spirit
  - c. Embodying the Kingdom principle of servant leadership
  - d. Showing evident personal integrity
- 5. Spiritually Disciplined**
  - a. Being Biblically literate
  - b. Committed to prayer, fasting and meditation
  - c. Faithfully engaged with their local church
  - d. Passionate for evangelism and discipleship
  - e. Compassionate with regard for the hurting, broken and marginalized.
- 6. Good Stewards of their Time, Resources and Education**
  - a. Leading well-balanced lives
    - i. Of excellence to their vocational calling (*currently education*)
    - ii. Of appropriate rest, relaxation and recreation in accordance with the Sabbath principle
    - iii. Deliberately using the remainder of their time for the advancement of the Kingdom, the service of others and the improvement of self.
  - b. Regularly and joyfully submitting their tithe
  - c. Prudently living within their means
    - i. Trained in creating a budget, adequate savings, bill paying, major purchase, etc.
  - d. Understanding the privilege of giving and philanthropic work
  - e. Able to articulate the value of a full Liberal Arts education
- 7. Emotionally Well Adjusted**
  - a. Having developed a healthy awareness of self, ontological value and purpose.
  - b. Able to manage complex painful emotions: anxiety, anger, depression, guilt, shame, etc.
  - c. Open to exploring full range of positive emotions: wonder, awe, worship, relief, sympathy, etc.
  - d. Able to develop mature interpersonal relationships
- 8. Physically Aware**
  - a. Appreciating the value of fitness
  - b. Having the appropriate perspectives for good self-image
  - c. Including physical activity as an important aspect of life
- 9. Socially Skilled**
  - a. In personal hygiene and attire
  - b. In common etiquette
  - c. In appropriate interpersonal, group and professional interaction
- 10. Adaptable**



- a. Having the ability to easily adjust to new situations and responsibilities
- 11. Responsible World Citizens**
  - a. Aware of important local, national and world debates, issues and events
  - b. Actively involved
    - i. By informed voting and public advocacy
  - c. Racially and culturally aware, having the appropriate balance of appreciation and conviction.

To that end, Student Development, in cooperation with Academic Affairs and Campus Ministries, is building a proactive and comprehensive student life program to establish those critical connections between students, faculty and staff that will result in academic success, a solid Christian worldview and life-long relationships. The Program is called **LINKS**.

**LINKS** is a campus wide attempt to carefully identify, codify, develop and communicate all of the extra-classroom opportunities that are available. This proactive approach helps us find the demographic and emphasis gaps and excesses in our student life programs. In short, it is a plan to meet our goals.



### III. Student Leader Responsibilities

#### The Leader and Lifestyle

Northwest University is a biblically centered baccalaureate and graduate institution. It seeks to develop a biblical lifestyle for students, faculty and staff. Lifestyle is the way a person lives - the character of the whole person responding in all situations in ways that honor God. Listed are some of the distinctive characteristics of life at Northwest University.

Principled and free. Life is self-disciplined and built on biblical principles that produce God-honoring freedom. It is built on a freedom from guilt and the burdens of past sin, from the power and dominion of sin, from forces, pressures and powers contrary to God's word. It is a life that is in touch with the power of God that works from within to outwardly reveal the love and will of God.

Sensitive to the Holy Spirit. A Spirit-filled and directed life is an abundant kind of life that is full of Christ, biblical grace and produces the fruit of the Spirit.

Genuine joy. Joy emanates from a real faith and a living relationship with the Lord Jesus Christ. It is not a somber, aesthetic life weighted with imposed discipline, ritual and empty rhetoric. It is a life that is joyful independent circumstances.

Fulfillment. Life is stabilized with sense of biblical purpose and direction. They know who they are, why they are here and where they are going. As the Call is carried with heart, head and hand, the result is satisfaction and fulfillment.

Other-person oriented. Living finds genuine pleasure in relating to others - it has faith in them, love for them and is at peace with them. It seeks to serve them, thereby fulfilling the Great Command, "love others as yourself".

Humane and human. Life is deeply appreciative of human dignity and worth, of human intelligence, of human creativity in the arts, communication skills and of the development of whole person and culture. This life understands relationship with God as the highest of human experiences and knows the ultimate dignity and meaning produced by this relationship.

Appreciation. This lifestyle loves nature and appreciates it, treating it with respect, thankfulness, awe and preservation. It respects its powers and laws. It seeks to know its wonders and to enjoy its gifts.

Moderation. Avoiding extremism in attitudes, actions and appearances is a necessary component of this lifestyle.

Responsible Christian citizenship. Living to contribute to the quality of community life by enjoying but not insisting upon personal rights and freedoms and not infringing upon those of others is important. This includes giving directly of abilities and resources and influencing others to act responsibly as members of the community.

Christ-centered living. This lifestyle is passionate about the establishment and maintenance of a Christ-centered environment of worship, recognizing that everything a person is and does should be true worship of God. Priorities are focused on eternal biblical values and the pursuit of faith, hope and love.

#### The Leader and The University

Northwest University is dedicated to the task of preparing students for effective ministry in the church and in the world. The objectives of the University are to develop the spiritual, intellectual, emotional and physical areas of the student's life. To assist in this quest, everyone is expected to positively contribute to the health and welfare of the University community, especially leaders.

Student leaders are a vital part of the University community. They are responsible not only for their personal conduct but also for the conduct of those they lead. It is important that student leaders fully comprehend their responsibilities and diligently apply themselves under God. It is important that student leaders be in harmony with and committed to the Vision, the Mission and all supporting statements of the University and influence all members of the student body to be similarly committed to the values and unique perspectives of the University. These are the general objectives that student leaders should seek to develop in their programs and activities.

Spiritual. Since the spiritual character of the University constitutes a primary objective toward which faculty and administration are working, it is important that this objective be kept in clear focus of all student activities. All student activities should be consonant with the high spiritual ideals of the University. The social, cultural and physical activities of University life should never be promoted at the expense of spiritual life nor should they be neglected under the pretense that they are unrelated to true spiritual life. True spirituality should pervade every area of life.

Intellectual. Since one of the primary reasons for students attending Northwest University is to grow intellectually and complete an academic program of study, student leaders must intentionally design student activities to complement academic pursuits. Although there will be occasional scheduling



conflicts, flexibility, understanding and deference will help student leaders succeed.

Social. One of the strongest ties in student life is social life; opportunities for fellowship on a social level should be provided in the program of student activities. Activities such as intercollegiate sports, the Talent Show, the All-School Banquet, All-University Picnics, organized intramural sports and other activities constitute areas in which fellowship and teamwork may be realized.

Cultural. "And Jesus increased in wisdom and stature and in favor with God and man." Our Lord's development as an adult establishes a pattern for all Christians. Cultural development may be emphasized through special lectures, evening gatherings, exchange programs, music recitals, etc.

### The Leader and Success

Leaders are not born; they are developed. Leadership success is not given; it is earned. An authentic Christian leader is:

- One whose heart is sparked by and burns with a conviction that the work of Jesus Christ is of utmost importance and has corresponding convictions, discipline, ideals and worldview.
- One who is a student of God's Word and lives its principles and standards being an example to others.
- One who is reliable and willingly accepts and fulfills responsibility.
- One who is a coach and team player, not abusive with authority or position.
- One who has vision and sees possibilities in people and situations.
- One who is a quality follower, first of Jesus Christ and shows gracious submission to all authority - willing to take direction and cooperate.
- One who is a hard worker: "Whatever your hand finds to do, do it with all your might. (Ecclesiastes 9:10)"
- One who is an example in thoughts, words and behaviors (1 Corinthians 11:1).
- One who knows and applies God's leadership principles in every area of life. There are many references to leadership from Genesis through Revelation. Some New Testament examples and descriptions of true servant leadership are found in: Matthew 5-7, 10:16, 20:26-28; Romans 12:9-21; 2 Corinthians 4:2, 6:4; Galatians 5:22-26; Philippians 2:5-11, 3:7-14; 1 Thessalonians 2:4, 5:12-24; 2 Thessalonians 3:6-13; 1 Timothy 3:1-13, 4:11-13; 2 Timothy 2, 3:17, 4:5; Titus 1:7-9, 2:6-10; Hebrews 11; James 1-5; 1 Peter 1-2

### Leadership Personality

Your personality is the expression of your character that determines your place in other's hearts and minds. It is that which shows your reaction to people, to life, to responsibilities, to problems and to opportunities.

By your personality you are liked or disliked, followed or ignored, a success or a failure. Sometimes one or two poor traits dominate your personality insomuch that your true character cannot be seen. You may develop a good personality by recognizing undesirable characteristics (fear, harshness, bossiness, criticalness, cynicism, negativeness, etc.) and through praying and working you can change them with God's help. Here are tips for good **leadership personality**. Pray for wisdom to recognize any lack in personality factors that are important to your leadership.

- Be Friendly. Don't wait for others to greet you, take the friendly lead.
- Be Enthusiastic. Enthusiasm is contagious. It quickens the pulse, stirs the imagination and arouses the will as it passes from one person to another on contact.
- Be Cheerful. Keep a happy positive outlook. Avoid whining, complaining, doubting, arguing and negativeness.
- Be Neat. Your appearance – grooming, clothing and countenance – is very important .
- Be Tactful and Kind.
- Be Patient. Expect perfection from no one. Remember God is at work.
- Be Helpful. Be alert to needs of others.
- Keep Your Sense of Humor.
- Be Trustworthy and Truthful. Never betray a confidence. Keep your promise.
- Be Humble.
- Be a Good Listener.
- Be Big in Spirit. Too big to hurt and to be hurt by the words and/or actions of other people.
- Guard Your Mental and Physical Health. Refuse to give in to fears, anxieties, emotional upsets, nervousness and suspicions. Answer these tyrants with compassion, thanksgiving, childlike trust



and relaxation. "Cast all your cares on the Lord and He will sustain you (Psalms 55:22)." Take good care of yourself by eating right, get enough sleep, relax and exercise.

- Finish Well. Whatever you are doing or experiencing will end; make sure you complete the assignment in such a manner as to know you did your best.

### **The Leader and Relationships**

**Student Leaders – The Student Body:** Student leaders are the chosen leaders of the Associated Student Body. As such, they should regard themselves not only as leaders, but also as the servants of the students. Such an attitude characterizes true leadership. Leadership carries with it responsibilities and privileges including being examples in every area of life regarding thoughts, words and behaviors. Student loyalty to the University should result from the total demeanor and activities of the student leadership.

**Student Leaders – The Faculty and Administration:** Student leaders are liaisons between the Associated Student Body and the faculty and administration of the University. It should be the attitude and aim of the leaders to promote goodwill between students and faculty and administration. If there are points of difference and challenges which exist in this regard, the leaders should frankly discuss these with the appropriate faculty members and/or administrators so that there may be a relationship of goodwill and cooperation. Student leaders must recognize and respect prerogatives that properly belong to the students and those that properly belong to the faculty and the administration of the University. The faculty and the administration must recognize and respect prerogatives that are invested in the Associated Student Body.

**Student Leaders – The Public:** Because Northwest University is a community within larger communities and cultures; it is vital to understand that the students, the faculty and the administration are representatives of the University everywhere. This reality must always positively influence everyone's thoughts, words and behaviors plus all planning, promoting and implementation of plans. Others are reading out lives (2 Corinthians 3:2).

### **The Leader and Meetings**

**Executive Meetings:** The President of each organization is responsible to set up regular meetings with her/his executive officers and the group's advisor for the purpose of quality planning and communicating. Establishing a regular meeting schedule benefits everyone concerned. It is beneficial for the organization's President and Advisor to meet and determine the agenda for the executive and full council meetings.

**Committees:** The constitutions and by-laws of various organizations will provide for the appointment of committees to facilitate the work of the organization. Persons appointed to committees should be chosen on the basis of their qualifications to effectively serve. Before persons are appointed to committees, the Vice President for Student Development, who will confer with the Vice President for Academic Affairs, must grant approval of candidates for offices and committees. As a matter of general procedure, there should be faculty representative serving on each committee. This may not always be direct representation, but indirect representation through consultation for the purpose of quality communication. The Associated Student Body Officers and the Vice President for Student Development must approve all activities and events.

**Councils:** Meetings of the Councils should be conducted in a business-like manner in the spirit of accepted rules of parliamentary procedure. Officers should be acquainted with the basic rules of parliamentary procedure and should implement their use in the meetings as called for in the By-laws. It is expected that officers and council members will be familiar with parliamentary procedure. This will contribute efficiency, protection of rights and harmony to the meetings.

The first official council meetings of the University year should be called within the first three weeks of the fall term and thereafter on a regular announced basis. The minutes of the previous meeting should be read at each meeting and approved. The chair and secretary should prepare a definite agenda for each meeting according to the accepted form of parliamentary procedure. All proposals should be made in the form of motions and voted upon after due discussion. The chair should determine the presence of a quorum before conducting council business.

While the chair will need to assume more directive leadership in presenting business on the agendas, she/he should avoid debate on issues as much as possible. She/he should present information for clarification, but endeavor to get the council to express itself as to the merits or demerits of each



proposal considered. If she/he feels that an issue being discussed is urgent and wishes to debate it, she/he should properly vacate the chair temporarily to the vice-chairperson until action on the question is completed.

Absenteeism should be recorded as it represents a default in carrying out delegated responsibility. A systematic manner of keeping attendance and following up absentees should be instituted. Where absenteeism persists on the part of a member, appropriate action as per the By-laws should be followed.

Meetings of the councils should be properly announced and carried out on schedule. Irregularity in keeping meeting appointments and schedules will create irregularity on the part of the council members to attend and effectively participate. The faculty advisors to the councils should be included in the circulation of all announcements pertaining to council meetings to assist in faithful attendance.

Associated Student Body Chapel Events: The Dean of The Chapel supervises all Chapel events. Student leaders must coordinate ASB oriented chapel events with the Dean of The Chapel and, as good leaders, follow the Dean's direction and council.

### **The Leader and Financial Matters**

Student Fees and Offerings: The ASB Constitution and By-Laws provides for finances to be raised through the receiving offerings. The levying of fees as a means of revenue is conducted by the Administration of the University. The Administration collects, on behalf of the ASB, an annual student fee which is intended to help cover the costs of extra-curricular activities such as social events, publications and sporting events.

Students' offerings should be given through the ASB to respective University ministries. The Accounting Department of the University will give an account of all monies collected. Students, who are members of area churches or churches in their hometown, should contribute their tithes and offerings in keeping with membership obligations.

The use of envelopes is encouraged to enable systematic giving and to provide a record for income tax purposes. If the ASB is to receive such funds as may be claimed for income tax deduction, the ASB Treasurer, with the help of the University accounting office, must provide some systematic means of keeping a record of such contributions where desired by the contributor.

The ASB Council will be encouraged to adopt special projects each year towards which funds will be raised through the collection of offerings. When a project is identified for funding, collected funds must be so designated and not spent for any other purpose. Designated offerings should be carefully handled and accurately kept separate for the specific purpose for which raised.

When inter-department loans are made they should be handled in a business-like manner, e.g. if funds are loaned from the general ASB fund to the Karisma fund, such a loan arrangement should be secured by a note or other specific means of payment so that default in payment is least likely. The appropriate Associated Student Body officer or officers should always authorize the disbursement of Associated Student Body funds or use of student property.

Financial Reports: Monthly financial reports should be prepared to accurately record the use of resources. A copy should be given to the faculty advisor and one copy to the Vice President for Student Development. A semester-end financial report should be given to the Associated Student Body officers and a copy should be posted for all students. Financial records should be open for inspection by students, faculty and administration at all times.

Budgets: A budget schedule of costs should be determined each year by the respective student organizations. It is suggested that a percentage of each council's budget be designated for socials, spiritual life development, traditional activities or causes and a reserve fund for future events and programs. Disbursements not approved by the respective councils and the Vice President for Student Development, will not be paid.

All monies budgeted by the ASB general fund to organizations, clubs, etc., not used in the current budget year, will revert to the ASB general fund at the close of the University fiscal year unless a holdover of the funds of a specific group is submitted in writing to the Vice President for Student Development by the group's leadership and advisor before May 31<sup>st</sup> and is approved by the Vice President for Student Development and the Financial Planning and Priorities Committee.

Exceptions to this policy would be:

- The Vice President for Student Development may exercise initiative in retaining monies in a given group or club fund from year to year subject to her/his recommendation to the Financial Planning and Priorities Committee and its approval.
- A class through its senior year retains class funds automatically from year to year. Any monies not spent after a given class has graduated will revert to the ASB general fund.

### **Class Projects and Gifts**

All groups that identify and donate a project or a gift to the University will be appropriately recognized by a plaque, an identification plate on the project, etc. For information about projects, contact the Vice President for Student Development or the President's Office. In choosing a project or gift:

- Consider the overall importance of the project to the Vision and Mission of the University;
- Consider the practicality and lasting value of the project;
- Submit a project proposal to the Vice president for Student Development;
- Sophomore and Senior classes may give class projects/gifts to the University. Monies may be designated in the Freshman and Junior years for this purpose;
- Consider class identity; and
- Classes may go together when larger projects/gifts are desired.

### **Use of University Property**

There are certain properties purchased by the ASB that come under the Administration of the University and there are items that come under the direct administration of the ASB.

Student office equipment is maintained in the ASB room. Student leaders and students are to use this equipment. If or when a student organization may be unable to do certain aspects of its work because of the lack of proper equipment, a University office may assist the student organization in every way possible in order to accomplish the task. Any time and material costs incurred in this process are to be appropriately charged to the proper organization's line item account.

Audiovisual equipment may be checked out of the Library by an organization's advisor for the use of the organization; not for private use. Careful use and proper return of the equipment is required.

Sound equipment may be checked out of the Campus Ministries office by student leaders and/or an organization's advisor. Careful use and proper return of the equipment is required.

The cost of repairing damages during equipment use will be properly charged to the organization's account.

### **Publicity and Publications**

The Dean of The Chapel must approve all Chapel announcements and appropriate announcement procedures must be followed.

All poster and bulletin board publicity must be approved by the Student Development Office or, when appropriate, the Campus Ministries Office. Proper guidelines are to be followed in attaching poster-type material to appropriate surfaces. All doors, especially glass doors, are off limits for all poster-type material.



**IV.  
Associated Student Body Constitution and By-laws  
and Guidelines for  
Associated Student Body Organizations**

**SECTION A**

**CONSTITUTION AND BY-LAWS OF THE ASSOCIATED STUDENT BODY:**

**PREAMBLE**

We, the students of the Northwest University , in order to function effectively as a unit and to properly conduct business and to provide guidance in the areas of student relationships, social activities, intramural athletics, student publications, missionary activities and other religious affairs and to insure efficiency in our collective participation in the work of the Kingdom of God, do hereby establish and ordain this Constitution as authorized by the Board of Directors of Northwest University, who shall have the right to review, to revise or revoke all student actions. (May, 1986)

**ARTICLE I: NAME**

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

**ARTICLE II: MEMBERSHIP**

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

**ARTICLE III: OFFICERS**

The executive officers of this association shall be: President, Vice President for Outreach Ministries, Vice President for Student Activities, ASB Secretary, Outreach Ministries Secretary and ASB Treasurer, who shall constitute the Executive Committee of the Student Body.

**ARTICLE IV: DEPARTMENTS OF THE ASB**

Section 1: Student Council

- A. The name of the organization which represents the student body shall be the Student Council.
- B. Active membership of the Student Council shall include:
  - 1. Chairperson: The Student Body President shall act as chairperson of the Student Council.
  - 2. Membership of the Student Council shall be as follows:
    - a. All ASB Officers.
    - b. All Class Officers of the Freshman, Sophomore, Junior and Senior Classes.
    - c. All Association Officers
    - d. Editor(s) of the Karisma and the Talon Journal
    - e. Presidents of all Student Clubs

Section 2: Class Organizations

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

treasure chosen from the membership of the class.

#### **ARTICLE V: RIGHT OF INITIATIVE**

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

#### **ARTICLES VI: AMENDMENTS**

- A. A suggested amendment coming from any individual or group must be presented in writing to the Student Council.
- B. The Constitution may be amended by the following procedures:
  - 1. An amendment must pass by a two-thirds vote of the total active membership of the Student Council, notice having been given at the regular meeting immediately preceding the one in which the amendment is to be voted upon.
  - 2. If the amendment is passed by the Student Council, it must then be ratified by two-thirds of those present and voting at the Student Body meeting, notice having been given at the regular meeting immediately preceding the one in 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.



## SECTION B

### 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 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:

The elected officers must have a personal relationship with Jesus Christ and a lifestyle that exemplifies Christ to their peers and community. They must have an exemplary citizenship record at Northwest University, without any chapel failures and have an acceptable financial record. All students interested in leadership positions must have a cumulative GPA of 2.75 the semester prior to participating. All interested students must be making progress toward a Northwest University degree by successfully completing at least 24 academic credit hours during the two previous semesters.

##### B. Nomination and Election of ASB Executive Officers:

1. Statement of Philosophy: As a Christian community, Northwest University is committed to a philosophy which recognizes the principle of Divine choice in human leadership. The human means of identification and selection are held to be the earthly channels for recognizing who God has already ordained and called. This principle is historically recognized in the whole of the church, regardless of denominational background and policy. The means of selection of leadership at Northwest University will be shaped by purposes and means consonant with the character and nature of the church of which the University is an essential part.

2. Election Committee: In January before spring elections the Student Council will establish an Election Committee (EC).

- a. The Election Committee shall consist of:
  - i. the ASB Executive Officers (President and VPs)
  - ii. two Council members, none of whom shall be ASB officers.
  - iii. the Vice President for Student Development,
  - iv. a faculty representative.
- b. All members of the EC must be familiar with election policy and procedure.
- c. The EC will screen all nominees.
- d. The EC shall be the is the final body of appeal for any irregularity in the conduct of the election
- e. The EC will remain impartial on election issues and candidates. No member of the EC will make any public statements either written and/or oral concerning either. All comments will be reserved to voting policy and procedure.
- f. The EC may disqualify any candidate for violation of election policy and procedure. Reasons for disqualification must be recorded for the Student Council.

3. Nominating Procedure:

- a. A nomination ballot for all ASB positions will be given/made available to all Northwest University students during the nomination period, in which they will be able to submit a nominee for each ASB office to be considered by the nominating committee. Students are asked to consider the nominees of their choice with prayer and respect to the job description of each ASB Office.
  - i. The nominating ballot must include the signature of the nominee.
- b. Individual students who are interested may also submit their names directly to the EC through the ASB office or Student Development office. This request must

be submitted in writing and by the deadline for which all other nominations will cease.

- c. The EC will review all nominations in respect to all qualification requirements (financial, citizenship, academic and leadership ability).
- d. The EC at their discretion may choose to interview any candidate. The committee will give consideration to such Biblical models of leadership such as those found in II Timothy, Chapter 2.
- e. A list of qualified candidates, with at least two (2) candidates and no more than five (5) for each office, will be presented and posted ten (10) school days before elections.
- f. Serving on the EC does not disqualify a student from being nominated. However, it would be expected that a member whose name is placed in nomination would disqualify him/herself from the voting in the EC on that office.
- g. All nominees whose names are placed on the nominating ballot will be required to attend an orientation meeting held by the EC at 4:30 pm on the day of the close of nominations to explain all policies dealing with the elections.

#### 4. Campaigning

- a. Campaigning may only begin after the close of nominations and after the EC has released the list of approved candidates
- b. Campaign spending is limited to \$400 per candidate
  - i. Candidates may be required to produce campaign receipts to the EC.
- c. Candidates are allowed to produce flyers. Size is limited to 8.5' x 11." Flyers must be handed directly to people. They may not be left at any locations on campus, posted on or slipped under doors.
- d. Candidates are allowed to produce posters. Size is limited to 11" x 17". Candidates are allowed a maximum of 20 posters on campus.
- e. Candidates are allowed 2 banners that exceed 11" x 17'.
- f. All campaign materials will be in accordance with University's policy on public postings and must have the appropriate stamps from Student Development or the EC.
  - i. no stickers are allowed
  - ii. all postings must be in approved bulletin areas
  - iii. all resident hall postings must adhere to resident life policies. No flyers may be delivered to individual residence (in accordance with 4c)
- g. All campaign materials are limited to campus. No candidate may post or campaign off-campus.
- h. Candidates are responsible for the removal of all campaign materials at the end of polling.
- i. Candidates will not misrepresent the character or policies of other candidates, nor should they interfere with the campaign materials of other candidates.
- j. Limited campaigning will be allowed on election day(s) and will be restricted to posted materials. Candidates are **not** allowed to solicit votes on elections day(s). The EC or campaign workers may make announcements about the time and locations for voting.
- k. The EC, in cooperation with the The Talon Journal will organize a series of candidate interviews. Each candidate has discretion on inclusion in this series.
- l. The EC will solicit statements of no more than 500 words to post on the ASB webpage with a picture of each candidate.
- m. Candidates will be allowed three minute speeches in chapel on the designated day.

#### 5. Election Preparation

The EC is responsible for:

- a. Establishing an election schedule
- b. Properly publicizing the election process and timeline
- c. Orienting and supporting candidates as directed by policy
- d. Creating election interest and awareness before and on election day(s)
- c. Staffing elections polling stations



4. Elections:

- a. ASB elections for all officers will be held in March after Spring Break.
- b. All current students are allowed to vote. Faculty and staff are prohibited from voting in the ASB elections.
- c. Election Day(s) Procedures are as follows:
  1. The responsibilities of the office and the presentation of nominee will be presented by the chair of the EC.
  2. Each nominee will be allowed to present a brief statement of no longer than three minutes to the student body in keeping with the guidelines set forth in the orientation meeting with the EC.
  3. Immediately following the presentation of the candidates, the first electoral ballot will be presented to the students. This ballot will contain the total list of nominations for each office.
  4. Students may vote for one candidate for each office. If a ballot is marked for more than one person for a single ASB office, this will disqualify the total ballot.
  5. On the first electoral ballot, a two-thirds majority is needed for an election except in the case of only two candidates running for office on the first ballot. In this case, the candidate receiving the highest number of votes is elected.
  6. If a two-thirds majority is not received, the two highest candidates for each office will be presented on the second electoral ballot within 2 school days. The candidate receiving the highest number of votes is elected.
  7. All elections results will be posted in the Student Development Office, the Residence Halls and the Pecota Student Center.
  8. Applications for absentee ballots must be submitted to the ASB or Student Development Office no later than one day before the first electoral ballot.

5. Counting the Vote

- a. ballots will be properly secured by the EC on election day(s).
  - i. ballots will be collected in closed containers
- b. ballots will always be handled by at least two (2) members of the election day staff.
- c. ballot counting will be verified by two independent counting teams.
- d. In the case a vote comes within two (2) ballots, all of the ballots will be recounted.

6. Term of Office: All officers shall serve for a period of one school year. (A term begins and ends with the Installation Service in April).

7. Vacancies:

- a. Determination of vacancies. An office will be declared vacant under the following circumstances:
  1. If an elected officer renders a resignation in writing.
  2. If an officer interrupts or terminates her/his enrollment at any time during the course of the school year for which elected.
  3. If an officer becomes disqualified by reason of disciplinary action for serious misconduct or determined by the Vice President for Student Development and/or the Citizenship Committee.
- b. Manner of filling vacancies is as follows:
  1. President
    - a. If the Student Body President becomes disqualified or vacates the office, the previous EC will confer with student leaders (other than the two Vice Presidents) and select one of the two Vice Presidents to assume the position.

- b. She/he shall be publicly installed in a meeting of the Associated Student Body.

2. Other ASB Officers

- a. If a vacancy should occur in the offices of ASB Secretary, ASB Treasurer, Vice President for Student Activities, Vice President for Outreach Ministries or Outreach Ministries Secretary, the Student Council shall fill the office by electing a successor from among its own membership in the following manner:
  - i. Nominations and voting shall be by secret ballot until one person shall receive a majority of the votes cast.
  - ii. The qualifications for office shall be the same as those appearing in Article II, Section A. of the By-Laws. For vacancies occurring in positions in classes or associations, the respective group will convene and process elections according to established By-Laws for each group.

C. Prerogatives of the Executive Committee:

The newly elected and ratified Executive Committee, including the Vice President for Student Development and faculty sponsors, shall be given the power to transact business during the interim period between the close of the school year and the first Student Council meeting of the next year.

D. Associated Student Body Offices - Description and Responsibilities.

1. President:

- a. Description: The President of the Associated Student Body of Northwest University is a student elected position and chosen by the students to represent and lead the student body in areas of student/University relationships. The President serves under the direct supervision and guidance of the Vice President for Student Development. All student activities, including student ministries, student missions and student social/cultural activities function under the ASB President's supervision. All ASB executive officers report directly to this office.
- b. Responsibilities:
  - 1. Serve as Chairperson of the Student Council. Calls and presides over all Student Council meetings.
  - 2. Serves as a member of the Campus Council, Academic Affairs Committee, Safety Committee, Student Development Committee and other committees as appointed by the President of the University.
  - 3. Calls and presides over weekly meetings of the ASB Executive Officers.
  - 4. Represents the students to the administration, faculty and staff.
  - 5. Is an ex-officio member of all student body committees.
  - 6. Meets bi-weekly with the Vice President for Student Development to determine and evaluate progress, agendas, and plans for the Associated Student Body.
  - 8. Maintains contact with the ASB Treasurer and University accountant regarding the student body budget, including Karisma and The Talon.
  - 9. Provides leadership in planning ASB Chapels.
  - 10. Works with the University Advancement Office regarding Parents Weekend, Homecoming, Campus Days, and other such activities.
  - 11. Supervises and assists the ASB Vice Presidents in respective responsibilities.
  - 12. Thoroughly trains the ASB President-elect for the following academic year.
  - 13. Performs other duties as directed by the President of the University and/or the Vice President for Student Development.
  - 14. Conducts all other business of the student body as may be required of



- the office.
- 15. Encourages total student body participation in student Christian service.
- 16. Serves as a model, by personal, active participation in all spiritual and social emphasis activities on campus.
- 17. Seeks to promote spiritual priorities and attitudes in all campus life.

2 Vice President for Outreach Ministries

- a. Description: The Vice President for Outreach Ministries is a student elected position chosen by the students of Northwest University to coordinate and supervise student outreach chapels, projects (home and international missions), extra curricular student missions activities and ongoing student ministry teams and team leaders. The Vice President for Outreach Ministries will work closely with the Dean of the Chapel in planning chapels and all extra-curricular missions/outreach activities. A primary concern of the Vice President for Outreach Ministries is encouraging and motivating students toward faithful praying for, serving in and giving to, missions/outreach.
- b. Responsibilities:
  - 1. Serves on the Student Council, Spiritual Life Committee and Student Ministries/Missions Coordinating Committee.
  - 2. Plans and coordinates outreach activities, provides oversight of student outreach ministry leaders and assists with recruitment of ministry leaders.
  - 3. Plans and coordinates 6-8 Outreach Chapels throughout the year.
  - 4. Works closely with the Dean of the Chapel in contacting International and Home Missionaries who may be available to speak in Outreach Chapel and the Missions Emphasis Week each semester.
  - 5. Promotes and advertises the various outreach activities and programs through the student bulletin and other means.
  - 6. Leads student outreach in planning, promoting and coordinating world mission's activities including prayer emphasis, Missions Faith Promises and missions offerings on a regular basis.
  - 7. Encourages total student body participation in outreach ministry through Northwest University and local churches.
  - 8. Keeps and submits reports of functions and activities. Supervises the maintenance of records, working with the Outreach Secretary regarding reporting of functions and activities.
  - 9. Thoroughly trains the Vice President for Outreach Ministries-elect for the following academic year.
  - 10. Serves as a model, by personal active participation of the ideal student involvement, in all spiritual emphasis activities on campus.
  - 11. Seeks to promote spiritual priorities and attitudes in all of campus life.

3. Vice President for Student Activities

- a. Description: The Vice President for Student Activities is elected and chosen by the students of Northwest University to plan, prepare and provide various non-academic social/cultural functions for the students of Northwest University. These activities include the annual University social events such as the All-University Talent Show, All-University Picnic, Spring Banquet, etc. This officer works closely with the faculty sponsor and other officers of the Student Body regarding individual functions and responsibilities. This officer serves under the ASB President and is directly responsible to the Student Development Coordinator regarding all-student social/ cultural activities.
- b. Responsibilities:
  - 1. Serves on the Student Council.
  - 2. Chairs the Cultural/Social Committee (Vice Presidents of classes and organizations).
  - 3. Serves on student related committees (Parents Weekend, Campus Day, Spring Banquet, etc.).

4. Meets regularly with the sponsor of Cultural/Social activities.
5. Follows guidelines of various student activities (ex. annual banquet, etc.)
6. Works closely with the Student Development Coordinator in submitting and finalizing student activity dates with the Academic Affairs Office, who coordinates the master University calendar to avoid conflicts in dates.
7. Performs any other duties assigned to her/him by the ASB President.
8. Coordinates and promotes student union building activities, including video games, recreation room, etc.
9. Thoroughly trains the Vice President for Student Activities-elect for the following academic year.
10. Encourages total student body participation in Student Christian Service.
11. Serves as a model, by personal active participation of the ideal student involvement in all spiritual emphasis and student activities on campus.
12. Seeks to promote spiritual priorities and attitudes in all campus life.

4. ASB Secretary

- a. Description: The Secretary of the Associated Student Body of Northwest University is a student elected position chosen by the students to receive, record, refer and retain all communications and correspondence related to ASB business and ministry. The ASB Secretary is directly responsible to the ASB President and relates indirectly to the two (2) Vice Presidents as well as the Treasurer in the proper flow of ASB communication.
- b. Responsibilities:
  1. Serves as a member of the Student Council.
  2. Takes complete and accurate minutes of all ASB business meetings, both plenary sessions and Student Council. Retains and refers all authorized communications and correspondence to and from the ASB President and also to and from the two Vice Presidents of ASB.
  3. Assists in ASB elections regarding posting and recording necessary information for the student body.
  4. Receives and records accurate minutes at the Campus Council meetings.
  5. Establishes and maintains an active list of churches, pastors and missionaries for reference and contact regarding ministry and missions.
  6. Performs other duties assigned by the ASB President.
  7. Notifies all Student Council and Campus Council members regarding planned meetings at least one (1) week prior to planned meeting.
  8. Submits copies of all minutes to the Student Development.
  9. Thoroughly trains the ASB Secretary-elect for the following academic year.
  10. Encourages total student body participation in student Christian service.
  11. Serves as a model by personal active participation of the ideal student involvement in all spiritual emphasis and student activities on campus.
  12. Seeks to promote spiritual priorities and attitudes in all of campus life.

5. Outreach Ministries Secretary

- a. Description: The Secretary for Outreach Ministries is elected and chosen by the students of Northwest University to receive, record, refer and retain all communications and correspondence related to Outreach business and ministry. The Outreach Ministries Secretary is directly responsible to the Vice President for Outreach Ministries and relates indirectly to the other ASB Officers in the proper flow of ASB communication.
- b. Responsibilities:
  1. Serves as a member of the Student Council and Student Ministries/Missions Coordinating Committee.
  2. Takes complete and accurate minutes of all Outreach Ministries meetings. Retains and refers all authorized communications and correspondence to and from the Vice President for Outreach Ministries and also to and from



the other Vice President of ASB.

3. Receives and records accurate minutes of all Outreach Ministries meetings.
4. Encourages total student body participation in Outreach Ministry through Northwest University and local churches.
5. Serves as a model by personal active participation of the ideal student involvement in all spiritual emphasis and student life activities on campus.
6. Seeks to promote spiritual priorities and attitudes in all of campus life.
7. Thoroughly trains the Outreach Ministries Secretary-elect for the following academic year.
8. Organizes Missions Faith Promises and offerings received weekly.
9. Oversees and maintains the Student Outreach Ministries Bulletin Board in the Pecota Student Center.

6. ASB Treasurer

- a. Description: The Treasurer of the Associated Student Body of Northwest University is a student elected and chosen by the students to be the custodian of student body funds and offerings, maintains proper records and reports thereof. The Treasurer of the Associated Student Body of Northwest University is directly responsible to the ASB President in dispensing of duties and responsibilities and consult with the University accountant regarding reports, budget planning and preparation and expenditure of funds.
- b. Responsibilities:
  1. Serves on the Student Council.
  2. Receives records and deposits all student body funds and offerings with the University cashier. (Another ASB officer should assist in the counting and recording of all offerings.) Cooperates and consults with the ASB President, and other ASB officers in disbursing Student Body funds and offerings.
  3. Plans and prepares the ASB budget in consultation with the University accountant and ASB President.
  4. Advises the ASB President of budget dates for fiscal planning.
  5. Issues vouchers for checks from the Accounting Office on the accounts of the accounts of the ASB, all vouchers being co-signed by the ASB President and the Vice President for Student Development.
  6. Presents an itemized report of all ASB expenses and funds received at the end of each semester. This report, when approved by the Student Council, will be posted on the bulletin board for three days. (The University accountant will assist in budget auditing.)
  7. Issues reports to the treasures of ASB organizations and classes and otherwise assists them when requested and needed.
  8. Performs other duties assigned by the ASB President.
  9. Thoroughly trains the ASB Treasurer-elect for the following academic year.
  10. Encourages total student body participation in Student Christian Service.
  11. Serves as a model, by personal active participation of the ideal student involvement in all spiritual emphasis and student activities on campus.
  12. Seeks to promote spiritual priorities and attitudes in all of campus life

E. Finances:

1. A student fee is set by the ASB, approved the committee for Financial Planning and Priorities and shall be collected by the University at the beginning of each semester.
2. Missions Faith Promises and offerings are received in chapel weekly from the University community or may be given at the cashier in the Dennis A. Davis Administrative Center. At anytime these funds can be used for Missions Projects, Missionary Honorariums, Student Missions Scholarships and miscellaneous Student Outreach Ministry expenses.
3. The ASB President, Vice President for Outreach Ministries, Vice President for Student Activities, Outreach Ministries Secretary, ASB Secretary and ASB Treasurer of shall be provided service scholarships. These scholarships shall be applied to their University

accounts as follows:

- a. The ASB President and Vice Presidents shall receive one-half of their designated tuition scholarships each semester.
- b. The Outreach Ministries Secretary, ASB Secretary and ASB Treasurer shall receive one-third of their designated tuition scholarships each semester.
- c. Any ASB officer listed above in a. or b., who needs less than a full time tuition load in their year of graduation, will be compensated the full part-time amount up to the 50% designated scholarship.

F. Meetings

1. Regular meetings of the ASB Executive Council and the Student Council shall be held when necessary to conduct business.
2. Special meetings may be called at any time by the ASB President and/or Vice President for Student Development. The ASB President 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, Council members will be expected to attend Council meetings. Violations of this rule shall be reviewed by the Executive Committee and violators shall be subject to the possibility of recall by the organizations which they represent.
4. Quorum: A simple majority shall constitute a quorum for the transactions of business at ASB or Student Council meetings.

### ARTICLE III: CLASS ORGANIZATIONS

A. Qualifications of Class Officers:

The officers must have a personal relationship with Jesus Christ and a lifestyle that exemplifies Christ to their peers and community. They must have exemplary citizenship and acceptable financial records at Northwest University. All ASB officers must have at least a cumulative GPA of 2.75 the semester prior to participating. All interested students must be making progress toward a Northwest University degree by successfully completing at least 60 academic credit hours and two consecutive semesters at Northwest University immediately prior to the time their term begins. (Freshmen officers should have an average or above average high school grade point average and acceptable citizenship record.)

B. Class Elections:

1. Freshman class nominations process will be explained at the first regular fall semester class meeting. Freshman class elections will be during a designated regular chapel time.

Freshman Class Nomination & Election Procedures:

- a. The following class offices will be elected - President, Vice President, Secretary-Treasurer.
- b. The following will serve as nominating committee executives - ASB officers, Vice President for Student Development and Class Advisor.
- c. Nominees must submit their name in writing to one of the following - ASB President, Vice President for Student Development or faculty advisor.
- d. A nominating ballot will be presented to the freshman class on election day.
- e. The nominating ballot shall count of no more than five candidates per office.
- f. Each nominee will be allowed three minutes to make a statement concerning views and qualifications for the office.
- g. The class advisor will chair the election proceedings. The ASB secretary will keep minutes of this meeting.
- h. Students may vote for one candidate for each office. If a ballot is marked for more than one person for a single ASB office, this will disqualify the total ballot.
- i. If a two-thirds majority is not received on the first electoral ballot, the two



nominees receiving the highest number of votes in each office shall be presented in a second electoral ballot. The candidate receiving the highest number of votes on the second election ballot is elected. In the case of only two candidates, the candidate with the highest number of votes is elected.

2. Sophomore, Junior and Senior Class Election Procedures:

- a. Elections for Sophomore, Junior and Senior class officers shall be held during a class meeting following the election of the ASB officers.
- b. The present class president will serve as chairperson of the elections.
- c. The class faculty advisor shall present to their respective class a list of names that meet all the qualifications set down in Article III (class organizations, a. Qualifications)
- d. Students may nominate from this list and submit their nominations to their respective class officers prior to election day.
- e. The nominating committee shall consist of all class officers, class faculty advisor and Vice President for Student Development.
- f. A nominating ballot of no more than five names per office will be presented to the students at the designated class election date.
- g. Students may vote for one person per office. Any ballot marked with more than one name for any office will disqualify the total ballot.
- h. If a two-thirds majority is not received on the first electoral ballot, the two nominees receiving the highest number of votes shall be presented on a second electoral ballot. The candidate receiving the highest number of votes on the second election ballot is elected. In the case of only two candidates, the candidate with the highest number of votes is elected.
- i. The newly elected officers shall assume their duties following the final class meetings of the year.

C. Vacancies

1. Should the class president vacate office or become disqualified, the Vice President shall assume the position.
2. If the Vice President is unable to assume the position, an election shall be called for at the first available opportunity for the purpose of electing a new class president.
3. If the Vice President or Secretary and/or Treasurer position should become vacant, this position shall be filled through the election process at the first available opportunity.

D. Term of Office

All class officers shall be elected for a term of one school year.

E. Duties of Class Officers

1. President

- a. To preside at all class meetings
- b. To call class executive committee meetings.
- c. To call special class meetings.
- d. To represent the class in the Student Council and Campus Council.
- e. To be ex-officio member of all class committee.
- f. To conduct all other business of the class, as may be required of her/his office.
- g. To meet weekly with class advisor.

2. Vice President

- a. To assist the president at all class meetings.
- b. To perform duties assigned 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 class funds, depositing them with the ASB Treasurer.
- b. To cooperate with the president in the disbursing of the class funds.
- c. To keep complete and accurate minutes of all business meetings.
- d. To carry on authorized class correspondence.
- e. To oversee the completion of all vouchers issued to the class by the class.
- f. To keep record of and report on the class treasury.
- g. To submit a copy of all minutes and financial reports to the Vice President for Student Development.
- h. To set an appointment and audit monthly with the Business Office.

F. Class Membership

1. The membership of a class shall be composed of the following persons:

- a. Regular Members: Students who for one or more semesters of the school year have the same credits and qualify with a grade point average commensurate with the University academic regulations.
- b. Social Members: Special students and auditors whose interests are in that class by reason of association with it upon their initial enrollment in the University.

2. Social members shall have the same responsibilities, as do regular members of the class, except that they will be ineligible to hold a class office.

G. Class Finances

1. Class dues are paid as part of the student fees and are transferred to the class treasures by the ASB Treasurer and the Business Office of the University.
2. Special assessments may be levied at any time by a two-thirds vote of the members present at any regular or special meeting.

H. Class Meetings

1. There shall be regular meetings of the class whenever the Executive Committee of the class shall, with the approval of the class advisor, call a special meeting.

**ARTICLE IV: COMMITTEES**

Committees may be appointed any time to facilitate in carrying out the functions and purposes of the student organization.

**ARTICLE V: GUIDELINES FOR FORMING A CLUB**

- A. Submit a preliminary, written proposal to the Vice President for Student Development. Proposals should include at least ten signatures of students committed to support the organization.
- B. Preliminary approval is to be secured from the Vice President for Student Development. Such approval will be based on the purpose and need for such an organization and the degree to which it blends with the total University program and policy.
- C. Submit to the Vice President for Student Development a written Constitution and Bylaws constructed in accordance with the standing rules of the Student Council. Included should be titles and duties of officers, types of activities to be scheduled, and time and frequency of meetings.
- D. The written Constitution and Bylaws are then submitted to the President's Cabinet for endorsement.



- E. Membership in student organizations should be open to all students without regard to racial origin or social status.
- F. Action on the By-Laws shall be on a provisional basis for a period of one year at which time the student council will vote upon them to become a permanent part of the Associated Student Body organization. This will allow for adjustments in the By-Laws on the basis on the one year experience.

#### **ARTICLE VI: AMENDMENTS**

Procedure for amending these By-Laws shall be the same as the procedures for amending the Constitution as stated in Section A, Article VI.

## SECTION C

### GUIDELINES FOR KARISMA

The following is the summary statement of the philosophy, policies and responsibilities relating to the production of the Northwest University Annual, the Karisma.

#### **ARTICLE I: AUTHORIZATION AND SPONSORSHIP**

The Board of Directors has authorized the Associated Student Body of the University to produce an annual, the Karisma, each year. It shall be produced as a publication of the University but shall primarily be a product of the Associated Student Body.

It is understood that the annual will reflect the philosophy, goals and objectives of the University in all aspects. It should be balanced in that it shows all areas of student life as well as faculty and staff. The staff must strive for quality production in all aspects as the annual represents the student body and the University to a broad constituency and serves as a historic moment of the year more than any other piece. The history of the University is written in its yearbooks!

#### **ARTICLE II: ADVISORS**

- A. The Vice President for Student Development will oversee the general production of the annual serving as sponsor to the annual editor and staff. The sponsor in that she/he represents the President's Cabinet and faculty, has the power to approve or disapprove the copy, photos and representation of the President's Cabinet, faculty and staff before it is submitted to the publisher. She/he has oversight in all aspects of the annual production except those that may come under the business advisor, as stated below.

#### **ARTICLE III: KARISMA STAFF QUALIFICATIONS**

- A. The selected Karisma officers must have a personal relationship with Jesus Christ and a lifestyle that exemplifies Christ to their peers and community. They must have exemplary citizenship and acceptable financial records at Northwest University. All Karisma officers must have at least a cumulative GPA of 2.75 the semester prior to participating. All interested students must be making progress toward a Northwest University degree by successfully completing at least 24 academic credit hours during the two previous semesters.
- B. They shall be subject to approval of the Vice President for Student Development.

#### **ARTICLE IV: STAFF APPOINTMENTS**

- A. Editor. Before the end of January of the spring semester the Student Council shall nominate an editor to the Vice President for Student Development. The current Editor shall work with the Vice President for Student Development in surveying potential personnel and making selections.

#### **ARTICLE V: DUTIES OF KARISMA STAFF**

- A. General
  - 1. All Karisma officials are responsible to and amenable to the ASB President and Student Council, and the Vice President for Student Development.
  - 2. Duties of officials begin immediately after selection during the spring semester in preparation for the publication of the book for the following year. Themes,



ladder, preliminary layout plans, arrangements with the publisher, budget, photographic and written coverage of University events and student activities during the fall and spring semester should receive attention during the remainder of the year prior to the year of publication. (As soon as one staff concludes coverage due to publication deadlines, the succeeding staff begins coverage.)

3. Officials are responsible to ensure good taste, balanced and appropriate coverage of events, activities and personnel in the Karisma, recognizing that not only is it a publication for current students, but one that has public relations and University history implications. It also means much to faculty, staff, supporting constituency and alumni because of their interest in the continuing welfare of the University.

B. Editor

The editor of the Karisma is selected by the Vice President for Student Development and the current year Editor and approved by the Student Council. She/he receives remuneration as stipulated below. In the production of the yearbook, she/he is directly responsible to the ASB President and then to the Student Council and is subject to the oversight of the Vice President for Student Development. She/he is responsible for the supervision of the staff and all matters that relate to the production of the annual.

The following are the specific responsibilities of the editor:

1. She/he shall supervise all phases of work in the production of the Karisma. Her/his responsibility covers the balance of the fall semester and spring semester preceding and the two semesters of the year of publication, including training the editor successor.
2. She/he shall preside over any meetings of the staff.
3. She/he shall secure the approval of the Vice President for Student Development for all material used in the Karisma.
4. She/he shall negotiate with the representative of the publishing company.
5. She/he shall arrange for the photography, presenting individual students (mug shots) by classes.
6. She/he shall maintain a continual line of communication with the ASB President, Student Council and her/his staff. This includes making sure each member of the staff completes her/his assignments on time.
7. She/he shall make out the ladder diagram prior to the fall semester or early in the fall semester. This includes sections of the yearbook and a specific plan for each page.
8. She/he shall determine deadlines for annual production, meeting with the assistant and photography editors to plan the weekly staff meeting and work out problems.
9. She/he shall check on the continuity of the yearbook, making sure that all events are in proper perspective, determining the color scheme, theme and cover design and supervising all other composition of the annual.
10. She/he shall draft her/his final budget in the spring semester preceding the year of publication for submission to the administration and a preliminary budget for the following year's annual as prescribed below (see Finances).

C. Layout Editor

She/he is directly responsible to the editor and works with him/her in fulfilling the assignments given. Following are her/his specific responsibilities:

1. She/he shall fulfill the responsibilities of the editor in her/his absence or discontinuance.
2. She/he shall assist the editor in the editing of the Karisma.
3. She/he shall meet weekly with the editor, outlining the work plan for the week.
4. She/he shall check on the follow-through of the ladder diagram to see that the layout planning is on schedule, delegating layouts to various staff members,

overseeing the layouts to insure variety in pattern and style, guiding the layout artists in the completion of their work.

5. She/he shall assist the editor in negotiating for the publishing company and photographer that are to assist in the publishing of the Karisma and in following the budget as developed in accordance with the budget provisions of the ASB Constitution.
6. Ideally, She/he shall work as "editor in training" for the next year.

C. Copy Editor

She/he is directly responsible to the editor and works with him/her in fulfilling the assignments given. Following are her/his specific responsibilities:

1. She/he shall assist the editor in the editing of the Karisma.
2. She/he shall meet weekly with the editor, outlining the work plan for the week.
3. She/he is responsible for the delegation, writing and organization of all Karisma Copy
4. She/he is responsible for all copy-edit and proofreading

D. Photographer

The photographer is directly responsible to the editor. Following are her/his specific responsibilities:

1. She/he shall meet with the editor to plan each week's work.
2. She/he shall take most of the photos for the book, him/herself and shall assign and schedule other pictures that are to be taken determining poses, composition and numbers of pictures. She/he may designate a coordinator to assist him/her in gathering such candid shots from students as may be desired.
3. She/he identifies all pictures.
5. She/he may secure other special photography for individual student faculty and staff (mug shot) photos, to be arranged in the class and other special sections, such as administration, faculty full-time, part-time and staff, etc..
6. She/he shall check and maintain inventories of photography equipment and supplies and report on inventories to the editor and chief advisor/sponsor regularly, including total inventories at the beginning and close of her/his service.
7. She/he is responsible for transferring images from camera to designated computer folders for team review.

#### ARTICLE VI: FINANCES

- A. The Karisma staff shall prepare a final budget of proposed income and expenditures and present it to the Student Council and the administration for approval during the spring semester preceding the year of publication. Strict cash and budgetary control must be exercised each year in its production. In November of the year of their publication, the staff also shall draft a preliminary budget for the following year so that ASB fees for Karisma for the following year can be reviewed by the ASB and the Financial Planning & Priorities Committee.
- B. The staff shall give financial reports to the Student Council twice per semester.
- C. The staff shall not make expenditures over and above those amounts approved in the budget except by amendment to the budget by the Student Council and approved by the Vice President for Student Development.
- D. All financial matters, including records and reports, shall be processed by the University Business Office in the normal manner for University accounts. The required approval of payment of all invoices shall include the editor or assistant editor, the sponsor and the Vice President for Student Development. All purchasing shall be done by purchase order as prescribed by the Vice-President for Administrative Services.



## ARTICLE VII: SCHOLARSHIPS

- A. Scholarships shall be included in the budget and awarded to the staff as follows:
1. The editor shall receive one-half of her/his tuition, not to exceed the costs of a regular full-time load.
  2. The assistant editor(s) shall receive one-half of her/his tuition, not to exceed the costs of a regular full-time load.
  3. The staff photographer shall receive one-half of her/his tuition, not to exceed the costs of a regular full-time load.
  4. Any Karisma officer who needs less than a full-time tuition load in their year of graduation, will be compensated the full part-time amount up to the 50% designated scholarship.
- B. Scholarships as set by the Board of Directors, shall be paid in ratio to current regular tuition charges and shall be credited to students' accounts at the end of each semester. Satisfactory service must be verified by the editor and sponsor before the Vice President for Student Development can approve payment of the scholarship by the Vice President for Administrative Services. **Unsatisfactory service will result in forfeiture of the scholarship.** New officers shall be in training during the spring semester and will receive due scholarships during the following fall semester. Any carrying charge resulting directly from this regular delayed application of the scholarship to the students' accounts will be forgiven at the time of scholarship credit.

## ARTICLE VIII: DEDICATION

Traditionally, the Karisma is dedicated to an administrator, faculty member or staff member. The Karisma staff shall assume leadership in planning for the dedication but shall consult the Vice President for Student Development, and the ASB President. The dedication normally is not revealed until the Spring Social.

In making the dedication, length of service to the University, impact of the ministry on student life on the one to be honored, contribution to the welfare of Northwest University and exemplary service to our Lord and His church shall be considered. Student leadership may choose to take an advisory ballot among seniors in determining the dedication.

## ARTICLE IX: AMENDMENTS

Procedure for amending these Bylaws shall be the same procedures for amending the constitution as stated in the main heading #2, Section A, Article VI.

## SECTION D

### GUIDELINES FOR THE ASSOCIATED MEN STUDENTS

#### ARTICLE I: NAME AND PURPOSE

A. Name

This organization shall be known as the Northwest University Associated Men Students, hereafter referred to as the AMS.

B. Purpose

The purpose of the AMS shall be to provide opportunities for the members to unite all men students in providing spiritual and social fellowship, in promoting happy and well-ordered Christian living among University men and in preparing men students to assume their role in the church and community.

#### ARTICLE II: PROCEDURE

These By-Laws of the AMS are established to cover details of organization and government and must conform with the Constitution of the Associated Student of Northwest University and Article VI of its By-Laws.

#### ARTICLE III: PERSONNEL

A. Membership

All men students enrolled at Northwest University are members of AMS and are encouraged to participate in the organization.

B. Officers, Committee Members and Qualifications

1. Executive Officers: Executive officers of the AMS shall be the President, Vice President, Secretary-Treasurer, and the AMS Advisor.
2. Other AMS Officers: This shall include the Resident Dean(s), Resident Assistants, Floor Representative of each hall in the Men's Residence, and the Director of Community Life. This committee shall work in conjunction with the AMS Executive officers.
3. Qualifications: The elected Associated Student Body officers must have a personal relationship with Jesus Christ and a lifestyle that exemplifies Christ to their peers and community. They must have exemplary citizenship and acceptable financial records at Northwest University. All ASB officers must have at least a cumulative GPA of 2.75 the semester prior to participating. All interested students must be making progress toward a Northwest University degree by successfully completing at least 60 academic credit hours and two consecutive semesters at Northwest University immediately prior to the time their term begins.

#### ARTICLE IV: COMMITTEES

A. Established Committees:

1. Executive Officers Committee - Executive Officers, AMS Advisor, and Director of Community Life.
2. Residence Hall Committee - Floor Representatives, Executive Officers, AMS Advisor, and the Director of Community Life.

B. Other Committees may be appointed to facilitate the accomplishment of the functions of AMS. Such Committees may only be appointed by the President or Advisor of AMS. In each case there



shall be a chairperson appointed to head that committee, also appointed by either the President or the Advisor.

#### **ARTICLE IV: DUTIES**

##### **A. General Expectations/Responsibilities of Every Officer**

1. To uphold the officers and men students of Northwest University in prayer.
2. To actively support the President and other members of the AMS Executive Committee.
3. To be an active member of the AMS Executive Committee.
4. To attend all AMS meetings and AMS sponsored activities.
5. To actively encourage men students to participate in the AMS activities.
6. To serve on the special task committees as assigned.
7. To serve in other capacities as requested.

##### **B. Duties of the President**

1. To preside over all AMS meetings of the Executive officers.
2. To call special meeting of the men students with the prior permission of the AMS advisors.
3. To be a member of the ASB Council by virtue of the office.
4. To be a member of the Campus Council by virtue of the office.
5. To be a member of the Residence Hall Committee by virtue of the office.
6. To be generally responsible for all activities of the AMS.
7. To meet weekly with the AMS Advisor.

##### **C. Duties of the Vice President**

1. To preside over all meetings at which the President is absent.
2. To perform all duties assigned by the President.
3. To be a member of the Residence Hall Committee by virtue of the office.
4. To attend all ASB Council meetings that the President is unable to attend.

##### **D. Duties of the Secretary-Treasurer**

1. To perform all tasks assigned by the President.
2. To be responsible for all receiving, recording, and distribution of ASB funds.
3. To co-sign for the discharge of AMS funds.
4. To keep an accurate, current record of the AMS funds and be prepared to give the current balance at any AMS Executive Committee meeting.
5. To submit a copy of all financial reports to the AMS Advisor and the Vice President for Student Development at the end of each semester.
6. To be ultimately responsible for payments and deposits for any activities and expenses.
7. To be a member of the Residence Hall Committee by virtue of the office.

##### **E. Duties of the Floor Representative**

1. To attend all AMS meetings.
2. To perform all duties assigned by the President.
3. To represent his floor to the Residence Hall Committee and be present at all meetings.
4. To work in direct conjunction with the Resident Assistant and perform all duties assigned by their R.A.

#### **ARTICLE VI: RESIDENCE HALL COMMITTEE**

##### **A. Purpose**

To AMS shall maintain a Residence Hall Committee to provide a necessary communication link for residence affairs between men residents, the Associated Student Body, and the Administration.

B. Membership of Residence Hall Committee

The members of the Residence Hall Committee shall be the AMS Advisor, Executive Officers, the elected Floor Representatives, and the Director of the Resident Life.

C. Duties

The AMS Residence Hall Committee shall meet with the AWS Resident Hall committee once a month to discuss activities, promotion, and to provide communication of needs within the resident halls to the AMS/AWS executive committee.

**ARTICLE VII: NOMINATIONS AND ELECTION OF OFFICERS**

A. Nominations

1. Nominating Procedures

- a. Individuals interested in an AMS positions must complete an application, and submit it to the Nominating Committee for consideration, one week prior to the election.
- b. If at the Elections there are no application nominations for a particular office, the job duties shall be read and nominations will be taken from the floor and voted upon at that time.
- c. Floor Representatives: The duties of the Floor Representative shall be presented at the first floor meeting of the Resident Hall. Nominations shall remain open until the next regularly scheduled floor meeting when election shall take place. The number of Floor Representatives shall be left to the discretion of the RA of each floor, but will not exceed three.

2. Nominating Committee:

Shall consist of the AMS executive officers, and Director of Community Life.

B. Elections

1. The election of the Executive Officers shall be by secret ballot no later than the next to last week of the school year. Elections require a two-thirds majority on the first ballot. If there is no elections on the first ballot the two highest names shall be submitted for run-off vote and the election shall be by simple majority.
2. The election of the Floor Representatives shall be by secret ballot within the first two weeks of the semester and election by simple majority.

C. Term of Office

1. The term of office for the Executive AMS officers shall consist of the entire school year.
2. The term of office of Floor Representative shall be one semester. (This may be extended to a second semester.)

D. Vacancies

1. If the office of President is vacated the Vice President shall assume the office.
2. Other AMS Officers:
  - a. If a vacancy should occur up through the close of the fall semester, the office shall be filled by means of a general election (according to the AMS election by-laws).
  - b. If a vacancy should occur after the close of the fall semester, the vacancy shall



be filled by means of a general election (according to AMS election by-law's), or the office's duties and/or responsibilities may be assumed by the other AMS officers for the remainder of the second semester. This at the discretion of the AMS Advisor.

3. If an office of a Floor Representative is vacated, a new Floor Representative will be elected at a meeting by the residents of the respective floor.

#### **ARTICLE VIII: AMENDMENTS**

- A. A suggested amendment from any individual or group must be presented to the AMS Executive Committee in written form, and with signature.
- B. These By-Laws may be amended by the following procedures:
  1. An amendment must pass by a two-thirds vote of the total active membership of the executive committee, notice having been given at the regular meeting immediately preceding the one in which the amendment is to be voted upon.
  2. After a suggested amendment has been passed by the Executive Committee it must then be passed by the Vice President for Student Development, through the Student Development Office.
  3. If the amendment is passed by the Vice President for Student Development, it must then be ratified by a two-thirds vote of the quorum of the Associated Men Students. Notice has to have been given at the regular meeting immediately preceding the one in which the amendment is to be voted upon.

#### **ARTICLE IX: FINANCES**

The finances for the Associated Men Students shall be allotted from the Associated Student Body fund.

#### **ARTICLE X: ADVISOR**

The Director of Community Life shall be the Executive Advisor of the AMS with a designated Resident Dean as the Acting AMS Advisor.

#### **ARTICLE XI: QUORUM**

A Quorum for transaction of business shall consist of 15% of all men students enrolled at Northwest University.

## SECTION E

### GUIDELINES FOR THE ASSOCIATED WOMEN STUDENTS

#### ARTICLE I: NAME AND PURPOSE

A. Name

This organization shall be known as the Northwest University Associated Women Students, hereafter referred to as the AWS.

B. Purpose

The purpose of the AWS shall be to provide opportunities for the members to unite all women students in providing spiritual and social fellowship, in promoting happy and well-ordered Christian living among University men and in preparing men students to assume their role in the church and community.

#### ARTICLE II: PROCEDURE

These By-Laws of the AWS are established to cover details of organization and government and must conform with the Constitution of the Associated Student of Northwest University and Article VI of its By-Laws.

#### ARTICLE III: PERSONNEL

A. Membership

All women students enrolled at Northwest University are members of AWS and are encouraged to participate in the organization.

B. Officers, Committee Members and Qualifications

1. Executive Officers: Executive officers of the AWS shall be the President, Vice President, Secretary-Treasurer, and the AWS Advisor.
2. Other AWS Officers: This shall include the Resident Dean(s), Resident Assistants, Floor Representative of each hall in the Women's Residence Hall, and the Director of Community Life. This committee shall work in conjunction with the AWS Executive officers.
3. Qualifications: Executive officers must have a personal relationship with Jesus Christ and a lifestyle that exemplifies Christ to her/his peers and community. Must have an exemplary citizenship record at Northwest University. All Student Leaders (e.g., Resident Assistants, ASB Executive Officers, Class Officers, Association Officers, and Karisma Officers) must have a cum 2.75 GPA the semester prior to participation in order to run/apply for a Student Leadership position. The President must be an upper classmen (Junior or Senior). All other executive officers must be either of a sophomore, junior or senior class standing. All executive officers must have resided in the residence halls for at least one semester.  
All interested students must be making progress toward a Northwest University degree by successfully completing at least 24 academic credit hours during the two previous semesters.

#### ARTICLE IV: COMMITTEES

A. Established Committees:

1. Executive Officers Committee - Executive Officers, AWS Advisor, and Director of Community Life.
2. Residence Hall Committee - Floor Representatives, Executive Officers, AWS Advisor,



and the Director of Community Life.

- B. Other Committees may be appointed to facilitate the accomplishment of the functions of AWS. Such Committees may only be appointed by the President or Advisor of AWS. In each case there shall be a chairperson appointed to head that committee, also appointed by either the President or the Advisor.

#### **ARTICLE IV: DUTIES**

A. General Expectations/Responsibilities of Every Officer

1. To uphold the officers and men students of Northwest University in prayer.
2. To actively support the President and other members of the AWS Executive Committee.
3. To be an active member of the AWS Executive Committee.
4. To attend all AWS meetings and AWS sponsored activities.
5. To actively encourage women students to participate in the AWS activities.
6. To serve on the special task committees as assigned.
7. To serve in other capacities as requested.

B. Duties of the President

1. To preside over all AWS meetings of the Executive officers.
2. To call special meeting of the men students with the prior permission of the AWS advisors.
3. To be a member of the ASB Council by virtue of the office.
4. To be a member of the Campus Council by virtue of the office.
5. To be a member of the Residence Hall Committee by virtue of the office.
6. To be generally responsible for all activities of the AWS.
7. To meet weekly with the AWS Advisor.

C. Duties of the Vice President

1. To preside over all meetings at which the President is absent.
2. To perform all duties assigned by the President.
3. To be a member of the Residence Hall Committee by virtue of the office.
4. To attend all ASB Council meetings that the President is unable to attend.

D. Duties of the Secretary-Treasurer

1. To perform all tasks assigned by the President.
2. To be responsible for all receiving, recording, and distribution of ASB funds.
3. To co-sign for the discharge of AWS funds.
4. To keep an accurate, current record of the AWS funds and be prepared to give the current balance at any AWS Executive Committee meeting.
5. To submit a copy of all financial reports to the AWS Advisor and the Vice President for Student Development at the end of each semester.
6. To be ultimately responsible for payments and deposits for any activities and expenses.
7. To be a member of the Residence Hall Committee by virtue of the office.

E. Duties of the Floor Representative

1. To attend all AWS meetings.
2. To perform all duties assigned by the President.
3. To represent his floor to the Residence Hall Committee and be present at all meetings.
4. To work in direct conjunction with the Resident Assistant and perform all duties assigned by their R.A.

#### **ARTICLE VI: RESIDENCE HALL COMMITTEE**

A. Purpose

To AWS shall maintain a Residence Hall Committee to provide a necessary communication link for residence affairs between men residents, the Associated Student Body, and the Administration.

B. Membership of Residence Hall Committee

The members of the Residence Hall Committee shall be the AWS Advisor, Executive Officers, the elected Floor Representatives, and the Director of the Resident Life.

C. Duties

The AWS Residence Hall Committee shall meet with the AWS Resident Hall committee once a month to discuss activities, promotion, and to provide communication of needs within the resident halls to the AWS/AMS executive committee.

### ARTICLE VII: NOMINATIONS AND ELECTION OF OFFICERS

A. Nominations

1. Nominating Procedures

- a. Individuals interested in an AWS position must complete an application, and submit it to the Nominating Committee for consideration, one week prior to the election.
- b. If at the Elections there are no application nominations for a particular office, the job duties shall be read and nominations will be taken from the floor and voted upon at that time.
- c. Floor Representatives: The duties of the Floor Representative shall be presented at the first floor meeting of the Resident Hall. Nominations shall remain open until the next regularly scheduled floor meeting when election shall take place. The number of Floor Representatives shall be left to the discretion of the RA of each floor, but will not exceed three.

2. Nominating Committee:

Shall consist of the AWS executive officers, and Director of Community Life.

B. Elections

1. The election of the Executive Officers shall be by secret ballot no later than the next to last week of the school year. Elections require a two-thirds majority on the first ballot. If there is no election on the first ballot the two highest names shall be submitted for run-off vote and the election shall be by simple majority.
2. The election of the Floor Representatives shall be by secret ballot within the first two weeks of the semester and election by simple majority.

C. Term of Office

1. The term of office for the Executive AWS officers shall consist of the entire school year.
2. The term of office of Floor Representative shall be one semester. (This may be extended to a second semester.)

D. Vacancies

1. If the office of President is vacated the Vice President shall assume the office.
2. Other AWS Officers:
  - a. If a vacancy should occur up through the close of the fall semester, the office



shall be filled by means of a general election (according to the AWS election by-laws).

- b. If a vacancy should occur after the close of the fall semester, the vacancy shall be filled by means of a general election (according to AWS election by-law's), or the office's duties and/or responsibilities may be assumed by the other AWS officers for the remainder of the second semester. This at the discretion of the AWS Advisor.
- 3. If an office of a Floor Representative is vacated, a new Floor Representative will be elected at a meeting by the residents of the respective floor.

#### **ARTICLE VIII: AMENDMENTS**

- B. A suggested amendment from any individual or group must be presented to the AWS Executive Committee in written form, and with signature.
- B. These By-Laws may be amended by the following procedures:
  - 1. An amendment must pass by a two-thirds vote of the total active membership of the executive committee, notice having been given at the regular meeting immediately preceding the one in which the amendment is to be voted upon.
  - 2. After a suggested amendment has been passed by the Executive Committee it must then be passed by the Vice President for Student Development, through the Student Development Office.
  - 3. If the amendment is passed by the Vice President for Student Development, it must then be ratified by a two-thirds vote of the quorum of the Associated Men Students. Notice has to have been given at the regular meeting immediately preceding the one in which the amendment is to be voted upon.

#### **ARTICLE IX: FINANCES**

The finances for the Associated Men Students shall be allotted from the Associated Student Body fund.

#### **ARTICLE X: ADVISOR**

The Director of Community Life shall be the Executive Advisor of the AWS with a designated Resident Dean as the Acting AWS Advisor.

#### **ARTICLE XI: QUORUM**

A Quorum for transaction of business shall consist of 15% of all men students enrolled at Northwest University.

**SECTION F**

**GUIDELINES FOR  
THE ASSOCIATED FAMILY STUDENTS**

**ARTICLE I: PREAMBLE**

We, the family students of Northwest University, in order to promote our spiritual, social, physical and academic well-being and to constructively participate in student affairs of Northwest University, do hereby establish and ordain these By-Laws as authorized by the Associated Student Body.

**ARTICLE II: NAME**

The name of this organization shall be the ASSOCIATED FAMILY STUDENTS of Northwest University, hereafter referred to as the AFS.

**ARTICLE III: MEMBERSHIP**

The membership of this association shall consist of all family students attending Northwest University.

**ARTICLE IV: OFFICERS**

The elected officers of the AFS shall be:

1. President
2. Vice President
3. Secretary-Treasurer

**ARTICLE V: BUSINESS**

All matters of the association shall be presented either verbally at designated assemblies or in writing to the President.

**ARTICLE VI: AMENDMENTS**

- A. A suggested amendment from any individual must be presented to the executive committee in written form.
- B. These By-Laws may be amended by the following procedures:
  1. An amendment must be passed by a two-thirds vote of the total active membership of the Executive Committee, notice have been given one week before the amendment is to be voted on.
  2. If the amendment is passed by the Executive Committee, it must then be ratified by a two-thirds vote of the total membership of the Associated Family Students of Northwest University, notice having been given one week before the amendment is to be voted on.



## ARTICLE VII: ELECTED OFFICERS

### A. Qualifications

The elected officers must have a personal relationship with Jesus Christ and a lifestyle that exemplifies Christ to their peers and community. They must have an exemplary citizenship record at Northwest University and have an acceptable financial record. All students interested in leadership positions (e.g. ASB Executive Officers, Association Officers, Class Officers, Karisma Yearbook Officers, Resident Assistants, etc.) must have a cum of 2.75 GPA the semester prior to participating. All interested students must be making progress toward a Northwest University degree by successfully completing at least 24 academic credit hours during the two previous semesters.

### B. Nominations and Elections

1. Nominations for President, Vice President and Secretary-Treasurer shall be from the floor in a regularly scheduled meeting at the end of the school term. An eligibility list will be prepared one week before elections by the Executive Committee and the Vice President for Student Development.
2. Elections
  - a. Elections for the President, Vice President and Secretary-Treasurer shall be by secret ballot, no later than the second to the last week of the school year. A two-thirds majority shall constitute an election on the first ballot. If there is no election after the first ballot, the two highest names shall be voted on and the election shall be by simple majority.
  - b. A majority of the student membership must be present to constitute a quorum.
3. Term of Office

The term of office shall consist of the entire school year.
4. Vacancies
  - a. If the office of President is vacated the Vice President shall fill the office.
  - b. If the office of Vice President or Secretary-Treasurer is vacated, a new Vice President or Secretary-Treasurer shall be elected from the qualified members of the Associated Family Students of Northwest University.

### C. Duties of the Officers

1. President
  - a. To be generally responsible for the activities of the AFS.
  - b. To preside over all meetings of the AFS and Executive Committee.
  - c. To call meetings of the AFS as authorized by the Vice President for Student Development.
  - d. To call meetings of the Executive Committee.
  - e. To conduct all meetings as may be required by her/his office.
  - f. To be a member ex-officio of all committees.
  - g. To be a member of the ASB Council by virtue of the office.
  - h. To be a member of the Campus Council by virtue of the office.
2. Vice President
  - a. To preside over all meetings at which the President is absent.
  - b. To be a member of the Executive Committee.
  - c. To attend all AFS meetings.
  - d. To perform duties assigned by the President.

3. Secretary-Treasurer

- a. To keep accurate minutes of committee meetings and business meetings of the AFS and the Executive Committee.
- b. To be responsible for AFS correspondence.
- c. To be responsible for receiving and disbursing of AFS funds.
- d. To be a member of the Executive Committee.

**ARTICLE VIII: FINANCES**

The finances for the Associated Family Students shall be allotted from the Associated Student Body fund and special projects.

**ARTICLE IX: MEETINGS**

Meetings of the Associated Family Students will be held regularly as called by the Executive Committee and/or upon written request of three family students. A simple majority shall constitute a quorum for business transactions.

**ARTICLE X: COMMITTEES**

Committees may be appointed to facilitate the accomplishment of the functions of the student organizations. Such committees may be appointed by the respective organizations Presidents or officers or by the collective action of the student organizations themselves. In each case a chairperson shall be appointed to head the committee.

**ARTICLE XI: AMENDMENTS**

Procedure for amending these By-Laws shall be the same as the procedure for amending the Constitution as stated in Article VI of the Constitution.



## **SECTION G**

### **GUIDELINES FOR ASSOCIATED INTERNATIONAL STUDENTS**

#### **ARTICLE I: NAME**

The name of the group shall be the Associated International Students of Northwest University.

#### **ARTICLE II: PURPOSE**

The purpose shall be to provide cross-cultural support, fellowship, and assistance with English as a second language.

#### **ARTICLE III: ORGANIZATION AND MEMBERSHIP**

The group will function as an ASB club with some finances budgeted by ASB in cooperation with the Sponsor(s). Membership shall include all N.C. International students and persons interested in developing cross-cultural communications. The Vice President for Student Development shall appoint faculty sponsor(s) annually.

#### **ARTICLE IV: ACTIVITIES**

There shall be periodic discussion and social interaction meetings with the Sponsor(s) and group, as well as resource persons as need, finances and opportunities suggest and permit. Sponsor(s) will be informed regarding international student applications and will study their files and be prepared to offer immediate assistance to the students who enroll. Sponsor(s) will track the student's academic, spiritual and social progress and offer guidance, counsel and help as needed.

## SECTION H.

### GUIDELINES FOR AD-HOC STUDENT SPECIAL INTEREST ACTIVITIES

#### 1. Purpose

The purpose shall be to provide approved temporary (ad-hoc) structure covering for a short-term particular and special student interest. The desired activity of specific student interest will be of contemporary nature. The structure will be subject to the purposes, philosophy and procedures of Northwest University and referred to the President's Cabinet for review and approval as recommended by ASB.

#### 2. Organizational Authorization

Students desiring to have a special interest activity will present a written proposal describing the nature and purpose of their interest. The Vice President for Student Development will review the request and evaluate the need of such a student interest group in light of current student body activities. If the student interest group appears practical and useful for students concerned, the Vice President for Student Development will report to the President's Cabinet. If the President's Cabinet approves, the Vice President for Student Development will share the evaluation with the ASB Executive Council for discussion and possible ratification.

#### 3. Supervision

The ad-hoc student special interest group will be under the direct oversight of the Vice President for Student Development, assisted by the student leader(s) whose leadership responsibilities relates to the proposed group's objectives and purposes.

#### 4. Officers and Membership

There shall be co-leadership of the special interest group whose primary responsibilities will consist of planning and processing the activities and functions of the group. They shall be selected from among the students requesting the special interest activity and subject to the approval of the Vice President for Student Development.

No formal membership is necessary due to the purpose and structure of the student interest concept; however, all interested and committed students become ad-hoc members of the interest group.

#### 5. Duration and Authorization

It is understood that at any time, for the purpose of overall student interest and unity, the ad-hoc special student interest group can be discontinued by action of the Vice President for Student Development upon approval of the President's Cabinet.

It is also understood that all non-academic student activities are under the authorization of the Constitution and By-Laws of the Associated Student Body of Northwest University.

Any consideration for an ad-hoc student special interest group to become a regular Associated Student Body Organization must follow the established procedures and guidelines of the Associated Student Body Constitution and By-Laws.



## SECTION I.

### GUIDELINES FOR ASB APPRECIATION AWARD

#### 1. Preamble

Whereas the Student Body Association of Northwest University has been authorized by the University to present each year a special award to a full-time faculty and/or staff member who exhibits Christian conduct character who merits special consideration; therefore, there will be an ASB appreciation award to be presented each year by the ASB Appreciation Award to be presented each year by the ASB.

#### 2. Criteria

- a. All full-time faculty and/or staff at N.C. are eligible.
- b. Prospective recipients will be evaluated in terms of their display of an overall concern and involvement in student life and provision of a leadership example.

#### 3. Procedure

- a. The AFS, AIS, AWS and AMS organizations will submit nominee(s) for the award at the first full council meeting in the spring semester. (Off campus students are encouraged to send nominations to the ASB Executive Council.) A committee consisting of the ASB Executive Council and respective Presidents of the AFS, AWS and AMS organizations will convene and select the person to receive the award.
- b. The ASB Executive will order the award through the Business Office and arrange for presentation in the Awards Chapel.

## SECTION J.

### GUIDELINES FOR OFF-CAMPUS MUSICAL GROUPS, ENTERTAINING GROUPS, SPEAKERS, ETC.

Groups or individuals may be invited to present their ministry or perform a service on campus provided that a need exists on campus for their ministry or service, provided they are not competitive with nor antagonistic to the Assemblies of God programs; provided their reputation has been established (see guidelines 5 and 6 below) and provided that their ministry will be consistent with the ministry, purposes and objectives of the Northwest University.

The following guidelines shall apply:

1. Any legitimate student organization may use outside groups to enhance their purposes and objectives.
2. Student leaders and the faculty or group advisor/sponsor in communication with the constituent body will share in the planning and selection process. Final selection will be the decision of the student leaders. (See statement for the role of faculty and group advisors/sponsors.)
3. Appropriate consultation shall take place with the Vice President for Student Development or another administrator as to pertinent facts concerning the group or groups under consideration.
4. The financial agreement shall be clarified in advance of commitments. Advertising or sale of materials shall consistent with the Chapel Philosophy.
5. Groups who have not established reputations in the community (i.e. newly formed groups, traveling groups, etc.) will be observed in real life presentations. Tapes or records may be admissible with supportive documentation from pastors or church leaders who know them.
6. The activity, ministry or service for which the group has been chosen must be suited to the groups abilities or reputation. It is the responsibility of the student leaders to communicate the purposes and objectives of the University while outlining what specifically is desired of the visiting group.
7. Variety and freshness with a genuine spiritual concern shall be sought at all times. The music faculty of the University shall be considered an advising resource.



## SECTION K.

### GUIDELINES FOR THE SPRING SOCIAL

The Spring Social is considered the high-point social event of the year. It is campus-wide in scope and is intended for the benefit of all students, faculty, administrators and their personal guests.

Securing facilities and desired programming requires long-range planning.

Since the social is regarded as having public relations significance relates to the total campus community and the University's constituency, it will require careful guidance.

#### 1. Purposes

The purposes for conducting an All University Banquet are 1) to provide spiritual edification within the setting of a social event, 2) to cultivate the social graces in a Christian context and 3) to provide a setting for Christian fellowship for the total campus community.

#### 2. Sponsorship

The Associated Student Body will be considered the primary sponsor of the banquet, in cooperation and consultation with the Vice President for Student Development. The Vice President for Student Development will exercise a role of advisement and supervision in a manner consistent with accepted standards and ideals of the University.

#### 3. Organization and Planning

##### a. Committees

1. The Executive Committee shall be composed of the Vice President of Student Activities of the ASB (who shall serve as chairperson of the committee), the Vice President for Student Development (ex-officio), the ASB President, the ASB Secretary, the ASB Treasurer, the faculty as appointed by the President of the University. The Executive Committee shall serve as the Program Committee. Other duties of the Executive Committee include site selection, speaker and special music selections, selection of the emcee, appointment of ushers as needed and appointment of the members of the Banquet Committee. All planning is subject to the approval of the Vice President for Student Development, particularly the speaker and music.
2. The Social Committee shall be composed of the members of the Executive Committee plus the chairperson of the sub-committees. The functions of the committee shall be to establish a theme for the banquet, to consider planning and progress reports for the banquet and to see that all committee functions are carried out.
3. The Sub-Committee shall be appointed as needed to fulfill specific functions in preparing for and carrying out the banquet. They shall include the following:
  - a. Program. The program shall be developed by the Executive Committee, serving as the Program Committee.
  - b. Decorations. A core committee of at least two persons shall be appointed to prepare decorations as needed. Decorations shall be consider the theme of the banquet and the nature of the facilities where the banquet is held. The Decorations Committee shall be responsible for the dismantling and clean up of decorations following the banquet and will be expected to appoint personnel to carry out this task.
  - c. Promotions. A core Promotions Committee of at least two persons shall be appointed to develop and implement a plan and schedule of promotions for the banquet.
  - d. Printed Program and Tickets. A core Printing Committee of at least two persons shall be appointed to see that programs and tickets are printed

in adequate time (at least two weeks before the banquet).

b. Planning

1. Site Selection. The Executive Committee shall be responsible for selections of a site in advance and no later than January 1 of the year preceding the date selected (depending on site availability). Consideration shall be given to distance from campus, size and suitability of the facility to accommodate the party and the cost factor.

Size should be sufficient for at least 80 percent of the Fall Semester enrollment or be geared to attendance at the previous banquet. Pricing should be within the limits covered by the student fee allocation and otherwise manageable so that students and others can bring guests, if desired.

2. Speaker Selection and Special Music. The Executive Committee may invite guest personnel as speakers and/or special music. Both cost and suitability of the musicians or speakers should be considered. Selections must be approved by the Vice President for Student Development in the same manner as for other special off-campus guests.

The Spring Social is funded by student fees and covers the immediate cost only; i.e. food, gratuity, decorations, programs, tickets and film for slide presentations. There are no monies available to engage professional entertainers and/or speakers except for small honorariums. Therefore, the Administration encourages people from the University family or churches in the greater Seattle area being invited for various music or speaking ministries.

3. Financial and Budget Arrangements. Special care should be taken to have specific arrangements in writing concerning all financial matters: 1) obligation to the caterer for food and room; 2) obligations to special guest speakers or performers for honoraria, expenses, entertainment, etc.; 3) prices for student and other guests; 4) arrangements with University regarding admissions of full-time faculty and staff; and 5) budgetary arrangements and allowance as determined by the ASB.
4. Communications with featured guests. Guests invited to participate in the banquet as speakers, musicians, etc. should be fully informed in writing well in advance about the purposes of the banquet, the time frame, the theme and what is generally expected. They should be informed clearly about the financial arrangements (honorarium, expenses, entertainment, etc.)

c. Calendar

1. In the academic year prior to the social
  - a. February 1 - One year in advance, site selection for the next year should have been made and submitted to the President's Cabinet for approval.
  - b. March 30 - Appoint Social Executive Committee for next year. Consider joint action of outgoing and new ASB officers.
  - c. April 1 - Guest speaker and special music selection for next year should be completed and submitted to the Vice President for Student Development for approval.
2. During the academic year of the banquet
  - a. October 1 - Social Executive Committee should appoint sub-committees and draft preliminary program.
  - b. October 15 - Call first meeting of full Social Committee to overview task and project tentative plans.



- c. January - Call Social Committee together for progress reports from Sub-Committees.
- d. March 1 - Call final full committee; checklist functions.

#### 4. Standards

- a. Total Campus Participation. Encourage all students to come. Emphasize and work for total campus involvement.
- b. Dress. Business-Casual to Formal. The principle of modesty shall be observed. Standards of Christian discretion and good taste shall be held as ideals.
- c. Program. Good taste and Christian restraint shall be the accepted standards in music and verbalizations that are presented. The use of humor, stories or symbols which have shaded meanings, which appeal to the coarse elements of the imagination or which improperly reflect on any person should not be considered acceptable for the occasion. For this reason, the program will be subject to review by the President of the University.
- d. The time schedule of the event should be carefully planned and communicated to all program participants well in advance. All should be encouraged to adhere closely to the schedule. All should be aware of the planned concluding time.
- e. Values. The tenor of the occasion should center on the eternal values of life and on our Christian testimony. It should edify spiritually and should grace the occasion culturally as well as socially. Balance in spiritual, cultural and Christian entertainment should be sought. Use of the Scriptures where appropriate as the expression of the occasion and as the frame for establishing a "mental set" in planning and executing the program should be encouraged.

"Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things." (Philippians 4:8)

## SECTION L.

### GUIDELINES FOR CHEERLEADERS

#### A. Qualifications:

1. The officers must have a personal relationship with Jesus Christ and a lifestyle that exemplifies Christ to their peers and community. They must have an exemplary citizenship record at Northwest University and have an acceptable financial record. All students interested in leadership positions (e.g. ASB Executive Officers, Association Officers, Class Officers, Karisma Yearbook Officers, Resident Assistants, etc.) must have a cum of 2.75 GPA the semester prior to participating. All interested students must be making progress toward a Northwest University degree by successfully completing at least 24 academic credit hours during the two previous semesters.
2. Complete a physical exam prior to tryouts.

#### B. Expectations:

1. To attend all scheduled practices. Practice will be one and one half hours each, four days a week.
2. To attend and cheer at every home game, except in the case of an emergency.
3. To attend each away game under the following guidelines:
  - a. Away games that do not require overnight lodging, cheerleaders will attend on a space availability basis.
  - b. Away games that require overnight lodging, cheerleaders will attend on a rotating basis with no more than five cheerleaders per trip.
  - c. In the case of an emergency, the cheerleader must obtain prior approval from the advisor.
4. To use discretion modesty in outfits and routines.
5. To use routines and cheers that are easy for the crowd to understand and participate in.
6. To promote good sportsmanship and enthusiasm in the crowd.
7. To support and encourage each athletic team.
8. To promote unity with team and crowd.
9. To fulfill specific responsibilities as designated, such as:
  - a. Serve as Head Cheerleader (appointed by the Cheerleading Advisor)
  - b. Serve as Squad Chaplain (selected by the cheerleading squad)

#### C. Advisors Responsibilities

1. Meet with applicants after they have been cleared by the Athletic Department.
  - a. Establish expectations and qualifications of the cheerleaders.
  - b. Give information regarding tryouts.
  - b. Give information regarding outfits and expectations.
2. Group Cheer:
  - a. Designate an individual to teach the group cheer to the applicants who
    1. will not be trying out for the squad and
    2. is not a returning cheerleader of the previous year.
  - b. The advisor should make sure it is a cheer that is presentable and somewhat easy to teach and learn.
3. Facilitate Tryouts:
  - a. Meet one half hour before tryouts with the applicants for:



1. prayer.
  2. facilitate each cheerleader drawing a number (this will determine randomly the order in which applicant will tryout and determine which applicants will tryout together for the group cheer.)
  3. facilitate the affixing of numbers for identification in voting.
- b. Designate an individual in each group to start the cheer and assign each applicant to a position in designated formation for the group cheer. (Each group will be given time to practice a couple of times together before tryouts).
  - c. Review with the judges how the tryouts will be conducted and how to use the cheerleading judge form.
  - d. Select one other judge to assist in tabulating the scores for each applicant.
  - e. Inform all applicants of those who were selected before a general announcement is made.
4. First Meeting with the New Squad:
    - a. Announce who the Head Cheerleader will be.
    - b. Facilitate the selection of the squad's Chaplain.
    - c. Review the expectations of each cheerleader.
    - d. Handout uniforms and game schedules.
- D. Tryout Requirements:
1. Each applicant will be required to perform the following:
    - a. One individual cheer they have put together.
    - b. One group cheer taught during tryout practices.
  2. Voting by judges will be by number only.

**SECTION M.**

**GUIDELINES FOR  
CLUBS**

**Drama Club**

Purpose

- 1.

Objective

1. To accomplish our organizational objectives in support of the Northwest University mission.

Criteria for Membership

- 1.
2. Must be a current student of Northwest University.

Advisor

1. TBA

**Environmental Stewardship Club**

Purpose

- 1.

Objective

1. To accomplish our organizational objectives in support of the Northwest University mission.

Criteria for Membership

- 1.
2. Must be a current student of Northwest University.

Advisor

1. TBA

**PSI CHI Honor Society (psychology)**

Purpose

1. To assist in the preparation of those students seeking to further their education in the areas of behavioral sciences or related fields.

Functions

1. To have guest speakers from the community address issues concerning: Preparing for grad school, introductions to professions i.e., rehab, social work, marriage and family, pastoral counseling etc., licensing and certification process, legal and ethical issues, professional associations i.e., WMHCH, WPA, WASW, etc., and managed cross-cultural health care.

Advisor



1. Dr. Bill Herkelrath

Schedule

1. One to two times a month, during evening hours.

Needed

1. Meeting facility, use of photocopier, and supplies i.e., paper.

Student Representatives

1. President - TBA  
Vice President - TBA  
Treasurer - TBA

**Students in Free Enterprise (business)**

Purpose

1. To assist the students of Northwest University in academics, future employment, their involvement with other students, and spur their interest in business.

Objective

1. To accomplish our organizational objectives in support of the Northwest University mission.

Criteria for Membership

1. Payment of \$10 membership fee (\$5 if member paid before the end of fall semester).
2. Must be a current student of Northwest University.

Advisor

1. TBA

**KCNC Radio Club**

**ARTICLE I: NAME**

The name of the club shall be KCNC Radio Club of Northwest University, hereafter referred to as the Radio Club, as authorized by the Associated Student Body of Northwest University.

**ARTICLE II: PURPOSE**

- A. The Radio Club shall train the members in the aspects of radio production, management, engineering and broadcast.
- B. The Radio Club shall serve the spiritual, academic and social interests of the students through its radio broadcasts.
- C. The Radio Club shall maintain and operate Radio Station KCNC

### **ARTICLE III: MEMBERSHIP**

Membership is open to all students of Northwest University who wish to join. Members must be in good standing with ASB, have an acceptable citizenship record, have a grade point average of at least 2.0 and show an interest in the Radio Club and in its station.

### **ARTICLE IV: OFFICERS**

The officers of the Radio Club shall consist of the following:

1. President
2. First Vice President
3. Second Vice President
3. Secretary-Treasurer

### **ARTICLE V: BOARD OF DIRECTORS**

- A. The Board of Directors shall consist of the Vice President for Student Development (ex-officio member), the faculty sponsor, the President of the ASB and the Radio Club officers.
- B. The responsibilities of the Board of Directors will be as follows:
  1. To determine the policies, procedure and programming for the Radio Club and station, KCNC.
  2. To act as a screening committee for all programming of KCNC.



## ARTICLE VI: AMENDMENT

- A. A suggested amendment coming from a member or group of members must be presented in writing to the Board of Directors and is subject to their approval before coming before the membership.
- B. An amendment shall be ratified by a two-thirds vote of the active membership of the Radio Club.
- C. Any amendments or revisions to the By-Laws of the Radio Club must carry a revision date on all such revised copies.

## ARTICLE VII: PARLIAMENTARY ORDER

In order to expedite the work of the Radio Club and to avoid confusion in its deliberations, all meetings shall be governed by the accepted rules of parliamentary procedure and in keeping with the spirit of Christian love and fellowship under the guidance of the Holy Spirit.

## ARTICLE VIII: RADIO CLUB OFFICERS

- A. Qualifications of the Executive Officers
  - 1. Qualifications: The officers must have a personal relationship with Jesus Christ and a lifestyle that exemplifies Christ to their peers and community. They must have an exemplary citizenship record at Northwest University and have an acceptable financial record. All students interested in leadership positions (e.g. ASB Executive Officers, Association Officers, Class Officers, Karisma Yearbook Officers, Resident Assistants, etc.) must have a cum of 2.75 GPA the semester prior to participating. All interested students must be making progress toward a Northwest University degree by successfully completing at least 24 academic credit hours during the two previous semesters.
  - 2. If the President should become disqualified, the First Vice President shall assume the position. Should any other officer be disqualified, an election shall be held at the first meeting for her/his replacement. If the Second Vice President should become disqualified for any reason, the Board of Directors shall appoint her/his replacement.
- B. Nominations and Elections of Executive Officers
  - 1. Elections shall be held during the third week of March.
  - 2. Nominations shall be by secret ballot. If one receives a majority vote it will constitute an election; if not, the top two names will be voted on the second ballot.
  - 3. The Second Vice President, serving as Chief Engineer, shall be appointed by the Board of Directors.
  - 4. The term of office shall be one year.
  - 5. Vacancies.
    - a. Determination of vacancies. An officer 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 her/his enrollment at any time during the course of the school year due for which elected.
      - 3. If an officer shall become disqualified by reason of disciplinary action for misconduct.
      - 4. If the officer fails to perform her/his duties. This failure shall be determined by the a committee consisting of the Executive Officers (except for the officer under consideration), a member-at-large from the Radio Club, the ASB President, Faculty Sponsor and the Vice President for Student Development.
    - b. Manner of filling vacancies is as follows:

1. If the President's office is vacated, the First Vice President will fill this office.
2. All other Executive officers other than the President will be filled by election except the office of Second Vice President which will be filled by appointment of the Board of Directors.

C. Prerogatives of the Executive Committee

The newly elected Radio Club Executive Committee, which includes a faculty advisor, shall be given the power to transact necessary business during the interim period between the close of the school and the first regular meeting of the next year.

D. Duties of the Officers

1. President

- a. To preside over all club meetings.
- b. To be a representative of the Radio Club in Student Council.
- c. To act as Station Manager for KCNC.
- d. To conduct all other business necessary to that office.

2. First Vice President

- a. To assist the President and preside over meetings in her/his absence or at her/his request.
- b. To perform the duties assigned to her/him by the President.
- c. To fill any un-expired term of the President should a vacancy occur.
- d. To act as Chief Engineer for KCNC.

3. Second Vice President

4. Secretary-Treasurer

- a. To keep complete and accurate minutes of all meetings of the Radio Club.
- b. To carry on all necessary correspondence.
- c. to be custodian of all Radio Club funds, depositing them with the University Business Office for banking.
- d. To cooperate with the President in the disbursing of Radio Club funds.
- e. To act as Business Manager of KCNC.

E. Finances

1. The Radio Club shall be the custodian of all monies designated from the Associated Student Body for the purpose and from all special donations.
2. The Executive Officers (including the Faculty Sponsor) shall be responsible for the disbursement of all funds.

F. Meetings

1. Regular Meetings: There shall be one regular meeting per month for the purpose of training the members in radio work.
  2. Special Meetings
    - a. The President may call meetings other than the regular monthly meetings.
    - b. The President must call a special meeting upon the written request of three members in good standing.
3. Attendance: All officers and club members are required to attend club meetings. Absence from more than two meetings per semester will place the violator's rights of membership in review by the Executive Officers with the possibility of expulsion from the Radio Club.
4. Quorum: A simple majority for the membership shall constitute a quorum at all Radio Club meetings.



## V. INFORMATION GUIDE

<b>Where to Go</b>	<b>Ext.</b>	<b>Building</b>
Academic Advising .....	5227	Pecota Student Center
Academic Calendar .....	5237	Davis Administrative Center
Admissions Information .....	5231	Greeley-Reece Enrollment Center
Alumni Association .....	5206	3rd Floor of 6710 Building
ASB Office .....	5280	Pecota Student Center
Athletic Information .....	4207	NC Pavilion
Audiovisual Equipment .....	5201	Hurst Library
Bookstore .....	5268	Pecota Student Center
Campus Ministries Office .....	5307	Pecota Student Center
Campus Facility Reservations .....	5215	3 <sup>rd</sup> Floor of 6710 Building
Chapel Attendance .....	5307	Pecota Student Center
Class or Schedule Change .....	5229	Davis Administrative Center
CLEP Exams .....	5228	Davis Administrative Center
College Publications/Publicity .....	5352	3 <sup>rd</sup> Floor of 6710 Building
Computer Lab (ACC) .....	5351	Hurst Library
Computer Services (Help Desk) .....	5310	3 <sup>rd</sup> Floor of 6710 Building
Correspondence Course Information .....	5228	Davis Administrative Center
Counseling/Career Center .....	5282	Counseling Center/Perks Hall
Email .....	5310	3 <sup>rd</sup> Floor of 6710 Building
Families in Residence Housing (FIRs) .....	5334	Housing Office, Davis Admin. Center
Financial Aid .....	5210	Greeley-Reece Enrollment Center
Food Services .....	5285	Dining Hall
General Information .....	0	Davis Administrative Center
Grade Information .....	5229	Davis Administrative Center
Graduation Requirements .....	5232	Davis Administrative Center
Health Services .....	5284	Crowder Hall Lobby
Human Resources .....	4203	3 <sup>rd</sup> Floor of 6710 Building
ID Cards .....	5217	3 <sup>rd</sup> Floor of 6710 Building
Interim Housing .....	5334	Housing Office, Davis Admin. Center
Internet Connections .....	7383	3 <sup>rd</sup> Floor of 6710 Building
Karisma (Yearbook) .....	5269	Pecota Student Center
KCNC Radio Station .....	5281	Pecota Student Center
LEAP Office .....	7799	Hurst Library
Library Services .....	5266	Hurst Library
Lost and Found .....	0	Davis Administrative Center
Mailroom (Postal Services) .....	5223	Davis Building
Medical/Information Forms/Reports .....	5284	Crowder Hall Lobby
Music Department .....	5255	Amundsen Music Center
On-Campus Residence Hall Living .....	5334	Housing Office, Davis Building
Orientation Information .....	5287	Pecota Student Center
Pacific Rim Centre .....	5315	Bronson Hall
Parking Permits (Students) .....	5235	Davis Administrative Center
Parking Permits (Faculty/Staff) .....	4203	3 <sup>rd</sup> Floor of 6710 Building
Parking Violations .....	5500	Safety/Security Office, Crowder
Payment on Accounts (Cashier) .....	5241	Davis Administrative Center
Payment of Parking Violations .....	5241	Davis Administrative Center
Phone Services .....	5217	3 <sup>rd</sup> Floor, 6710 Building
Public Relations .....	5352	Davis Administrative Center
Registration .....	5229	Davis Administrative Center
Scholarship Information .....	5210	Davis Administrative Services
Security Office .....	5500	Crowder Hall Lobby
Student Accounts .....	5346	Greeley-Reece Enrollment Center
Student Activities .....	5287	Pecota Student Center
Student Development Office .....	5234	Davis Administrative Center
Student Insurance .....	5337	3 <sup>rd</sup> Floor, 6710 Building
Student Recruitment .....	5231	Greeley-Reece Enrollment Center
Student Success .....	7823	Pecota Student Center
Telephone Service .....	5217	3 <sup>rd</sup> Floor of 6710 Building

Transcript Evaluation .....	5230 .....	Davis Administrative Center
Veterans Affairs.....	5232 .....	Davis Administrative Center
Withdrawals (class or college) .....	5229 .....	Davis Administrative Center

### ***University Councils***

**Executive Council Members:** President, Senior Vice President for Academic Affairs, Senior Vice President for Administrative Services, Senior Vice President for College Advancement, Vice President for Student Development, Associate Vice President and Dean of the Chapel, Executive Director for Enrollment Management, Executive Director for Communications.

**President's Cabinet Members:** President, Senior Vice President, Senior Vice President for Administrative Services, Senior Vice President for College Advancement, Vice President for Student Development, Associate Vice President and Dean of the Chapel, Executive Director for Enrollment Management, Divisional Deans.

**Campus Council Members:** President's Cabinet, Associated Student Body President and Executive Officers, Presidents of AFS, AIS, AMS, AWS, Class Presidents of Freshmen, Sophomores, Juniors, and Seniors, the Lead Resident Assistants.

**Citizenship Council Members:** Three faculty members and two students from the Student Development Committee appointed by the Vice President for Student Development, for a one-year term.

**Faculty Council Members:** President, President's Cabinet, full-time Faculty.

**Student Council Members:** ASB Executive Leaders, and all ASB Student Leader positions.

### ***Common Abbreviations***

- **ASB** Associated Student Body
- **AFS** Associated Family Students
- **AIS** Associated International Students
- **AMS** Associated Men Students
- **AWS** Associated Women Students
- **RD** Resident Dean
- **RA** Resident Assistant







