

40886



- **CITIZENSHIP MANUAL**
- **TRAFFIC CODE**
- **ASB CONSTITUTIONS**
- **RESIDENCE COUNCIL PROCEDURES**

## PREFACE

This handbook is published by the Office of the Dean of Students in an effort to communicate more effectively and as a convenience to the student. It contains four documents: The Student Citizenship Manual, The Northwest College Traffic Code, Constitutions of the Associated Student Body, and Principles and Procedures for Residence Hall Councils.

Additional copies may be secured upon request from the Dean of Students Office. (Printed - 1971, Updated, 1972)

## TABLE OF CONTENTS

STUDENT CITIZENSHIP MANUAL .....	page 1
Philosophy and Purpose.....	page 2
Definitions .....	page 2
Procedures .....	page 5
Summary Chart.....	page 12
VEHICLE AND TRAFFIC CODE .....	page 13
Violation Processing .....	page 13
Registration Permits .....	page 13
Parking .....	page 14
CONSTITUTIONS AND BY-LAWS	
The Associated Students .....	page 16
The Associated Men Students .....	page 25
The Associated Women Students .....	page 29
KNCC Radio Club.....	page 34
World Outreach Ministries .....	page 36
Married Students Association .....	page 41
Amateur Radio Club .....	page 44
PRINCIPLES AND PROCEDURES FOR RESIDENCE HALL COUNCILS .....	page 47
Principles .....	page 48
Procedures .....	page 48
GUIDELINES FOR ESTABLISHING CLUB ORGANIZATIONS .....	page 50

NORTHWEST COLLEGE  
STUDENT CITIZENSHIP MANUAL

Revised March 1971

Updated 1972

## NORTHWEST COLLEGE

## Student Citizenship Manual

Revised March 1971

I. PHILOSOPHY AND PURPOSE

Northwest College of the Assemblies of God is dedicated to the task of preparing young men and women for effective service in the church and in the world. Therefore, the objectives of the College are to develop the social, physical, intellectual, and spiritual areas of life.

Like any other social institution having its own special purpose, a college must maintain conditions conducive to the effective performance of its function, therefore the College does have special expectations regarding the conduct of the various participants in the academic community. Conduct which distracts from or interferes with the purpose of the College is not acceptable.

Admission to Northwest College carries with it the assumption that a student will conduct himself as a responsible member of the academic community. It is expected that he will obey the civil law, comply with the standards of the College, will maintain a high standard of Christian character, and will respect the rights, privileges, and property of others. The student affirms this when he signs the student affirmation on the College application form.

The student is responsible for his conduct. It is assumed that the student is an adult and wishes to be treated as such. In order to provide students a full understanding of the standards that will enable the College to maintain conditions conducive to the effective performance of its goals and functions, the following code of student conduct will be administered by the College. When violation of civil law is involved the College may refer such matters to proper civil authorities.

II. DEFINITIONSTerms

1. "Meeting" shall mean any gathering for the purpose of conducting business, establishing an organization, or communicating information or ideas.
2. "Board" shall mean the Board of Trustees of Northwest College.
3. "College" shall mean Northwest College of the Assemblies of God.

4. "College Facilities" shall mean and include any or all real property owned or operated by the Board of Trustees of Northwest College of the Assemblies of God and shall include all buildings and appurtenances affixed thereon or attached thereto.
5. "College Personnel" refers to any person, Administrator, faculty and staff employed on a full or part-time basis by Northwest College.
6. "Disciplinary Action" shall mean and include the dismissal, suspension, citizenship probation or admonition of any student for the violation of any part of the Citizenship Manual.
7. "President" shall mean the duly appointed President of Northwest College.
8. "Citizenship Manual" or "Standards" shall mean those rules regulating student conduct as stated herein.
9. "Student" shall mean and include any person who is enrolled in Northwest College.
10. "Guest" - the campus is private property. Persons other than Administration, Faculty, Staff, Students and authorized guests are trespassers. Guest privileges may be terminated for cause by the Administration.

#### Jurisdiction

All regulations herein stated concerning student conduct and discipline shall apply to every student attending Northwest College. The College expects that its students will maintain its stated standard of conduct during the interm and vacation periods. It reserves the right to invoke retroactive discipline or refuse continued student status to students who become involved in moral and other major violations of the manual that involve student life or the College testimony.

#### Grievances

If a student has a grievance against a teacher, the student should first speak to the particular teacher concerning the matter. If no satisfactory agreement is reached, the matter may be taken to the Dean of Education (Matthew 18:15-17).

If a student has a grievance against another student, he should try to settle the matter privately. If this cannot be done, the student may take the complaint to the Dean of Students.

If a student has a grievance against the College, he has his elected class or student officers to represent him to the administration, but he is also free to voice his own grievance to the proper administrative office.

#### Violations

Any student who engages in any of the following activities shall be subject to disciplinary action: immoral behavior, use or possession of liquor, drugs or tobacco, assault, theft, forgery, alteration of records, profanity or abusive language, damaging or destroying the property of others, attending or participating in social dancing, attending a public theatre, disruptive behavior on the College campus or at a public meeting, cheating, delinquency in chapel attendance, violation of the campus dress code or traffic code.

In order to clarify the above, the following definitions are given:

The use of Drugs: Being in possession of, under the influence of, or selling any narcotic or dangerous drug except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist.

Cheating: The act of fraudulently representing another person's work as his own to a faculty member for the purpose of fulfilling or partially fulfilling an academic requirement.

Disruptive conduct: The disruption of any college activity or class that renders it difficult or impossible to maintain the decorum of that activity or class.

### Right of Meeting

1. Students shall have the right of "meeting" upon college facilities provided such assembly shall
  - a. Be conducted in an orderly manner; and has been called with the knowledge and approval of the appropriate administrator or advisor.
  - b. Not interfere with vehicular or pedestrian traffic; or
  - c. Not interfere with classes, scheduled meetings or ceremonies, or with the educational functions of the college; and
  - d. Not interfere with College functions; and
  - e. That the purpose of such a meeting not be in conflict with the stated purpose and philosophy of the college.
2. A student who conducts or participates in a meeting violative of any provision of this regulation shall be subject to disciplinary action.
3. Non-students who participate in or aid or abet any meeting or meetings in violation of this section shall be subject to prosecution under the state criminal trespass law and/or any other possible civil or criminal remedies available to the College.

### Commercial Activities

1. College facilities will not be used for commercial solicitation, advertising or promotional activities without the permission of the College Administration.
2. Students may sell services on campus (fix hair, shine shoes, etc.) but they are not allowed to solicit sales of products on campus.
3. Non-students are not allowed to solicit sales in any form on campus except by special permission of the College Administration.

### Outside Speakers

Groups or individuals may be invited to present or advertise their programs, provided they are not competitive with or antagonistic to the Assemblies of God programs, provided that a need exists on campus for the ministry and provided that their coming will not be disruptive nor divisive to the ministry of the church or College. Corporations that are not recognized by the General Council of the Assemblies of God will not be promoted at the College unless they have been approved by the Administration.

### Trespass

1. The President of the College, or the acting president, is authorized in the instance of any event that the President deems to be disruptive of order or which the President deems impedes the movement of persons or vehicles or which the President deems to disrupt or threatens to disrupt the ingress and/or egress of persons from College facilities, or the Dean of Students or such other

person designated by the President, shall have power and authority to:

- a. Prohibit the entry of, withdraw the license or privilege of a person or persons or any group of persons to enter onto or remain upon any portion of a College facility; or
  - b. To give notice against trespass to any person, persons or group of persons against whom the license or privilege has been withdrawn or who have been prohibited from, entering onto or remaining upon all or any portion of College facility; or
  - c. To order any person, persons or group of persons to leave or vacate all or any portion of a College facility.
2. Any student who shall disobey a lawful order given by the President or his designee pursuant to the requirements as herein stated shall be subject to disciplinary action.

#### Distribution of Materials

Handbills, leaflets, newspapers and similarly related matter may not be distributed by students or nonstudents on College facilities without the expressed permission of the College Administration. All such materials must bear identification as to the publishing agency, distributing organization or individual. All nonstudents involved in such distribution must register with the Dean of Students prior to the distribution or sale of any handbill, leaflet, newspaper or related matter. Any student who violates this provision relating to the distribution or sale of handbills, leaflets, newspapers or related materials shall be subject to disciplinary action.

#### Right to Demand Identification

1. For the purpose of determining whether probable cause exists for application of any section of the manual of student conduct to any conduct by any person on a College facility, any faculty member or other College personnel expressly authorized by the President may demand that any person on College facilities produce evidence of student enrollment at the College.
2. Refusal to produce evidence of student enrollment in the College shall be cause for disciplinary action, or civil action.

#### Purpose of Disciplinary Action

Disciplinary action, up to and including dismissal from the College, may be imposed upon a student for failure in action or spirit to abide by the statement of student conduct herein outlined or the standards of the College even though they are not herein stated. The form of disciplinary action will determine whether and under what conditions the violator may continue as a student at the College.

### III. PROCEEDURES

#### Initiation of Prosecution

1. The Dean of Students and the President shall have concurrent authority to invoke sanctions for violations of the statement of student conduct and to request the commencement of the disciplinary proceedings.



2. Faculty members shall have the authority to take such summary actions as may be necessary to maintain order and proper conduct in the classroom in order to assure the effective cooperation of students in the accomplishment of objectives of the course of instruction. Such actions may be appealed to the Citizenship Council of the College at any time before the end of the next succeeding quarter in which the student is enrolled. Faculty members taking disciplinary action in a classroom must notify the Dean of Education and the Dean of Students of their action.

#### Disciplinary Proceedings

1. All citizenship disciplinary proceedings will be initiated by the Dean of Students.
2. Any student accused of violating any provision of the rules of student conduct will be called for an initial conference with the Dean of Students. Witnesses may be presented. He will be informed of what provision or provisions of the rules of student conduct he is charged with violating, and what appear to be maximum penalties which might result from consideration of the disciplinary proceedings. It is understood that a disciplinary decision may be altered at any point of the procedure if new evidence becomes known.
3. The Dean of Students may discuss the violation of the disciplinary code with the student's faculty advisor and/or the appropriate Assistant Dean or others.
4. After considering the evidence in the case and interviewing the students or student accused of violating the rules of student conduct, the Dean of Students may initiate any of the following actions:
  - a. Terminate the proceeding, exonerating the student or students;
  - b. Dismiss the case after whatever counseling and advice may be appropriate;
  - c. Impose minor sanctions directly (warning, provisional citizenship probation or fine) subject to the student's right of appeal described below;
  - d. Refer the matter to the Citizenship Council for appropriate action. The student shall be notified in writing when such action or recommendation is made.
  - e. Initiate major disciplinary action (citizenship probation, suspension, or dismissal) which will be final unless the student(s) exercises the right of appeal.
5. A student accused of violating any provision of the rules of student conduct shall be given written notification of any disciplinary action taken by the Dean of Students. Written notification shall be sent to the parents or guardians of the student except when that student has become independent. Disciplinary action taken by the Dean of Students is final unless the student exercises his right of appeal.

#### Appeals

Any disciplinary action initiated by the Dean of Students may be appealed to the Citizenship Council. Disciplinary action taken by the

the Council may be appealed by the student to the President of the College. All appeals by a student must be made in writing to the council or to the President as previously indicated within seven days of the action.

#### Retroactive Disciplinary Procedure

A student whose behavior was in violation of the College's standards of conduct and was concealed during his tenure of enrollment will be subject to disciplinary action when such behavior becomes known. Charges will be considered in a hearing by the Citizenship Council:

1. If the student seeks re-enrollment to the College within a period of one calendar year of previous enrollment, or
2. If the Citizenship Council elects to call a hearing upon learning of such behavior.

It shall be the prerogative of the Citizenship Council to set a hearing date and to invite the student to appear without waiting for his re-enrollment. The Committee is authorized to make a decision on the charge whether or not the student appears. Any disciplinary action may be retroactive to the student's last enrollment in the College.

#### Membership of the Citizenship Council

The membership of the Citizenship Council shall consist of:

- a. Three faculty members appointed by the President for a one-year term.
- b. The Dean of Women.
- c. The Dean of Students.
- d. One student may be appointed by the President of the College for a one-year term.
- e. The assistant Deans of Men and Women shall act in an advisory capacity.

The Chairman of the Citizenship Council shall be the Dean of Students. (If the Dean of Students has participated in a major disciplinary action that is to be reviewed by the Citizenship Council, he may cast a vote on the merits of the issue but will not chair the meeting while such issue is being discussed.) The vice-chairman appointed by the President shall chair the meetings of the council in which the chairman is absent or may not participate. This provision does not include the discussion of the appeals of Chapel violations or traffic citations.

#### Procedures for Hearing Before the Citizenship Council

1. The student has a right to a fair and impartial hearing before the Citizenship Council on any charge of violating the rules of student conduct. The student's failure to cooperate with the hearing procedures herein outlined, however, shall not preclude the Citizenship Council from making its findings of fact, conclusions and recommendations as provided hereafter. Failure by the student to cooperate may be taken into consideration by the committee.
2. The student shall be given written notice of the time and place of his hearing before the Student Citizenship Council. Said notice shall contain:

- a. A statement of the time, place and nature of the disciplinary proceeding.
  - b. A statement of the charges against him including reference to the particular sections of the rules of student conduct involved.
  - c. A list of witnesses who will appear and a summary description of any documentary or other physical evidence that will be presented by the College at the hearing.
3. The student shall be entitled to hear and examine the evidence, and he shall be entitled to present evidence in his own behalf.
  4. An adequate summary of all the evidence and facts presented to the Citizenship Council during the course of the proceeding will be taken. A copy shall be placed on file in the President's office and the Office of the Dean of Students.
  5. The chairman of the Citizenship Council shall preside at the hearing, and make rulings on all evidentiary procedural matters heard in the course of the disciplinary hearing.

#### Conduct of Disciplinary Hearings

The Citizenship Council is subject to immediate call at the request of the Chairman. Business of the Council shall be official if all members have been notified and a simple majority are present. Hearings shall be conducted in closed session. If at any time during a hearing violators or witnesses are disruptive of the proceedings, the chairman of the committee may exclude such persons from the hearing room. If he continues to disrupt said proceedings after the chairman of the committee has asked him to cease and desist therefrom, he shall be subject to disciplinary action.

#### Evidence Admissible in Hearings

The chairman of the College Citizenship Council shall, in the course of presiding at the disciplinary hearing, give effect to the rules of privilege and exclude irrelevant, immaterial and unduly repetitious evidence.

#### Decision by the Council

1. Upon conclusion of the disciplinary hearing, the Citizenship Council shall consider all the evidence therein presented and decide by majority vote (4 votes) to uphold or alter the previous disciplinary action.
2. The Dean of Students shall also advise the student of his rights to present, within seven calendar days, a written statement to the President of the College appealing the decision of the Citizenship Council.

#### Final Decision Regarding Disciplinary Action

1. The President of the College shall, after reviewing the action of the Citizenship Council, either indicate his approval of the disciplinary action of the Citizenship Council or give direction as to whatever lesser or greater disciplinary action shall be taken.

2. If the President decides that discipline is to be imposed after the review of the case, he shall notify the student in writing of the discipline imposed. He shall also notify those persons designated in paragraph 3 "reporting, recording and maintenance of records" (page 9).

### Disciplinary Action

The following disciplinary actions are hereby established and shall be the sanctions imposed upon violators of the statement of student conduct.

- a. Provisional Citizenship Probation: Notice to a student in writing, that he has been in violation of the rules of student conduct or has otherwise failed to satisfy the College's expectations regarding conduct. Such warnings imply that continuation or repetition of the specific conduct involved or other misconduct will result in one of the major disciplinary actions described below being taken.
- b. Citizenship Probation: Formal action placing conditions upon the student's continued attendance for violation of rules of student conduct. Such action will specify in writing, the period of probation and the conditions, such as limiting the student's participation in extracurricular activities. Citizenship probation may be for a specific term or for an indefinite period which may extend to graduation. Students under citizenship probation are not allowed to participate in Outreach Ministries, either as a member of a College gospel team, or public relations team, choir, ensemble, or as an individual. Such students may participate with non-college groups, but such groups will not be invited to participate at College functions. Violation of citizenship probation shall be cause for disciplinary action.
- c. Suspension: Suspension may be for an indefinite or stated period of time. The notification of suspension will indicate in writing the term of the suspension and any special conditions which must be met before readmission. Board and room refunds and tuition refunds will be pro-rated from the point of suspension from the College.
- d. Dismissal: Termination of student status for violation of the standard of student conduct is considered permanent and final. Students dismissed from the College will not be allowed to apply for readmission without the express permission of the President. Board, room and tuition refunds will be pro-rated from the point of suspension from College.
- e. Fines: The Office of the Dean of Students may assess monetary fines against individual students for violation of the rules of student conduct. Failure to pay such fines promptly will result in the cancellation of the student's registration and will prevent the student from reregistering. The Office of the Dean of Students may designate the respective Resident Hall Councils to impose such fines or work penalties as is deemed necessary to maintaining stated standards of the respective Resident Halls.

### Readmission After Suspension

Any student suspended from the College for disciplinary reasons may be readmitted under the following provisions:

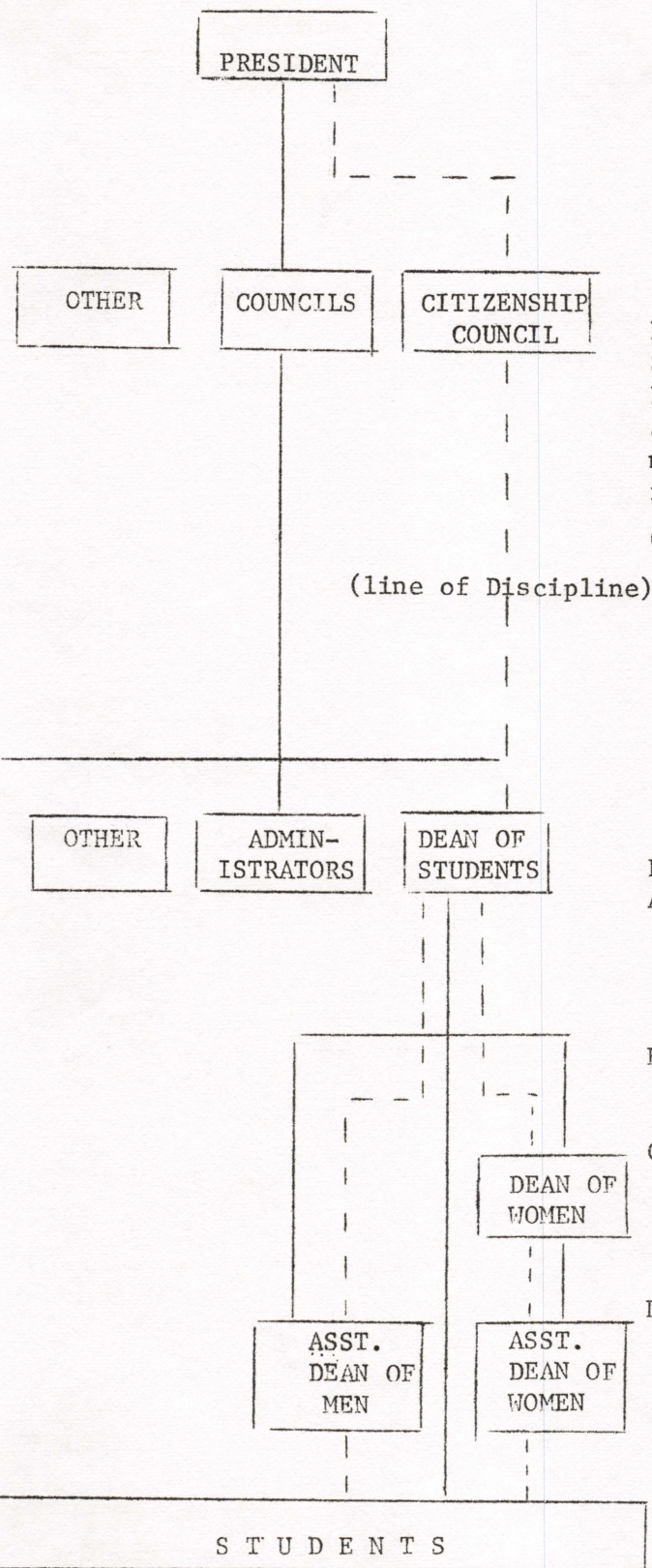
- a. That he submit a new application to the Admissions officer.
- b. That he submit new references.

Such requests will be considered only if they indicate how specific conditions of suspension action have been fulfilled and if the term of suspension has expired. Requests for readmission prior to the expiration term must include any reasons which support a reconsideration of the matter. Because the Dean of Students participates in all disciplinary actions dismissing students from the College, the decisions on such requests for readmission must be reviewed and approved by the Dean of Students before it is granted.

#### Reporting, Recording and Maintenance of Records

1. Records of all disciplinary cases shall be kept by the Office of the Dean of Students. A copy of this disciplinary action shall be retained in the student's file in a sealed envelope, marked confidential. Such envelopes may be opened only with the permission of the Administration. Copies of the minutes of the Citizenship Council shall be placed on file in the Dean of Students office and the Office of the President.
2. The Office of the Dean of Students shall keep accurate records of all disciplinary action taken by that office. All major disciplinary actions will be entered on the student's record and may be removed only by action of the Citizenship Council.
3. The Office of the Dean of Students shall notify all students of disciplinary action taken against them. That office shall also notify the office of the President, Dean of Education, the student's faculty advisor, and his respective Assistant Dean. The parents and/or guardians of a student shall be notified of disciplinary action by the Dean of Students Office, the Student Citizenship Council, unless the student has become clearly independent of parental ties. When circumstances deem it advisable the pastor of the student under disciplinary action will be notified of that action so that he in turn may minister redemptively to the student.
4. It shall be the responsibility of the Dean of Students to report at regular faculty meetings concerning the disciplinary action of his office and the Student Citizenship Council. Such a report shall include the names and disciplinary actions taken, but not include the charge or details of the case. Faculty members who because of a special relationship to the student and who desire to assist him through counsel and encouragement may seek the counsel of the Dean of Students regarding the details of the charges and/or the violations. It shall be the descretion of the Dean of Students to what extent such information shall be given.
5. The confidentiality of all records will be safe-guarded at all times by members of the Citizenship Council and those involved in the disciplinary action. Details regarding disciplinary action shall not be released to any party without the express permission of the President or Dean of Students.
6. It is recognized that disciplinary decisions are made only after careful investigation and prayer. Therefore, all members of the College family should support the personnel responsible for discipline in word, action, and prayer.

DISCIPLINE  
Summary Chart



Citizenship Council

- A. Membership
  1. Three faculty members appointed by the President of the College.
  2. Dean of Women
  3. Dean of Students
  4. 1 student may be appt. by the Pres.
  5. Asst. Deans - Adv. Members
- B. Chairmanship: The chairman of the Student Citizenship Council shall be the Dean of Students. The Assistant Chairman appointed by the President shall preside in meetings when an appeal on citizenship conduct is being reviewed.
- C. Functions:
  1. Review and recommend policy on Student Citizenship
  2. Review sections of the Student Handbook that relate to student citizenship.
  3. Receive appeals of disciplinary action initiated by the Office of the Dean of Students: (Violations of the citizenship code, Chapel attendance and traffic citations.)

Dean of Students

- A. Investigate violations
  1. Interview violators and witnesses
  2. Discuss major violations with faculty advisor and/or student personnel advisors of the student.
- B. Initiate appropriate disciplinary action which shall be considered final if it is not appealed.
- C. Notify violators in writing of disciplinary action. In the case of major disciplinary action, notify the President, Dean of Education, faculty advisor, student personnel advisor, and aparents or guardians.
- D. Report to the Faculty regarding the names and the disciplinary action taken against violators. Such a report shall not include the charges or the details of the case.

## NORTHWEST COLLEGE VEHICLE AND TRAFFIC CODE

Realizing that it is the responsibility of the College to provide and maintain a safe campus for pedestrians and automobile traffic it is understood that

- (1) The traffic code will be published and made available to all students.
- (2) The campus streets and parking area will be adequately marked.
- (3) The enforcement personnel will issue adequate tickets to provide control of traffic and parking and will be free to use discretion in issuing warnings for first-time offenders.
- (4) The citations will be issued and processed in an objective positive and redemptive manner.
- (5) That those who drive on campus are expected to maintain a Christian attitude and courtesy in their driving at all times.
- (6) Racing of motors and sounding of horns on campus is prohibited.
- (7) Insurance should be carried, including Public Liability and Property Damage. Any automobile used for Gospel Team assignments must fulfill the minimal requirements of the State of Washington for public liability and property damage.
- (8) All car repairs must be done in the maintenance area. All repairs must be completed within two weeks. The student is responsible to leave the area clean and remove his own junk.

### Violation Processing

Violation of the regulations concerning the use of authorized vehicles on the campus will result in the imposition of fines, removal by towing, and/or suspension of all parking privileges. The College Administration reserves the right to inspect all student vehicles.

- (1) Tickets will be held in the Dean of Students Office for a period of three class days. Failure to appeal in that time in person or in writing is considered admission of guilt.
- (2) Repeat citations will be referred to the Citizenship Council and processed by the Citizenship Council except for illegal parking.

### Registration Permits

- (1) Automobiles
- (2) Trucks
- (3) Motorized Bikes

All motorized vehicles owned or operated by students must be registered with the College at the time of registration. A parking fee of \$2.50 for students will be charged each quarter.

A \$5.00 parking fee will be charged for trucks that are brought on campus by students and they will be required to park in the gym parking lot.

Failure to register and properly affix the campus parking permit in the lower right hand corner of the windshield or the front corner of the front passengers window will result in a \$10.00 fine.

On motor bikes it must be in a conspicuous place. If the parking sticker is lost it will be replaced by the repayment of the original fee. A student bringing his employer's vehicle on to the campus must make special arrangements with the Dean of Students. If a vehicle is brought on campus later in the term, it must be registered within 48 hours.

### Parking

Because of the continuing increase in the student body and the larger number of vehicles being brought on to the campus the following will be observed:

1. THERE WILL BE NO ON-STREET PARKING FOR STUDENT VEHICLES.
2. At the time of registration of the vehicle the student will be assigned a parking area. He will be permitted to park only in that place and no where else on the campus except in the chapel, library, and SUB parking areas between the hours of 12:00 p.m. and 10:00 p.m. Monday through Friday and all day Saturday and Sunday.

### Illegal parking

1. The first offense for illegal parking will be processed as a warning except in unusual circumstances.
2. The second and third offenses will be assessed \$2 and \$3 respectively.
3. Appeals for illegal parking will be received and processed by the Office of the Dean of Students.

### Failure to stop

A fine of \$5 will be assessed for failure to stop at a stop sign.

### Speeding

The campus speed limit is 20 miles per hour. The first offense for speeding will be assessed a \$5 fine. Further offenses will be processed by the Citizenship Council.

### Reckless Driving

Reckless driving is defined as driving that endangers life and/or property. It may include failure to yield right of way, dragging, speeding, speed starts or stops, fishtailing etc. All reckless driving citations will be referred to the Citizenship Council.



CONSTITUTIONS AND BY-LAWS OF:

The Associated Students

The Associated Men Students

The Associated Women Students

KNCC Radio Club of Northwest College

World Outreach Ministries

Married Students Association

Amateur Radio Club

Constitution and By-laws  
of  
THE ASSOCIATED STUDENTS  
Northwest College  
(Revised 1967)

PREAMBLE

We, the students of the Northwest College of the Assemblies of God, 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.

Article I: NAME

The name of this association shall be the Associated Students of the Northwest College of the Assemblies of God (Hereafter referred to as Northwest College).

Article II: MEMBERSHIP

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

Article III: OFFICERS

The officers of this association shall be President, First Vice President, Second Vice President, Secretary and Treasurer who shall constitute the Executive Committee of the Student Body.

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

Section 1: Student Council

- A. The name of the organization which represents the student body shall be the Student Council.
- B. Membership of the Student Council shall be as follows:
  1. Chairman: The student body president shall act as chairman of the Student Council.
  2. Active membership of the Student Council shall include:
    - a. Student Body President
    - b. Student Body First Vice-President
    - c. Student Body Second Vice-President
    - d. Student Body Secretary
    - e. Student Body Treasurer
    - f. The Presidents, Vice-Presidents and Secretary-Treasurers of the Freshman, Sophomore, Junior and Senior Classes
    - g. President of the Associated Women Students
    - h. President of the Associated Men Students
  3. Honorary membership of the Student Council shall include:
    - a. That member of the faculty chosen by the faculty or administration to serve as advisor
    - b. Vice-president of the World Outreach Ministries
    - c. Secretary of the World Outreach Ministries

- d. Treasurer of the World Outreach Ministries
  - e. Editor of the Karisma
- Honorary members shall have no voting privileges.

## Section 2: Class Organizations

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

## Article V: RIGHT OF INITIATIVE

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

## Article VI: AMENDMENTS

- A. A suggested amendment coming from any individual or group must be presented in writing to the Student Council.
- B. This constitution may be amended by the following procedure:
  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 a two-thirds vote of the total membership of the Associated Student Body, 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.
- E. Faculty representatives as appointed by the Administration shall act as advisors on any committee, which is organized for the purpose of studying or reviewing the Constitution and By-Laws for recommendations as to amendments therein.

## BY-LAWS

### Article I: PARLIAMENTARY ORDER

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

## Article II: STUDENT COUNCIL

## A. Qualifications of Executive Officers

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

Should the student body president become disqualified, the 2nd vice-president shall assume the position. Should any other officer become disqualified, an election shall be held immediately for his replacement.

## B. Nominations and Elections of Executive Officers

## 1. Nominations:

a. An eligibility list as to GPA and citizenship qualifications shall be prepared through the offices of the Registrar and Dean of Students by the ASB Secretary, who shall post the same at least 5 days before the meeting of the nominating committee.

## b. Nominating Procedure

## (1) Nominating Committee

(a) It shall consist of the A.S.B. executives, senior class president, Dean of Students, Dean of Women, and five students-at-large, at least one from each class, appointed by the Student Council.

(b) The committee may receive nominations from the student body but will act as the nominating body.

(c) A slate of three candidates for each office shall be posted at least five days before the elections.

(d) Serving on the committee does not disqualify a student from being nominated.

(2) Nominations may be made from the floor at the time of election.

## 2. Elections:

a. There shall be no pre-election campaigning.

b. The final election shall not be later than the end of the seventh week before the end of the school year.

c. The election of President and Secretary shall be held simultaneously. The election of the second vice-president and the treasurer shall follow. The first vice-president will be elected during the World Outreach Ministries election.

(1) Voting shall be done by secret ballot.

(2) If there is no election the two highest on the first ballot will appear on the second ballot.

(3) Election shall be by a majority vote.

d. The student body president shall preside at the elections.

e. The newly-elected officers shall assume the duties of their office during the final week of the school year.

## 3. Term of Office:

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

## 4. Vacancies:

a. Determination of vacancies. An office shall be declared vacant under the following circumstances:

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

b. Manner of filling vacancies

(1) President

- (a) The 2nd vice-president shall succeed to the office of president immediately upon determination of vacancy, assuming the title and duties thereof.
- (b) He shall be publicly installed in a meeting of the Associated Student Body at the first opportunity.

(2) Other A.S.B. officers

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

C. Prerogatives of the Executive Committee

The newly elected A.S.B. executive committee which includes a faculty advisor, 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. Duties of Officers:

1. President

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

2. First Vice-President

- a. To preside over all World Outreach Ministries council meetings.
- b. To coordinate and promote all spiritual life activities of the Student Body.
- c. To perform duties assigned to him by the president.

3. Second Vice-President

- a. To assist the president and preside in his absence or upon his request.

- b. To be chairman of the cultural and social council.
- c. To perform duties assigned to him by the president.
- d. To fill any unexpired term of the president should a vacancy occur.

4. Secretary

- a. To keep complete and accurate minutes of all business meetings.
- b. To carry on all authorized A.S.B. correspondence.
- c. To assist in A.S.B. elections by posting appropriate lists where required.
- d. To perform other duties assigned by the president.

5. Treasurer

- a. To be custodian of the student body funds, depositing them with the College Business Office for banking.
- b. To cooperate with the president in the disbursing of student body funds.
- c. To issue payment vouchers for issuance of checks on the account of the Associated Students, all vouchers being co-signed by the President and the Dean of Students.
- d. To present an itemized report of all Student Council funds received at the end of each quarter. This report, when approved by the Student Council, will be posted on the bulletin board for three days.
- e. To perform other duties assigned by the president.

E. Finances

1. A student fee of \$25 shall be collected by the College office at the time of initial enrollment each year, and the monies shall be budgeted by the Student Council to the Athletic, All School Banquet, Karisma, Social, Radio, Associated Women Students, and Men's Dormitory Council funds. Each class shall receive \$5.00 per member.
  - a. Students carrying an academic load of eight credit hours or less are eligible for exemption from the Student Fee upon request.
  - b. Students carrying an academic load of more than eight credit hours and less than 12 credit hours, and special cases, may petition the Student Council for exemption from the Student Fee.
2. The Student Council shall receive regular and special offerings from the student body.
3. The Student Council shall be responsible for disbursement of these funds.
4. The president, second vice-president, secretary and treasurer of the A.S.B. shall be provided service scholarships which shall be applied to their College accounts as follows:
  - a. The president shall receive one-half of his or her tuition each quarter.
  - b. The second vice-president, secretary and treasurer shall receive one-third of his or her tuition each quarter.
5. The officers of the World Outreach Ministries Society including the chairman (First Vice-President of the ASB), Vice-Chairman, Secretary and Treasurer shall be provided service scholarships to be applied to their college accounts as follows:

- a. The president shall receive one-half of his or her tuition per quarter.
- b. The vice-chariman, secretary and treasurer shall receive one-third of his or her tuition per quarter.

#### F. Meetings

##### 1. Regular meetings

Regular meetings of the Student Council shall be held on one designated morning each week during the school year.

##### 2. Special Meetings

- a. Special meetings may be called at any time by the president.
- b. The 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, only three absences will be permitted per quarter, (with three tardies equalling one absence). Violations of this rule shall be reviewed by the executive committee, and violators shall be subject to the possibility of recall by the class organizations which they represent.

##### 4. Quorum

A simple majority shall constitute a quorum for the transaction of business at A.S.B. or Student Council meetings.

### Article III: CLASS ORGANIZATIONS

#### A. Qualifications of Class Officers

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

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

#### B. Class Elections

Sophomore, Junior and Senior class elections shall be held during the class meeting following the election of A.S.B. and W.O.M. officers.

1. Class advisor shall be present and the present Class President shall act as chairman of the meeting.
2. The newly-elected officers shall assume the duties of their office during and following the final class meeting of the school year.
3. Freshman class elections shall be held at the beginning of the fourth week of the fall quarter with an appointed faculty member in charge.

#### C. Term of Office

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

#### D. Duties of Class Officers

##### 1. 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.
- e. To be ex-officio member of all class committees.
- f. To conduct all other business of the class,, as may be required of his office.

##### 2. Vice-President

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

##### 3. Secretary-treasurer

- a. To be custodian of the class funds, depositing them with the ASB secretary-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 see to the completion of all vouchers issued to the class by the A.S.B. secretary for the issuance of checks on the account of the class.
- f. To keep record of and report on the class treasury.

#### E. Class Membership

1. The membership of a class shall be composed of the following persons:
  - a. Regular members: students who for two or more quarters of the school year, have the same class credit and qualify point standing as determined by college 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 College.
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.

#### F. Class Finances (dues)

1. Class dues are paid as part of the student fees and are transferred to the class treasurers by the A.S.B. treasurer and the Business Office of the College.
2. Special assessments may be levied at any time by a two-thirds vote of the members present at any regular or special meeting.
3. Each student is responsible to pay dues assessed by the class of which he is a member.

#### G. Class Meetings

1. There shall be regular meetings of the class whenever the Administration shall allow time for the same and whenever the Executive Committee of the class shall, with the approval of the class advisor, call a special meeting.
2. All meetings, except meetings of announcement, shall be conducted according to the accepted rules of parliamentary procedure.



## Article IV: STUDENT BODY PUBLICATIONS

## A. The College Yearbook, The Karisma

1. Qualifications of editor, assistant editor and business manager:
  - a. They shall have an accumulative academic grade point average of at least 2.0, and an acceptable citizenship record.
  - b. They shall be approved by the faculty.
2. Appointment of staff
  - a. Before the end of the winter quarter, the Student Council shall select an editor. Other qualifications being equal, an upper classman will be given preference.
  - b. Before the end of the winter quarter the Student Council shall also select an assistant editor and a business manager. The assistant editor shall be appointed with the recommendation that he serve as editor for the year following his service as assistant editor.
  - c. The editor shall choose the other members of his staff.
3. Duties of Karisma officials
  - a. Editor
    - (1) He shall supervise all phases of work in the production of the Karisma.
    - (2) He shall preside over any meetings of the staff.
    - (3) He shall secure the approval of the faculty and the Administration on all material used in the Karisma.
    - (4) He shall negotiate for the publishing company and photographer that are to assist in the publishing of the Karisma.
  - b. Assistant Editor
    - (1) He shall assist the editor in the editing of the Karisma.
    - (2) He shall assume the duties of the editor whenever the editor is absent for any reason.
    - (3) He shall assist the editor in negotiating for the publishing company and photographer that are to assist in the publishing of the Karisma.
    - (4) He shall become editor in the event that that office is vacated.
  - c. Business Manager
    - (1) He shall conduct the business of the Karisma under the direction of the editor.
    - (2) He shall keep records of all expenses and income, and be prepared to produce them or give a report from them whenever needed.
    - (3) He shall keep copies of all correspondence received and sent.
    - (4) He shall aid the editor in the preparation of a budget for the Karisma.
    - (5) He also shall assist the editor in negotiating for the publishing company and photographer that are to assist in the publishing of the Karisma.
4. Finances
  - a. The Karisma staff shall prepare a budget of proposed income and expenditures and present to the Council for approval at the first Council meeting of the year.
  - b. Financial reports shall be given to the Council at least once per quarter.

- c. The staff shall not make expenditures over and above those amounts approved in the budget except by amendment to the budget by the Council.
- d. The following scholarships shall be awarded, which shall be provided for in the budget of the Karisma as allowed under 4-a of this article and section. One-half of each scholarship shall be paid at the beginning of the winter quarter, and one-half at the beginning of the spring quarter.
  - (1) The Editor shall receive one-half of his tuition.
  - (2) The Staff Photographer shall receive one-third of his tuition.
  - (3) The Assistant Editor shall receive one-fourth of his tuition.
  - (4) The Business Manager shall receive one-fourth of his tuition.

#### Article V: COMMITTEES

Committees may be appointed to facilitate efficiency in carrying out the functions and purposes of the student organizations. Such committees may be appointed by the respective organization presidents or officers or by collective action of the student organizations themselves. In each case a chairman shall be appointed to head the committee.

#### Article VI: CLUB ORGANIZATIONS

##### A. Authorization

The Student Council has the power to authorize the existence and operation of all clubs functioning on the campus of, and involving the students of Northwest College.

##### B. Procedure

A club must submit a constitution and by-laws, outlining its functions, to the Student Council for approval. The procedure adopted must be in keeping with the accepted rules of parliamentary law. A two-thirds majority of the Student Council is required for the establishment of a club.

#### Article VII: AMENDMENTS

Procedure for amending these by-laws shall be the same as the procedures for amending the Constitution as stated in Article VI of the Constitution.

---

Constitution  
of the  
ASSOCIATED MEN STUDENTS  
of  
GRAY-BEATTY RESIDENCE HALL

I. PREAMBLE

We, the residents of Gray-Beatty Hall, in order to promote the general well-being of the residents in the areas of religious, social, recreational and academic life do hereby establish and ordain this constitution.

II. NAME

The name of this association shall be the Associated Men Students of Gray-Beatty Halls,

III. MEMBERSHIP

The membership of this association shall consist of all male students at Northwest College.

IV. OFFICERS

The officers of the association shall be

1. President
2. Vice-President
3. Secretary-Treasurer
4. Resident Counselor
5. Floor Representatives
6. Resident Assistants
7. Assistant Dean of Men

V. RESIDENCE HALL COUNCIL

1. Purpose

The AMS shall maintain a Residence Hall Council to provide a necessary communication link for residence affairs between men residents, the Associated Student Body, and the Administration; to see that all regulations pertaining to Residence life are observed and to initiate and carry out disciplinary actions.

2. Membership

The members of the Residence Hall Council shall be the president as chairman, vice-president, secretary-treasurer, the elected floor representative, one resident assistant from each floor, the Resident Counselor, and the Assistant Dean of Men.

VI. BUSINESS

All matters of the association shall be presented to floor representatives or resident assistants to be presented to Residence Hall Council.

VII. AMENDMENTS

1. A suggested amendment from any individual or group must be presented to the Residence Hall Council in written form.
2. This constitution may be amended by the following procedure:

- a. An amendment must pass by a two-thirds vote of the total active membership of the Residence Hall Council, notice having been given at the regular meeting immediately preceding the one in which the amendment is to be voted upon.
- b. If the amendment is passed by the Resident Council, it must then be ratified by a two-thirds vote of the quorum of the Associated Men Students of Gray-Beatty Halls, notice having been given at the regular meeting immediately preceding the one in which the amendment is to be voted upon.

## BY-LAWS

### I. QUALIFICATIONS OF ELECTED OFFICERS

1. The president must be established in the Lord, must maintain a high standard of Christian living, must be filled with the Spirit according to Acts 2:4, must have maintained a grade point average of at least 2.0 and an acceptable citizenship record, and must have resided in the Residence Hall for two quarters. He must be an upper classman (Junior or Senior) during his term of office.
2. The Vice-President must be established in the Lord, must maintain a high standard of Christian living, must be filled with the Spirit according to Acts 2:4, must have maintained a grade point average of at least 2.0 and an acceptable citizenship record, and must have resided in the Residence Hall for two quarters. He must be an upper classman (Junior or Senior) during his term of office.
3. The Secretary-Treasurer must be established in the Lord, must maintain a high standard of Christian living, must be filled with the Spirit according to Acts 2:4, must have maintained a grade point average of at least 2.0 and an acceptable citizenship record, and must have resided in the residence hall for the past two quarters. He must be an upper classman (Sophomore, Junior or Senior) during his term of office.
4. The Floor Representative must have resided in the Residence Hall for at least one quarter, must have been filled with the Spirit according to Acts 2:4, must have maintained a grade point average of at least 2.0, and be in good citizenship standing.

### II. NOMINATIONS AND ELECTION OF OFFICERS

1. Nominations
  - a. The eligibility list as to GPA and citizenship qualifications shall be the same as that prepared for the ASB elections.
  - b. Nominating procedures
    - (1) Nominating committee
      - (a) It shall consist of the AMS executive officers, the assistant Dean of Men, and four students at large appointed by the Residence Hall Council.
      - (b) Serving on the committee does not disqualify a student from being nominated.
    - (2) Nominations may be made from the floor at the time of the election.
  - c. Nominations for the floor representatives shall be made from the floor at a regularly scheduled meeting prior to the election conducted by the resident assistant.

2. Elections
  - a. Election of the president shall be by secret ballot, no later than the second to the last week of school, and must have a majority. If there is no election after the first ballot, the two highest names shall be voted on.
  - b. Election of the Vice-President shall follow the election of the President and shall be by secret ballot, no later than the second to the last week of school, and must have a majority. If there is no election after the first ballot, the two highest names shall be voted on.
  - c. Election of the secretary-treasurer shall follow the election of the vice-president and shall be by secret ballot, no later than the second to the last week of school, and must have a majority. If there is no election after the first ballot, the two highest names shall be voted on.
  - d. The election of floor representative shall be by a show of hands vote in the first two weeks of each quarter. An election shall be by simple majority.
  - e. The AMS Chaplain shall be chosen as outlined in the Christian Service Handbook.
  - f. A quorum is two-thirds of the voting members.
3. Term of Office
  - a. The term of office for President and Vice-President shall consist of the entire school year.
  - b. The term of office of Floor Representative shall be one quarter.
4. Vacancies
  - a. If the office of President is vacated the Vice-President shall fill the office.
  - b. If the office of Vice-President is vacated a new Vice-President shall be elected from the Floor Representatives by a vote of the Associated Men Students. (Quorum required as in Section II, and number 2 --Elections, E.)

### III. DUTIES OF PRESIDENT

The duties of the president shall be:

1. To preside over all Residence Hall meetings and Council.
2. To call special meetings of residents with permission of the Assistant Dean of Men.
3. To call special meetings of the Residence Hall Council.
4. To conduct all meetings as may be required by his office.
5. To be a member of the A.S.B. Council by virtue of office.

### IV. DUTIES OF VICE-PRESIDENT

The duties of the Vice-President shall be:

1. To preside over all meetings at which the President is absent.
2. To be a member of the Social and Cultural Committee by virtue of office.
3. To perform all duties assigned by the President in every way possible.
4. To attend all Residence Hall Council meetings.

#### V. DUTIES OF SECRETARY-TREASURER

The duties of the Secretary-Treasurer shall be:

1. To keep accurate minutes of all committee meetings and business meetings of the AMS and the Residence Hall Council.
2. To be responsible for all AMS correspondence.
3. To be a member of Residence Hall Council.

#### VI. DUTIES OF FLOOR REPRESENTATIVES

The duties of the Floor Representatives shall be:

1. To attend all Residence Hall Council meetings.
2. To perform all duties assigned by the president.
3. To represent his floor to the Council.

#### VII. DUTIES OF THE COUNCIL

The duties of the Residence Hall Council shall be:

1. To see that all regulations pertaining to Residence Hall life are observed.
2. To initiate and carry out disciplinary action.
3. To plan all spiritual, social and recreational events pertaining to the residence.

#### VIII. PROCEDURE OF DISCIPLINE

1. Anyone committing an infraction of the regulations shall be called before the Residence Hall Council.
2. Penalties of infractions must be fulfilled within one week of the date issued. Failure to do so automatically doubles the penalty. If the student still fails to act, the matter will be referred to the Dean of Students.
3. All those who have committed infractions will be notified by the Residence Hall Council, which is responsible to initiate and carry out penalties.

#### IX. FINANCES

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

#### X. MEETINGS

Regular meetings of the Associated Men Students will held on Wednesday evening.

---

Constitution  
of the  
ASSOCIATED WOMEN STUDENTS  
of  
NORTHWEST COLLEGE

Preamble

In order to unite all women students, to provide spiritual and social fellowship purposed to promote happy and well-ordered Christian living among college women, and to help prepare women students to assume their role in the Church, we do hereby establish this constitution.

ARTICLE I. Name

This association shall be known as the Associated Women Students of Northwest College, hereafter referred to as AWS.

ARTICLE II. Elected AWS Officers

Section 1. The elected officers of AWS shall be:

1. President
2. First Vice-President
3. Second Vice-President
4. Secretary
5. Treasurer
6. Chaplain
7. Floor Representatives

Section 2. Executive Officers

The executive officers shall be the president, first vice-president, second vice-president, secretary, treasurer, and chaplain. These officers shall compose the Executive Committee.

ARTICLE IV. Residence Hall Council

Section 1. Purpose

The AWS shall maintain a Residence Hall Council purposed to provide a necessary communication link for residence hall affairs between women residents, the Associated Student Body, and the Administration; to see that all regulations pertaining to residence hall life are observed and to initiate and carry out disciplinary action.

Section 2. Membership

The members of the Residence Hall Council shall be first vice-president as chairman, the elected floor representatives, the resident assistants, the Resident Counselors, and the Assistant Dean of Women.

Section 3. Meetings

Regular meetings of the Residence Hall Council will be held weekly.

ARTICLE V. Amendments

Section 1. A suggested amendment from any individual or group must be presented to the Executive Committee and Residence Hall Council in written form.

Section 2. This constitution may be amended by the following procedure:

- A. An amendment must pass by a two-thirds vote of the Executive Committee and the Residence Hall Council, notice having been given one week before the amendment is to voted on.
- B. If the amendment is passed by the Executive Committee and the Residence Hall Council, it must then be ratified by a two-thirds vote of the total membership of the AWS, notice having been given at the regular meeting immediately preceding the one at which the amendment is to be voted upon.

BY-LAWS  
of the  
ASSOCIATED WOMEN STUDENTS OF NORTHWEST COLLEGE

ARTICLE I. Qualification of Elected Officers

Section 1. The executive officers must be established in the Lord, must maintain a high standard of Christian living, must be filled with the Spirit according to Acts 2:4, must have maintained a grade point average of at least 2.0 and an acceptable citizenship record, and must have been in residence on campus for the past two quarters, and for the time of office, and must be a sophomore, junior or senior.

Section 2. The Floor Representative must be either a sophomore, a junior, or a senior, must be resident on campus at least one quarter, must be established in the Lord, must be filled with the Spirit according to Acts 2:4 must have maintained a 2.0 g.p.a. and be in good citizenship standing.

Section 3. The chaplain must be at least a second quarter freshman, must be resident on campus at least one quarter. Further qualifications are listed in the Christian Service Handbook.

ARTICLE II. Nominations and Elections

Section 1.

- A. The executive committee, the Dean of Women, and three women students at large shall prepare three nominations for each office and post names at least one week prior to election.
- B. Nominations shall also be made from the floor for each office at the time of elections.
- C. Nominations for the floor representatives shall be made from the floor at a regular meeting of the residence floor at which time election shall be held. The meeting shall be conducted by the resident assistant.

Section 2. Elections

- A. Election of the executive officers shall be by secret ballot, no later than the second to the last week of the school year and must have a two-thirds majority 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. Election of floor representatives shall be by secret ballot in the first two weeks of each quarter. An election shall be by simple majority.
- C. The AWS Chaplain shall be appointed as outlined in the Northwest College Christian Service Handbook.



E. A quorum is two-thirds of the voting membership.

Section 3. Term of Office

- A. Ther term of office for the executive officers shall be one year.
- B. The term of office for the floor representative and floor chaplain shall be one quarter.

Section 4. Vacancies

- A. If the office of president is vacated the second vice-president shall assume that office.
- B. If the office of first vice-president is vacated the office shall be filled by a floor representative and elected by the Residence Hall Council as elected by that Council. The election shall be by simple majority.
- C. If the office of second vice-president, secretary or treasurer is vacated, a new officer shall be elected according to the By-laws, Article I, Section 1, and Article II, Section 2. The election shall be by a two-thirds majority on the first ballot. If there is no election on the first ballot the two highest names shall appear on the second ballot and the election shall be by simple majority.
- D. If an office of floor representative is vacated a new floor representative shall be elected at a meeting of the residents of the respective floors, presided over by the resident assistant. The qualifications shall be the same as listed in the By-laws, Article I, Section 2.
- E. If the office of chaplain is vacated a chaplain for the remainder of the quarter shall be appointed by the executive committee.

ARTICLE III. Duties of Elected Officers

Section 1. Duties of the President shall be:

- 1. To be generally responsible for the activities of the AWS.
- 2. To preside over meetings of the executive committee and residence hall.
- 3. To conduct all meetings as may be required by her office.
- 4. To be member ex-officio of the Residence Hall Council and all other committees.
- 5. To be a member of the A.S.B. Council by virtue of office.

Section 2. Duties of the first vice-president shall be:

- 1. To preside over all meetings of the Residence Hall Council.
- 2. To call special meetings of the Residence Hall Council.
- 3. To be a member of the executive committee.

Section 3. Duties of the second vice-president shall be:

- 1. To assist the president in the responsibilities of her office and specifically the social activities of AWS.
- 2. To assume the office of president in her absence.
- 3. To assume the office of president upon the vacancy of that office.
- 4. To be a member of the executive committee.

Section 4. Duties of the secretary shall be:

- 1. To keep accurate minutes of all committee meetings and business meetings of the AWS and the executive committee.
- 2. To be responsible for all AWS correspondence.
- 3. To be a member of the executive committee.

Section 5. Duties of the treasurer shall be:

- 1. To be responsible for all receiving and discharging of AWS funds.
- 2. To be a member of the executive committee.

Section 6. Duties of the floor representative shall be:

1. To attend all Residence Hall Council Meetings.
2. To perform all duties assigned by the president and/or first vice-president.
3. To represent her floor to the Council.

Section 7. Duties of the Chaplain shall be:

1. To plan and conduct the AWS residence hall devotions with the assistance of the executive committee.
2. Other duties of this office are outlined in the Northwest College Christian Service Handbook.

#### ARTICLE IV. Residence Hall Council

Section 1. Responsibilities of the Council shall be:

1. To provide a necessary link of communications of residence hall affairs between the women students and the Administration.
2. To see that all regulations pertaining to Residence Hall life are observed.
3. To initiate and carry out disciplinary action.

Section 2. Procedure of discipline

- A. Anyone committing an infraction of the regulations shall be called before the Residence Hall Council.
- B. Penalties of infractions must be fulfilled within one week of the date issued. Failure to do so automatically doubles the penalty. If the student fails to act, the matter will be referred to the Student Life Committee.
- C. All those who have committed infractions will be notified by the Residence Hall Council, which is responsible to initiate and carry out penalties.

#### ARTICLE V. Finances

The finances of the AWS shall be allotted from the Associated Student Body fund.

#### ARTICLE VI. Meetings

Regular meetings of the AWS will be held on Wednesday evening.

#### ARTICLE VII. Committees

The Executive Committee shall appoint such committee chairmen as required for efficient operation. The standing committees shall be: Publicity, Pep Club, and Little Sister committees.

#### ARTICLE VIII. Advisors

The Dean of Women shall be advisor to AWS. The Assistant Dean of Women shall be an ex-officio member of the AWS Executive Committee and advisor to Residence Hall Council.

#### ARTICLE IX. Amendments

The procedure of amending the By-laws shall be according to the Constitution of the AWS, Article V.

---

C O N S T I T U T I O N  
of  
KNCC RADIO CLUB OF NORTHWEST COLLEGE

Article I. Name

The name of this club shall be KNCC Radio Club of Northwest College (hereafter called Radio Club).

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 KNCC.

Article III. Membership

Membership is open to all students of Northwest College who wish to join. Members must be in good standing with the ASB, have an acceptable citizenship record, and 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: President, two Vice-Presidents, and a Secretary-Treasurer.

Article V. Board of Directors

- A. The Board of Directors shall consist of the Dean of Students (ex-officio member), the faculty advisor, the President of the ASB, and the Radio Club officers.
- B. The responsibilities of the Board of Directors shall be:
  - 1. To determine the policies, procedure, and programming for the Radio Club and station KNCC.
  - 2. To act as a screening committee for all programming on KNCC.

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.

BY-LAWS  
of  
KNCC RADIO CLUB OF NORTHWEST COLLEGE

Article I. 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 II. Radio Club Officers

A. Qualifications of executive officers

All officers must be established in the Lord, must maintain a high standard of Christian living, must be filled with the Spirit according to Acts 2:4, must have maintained a grade point average of at least 2.0, and have an acceptable citizenship record. He must have been a member in good standing of the Radio Club for the past two quarters. No officer may also be a member of the faculty. 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 his replacement. If the Second Vice-President should become disqualified for any reason, the Board of Directors shall appoint his replacement.

B. Nominations and election of executive officers

1. Elections shall be held during the third week of April.
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 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 office shall be declared vacant under the following circumstances:
    - (1) If an elected officer shall tender a resignation in writing either before the beginning of the school year due to plans not to return to school or during the course of the school year due to other reasons.
    - (2) If an officer shall interrupt or terminate his enrollment at any time during the course of the school year 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 his duties. This failure shall be determined by 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 Advisor, and the Dean of Students.
  - b. Manner of filling vacancies
    - (1) If the President's office is vacated, the First Vice-President will fill said 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. Perogatives 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 year 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 KNCC.
- d. To conduct all other business necessary to that office.

2. Vice-Presidents

a. First Vice-President

- (1) To assist the President and preside over meetings in his absence or at his request.
- (2) To perform the duties assigned to him by the President.
- (3) To fill any unexpired term of the President should a vancancy occur.
- (4) To act as Program Director for KNCC.

b. Second Vice-President

- (1) To perform the duties assigned to him by the President.
- (2) To act as Chief Engineer for KNCC.

3. 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 College Business Office for banking.
- d. To cooperate with the President in the disbursing of Radio Club funds.
- e. To act as Business Manager for KNCC.

E. Finances

1. The Radio Club shall be the custodian of all monies designated from the Associated Student Body for this purpose and from all special donations.
2. The executive officers (including the faculty advisor) shall be responsible for the disbursement of all funds.

F. Meetings

1. Regular meetings

- a. 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 one meeting per quarter will place the violators rights of membership in review by the executive officers with the possibility of expulsion from the Radio Club.

4. Quorum

A simple majority of the membership shall constitute a quorum at all Radio Club meetings.

### Article III. 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.

---

## CONSTITUTION AND BY-LAWS of the organization of WORLD OUTREACH MINISTRIES NORTHWEST COLLEGE

### Preamble

We, the students of Northwest College of the Assemblies of God, in order to function effectively as an organization of World Outreach Ministries, in properly conducting business, in reaching people with the Gospel of Christ at home and abroad, and in encouraging the spiritual maturity of students, do hereby establish and ordain this constitution.

### Article I Name

The name of this organization shall be: World Outreach Ministries (W.O.M.) of Northwest College.

### Article II Membership

The membership of this organization shall consist of all students enrolled at Northwest College.

### Article III Officers

The Officers of this organization shall be Chairman (First Vice-President of the Associated Student Body), Vice-Chairman, Secretary, and Treasurer who, with the Faculty Advisor, shall constitute the Executive committee for the World Outreach Ministries.

### Article IV Departments

#### Section 1. World Outreach Ministries Council.

- A. The name of the organization which represents the Student Body shall be the World Outreach Ministries Council.
- B. Membership of the W.O.M. Council shall be as follows:
  1. Chairman: The Chairman of W.O.M. (1st Vice-President of A.S.B.) shall act as Chairman of the W.O.M. Council.
  2. Active membership of the W.O.M. Council shall include:
    - a. Chairman of W.O.M.
    - b. Vice-chairman of W.O.M.
    - c. Secretary of W.O.M.
    - d. Treasurer of W.O.M.
    - e. The leaders of the Ministry Interest Groups of World Missions, Gospel Teams, Children and Youth and Music, Community Service, Campus, Evangelism and Servicemen.

3. Ex-officio membership shall include:
    - a. That member of the faculty appointed by the Administration to serve as advisor of the W.O.M.
    - b. All faculty members appointed by the Administration to advise each Ministry Interest Group.
- Ex-officio members shall have no voting privileges.

#### Section 2. Ministry Interest Groups (hereafter called MIG's)

- A. Name: There shall be MIG's designated by the names: World Missions, Gospel Teams, Children and Youth and Music, Community Service, Campus, Servicemen and Evangelism MIG's.
- B. Membership: All members of the Student Body who are interested in the MIG shall be considered members of that MIG.
- C. Officers: The officers of the MIG's shall consist of the appointed leaders and any other organizational officers they find necessary within each respective MIG.
- D. Duties: the duties of the MIG leadership are outlined in the Northwest College Christian Service Handbook.

#### Article V Right of Initiative

All matters of W.O.M. business which an individual or group wants to submit for action should <sup>be</sup> presented in writing to any executive member of W.O.M. for presentation to the W.O.M. Council.

#### Article VI Amendments

- A. A suggested amendment coming from any individual or group must be presented in writing to the W.O.M. Council.
- B. This constitution may be amended by the following procedure:
  1. An amendment must pass by a two-thirds vote of the total active membership of the W.O.M. 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 W.O.M. Council, it must then be ratified by a two-thirds vote of the total membership of the A.S.B., 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 revised copies, one of which shall be placed in the library.
- D. Sufficient copies of the amended constitution and by-laws shall be provided so as to be accessible by all.
- E. Faculty representatives as appointed by the Administration shall act as advisors on any committee, which is organized for the purpose of studying or reviewing the constitution and by-laws for recommendations as to amendments therein.

## BY-LAWS

## Article I: Parliamentary Order

In order to expedite the work of the World Outreach Ministries 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 life and fellowship under the guidance of the Holy Spirit.

## Article II: W.O.M. Council

## A. Qualifications of Executive Officers

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

Should the W.O.M. Chairman become disqualified, the vice-chairman shall assume the position. Should any other officer become disqualified, an election shall be held immediately for his replacement.

## B. Nominations and Elections of Executive Officers

## 1. Nominations:

## a. Nominating Committee

- (1) It shall consist of the A.S.B. executives, senior class president, Dean of Students, Dean of Women, and five students-at-large, at least one from each class, appointed by the Student Council.
- (2) The committee may receive nominations from the student body, but will act as the nominating body.
- (3) A slate of three candidates for each office shall be posted at least five days before the elections.
- (4) Serving on the committee does not disqualify a student from being nominated.

## b. Nominations may be made from the floor at the time of elections.

## 2. Elections:

- a. There shall be no pre-election campaigning.
- b. The final election shall not be later than the end of the seventh week before the end of the school year.
- c. The election of W.O.M. chairman and secretary shall be held simultaneously. The election of the vice-chairman and the treasurer shall follow.
  - (1) Voting shall be done by secret ballot.
  - (2) If there is no election the two highest on the first ballot will appear on the second ballot.
  - (3) Election shall be by majority vote.
- d. The W.O.M. Chairman shall preside at the elections.
- e. The new-elected officers shall assume the duties of their office during the final week of the school year.

## 3. Term of Office:

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

## 4. Vacancies

- a. Determination of vacancies. An office shall be declared vacant under the following circumstances:



- (1) If an elected officer shall tender a resignation in writing either before the beginning of the school year due to plans not to return to school or during the course of the school year for which elected.
- (2) If an officer shall interrupt or terminate his enrollment at any time during the course of the school year for which elected.
- (3) If an officer shall become disqualified by reason of disciplinary action for serious misconduct as determined by Student Life Committee.

b. Manner of filling vacancies

- (1) W.O.M. Chairman
  - (a) The vice-chairman shall succeed to the office of chairman immediately upon determination of vacancy, assuming the title and duties thereof.
  - (b) He shall be publicly installed in a meeting of the Associated Student Body at the first opportunity.
- (2) Other W.O.M. Executive Officers: The Associated Student Body Council shall elect a successor to the vacated office.
  - (a) Nominations and voting shall be by secret ballot until one person shall receive a majority of the votes cast.
  - (b) The qualifications for office shall be the same as those appearing in Article II, Letter A of these By-laws.

C. Upon the consenting vote of the W.O.M. Council a MIG leader could be removed from his office for failure to fulfill his duties as a MIG officer.

D. Prerogatives of the Executive Committee

The newly elected W.O.M. executive committee which includes a faculty advisor, shall be given the power to transact business during the interim period between the close of the school year and the first regular council meeting of the next year.

E. Duties of Officers:

1. W.O.M. Chairman

- a. To preside over all W.O.M. Council meetings.
- b. To coordinate and promote all spiritual life activities sponsored by Student Body.
- c. To be a member of the Finance-Projects Committee.
- d. To be a member of the Student Chapel Committee.
- e. To serve as a member of the Summer Internship Committee.

2. Vice-Chairman

- a. To assist the Chairman and preside in his absence or upon his request.
- b. To perform duties assigned to him by the Chairman.
- c. To chair the Student Chapel Committee.
- d. To fill any unexpired term of the Chairman should a vacancy occur.
- e. To coordinate and represent the Spiritual Life Calendar to the A.S.B. Social-Cultural Committee.

3. Secretary

- a. To keep accurate and complete minutes of all business meetings.
- b. To carry on all authorized W.O.M. correspondence.

- c. To perform other duties assigned by the chairman.
- d. To serve as a member of the Summer Internship Committee.

4. Treasurer

- a. To be custodian of the W.O.M. funds, depositing them with the College Business Office for banking.
- b. To coordinate the disbursing of W.O.M. monies.
- c. To issue payment vouchers for issuance of checks on the account of W.O.M., all vouchers being co-signed by the Chairman and the Dean of Students.
- d. To present an itemized report of all W.O.M. funds received at the end of each quarter. This report, when approved by the W.O.M. Council will be posted on the bulletin board for three days.
- e. To chair the Finance-Projects Committee.
- f. To perform other duties assigned him by the Chairman.

F. Finances

- 1. The executive officers of the W.O.M. shall be provided with service scholarships which shall be applied to their college accounts as authorized in the Associated Student Body Constitution and By-laws, Article II, Section E. Paragraph 5a,b.
- 2. The Ministry Interest Group leaders shall be provided with service scholarships of \$25.00 per quarter which shall be applied to their college accounts.
- 3. Other service scholarships may be provided by the Council to those appointed to specific duties; these shall be designated at discretion of the Council.

G. Meetings

- 1. Regular meetings: A minimum of five regular Council meetings shall be held each quarter.
- 2. Special meetings:
  - a. Special meetings may be called at any time by the chairman.
  - b. The Chairman must call a special meeting upon the written request of three active members.
- 3. Attendance:
 

In view of the importance of the representation of MIG leaders to the W.O.M. Council, and in regard to the importance of its decisions to the total W.O.M. program, only three absences will be permitted per quarter. Violations of this rule shall be reviewed by the executive committee, and violators may be subject to the possibility of recall by the Council.

Article III. MIG Organization

A. Authorization

The WOM Council has the power to authorize the existence and operation of all MIG's functioning on the campus of Northwest College.

B. Procedure

In order for a MIG to be established, a written statement of its guidelines including its purpose, membership, and activities must be submitted to the WOM Council.

A two-thirds majority of the WOM Council is required for the establishment of a MIG.

#### Article IV. Committees

Committees may be appointed to facilitate efficiency in carrying out functions and purposes of the WOM. Such committees will be appointed at the discretion of the WOM Chairman and Council.

#### Article V. Policies and Procedures

The policies and procedures of the WOM shall be in keeping with the stated policies of the Christian Service Department of Northwest College. These are outlined in the Christian Service Handbook.

#### Article VI. Amendments

Procedure for amending thses by-laws shall be the same as the procedure for amending the Constitution as stated in Article VI of the Constitution.

---

### Constitution

#### of the MARRIED STUDENTS ASSOCIATION of Northwest College

##### I. Preamble

We, the married students of Northwest College, in order to promote our Spiritual, social, physical, and academic well being, and to constructively participate in student affairs of Northwest College, do hereby establish and ordain this constitution.

##### II. Name

The name of this organization shall be THE MARRIED STUDENTS ASSOCIATION of Northwest College, hereafter referred to as the M.S.A.

##### III. Membership

The membership of this association shall consist of all married students attending Northwest College.

##### IV. Officers

The elected officers of the M.S.A. shall be:

1. President
2. Vice-president
3. Secretary-treasurer

##### V. Business

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

## VI. Amendments

1. A suggested amendment from any individual must be presented to the executive committee in written form.
2. This constitution may be amended by the following procedures:
  - a. An amendment must pass by a two-thirds vote of the total active membership of the executive committee. Notice having been given one week before the amendment is to be voted on.
  - b. 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 Married Students Association of Northwest College, notice having been given one week before the amendment is to be voted on.

## BY-LAWS

### I. Qualifications of Elected Officers

The elected officers of this organization must be established in the Lord, must maintain a high standard of Christian living, must be filled with the Spirit according to Acts 2:4, must have maintained a grade point average of at least 2.0 and an acceptable citizenship record, and must have attended Northwest College for the previous 2 quarters as a full-time student.

### II. Nominations and Election of Officers

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 Dean of Students.
2. Elections
  - A. Elections of the president, vice-president and secretary-treasurer shall be by secret ballot, no later than the second to the last week of school. 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 Married Students Association of Northwest College.

### III. Duties of President

The duties of the president shall be:

1. To be generally responsible for the activities of the M.S.A.
2. To preside over all meetings of the M.S.A. and executive committee.
3. To call meetings of the M.S.A. as authorized by the Dean of Students.

4. To call meetings of the executive committee.
5. To conduct all meetings as may be required by his office.
6. To be member ex-officio of all committees.
7. To be a member of the A.S.B. Council by virtue of office.

#### IV. Duties of Vice-President

The duties of vice-president shall be:

1. To preside over all meetings at which the president is absent.
2. To be a member of the executive committee.
3. To attend all M.S.A. meetings.
4. To perform duties assigned by the president.

#### V. Duties of Secretary-Treasurer

Duties of the secretary-treasurer shall be:

1. To keep accurate minutes of committee meetings and business meetings of the M.S.A. and the executive committee.
2. To be responsible for M.S.A. correspondence.
3. To be responsible for receiving and disbursing of M.S.A. funds.
4. To be a member of the executive committee.

#### VI. Finances

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

#### VII. Meetings

Regular meetings of the Married Students Association will be held, regularly as called by the executive committee and/or upon written request of three married students.

#### -VIII. Committees

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

#### IV. Amendments

Procedure for amending these by-laws shall be the same as the procedures for amending the Constitution as stated in Article VI of the Constitution.

The Proposed Constitution of the  
AMATEUR RADIO CLUB OF NORTHWEST COLLEGE

Article I Name

The name of this club shall be the Amateur Radio Club of Northwest College. (Hereafter called the Amateur Radio Club.)

Article II Purpose

- A. The Amateur Radio Club will attempt to help in missionary communications through amateur radio.
- B. The Amateur Radio Club will train the members in the aspects of amateur radio theory and regulations.
- C. The Amateur Radio Club will encourage the experimentation in two-way radio communication for personal enjoyment.

Article III Membership

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

Article IV Officers

The officers of the Amateur Radio Club shall consist of: President, Vice President, and a Secretary-Treasurer.

Article V Executive Committee

The Executive Committee shall consist of the Dean of Students (ex-officio member), the faculty advisor, the president of the ASB and the Amateur Radio Club officers. The responsibilities of the Executive Committee shall be to determine the policies and procedures of the Amateur Radio Club.

Article VI Amendments

- A. A suggested amendment from any individual must be presented to the executive committee in written form.
- B. This constitution may be amended by the following procedure:
  1. An amendment must pass by a two-thirds vote of the total membership of the executive committee, notice having 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 Amateur Radio Club, notice having been given one week before the amendment is to be voted on.

## By-Laws of the

## AMATEUR RADIO CLUB OF NORTHWEST COLLEGE

## Article I Parliamentary Order

In order to expedite the work of the Amateur 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 II Qualifications of Elected Officers

All officers must be established in the Lord, must maintain a high standard of Christian living, must be filled with the Spirit according to Acts 2:4, must have maintained a grade point average of at least 2.0 and have an acceptable citizenship record. He must have been a member in good standing of the Amateur Radio Club for the past two quarters. No officer may also be a member of the faculty.

## Article III Nominations and Election of Officers

- A. Elections shall be held during the first week of April.
- B. Nominations shall be made from the floor at the time of elections.
- C. Voting shall be by secret ballot.
  - 1. Election shall be by majority vote.
  - 2. If there is no election the two highest on the first ballot will appear on the second ballot.
- D. The term of office shall be one year.
- E. Vacancies
  - 1. Determination of vacancies. An office shall be declared vacant under the following circumstances:
    - a. 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.
    - b. If an officer shall interrupt or terminate his enrollment at any time during the course of the school year.
    - c. If an officer shall become disqualified by reason of disciplinary action for misconduct.
    - d. If the officer fails to perform his duties. This failure shall be determined by a committee consisting of the executive officers, (except the officer under consideration), a member-at-large from the Amateur Radio Club, and the Dean of Students.
  - 2. Manner of filling vacancies.
    - a. If the President's office is vacated, the Vice-President will fill said office.
    - b. All other executive offices will be filled by election.

#### Article IV Perogatives of the Executive Committee

The newly elected Amateur 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 year and the first regular meeting of the next year.

#### Article V Duties of the Officers

##### A. The President

1. To preside over all club meetings.
2. To be representative of the Amateur Radio Club at Student Council.
3. To conduct all other business necessary to that office.

##### B. The Vice-President

1. To perform all duties assigned to him by the president.
2. To fill any unexpired term of the President should a vacancy occur.

##### C. The Secretary-Treasurer

1. To keep complete and accurate minutes of all meetings of the Amateur Radio Club.
2. To carry on all necessary correspondence.
3. To cooperate with the President in the disbursing of Amateur Radio Club funds.

#### Article VI Finances

- A. The Amateur Radio Club shall be the custodian of all monies designated from the ASB for this purpose and from all special donations.
- B. The executive officers (including the faculty advisor) shall be responsible for the disbursement of all funds.

#### Article VII Meetings

- A. There shall be two regular meetings per month for the purpose of training the members in Amateur Radio.
- B. The President may call meetings other than the regular ones and he must do so upon the written request of three members in good standing.
- C. All club members are required to attend regular club meetings. Absence from more than three meetings per quarter will place the violators rights of membership in review by the Executive officers, although special cases will be taken under consideration.
- D. Quorum. A simple majority of the membership shall constitute a quorum at all Amateur Radio Club meetings.

#### Article VIII Amendments

The 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.



PRINCIPLES AND PROCEDURES  
FOR RESIDENCE HALL DISCIPLINE

Principles and Procedures  
for Residence Hall Discipline

I. Principles of Discipline

If discipline is to minister to a person it must be consistent and in keeping with the scriptures. The following will assist the Residence Hall Council in its ministry of discipline.

- A. Discipline is defined as positive correction based on principle and motivated by love to the end of producing a greater degree of maturity in a life.
- B. Discipline should be based on previous knowledge and personal accountability. Communication is primary.
- C. Discipline is administered in degrees corresponding to the offense. Appeal to the conscience.
- D. Discipline is the application of a principle to a life. Be personal and use a neutral object.
- E. Discipline has Christ as its standard and should involve:
  1. Determination of root causes
  2. Maturity as its goal
  3. Instruction from the Word
  4. Restitution
  5. Restoration
  6. Evaluation

II. Procedures for Residence Hall Discipline

Notification of the Accused

- A. When a student is accused of violating Residence Hall regulations, he shall be given a written summons to appear before the Residence Hall Council. For minor violations (ie. noise infractions) one or two warnings may be issued before a summons is given.
- B. Written notices will be issued by the Residence Hall Council President, Resident Assistants, the Resident Counselor, Assistant Deans, Dean of Women or the Dean of Students. They may be delivered to the accused by any member of the Council or in the mail.
- C. A copy of the summons shall be given to the student, the Residence Hall Council President, and the Assistant Deans.

Privilege of Pleading Not Guilty

If a student has received a summons and wishes to plead not guilty, he must notify the Residence Hall Council President before the hearing. If notice is not given, guilt is assumed. This procedure is necessary so that the witnesses may be present to testify if a student plans to plead not guilty.

### Method of Conducting a Discipline Session

- A. The session will be called to order by the Residence Hall Council President.
- B. Prayer.
- C. Report concerning the fulfillment of previous discipline responsibilities.
- D. A private hearing of each case will include:
  1. Hearing of the charge.
  2. Defense of the accused.
  3. Decision and communication of the Council as to discipline.

### Hearing of the Residence Hall Council Members

If a Residence Hall Council member is charged with a violation he shall be summoned to appear before the Residence Hall Council. If the Residence Hall Council President is summoned, the secretary of the council shall preside at the meeting.

### Penalties

- A. Different degrees of penalties will be given according to the seriousness of the infraction. These may include fines equal to the campus employment rate or a work campus. The following are examples:
  1. Late minutes - forfeiture of late-in(s) or one hour work per 30 minutes or an equivalent fine.
  2. Noise infractions - first summons = one hour work  
second summons = two hours work  
third summons = referred to the Administration.
- B. Because campus morale and appearance are directly affected by the dress of students, the faculty reserve the right to dismiss from class a student appearing in inappropriate dress. Students may be summoned no more than once (on dress) before the respective Residence Councils. Continued infractions will be referred to the College Administration for appropriate action.
- C. Failure to fulfill discipline responsibility will be referred to the Office of the Dean of Students and may affect a student's citizenship standing. The fulfillment of responsibilities must be completed within one week of the date assigned. Failure to do so automatically doubles the responsibility.
- D. The failure of a student to appear before the Residence Hall Council as requested will be accepted as admission of guilt and a more severe discipline assignment may be given.
- E. Continued violations may be referred to the college Administration and may affect a student's citizenship standing.

### Record of Meeting

The council secretary shall be responsible to keep an accurate record of all council meetings and shall distribute copies of the same to the Assistant Dean, the Dean of Women and the Dean of Students. If no secretary is provided for in the constitution one of the R.A.'s shall be appointed by the council president and Assistant Dean.

GUIDELINES FOR A CLUB ORGANIZATION

1. Approval for establishing clubs is based on the Associated Student Body Constitution By-Laws, Article VI, Club Organizations.
2. A student or students wishing to establish a special interest club should put the request in writing to the associated student body president and Dean of Students.
3. A general meeting of students interested in establishing a club will be called by the Associated Student Body president.
4. At such meeting, interested students will appoint a temporary chairman, secretary, and committee to draw up a charter constitution.
5. The charter constitution will be re-submitted to interested students for ideas, suggestions, and then submitted to the student council and the college administration for approval.
6. Action on the constitution should be on a provisional basis for a period of one year at which time it will be voted upon to become a permanent part of the Associated Student Body organization. This will allow for alterations in the constitution on the basis of the one year experience.

