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NORTHWEST BIBLE COLLEGE  
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CONSTITUTION OF THE ASSOCIATED STUDENTS  
NORTHWEST BIBLE COLLEGE

PREAMBLE

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

ARTICLE I: NAME

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

ARTICLE II: MEMBERSHIP

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

ARTICLE III: OFFICERS

Officers of this association shall be:

- A. Student-body officers
  - 1. President
  - 2. Vice-president
  - 3. Secretary-treasurer
  
- B. Class officers
  - 1. Senior class
    - a. President
    - b. Vice-president
    - c. Secretary-treasurer
  
  - 2. Junior class
    - a. President
    - b. Vice-president
    - c. Secretary-treasurer
  
  - 3. Sophomore class
    - a. President
    - b. Vice-president
    - c. Secretary-treasurer
  
  - 4. Freshman class
    - a. President
    - b. Vice-president
    - c. Secretary-treasurer
  
- C. Missionary Society Officers
  - 1. President
  - 2. Vice-president
  - 3. Secretary-treasurer

ARTICLE IV: THE STUDENT COUNCIL

Section 1: The name of the organization which represents the student body shall be The Student Council.

Section 2: Membership of the Student Council shall be as follows:

- A. Chairman: The student-body president shall act as chairman of the Student Council.
- B. Active membership of the Student Council shall include:
  - 1. Student-body president
  - 2. Student-body vice-president
  - 3. Student-body secretary-treasurer
  - 4. The presidents, vice-presidents and secretary-treasurers of the freshman, sophomore, junior and senior classes.
  - 5. President of the Missionary Society.
- C. Honorary membership of the Student Council shall include:
  - 1. That member of the faculty chosen by the faculty to serve as advisor.
  - 2. Vice-president of the Missionary Society.
  - 3. Secretary-treasurer of the Missionary Society.

They shall have no voting privileges.

Section 3: Meetings

- A. Regular meetings of the Student Council shall be held one morning of each week during the school year.
- B. Special meetings
  - 1. Special meetings may be called at any time by the chairman.
  - 2. The chairman must call a special meeting upon the written request of three active members.

ARTICLE V: THE RIGHT OF INITIATIVE

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

ARTICLE VI: AMENDMENT

Section 1: A suggested amendment coming from any individual or group must be presented in writing to the Student Council.

Section 2: This constitution may be amended by a two-thirds vote of the total active membership of the Student Council, provided that notice has been given at the regular meeting immediately preceding the meeting at which the amendment is to be voted upon.

## BY-LAWS

## ARTICLE I: Parliamentary Law

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 in keeping with the spirit of Christian love and fellowship under the guidance of the Holy Spirit.

## ARTICLE II: Officers

Section 1: Qualifications

## A. Student Body 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, and must have maintained a grade point average of at least 2.0 while attending Northwest Bible College. He must be an upper classman (junior or senior) during his term of office. No student body officer may be also a member of the faculty.

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

## B. 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 during their previous year at Northwest Bible College.

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

## C. Committee Members

All members must be established in the Lord and maintain a high standard of Christian living as examples to the believers.

## D. Missionary Society Officers

They shall meet the same qualifications as student body officers in paragraph A, this section.

Section 2: Nominations and Elections

## A. Student-body elections

## 1. Nominees

- a. Three nominees for each of the offices of president, vice-president, and secretary-treasurer shall be elected by the Student Council and their names submitted to the faculty for approval.
  - b. In addition to the names of the nominees submitted by the Student Council, further nominations will be taken from the student body on nomination day. The nominee must be qualified in every respect. A list of students who qualify scholastically will be posted prior to nomination day.
  - c. The names of all nominees will be submitted to the faculty for approval. A list of approved nominees will be posted on the bulletin board.
  - d. Nomination day shall precede election day by two weeks.
2. Election will take place during the last month of the school year.

B. Class elections

1. Sophomore, junior and senior class elections are to be held during the first two weeks of the school year. A faculty member will act as chairman of the meeting.
2. Freshman class elections shall be held at the end of the third week of the fall quarter with an appointed faculty member in charge.

C. Missionary Society Elections

1. Nominees

- a. Three nominees for each of the offices of president, vice-president and secretary-treasurer shall be elected by the Student Council and their names submitted to the faculty for approval.
- b. In addition to the names of the nominees submitted by the Student Council, further nominations will be taken from the student body on nomination day. The nominees must be qualified in every respect.
- c. The names of all nominees will be submitted to the faculty for approval. A list of approved nominees will be posted on the bulletin board.

D. Pre-election procedure

All pre-election activity shall be conducted in a manner conforming to the Christian standards of the Northwest Bible College. They may not at any time interfere with class sessions.

E. Election procedure

1. Student-body officers

- a. From the posted list of nominees, the student body will vote for the president first, then the vice-president, and secretary-treasurer. The vice-president shall not be voted upon until the president has been elected.
  - b. Voting shall be by secret ballot. If no majority has been reached by a second election ballot, all names shall be eliminated except the two nominees having the highest number of votes.
  - c. On election day the chairman shall be informed as to those students in the class who qualify for the position.
3. Missionary Society Officers
- a. All voting shall be done by secret ballot and a majority vote shall constitute an election. If on the second ballot no candidate receives a majority, a third ballot shall be cast for the two candidates receiving the highest number of votes.
  - b. Elections of Society officers shall be held one week after the election of student body officers.
  - c. The student body president shall conduct the election.

### Section 3: Duties of Officers

#### A. Student-body officers

##### 1. President

- a. To preside at all student-body meetings
- b. To preside at all Student Council meetings
- c. To call special meetings of the student body with permission of the dean.
- d. To call special meetings of the Student Council.
- e. To represent the students of the Northwest Bible College to the faculty.
- f. To be ex-officio member of all student-body committees.
- g. To conduct business of the student body.

##### 2. Vice-president

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

##### 3. Secretary-treasurer

- a. To be custodian of the student-body funds, depositing them in a bank designated by the Student Council.
- b. To co-operate with the president in the disbursing of student-body funds.
- c. To keep complete and accurate minutes of all business meetings.
- d. To keep accurate records of Gospel Team funds.

- e. To issue checks on the account of the Associated Students. All checks must be authorized by the Student Council and be co-signed by the president.
- f. To present an itemized report of all Student Council funds received and disbursed, such report to be given at the end of each quarter. This report, when approved by the Student Council, will be posted on the bulletin board for three days.

#### B. Class Officers

- 1. To promote the activities of their classes.
- 2. To be class representatives on the Student Council.
- 3. To act as the executive committee of their class.
- 4. To conduct class meetings and class business.

#### C. Duties of Missionary Officers and Leaders

##### 1. Duties of Society Officers

###### a. President

- (1) He shall preside at Missionary Society meetings.
- (2) He shall preside at Missionary Council meetings.
- (3) He shall call special meetings, if necessary.
- (4) He shall co-sign all checks drawn on the Missionary Society fund.

###### b. Vice-president

- (1) He shall assist the president and preside at all meetings in his absence or upon his request.
- (2) He shall succeed to the office of president if a vacancy should occur.
- (3) He shall be ex-officio member of all Missionary Council committees.

###### c. Secretary-treasurer

- (1) He shall keep the minutes of all business meetings.
- (2) He shall be responsible for all correspondence of the Missionary Council.
- (3) He shall be the custodian of all Society funds and shall deposit all funds in the bank under the name of the Northwest Bible College Missionary Society.
- (4) He shall be responsible for drawing all checks on the Missionary Society fund. All checks must be authorized by the Missionary Council and co-signed by the president of the Council.
- (5) He shall prepare an itemized financial report at the end of each quarter and present such report orally to members of the Society. He shall also submit a copy of this report to the Foreign Missions Department in Springfield, Missouri; to the Northwest District Office and to the general office of the Northwest Bible College.

2. Mission Band Officers

a. Leaders

- (1) He shall preside over his band.
- (2) He shall represent his band on the Missionary Council. When it is impossible for him to do so he shall notify his assistant who will then represent the band.
- (3) He shall do his best to promote a true missionary spirit within his band.
- (4) He shall see that all projects are approved by a majority of the members of his band before presenting them to the Missionary Council for its approval.
- (5) He shall report to his band all business transactions of the Council.

b. Assistant Leaders

- (1) He shall assist the leader and preside in his absence or upon his request.
- (2) He shall succeed to the office of leader in the event it becomes vacant.
- (3) He shall be an ex-officio member of all committees within his band.
- (4) He shall serve on the Missionary Council in the absence of the leader.

3. Secretaries.

- (1) He shall record attendance of band members
- (2) He shall carry on all necessary correspondence of his band.

Section 4: Term of office

All student-body officers, class officers and missionary society officers shall be elected for a period of one school year.

Section 5: Recall

Any officer may be recalled for cause.

ARTICLE III: Quorum

A majority of the members of the student body or of a class or the Student Council or Missionary Council shall constitute a quorum.

ARTICLE IV: Student-body Publications

Section 1: The College Paper, The Courier

A. Appointment of Staff

1. During the last quarter of the school year, the Student Council shall appoint an editor. Other qualifications being equal an upper classman will be given preference.

2. During the last quarter of the school year, the Student Council shall appoint an assistant editor, a business manager, and a circulation manager for the Courier.
3. The editor shall choose the other members of his staff from the student body.
4. All staff members shall be subject to faculty endorsement.

B. The Courier shall be the official organ of the Northwest Bible College.

Section 2: The College Annual, the Karisma.

A. Appointment of Staff

1. During the last quarter of the school year, the Student Council shall appoint an editor. Other qualifications being equal, an upper classman will be given preference.
2. During the last quarter of the school year, the Student Council shall appoint an assistant editor, a business manager, a circulation manager, an art editor, and an advertising manager for the Karisma.
3. The editor shall choose the other member of his staff from the student body.
4. All staff members shall be subject to faculty endorsement.

Section 3: Policy of publications

Administrative policies concerning quality of publication, financial arrangements, and integration with classroom activities shall be observed.

ARTICLE V: Amendment

Amendment to the by-laws may be made at any regular meeting of the Student Council. A majority vote of the active membership of the Student Council shall be necessary for adoption.