

*Fall 1958-59
Latest revision*

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 Spirit according to Acts 2:4, must have maintained a grade point average of at least 2.0 and a citizenship ~~point~~ average of 3.5 while attending Northwest Bible College, and must have been in residence for the past two quarters. He must be an upper classman (Junior or Senior) during his term of office. No student body officer may 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 and a citizenship point average of 3.5 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. Nominations

a. Nominations and elections procedures shall be executed by

an elections committee of eight members, two from each class, appointed by the executive committee of the student body. The duties of the elections committee shall be to post the nominations, oversee pre-election campaigning, and assist in the elections.

- b. A list of those students who have the required grade point average and who are approved by the faculty shall be placed into the hands of the elections committee at least 10 school days before the primary election. This same list shall also be posted on the bulletin board.
- c. Nominations for the office of president and secretary-treasurer shall be made from the floor during an Associated Student Body meeting (at least 5 school days before the primary election.) Nominations for the office of vice-president shall be taken from those nominated for the office of president. The names of those nominated must appear on the posted approved list. The list of nominees shall be posted at least 5 school days before the primary election. (any member of the elections committee who is nominated for an office shall forfeit his membership on that committee.)

2. Elections.

- a. The primary election shall be held at least three school days preceding the final election on a day selected by the student council. This election shall take place in chapel, using the method of secret ballot. The four candidates receiving the highest number of votes for the office of president - vice-president in this election shall be declared nominated ; the three candidates receiving the highest number of votes for secretary-treasurer in this election shall be declared nominated.
- b. The final election shall occur during the ninth week preceding the close of the school year. Voting shall be done by the single-transferable-vote system (in Joseph F. O'Brien's Parliamentary Law for the Layman, p.205) using printed ballots.

PRESIDENT * VICE-PRESIDENT

(Indicate 1st choice, 2nd choice, etc.)

_____ (Name of candidate)

_____ (Name of candidate)

_____ (Name of candidate)

_____ (Name of candidate)

After the president has been elected, another ballot shall be cast for the election of a vice-president from the three remaining candidates.

- c. The student body president shall conduct the election.
- d. The newly-elected officers shall take office on the day of their inauguration and shall assume the duties of their office during the final week 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. Nominations

- a. Nominations and elections procedures shall be executed by an elections committee of eight members, appointed by the executive committee of the student body. The duties of the elections committee shall be to post the nominations, oversee pre-election campaigning, and assist in the elections.
- b. A list of those students who have the required grade point average and who are approved by the faculty shall be placed into the hands of the elections committee at least 10 school days before the primary election. This same list shall also be posted on the bulletin board.
- c. Nominations for the office of president and secretary-treasurer shall be made from the floor during an Associated Student Body meeting (at least 5 school days before the primary election.) Nominations for the office of vice-president shall be taken from those nominated for the office of president. The names of those nominated must appear on the posted approved list. The list of nominees shall be posted at least 5 school days before the primary election. (Any member of the elections committee who is nominated for an office shall forfeit his membership on that committee.)

2. Elections.

- a. The primary election shall be held at least three school days preceding the final election on a day selected by the student council. This election shall take place in chapel, using the method of secret ballot. The four candidates receiving the

highest number of votes for the office of president - vice-president in this election shall be declared nominated; the three candidates receiving the highest number of votes for secretary-treasurer in this election shall be declared nominated.

- b. The final election shall occur during the week following that of the election of student body officers. Voting shall be done by the single-transferable-vote system (in Joseph F. O'Brien's Parliamentary Law for the Layman, p.205) using printed ballots.

PRESIDENT * VICE-PRESIDENT

(Indicate 1st choice, 2nd choice, etc.)

____ (Name of candidate)

____ (Name of candidate)

____ (Name of candidate)

____ (Name of candidate)

After the president has been elected another ballot shall be cast for the election of a vice-president from the three remaining candidates.

- c. The student body president shall conduct the election.
- d. The newly-elected officers shall take office on the day of their inauguration and shall assume the duties of their office during the final week of the school year.

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.

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 accurate records of Gospel Team funds.
- d. To keep complete and accurate minutes of all business meetings.
- 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 class.
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.

c. 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 officees, 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: Class Organization

Section 1: Membership

- A. The membership of a class shall be composed of the following :
1. Regular members; students of the same class credit standing as d etermined by the Administration.
 2. Social members: students who will be in a class for two quarters of the year .
 3. Special members: special students and auditors whose interests lie in that class.
- B. Special students and auditors interested in joining a class shall present their application for membership in writing to the Secretary-treasurer of the class before the regular business meeting of the class. At that time their application for membership shall be either accepted or rejected by a majority vote of the regular and social members of the class.
- C. Social and special members shall have the same responsibilities as do regular members of the class, with the following exception: Special members will be ineligible to hold a class office.

Section 2: Dues

- A. The amount of dues of the class organization shall be determined by the members of the class in the first regular business meeting of the school year .
- B. Special assessments may be levied at any time by a two-thirds vote of the members present at any regular or special meeting.

Section 3: Meetings

- A. There sha ll be regular meetings of the class whenever the Administration shall allow time for the same and whenever the Executive Committee of the class shall, with the approval of the class advisor, call for a special meeting.
- B. All special meetings, excepting meetings of announcement, shall be regarded as important as regular business meetings and shall be conducted according to correct parliamentary procedure.

Section 4:

This article shall supercede all present class rules.

ARTICLE IV: 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 V: Student body Publications

Section 1: The College Paper

A. Appointment of Staff

1. During the week following the Missionary Society elections, the Student Council shall appoint an editor. Other qualifications being equal an upper classman will be given preference.
2. During the week following the Missionary Society elections, the Student Council shall appoint an assistant editor for the school paper.
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.

Section 2: The College Annual, the Karisma

A. Appointment of Staff

1. During the week following the Missionary Society elections, the Student Council shall appoint an editor. Other qualifications being equal, an upper classman will be given preference.
2. During the week following the Missionary Society elections, the Student Council shall appoint an assistant editor, a business manager, a sales manager, an art editor, and an advertising manager for the Karisma.
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.

Section 3: Policy of Publications

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

ARTICLE VI: 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.