

Students' Association  
By-Laws  
Abilene Christian University

Article I

Powers and Responsibilities of the Executive Officers:

I. The powers and the responsibilities of the President shall be:

- A. To be the chief executive officer of the Students' Association and Student Congress,
- B. To call and preside over the meetings of the Students' Association,
- C. To be the Director of External Affairs such as the official representative of the students of Abilene Christian University and in that capacity to enter into discussions and agreements with the administration of the University, such agreements being subject to the approval of the Student Congress,
- D. To appoint and/or recommend committees of the Students' Association,
- E. To call special sessions of the Student Congress,
- F. To preside in all sessions of the Student Congress,
- G. To call special elections with a majority consent of the Student Congress,
- H. To execute the decisions of the Student Congress,
- I. To appoint with the consent of two-thirds (2/3) of Student Congress, non-voting officers (i.e., Executive Secretary) as the President or Student Congress deems necessary,
- J. To appoint students to standing committees as requested by the administration,
- K. To work a minimum of 20 hours per week in the Students' Association office.

II. The powers and responsibilities of the Vice-President shall be:

- A. To be the Director of Internal Affairs of the Students' Association under the supervision of the President,
- B. In Executive Officer Elections the Vice-President shall appoint an Executive elections committee Co-Chair to be approved by Congress.

C. To preside over the Student Congress in the absence of or at the request of the President,

D. To become the President of the Students' Association in the event that the President can no longer serve,

E. To be, in the absence of the President, the official representative of the Students' Association,

F. To assume the duties that the President and/or Student Congress may request,

G. To work a minimum of 20 hours per week in the Students' Association office.

III. The powers and responsibilities of the Treasurer shall be:

A. To prepare, in cooperation with the Chief Financial Officer, a budget for the Students' Association each semester,

B. To report, at the beginning of each semester and at the request of the Student Congress, the financial state of the Students' Association,

C. To keep books showing income and expenditures,

D. To release funds appropriated by the Student Congress to the authorized person(s) and require proper accounting for the use of these funds,

E. To assume the duties that the President and/or Student Congress may request,

F. To work a minimum of 20 hours per week in the Students' Association office.

IV. The powers and responsibilities of the Secretary shall be:

A. To record minutes and attendance at all Student Congress meetings,

B. Responsible for all office matters (i.e., coordinating office duties),

C. To perform any duties that the Executive Officers may request,

D. To work a minimum of 20 hours per week in the Students' Association office.

V. The powers and responsibilities of the Chief Financial Officer shall be:

A. To assist the treasurer, in cooperation with the President and Vice-President, in preparing a budget for the Students' Association each semester,

B. To be responsible for assuming the daily administrative tasks of financial matters at the request of the Executive Treasurer or other Presidential Cabinet members that include but are not limited to:

1. The administration of the Purchasing Card,

2. The review of journal transactions,

- 3. The review of final balances for accuracy,
- 4. The filing out of requests for payment.
- C. To serve as a member of the President's Cabinet,
- D. To work a minimum of 10 hours in the Students' Association office weekly,
- E. To assume and perform any duties that the President and/or President's Cabinet may request.

VI. The powers and responsibilities of the Chief Development Officer shall be:

- A. To serve as Parliamentarian in Chambers,
  - 1. As Parliamentarian, the Chief Development Officer shall serve as the recording clerk of chamber,
  - 2. As Parliamentarian, the Chief Development Officer shall remain for the duration of all meetings.
- B. To see that all legislation is prepared in the proper form,
- C. To encourage the creation of legislation supported by cohort institutions,
- D. To see that all legislation passed by the Students' Association Congress is sent and made available to the appropriate bodies
  - 1. If the Bill/Resolution is passed, the Chief Development Officer shall make a request to the other bodies that concurrence is desired if necessary,
  - 2. If the Faculty Senate passes the Bill/Resolution with amendments, the Chief Development Officer shall bring the Bill/Resolution back to the first body with the request that the Students' Association Student Congress shall counterpart concur in the amendments.
- E. To preside over the Student Congress in the absence or at the request of the Vice-President,
- F. To facilitate communication between the Executive and Administrative Officers and the University Administration,
- G. To serve as a member of the President's Cabinet,
- H. To work a minimum of 10 hours in the Students' Association office weekly,
- I. To assume and perform any duties that the President and/or President's Cabinet may request.

VII. The powers and responsibilities of the Chief Communication Officer shall be:

- A. To oversee all marketing and advertising of the Students' Association through the use of a variety of mediums.
- B. To serve as Webmaster of the Students' Association website.
- C. To serve as a member of the President's Cabinet,
- D. To work a minimum of 10 hours in the Students' Association office weekly,
- E. To assume and perform any duties that the President and/or President's Cabinet may request.

VIII. Resignation and Re-Appointment of Administrative Officers: If an Administrative Officer resigns or otherwise vacates his or her office during a normal term period, a new Administrative Officer shall be nominated for appointment by the Executive Officer serving as the head of that Administrative Officer's respective department, and submitted for approval to the Executive Cabinet. Upon a majority vote, the nomination shall be considered approved. The respective Executive Officer may recommend for appointment a nominee from either the student body at large, or the Students' Association Student Congress.

## Article II

### Powers and Responsibilities of Class Officers, Academic Representatives, Residential Representatives

- I. Attend all Student Congress meetings.
- II. Vote on all Student Congress Legislation.
- III. Attendance Responsibilities
  - 1. All Class Officers are required to volunteer 240 minutes per four weeks (of approved service) for the Students' Association
  - 2. All Representatives are required to volunteer 120 minutes per four weeks (of approved service) for the Students' Association.
  - 3. Upon the fourth absence from a Congress meeting or fourth incomplete Students' Association Office Hours, or any combination thereof, a congressperson is impeachable for failure to fulfill Congressional responsibilities.

## Article III

### Elections and Election Procedures

I. A committee shall be appointed by the Vice President of the Students' Association from the student body to execute and regulate elections. Any questions of rules, qualifications, breach of rules etc., will be handled by the committee.

II. Elections under the jurisdiction of the Student Congress are:

- A. Students' Association Executive Officers,
- B. Class Officers,
- C. Residential Representatives,
- D. Academic Representatives,
- E. Mr. and Miss Abilene Christian University,
- F. Special Elections.

III. Qualifications for Candidates

- A. Candidates must be members of the Students' Association,
- B. Students are not allowed to run for more than one Students' Association Congress positions simultaneously,
- C. Students may not run for a Congress office if they have been elected for another Congress office for the same academic year,
- D. Students cannot hold more than one position within the Students' Association,
- E. Qualifications for Executive Officer Candidates are outlined in the Constitution.
- F. Qualifications for Class Officers
  - 1. There shall be a President, Vice President, and Treasurer for each prospective class,
  - 2. Candidates must be a member of the class for which they are running,
  - 3. Classification shall be determined either by hours completed or traditional classification. If these are in conflict, the candidate must choose only one classification.
- G. Designations for Academic Representatives

- 1. There shall be at least one representative elected from every academic

- building on campus (this is any building which houses offices of a major),
2. If a building houses the faculty offices of a major which contains more than 250 students, then the number of representatives elected from that building will increase by a ratio of 1 representative for every 250 students,
  3. These specific numbers will be tabulated by the Election Committee Chairperson from a list generated by the Registrar from standings as of the first week of school. They will be published and made available before the election packets are released,
  4. Candidates for Academic Representative must be officially declared as a major from that building,
  5. Students who are double majors must choose which building they desire to represent. They cannot run for more than one representative position simultaneously.

#### H. Descriptions for Residential Representatives

1. There shall be at least one representative elected from each University controlled housing facility,
2. If a complex houses more than 250 students, then the number of representatives elected from that building will increase by a ratio of 1 representative to 250 students,
3. These specific numbers will be tabulated by the Election Committee Chairperson from a list generated by the Director of Residential Life from placements as of the first week of school. They will be published and made available before the election packets are released,
4. Candidates for Residential Representatives must be a resident of their respective University controlled housing facility,
5. If a Residential representative moves from that place of residence he forfeits his position as representative and a new election will be held for that dormitory,

#### I. Off Campus Representatives

1. There shall be four (4) off campus representatives elected from and by

members of the Students' Association that do not live in a University housing facility.

#### IV. Election Rules and Procedures

##### A. General Rules for all Congressional campaigns (excludes Mr./Miss ACU)

1. Candidates must be in compliance with qualifications in the Constitution and/or by-laws,
2. Each candidate must submit an official petition bearing the signature of ten percent of the electorate before a set deadline. There is a minimum of fifteen signatures required for each petition,
3. A spending limit for the election will be set by the election committee. Donations are included in the spending limit. Receipts must be submitted upon request,
4. Campaign materials may be used beginning the day the petition is approved and ending at curfew the day of the election,
5. All campaign materials must be approved by the election chairperson,
6. There will be no voter solicitation in the voting areas on election days. All campaign materials in the vicinity of a voting booth shall be approved or removed at the discretion of the election committee,
7. Any violation of election procedures will disqualify a candidate from that particular office at the discretion of the Election Chairperson and Election Committee,
8. A list of rules will be available with petitions,
9. There shall be no write-in candidates,
10. Winners will be declared when one candidate has a majority (50% +1) of the votes cast,
11. Run-off procedures are as follows for each election: If there is 1 position available then the two candidates with the most votes received will be placed in the run-offs. The numbers for offices with multiple positions are as follows:  
2 positions- top 3 candidates  
3 positions- top 5 candidates

4 positions- top 7 candidates

5 positions- top 8 candidates

B. Students' Association Executive Officers (elected)

1. The electorate shall consist of all members of the Students' Association, including members of the Students' Association who are part time students.

2. Elections for the next academic year shall be held each year at least three weeks in advance of finals week.

3. The Co-Chairs shall present the Election Rules and Procedures to the Students' Association Congress

C. Class Officers

1. The electorate for each class election shall consist of the Students' Association members included in each respective class,

2. Class Officer Elections shall take place within the first four weeks of the fall semester.

D. Academic Representatives

1. The electorate for each Academic Representative shall be all students who have officially declared a major(s) whose department is housed in the respective building.

2. Students receive a vote for each position within their building. Double majors may vote in both buildings for which they qualify,

3. Students who are registered as Interdisciplinary studies must choose one area of study for which they would like to vote,

4. Academic Elections shall take place within the first four weeks of the fall semester.

E. Residential Representatives

1. The electorate for Residential Representatives shall be the residents of the respective University controlled housing facility,

2. Residential Elections shall take place within the first four weeks of the fall semester.

F. Mr. and Miss Abilene Christian University

1. Must be a senior [ninety (90) hours].
  2. The electorate shall consist of the Students' Association.
- V. To facilitate fairness in the all elections:
- A. No member of the Student Congress will participate in the actual running of the election, except the election chairperson. All vote taking and vote counting will be handled by impartial personnel and the election chairperson.
  - B. All ballots shall be handled securely.

#### Article IV

##### Congress Meetings

- I. All meetings of the Student Congress shall be conducted in accordance with the Student Congress Rules of Order.
  - A. The Rules of Order are legally part of the By-laws and shall be amended in the same manner.
  - B. The Rules of Order cannot contradict the By-laws. If there becomes such a case, the By-laws are superior.
- II. The Appropriations Committee shall conduct its business according to its Articles of Establishment.
  - A. The articles shall have the legal standing of By-laws.
  - B. See the articles for special amendment procedures.

#### Article V

##### Executive Cabinet Scholarships

- I. Executive Officer Scholarships
  - A. The Executive Officers of the Students' Association will receive wages each semester,
  - B. The Executive Treasurer will calculate Executive Officer wages based on the following formula:  $(.45) \times (640) \times 15 = \text{wage rate per semester per Executive Officer}$ ,
  - C. These wages will be an assumed part of each semester's budget,
- II. Administrative Officer Scholarships

- A. The Administrative Officers of the Students' Association will receive wages each semester,
- B. The Executive Treasurer will calculate Administrative Officer wages based on the following formula:  $(.225) \times (640) \times 15 =$  wage rate per semester per Administrative Officer,
- C. These wages will be an assumed part of each semester's budget,
- D. The Student Congress may override this by-law with a two-thirds (2/3) Student Congress vote.

## Article VI

### Amendments

- I. All Amendments to the By-Laws shall be approved by a two-thirds (2/3) vote of the entire Student Congress.