The Constitution of The Master’s College Associated Student Body

PREAMBLE: In order to promote the interests and welfare of the students, to make provision for the decent and orderly administration of student affairs, and to provide for the representation, we, the Associated Student Body of The Master’s College, hereby adopt and establish this Constitution.

ARTICLE I: NAME

Section 1. The name of this organization shall be: “The Master’s College Associated Student Body,” herein referred to as the ASB Full Council.

ARTICLE II: MISSION AND PURPOSE

Section 1. The Mission of the ASB Full Council is to be an administrative and service-oriented organization for the student body that promotes the biblical community of The Master’s College.

Section 2. Each ASB Full Council will be required to create and distribute to the student body a Purpose Statement within the first two weeks of the academic year. The Purpose Statement will reflect the ASB Council’s specific motivation and goal to successfully accomplish the Mission.

ARTICLE III: MEMBERSHIP

Section 1. The membership of the ASB Council shall be composed of the following full-time students of The Master’s College pending SLS approval and affirmation of the ASB advisor:

   a. Seven Executive Officers: President, Chaplain, Chief Financial Officer, Vice President, Marketing Coordinator, Events Coordinator and the Public Relations Coordinator.
   b. One Senior Dorm Representative from every community (including all dorms, extended housing, and off-campus) at T.M.C.
   c. Dorm Representatives from every community (including all dorms, and off-campus) at T.M.C.

Section 2. Senior Dorm Representatives shall not serve simultaneously as Executive Officers.

Section 3. The President is elected by the entire student body, with each student whether full-time or part-time having one vote. Other members shall be appointed as specified in the By-laws.
ARTICLE IV. DUTIES OF THE ASB

Section 1. To glorify God through the exaltation and implementation of biblical principles in the creation and maintenance of all ASB policies, programs, and services.
Section 2. To conduct all actions of the ASB Full Council in accordance with all TMC policies and procedures.
Section 3. To fulfill the Mission and Purpose of the ASB in efforts to further the Mission of The Master’s College.
Section 4. To represent the student body of TMC to the faculty, staff, and administration on issues concerning student life when requested.
Section 5. To provide campus-wide activities that promote the social and spiritual life described in the Distinctives of the Department of Student Life.
Section 6. To assume all power consistent with the provisions of this Constitution and By-laws necessary and proper for the execution of the Mission and Purpose of the ASB except as otherwise provided for in this Constitution.

ARTICLE V. TERMS OF OFFICE

Section 1. All members of the ASB Council shall be formally recognized and vote on by the outgoing ASB Full Council. This will happen at the last full council meeting of the Spring Semester in which the new council was selected.
Section 2. The duration of terms of office for appointed positions shall be one year unless otherwise specified in this Constitution or By-laws.
Section 3. The President
   a. The president, with confirmation by the ASB Advisor and the Resident Director shall appoint a new student to that position, subject to meeting all Servant Leadership Staff requirements, by the confirmation of the ASB Full Council
   b. In the occurrence that an ASB President requires removal or replacement, the Vice-President will assume the Presidency and will collaborate with the ASB Advisor to replace the Vice-President also consulting the RD of the potential candidate.

ARTICLE VI. DISCIPLINE

Section 1. In the case of an issue with a member of the ASB Full Council, the ASB Executive Council shall take the following course of action as needed:
   a. Send one individual expressly on behalf of Executive Council to discuss the issue with the offender.
   b. Officially notify in writing the offender of the specific issue(s) and recommend remedial actions.
c. Recommend further disciplinary action to the President and ASB Advisor.

Section 2. In the event that further disciplinary action is necessary, Executive Council shall request authorization of the ASB Advisor and/or the Vice-President of Student Life to do one of the following.

a. Put the offender on a set probationary period to provide the opportunity for the offender to take proactive steps toward the remedial actions given. A failure to complete conditions of probation will result in part (b).

b. Take the removal of the offender from ASB full council for a silent vote by individual ballot requiring a ¾ majority vote and/or the united decision of the ASB Advisor, Deans Staff, the Vice-President of Student Life and the ASB President.

Section 3. Some extenuating circumstances may require confidential and immediate removal without consultation of Full Council. These cases will be left to the discretion of the ASB President, ASB Advisor and the Vice-President of Student Life.

ARTICLE VII. CONSTITUTIONAL PROCEDURE

Section 1. Ratification

a. This Constitution shall be ratified by a two-thirds vote of the ASB Council and authorization by the Vice-President of Student Life.

b. Upon ratification of this Constitution, the Constitution and By-laws of the Associated Student Body of The Master's College currently in effect shall become null and void.

c. The officers under the present Constitution for the current academic year shall keep their positions until the installation of newly elected or appointed officers and representatives as authorized in this Constitution and By-laws.

Section 2. Amendments

a. This Constitution can be amended at any regular meeting of the ASB Council by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

b. ASB-passed amendments shall be on reserve for one week in the Powell Library following a campus-wide announcement of its availability. A forum will be held the day after the amendment’s availability to welcome the input of the student body, faculty and staff.

c. The amendment will be adopted and ratified (see. Article VII, section 1., a. b. c.) If approved by a two-thirds vote of the ASB Council and authorization by the ASB Advisor and the Vice-President of Student Life.
BY-LAWS

ARTICLE I. MEMBERSHIP REQUIREMENTS

Section 1. All elected ASB Council officers are required to complete the election procedures found under Article II of the By-laws.

Section 2. All appointed ASB Council officers must complete:
   a. Servant Leadership application.
   b. A signed statement indicating the candidate has read and understood the Constitution.

Section 3. All additional appointments must be submitted and approved by the ASB Advisor.

ARTICLE II. PRESIDENTIAL REQUIREMENTS

Section 1. Nomination for Presidency
   a. The Election Packet must be submitted to the Office of Campus Ministries by the date announced by the ASB Advisor. No applicant for candidacy shall become a certified candidate nominated for election for an ASB office without meeting all requirements and undergoing an interview with, and receiving the approval of, the Candidacy Committee. This committee shall consist of the ASB Advisor, the ASB President, and the Vice-President of Student Life.
   b. Any nominated candidate for an ASB office may campaign from the time his candidacy is certified through the day of the election.
   c. To be a male.

Section 2. Voting
   a. Voting shall be by secret ballot.
   b. Polls shall be open for no more than one day.
   c. Ballots shall be counted immediately following the closing of the polls.
   d. To be elected, a candidate must receive a majority of the votes.
   e. In the case of one candidate for an office, he must receive a simple majority of the vote cast for that office in the general election.
   f. In the occurrence that a running candidate receives a “no” majority vote, another candidate will be chosen by the Candidacy Committee and another election will take place.
   g. The ASB Advisor shall monitor and report the outcome of the election to ASB Full Council and the Student Body at the immediate close of the election.

ARTICLE III. EXECUTIVE OFFICERS

Section 1. President. The responsibilities and powers shall be:
   a. To appoint: The Executive Council consisting of the Vice-President, the Chaplain, the Marketing Coordinator, the C.F.O., the Events
Coordinator and the Public Relations Coordinator (with the advisement of the ASB Advisor).

b. To have the power to veto any vote made by the ASB Council. All vetoes are followed by an official memo by the President stating all objections to the measure, which is submitted to the ASB Council the next meeting. The memo is recorded in the minutes and open for discussion, upon which the ASB Council reconvenes next meeting for a final revote. At revote the Full Council may overturn the veto with a 2/3 majority vote.

c. To approve the annual budget before the week of finals of the Spring Semester.

d. To be the official spokesman of the ASB.

e. To run weekly meetings in the absence of the Vice-President.

f. To coordinate all the activities of the Executive Council.

g. To execute the provisions of the ASB Constitution.

h. In the event of a tie, shall hold the deciding vote.

i. To be a member of the Chapel Planning Committee.

j. To periodically hold open forums with the student body.

k. To be of the male gender.

Section 2. Vice President. The responsibilities and powers shall be:

a. To act as the personal assistant to the ASB President.

b. To execute the legislation of the ASB Council.

c. To serve as chairperson for the ASB Council meetings.

d. To annually review the Constitution for possible needed revisions.

e. To be of the male gender.

f. To run and oversee FLO.

Section 3. Chaplain. The responsibilities and powers shall be:

a. To promote and organize activities pertaining to the student’s spiritual welfare.

b. To serve as spiritual counsel to the ASB Council.

c. To serve as special counsel to the ASB President.

d. To prepare weekly devotions worship for all regular ASB Full Council meetings.

e. To encourage ASB Full Council to be in prayer for each other and ASB related activities.

d. To organize and execute ASB Chapels.

e. To support the Department of Student Life in the following areas:
   1. Facilitate church involvement.
   2. Communicate church ministry opportunities to the student body.
3. Aid and assist in the involvement of students in church missions programs.
4. Assist in organization and implementation of the Day of Prayer.
5. Facilitate and stimulate campus prayer meetings periodically for the purpose of praying for school needs.
6. Facilitate and stimulate prayer meetings during Chapel for the purpose for praying for the needs of that Chapel.
7. To facilitate campus-wide worship nights.
f. Shall submit a proposed spiritual need budget to the CFO upon request.
g. To be of the male gender.
h. Shall be a member of the Chapel Planning Committee.

Section 4. Chief Financial Officer: The responsibilities and shall be:

a. To deposit all income from ASB events or services to the TMC Accounting Office.
b. To coordinate with the TMC Accounting Office in an orderly and timely fashion of the fiscal management and accountability of the ASB Budget.
c. To process payment for all accounts as authorized by the budget.
e. To give a monthly report at regular ASB Executive Council meetings.
f. To bring any question about the appropriate use of ASB funds to the ASB Executive Council for action.
g. To inform ASB-members of the guidelines regarding the management of ASB funds to committee chairs.
h. To set up and coordinate budgets with the clubs on campus.

Section 5. Public Relations: The responsibilities and powers shall be:

a. To record the minutes of all regular and special meetings and:
   1. To distribute these to all ASB Council members, ASB Advisor, no later than 24 hrs before the next regular meeting.
   2. To save a copy to ASB documents on the Campus Ministries computer.
b. To keep complete records of the ASB actions for future reference.
c. To serve as ASB correspondent to the student body and community at large.
d. To serve as Secretary to the Executive and Full Council including such duties as typing, filing, mailing, etc.
e. To appoint any member of ASB or other individual to assist in responsibilities and duties upon approval of the President.
h. To facilitate and encourage clubs on campus.

Section 6. Events Coordinator: The responsibilities and powers shall be:
a. To assist the ASB Executive Council in all areas of action including, but not limited to, the following:
   1. Shall be in direct correlation with the standing chairs of the Banquet committees.
   2. Represent any of the Executive Officers in their absence.
   3. Serve as personal assistants to any of the Executive Officers on a per project basis.
   4. Create and maintain Executive Council tasks and projects.
b. Attend all event meetings taking notes and offering advice and help.
c. Serve as a liaison between chairs/event committees and Executive Council.

Section 7. Marketing Manager: The responsibilities and powers shall be:
a. To be responsible for all ASB-Council marketing needs.
b. To be the chairperson of the Marketing Committee
c. To work with all committees and the marketing needs for their particular event.
d. To create a marketing plan for the year.
e. To serve as a Chapel Media Liaison.

ARTICLE IV. REPRESENTATIVES

Section 1. Senior Dorm Representative and Dorm Representative. The collective responsibilities and powers shall be:
a. To represent the student body on all issues of interest, concern, or general welfare.
b. To run and oversee dorm events.
c. To post their contact information in their respective dorm lounges and be available to answer any ASB related questions.
d. To raise funds (if necessary) for the operation of ASB programs and services and to report to the Vice-President of Student Life any recommendations for an increase or decrease in institution funding with a two-thirds majority vote for the ASB Council (after consulting with the CFO and ASB Advisor).
e. Off campus should be represented by both male and female SDRs who shall be assisted by DRs as necessary.
f. There shall also be an athletic Liaison who will be responsible for managing the athletic team’s schedule, coordinating all athletic and ASB activities that coincide, promoting school spirit and support to our teams.

Section 2. Senior Dorm Representative: The specific responsibilities and power shall be:
a. To serve as a representative from their community in voting on matters of ASB legislation and operation.
b. To serve as chairperson of standing and/or special committees of the ASB as volunteered or appointed by the Events Coordinator.
c. To serve as an administrative associate to the dorm staff giving leadership and oversight to dorm staff appointed tasks, programs, and policies and events.
d. To post within their respective dorms and around campus marketing literature as well as remove it when it is no longer applicable.

Section 3. Dorm Representative: The specific responsibilities and powers shall be:
   a. To serve as a representative from their community in voting on matters of ASB legislation and operation.
   b. To serve on standing and/or special committees of the ASB as volunteered or appointed by the Events Coordinator or their Senior Dorm Representative.
   c. To assist in any appointed task or project by the ASB.
   d. To serve as an administrative assistant to the Senior Dorm Representative of their dorm/community.

ARTICLE V. COUNCILS AND CABINETS

Section 1. Executive Council
   a. The Executive Council shall consist of the President, Vice President, Chaplain, CFO, Public Relations Coordinator, Marketing Manager, Events Coordinator, and the ASB Advisor.
   b. This Council shall see that the decisions of the ASB business meetings are carried out.
   c. To provide personal and professional leadership and counsel both individually and corporately to members of the ASB Council.
   d. To assist the newly elected Executive Council in the Spring Semester to bring about a smooth transition between terms of office.

Section 2. ASB Full Council
   a. The ASB Council shall consist of the Executive Council, One Senior Dorm Representative and up to two Dorm Representatives per dorm community.
   b. To create, approve, and maintain all ASB policies, programs, and services for the betterment of the Student Body.

Section 3. The President’s Cabinet
   a. The President’s Cabinet shall consist of the President, Vice-President, Chaplain, and each Senior Dorm Representative.
   b. To provide accountability and forum for private discussion concerning current community-related issues.

Section 4. Community Cabinet
   a. The Community Cabinet shall consist of the specific community’s Senior Dorm Representative and up to two Dorm Representatives and the ASB Advisor.
b. To discuss and manage current projects/events for its represented community, and to provide accountability within its membership.

ARTICLE VI. COMMITTEES

Section 1. Membership
a. All standing or special committees shall be chaired by an ASB-appointed Senior Dorm Representatives or Dorm Representatives. The Chaplain and the Public Relations Coordinator may chair and event that falls under their area of expertise. Each committee must have a minimum total membership of three persons.
b. ASB Council members may serve simultaneously on more than one committee.
c. All ASB Council members shall assist and participate as appointed by each committee chair.

Section 2. Committee Chairs
a. All committees are required to give timely updates at the Full Council meeting to report on the progress of the event.
b. All matters of legislation must be approved by a majority vote of the ASB Council. All matters of detailed operation will be under the authority of the committee chair and will be approved by a majority committee vote.
c. Work with the CFO to manage in an efficient and effective system of collecting and recording of all moneys as well as appoint ASB members to assist in the sale of ASB programs and services from Full Council as needed.
d. At the next regular meeting following an event that was budgeted at or above $100, the Full Council will evaluate it according to its strengths, weaknesses, opportunities and threats (SWOT).
e. By the second regular ASB Council meeting following an event, the committee chair will submit a project report (Event Execution Guide) electronically.
   The Event Execution Guide (EEG) will include the following:
   1. A description of the function, date, length, and number in attendance.
   2. Approved budget and list of expenses.
   3. Aspects that were successful or that failed.
   4. Copy of the ASB Full Council SWOT.
   5. Committee comments and suggestions.
f. Any programs or services not following the guidelines found in the above might be canceled by the Executive Council or the ASB Advisor upon formal presentation of grievances to the members involved at a special meeting, of the Executive Council. Upon the consideration of the issues presented at the special meeting the Executive Council will vote on actions to be taken, with a majority vote ruling. The decision must be
presented at the next regular meeting of the ASB Council with full explanation of reasons and actions.

Section 3. Committees for Ongoing/Reoccurring Events
a. Purpose: To over-see prepare for events that happen multiple times a semester/year (i.e. Open Dorms, Worship Nights, etc).
b. Membership: The Events Coordinator will appoint committee chairs and members from the Full Council
c. Responsibilities: To assist the chair in carrying out all details pertaining to their particular event.

Section 4. Candidacy Committee
a. Purpose: To chose the President for the upcoming year.
b. Membership: The Vice-President of Student Life, the ASB Advisor and the current ASB President.
c. Responsibilities: To prayerfully consider the next year’s candidate based upon his fulfillment of the requirements laid out in the election packet, the results of the students votes, and their own discretionary judgment.

Section 4. Campus Conversation Committee
a. Purpose: to provide an effective and efficient forum to receive, examine, work to solve, and reply to the suggestions and concerns of the student body, as well as to propose tangible solutions and suggestions for approval by ASB Full Council. In addition, they will run our team’s kickoff events and encourage healthy school pride and excitement.
b. Membership: The CCC will be comprised of the ASB President, the Public Relations Coordinator, the Marketing Coordinator, the ASB Advisor, and whomever they unanimously appoint.
b. Responsibilities include but are not limited to:
   1. Provide and maintain open lines of communication.
   2. Provide forums to discuss key campus issues with students and administration.
   3. Discuss and respond in writing to every legitimate suggestion from the student body.
c. An archive of important suggestions shall be kept, but what is important shall be left to the discretion of the committee.

Section 5. Campus Spirit Committee
a. Purpose: The Campus Spirit Committee shall focus on the promotion and execution of support for all athletic teams.
b. Membership: The (C.S.C.) will be comprised of the ASB Advisor, the ASB President, the ASB Chaplain, the ASB Events Coordinator, the ASB Athletic Liaison, and whomever else they appoint upon their discretion.
c. Responsibilities (include but are not limited to):
1. Providing and maintaining open venues of effective communication.
   i. Planning and monitoring open forums
   ii. Providing accurate contact information of the SDRs and DRs within the dorms (Information is to be used to contact ASB representatives for any student issue).
   iii. Yearly drafting and distribution of surveys to gain feedback on the overall effectiveness of ASB.
2. Brainstorm and monitor potential, current and future events for the Student Body.
3. The C.S.C. will serve and support all athletic teams (and the athletic department as a whole) by:
   i. Reviewing all upcoming scheduled events (ASB, Admissions, Global Outreach, Musical/Theatrical, etc).
   ii. Accurately and effectively advertising the athletic history of The Master’s College and the approaching competitor(s).
   iii. Promoting upcoming celebratory athletic events.
   iv. Effectively announce to the student body any upcoming competitions through announcements and printed advertisements.
   v. Execute an “opening-day ceremony” to celebrate the upcoming season of the designated sport.
4. To evaluate and minister to the current spiritual condition on campus through prayer and encouraging a Christ-centered emphasis on any and all events.
   d. Meeting: The C.S.C. committee is to meet every week. Location, timing and duration of meetings are at the discretion of the ASB Advisor.

Section 6. Alumni Association Committee
   a. Purpose: to assist the Alumni Association in brainstorming events that promotes the interaction of current students and alumni.
   b. Membership: The Alumni Coordinator, the Events Coordinator, the ASB President and whoever else they unanimously appoint.
   b. Responsibilities include but are not limited to the following:
      1. Shall be the liaison between the Alumni Association and the student body.
      2. Shall appoint non-ASB volunteers for, assist, and manage events for the Alumni Association and Development Department in areas needing student body involvement.
      3. To serve as an ongoing, visionary think-tank.

Section 7. The President and the ASB at a regular meeting, may set up any special committees as needed and specify the responsibilities, Chair, number of members, and tenure of each committee.
ARTICLE VII.  MEETINGS

Section 1.  Regular Meetings
   a. The ASB Full Council will meet weekly. The time and place will be specified by
      the ASB Advisor President and then notify the Full Council.
   b. The ASB Full Council will attend the Servant Leadership Staff meetings. The time
      is specified and approved by the Dean of Student Life.
   c. The Executive Council will meet weekly. The time and place is specified by the
      ASB Advisor.
   d. The President’s Cabinet will meet monthly. The time and place is specified by
      the President and approved by a majority of the Cabinet.
   e. Senior Dorm Representatives will meet with a representative of the Dorm Staff
      regularly. The time and place is specified by the RD.

Section 2.  Special Meetings
   a. Urgent business that cannot wait until the next regular meeting can be handled at
      a special meeting.
   b. A special meeting can be called by an Executive Officer or two members of the
      ASB Council. All members must be contacted no less than 24 hours prior to the
      meeting.
   c. All standing and special committee meetings will meet on an as-needed basis.
      The time is specified by the committee chair and approved by a majority of the
      committee or by a faculty member or full-time staff.

ARTICLE VIII.  PARLIAMENTARY AUTHORITY

Section 1.  The rules contained in the Robert’s Rules of Order by General H.M. Roberts
            govern the ASB meetings in all cases where they are not inconsistent with the
            Constitution, By-laws, and any special rules adopted by the ASB Council.
            a. The ASB President and Vice-President are responsible for knowing
               the necessary and proper Parliamentary procedures.
            b. The Vice-President is responsible for enforcement and proper
               maintenance of Parliamentary procedures.

ARTICLE IX.  FISCAL MANAGEMENT

Section 1.  The proposed budget shall be presented in written form by the CFO to the ASB
            Full Council for approval within the first month of each semester.

Section 2.  Requisitions
a. Requests for checks, purchase orders, reimbursements, goods, services, or other usages of ASB-controlled funds will be approved only for the purposes and funding levels set forth in the adopted or revised ASB budget. No such requests will be honored without standing or individual orders approved in advance by the CFO or the ASB Advisor.

b. Any ASB-approved club, organization, or community shall be eligible to receive funding upon ASB approval of a proposed written budget and statement of desired use. All approved funding must be authorized within the limits of the adopted ASB budget or revisions.

c. Any requests of ASB funds proposed while school is not in session must be approved by the current CFO and the ASB Advisor. All approved funding must be within the limits and purposes of the adopted ASB budget.

Section 3. Expenditures of Controlled Funds.

A. Unauthorized Commitments: Unauthorized commitments shall be the responsibility of the person making the commitment and need to be approved by the CFO and ASB Advisor.

b. Financial Records: The CFO shall be responsible for maintaining full records of all transactions.

c. Scholarships and Stipends: Only scholarships authorized in the budget shall be given to members of the ASB, committees, or cabinets.

ARTICLE X. CLUBS AND ORGANIZATIONS.

Section 1. Campus clubs or organizations may request ASB Council recognition by submitting to the Executive Council a written statement of purpose, the name and signature of a faculty or full-time staff advisor, and a membership roster including no less than ten currently registered students (they may also submit a Constitution of their own and a proposed budget).

Section 2. Requirements

a. The ASB shall grant recognition only to clubs and organizations whose stated purpose is in harmony with the mission and purpose of the ASB and The Master’s College.

b. A majority vote of the ASB in a regular meeting shall be necessary to grant recognition.

c. The existing clubs will operate under the oversight of the Public Relations Coordinator.

Section 3. Privileges

a. Only recognized clubs or organizations may use the following terms or insignias: “The Master’s College”, “TMC”, or a “The Master’s College” logo, or otherwise indicate any relationship to the college.
b. Only recognized clubs and organizations will be granted free access to the use of TMC facilities and services.

c. Only recognized clubs or organizations may receive ASB funding pending approval of the CFO and ASB Advisor.

ARTICLE XI.  BY-LAW PROCEDURE

Section 1. Ratification
   a. This constitution shall be ratified by a two-thirds vote of the ASB and a majority vote of the Student Body.
   b. Upon ratification of these By-laws by an affirmative vote of two-thirds of ASB Council, the By-laws of the Associated Student Body of The Master's College currently in effect shall become null and void.
   c. The officers under the present Constitution and By-laws for the current academic year shall keep their positions until the installation of newly elected or appointed officers and representatives as authorized in these By-laws.

Section 2. Amendments
   a. These By-laws can be amended at any regular meeting of the ASB Council by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.
   b. ASB-passed amendments shall be on reserve for one week in the Powell Library following a campus-wide announcement of its availability. A forum will be held the day after the amendment’s availability to welcome the input of the student body, faculty and staff.
   c. The amendment will be adopted and ratified if approved by a three-fourths vote of the ASB Full Council and authorization by the ASB Advisor.