

**Bylaws of the
Associated Students of California Lutheran University-Government
Revision Date: April 2011**

**Section 1
Attendance Policy**

1.0 Attendance

Attendance at meetings shall be recorded by the appropriate Recorder at the beginning of each meeting. Tardies and leaving early remain at the discretion of Executive Cabinet or the respective ASCLU Director/President.

1.1 Maximum Absences Allowed

All ASCLU Government members are allowed two unexcused absences. After the second unexcused absence, that member will be called to an Executive Cabinet meeting by the ASCLU President. After the third unexcused absence, the ASCLU Government member will have to step down from his/her position. Any questionable absences or tardies will be left to the discretion of Executive Cabinet or the respective ASCLU Director/President.

1.2 Excused and Unexcused Absences and Tardies

Excused absences include prearranged school activities, emergencies, and extreme sickness. Unexcused absences include a regular sports practice, work, class, and homework. One must contact the respective ASCLU Director/President regarding the absence before the meeting for the absence to be excused, unless it is an emergency.

1.3 Fall Government Retreat

The Fall Government Retreat is mandatory. ASCLU Government members who arrive late or leave early will be assessed 1 unexcused absence and ASCLU Government members who are absent will be assessed 2 unexcused absences, unless deemed an excused absence by the respective ASCLU Director/President.

1.4 Spring Government Retreat

The Spring Government Retreat is mandatory. ASCLU Government members who arrive late or leave early will be assessed 1 unexcused absence and ASCLU Government members who are absent will be assessed 2 unexcused absences, unless deemed an excused absence by the respective ASCLU Director/President.

1.5 Excessive Tardiness and Absences

Excessive tardiness and absences from other ASCLU commitments (i.e. Office hours, election booths, assigned events, and event obligations) shall come under review by Executive Cabinet.

Section 2

Meeting Procedures

2.0 All branches meet weekly during the fall and spring semesters unless otherwise noted.

2.1 Executive Cabinet, Senate and Programs Board shall conduct its business according to Robert's Rules of Order, Newly Revised, and any other rules provided by the respective board Director/President.

Section 3

Records and Finance Committee

3.0 The Records and Finance Committee shall ensure that all financial matters are handled in the appropriate manner. The Board shall be co-chaired by the ASCLU Controller and the ASCLU Executive Cabinet Recorder.

3.1 Finance Procedures

The Records and Finance Committee shall meet bi-monthly to review financial matters including budget accuracy, financial request forms, and monitoring board expenditures. The Records and Finance Committee shall make sure that all financial requests forms that are submitted have the signatures of the ASCLU Controller and the ranking official in the area of Student Life.

3.2 Records and Finance Committee additional responsibilities: to assign bill and resolution numbers, organize bulletin boards and keep records of all minutes.

Section 4

Position Descriptions

The Executive Cabinet

4.0 ASCLU President- The ASCLU President shall:

1. Be the spokesperson of the ASCLU Government.
2. Serve as the chairperson of Executive Cabinet.
3. Attend and report at Executive Cabinet, Senate, and Programs Board; Act as Parliamentarian in Senate and Programs Board; Appoint the ASCLU Executive Cabinet Recorder and ASCLU Controller.
4. Meet bi-monthly with Executive Cabinet members, one-on-one.
5. Perform an evaluation of Executive Cabinet members each semester to review performance.
6. Serve as an ex-officio member of all ASCLU-G committees.
7. Sit on assigned committees or appoint designees
8. Appoint students to committees or boards
9. Be responsible for taking passed legislation to the administration or appropriate body in relation to what it is.

10. Co-coordinate the ASCLU Government retreat.
11. Serve as chairperson of the Election Committee.
12. Be required to fulfill five office hours per week.
13. Serve as chairperson of the General Expenditures Committee.
14. Regular one on ones with advisor(s) at their discretion

4.1 ASCLU Senate Director- The ASCLU Senate Director shall:

1. Serve as chairperson of Senate.
2. Co-coordinate the ASCLU Government retreat.
3. Report weekly at Executive Cabinet and Senate meetings.
4. Perform an evaluation of each Senate member each semester to review performance.
5. Serve as an ex-officio member of all Senate Committees.
6. Be required to fulfill five office hours per week.
7. Attend one-on-ones with ASCLU President on bi-monthly basis.
8. Conduct one-on-ones with board members.
9. Appoint the Senate Recorder and vacancies occurring after October 1.
10. Regular one on ones with advisor(s) at their discretion

4.2 ASCLU Programs Board Director- The ASCLU Programs Board Director shall:

1. Serve as chairperson of Programs Board.
2. Co-coordinate the ASCLU Government retreat.
3. Report weekly at Executive Cabinet and Programs Board meetings.
4. Serve as an ex-officio member of all Programs Board Committees.
5. Sit on assigned committees or appoint designees.
6. Be required to fulfill five office hours per week.
7. Appoint the Programs Board Recorder, Marketing Coordinators, and other vacancies occurring after October 1.
8. Attend one-on-ones with the ASCLU President on a bi-monthly basis.
9. Conduct one-on-ones with board members.
10. Regular one on ones with advisor(s) at their discretion
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4.3 ASCLU Controller- The ASCLU Controller shall:

1. Attend and co-chair the Records and Finance Committee.
2. Keep all financial records for the entire ASCLU Government in an accurate and up-to-date manner.
3. Use an accrual based program to maintain financial records.
4. Provide accurate account balances on a regular basis.
5. Assist Senate and Programs Board during the budgetary process.
6. Make sure all financial request forms follow Records and Finance Committee Procedures.
7. Co-coordinate the ASCLU Government retreat.
8. Attend Senate and Programs Board meetings monthly.
9. Be required to fulfill five office hours per week.
10. Attend one-on-ones with the ASCLU President on a bi-monthly basis.

11. Regular one on ones with advisor(s) at their discretion

4.4 ASCLU Executive Cabinet Recorder- The ASCLU Executive Cabinet Recorder shall:

1. Keep attendance and minutes of all Executive Cabinet meetings.
2. Attend and co-chair the Records and Finance Committee.
3. Keep attendance of the ASCLU Government with the assistance of Senate and Programs Board Recorders.
4. Update and maintain the ASCLUG web pages.
5. Collect and distribute government mail.
6. Co-coordinate the ASCLU Government retreats.
7. Coordinate the ASCLU Government banquet.
8. Attend Senate and Programs Board meetings monthly.
9. Maintain stock of office supplies and stationary.
12. Be required to fulfill five office hours per week.
13. Attend one-on-ones with the ASCLU President on a bi-monthly basis.

Regular one on ones with advisor(s) at their discretion

Senate

4.5 Senate Recorder- The Senate Recorder shall:

1. Keep attendance at Senate meetings.
2. Record and distribute minutes of all Senate meetings to the Senators.
3. Be a member of the Records and Finance Committee.
4. Maintain an updated record of financial status.
5. Coordinate financial request forms in accordance with the Records and Finance Committee.
6. Attend one-on-ones with the ASCLU Senate Director.
7. Be required to fulfill one office hour per week during term of office.

4.6 Senators- The Senators shall:

1. Senators must be an active member; attend their assigned ASCLU Senate committees weekly as determined by the committee chairperson.
2. Sponsor at least one bill or resolution per semester.
3. Report to Senate regarding the progress of the committees they chair as requested by the ASCLU Senate Director.
4. Attend one-on-ones with the ASCLU Senate Director.
5. Senior Senators will sit on the Senior Pride Committee and coordinate the Senior challenge in conjunction with Advancement Division.
6. Be required to fulfill one office hour per week during term of office.

Programs Board

4.7 Programs Board Recorder- The Programs Board Recorder shall:

1. Keep attendance at Programs Board meetings.
2. Record and distribute minutes of all Programs Board meetings to the Programs Board Representatives.
3. Maintain an updated record of financial status.
4. Take minutes of all budgetary meetings.
5. Be a member of the Records and Finance Committee.
6. Coordinate financial request forms in accordance with the Records and Finance Committee.
7. Be required to fulfill one office hour per week during the term of office.

4.8 Marketing Coordinators- The Marketing Coordinators shall:

1. Co-Chair and oversee all marketing for Programs Board and its activities.
2. Report weekly to Programs Board.
3. Keep financial records of all expenditures for marketing purposes.
4. Attend one-on-ones with the ASCLU Programs Board Director.
5. Serve as ex-officio members of all Programs Board Committees.
6. Be required to fulfill one office hour per week during the term of office.

4.10 Representatives- The Representatives shall:

1. Keep financial records of all expenditures by his/her committee.
2. Work with the Marketing Coordinators for the publicity of all events that the committee has planned.
3. Sit and organize events for at least one committee on Programs Board.
4. Attend one-on-ones with the ASCLU Programs Board Director.
5. Senior Class Representatives chair the Senior Pride Committee and are responsible for senior events. (i.e. Banquet, senior trip, socials, class flag)
6. Be required to fulfill one office hour per week during term of office.

Section 5 Election Procedures

1.0 Elections Committee

1. Shall consist of the ASCLU Executive Cabinet and two appointed members from each board.
2. If a member of the Election Committee is a candidate in the elections, the respective board director will appoint a new member from their respective board. If a member is currently on Executive Cabinet and in the election, the position is left vacant.
3. Assist with all publicity for elections.
4. Assist the ASCLU President with all necessary duties of running the elections.(i.e. Election packets, job descriptions, ballots, biographies, and pictures)
5. Evaluate, create and implement the election procedures as necessary.
6. All Election Committee members must remain neutral in elections. No member may help promote any specific candidate for election.
7. The Election Committee is responsible for setting campaigning guidelines for candidates.

8. If the current ASCLU President is in the election, the committee chair moves down the order of succession per the ASCLU Constitution.

1.1 Voting and Electing

1. Any abstained votes for a given office will not be counted in the total votes cast.
2. For all offices, excluding Executive Cabinet, the candidates receiving the highest percentages of votes win.
3. For Executive Cabinet offices a candidate must receive more than 50.0% of the votes counted.
4. If no candidate receives a majority, a run-off election will be held between the two candidates with the highest percentages of the total votes cast. The above election procedures then apply to the run-off.

Section 6 Legislation

1.0 Bills and Resolutions

Every act of legislation proposed to Senate or Programs Board shall be termed either a bill, if it is meant to be legally binding for the ASCLU and the ASCLU Government, or a resolution if it is meant to be an official expression of the opinion of Senate and/or Programs Board.

1.1 Titles

Every act of legislation proposed to Senate and Programs Board Must be titled. Every title shall begin with the letter “S” if it is Senate or “PB” if it is Programs Board. These letters are followed by the sequential number of the bill or resolution for that academic year. This number is then followed by either the letter “B” or “R” indicating its status as a bill or resolution. These letters are followed by the last two digits of the spring semester of the academic year. See Table 6.1 for examples.

Table 6.1

“S5R95” The fifth resolution of Senate for the 94-95 academic year.

“PB22B95” The twenty second bill of Programs Board for the 94-95 academic year.

1.2 Recording

All resolutions and bills must be formally written and kept with the Constitution and Bylaws in a yearly and sequential order. Any ASCLU action in the bill or resolution, such as its introduction as an initiative or its suspension by a resolution, such as its introduction as an initiative or its suspension by a referendum, shall also be noted on the written copy of the bill or resolution. See Table 6.2 for an example of a written bill as finally recorded. All bills become law binding to the ASCLU and the ASCLU Government.

Table 6.2

S5R00
“Government Operations Committee Commendation”
(unofficial title option)

Sponsor: Joe Kingsmen
Second: Jane Regal

Date: 2/9/00
Action: PASSED 12-2-1

Purpose: To show Senate’s great support and extreme admiration for the Government Operations Committee, to praise their hard work and to recognize them for their talents.

Text: ASCLU Senate hereby commends the Government Operations Committee and designates March 1 as Constitution Revision Day in commemoration of the Committee’s hard work and sacrifice.

Special Action: 1. Brought before Judicial Board for review 3/14/00; found constitutional 3/20/00 by a vote of 5-0. 2. Suspended and rejected by ASCLU referendum 78%-22% on 3/28/00.

Section 7
Stipends

8.0 Stipend Recipients

As stated in Article VIII of the ASCLU Constitution, the following Government officers shall receive an annual stipend: the ASCLU President, ASCLU Senate Director, ASCLU Programs Board Director, ASCLU Controller, and ASCLU Executive Cabinet Recorder.

8.1 Stipend Amounts

The President shall receive \$3,500.00, the ASCLU Senate Director and the ASCLU Programs Board Director shall receive \$3,200.00 each; the ASCLU Controller and the ASCLU Executive Cabinet Recorder shall each receive \$2,500.00.

Section 8
Committees

1.0 Senate Committees

Senate will be divided into specific committees dependent upon student needs and interests for the given year.

1.1 Senate Committee Chairs

The Senate committee chairs shall be appointed by the ASCLU Senate Director. The committee chairs shall:

1. Report weekly to Senate.
2. Maintain written records of all committee activities.
3. Schedule and preside over committee meetings.
4. Senate committee chairs will meet bi-monthly with the Senate Director.

8.2 Programs Board Committees

Programs Board will be divided into specific committees dependent upon student need and interest for the given year.

8.5 Programs Board Committee Chairs

The Programs Board committee chairs shall be appointed by the ASCLU Programs Board Director. The committee chairs shall:

1. Report weekly to Programs Board.
2. Maintain written records of all committee activities.
3. Schedule and preside over committee meetings.
4. Meet monthly with the ASCLU Programs Board Director.

Section 9

Succession

1.0 Succession of the ASCLU Presidency

In the event of vacancy, the guidelines for succession are outlined in the ASCLU Constitution.