

OHIO CHRISTIAN  
UNIVERSITY

Student Government  
Constitution and Bylaws

(REVISED: 02/09)

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# CONSTITUTION OF THE STUDENT GOVERNMENT OF OHIO CHRISTIAN UNIVERSITY

## PREAMBLE

We, the students of Ohio Christian University, have formed a student government for the following purposes:

1. To provide an opportunity for all students to have a voice in the university life and training through participation in Student Government.
2. To unify all students and actively advance their best interest spiritually, mentally, physically and socially.
3. To promote joint cooperation between students, faculty and administration by developing an open channel of communication and create an atmosphere of Christian unity.

## ARTICLE ONE

### NAME, COLORS, MASCOT

Sec. I The name of this organization shall be "The Student Government of Ohio Christian University."

Sec. II Our colors shall be blue and silver and the school mascot shall be The Trailblazer.

## ARTICLE TWO

### MEMBERSHIP

Sec. I Every student of the university shall be a member upon enrollment and payment, or arrangement to pay, student fees. This includes both full and part-time students.

## ARTICLE THREE

### THE STUDENT COUNCIL

- Sec. I        The Student Council shall consist of the President of the Student Body, The Vice President of the Student Body, Class Presidents, one representative from each class, one representative from the population of each dorm and one representative from the population of students in campus auxiliary housing, and the Vice President for Student Development as advisor.
- Sec. II        Qualifications for council members shall be established in the Bylaws.
- Sec. III       The following officers shall be elected within the Council: Secretary, Treasurer, and Chaplain.
- Sec. IV        The duties of the Student Council and its members shall be established in the Bylaws.
- Sec. V        Student Council shall meet as designated in the Bylaws.
- A.        With the consent of the advisor, the Student Council may meet without Faculty representation, on the condition that the advisor is informed of the subject(s) to be considered.
- B.        Any member of the student body may attend an open Student Council meeting when so designated by a majority vote of the Student Council and may obtain the floor in the traditional parliamentary manner. Such a person shall not have a vote.
- C.        Two-thirds of the Student Council membership shall constitute a quorum necessary for transaction of business.

## ARTICLE FOUR

### JUDICIARY

- Sec. I        The Student Council shall have power to interpret the Student Body Constitution and Bylaws.
- Sec. II        The Student Council shall be the Board of Review.

## ARTICLE FIVE

### IMPEACHMENT

- Sec. I        Articles of impeachment may be brought against any officer or representative of the Association by presentation of a petition bearing the signatures of one-half of the body that officer represents, and the approval of one-half of the total voting membership of the Council.
- Sec. II        Trial Procedure
- A.        The trial shall be held no later than fifteen days after the charges have been filed.
  - B.        The chairman of the Council shall preside unless the charges have been brought against that office in which case the Vice President of the Student Council shall preside.
  - C.        No person shall be convicted without a two-thirds combined vote of the Student Council.
  - D.        Opportunity for defense shall be given to any person against whom charges have been filed.

## ARTICLE SIX

### RESOLUTIONS

- Sec. I Any resolution, with the exception of Constitutional Amendments, must be introduced to the Student Council by a member of the Council, and handled according to accepted parliamentary procedure.
- Sec. II Upon approval of a two-thirds vote of the Council, the resolution shall go to the faculty-administration as a formal resolution. The Student Council President shall be responsible for presenting the resolutions.
- Sec. III Resolutions shall be voted upon no later than fifteen school days after they have been presented.

## ARTICLE SEVEN

### STUDENT ORGANIZATIONS

- Sec. I All student clubs and organizations shall be chartered upon Council and faculty approval. The procedure of applying shall be to submit a copy of the organization's constitution and bylaws to the Council and faculty for approval.
- Sec. II Revision of any organization's constitution or bylaws must be approved by the Council.

## ARTICLE EIGHT

### BYLAWS

- Sec. I Standard rules, regulations, policies and procedures for the Student Body shall be referred to as the Bylaws.

Sec. II The Bylaws may be originated and amended by two-thirds vote of the Student Council.

## ARTICLE NINE

### CONSTITUTIONAL AMENDMENTS

Sec. I The Student Body may originate an amendment by presenting a petition to the Student Council, signed by not fewer than one-third of the entire Student Body.

Sec. II The Student Council originate an amendment by two-thirds majority of its total voting membership.

Sec. III An amendment, however originated, must have two-thirds majority vote of the Student Council, two-thirds vote of the faculty, and must be posted within one week of such action and approval.

Sec. IV The amendment shall be declared valid upon two-thirds majority of the votes cast by the Student Body, provided at least two-thirds of the Student Body cast a ballot.

## ARTICLE TEN

### RATIFICATION

Sec. I This Constitution may be ratified and will become effective immediately when a two-thirds majority vote of the students and two-thirds majority of the faculty is reached.



# **BYLAWS OF THE CONSTITUTION OF THE STUDENT GOVERNMENT OF OHIO CHRISTIAN UNIVERSITY**

## **PREAMBLE**

These standard rules, regulations, policies and procedures for the Ohio Christian University Student Government shall be referred to as the Bylaws and are governed by the Constitution of The Student Government and may be altered only as directed in the Constitution.

## **Title 1: RESPONSIBILITIES OF STUDENT GOVERNMENT BRANCHES**

- I. Duties of the Student Council
  - A. Act as the official voice of the Student Body.
  - B. Meet a minimum of once every school week.
  - C. Interpret the Constitution and the Bylaws.
  - D. Maintain a high level of spiritual emphasis for the best interest of the university.
  - E. Act as a Board of Review to consider matters of government or discipline as are referred to it by either the faculty or Student Body.
  - F. To sit and review any amendments by the Student Body.
  - G. To serve as a channel between the Student Body and the college administrative structure. This shall be accomplished through means of recommendations and resolutions which shall be presented to the Administration, Academic Committee, Student Life Committee and others as deemed necessary by the Student Council President and the Vice President for Student Development. It is recommended that the Student Council President meet when occasion arises with the Administrative Committee and the Faculty.
  - H. Plan and implement specific activities and events, such as Fall Fling, Mr. & Miss OCU, Annual Christmas Party, etc.
  - I. Approve all money-making projects from organizations under Council's jurisdiction.
  - J. Handle any impeachment trials brought forth. The President shall chair all

meetings unless the charges are brought against that office. The Vice President shall then be in the Chair

- K. Handle the chartering of all student clubs and organizations.
- L. To send formal resolutions to the faculty and administration if approved by two-thirds vote.

## II. General Guidelines for all Student Government Meetings (Student Council or Class meetings).

### A. Parliamentary Procedure

- 1. All business should be conducted according to the current University textbook on parliamentary procedure.

### B. Agenda

- 1. One tool that is to be used to insure proper progression of the meeting is an agenda. The agenda is a written order of events to transpire over the course of the meeting. This is best done in outline form. (Note the example in the appendix.)
- 2. If the agenda can be made available to the members of the meeting in advance for their review, the meeting has the potential to progress much more smoothly and quickly.

### C. Meeting Minutes

- 1. Proper documentation of the business transacted is crucial. This is done in the form of meeting minutes.
- 2. Minutes should provide the location of the meeting, the beginning and ending time, who attended and what business was handled.
- 3. Minutes should be neat, typed and concise. (See appendix for example.)
- 4. Should there be any questions regarding the proper documentation of minutes, the current University textbook on parliamentary procedure should be consulted.

## III. Succession of Authority

### A. Student Council

- 1. The following establishes the succession of authority within Student Council. The most prominent is the Student Body President, followed by the Vice President, Secretary, Treasurer and the Chaplain.

B. Class Level

1. The following establishes the succession of authority within the class structure. Most prominent being the Class President followed by the Vice President, Student Council Representative, Class Secretary, Treasurer and Chaplain.
2. In order to call a class meeting to order and conduct official business two-thirds of the class executive committee must be in attendance.

IV. Attendance Policies

A. Student Council

1. Members must have an 80% attendance to the meetings.
2. The attendance of members to all meetings is encouraged.
3. Failure to meet attendance requirements could result in disciplinary action and ultimately result in being removed from office.

B. Class Meetings

1. Semi Annual Class Meetings
  - a. Fall Organization Meeting – This meeting shall be held at the beginning of the fall semester. The purpose of this meeting is to organize the year's activities and the election of officers for the freshman class.
  - b. Spring Caucus – This meeting shall be held at the end of the spring semester. The purpose of this meeting is to elect officers for the subsequent year.
  - c. The attendance of all class members at semi annual meetings is mandatory. Failure to attend will result in a chapel absence.
2. Open Session Class Officers Meetings
  - a. Class officers shall meet with their advisor no less than once per month with all officers present in order to provide proper planning, organizing, leading and controlling of all class functions.
  - b. Class officers are to maintain 80% attendance to all class meetings. Failure of class officers to meet attendance requirements could result in disciplinary action and ultimately result in being removed from office.
  - c. Attendance of class members to open session meetings is not mandatory but is encouraged.

V. Conduct of Members

- A. Only Christian conduct will be accepted.
- B. Any member displaying conduct in any other manner may be asked to leave.

## Title II. CLASS PROJECTS AND RESPONSIBILITIES

### I. General Guidelines

- A. Each Class is encouraged to follow the following format.
  - 1. Establishing a Planning team to select the details and specifics, or to bring suggestions to the Class for their decision.
  - 2. Establishing a Promotion team to effectively publicize the event including its emphasis and specifics.
  - 3. Establishing a Follow-up team to evaluate the event. This is a report that Student Council may require from the Class for various events.

### II. Senior Class

- A. The Senior Class is responsible for the following:
  - 1. Gift for the Generations
    - a. The class can elect to put the remaining class funds to positive use by purchasing item(s) to be used by future students at OCU.
    - b. This should be one if not the last order of business done in the second semester.
  - 2. Annual Senior Chapel
    - a. The Chapel committee will establish the date of the service.
    - b. The Chapel committee must approve the order of service. The details must be given to the Student Council Chapel committee representative.
    - c. Traditionally, this chapel will be held at the close of the second semester.
- B. Fund Raising
  - 1. The Senior class may raise funds through dues and other methods as approved by Student Council providing that it doesn't conflict with other class's fund raising endeavors.

### III. Junior Class

- A. The Junior class is responsible for the following:
  - 1. Junior / Senior Banquet
    - a. Banquet to be held in honor of the Senior class.
    - b. To plan, promote and provide important details for the event.

- c. To stay within the confine of class budget.
- B. Fund Raising

1. The Junior class may raise funds through class dues.
2. The Junior class may raise funds through any other method that does not conflict with another class providing it has the prior approval of Student council.

#### IV. Sophomore Class

- A. The Sophomore Class is responsible for the following:

1. Pumpkin Show Booth
  - a. The funds raised from the sale of Pumpkin Show booth will be used primarily for the final two year class obligations here at OCU.
  - b. The following items need to be handled prior to the Pumpkin Show. A current deadline calendar is available in the student services office.
    - 1.) Obtain a current copy of the Pumpkin Show rules.
    - 2.) Call the current Pumpkin Show Director for information concerning booth and any questions concerning the rules. This must be done early in the month of September.
    - 3.) Call Police department to find out when they will be issuing delivery/ parking passes.
    - 4.) Obtain a current copy of the Health department's rules and regulation
    - 5.) Get health permits from Health Department.
    - 6.) Make arrangement for a money box.
    - 7.) Make arrangements for all supplies, concerning pies and other items.
    - 8.) Schedule people to work the booth and to help bake pies.
    - 9.) Clean out booth. Get the keys for the booth from the Maintenance Department. Need one fire extinguisher in booth. (See Pumpkin Show Rules)
    - 10.) Make arrangements to have the booth taken down to the assigned lot.
    - 11.) Upon completion of the event the booth needs cleaned out thoroughly.
  - c. The following guidelines should be used in the leading of personnel to bake pies and to staff the booth:
    - 1.) Purchase all the supplies before you begin.
    - 2.) Keep the number of personnel at one time down to a minimum.
    - 3.) Make sure you secure a place to park near the booth.
    - 4.) No more than three people working in the booth at one time.

- 5.) Make sure you have people who can take supplies to the booth.
- 6.) Post instructions on how to make drinks and what you want done, how to cut pies and such

## B. Follow-up Report

To be responsible for the follow-up report to be given Student Council. It should contain but it is not limited to the following:

- a. Amounts pies produced and sold
- b. Any changes regarding permits and parking
- c. Budget and expense breakdown
- d. In retrospect, pros and cons
- e. How the event went from start to finish
- f. Other pertinent information
- g. Suggestions and improvements for the future

## C. Fund Raising

The Sophomore class may raise funds through dues and any other method that does not conflict with another class providing it has the prior approval of Student council.

## V. Freshmen Class

A. The Freshmen Class is responsible for the following:

1. School Picnic
  - a. To promote the details as well as the aspects of the event
  - b. To stay within the guidelines of the class budget
  - c. Provisions must be made for the entire University Community, including faculty, staff, students, and their families.
  - d. Items to be considered are:
    - 1.) Theme (if any)
    - 2.) Location
    - 3.) Food and Beverages
    - 4.) Table Service
    - 5.) Games and Activities (for all ages)
    - 6.) Any other emphasis
  - e. Miscellaneous Information
    - 1.) In the past the picnic has been at various locations including Ted Lewis Park. Should this be the class choice this year, a pavilion would need to be reserved in advance. However, a picnic on the OCU grounds is another alternative.

- 2.) Tents can be rented and the food could be provided for the event. There is latitude here for the Class to make the decision.
- 3.) The less complicated, the easier it is to organize and implement.
- 4.) There is no need to be overly concerned with a theme, it is not a requirement.

B. Fund Raising

The Freshmen class may raise funds through dues and any other method that does not conflict with another class providing it has the prior approval of Student Council.

### **Title III: ELECTION PROCEDURES**

I. Student Body President

A. Candidate Qualifications

1. Candidates must be full time juniors or seniors during their term of office.
2. Candidates must have a semester GPA of 2.50 or better as well as an overall GPA of 2.50 or better.
3. Candidates must have a positive Christian testimony.

B. Candidate Selection

1. Individuals with the stated qualifications may declare their candidacy by petition to the Vice President for Student Development. Said petition must contain signatures from one third of the Student Body signifying that those persons believe the individuals are qualified candidates.
2. The candidate for President must declare their running mate at the time they obtain a petition form from the Student Development office, and both members of the ticket must be listed on the petition.
3. The candidate for Vice President of the Student Body must meet the same Qualifications as the candidate for President.
4. Petitions must be turned in by the date specified by the Election team. After which the Vice President for Student Development, and the Student Council will review. They will also approve or reject (with cause) an individual's candidacy.

C. Election Process

1. Primary election will be held to narrow the field to two tickets. This Primary election will take place by ballot vote during a Chapel or Assembly which has been designated by the Election team.

2. A final election assembly will be held to give the remaining two Presidential Candidates an opportunity to speak. The Election team will set the date and all the details surrounding the final election.
3. The Election team is responsible for setting the campaign rules, these should be renewed annually. Any changes must be approved by Student Council.

D. Student Government Scholarship

1. The successful Presidential Candidate will receive a scholarship for one thousand dollars for the year served. (Awards subject to all Federal Financial Aid Regulations)

E. Student Body Presidential Election Guidelines

1. Completed petition must be filed in the Student Services office by ten o'clock in the morning on the date specified by the Election team.
2. Student Council must ratify the petition, approving or rejecting (with just cause) the individual's petition.
3. If approved, campaigning may begin immediately unless otherwise specified.
4. In the event that only one person has declared candidacy for President, the petition must be approved by the Council. Upon approval, the Chairman of the Election Committee presiding over the Student Council will entertain a motion to cast a unanimous ballot for that candidate. Upon carrying of that motion, the individual will be declared as the President elect.
5. The rules are the following:
  - a. Limit of six posters (maximum size: 22" x 28")
  - b. Unlimited fliers and hand bills.
  - c. Unlimited opportunities for personal contact (handshaking, direct mail, kissing babies, etc.)
  - d. Yard signs may be used in the final campaign. They may be placed within 20 feet of a sidewalk intersection. There is a limit of six signs, no larger than eighteen inches square. These signs may not put in place until the final week of the final election.
  - e. Definitions:
    - 1.) Poster: is larger than 8 ½ x 11 and is placed on a door or a wall.
    - 2.) Flier: is a 8 ½ x 11, or smaller, piece of paper that is placed on an inanimate object.
    - 3.) Handbill: is a piece of paper that is handed to a person.
    - 4.) Direct mail: must go through the campus mail system, bundled and labeled as necessary.
  - f. Campaigning will cease at a time and date established by the Election team.

- g. All campaign publicity must be removed by four o'clock in the afternoon on the election day.
- 6. Primary Election (if necessary) date will be established by the Election team.
- 7. Election assemblies will be held during the chapel time on the established date. Each candidate will have the opportunity to present the platform or premise to the student body. (Convention style floor demonstrations are appropriate.)
- 8. The election will be held at the end of the assembly.
- 9. Ballot tabulation to be done by Student Services personnel.
- 10. Student Council has the power to declare any candidate ineligible for office if campaign regulations are violated.

## II. Class Officers

### A. Candidate Qualifications

- 1. Class President
  - a. The candidate for class president must have a semester GPA of 2.50 or better, as well as an overall GPA of 2.50 or better (except Freshmen).
  - b. Have a positive Christian testimony
  - c. A student may hold this office if their official classification, via credit hours, places them in this class during their term of office. They may also hold class office if they are within five credit hours of that classification.
  - d. Candidates must be a full time student.
  - e. Candidate must have read current job description and indicate a willingness in writing to fulfill the duties and responsibilities of the position.
- 2. All Other Class Officers
  - a. The candidate for the remaining class offices must have a semester GPA of 2.00 or better, as well as an overall GPA of 2.00 or better (except Freshmen).
  - b. Have a positive Christian testimony
  - c. Student may hold this office if their official classification, via credit hours, places them in this class during their term of office. They may also hold class office if they are within five credit hours of that classification.
  - d. Candidates must be full time students.
  - e. Candidate must have read current job description and indicate a willingness in writing to fulfill the duties and responsibilities of the position.

B. Election Procedure

1. Class officer elections will take place in a manner designated by Student Council. Campaign guidelines will be the same as the Student Body President Election Guidelines described in Section 1, paragraph E, except the election team will ratify the petitions.(4/29/98)
2. The ballot will be prepared in advance by the established nomination procedure. Nominations from the floor are not required. This is due to the fact that the nominations are open for an extended period of time.
3. Each Class officer elected will be done so by a vote of plurality. (Candidate with the most votes is awarded the position.)
4. In the event that the chair's name is a candidate on the ballot. The Chair is to step down to allow someone who is not on the ballot to conduct that particular election. Following that election the Chair should regain control.
5. In the event of a tie, a special ballot may be prepared and distributed. Only the candidates who tied can appear on the special ballot.

C. Nomination Procedures

1. Student Council shall establish the beginning and closing dates of the nomination process, the council shall also establish the date the class election shall be held.
2. Any interested student may obtain and complete Class officer Candidate Form, as well as a job description of offices interested in. This can be done at the Student Services office. Nominations for all offices may be made from the floor at the election meeting.
3. Once the nomination procedure has closed, the Student Council Election committee will review qualifications and candidates from the candidate forms submitted. They will then prepare for each class the official ballot to be used.

D. Ballot Tabulation

1. Tellers are to be two or three persons selected at the beginning of the class meeting.
2. If a tellers name appears on the ballot that teller cannot tabulate the ballots for that election.

### III. Mr. and Miss Ohio Christian University

#### A. Candidate Qualifications

1. The criteria of qualifications for Mr. and Miss OCU will be as follows: Leadership, Scholarship, Spirituality, and Appearance.
2. Due to the nature of this high honor, no person can receive the honor of being Mr. and Miss OCU more than one time.
3. Candidates must be full time students, classified as a junior or senior.
4. Candidates must have a 2.50 GPA overall and at least a 2.70 GPA during the semester immediately preceding the one in which the candidates are chosen.

#### B. Candidate Selection

1. The Registrar will be responsible to compile the list of students to be presented to the faculty for consideration for the first ballot.
2. The faculty reserves the right to eliminate any student (for just cause). Any elimination must take place before the first ballot.

#### C. Election Procedures

1. There will be two ballots. The first ballot will include all those not eliminated in requirements above. The second ballot will consist of the two men and the two women who received the highest number of votes in the first ballot.
2. Election dates and times will be established by the Student Government representatives team.
3. Only students will be eligible to vote.

#### D. Ballot Tabulation

1. Unless otherwise mandated, two faculty or Staff members (no students) will be designated to count all votes.

## **Title IV: PRESIDENTIAL APPOINTMENTS**

### **I. Alumni Board Representative**

#### **A. General Information**

1. The Student Body President shall have the privilege of appointing this position.
2. The representative must be a member of Student Council.
3. The representative is to be a sophomore, junior, senior.
4. This position is a standing appointed position of Student Council.

#### **B. Functions of the Position**

1. To represent student government, as well as the student body interests on the Alumni board.
2. To be the communication liaison between the Alumni board and student government.
3. Offer active assistance and input to the Alumni board.

#### **C. Miscellaneous Information**

1. The Alumni board meets an average of one time every two months.

### **II. Chapel Committee Representative**

#### **A. General Information**

1. The Student Body President shall have the privilege of appointing this position.
2. The representative must be a member of Student Council.
3. The representative is to be a sophomore, junior, senior.
4. This position is a standing appointed position of Student Council.

#### **B. Functions of the Position**

1. To represent student government, as well as the student body interests on the Chapel committee.
2. To be the communication liaison between the Chapel committee and student government.
3. Offer active assistance and input to the Chapel committee.

### **III. Food Service Committee Representatives**

#### **A. General Information**

1. The Student Body President shall have the privilege of appointing these positions.
2. The representatives must be a member of Student Council.
3. The representatives is to be a sophomore, junior, senior.
4. The representatives must be on the meal plan.
5. These positions are standing appointed positions of Student council.

#### **B. Functions of the Position**

1. To represent student government, as well as the student body interests on the Food service committee.
2. To be the communication liaison between the Food Service committee and meal plan students.
3. Offer active assistance and input to the Food Service committee.

### **IV. Ministerial Association Representative**

#### **A. General Information**

1. The Student Body President has the privilege of appointing this position.
2. The representative must be a member of Student Council.
3. This position is a standing appointment of the Student Council.

#### **B. Functions of the Position**

1. To be the Communication Liaison between Student Council and the Ministerial Association.
2. To bring to the council any matter ask to do so by the Ministerial Association.

#### **C. Miscellaneous Information**

1. The Ministerial Association representative is under no obligation to attend the organization's regular meetings. Just to be the point of contact should the need arise.

## V. **SHINE Representative**

### A. General Information

1. The Student Body President has the privilege of appointing this position.
2. The representative must be a member of Student Council.
3. This position is a standing appointment of the Student Council.

### B. Functions of the Position

1. To be the Communication Liaison between Student Council and the SHINE organization.
2. To bring to the council any matter ask to do so by the SHINE organization.

### C. Miscellaneous Information

1. The SHINE representative is under no obligation to attend the organizations regular meetings, just to be the point of contact should the need arise.

## VI. **Yearbook Staff Representative**

### A. General Information

1. The Student Body President has the privilege of appointing this position.
2. The representative must be a member of Student Council.
3. This position is a standing appointment of the Student Council.

### B. Functions of the Position

1. To be the Communication Liaison between Student Council and the Yearbook staff.
2. To bring to the council any matter ask to do so by the Yearbook staff.

### C. Miscellaneous Information

1. The Yearbook staff representative is under no obligation to attend the organizations regular meetings. Just to be the point of contact should the need arise.

## **Title V: STUDENT GOVERNMENT TEAMS**

### **I. Accountability Team**

#### **A. General Guidelines**

1. The Discipline team is a standing committee of Student Senate.
2. The team consists of 3 members: Student Body President, Vice President, and the Senate chaplain.
3. The team leader is the Student Body President.

#### **B. Functions of the Team**

1. To evaluate problems involving Student Government members as they arise, dealing with them in a professional manner.
2. To have their authority under the auspices of the Student Senate.

#### **C. Miscellaneous Information**

1. When a Student Governmental member fails to maintain academic eligibility, this team will assess the members Student Government work load to see if there is anything that can be done to ease the amount of it. If so, more time should then be made available for academics.

### **II. Finance Team**

#### **A. General Information**

1. The Finance team is a standing committee of Student Council.
2. The Finance Team consists of the Student Body President, Student Council Treasurer, and one other student council member.

#### **B. Functions of the Team**

- I. To draft the budget to be presented to Student Council by the end of the first semester.
2. Make recommendations to the Council in regard to budgeted projects.

### **III. Election Team**

A. The Election Team consists of three members from within Student Council: The Vice President and two members appointed by the President.

B. The Election Team shall govern elections as described in the Bylaws.

## **Title VI: SPONSORING NEW ORGANIZATIONS AND CLUBS**

### **I. General Guidelines**

- A. Groups that have a desire to be officially recognized as an official club or organization may request a hearing before Student Council.
- B. Student Council will either approve or decline the request (with just cause). If an approval is given, it permits the formation process to begin.
- C. **No** organization is officially recognized without the Faculty and Student Council approval.

### **II. Formation Process**

- A. A Charter member list should be created.
- B. A proposed constitution and bylaws must be drafted. They must include the following:
  - 1. Mission statement
  - 2. List of Officers and their duties.
  - 3. Schedule of Elections
  - 4. Statement of Membership
  - 5. Statement of relationship to Student Council and the Student Body at Large.
  - 6. Acknowledgment that the Constitution of Student Government provides for the organization's existence and authority.
  - 7. Process for adding a constitutional amendment.
  - 8. Process for ratification of the constitution itself.
  - 9. Process of Impeachment.
  - 10. What number of people constitutes a quorum at a meeting?
- C. Once the material has been compiled it must be turned over the Student Body President, to be reviewed and to take before Student Council for consideration.

### **III. Official Recognition**

Once an organization's Constitution and Bylaws have been approved, the Student Body President shall issue a letter of official recognition.

### **IV Politically/Socially Oriented Organizations**

- A. Any organization whose purpose is concerned with the conduct of secular government or aligning itself with a particular issue or issues of social activism shall be defined as a “Politically/Socially Oriented Organization” and will be subject to the policy of this by-law.
- B. All Politically/Socially Oriented Organizations shall follow the same formation process prescribed in Title VI sections I,II, and III.
- C. No Politically/Socially Oriented Organization shall send an email communication to any student unless the following applies
  - 1. The email is sent following the University’s current policy for individual students wishing to send mass emails, and the email is sent as a means only of informing students of the existence of the group, and is sent within the first 21 days of the current academic semester, or all of the following apply:
  - 2. The Politically/Socially Oriented club or organization has established an opt-in mailing list of those students wishing to receive emails from the organization, and the communication is sent to part or all of that list, or they are responding to a communication sent to them from a student not on the mailing list, and all recipients of the responding communication are either the student who sent the original communication, or are on the mailing list
  - 3. The Politically/Socially Oriented club or organization has established an email address outside of the current University email client to handle all email communications on behalf of the organization.
- D. No Politically/Socially Oriented Organization shall have the appearance of speaking on behalf of Ohio Christian University, its agents, or assigns, or on behalf of the Ohio Christian University Student Government, its members, officers, or assigns.
- E. Any politically oriented material produced or distributed by any Politically/Socially Oriented club or organization shall have conspicuously noted on it that the material is produced or distributed by the respective organization, or third party organization not associated with Ohio Christian University, and is not to be construed as the official position of Ohio Christian University or the Ohio Christian University Student Government.
- F. No Politically/Socially Oriented Organization shall hold any ideologies which are openly opposed to the rule of Scripture. (e.g.: pro choice, pro gay marriage, etc)
  - 1. A Politically Oriented Organization may be found in violation of section F by majority vote of Student Council at the time of hearing for permission to begin the Formation Process, or by majority vote of the Student Council after operation of the Club or Organization has begun.
- G. Violation of any section of this by-law, shall result in a hearing before the Student Council to determine a redemptive resolution to the violation. The Council reserves the right to retract approval of the organization’s Constitution and By-Laws,

disbanding the group *ipso facto*, by two-thirds majority vote of the Student Council only in the event that a redemptive resolution can not be found.

- H. The Student Body President shall note in the letter required by Title VI (II) that the organization falls under the definition of VI (IV)A, but this shall be understood as a courtesy of the Student Council and shall not be seen as the singular means of being placed under the definition of VI (IV)A
- I. Upon Ratification this by-law shall be understood to apply to clubs wishing to begin the formation process, as well as clubs already extant on the University campus whose purpose is concerned with the conduct of secular government or aligning itself with a particular issue or issues of social activism.

## **Title VII: BYLAW AMENDMENTS**

- I. General Guidelines
  - A. The Bylaws may be amended with a two-thirds approval vote of Student Council.
  - B. Any change can be recommended in writing to the Student Body President. As the chair of Student Council, it will be their responsibility to bring the matter to the floor.
  - C. Unless otherwise specified, the changes take effect immediately

## **Title VIII: JOB DESCRIPTIONS/ RESPONSIBILITIES**

- I. Student Body President
  - A. To preside over student government meetings.
  - B. To help guide the organization toward high spiritual, social, and academic standards.
  - C. To call special meetings, when necessary.
  - D. To be present during Freshman Orientation in order to help new students become adjusted to and acquainted with college life.
  - E. To be the official spokesperson of student government.
  - F. To adequately direct all aspects concerning student government. This includes, but is not limited to, areas of finances, leadership, stewardship and management.

- G. To be one of the student representatives to the Student Life Committee.
- H. To offer help and guidance to any member of the student body as personal time and obligations permit.
- I. To have regular meetings with the College President.
- J. To live a life that adheres to the standards of the college and to maintain a positive Christian testimony.
- K. To make every effort to attend all student government meetings, as well as participate in all scheduled student government events.
- L. To maintain a semester GPA of 2.50 or better, as well as an overall GPA of 2.50 or better.

## II. Student Council

### A. Student Council Vice President

1. To preside over student government meetings in the absence of the Student Body President.
2. To be Chairperson of the Election Committee.
3. Offers active assistance to the president in directing organizational activities.
4. To be one of the student representatives to the Student Life Committee.
5. Offer help and guidance to any member of the student body as personal time and obligations permit.
6. To live a life that adheres to the standards of the college, and to maintain a positive Christian testimony.
7. To make every effort to attend all student government meetings as well as participate in all scheduled student government events.
8. To maintain a semester GPA of 2.50 or better, as well as an overall GPA of 2.50 or better.
9. To be a member of the Student Council Executive Committee.
10. Must be a Junior, or Senior.

### B. Student Council Secretary

1. To work closely with the Student Body President in the planning and organization of student council meetings.
2. To assure that all promotional material is publicly posted for each event in a timely manner.
3. To record, post and distribute all meeting minutes, and handle correspondence to all members and/or the student body.

4. To take attendance at each council meeting as well as report on attendance of each member in the End of Semester Report.
5. Maintain current copies of all organizational documents.
6. Offer help and guidance to any member of the student body as personal time and obligations permit.
7. To live a life that adheres to the standards of the college and to maintain a positive Christian testimony.
8. To make every effort to attend all Student Council meetings as well as participate in all scheduled student government sponsored events.
9. To Maintain a semester GPA of 2.00 or better, as well as an overall GPA of 2.00 or better.
10. To be a member of the Student Council Executive Committee.

C. Student Council Treasurer

1. To work closely with the Student Body President in the planning and organization of all Student Council financial matters.
2. To maintain accurate records of all Student Council financial transactions.
3. To maintain a proper account of all classes and Student Council sponsored clubs financial situations. This is aided in the monthly receipt of their records from each of the respective treasurers.
4. To be responsible for approving all payment vouchers to be made from Student Council accounts.
5. To work with the Ohio Christian University business office, following correct procedures that are established in the appropriate handling of funds.
6. To function as a member of any fund raising committee.
7. To offer help and guidance to any member of the student body as personal time and obligations permit.
8. To live a life that adheres to the standards of the college and maintains a positive Christian testimony.
9. To make every effort to attend all Student Council meetings as well as participate in all scheduled student government events.
10. To maintain a semester GPA of 2.00 or better, as well as an overall GPA of 2.00 or better.
11. To be a member of the Student Council Executive Committee.

D. Student Council Chaplain

1. Function as the spiritual leader for the council.
2. Be available for devotions and/or prayer at assemblies or council meetings.

3. Offer help and guidance to any member of the organization as personal time and obligations permit.
4. To live a life that adheres to the standards of the college and maintain a positive Christian testimony.
5. To make every effort to attend all Student Council meetings, as well as participate in all scheduled student government events.
6. To maintain a semester GPA of 2.00 or better, as well as an overall GPA of 2.00 or better.
7. To be a member of the Student Council Executive Committee.
8. Responsible for verifying the academic eligibility for all student council members and reporting in writing to the president within 2 weeks after grades are in.

#### H. Dorm Representatives

1. Responsible for conducting student input surveys from dormitory students reporting directly to the SC president in writing.
2. Offer help and guidance to any member of the organization as personal time and obligations permit.
3. Live a life that adheres to the standards of the College and maintain a positive Christian testimony.
4. To make every effort to attend all Student Council meetings as well as participate in all schedule student government events
5. To maintain a semester GPA of 2.00 or better.
6. Class rank must be Sophomore, Junior or Senior except in the case that the particular constituency is made up of a population containing more than fifty percent Freshmen, in which case a Freshmen may run.
7. To participate in various Student Council committees and other positions.
8. To have lived in the dorm for at least two semesters prior to serving as representative unless they are representing a constituency made up of a population containing more than fifty percent Freshmen.
9. The election for Dorm Representative will be held at the first Dorm meeting of the Fall semester.

#### I. All Other Members of Student Council

1. To participate in various Student Council committees and other positions.
2. Offer help and guidance to any member of the organization as personal time and obligations permit.
3. Live a life that adheres to the standards of the college and maintain a positive Christian testimony.
4. To make every effort to attend all Student Council meetings as well as participate in all scheduled student government events.

5. To maintain a semester GPA of 2.00 or better, as well as an overall GPA of 2.00 or better.

### III. Senior Class Officers

#### A. Senior Class President

1. To preside over Senior class meetings, following proper meeting procedure.
2. To help guide the Senior class toward high standards, primarily through leadership and by example.
3. To call special class meetings when necessary.
4. To direct personnel in all areas regarding class projects, Senior Chapels and other class activities.
5. To utilize Senior class officers as resource personnel to aide in the accomplishment of required tasks.
6. To work closely with Senior class treasurer projecting Senior class photograph expenses for the class, as well as expenses incurred for the Students' Rights program.
7. To work closely with Senior class Advisor, keeping the advisor involved and informed as to the status of progress and/or problems encountered in dealing with class activities.
8. To make every effort to attend all Senior class meetings as well as participate in all Senior class activities.
9. To maintain a positive Christian testimony.
10. To be a member of Student Council, fulfilling the duties and responsibilities associated with the position.
11. To promote Senior class interests in student government.
12. To maintain a semester GPA of 2.50 or better, as well as an overall GPA of 2.50 or better.
13. To work closely with the Alumni Council and other Senior Class officers to plan, organize, and lead class reunions and other Alumni functions beginning the fall subsequent to graduation.

#### B. Senior Class Vice President

1. To preside over Senior class meetings in the absence of the class president.
2. Offer active assistance to the class president in directing class activities.
3. To make every effort to attend all Senior class meetings as well as participate in all Senior class activities.
4. To maintain a positive Christian testimony.
5. To promote Senior class interests within student government.

6. To maintain a semester GPA of 2.00 or better, as well as an overall GPA of 2.00 or better.
7. To Assist the President of the class and other class officers to plan, organize and lead class reunions and other Alumni functions beginning the fall subsequent to graduation.

C. Senior Class Student Council Representative

1. To report directly to class officers and members the happenings of Student Council.
2. To report to Student Council, keeping them updated on class project progression and other class happenings as well as class opinion on various issues as they come about.
3. To make every effort to attend all Senior class meetings as well as participate in all Senior class activities.
4. To maintain a positive Christian testimony.
5. To be a member of Student Council and Student Congress, fulfilling the duties and responsibilities associated with the position.
6. To promote Senior class interests within student government.
7. To maintain a semester GPA of 2.00 or better, as well as an overall GPA of 2.00 or better.
8. To Assist the President of the class and other class officers to plan, organize and lead class reunions and other Alumni functions beginning the fall subsequent to graduation.

D. Senior Class Secretary

1. To work closely with the class president in the planning, organization and promotion of Senior class meetings and other activities.
2. To record minutes of each Senior class meeting.
3. To take attendance at each class meeting.
4. To distribute copies of the Senior class meeting minutes to class officers and the class advisor, as well as the student body president within 3 school days following the class meeting.
5. To make every effort to attend all Senior class meetings as well as participate in all Senior class activities.
6. To maintain a positive Christian testimony.
7. To maintain a semester GPA of 2.00 or better, as well as an overall GPA of 2.00 or better.
8. To Assist the President of the class and other class officers to plan, organize and lead class reunions and other Alumni functions beginning the fall subsequent to graduation.

E. Senior Class Treasurer

1. To work closely with the Senior class president in the planning and organization of all Senior class financial matters.
2. To maintain accurate records of all Senior class financial transactions.
3. To distribute copies of the financial record to all class officers, as well as the student council treasurer within 3 school days following the last day of the month.
4. To function as a member of any Senior class fund raising committee.
5. To make every effort to attend all Senior class meetings as well as participate in all Senior class activities.
6. To maintain a positive Christian testimony.
7. To be responsible for approving all payment vouchers to be made from Senior class accounts.
8. To maintain a semester GPA of 2.00 or better, as well as an overall GPA of 2.00 or better.
9. To Assist the President of the class and other class officers to plan, organize and lead class reunions and other Alumni functions beginning the fall subsequent to graduation.

F. Senior Class Chaplain

1. Functions as one of the spiritual leaders for the class.
2. Be available for devotions and/or prayer at class meetings.
3. To be the individual responsible for verifying GPA semester requirements, reporting in writing to the class president whether the requirements were maintained or not. This report is to be presented in writing within one week of grades being turned in.
4. Participate in Senior class sponsored chapel activities.
5. To make every effort to attend all Senior class meetings as well as participate in all Senior class activities.
6. To maintain a positive Christian testimony.
7. To maintain a semester GPA of 2.00 or better, as well as an overall GPA of 2.00 or better.
8. To Assist the President of the class and other class officers to plan, organize and lead class reunions and other Alumni functions beginning the fall subsequent to graduation.

G. Senior Class Advisor

1. To offer help and guidance to any member of the Senior class as personal time and obligations permit.
2. To make every effort to be at each class meeting and, when possible, class sponsored activities.

3. To insure that accurate financial records are maintained and available.
4. To insure goals are established during the first semester relative to Senior chapel, Students' Rights and Senior pictures. Also, to help encourage the class officers and members achieve these goals when the need arises.
5. To remain involved as well as informed regarding issues with the Senior Class.
6. To maintain a positive Christian testimony.

#### IV. Junior Class Officers

##### A. Junior Class President

1. To preside over Junior class meetings, following proper meeting procedure.
2. To help guide the Junior class toward high standards, primarily through leadership and by example.
3. To call special class meetings when necessary.
4. To direct personnel in all areas regarding class projects and other Junior class activities.
5. To utilize Junior class officers as resource personnel to aide in the accomplishment of required tasks.
6. To work closely with Junior class treasurer verifying that proper accounting procedures are being followed.
7. To work closely with those responsible for maintain soft drink machines on campus to assure proper procedures are being followed and the timely refill of the machines.
8. To work closely with Junior Class Advisor, keeping the advisor involved and informed as to the status of class finances and other items such as Jr/Sr Banquet preparation.
9. To make every effort to attend all Junior class meetings as well as participate in all Junior class activities.
10. To maintain a positive Christian testimony.
11. To be a member of Student Council, fulfilling the duties and responsibilities associated with the position.
12. To promote Junior class interests in student government.
13. To maintain a semester GPA of 2.50 or better, as well as an overall GPA of 2.50 or better.

##### B. Junior Class Vice President

1. To preside over Junior class meetings in the absence of the class president.
2. Offer active assistance to the class president in directing class activities.
3. To make every effort to attend all Junior class meetings as well as participate in all Junior class activities.
4. To maintain a positive Christian testimony.
5. To promote Junior class interests within student government.

6. To maintain a semester GPA of 2.00 or better, as well as an overall GPA of 2.00 or better.

C. Junior Class Student Council Representative

1. To report directly to class officers and members the happenings of Student Council.
2. To report to Student Council, keeping them updated on Jr/Sr Banquet progression and other class happenings as well as opinion on various issues as they come about.
3. To make every effort to attend all Junior class meetings as well as participate in all Junior class activities.
4. To maintain a positive Christian testimony.
5. To be a member of Student Council and Student Congress, fulfilling the duties and responsibilities associated with the position.
6. To promote Junior class interests within student government.
7. To maintain a semester GPA of 2.00 or better, as well as an overall GPA of 2.00 or better.

D. Junior Class Secretary

1. To work closely with the class president in the planning, organization and promotion of Junior class meetings and other activities.
2. To record minutes of each Junior class meeting.
3. To take attendance at each class meeting.
4. To distribute copies of the Junior class meeting minutes to class officers and the class advisor, as well as the Student Body President within 3 school days following the class meeting.
5. To make every effort to attend all Junior class meetings as well as participate in all Junior class activities.
6. To maintain a positive Christian testimony.
7. To maintain a semester GPA of 2.00 or better, as well as an overall GPA of 2.00 or better.

E. Junior Class Treasurer

1. To work closely with the Junior class president in the planning and organization of all Junior class financial matters.
2. To maintain accurate records of all Junior class financial transactions.
3. To distribute copies of the financial record to all class officers, as well as the student council treasurer within 3 school days following the last day of the month.
4. To function as a member of any Junior class fund raising committee.
5. To make every effort to attend all Junior class meetings as well as participate in all Junior class activities.
6. To maintain a positive Christian testimony.

7. To be responsible for approving all payment vouchers to be made from Junior class accounts.
8. To maintain a semester GPA of 2.00 or better, as well as an overall GPA of 2.00 or better.

F. Junior Class Chaplain

1. Functions as one of the spiritual leaders for the class.
2. Be available for devotions and/or prayer at class meetings.
3. To be the individual responsible for verifying GPA semester requirements, reporting in writing to the class president whether the requirements were maintained or not. This report is to be presented in writing within one week of grades being turned in.
4. Participate in Junior class sponsored chapel activities.
5. To make every effort to attend all Junior class meetings as well as participate in all Junior class activities.
6. To maintain a positive Christian testimony.
7. To maintain a semester GPA of 2.00 or better, as well as an overall GPA of 2.00 or better.

G. Junior Class Advisor

1. To offer help and guidance to any member of the Junior class as personal time and obligations permit.
2. To make every effort to be at each class meeting and, when possible, class sponsored activities.
3. To insure that accurate financial records are maintained and available.
4. To insure goals are established during the first semester relative to Junior chapel and the Jr/Sr. Banquet. Also, help encourage class officers and members toward achieving those goals when the need arises.
5. To remain involved as well as informed on issues within the Junior Class.
6. To maintain a positive Christian testimony.

VI. Sophomore Class Officers

A. Sophomore Class President

1. To preside over Sophomore class meetings, following proper meeting procedure.
2. To help guide the Sophomore class toward high standards, primarily through leadership and by example.
3. To call special class meetings when necessary.
4. To direct personnel in all areas regarding class projects and other Sophomore class activities.

5. To utilize Sophomore class officers as resource personnel to aide in the accomplishment of required tasks.
6. To work closely with Sophomore Class Advisor, keeping the advisor involved and informed as to the status of progress and/or any problems encountered in dealing with Pumpkin Show activities, as well as other class activities.
7. To make every effort to attend all Sophomore class meetings as well as participate in all Sophomore class activities.
8. To maintain a positive Christian testimony.
9. To be a member of Student Council, fulfilling the duties and responsibilities associated with the position.
10. To promote Sophomore class interests in student government.
11. To maintain a semester GPA of 2.50 or better, as well as an overall GPA of 2.50 or better.

B. Sophomore Class Vice President

1. To preside over Sophomore class meetings in the absence of the class president.
2. Offer active assistance to the class president in directing class activities.
3. To make every effort to attend all Sophomore class meetings as well as participate in all Sophomore class activities.
4. To maintain a positive Christian testimony.
5. To promote Sophomore class interests within student government.
6. To maintain a semester GPA of 2.00 or better, as well as an overall GPA of 2.00 or better.

C. Sophomore Class Student Council Representative

1. To report directly to class officers and members the happenings of Student Council.
2. To report to Student Council, keeping them updated on Pumpkin Show progress and other class happenings as well as class opinion on various issues as they come about.
3. To make every effort to attend all Sophomore class meetings as well as participate in all Sophomore class activities.
4. To maintain a positive Christian testimony.
5. To be a member of Student Council and Student Congress, fulfilling the duties and responsibilities associated with the position.
6. To promote Sophomore class interests within student government.
7. To maintain a semester GPA of 2.00 or better, as well as an overall GPA of 2.00 or better.

D. Sophomore Class Secretary

1. To work closely with the class president in the planning, organization and promotion of Sophomore class meetings and other activities.
2. To record minutes of each Sophomore class meeting.
3. To take attendance at each class meeting.
4. To distribute copies of the Sophomore class meeting minutes to class officers and the class advisor, as well as the student body president within 3 school days following the class meeting.
5. To make every effort to attend all Sophomore class meetings as well as participate in all Sophomore class activities.
6. To maintain a positive Christian testimony.
7. To maintain a semester GPA of 2.00 or better, as well as an overall GPA of 2.00 or better.

E. Sophomore Class Treasurer

1. To work closely with the Sophomore class president in the planning and organization of all Sophomore class financial matters.
2. To maintain accurate records of all Sophomore class financial transactions.
3. To distribute copies of the financial record to all class officers, as well as the student council treasurer within 3 school days following the last day of the month.
4. To function as a member of any Sophomore class fund raising committee.
5. To make every effort to attend all Sophomore class meetings as well as participate in all Sophomore class activities.
6. To maintain a positive Christian testimony.
7. To be responsible for approving all payment vouchers to be made from Sophomore class accounts.
8. To maintain a semester GPA of 2.00 or better, as well as an overall GPA of 2.00 or better.

F. Sophomore Class Chaplain

1. Functions as one of the spiritual leaders for the class.
2. Be available for devotions and/or prayer at class meetings.
3. To be the individual responsible for verifying GPA semester requirements, reporting in writing to the class president whether the requirements were maintained or not. This report is to be presented in writing within one week of grades being turned in.
4. Participate in Sophomore class sponsored chapel activities.
5. To make every effort to attend all Sophomore class meetings as well as participate in all Sophomore class activities.
6. To maintain a positive Christian testimony.
7. To maintain a semester GPA of 2.00 or better, as well as an overall GPA of 2.00 or better.

G. Sophomore Class Advisor

1. To offer help and guidance to any member of the Sophomore class as personal time and obligations permit.
2. To make every effort to be at each class meeting and, when possible, class sponsored activities.
3. To insure that accurate financial records are maintained and available.
4. Insure that proper steps have been taken in the preparation and running of the Pumpkin Show booth.
5. To insure goals are established during the first semester relative to Sophomore chapel. Furthermore, help encourage class officers and members toward achieving those goals when the need arises.
6. To remain involved as well as informed on issues within the Sophomore Class.
7. To maintain a positive Christian Testimony.

VII. Freshman Class Officers

A. Freshmen Class President

1. To preside over Freshmen class meetings, following proper meeting procedure.
2. To help guide the Freshmen class toward high standards, primarily through leadership and by example.
3. To call special class meetings when necessary.
4. To direct personnel in all areas regarding class projects and other Freshmen class activities.
5. To utilize Freshmen class officers as resource personnel to aide in the accomplishment of required tasks.
6. To work closely with Freshmen Class Advisor, keeping the advisor involved and informed as to the status of progress and/or any problems encountered in dealing with class activities.
7. To make every effort to attend all freshmen class meetings as well as participate in all Freshmen class activities.
8. To maintain a positive Christian testimony.
9. To be a member of Student Council, fulfilling the duties and responsibilities associated with the position.
10. To promote Freshmen class interests in student government.
11. To maintain a semester GPA of 2.50 or better, as well as an overall GPA of 2.50 or better.

B. Freshmen Class Vice President

1. To preside over Freshmen class meetings in the absence of the class president.

2. Offer active assistance to the class president in directing class activities.
3. To make every effort to attend all Freshmen class meetings as well as participate in all Freshmen class activities.
4. To maintain a positive Christian testimony.
5. To promote Freshmen class interests within student government.
6. To maintain a semester GPA of 2.00 or better, as well as an overall GPA of 2.00 or better.

C. Freshmen Class Student Council Representative

1. To report directly to class officers and members the happenings of Student Council.
2. To report to Student Council, keeping then updated on class project progression and other class happenings as well as class opinion on various issues as they come about.
3. To make every effort to attend all Freshmen class meetings as well as participate in all Freshmen class activities.
4. To maintain a positive Christian testimony.
5. To be a member of Student Council and Student Congress, fulfilling the duties and responsibilities associated with the position.
6. To promote Freshmen class interests within student government.
7. To maintain a semester GPA of 2.00 or better, as well as an overall GPA of 2.00 or better.

D. Freshmen Class Secretary

1. To work closely with the class president in the planning, organization and promotion of Freshmen class meetings and other activities.
2. To record minutes of each Freshmen class meeting.
3. To take attendance at each class meeting.
4. To distribute copies of the Freshmen class meeting minutes to class officers and the class advisor, as well as the student body president within 3 school days following the class meeting.
5. To make every effort to attend all Freshmen class meetings as well as participate in all Freshmen class activities.
6. To maintain a positive Christian testimony.
7. To maintain a semester GPA of 2.00 or better, as well as an overall GPA of 2.00 or better.

E. Freshmen Class Treasurer

1. To work closely with the Freshmen class president in the planning and organization of all Freshmen class financial matters.
2. To maintain accurate records of all Freshmen class financial transactions.

3. To distribute copies of the financial record to all class officers, as well as the student council treasurer within 3 school days following the last day of the month.
4. To function as a member of any Freshmen class fund raising committee.
5. To make every effort to attend all Freshmen class meetings as well as participate in all Freshmen class activities.
6. To maintain a positive Christian testimony.
7. To be responsible for approving all payment vouchers to be made from Freshmen class accounts.
8. To maintain a semester GPA of 2.00 or better, as well as an overall GPA of 2.00 or better.

F. Freshmen Class Chaplain

1. Functions as one of the spiritual leaders for the class.
2. Be available for devotions and/or prayer at class meetings.
3. To be the individual responsible for verifying GPA semester requirements, reporting in writing to the class president whether the requirements were maintained or not. This report is to be presented in writing within one week of grades being turned in.
4. Participate in Freshmen class sponsored chapel activities.

G. Freshman Class Advisor

1. To offer help and guidance to any member of the Freshman class as personal time and obligations permit.
2. To make every effort to be at each class meeting and, when possible, class sponsored activities.
3. To insure that accurate financial records are maintained and available.
4. To insure goals are established during the first semester relative to Freshman chapel and school picnic. Also, to help encourage class officers and members achieve these goals when the need arises.
5. To remain involved as well as informed on issues within the Freshman Class.
6. To sit down with the Sophomore class officers elect in the last part of the spring semester and begin planning of next year's Pumpkin Show.

**APPENDIX A**

**FOR SAMPLE USE ONLY**

OCU Student Council

Agenda

April 21, 2006

Classroom A2

10:00 am

- A. Call to Order
- B. Prayer
- C. Approval of the Minutes
- D. Address by the chair
- E. Reports of the officers
  - 1. President's Report
  - 2. Secretary's Report
- F. Reports of Committees
  - 1. Planning Committee
  - 2. Food Service Committee
- G. New Business
  - 1. Upper / Under Class Football Game
- H. Study Item
  - 1. College Revival
- I. Round table
- J. Adjournment

**APPENDIX B**  
**FOR SAMPLE USE ONLY**  
**OCU STUDENT COUNCIL MINUTES**  
**April 21, 2006**

- A. Call to Order: A regular meeting was called to order on Tuesday at 10:05 am, in classroom A. The President was in the chair and the Secretary was present.
- B. Prayer: Barry Dean
- C. Approval of the Minutes: Accepted as submitted.
- D. Address by the Chair: Encourage everyone to vote in the upcoming Student Body President Election. Expressed appreciation to all those who helped with IMPACT. Reminded members of the Student Council cookout for members and their spouses.
- E. Reports of Officers:
1. President's Report: The faculty approved the changes in the CFO Constitution. The matter now goes on before the Student Body for approval. The issue must pass with a two-thirds affirmation by ballots.
  2. Secretary's Report: Attendance report, no questions.
- F. Reports of Committees:
1. Planning committee: Report submitted, Michelle motioned "That the date for the Blood Mobile be changed from 9/23 to 9/28 and that the council adopt the Planning Committees recommendations."
  2. Food Service Committee: Report submitted, no questions.
- G. New Business:
1. Upper / Under Class Football Game: Patty proposed a motion that, after debate and amendment, was adopted: "That we permit women to play in the traditional Upper /Under Class football game, provided that they have signed an agreement stating that they are playing at their own risk."
- H. Study Item:
1. University Revival: The Chair would like Student Council to consider whether they would like to see the university revival have night service throughout the week in addition to the daily ones.
- I. Round table:
- J. Adjournment: The meeting was adjourned at 10:55 am.

Members in attendance:

Michael Rude, Barry Dean, Troy Miller, Rob Anderson, Michelle Wears, Darrell Glenn, Mike Bevins, Larry Olson, Barb Ivey, and Krista June

\_\_\_\_\_  
Troy Miller  
President Student Body

\_\_\_\_\_  
Rob Anderson  
Secretary Student Council

**APPENDIX C**  
**FOR SAMPLE USE ONLY**  
**FRESHMEN CLASS MEETING**  
November 2, 2005

- A. Call to Order: A regular meeting was called to order on Monday at 10:07 am, in Classroom A6. The President was in the chair and the Secretary was present.
- B. Prayer: Chaplain Don Glenn
- C. Approval of the Minutes: Accepted as submitted.
- D. Old Business:
1. Funeral Flower Fund: Don Carroll motioned, "That Freshmen class set up a Funeral Flower Fund that we will carry our four years here at OCU."
- E. New Business:
1. Class Project: Meredith Curry motioned, "That we hold the School Picnic here on the campus grounds behind York Hall."
  2. Food for Picnic: Jay Peters motioned, "That a committee comprised of Bill Morley, Chris Sisley, and Mark Allen gather prices adoptions in regard to what type of food to serve at the picnic." Leonard Fraise motioned, "That the Food Committee bring a report at the next class meeting on 11/9.11"
- F. Study Item:
1. Meeting Location: The President asked if we wanted to change our meeting location to the basement of the Chapel.
- G. Round table:
- H. Adjournment: The meeting was adjourned at 10:43 am.

\_\_\_\_\_  
Class President

\_\_\_\_\_  
Secretary

**APPENDIX D**  
**Class Officer Candidate Form**

During the upcoming \_\_\_\_\_ class election of officers, I submit my name for the following class office(s):

_____	President	_____	Vice President
_____	Student Council Rep.	_____	Secretary
_____	Treasurer	_____	Chaplain

If elected, I will fulfill the requirements of the position to the best of my abilities. I also realize that there many be academic requirement to maintain, as well as to quality initially.

Printed name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Printed name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_