

# **AUGUSTANA COLLEGE EDUCATION ASSOCIATION – STUDENT PROGRAM BY LAWS/CONSTITUTION**

## **PREAMBLE**

We, the education students of Augustana College, in order to uphold the ideals of the education profession; to promote future success and progress of our state and nation through education; to promote a form of students and understanding and the appreciation for the education profession and the role of the professional education association in behalf of advancing standards, attitudes, and training; do hereby, establish this constitution of The Student education Association of Augustana College.

## **ARTICLE I – Name**

The formal education organization of Augustana College shall be named Augustana College Education Association – Student Program, herein referred to as ACEA-SP. It is affiliated with the South Dakota National Education Association – Student Program (SDNEA-SP), the National Education Association – Student Program (NEA-SP), the Sioux Falls Education Association (SFEA), the South Dakota Education Association (SDEA), and the National Education Association (NEA).

## **ARTICLE II – Purpose**

The purpose of the ACEA-SP is:

1. To develop an understanding and appreciation of the education profession and educational issues;
2. To Have a voice in educational issues and policies that affect us as future teachers;
3. To stimulate the highest ideals of professional ethics, standards, attitudes, and training;
4. To Promote leadership skills among future educators;
5. To enhance the education program at Augustana College by providing extra-curricular activities to gain a better understanding of the learning process and the content areas;
6. To develop a working correspondence between the education department at Augustana College and All student going into the field of education.
7. To work in association with all education affiliates identified in Article I of the document.

## **Article III - Membership**

Section 1: Membership includes being a paid member of the local, state and national association. The membership year extends from September 1<sup>st</sup> to September 1<sup>st</sup> of the following year.

- Section 2: Membership is open to all students of Augustana College interested in the education profession. Membership is strongly recommended for students who are preparing for the teaching profession.
- Section 3: All membership shall have the right to vote on all official business of the local chapter.
- Section 4: All members are expected to attend all scheduled meetings and programs of the local chapter.
- Section 5: All members are expected to be a committee member and attend scheduled meetings.

#### **Article IV – The Executive Committee**

- Section 1: The Executive committee consists of the president (or co-president) vice-president, secretary, treasurer, faculty advisor, and the state representative.
- Section 2: Duties of the Executive Committee are
- a. To set up all meeting times of the association, the Executive Committee, and the Council;
  - b. To regulate the progress of the committee and the committee chairs and to advise them on committee related issues, activities, and duties;
  - c. To determine the general policies and goals of the association;
  - d. To establish a budget for approval by the Council and the association;

#### **Article V – The Council**

- Section 1: The council consists of the Executive Committee and the chairperson of each committee found in Article IX of this document.
- Section 2: Duties of the Council:
- a. To report all activities of the committee;
  - b. To discuss, give suggestions, and approve all association programs if the local;
  - c. To approve the budget and present it to the association for approval by 2/3 for the membership at the meeting;
  - d. To be responsible for updating the Constitution.
- Section 3: Recall Responsibilities:
- a. To appoint a committee investigating and report any inappropriate actions by an elected official of the said organization.

- b. To select and approve by an unanimous vote of the board, the members to be set on the impeachment committee.

## **Article VI – Duties of the Officers**

Section 1: The President (or Co-President) will:

- a. Preside over all association meetings;
- b. Prepare an agenda with the consultation of the faculty advisor for all association meetings;
- c. Attend Education division meetings and report them back to the Executive Committee and Council;
- d. Be responsible for providing supervision of the other officers and members by insuring that jobs are completed;
- e. Be responsible for keeping communication open with the association and various other staff and faculty;
- f. Will make all decisions, and will directly consult with the faculty advisor in regard to these decisions when school is not in session, or when the Executive Committee cannot convene.

Section 2: The Vice-President will:

- a. Perform the duties of the President during his/her absence;
- b. Assist the president in any capacity required in order to promote the well-being of the association;
- c. Oversee the election of officers for the following year or in the case of the vacancy of an office during the year;
- d. Assume the position of presidency if the office should become vacant during the year.

Section 3: The Secretary will:

- a. Take the minutes of all association meetings and will print and distribute them at least two days prior to the next association meeting where they will be approved by a 2/3 majority of those present;
- b. Keep a permanent record of all educational activities of the association;
- c. Be responsible to oversee the publicity committee;
- d. Be the historian for the association, or appoint any other member (s) to do so.
- e. Write thank-you notes as the need becomes necessary.

Section 4: The Treasurer will:

- a. Balance the budget and be responsible for handling purchase orders;

- b. Report the current budget status at association meetings or to the executive committee and board upon request of the president;
- c. Oversee the fundraising committee;
- d. Be responsible for handling membership dues and all association monies.

Section 5: The State Representative will:

- a. Attend all representative assemblies and all other state board meetings;
- b. Report back to the association those activities that take place on the state level;
- c. Present an article of the local events to the Vice-President of SDNEA-SP for publication in the Student Advocate.

Section 6: The Faculty Advisor will:

- a. Assist students in working with others in a positive, growth-oriented manner;
- b. Assist in working with other organizations, departments, and offices,
- c. Provide resources, guidance with projects, evaluation of performance, and answers to questions;
- d. Be accountable for budget expenditures made on the organization's account including: off-campus purchases as well as Food services, Bookstore, and Central Services;
- e. Sign all purchase orders prior to processing at the Business Office;
- f. Become aware of all organization-sponsored events, on and off campus.

## **Article VII – Elections**

Section 1: Eligibility for office will include:

- a. Being a member of the association and being able to meet the responsibilities of the office as set forth in these By-Laws;

Section 2: Nomination of Candidates includes:

- a. Notification of at least one week in advance of the February meeting that nominations will take place;
- b. Nominations will be accepted from the floor at the meeting or through notification of the Vice-President before the meeting if attendance is not possible.
- c. Each candidate will submit a short written platform to the Vice-President at the time of nomination.

- Section 3: Elections are as follows:
- a. All members will be eligible to vote for the President (or Co-President), Vice-President, Secretary, Treasurer, and State Representative;
  - b. Treasurer, and State Representative;
  - c. Elections will take place by secret ballot returned through the campus mail;
  - d. For an election to an office, a candidate must receive a simple majority of the votes from all ballots received. In the case of a tie, the candidates present their platform before the association at the next association meeting and it will be voted upon there by secret ballot.

Section 4: Terms of office for the President, Vice-President, Secretary, Treasurer, and State Representative will be from February to February of the following year.

### **Article VIII – Delegates to conventions and assemblies**

Section 1: Selection of delegates will be on a voluntary basis. In the event of an excess of volunteers, a secret ballot election will be held at the association meeting.

### **Article IX – Committees**

Section 1: Standing Committees:

- a. Community Awareness Committee:  
is to maintain active communication with the SFEA as a part of the Adopt-a-Local program by attending SFEA meetings. They are also responsible to bring awareness of the association to the Sioux Falls schools, the surrounding community schools, any Business Partnership schools. This committee is also responsible or informing the media as to ACEA's activities and interactions with the above.
- b. Campus Awareness Committee:  
will be responsible for preparing, posting and/or changing posters concerning association activities, events, meetings and other association functions, preparing and distributing election ballots and for providing campus media exposure as to association events (via. Mirror and Campus Cues).
- c. Fund-raising Committee:  
is responsible for organizing at least one fundraising event each year). This committee work with and seek the advice of the treasurer and the organization advisor.
- d. Secondary Awareness Committee:  
is responsible for recruiting those individuals interested in secondary education for promoting within ACEA activities and issues pertinent to secondary education.

- e. Nominations/Membership Committee:  
will be responsible for recruiting members throughout the year,. In locating members who are interested in running for ACEA offices, and in developing a ballot for the election of officers. This ballot will be presented to the membership at the February meeting. This committee will work with and seek the advice of the Vice-President in nominating matters.

### **Article X – Recall**

- Section 1: Officers and all elected representative may be recalled for, reasons of misfeasance and non-feasance in office.
- Section 2: Recall may be initiated by a written petition submitted to the Council by 10% of the association membership. This petition must contain the charges being brought against the elected official. A committee shall be appointed by a unanimous vote of the Council to investigate the matter/charges. The committee will report its findings to the Council within in two weeks. If just cause is found, the Council will conduct a hearing of the case. The elected official will be recalled by unanimous decision of the Council. All Council members will have a vote except for the officials under consideration.
- The official may appeal this decision to the general assembly. The decision of the board may be reconsidered by a 2/3 majority vote of the members present at eh association meeting (a minimum of 50% of the members need to be present).
- If 10% of the majority favors reconsideration, another hearing will be held before the association members and a 3/4 majority vote for repeal will allow the official to remain in office.

- Section 3: Vacancies in elected offices
- a. A vacancy in the office of President will be filled by the Vice-President.
- b. Vacancies in the elected position of Vice-President, Secretary, Treasurer, and State Representative will be filled following regular election guidelines found in article VII, section 1, 2, and 3 of these By-Laws. (Article VII, section 2a will change to one week after the vacancy of the week.) Vacancies must be filled within 30 days of the vacancy.

### **Article XI – Amendments to the By-Laws**

- Section 1: Proposal of Amendments.  
Amendments to the By-Laws may be proposed to the association members by one or more of the following methods:
- a. By a majority vote of the Executive Committee;
- b. By a m vote of the Council;

- c. Amendments off the floor at an association meeting by an association member.

Section 2: Amendments to the By-Laws.

- a. The text of any proposed amendment must be printed and sent to the association President at least one week prior to the next association meeting for it to be considered at that meeting;
- b. The text of any amendment will be read at the association meeting prior to the vote on its adoption;
- c. These By-Laws may be amended only at association meeting by a 2/3 majority vote of all members present.

Section 3: Effective Date.

Amendments to these By-Laws will become effective immediately upon adjournment of the association meeting unless otherwise provided in the amendment.

NOTE: Amendments to the By-Law must not conflict with state or national constitutions.

### **Article XII – Rules of Order**

Section 1: Roberts Rules of Order, Revised, shall be the authority on all questions of procedure.

**THE AUGUSTANA COMPUTER ORGANIZATION (ACO)**  
REESTABLISHED MAY 2004

**Article I: Statement of purpose**

- Extend learning opportunities beyond classroom. Opportunities include topics not offered in classroom and more in depth coverage of topics offered.
- To build community for all students with an inclination towards the computer field.

**Article II: Qualifications for Membership**

- Membership is open to all Augustana students, with no prejudice. Membership is targeted to students with an interest in computers and their workings.
- Members are defined by any student who has been enrolled on the ACO membership roster and participated in at least one ACO event during the current academic year.

**Article III: Officer Regulations**

- There will be a central committee.
- This committee will be comprised of three offices (Head, Treasurer, Secretary)
- These offices will share equal power.
- The Head office will be spokesperson for the organization, and will delegate responsibilities not named in this document.
- The Secretary will be minute and business recorder for meetings and contact for all written documents within organization.
- The Treasurer will handle monetary concerns.
- All committee decisions must be acknowledged with a unanimous agreement from other members.
- All committee decisions can be overridden by a 2/3 majority of organization members.
- The faculty advisor has the power to revoke an office from a person who they feel is acting unethically.

**Article IV: Election Procedures**

- Election procedure will consist of nominations and a one vote per member election.
- Nominations will be given by any member; each member is allowed one nomination per office.
- People who receive the top two number of nominations will be put into election for the office they were nominated.
- Members will vote for each office on a single ballot per office. These ballots will be handled by the Secretary and counted by the faculty advisor.
- The election order will be Head, Secretary, Treasurer
- Election will be won by majority vote.
- In the event of a tie, a random number generator will choose the officer through 9999 unbiased random votes. This generator will be approved by faculty advisor.

**Article V: Meeting Schedule**

- Monthly meeting to be scheduled by officers.



- There will be a yearly meeting, in the spring, scheduled for an election and handling of outlook for organization in the upcoming year.

**Article VI: Amendment Procedures**

- Amendment procedures will consist of 2/3 majority vote by the members at the scheduled meeting. Annually, the constitution will be reviewed and amended as needed.

**Article VII: Business Meeting Procedures**

- Business meeting procedures will consist of roll call by the committee and the adding of new members, old business (Secretary minutes and Treasurer report), and new business.

**Article VIII: Advisor**

- The faculty advisor for this organization will be Dr. Steve Shum.
- The faculty advisor may be changed by amending article VIII of this document under normal amendment procedures outlined in Article VI.

**Amendments:**

- Amendment 1: Revision of Constitution.

# **CONSTITUTION OF THE AUGUSTANA COLLEGE REPUBLICANS**

REVISED: MAY 1, 2004

## **Article I. Name and Affiliation**

SECTION 1. To make known and promote the principles of the Republican Party among members of the Augustana campus and community.

SECTION 2. To aid in the election of Republican candidates at all levels of government.

SECTION 3. To encourage and assist in the organization and active functioning of the Republican Party at local, state, and national levels.

SECTION 4. To develop political skills and leadership abilities among Republican students as preparation for future service by them to the Party and community.

## **Article III. Officers and Election Protocol**

SECTION 1. The officers who comprise the Augustana College Republicans shall be: Chairman, Vice-Chairman, Secretary, and Treasurer. Further Leadership positions may be appointed as deemed necessary and at the decision of the Chairman, including but not limited to: Executive Director, Co-Chairman, and Director of Events.

SECTION 2. All officers shall be elected at a regular CR meeting between March 1 and March 31 of each year, to be announced in writing to all members not less than two weeks in advance.

SECTION 3. Nominations of candidates for office in the college Republicans shall be made from the floor by any members in good standing.

SECTION 4. Officers shall be elected by a majority voice vote of those present. Contested races shall be determined by written ballot vote.

SECTION 5. Vacancies occurring among the offices shall be filled by election by the Executive Board at the first meeting following the occurrence of the vacancy, provided however that notice of election is to occur must be included in an official notice of the Board meetings. A person elected to fill a vacancy shall serve as officer until the next annual election.

## **Article IV. Executive Board**

SECTION 1. There shall be an Executive Board, which shall govern the College Republicans.

SECTION 2. The Executive Board shall consist of the officers of the College Republicans. The Chairman shall be a voting member of the Executive Board.

SECTION 3. The Executive Board shall introduce, approve, and implement all actions and activities necessary and proper for the functioning of the College Republicans and not inconsistent with this Constitution.

#### **Article V. Membership**

SECTION 1. Any officer recognized as a registered student at Augustana College may apply for membership. Membership application information may be obtained from the Secretary.

SECTION 2. There shall be no dues collected as a requirement for membership.

#### **Article VI. Impeachment**

SECTION 1. Any officer who, during his/ her term in office, has demonstrated disloyalty to the Republican Party, negligence or incompetence in the performance of his/her prescribed Constitutional duties, or willfully impeded the CR program, may be impeached or removed from office.

SECTION 2. Specific charges against the impeached officer must be approved by an absolute majority of the officers of the CR, excluding the officer being impeached, at a meeting of the Executive Board.

SECTION 3. From the approval of the charges until the next meeting of the Executive Board, the impeached officer shall remain in his/ her office and be allowed to prepare his/her defense to charges.

SECTION 4. At the first Executive Board meeting after the meeting in which the charges were approved, an officer or other person selected by the officers shall present the charges and the impeached officer shall present his/her defense. Following these presentations, the impeached officer may be removed from office by the remaining officers of the Executive Board.

#### **Article VII. Parliamentary Authority**

SECTION 1. The parliamentary rules contained in the most recent edition of *Robert's Rules of Order, Newly Revised* shall govern the College Republicans in cases to which they are applicable and in which they are not inconsistent with this constitution nor inconsistent with the Constitution or Bylaws of the South Dakota Federation of College Republicans of those of the College Republican National Committee.

## Constitution for the Augustana Coalition for Social Justice

### **PREAMBLE**

The following document is the constitution of the Augustana Coalition for Social Justice.

### **ARTICLE I ---Name**

The name of this coalition will be the Augustana Coalition for Social Justice (ACSJ).

### **ARTICLE II ---STATEMENT OF PURPOSE**

#### Section I:

The Augustana Coalition for Social Justice will work towards promoting awareness about social justice issues.

#### Section II:

This will include but not be limited to:

- A: Promoting social justice for people who are marginalized because of their sex, gender, sexual orientation, physical handicap, race, color, national or ethnic origin, economic status, and groups marginalized for other reasons in the Augustana community, the state of South Dakota, and the world.
- B: Providing information and education for the Augustana community, the state of South Dakota, and the world.
- C: Providing a means to network with other organizations and groups in the Augustana community, the state of South Dakota, and the world.
- D: Empowering people who share common goals, concerns, and interests as equals.

### **ARTICLE III ---NON-DISCRIMINATION CLAUSE**

The Augustana Coalition for social Justice will not discriminate on the basis of race, color, creed, gender, sex, sexual orientation, sexual identity, religious affiliation, political affiliation, age, national, origin, ethnic origin, or disabilities. This non-discrimination policy covers membership, access, and treatment in Augustana Coalition for Social Justice Programs, activities, and elections. The Augustana Coalition for Social Justice will make every reasonable effort to ensure all official activities are accessible to all.

### **ARTICLE IV ---MEMBERSHIP**

#### Section I:

Membership will be open to all individuals who would like to participate.

#### Section II:

Members will be expected to:

- A: Uphold an environment that fosters academic growth, personal exploration, and tolerance.
- B: Make an effort to preserve and uplift the physical, emotional, mental, and spiritual needs of other members.

C: Work to keep sensitive issues as confidential as possible while still working to promote awareness of social justice issues.

Section III:

All members who attended at least one prior meeting are eligible to vote at meetings.

**ARTICLE V ---OFFICES AND ELECTION PROCEDURE**

Section I:

The officers who compose the Executive Council of the Augustana Coalition for Social Justice shall consist of two student Co-Chairs and a Faculty Advisor who serves as treasurer.

Section II:

The Executive Council will handle all affairs and delegate responsibilities with consensus of the members. They will also appoint committees as needed.

Section III:

Other offices may be created as need arises.

Section IV:

The Executive Council will be elected by a majority vote (two votes over one-half of the members in attendance).

**ARTICLE VI ---MEETINGS**

The Augustana Coalition for Social Justice will meet no less than once per month.

**ARTICLE VII ---BUSINESS MEETINGS PROCEDURES**

Section I:

Co-Chairs will preside at the meetings.

Section II:

Minutes will be kept at each meeting responsibly, and approval at the next meeting. Duties will be rotated.

**ARTICLE VIII ---ADVISOR**

The Augustana Coalition for Social Justice will have a minimum of one faculty advisor who possesses faculty/staff status at Augustana College.

**ARTICLE X ---AMENDING GOVERNING DOCUMENTS**

Section I:

One or more voting member(s) may submit an amendment to this constitution I writing to the Executive Council for review.

Section II:

The Executive Council shall present the amendment in writing at the next meeting of the Augustana Coalition for Social Justice, and a copy of the amendment will be given to each member.

Section III:

Voting will occur at the next meeting. A simple majority vote (one vote over one-half of the voting members in attendance) will be sufficient to amend the constitution.

## **Constitution of Ahimsa**

### **Articles:**

#### **Article I: Name**

The name of this organization shall be Ahimsa which means non-injury in Sanskrit.

#### **Article II: Purpose**

The purpose of Ahimsa is to unite and support vegans, vegetarians and those interested in compassionate, environmentally safe, healthy ways of living. Also Ahimsa will hold educational and fun events to teach others about cruelty-free ways of being.

#### **Article III: Membership**

Membership is open to everyone; anyone wishing to be a member may do so by attending a meeting. No dues are required.

#### **Article IV: Meeting Schedule and Structure**

Ahimsa shall be non-hierarchical and committed to empowering others as well as ourselves while making a change for non-human animals. There shall be at every meeting a volunteer (and rotating) facilitator, note taker, role keeper and reminder person and as needed a vibe watcher, door keeper, stack keeper, and time keeper. Meetings shall be held no less than twice a month a dates and times shall be determined by members.

#### **Article V: Organization Contacts**

There shall be one contact student and one faculty advisor each year that will be chosen by active members.

#### **Article VI: Amendments**

Amendments may be proposed at anytime to the Ahimsa constitution. A unanimous agreement by all members present is required to ratify. Proposal for amendments must be introduced to all members in writing one meeting prior to ratification meeting.

**CONSTITUTION  
OF  
ALPHA BETA CHI**

**Article I: Name**

The name of the organization shall be *Alpha Beta Chi* (hereinafter referred to as ABX).

**Article II. Purpose**

ABX hopes to serve as a vehicle for any student enrolled at Augustana College who is majoring or minoring in any business related field. The goals of the organization are to promote business topics at Augustana College and to help the students be better prepared to enter the business community.

**Article III: Purpose**

Members of ABX shall be all Augustana College Students who are majoring or minoring in a business related field that maintain at least a 2.0 grade point average. Each member receives one full vote.

**Article IV: Leadership**

Section 1:     Officers.

The officers of ABX are the President & CEO, the Internal Vice-President, the External Vice-President, and the Chief Financial Officer.

Section2:     Board of Directors.

The leadership of ABX shall serve as a team on the Board of Directors. The Board shall consist of a President & CEO, the Internal Vice-President, the External Vice-President, The Chief Financial Officer, the Human Resource Director, the Marketing Director, the Communication Director, and the Administrative Assistant.

Section 3:     Qualifications.

Each of the ABX officers must:

Clause 1. Be a member of ABX

Clause 2. Have and maintain a GPA of 2.5 throughout his or her term of office.

Section 4:     Election.

Clause1. The officers of ABX shall be elected by a vote of the membership of ABX in accordance with ABX Election Code.

Clause2. One academic week after the election, the ABX President & CEO must fill the position of Human Resource Director, Marketing Director, Communications



Director, and Administrative Assistant by appointment. The appointments must be approved by all the officers.

Section 5: Term of Office.

The term of office of the ABX officers shall be approximately one calendar year in length beginning on the day of their election.

Section 6: Succession

Clause1. Upon the removal or resignation of any ABX officer the following line of succession shall take place:

1. President & CEO
2. Internal Vice-President
3. External Vice-President
4. Chief Financial Officer
5. Human Resource Director
6. Marketing Director
7. Communications Director
8. Administrative Assistant.

Clause2. The next officer in line must fill the vacant seat. If this officer wishes only to serve in a temporary capacity an election of a new officer must take place within one academic week.

Clause3. If any of the appointed positions is removed or resigns that position will again be filled by appointment.

Section 7: Duties and Responsibilities of the ABX President & CEO.

Clause1. The ABX President & CEO will chair all meetings of the Board of Directors.

Clause2. To delegate duties among officers and appointees.

Clause3. If needed, represent ABX at college functions.

Section 8: Duties and Responsibilities of the ABX Internal Vice-President.

Clause1. Chair all meetings of the entire ABX membership.

Clause2. Supervise the affairs of the Human Resource Committee.

Clause3. Deal with group matters within the realms of Augustana College.

Section 9: Duties and responsibilities of the ABX External Vice-President.

Clause1. Chair all meetings of the entire ABX membership in the absence of the internal Vice-President.

Clause2: Supervise the affairs of the Marketing Committee.

Clause3: Deal with group matters outside the realms of Augustana College.

Section 10: Duties and responsibilities of the ABX Chief Financial Officer.

Clause1. Properly oversee the financial affairs of ABX.

Clause2. Collect the dues of ABX.

Clause3. Serve as chair of the Management Committee.

Section 11: Duties and responsibilities of the Human Resource Director  
Clause1. Chair the Human Resource Committee.  
Clause2. Address matters that pertain to Human Resources.

Section 12: Duties and responsibilities of the Marketing Director.  
Clause1. Chair the Marketing Committee.  
Clause2. Address matters that pertain to marketing.

Section 13: Duties and responsibilities of the Communications Director.  
Clause1. Chair the Advancement and Education Committee.  
Clause2. Address matters that pertain to ABX advancement or education.

Section 14: Duties and responsibilities of the Administrative Assistant.  
Clause1. Record the minutes at all ABX meetings.  
Clause2. Contact ABX members, officers, and appointees of group matters.

### **Article V: Committees**

Section 1: Titles.  
There shall be four permanent committees of ABX. These committees shall be called the Management Committee, the Human Resources Committee, the Marketing Committee, and the Advancement and Education Committee (A&E).

Section 2: Membership.  
The membership of these committees shall be determined by the ABX Board of Directors.

Section 3: Duties and responsibilities of the Management Committee.  
Clause1. They shall review, discuss, and advise the membership of ABX on matters pertaining to the budget of ABX.  
Clause2. They shall review, discuss, and advise the ABX membership on amendment to the ABX Constitution, Election Code, and other governing documents.  
Clause3. They shall oversee any type of financial matter concerning ABX.

Section 4: Duties and responsibilities of the Human Resources Committee.  
Clause1. They shall be responsible for the recruitment of new members to ABX.  
Clause2. They shall oversee the operation of the Mentor Program. This program assigns upperclassmen to underclassmen in the hopes of giving guidance and advice.  
Clause3. They shall review, discuss, and advise the membership of ABX on any ethical issues concerning the group.

Section 5: Duties and responsibilities of the Marketing Committee.  
Clause1. They shall review, discuss, and recommend on matters regarding speakers, activities, and entertainment.  
Clause2. They shall review, discuss, and recommend on matters of Public Relations and Community Service.

Clause3. They shall review, discuss, and recommend on matters regarding the expansion of ABX to other areas.

Section 6: Duties and responsibilities of the Advancement and Education Committee.

Clause1. They shall represent the group in the Business Advisory Council.

Clause2. They shall over see the operation of the Shadow Program. This program is designed to find students a contact in their desired field so they can become better informed about the profession they have chosen.

Clause3. They shall review, discuss, and advise on matters pertaining to the business curriculum.

Clause4. They shall review, discuss, and advise on ay other matter that does not fall into the other committee's realm of responsibility.

### **Article VI: Amendment Procedure**

Section 1: This Constitution may be amended by a seventy-five (75) percent vote of the ABX membership.

Section 2: The Internal Vice-President of ABX shall refer the proposed amendment to the Management Committee fro the purpose of reading and revising for a minimum of one (1) week.

Section 3: The management Committee shall then discuss the proposal and draft it into final form and present it to the ABX membership.

Section 4: The ABX membership shall then hold a minimum of a one (1) week reading period to review the amendment.

Section 5: If an amendment is passed by the ABX membership, it shall be sent to the ABX President & CEO for his or her signature or veto. If the ABX President & CEO vetoes the measure, it shall be sent back to the ABX membership where it may be overridden by a two-third (2/3) vote of the ABX membership. If the veto is overridden the measure is adopted.

## **CONSTITUTION**

### **ALPHA PSI OMEGA**

#### **National Honorary Dramatic Society**

### **THETA PSI CAST**

#### **Augustana College Sioux Falls, South Dakota**

#### **Purpose:**

The purpose of this, the Theta Psi Cast of Alpha Psi Omega is to stimulate interest in dramatic activities at Augustana College, to secure for the college all the advantages and mutual assistance provided by a large, national organization, and by electing students to membership, serve as a reward for their efforts in participation in the plays staged by the college. This cast will in no way take the place of the regular Augustana Theatre.

Secondly, the Theta Psi steering committee shall serve as the administering body of the Augustana College Theatre Society (ACTS). ACTS serves as the organization of the members of the Augustana Theatre community; membership in which is open to all who participate in the theatrical productions of Augustana College. Members of the Theta Psi cast shall be elected from the active ranks of ACTS.

#### **Article I: Names**

The name of this honorary dramatic society shall be the Theta Psi Cast of Alpha Psi Omega. The name of the general membership dramatic society shall be the Augustana College Theatre Society (ACTS).

#### **Article II: Requirements of Membership**

Section 1. Any person actively involved in the dramatic productions of the Augustana Theatre is to be considered a member of ACTS.

Section 2. Any member of ACTS is eligible to be considered for membership in the Theata Psi Cast of Alpha Psi Omega upon the completion of 26 participation points. A minimum of 1/3 of these points must be earned through technical work, including: lighting, sound, design, carpentry, stage management, properties, running crew, costuming, directing, and produced play righting.. Other points may be earned through performance in major and minor roles in Augustana Theatre productions, Opera Theatre, and any out-of-department productions approved by the faculty directors. Points may also be earned through satisfactory completion of theatre classes. Points will not be given for technical work done in fulfilling lab requirements of theatre classes. Final consideration of points shall be made be the steering committee of the Alpha Psi Cast and the faculty directors. This final consideration shall not be subject to debate.

### **Article III: Election to Membership**

Section 1. Candidates for the Alpha Psi Cast shall be electd to membership in accordance with the above specifications by the Alpha Psi Cast steering committee and the faculty directors.

Section 2. If it is possible to organize a membership committee, the faculty dierectors shall determine eligibility, but in all cases, membership must be determined in accordance with the specifications of Article II.

### **Article IV: Officers and duties**

Section 1: The officers of this Cast shall be the Cast President, known as the Cat Director; the vice-President, known as the Cast Assistant Director; and the Secretary/Treasurer, known as the Cast Stage Manager; and the Cast Historian, known as the Cast Publicist.

Section 2. These officers shall collectively be known as the steering committee, and shall administer the meetings and activities of the Alpha Psi Cast and ACTS.

Section 3. The President shall preside at all meetings, call meetings, appoint committees, and have general supervision of the affairs of the society.

Section 4. The Vice- President shall assume the same responsibilities in the event of the absence of the President.

Section 5. It shall be the duty of the Secretary Treasurer to keep an accurate record of the proceeding of the meetings, to collect the dues of Theta Psi Cast members (National-Alpha Psi Omega), to pay bills sanctioned by the society, to keep an account of all the receipts and expenditures, and to read a report of the minutes and financial status at each regular meeting of ACTS/Alpha Psi Omega.

#### **Article V: Election of Officers**

Section 1. Officers for the following year shall be elected following the initiation of new members in the Spring. Formal installation shall follow immediately.

Section 2. Officers shall be elected by a simply majority of the Cast.

Section 3. In the case of an officer not returning to school in the fall, an appropriate replacement shall be appointed by the President. This appointment replacement shall be appointed by the President. This appointment shall be subject to the approval of the steering committee.

Section 4. Each officer shall pledge commitment to and support of the duties of the office.  
This pledge shall be made at the Spring Drama Banquet.

#### **Article VI: Meetings**

Section 1. There shall be two or more meetings of The Theta Psi Cast/ACTS each semester.

Section 2. Special meeting may be called at any time by the steering committee, or at the request of the faculty directors.

Section 3. The Cast/ACTS shall hold at least one social function each year.

Section 4. The Cast/ ACTS shall hold a Christmas party at the end of each Fall semester. The main title for this festivity shall be "Death By Santa."

Section 5. Meetings shall be conducted by Robert's Rules of Order.

# CONSTITUTION OF ANSA

## ARTICLE I - NAME

The name of this organization shall be the Augustana Nursing Students' Association; henceforth referred to as ANSA. This organization is a constituent of the Nursing Student Association of South Dakota (NSASD) and the National Student Nurses' Association, Inc. (NSNA).

## ARTICLE II – PURPOSE AND AUSPICES

The purpose of ANSA is:

- A To contribute to health education and awareness in the Augustana community.
- B To provide programs representative of fundamental and current professional interest and concerns.
- C. To aid in the development of the whole person and his/her responsibility for the health care of people in all walks of life.

The functions of ANSA shall include the following:

- A. To promote awareness of legislative activities as appropriate related to health care and nursing education practice.
- B. To promote and encourage participation in community affairs and activities toward improved health care and the resolution of related issues.
- C. To represent nursing students to the consumer, to institutions, and to other various organizations.
- D. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, sex, lifestyle, national origin, age, or economic status.
- E. To promote, encourage, and actively engage in collaborative relationships with other state and national nursing health organizations.

## ARTICLE III – MEMBERS

### SECTION I. Criteria for membership

Members of ANSA shall be:

- A. Enrolled as full or part-time students at Augustana College
- B. Declared nursing majors

### SECTION II. Dues

The annual dues shall be \$5.00 per member; payable for the appropriate dues year. The dues shall cover a period of twelve consecutive months from date of payment. Payment of dues is a prerequisite for membership in ANSA. Any member who fails to pay current dues shall forfeit all privileges of membership.



## **ARTICLE IV – OFFICERS AND DIRECTORS**

### Section I. Officers

The officers of ANSA shall be the President, Vice-President, Treasurer, Secretary, Historian, and Community Health Chair.

### SECTION II. Eligibility

Only members who shall be students throughout the full term of office and have the privileges of active membership shall be eligible for the offices stated in Article IV, Section I. An outgoing officer may be a recent graduate for the summer months of his or her term.

### SECTION III. Terms of Office

The term of office shall be one year from the date of initiation.

### Section IV. Duties of Officers

The officers shall perform the following duties:

The President shall:

- A. Preside at all meetings of the association, and the Executive Board
- B. Appoint special committees with the approval of the advisor and association
- C. Serve as the ex- officio member of all approved committees.
- D. Represent ANSA in matters relating to the association and perform all other duties pertaining to the office.
- E. Be the first voting delegate at the NSASD annual convention.
- F. Correspond with other schools of nursing in NSASD and NSNA when warranted.

The Vice-President shall:

- A. Assume the duties of the president in the absence or disability of the President.
- B. In the event of a vacancy occurring in the office of President, the Vice- President shall assume the duties of the President.
- C. Be responsible for review and recommendation for change in by-laws and chair the By-Laws committee.
- D. Perform all other duties assigned by the President.

The Secretary shall:

- A. Prepare the minutes of all business meetings of the association and Executive Board.
- B. Perform all other duties assigned by the president or as usual to this office.

The Treasurer shall:

- A. Act as custodian of organization funds by keeping a record of all expenditures and income.
- B. Sign purchase orders for monetary disbursements as approved by the Executive Board.
- C. See that the system of collecting dues is provided.

- D. Make reimbursements for activities related to ANSA upon approval of the President and the Executive Board.
- E. Keep a list of all members of the association.
- F. Perform all other duties assigned by the President or as usual to this office.

The Historian shall:

- A. Be allotted funds as needed and approved by the Executive Board to take pictures of ANSA activities.
- B. Compose the ANSA scrapbook.
- C. Report our activities to the NSASD *Pacemaker* Reporter.
- D. Record ANSA activities related to the NSASD “Incentive Award”
- E. Report “Incentive Award” points to NSASD 2<sup>nd</sup> Vice-President.
- F. Perform all other duties assigned by the President or as usual to this office.

The Community Health Chair shall:

- A. Act as a representative of ANSA to healthcare organizations and institutions within the Augustana Community.
- B. Form and coordinate committees addressing ANSA volunteer activities.
- C. Perform all other duties assigned by the President or as usual to this office.

#### SECTION V. Elections

The officers shall be elected by members in the spring of each year. After open nominations from the floor take place, the election shall be by ballot. A plurality vote shall elect. In the case of a tie, the vote shall be decided by a re-vote, and if this also results in a tie, lost shall be cast. Officers of this association shall be elected before the end of the school year.

#### SECTION VI. Class Representatives

Election of two Class Representatives from each class shall occur at a determined meeting in September. Class Representatives shall be elected by a plurality vote of members of the corresponding class.

### **ARTICLE V – MEETINGS**

#### SECTION I. Date, Time, and Location

The annual meetings of the association shall be held at such time and place as shall be determined by the Executive Board.

#### SECTION II. Delegate Representation

- A. The voting body at meetings of this association shall consist of elected officers and those members present and voting.

#### SECTION III. Voting

The privileged of voting shall be limited to the voting body. A voting member shall have but one vote in any election or on any question.

#### SECTION IV. Open meetings

All meetings of the association shall be open unless voted otherwise by the Executive Board.

#### SECTION V. Quorum

A quorum at a meeting shall consist of the President, Vice-President, and one other officer and all those present and voting.

### **ARTICLE VI – EXECUTIVE BOARD**

#### SECTION I. Members

The Executive Board shall consist of the elected officers. The advisor shall serve as an ex-officio member without a vote.

#### SECTION II. Liability

The Executive Board shall not be responsible for any contract, or obligation of any kind incurred or for any position taken by any officer or member or constituent unless the same was duly authorized in writing by the Executive Board.

#### SECTION III. Management

Management of the Executive Board shall include the following duties:

- A. Review and approve the terms of official relationships established with other organizations singly or in coalition
- B. Approve any commitment in the form of actions, statement of policy or position, or financial obligations involved in ANSA relationships with other organizations.
- C. Approve the budget and provide the annual audit of accounts at the close of the fiscal year.
- D. Have the power to fill vacancies for the unexpired term unless otherwise specified in these by-laws.
- E. Have the power by  $\frac{3}{4}$  vote to declare and office vacant.

#### SECTION IV. Meetings

Regular meetings of the Executive Board shall be held immediately before association meetings and at such other times as deemed necessary by a majority of the Executive Board. The President shall determine the date and place of meetings. The quorum shall be a majority of the voting members of the Executive Board including the President or Vice-President and at least one advisor.

### **ARTICLE VII – ADVISOR(S)**

#### SECTION I. Eligibility

There shall be at least one advisor. One advisor shall be a member of the nursing faculty. Any other advisor shall be a graduate nurse or a graduating senior student

who was a member of ANSA the previous year with experience on the Executive Board or an ANSA committee. This person shall be appointed by Executive Board to serve for the year, or if position is vacated, until a successor is appointed.

#### SECTION II. Duties of the advisor(s)

- A. Be responsible for providing for the interchange of information between the Executive Board and the faculty.
- B. Serve as resource person consulting with the Executive Board, members, and staff
- C. Attend meeting of ANSA.

### **ARTICLE VIII – CLASS REPRESENTATIVES**

#### SECTION I. Eligibility

Class representatives shall be members of ANSA. The class representatives shall consist of one member from each class, duly elected by the respective class in September. These representatives will be considered official representatives of their classes.

#### SECTION II. Duties of Class Representatives

- A. Be directly responsible to the Executive Board for the interchange of information to the members of respective classes.
- B. Be responsible for heading and delegating committee activities
- C. Have a least one class representative from each respective class present at each Executive Board meeting.

### **ARTICLE IX – COMMITTEES**

The Executive Board, at its discretion, shall establish committees deemed necessary to carry on the work of the association and determine the functions, terms and membership of the committees. A quorum for a committee meeting shall be a majority of the members of such committee.

### **ARTICLE X – AMENDMENTS**

#### SECTION I. Procedure

- A. These by-laws may be amended by a 2/3 vote of those present and voting provided that notice of the proposed amendments have been sent to the members at least four weeks prior to the meeting.
- B. Proper amendments shall be submitted in writing, carrying proponent's signature, to the Executive Board for review at least four weeks prior to the meeting at which the amendment will be proposed. Proposed amendments may be submitted by the Executive Board, and ANSA committee, or a member.
- C. These by-laws may be amended at the determined meeting by a majority vote of those present and voting, provided that previous notice had been given that a vote shall take place at such meeting.
- D. Approved amendments shall become effective immediately.

## SECTION II. National amendment ramifications

Amendments to the by-laws of NSNA adopted at the annual meeting which directly relate to the business of ANSA in the area of conformity to NSNA standards shall automatically and immediately affect the necessary amendments to the by-laws of ANSA and shall promptly be incorporated into these by-laws.

## **ARTICLE XI – REPRESENTATION**

### SECTION I. Eligible voters – local level

The voting body meetings of this association shall consist of the elected officers and those members present and voting.

### SECTION II. Eligible voters – state level

Representation to the annual meeting of the state association shall be in accordance with NSASD by-laws, Article VI, Section 3B: “Each recognized school chapter shall be entitled to one voting delegate and one alternate at the annual meeting. In addition, each school chapter will be entitled to an additional delegate and alternate for each 15 members. Tabulation of NSASD membership shall be prior to the annual meeting to determine the number of voting delegates from constituent association.”

### SECTION III. Eligible voters – national level

Representation to the annual meeting of the national association shall be in accordance with NSNA by-laws, Article VI, Section 3a: “The officers, six directors, and the members of the Nominating and Election Committee shall be elected at the annual meeting by the house of delegates,” and Article VII, Section 3a1: “Each school chapter that is a recognized constituency, as determined by these by-laws, shall be entitled to one voting delegate and alternate, and in addition, shall be entitled to one voting delegate and alternate for every 50 members.”

## **ANTSA CONSTITUTION**

**Article I:** AUGUSTANA ADULT NON-TRADITIONAL STUDENT ASSOCIATION  
The name of the organization shall be also known as ANTSA

**Article II:** PURPOSE  
The organization shall represent and support Augustana students who meet any of the following criteria:

- Over 23 years of age
- Married
- With child/children
- Other reasons that make him/her non-traditional with respect to the larger college community

**Article III:** OBJECTIVES

Section 1: The organization shall assist the administration designing and implementing an ongoing organization program for all non-traditional students.

Section 2: The organization shall work to insure representation of non-traditional students on faculty/administrative and student committee.

Section 3: The organization shall provide a forum for addressing the needs and interests of non-traditional students.

Section 4: The organization shall act as a liaison between non-traditional students and the larger college community.

Section 5: The organization will provide adult learners with a place to communicate with and support adult peers.

**Article IV:** MEMBERSHIP  
All non-traditional students are eligible for membership in the organization. There is no membership fee at this time.

**Article V:** OFFICERS  
The officers of the association shall be President, Vice President, and Secretary/Treasurer. Election for new officers will be held annually at the end of the spring semester.

**Article VI:** MEETING SCHEDULE  
The organization shall meet once per month.

**Article VII:** AMENDMENTS

Amendments to this constitution may be making by a two-thirds majority vote of the members at a meeting, providing statements of such prepared amendments have been introduced at the previously scheduled meeting.

# CONSTITUTION

## OF THE

# AUGUSTANA STUDENT ASSOCIATION

*(Last Revised March 2004)*

### **Article I: Name**

The name of the association shall be the Augustana Student Association, hereinafter referred to as ASA.

### **Article II: Purpose**

Realizing the interdependence of all members of the Augustana community, the ASA endeavors to promote such goals and ideals as shall benefit and further Augustana College. It strives to guarantee the rule of the majority, the right of the minority, and the freedom of students to inform and be informed as their conscience dictates. The ASA shall strive toward basic human, academic, and social freedoms for students of Augustana College and for the surrounding community.

### **Article III: Membership**

All enrolled students of Augustana College shall be members of the Augustana Student Association.

### **Article IV: Executive Branch**

#### *Section 1: Officers.*

The officers of the ASA shall be the President, the Vice President, and the Secretary.

#### *Section 2: Qualifications. Each of the ASA officers must:*

Clause 1. Be a member of the ASA.



Clause 2. Have completed at least twelve (12) courses of college education and at least five (5) courses from Augustana College at the time of his or her election.

Clause 3. Have and maintain a GPA of 2.5 throughout his or her term of office.

*Section 3: Election.*

The officers of the ASA shall be elected by a vote of the membership of the ASA in accordance with the ASA Election Code.

*Section 4: Term of Office.*

The term of office of the ASA officers shall be approximately one calendar year in length, beginning on the day of their inauguration. Said inauguration shall take place at least 28 days, but no more than 35 days, after the spring election.

*Section 5: Succession.*

Clause 1. Upon the removal or resignation of the President, the Vice President shall assume the office of the President until the presidential term ends. In the event that the offices of the President and Vice President become vacated, the Secretary will act as temporary presiding officer and, as spring election commissioner, will call a special election within two (2) weeks to elect a new President and Vice President.

Clause 2. In the event of the removal or resignation of the Vice President, the President will appoint a new Vice President within three (3) weeks. This appointment is subject to a two-thirds (2/3) vote of approval by the ASA Student Senate.

Clause 3. In the event that all of the executive positions become vacated at the same time, the Administration and Planning (A&P) Committee chairperson will act as temporary presiding officer of the ASA and as election commissioner. The A&P Committee chairperson will then call a special election to fill the vacated offices. The procedures to be followed shall be as outlined for the spring election in the ASA Election Code, with the petition deadline being no later than two (2) weeks after the vacancies have occurred.

*Section 6: Duties and responsibilities of the ASA President.*

- Clause 1. The ASA President will have the option to veto any and all legislation passed by the Student Senate. In the case of budgetary matters, the ASA President may exercise a line-item veto. Legislation left unsigned within two weeks of passage is considered vetoed and returned to the Senate.
- Clause 2. To maintain the ASA Executive Cabinet consisting of the following student leadership positions which are to be permanent offices of the ASA Cabinet: head governor(s) of the Union Board of Governors, chair(s) of the Concert and Lecture Committee, chair(s) of the New Student Orientation Central Committee, chair(s) of the Viking Days Central Committee, editor of *The Mirror*, one male intercollegiate athlete and one female intercollegiate athlete (each appointed by the ASA President), Augustana Concert Band President, Augustana College Choir President, and Augustana Chapel Congregation President.
- Clause 3. To have the responsibilities for providing information on ASA to established groups or organizations on campus.
- Clause 4. To preside at or designate the acting chairperson of the ASA Executive Cabinet and all meetings of the ASA.
- Clause 5. To request reports on activity, structure, and function of all organizations receiving full or partial funding from ASA.
- Clause 6. To meet with (or have committees appointed by him or her meet with) similar officers from the student associations of other colleges and universities for the purpose of negotiating agreements governing relations between ASA and these students' associations.
- Clause 7. To present a plan of operation and objectives to the ASA Student Senate during his or her first four (4) weeks of office to be discussed and planned for implementation.
- Clause 8. To address the ASA Student Senate within one (1) week after the Presidential inauguration.
- Clause 9. To make all necessary appointments to standing committees involving students and faculty/staff, pending approval by the ASA Student Senate.
- Clause 10. To authorize the appropriation of all monies from the ASA Executive account.
- Clause 11. To fulfill all duties, responsibilities, and obligations conferred upon the office by the ASA.

*Section 7: Duties and responsibilities of the ASA Vice President.*

- Clause 1. To serve as President of the ASA Student Senate.

Clause 2. To exercise voting power in the event of a tie vote of the ASA Student Senate.

Clause 3. To develop and maintain a viable relationship with other Augustana College student organizations and, when appropriate, the student governments of other colleges and universities.

Clause 4. To preside at all meetings of the ASA and of the ASA Executive Cabinet in the absence of or at the discretion of the ASA President.

Clause 5. To fulfill all duties, responsibilities, and obligations conferred upon the office by the ASA.

*Section 8: Duties and responsibilities of the ASA Secretary.*

Clause 1. To serve as a non-voting, ex-officio member.

Clause 2. To record the minutes of all meetings of the ASA Student Senate and to maintain records of the status of all motions and resolutions presented to the ASA Student Senate.

Clause 3. To publicize activity of the ASA Student Senate as delegated by the Executive Branch and the Personnel and Development committee.

Clause 4. To serve as election commissioner for the Spring ASA Elections.

*Section 9: Petitions*

The Executive Branch of the ASA shall be responsible for the collection of any and all petitions of the ASA and for delivering them to the ASA Student Senate for appropriate action.

**Article V: Legislative Branch**

*Section 1: Name.*

Members elected by the ASA to serve as its legislators shall be referred to as the Augustana Student Association Student Senate.

*Section 2: Purpose.*

The ASA Student Senate is a body designed to protect, inform, serve, represent, and lead those persons from whom it derives its right to govern.

*Section 3: Membership.*

The ASA Student Senators shall be chosen in accordance with the ASA Election Code. The administrative advisor and the faculty advisor are to be included as ex officio, non-voting members of the ASA Student Senate. A non-traditional student, an international student, and a part-time student may also be included as ex-officio, non-voting members.

*Section 4: Succession.*

Clause 1. In the event of the removal or resignation of an ASA Senator, the Personnel and Development Committee shall recommend a replacement to the ASA Vice President. Said recommendation is subject to a two-thirds (2/3) vote of approval by the ASA Senate.

Clause 2. In the event that the ASA Vice President is unable to fulfill the duties and responsibilities of the office of President of the Senate, succession shall occur in the following order until someone is able to fill the capacity:

- A. Chairperson of the Administration and Planning Committee of the ASA Student Senate.
- B. Chairperson of the Co-Curriculum Committee of the ASA Student Senate.
- C. Chairperson of the Curriculum Committee of the ASA Student Senate.
- D. Chairperson of the Personnel and Development Committee of the ASA Student Senate.

*Section 5: Qualifications.*

Each ASA Senator must:

Clause 1. Be a member of the ASA.

Clause 2. Be elected by a vote of the ASA in accordance with the ASA Election Code.

Clause 3. Have and maintain a GPA of 2.0 throughout his or her term of office.

*Section 6: Duties and Responsibilities.*

- Clause 1. It shall authorize the appropriation of money from the ASA Senate account, General account, and Community Development Fund account with a (2/3) majority vote.
- Clause 2. It shall work in coordination with on-campus judicial bodies in establishing rules and a code of conduct for the student body.
- Clause 3. It shall create such ad hoc committees as it shall deem necessary.
- Clause 4. It shall approve the constitutions, by-laws, or a combination thereof, of ASA-funded student organizations.
- Clause 5. It shall decide any and all issues arising over ASA Student Senate membership.
- Clause 6. It shall have the authority to rescind the voting privileges of any ASA Student Senator for reasons of non-attendance. Each succeeding ASA Student Senate shall have the right to determine specific attendance requirements.
- Clause 7. It shall have the option of overriding any presidential veto or line item veto with a vote of two-thirds (2/3) of the body of the Senate.

*Section 7: Qualifications, duties and responsibilities of the ASA Treasurer.*

- Clause 1. Be a member of the ASA.
- Clause 2. Be elected by a vote of the ASA in accordance with the ASA Election Code
- Clause 3. Have and maintain a GPA of 2.0 throughout his or her term of office.
- Clause 4. Must have held a position on the ASA student senate, held and executive office, or been an active at-large member of the A&P committee, as deemed by the Election Commissioner.
- Clause 5. To fulfill all qualifications, duties and responsibilities of an ASA Student Senator.
- Clause 6. To manage the ASA Senate account, General account, Executive account and Community Development Fund account. The Treasurer shall maintain all purchase order books and handle all account transactions for the aforementioned accounts.
- Clause 7. To prepare reports on the financial position of the ASA and to provide said reports to the Student Senate in written and/or verbal form.

- Clause 8. To inform all organizations that petition funds from the ASA of the amount of their appropriation.
- Clause 9. To maintain information on the status of all organizations receiving partial or full funding from the ASA and to make such information available to the ASA Student Senate and the ASA President.
- Clause 10. To supervise ASA funded organizations' account balances and send each organization a statement of their account at the beginning, middle and end of each semester. It is the responsibility of the Treasurer to ensure that organizations are not allowed to accrue a debt.
- Clause 11. To act as the chair of the Administration and Planning committee and perform duties of said office.
- Clause 12. To serve as election commissioner for the Fall ASA Elections.
- Clause 13. To fulfill all duties, responsibilities, and obligations conferred upon the office by the ASA.

#### *Section 8: Legislation*

It shall have the sole authority to enact legislation regarding the ASA by means of a motion. The ASA President or any ASA member may suggest legislation, in the form of a resolution, to the ASA Student Senate.

### **Article VI: Permanent Standing Committees of the ASA Student Senate**

#### *Section 1: Titles.*

There shall be four permanent standing committees of the ASA Student Senate. These committees shall be called the Administration and Planning Committee, the Co-Curriculum Committee, the Curriculum Committee, and the Personnel and Development Committee.

#### *Section 2: Membership.*

The ASA Student Senate in compliance with the following specifications shall determine the membership of these committees:

- Clause 1: All committees of this part shall be open to members selected from the ASA at large who do not hold positions on the ASA Student Senate or on the Executive Staff of the ASA President. These at large\_committee members are appointed by the Personnel and Development Committee,

subject to approval by both the ASA Student Senate and the ASA President. These members' terms will run concurrent with those of the elected ASA Student Senators.

Clause 2. There shall be a minimum of four Student Senators assigned to each committee of the ASA Student Senate by the President of the Senate, subject to the approval of the ASA Student Senate. Each ASA Student Senator shall hold only one concurrent committee assignment.

Clause 3. The President of the Senate shall have the power to select the chairpersons of the Co-Curriculum, Curriculum, and Personnel and Development committees of the ASA Student Senate. The committee chairperson must be a Student Senator.

*Section 3: General duties and responsibilities of the Permanent Standing Committees of the ASA Student Senate.*

Clause 1. Matters may be referred to a committee at the discretion of the President of the Senate.

Clause 2. All matters referred to committees shall remain in committee until a recommendation is made, unless the President of the Senate inquires about such matters, at which point the committee shall provide the requested information.

Clause 3. All recommendations shall take the form of a motion. If a committee decides that no action is necessary, it shall make a report of "No recommendation" to the ASA Student Senate.

Clause 4. The ASA Student Senate, by a two-thirds (2/3) vote, can call out of committee any matter currently under consideration.

*Section 4: Duties and responsibilities of the Administration and Planning Committee.*

Clause 1. It should review, discuss, and advise the ASA Student Senate on matters pertaining to the General Budget of the ASA.

Clause 2. It shall hold spring budget hearings concerning General Budget proposals following the ASA spring elections by or within the third post-election week.

Clause 3. The outgoing A&P Committee chair is recommended to serve as a non-voting advisor and mediator during the spring budget hearings to provide continuity and stability.

Clause 4. It shall review, discuss, and advise the ASA Student Senate on amendments to the ASA Constitution, By-laws, Election Code, and other governing documents.

Clause 5. It shall review, discuss, and advise the ASA Student Senate on resolutions emanating from the ASA Executive Cabinet.

Clause 6. Upon the request of the ASA Student Senate or the ASA President, it may review, discuss, and advise the ASA on any pertinent matter.

*Section 5: Duties and responsibilities of the Co-Curriculum Committee.*

Clause 1. It shall examine and review the social fabric of the Augustana College community and that of the community of Sioux Falls and recommend changes that may enhance the social life of the Augustana College student.

Clause 2. It shall examine and review the non-academic concerns of the students and recommend changes to ameliorate these concerns.

Clause 3. It shall review, discuss, and advise the ASA Student Senate on resolutions emanating from the Northside (NSC) and Southside (SSC) Councils.

Clause 4. One member of the Co-Curriculum Committee shall serve as an ambassador to the Co-Curriculum Council of Augustana College.

Clause 5. Its members shall serve on task forces or committees that deal with issues affecting the non-academic aspects of Augustana College.

*Section 6: Duties and responsibilities of the Curriculum Committee.*

Clause 1. It shall represent the students' interest in academic affairs.

Clause 2. It shall better the academic aspect of the Augustana College student by acting as a mediator between students and the college administration.

Clause 3. It shall have the option to administer course and faculty evaluations.

Clause 4. It shall have the option to provide a student-advising program to assist fellow students with registration.

Clause 5. It shall strive to inform the students of the value of the Liberal Arts curriculum at Augustana College.



Clause 6. It shall have the option to administer a faculty recognition award in the spring semester of the academic calendar, taking nominations from the student body.

Clause 7. It shall every year nominate a student of junior standing to be appointed by the President of the ASA as Assessment Liaison. The position of Assessment Liaison shall be held for two years. In the first year of implementation (2004-2005), the President of the ASA shall also appoint a student of senior standing to the role of Assessment Liaison so as to always have two Assessment Liaisons. This shall facilitate in the training of new Assessment Liaisons. The Assessment Liaisons shall serve as At-Large Members of the Curriculum Committee. They will report bi-monthly to the Curriculum Committee on the actions of the Faculty Assessment Council.

*Section 7: Duties and responsibilities of the Personnel and Development Committee.*

Clause 1. It shall recommend appointments for vacant ASA Student Senate seats, subject to a two-thirds (2/3) vote of approval by the Senate. It shall also appoint three at large members to each Senate standing committee, subject to a two-thirds (2/3) vote of approval by the Senate.

Clause 2. It shall be responsible for the selection of the Union Board of Governors (UBG) Head Governor(s) and the chairs of Concert and Lecture, New Student Orientation (NSO), and Viking Days. The selection process shall include an application and interview with the committee. The Director of Student Activities shall serve as a voting ex-officio member of the selection process for all positions, and the current leaders of each organization shall be voting ex-officio members of the selection process for their respective organizations. The past and/or present faculty NSS director and one NSO group leader shall also be voting ex-officio members of the NSO Co-Chair selection process. These positions will be filled at the discretion of the committee when qualified applicants are available.

Clause 3. It shall develop and implement strategies to raise the student body's awareness of ASA Senate goals and activities and to raise the Senate's awareness of constituent concerns. This may include, but is not limited to, publicizing meetings, actions taken, and events at the request of the ASA Executives or other standing committees of the Senate.

Clause 4. It shall help current students develop lasting relations with the college. This shall be facilitated through close communication with the Alumni Relations Director.

## **Article VII: Budgetary Arbitration**

### *Section 1: Purpose.*

The purpose of the Budgetary Arbitration Committee is to come to a majority decision on all General Budget Presidential line-item vetoes that the ASA Student Senate fails to override.

### *Section 2: Membership. Membership of the Budgetary Arbitration Committee shall be as follows:*

Clause 1. The ASA President.

Clause 2. The ASA Vice President.

Clause 3. The Chairpersons of the four standing committees of the ASA Student Senate.

### *Section 3: Duties and responsibilities of the Budgetary Arbitration Committee.*

Clause 1. The Chairperson of the Administration and- Planning Committee shall act as the Chairperson of the Budgetary Arbitration Committee.

Clause 2. The Chairperson of the Budgetary Arbitration Committee shall exercise the power to vote only in the event of a tie vote of the Budgetary Arbitration Committee.

Clause 3. All members of the Budgetary Arbitration Committee must be present at the meeting(s) of the Budgetary Arbitration Committee in order for business to be transacted.

Clause 4. Any decision made by the Budgetary Arbitration Committee shall be considered final.

### *Section 4: Procedures.*

Clause 1. The Budgetary Arbitration Committee shall convene within five (5) school days after the failed override vote should the ASA Student Senate fail to override any Presidential vetoes on the General Budget.

Clause 2. In the event of unforeseen circumstances, the Budgetary Arbitration Committee shall have the power to postpone said meetings for a period not to exceed five (5) school days.

Clause 3. The organizations whose budgets are involved in budgetary arbitration shall be presented with the ASA President's rationale for his or her veto and shall have the right to present at the arbitration hearing on their respective budget to provide defense for said budget.

## **Article VIII: ASA Executive Cabinet**

### *Section 1: Purpose.*

To create a forum for the exchange of ideas among the Cabinet's members.

### *Section 2: Membership.*

The ASA Executive Cabinet shall consist of the following persons: the ASA President, the UBG Head Governor(s), chair(s) of the Concert and Lecture Committee, chair(s) of the New Student Orientation Central Committee, chair(s) of the Viking Days Central Committee, editor of *The Mirror*, one male intercollegiate athlete and one female intercollegiate athlete (each appointed by the ASA President), Augustana Concert Band President, Augustana College Choir President, and Augustana Chapel Congregation President.

### *Section 3: The ASA President or his or her designate shall serve as the Chairperson of the ASA Executive Cabinet.*

## **Article IX: Meetings**

### *Section 1: ASA*

Clause 1. Meetings of the ASA may be held at the discretion of the ASA Student Senate or the ASA President. Meetings may also be called by a petition of ten (10) percent of the total ASA membership.

Clause 2. Quorum. Twenty (20) percent of the ASA membership constitutes a quorum for transacting business at all meetings of the ASA.

Clause 3. A student forum may be held during the Fall Semester of each academic year upon the recommendation of the ASA Student Senate or upon the petition of ten (10) percent of the ASA.

A. This forum shall be open to all members of the ASA with no quorum necessary.

B. Resolutions emanating from this forum will be made formal legislative action as determined by the ASA Student Senate no later than one month after said forum.

*Section 2: ASA Student Senate*

Clause 1. Frequency of meetings.

The ASA Student Senate shall meet as a body at least once a month according to the schedule determined by the ASA Student Senate at the beginning of each semester and shall meet at other times at the decision of the President of the Senate.

Clause 2. Quorum.

Two-thirds (2/3) of the filled voting positions of the ASA Student Senate shall constitute a quorum for transacting business.

*Section 3: Committees of the ASA Student Senate.*

Permanent standing committees of the ASA Student Senate shall meet on a bimonthly basis opposite of the meeting schedule of the ASA Senate and as deemed necessary by the committee chairperson.

**Article X: Referendum and Impeachment**

*Section 1: Referendum.*

If any member of the ASA believes that legislation passed by the ASA Student Senate is contrary to the desires of the ASA, he or she may petition for a referendum. This petition must contain the signatures of at least five (5) percent of the ASA members and be presented to the ASA President within two (2) class weeks of the passage of the legislation. A referendum shall then be held within one (1) week of the presentation of the petition. The ASA President's Council will decide the date for the election and preside over it as designated in the ASA Election Code. A two-thirds (2/3) majority of the votes cast in an election of the ASA shall be necessary for a repeal of the questioned legislation. Thirty (30) percent of the ASA must vote for the election to be valid.

*Section 2: Impeachment.*

If any member of the ASA believes that an elected or appointed official is not meeting the requirements of his or her position, he or she may petition for a recall. This petition must contain the signatures of at least five (5) percent of the

ASA members and be presented to the ASA President. If the ASA President is the subject of the petition for impeachment, the petition shall be delivered to the ASA Vice President. A recall election shall be held within two (2) weeks after the presentation of the recall and shall be presided over as designated by the ASA Election Code. It is necessary that seventy-five (75) percent of the total voters vote in favor of removing the official from office. Fifty (50) percent of the ASA must vote in said election for the election to be valid.

*Section 3: Impeachment by the ASA Student Senate.*

The rules governing the impeachment of the officers of the ASA and ASA Student Senators by the ASA Student Senate are as follows:

- Clause 1. An official accusation for the impeachment of any Executive Officer of the ASA or ASA Student Senator shall be made before the ASA Student Senate two (2) weeks prior to impeachment hearings. ASA Student Senators may bring formal accusation against officers of the ASA and members of the ASA Student Senate. Any member of the ASA may also bring formal accusation against any officer of the ASA. However, accusation of an ASA Student Senator for the ASA at large must come from the electorate, which he or she represents, with the duties formerly granted to the ASA now being granted to the appropriate electorate.
- Clause 2. At the impeachment hearing, which shall be held two (2) weeks following the accusation, the accused shall be given ample time to present his or her case.
- Clause 3. The highest-ranking officer of the ASA who is present shall chair the impeachment hearing. The impeachment hearing cannot be a part of a regular meeting of the ASA Student Senate; a special meeting of the ASA Student Senate must be held.
- Clause 4. The accused shall not be considered a member of the quorum or be eligible for chairperson.
- Clause 5. After the accused has presented his or her case, he or she shall be allowed to remain present and defend himself or herself during the ensuing discussion by the ASA Student Senate.
- Clause 6. The Chair shall terminate discussion after a member of the quorum has called the question. Following the acceptance of the question, the accused shall be excused from further proceedings.
- Clause 7. Upon exclusion of the accused, no more discussion shall take place, and a secret ballot shall be taken.
- Clause 8. Impeachment of the accused will require a three-fourths (3/4) majority vote of the senators present at the time of the vote at any meeting of the ASA Student Senate in favor of impeachment.

## **Article XI: Parliamentary Authority**

### *Section 1: Rules.*

The rules contained in Roberts Rules of Order shall govern the entirety of this organization for all cases in which they are applicable and not inconsistent with the Constitution, By-Laws, or other governing documents of the ASA.

### *Section 2: Parliamentarian.*

The President of the Senate may designate a person well versed in parliamentary procedure to serve as parliamentarian, subject to confirmation in the form of a majority vote of the Student Senate. The individual shall serve in an advisory position to the President of the Senate with regard to parliamentary procedure. The parliamentarian shall be a non-voting member of the ASA Student Senate.

## **Article XII: Amendment Procedure**

### *Section 1: Amendments*

This Constitution may be amended by a seventy-five (75) percent majority vote of the senators present at the time of the vote at any meeting of the ASA Student Senate. This constitution may also be amended by a referendum vote of the ASA. Fifty (50) percent of the ASA must vote for the election to be valid. Any member of the ASA may initiate a petition bearing the signatures of at least five (5) percent of the ASA membership.

### *Section 2: Revision*

The President of the Senate shall refer the proposed amendment to the Administration and Planning Committee for the purpose of reading and revising for a minimum of one (1) week.

### *Section 3: Presentation to the Senate.*

The Administration and Planning Committee shall then discuss the proposal and draft it into final form and present it to the ASA Student Senate.

*Section 4: Senate Review*

The ASA Student Senate shall then hold a minimum of a one (1) week reading period to review the amendment.

*Section 5: Approval*

If the ASA Student Senate passes an amendment, it shall be sent to the ASA President for his or her signature or veto. If the ASA President vetoes the measure, it shall be sent back to the ASA Student Senate where it may be overridden by a two-thirds ( $2/3$ ) vote of the senators present at the time of the vote at any meeting of the ASA Student Senate. If the veto of the ASA President is overridden, the measure shall be adopted.

# **AUGUSTANA DEMOCRATS CONSTITUTION**

**Mission:** The mission of the Augustana Democrats is to promote the ideals of the Democratic Party on the campus of Augustana College and in the surrounding community. To this end, the group will provide constructive information about candidates during electoral seasons, as well as promote any public policy issue deemed pertinent by the group to the college community. Additionally, the Augustana Democrats are committed to creating and perpetuating a healthy dialogue concerning political issues among students.

The group's main goal is to provide Augustana students civic education, a variety of means for political participation, and leadership opportunities on campus and in the Sioux Falls community.

**Article I. Membership** – All Augustana students, faculty, staff, and Administrators are welcome to join the Augustana Democrats. The Augustana Democrats encourage diversity among their members and do not discriminate on the basis of sex, income, marital status, race, ethnicity, sexual orientation, age, national origin, religion, or disability.

**Article II. Executive Structure** – The executive board for the Augustana Democrats will consist of a President, Vice-President, and Secretary/Treasurer. The creation of other needed offices or planning committees may be created on an ad hoc basis. The social, publicity, voter registration, and dorm canvassing committees may be created and continued on a needed basis by the President or Executive Board with the President's voiced approval.

The president's duties include: providing active and encouraging leadership to all group members, planning meetings and monthly events, representing the group to the media and to



the school administration as needed, and serving as the group's spokesperson for the Office of Student Affairs and the Augustana community.

The Vice-President and Secretary-Treasurer, as executive board members, will also play important roles in the completion of these tasks.

The Vice-President oversees all subsequently formed committees, including publications.

The Secretary-Treasurer is primarily responsible for the completion of minutes at each month's meeting and the dissemination of this information to group members. The duties of the treasurer are typically combined with the secretary and include managing the finances of the organization and preparing financial reports for the membership.

### **Article III: Elections**

Executive Board members shall serve a renewable term of one school year.

An election of the board members will occur in the spring semester, allowing newly elected officers to plan for the upcoming year throughout the summer months. Members must be elected by a majority voice vote of present group members. Any officer who fails to fulfill the duties of his or her office may be removed by a two-thirds vote of present and active voting members.

Parliamentary procedure will be followed in the nomination and election process.

# **Constitution of Augustana Young Life Leadership**

Last updated November 16, 2004

## **Article**

### **Article I: Name**

The name of this Club shall be; Augustana Young Life Leadership

### **Article II. Purpose**

The purpose of Augustana Young Life Leadership is to provide a place for students to learn how to lead within the ministry of Young Life. The club's objectives include encouragement of personal spiritual growth, training concerning current youth culture, training in relational evangelism to teens and pre-teens. After training, students will be put onto teams that will then focus on reaching specific schools in the area. Students will be responsible for coming to weekly training meetings and their time commitment will increase if they decide to commit to becoming Young Life leaders in the community.

### **Article III: Authorities and Powers**

This club's leadership will consist of the local staff person that is employed by Young Life nationally as well as the faculty advisor.

#### **Article IV: Membership**

The members of this will be students, faculty, and other interested individuals from the Augustana community. Any person interested in the goals of this may become a member by committing to attend the weekly training sessions. No dues will be required.

#### **Article VI: The Faculty Sponsor**

The faculty sponsor shall be any interested faculty. If no faculty volunteers then the leadership responsibility will then be passed onto a Junior or Senior student at Augustana who is a member of the Young Life leadership team.

#### **Article VII: Amendments**

Amendments to Augustana Young Life's leadership's constitution may be proposed by any member of the organization. The proposed amendments shall be adopted by a 100% consensus of the leadership team.

#### **Meeting Schedule**

Augustana Young Life's Leadership will meet on a weekly basis on the Augustana College campus. Currently the meetings take place on Thursday evenings from 7-8:30pm but the day and time are subject to change in relation to student's availabilities.

**CONSTITUTION**  
**BLUE NATIONAL HONOR SOCIETY**  
**(AUGUSTANA COLLEGE CHAPTER)**  
(Revised October 2004)

**PREAMBLE**

Blue Key National Honor Society is Augustana's senior honor society and service organization. It was created to recognize academic excellence and promote leadership in the Augustana community as we serve the surrounding Sioux Falls community.

**ARTICLES**

I. Purpose and Activities

The purpose of Blue Key National Honor Society is to foster academic leadership and community service among its members. The organization's activities are service based and focus on giving back to the surrounding community.

II. Membership

The grade point average for admission into Blue Key is 3.30. Potential members complete a national application and designated essays. Applications are numbered to preserve anonymity. The completed applications are brought to a scoring panel of current Blue Key members in which they are uniformly scored by at least seven members. Final scores are totaled from the reviews' sheets. Blue Key admits a total of 30 candidates representing both sexes annually.

III. Governance

The officers of Blue Key are the President, Vice President, Secretary, and Treasurer. These four offices comprise the Blue Key executive committee. The officers are chosen in a vote at the banquet in May of the current year. Ties are broken by a runoff. The duties of the President are to call meetings and to assist in the planning of service projects. The Vice President contributes to meetings and tends to other clerical duties. The Treasurer collects money and any additional paper work for the society.

IV. Interpretation

The power of interpreting the Constitution lies solely with the Blue Key Executive Committee.

V. Approval and Amendment

The constitution is approved by two-third vote of the Blue Key membership (quorum being ten) and may be amended in the same manner.