By-Laws

to the Constitution
of ASAPU
### By-Laws to the Constitution of ASAPU

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Article I
ASAPU Assembly Members
The ASAPU Assembly meets weekly except Winter Break, Spring Break and Summer Vacation. The location of these meetings will be determined at the beginning of each enrollment period.

Article II
Working Documents
By a two-thirds (2/3) vote, the assembly may attach agendas to this constitution as individual working documents outlining ASAPU program structure and process. To date, those documents are:

Election Workers’ Job Description ...................................................... April 1998
Updated ...................................................... April 2011

ASAPU Money Matters ................................................................. October 1996
Updated ...................................................... April 2011
Updated ...................................................... April 2013
Updated ...................................................... February 2015

Check Request Form ................................................................. April 1989
Deleted ......................................................

Locker Rental Contract ............................................................ April 1988
Deleted ...................................................... April 2011

Remuneration Policies ............................................................... October 1990
Updated ...................................................... November 1998
Updated ...................................................... April 2011

Standing Committees Policies .................................................. October 1989
Updated ...................................................... April 2011

Statement of Intent to Run for Office .......................................... September 1987
Updated ...................................................... April 2011
Updated ...................................................... April 2013
Updated ...................................................... February 2015

Petition for Office ................................................................. September 1987
Updated ...................................................... April 2011
Updated ...................................................... April 2013
Updated ...................................................... April 2015

Student Commencement Speaker Selection Process .................. April 1992
Updated ...................................................... November 1993
Deleted ...................................................... April 2011

Susan James Memorial Conference Grant .................................. May 1989
Deleted ...................................................... April 2011

Electric Chair Award ............................................................... April 1989
Updated ...................................................... April 2011
Updated ...................................................... April 2015

Outstanding Contribution to Students Award .......................... April 1989
Updated ...................................................... April 2011

Specific Expectations & Responsibilities of ASAPU Assembly Members .................................. November 1993
Updated ...................................................... April 2011
Updated ...................................................... April 2015

Alaska Pacific University Mascot ........................................... March 1990
Updated ...................................................... April 2011

Club/Organization Advisor List .............................................. May 1993
Deleted ...................................................... April 2011

Management of Club Sports .................................................. February 1990
Deleted ...................................................... April 2011
Student Association Fee Policy .................................................. April 1992
Updated .............................................................................. April 2011
APU/UAA Joint University Committee By-Laws ................................... March 1991
Deleted .............................................................................. April 1999
Club/Organization of the Year Award ................................................ April 1991
Updated .............................................................................. April 2011
Advisor of the Year Award ................................................................ April 1991
Updated .............................................................................. April 2011
Policies Pertaining to Campus Organizations ..................................... March 1992
Updated .............................................................................. April 2011
Updated .............................................................................. February 2015
ASAPU & C/O Assets Policy Agreement ............................................. January 1993
Deleted ..............................................................................
Maxine Yagie Memorial Grant ............................................................ October 1993
Deleted .............................................................................. April 2011
Campus Center Advisory Committee Expectations and Responsibilities ................................................ October 1993
Deleted .............................................................................. April 2011
Publication of the Bullsheet ............................................................ April 1994
Updated .............................................................................. April 2015
ASAPU Workhorse Award ............................................................ April 1995
Updated .............................................................................. April 2011
Tax ....................................................................................... 1996
Deleted ..............................................................................
Outdoor Programs/Recreation Program Funding Process ..................... February 1999
Updated .............................................................................. April 2011
Updated .............................................................................. April 2015
Resident Housing Association Funding Process .................................. March 1999
Deleted .............................................................................. April 2011
Criteria for ASAPU Proposals ......................................................... April 2011
Updated .............................................................................. April 2015
Club/Organization Food/Beverage Policy ............................................. April 2011
Deleted ..............................................................................
Policy for Vending .................................................................... April 2011
ASAPU Scholarship ..................................................................... April 2011
Non-Discrimination Policy ............................................................. April 2013
Drug and Alcohol Policy ............................................................ April 2013
List of University Committees ........................................................... February 2015
Risk Management for Clubs ............................................................ February 2015
ASAPU “Money Matters”

- All distribution or approved disbursements are the responsibility of the ASAPU Treasurer. S/he must be aware of all expenditures made by both ASAPU and Clubs. Treasurer MUST have a copy of all receipts that are club or ASAPU related. Exceptions can be made for the advisors that have a company card. This staff/faculty member must provide statements at the end of every month with any ASAPU/Club related purchases.

- ASAPU ADVISOR’S AND TREASURER’S SIGNATURE IS REQUIRED ON ALL CHECK REQUESTS.

- In most cases, the check will be available one month after you request a disbursement. You are expected to go to the Accounting Office, located in Grant Hall, during Monday-Friday between 8am-5pm. An email will be sent out to inform the student that the check is available.

- Any funds not used must be returned to the ASAPU Treasurer within a week of the event.

- Receipts are required for all expenditures of ASAPU funds. Failure to adhere to the policy may influence allocation of funds to your club or may result in a freeze of club budget account and/or club may be put on a probation period.

- In the event your club wishes to approach the Assembly for funds, the request must be emailed to ASAPU@alaskapacific.edu. This request must be submitted by Thursday at 5pm, before the ASAPU meeting it will be discussed at.

- Petty Cash Rules
  - Students wanting to get a reimbursement must schedule a time with the ASAPU Treasurer one week after the event.

- ALL RECEIPTS MUST BE RETURNED TO THE ASAPU TREASURER WITHIN A WEEK OF PURCHASE.
Student Drug/Alcohol Policy

Drugs

Possession, consumption, being under the influence of illegal drugs, or furnishing illegal drugs on APU-owned or controlled property, or at college sponsored or supervised function is prohibited.

The Dean of Students must be notified in writing of any criminal drug statute conviction or finding a guilt of an illicit drug violation occurring on university owned or controlled property no later than (5) days after such conviction.

Alcohol

Possession, consumption, being under the influence of alcohol or furnishing of alcohol beverages on APU owned or controlled property, or at college sponsored or supervised function is prohibited unless authorized by the President. It is illegal in the state of Alaska for anyone under the age of 21 to possess, distribute, consume or acquire alcoholic beverages.

Violations of applicable laws or the Student Drug/Alcohol Policy may result in disciplinary sanctions up to and including dismissal as described in the Student Code of Rights and Responsibilities and Judicial Procedures. Sanctions may include: Monetary fines, education sanction, warning, disciplinary reprimand, disciplinary probation, suspension from residence, suspension from the university and dismissal. Further information on the Drug/Alcohol Policy can be found in the Student Handbook pages 34-36. In addition, the university has the right to refer violations of its Student Drug/Alcohol Policy for criminal prosecution.

For purposes of this student policy the following applies: “Drug” means any drug which has not been legally obtained or is not being used for its intended purpose or as prescribed or is defined as a controlled substance by the controlled Substance Act (21 U.S.C. & 812 et al, e.g.).

Reporting a Drug/Alcohol Violation

Obtain an “Incident Report Form” from the Dean of Students Office or Residence Life Office. Complete the form and return to the Dean of Students Office.
Non-Discrimination Policy

Alaska Pacific University is committed to providing equal opportunity in employment, activities, and its academic programs. The University does not discriminate on the basis of race, color, religion, gender, ethnic or national origin, disability, age, marital status, veteran status, membership in uniformed services, gender identity, or sexual orientation in the administration of any of its education policies, admission policies, scholarship and loan programs, athletics, and other school-administered policies and programs, or in its employment related policies and practices. APU is firmly committed to adhere to the letter and spirit of all federal and state equal opportunity and civil rights laws, including but not limited to Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), the Age Discrimination Act of 1975, the Americans with Disabilities Act (ADA) of 1990, and their implementing regulations. Alaska Pacific University complies with the Student-Right-to-Know Act, the Campus Security Act and Clery Act, the Equity in Athletics Disclosure Act (EADA), and the Family Educational Rights and Privacy Act (FERPA).

Discrimination is strictly prohibited by the University and will not be tolerated. Treating an employee or student differently in the terms or conditions of his or her employment or education on the basis of the protected statuses listed above or any other protected status constitutes discrimination. Further, retaliation against any individual for making a complaint of harassment or of any unlawful discrimination, or for assisting in the investigation of such a complaint, will not be tolerated.
McMillen Student Center Advertisement/Posting Process:
- Email a PowerPoint slide to ahill@alaskapacific.edu, by 9:00PM on Fridays. The presentations are updated every Monday.
- Please include: Event Title, Description, Date, Time, Meeting Location, Cost (if any), Sign-up information, Contact Name and phone # or email, Sponsored by …, who can attend.
- No advertisements on tables. 3 dimensional advertisements can be used on ½ wall by fireplace area.
- Can use the gallery for advertisements with advanced notice.

McMillen Student Center Reservation Process:
Follow the Student Center Acceptable Use Policy, email ahill@alaskapacific.edu or use Resource Tracker with Mallory, Manda, or your club advisor.

Weekly Email Process:
- Email the Friday, by 9:00 PM, before the event to ahill@alaskapacific.edu.
- Weekly emails are from Monday-Monday.
- Events open to only on-campus students will be sent to on-campus students only via email that runs Thursday – Thursday.
- Please include: Event Title, Description, Date, Time, Meeting Location, Cost (if any), Sign-up information, Contact Name and phone # or email, Sponsored by …, who can attend.

Example:
Invisible Children Visits APU
Wednesday September 12th
7:00 pm: McMillen Student Center
Open to all students, staff and faculty
Sponsored by Student Activities
Contact Manda Hill for more information: 907-564-8238 or ahill@alaskapacific.edu

University Calendar Posting
ASAPU and club presidents (if desired) can be posted to the University Calendar. These events are posted at http://www.alaskapacific.edu/submit-post-or-event/

Facebook Posting
Club presidents are encouraged to post upcoming events on the ASAPU Facebook page. This allows for the APU community to have knowledge of what is happening and can increase involvement numbers. You can personally post on the Facebook page or give information to the ASAPU Office Manager.
Guidelines/Policy on Off-Campus/Outside Speakers

Policy
Any member of the student body or any individual who is sponsored by a recognized student organization may address any group on campus, subject only to reasonable regulations for time, place, and manner. No absolute right exists on the part of any organization to invite, assemble and hear a speech on the university campus. Any individual who is sponsored by an APU-approved organization may address any group on campus subject to reasonable guidelines based on time, place and manner. The sponsored organization is encouraged to weigh its interest in exposing the listener to the widest possible range of topics with the university’s interest in orderly administration of university activities. While the content of the speaker’s message will not be prohibited, behavior of the invited speaker, sponsoring group, or audience members which incites violence that results in the destruction of property or disruption of regularly scheduled university classes or activities will be held accountable under existing city and state laws.

Outside Speakers Participating In the Classroom
Special guest lecturers may, however, speak before classes, seminars or other academic meetings solely at the invitation of the faculty member responsible for the academic content of the occasion.

Procedures Associated With Inviting/Hosting Outside Speakers
1) A request to invite an outside speaker must be made by an officially recognized student club/organization or faculty to the Academic Dean/Dean of Students.
2) A request to invite an outside speaker must be made in writing by an officer of the student or faculty organization wishing to sponsor the speaker. The request should be made within (15) days prior to the date of the proposed speaking engagement. Subsequently, the Academic Dean/Dean of Students must respond to this request within 3 working days of receiving the written request. The request should contain the name of the sponsoring organization, the proposed date, time and location of the event, the expected size of the audience and topic of speech.
3) Upon approval of written agreement by the Academic Dean/Dean of Students, which identifies the date(s) of the event and scheduling of campus facilities, an invitation to speak can be extended. Prior to the speaking engagement a copy of the speech forwarded to the Academic Dean/Dean of Students.
4) An invitation to an outside speaker does not constitute endorsement of the speaker or approval of his/her views by the university or the organization sponsoring the speaker. The sponsoring organization will not represent or imply, in any manner, that the speaker has been endorsed or that his/her views have been approved by the university.
5) The university may require the speaker occasion be chaired by a member of the administration or faculty. This does not imply endorsement by the university of the speaker’s views.

Speakers are subject to all state and federal laws and all university rules and regulation by them accepting an invitation to speak on the APU campus. The Speaker assumes full responsibility for any violation of the law or university rules committed by them while on campus.

Sponsoring organizations are subject to all state, federal laws and university rules and regulation. Violence will be handled in accordance with the procedures outlined in the Student Code of Rights/Responsibilities and Faculty/Staff Handbooks.

The Academic Dean has authorized and directed the Dean of Students to act for him/her insofar as approval and denial of request to invite off-campus speakers by recognized student club/organizations and university offices other than faculty and President’s office.
ASAPU Financial Code

The Financial Code of the Associated Students of Alaska Pacific University (hereby known as ASAPU) contains the source of ASAPU funding of recognized organizations, general accounting procedures as well as ASAPU and organization accounting procedures. The document also lists the designated responsible parties for each account in the ASAPU accounting system. The Financial Code will also contain general financial guidelines and, will include definitions of terms used in the text of the document and the procedures to follow when amendments to the document are to be made.

1) Definition
   a) Suitable Documentation
      i) Any piece of evidence of monetary expenditures.
      ii) Examples are receipts, purchase orders, invoices and written estimates from established firms.
   b) General Process
      i) ASAPU funding – ASAPU funds come from two sources: collection of Student Activity Fee, and revenue generated from vending operations. The amount of funding available varies due to the number of enrolled students.
      ii) Funding of Student Organizations.

Eligible Organizations

   A. Only organizations recognized by ASAPU may request a budget allocation from the Assembly.
   B. The ASAPU Assembly will consider requests for funds or individuals other than recognized clubs and organizations on a case by case basis. Requests must benefit or show support toward the APU community. Funding may not be given to support travel, and printing or binding of thesis. Proposals will be looked at on a case-by-case basis.

Notification

   A. Budget information will be provided at the request of an APU community member and will be accessible via the university intranet or by other means.

Submitting a Request

   A. A qualified organization will be a previously recognized club or a club that is submitting all the documents to be recognized.
   B. Requests received after the deadline will not be considered.
   C. All requests must be made online at myapu.alaskapacific.edu under Student, or by other means as decided by the Assembly.
ASAPU Budget Committee Membership

A. The Budget Committee will consist of the following members: President, Vice President, Treasurer (serving as Chairperson of Budget Committee) and Secretary.

B. The Budget Committee will be first to evaluate all budget proposals.

Criteria for Evaluation

The committee will evaluate each budget proposal on the individual merits of the proposal criterion to be considered in the budget evaluation process will include the following:

A. Degree of promotion and reflection of the ideals, interests and goals of the APU community.
B. Attempts to secure funding from sources other than ASAPU.
C. Disclosure of non-ASAPU funding to the Budget Committee.
D. Degree of student participation in its program per dollar spent for the program; this includes the number of students participating and the number of students served by the organization.
E. Appeal to the student body through its activities and programs.
F. History of involvement on campus.
G. Short-term or long-term benefits offered to the students involved.
H. Projected possible growth or decline.
I. All organizations are expected to submit goals/objectives for the upcoming year in conjunction with proposed budget.
J. Degree of adherence to budget from previous years.

First Hearing of Budget Committee

A. A representative from each club requesting funding will meet with the Budget Committee, or a minimum of two committee members.
B. The club may send more than one member, but the spokesperson must be a student returning the next year who will be involved in the organization.
C. The Budget Committee will analyze whether all of the above criteria has been met.
D. The Chairperson of the Budget Committee will inform each representative when the initial recommendations will be completed.
E. The Assembly will vote on the recommended budget for each club.

Budget committee Appeals by Organization

A. Any club not satisfied with the decision of the Budget Committee may, at the time of notification, file an appeal by 5:00 pm three business days after notification to asapu@alaskapacific.edu.
B. Representatives from the club seeking clarification of the Budget Committee’s recommendations can present counter proposals.
C. Representatives from the club seeking clarification will meet with the Budget Committee and ASAPU Advisors to discuss the counter proposals.
D. The Budget Committee will make a second recommendation on the Friday preceding the next scheduled ASAPU meeting.
E. The Chairperson of the Budget Committee will notify each organization as to the recommendation.

The Assembly's Involvement in the Budget Process

Assembly members will be given electronic copies of the proposed budgets not less than three (3) days before the Budget Committee meets with the Assembly in closed session. Once all budgets are determined, they will be announced and presented at the following assembly meeting. Failure to complete a student club license by first week of session the following academic year will result in the withdrawal of funding by ASAPU for the entire year.

A. Budget Committee presents proposed budget to the ASAPU Assembly;
   1. Assembly meets only with members of the Budget Committee to discuss the proposed allocation.
   2. The Budget Committee will disclose to the Assembly any information regarding the original requested amounts, subsequent requests, and rationale for these amounts. During this meeting, no voting on budget allocation will occur; it is to be informational only.

B. Assembly Approval of Budgets
   i. All clubs seeking funding and/or recognition are expected to have a representative available for budget clarification.
   ii. The Assembly, at its discretion, may change amounts allocated to organizations that the Budget Committee has recommended by a two-thirds (2/3) majority vote of the Assembly.
   iii. Any funds not allocated by the Assembly will be deposited (unless specified) in the ASAPU Contingency fund. Furthermore, any additional funds above the recommendations made by the Budget Committee must be requested during the next fiscal year.

Final Budget Report

The ASAPU Treasurer is responsible for preparing the final budget report. The report must be finished before the last official day of classes of the spring semester. However, the Treasurer must request an extension of this deadline from the Assembly. A two-thirds (2/3) affirmation vote will authorize the extension.

ASAPU Contingency Funding

The purpose of the Contingency Account is to meet needs that are over and above normal allocated amounts. Recognized organizations should submit to the ASAPU Treasurer a written proposal one (1) week prior to a regularly scheduled Assembly meeting. The Treasurer will then present it to the full Assembly for consideration. The Assembly may approve by an allocation by simple majority vote. If the request is denied, the Assembly must issue a written report to the interested party outlining rationale.

A. Accounting Process
   1. The ASAPU Check Request Form must be filled out in full and submitted at least three (3) weeks prior to the time the check is needed. Allocations to organizations will not be processed without proper signatures.
2. Upon the receipt of the goods and/or services, the club is responsible for submitting receipt(s) regarding the expenditures of the requested funds. Failure to submit receipts may affect future budget allocations of that organization and may result in a freeze of club budget. Receipts and change must be returned to the ASAPU Treasurer or Advisor.

3. The Treasurer or ASAPU Office Manager may distribute or receive the Check Request Form. The following people must sign the check: ASAPU Treasurer, ASAPU Advisor.

4. The check Request Form is filed in the ASAPU Office. The club president is responsible for picking up checks.

5. Clubs wishing to make deposits must hand deliver them to the ASAPU Office. A cash receipt must be completed, specifying account name, cash amount, and reason for deposit. All deposits should receive a receipt.

6. The fiscal year begins August 1 of the calendar year and ends July 31 the following calendar year. A negative balance in any account will be deducted from the following fiscal year’s allocation. All non-utilized funds will be carried forward for the next academic year.

7. The ASAPU Treasurer is responsible for entering the allocation amount into each club’s account at the start of each fiscal year.

8. The ASAPU Treasurer is responsible for all record keeping of accounts designated by the Assembly. Only designated individuals from the various clubs may request/receive funds from ASAPU. Signatures other than those specifically designated will not be processed.

9. In the event a club wishes to employ the services of a professional for a short-term program, a contract must be used. All clubs must use a standardized contract available from ASAPU Office. All contracts must be signed by the ASAPU Advisor.

B Violation of Financial Code

1. Upon discovery of a Financial Code violation, the Treasurer may partially freeze the account of a club responsible for the violation. A partial freeze on an account disallows access to a funded account designated to the specific funding. Club. The partial freeze is in effect for 24 hours beginning the day following when the information is discovered. Finally, the freeze is considered valid only when the Treasurer contacts the ASAPU leadership and club leadership within club whose account is being frozen.

2. The ASAPU President must approve the continuation of a freeze past the initial 24-hour period placed by the Treasurer. The President may freeze funds for the period until the next regularly scheduled meeting of the Assembly.

3. A complete freeze of a club budget includes the elements of a partial freeze as well as suspension of any use of APU facilities. In effect, recognition of the club is temporarily suspended. The Vice President must give written and verbal notification to the club whose account is being frozen.

4. The President must present the information and evidence supporting the freeze action at the first regularly scheduled Assembly meeting. The Assembly must grant the affected club an opportunity to present its case. The Assembly must approve the freeze by a majority vote. Finally, a club which has had its recognition revoked may submit for recognition thirty (30) days after the recognition has been revoked.
A club may appeal the Assembly action by approaching the University Appeals Board. The Appeals Board may override the Assembly and restore full account access and/or recognized status to the club. The Appeals Board may attach any requirements or conditions it deems necessary. A club will be considered in frozen status while Judicial Board is hearing the case unless the Board grants a temporary restraining order.

B. Amending the Financial Code
A proposed amendment to the Financial Code must be presented to the Budget Committee prior to being sent to the Assembly. The proposal must be in writing. Any member of the ASAPU Assembly may offer amendments to the Financial Code. Finally, amendments must be passed by a majority vote of the Assembly.
Outdoor Programs/Recreation Programs Funding Process

Recreation Program and Outdoor Program will be given their funding for the year. The funding will be distributed by ASAPU.

1. At the beginning of each semester or as soon as ASAPU receives their funding from the business. These funds will be placed into separate accounts set up and administered by the director to be used for student oriented activities.
2. The account must be balanced and available for audit by request from ASAPU or its representatives within 24 hours of such request.
3. ASAPU funding will consist of the requested budget minus any projected revenue (contingent upon budget committee approval). All revenue income generated by these programs will be property of Outdoor Programs/Recreation Programs.
4. During the annual budget review all documentation for this account will be available for review by ASAPU to help set the next fiscal year budget.
5. There shall be no carry over for Outdoor Programs/Recreation Programs
6. All other funding regulations that ASAPU has in place will apply. This policy is revocable by a two-thirds (2/3) majority vote of the assembly.
**ASAPU Election Committee**  
**Volunteer Position**  
The importance of these positions should not be underestimated. The credibility and integrity of the entire Association is on the line during this important election process.  
**The Specifics:**  
1. The committee will include one student of the APU community and one member of ASAPU who is not running in the election.  
2. Under no circumstances should the election committee attempt to influence students during the voting process.  
3. If questions arise, they should be directed to the Advisor of ASAPU.  
4. The committee will meet one week after voting polls have closed to review student ID numbers and determine the newly elected board.  

**Voting Process**  
A survey will be sent out to the entire current Alaska Pacific University student body. Each position will have the option for students to abstain, excluding the President. Each student running for a position will have their brief written explanation as to why they want to run. If the abstentions for any position out-number the votes for candidates, the position will be left open until the Fall semester, where another election will occur. The elections will be held the week before Honors Assembly, for five days, and the new ASAPU Assembly will be announced at Honors Assembly by an ASAPU Advisor.
**To be eligible to hold office with the ASAPU Assembly, individuals must fulfill the following requirements:**

1) Currently have and maintain a **2.5 cumulative grade point average** during the entire tenure period.

2) Acquire 25 signatures from currently registered APU students.

3) Write a brief, typewritten statement (around 100 words) outlining the reasons you wish to become involved with ASAPU. These statements will be posted with your photo on the official ASAPU Facebook page, as well as on the election survey.

4) In the case of spring elections, the candidate is expected to participate in all election activities organized by ASAPU. Included in this is the “Meet the Candidate Luncheon.”

5) Candidates will be expected to **attend at least one ASAPU Assembly meeting** to complete the application process.

6) When elected in the fall semester for a representative position, position may be kept for the school year.
Associated Students of Alaska Pacific University
Petition for Office

By signing this petition, I am supporting this candidate for the office he/she is seeking. Currently active APU students should only sign this petition. **Students may only sign one petition per position.**

NAME: (Please print) SIGNATURE

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Please return this petition to the ASAPU Office with the “Statement of Intent to Run for Office” and your typewritten statement.
Official Policy

Student Leadership Awards

In order for a student to receive a Student Leadership Award, he/she must be an elected/selected member of the ASAPU Assembly. Furthermore, the recipient must satisfy all requirements stated within the ASAPU Constitution which pertain to membership on the Assembly.

Specifics:

1. Recipients must be enrolled with 12 credits (undergraduates), 9 credits (adult programs and graduate).
2. Maintain a 2.5 cumulative GPA.
3. Complete a Free Application for Federal Student Aid (FAFSA) and request Financial Aid Transcripts (FAT) when appropriate.

Administration of the awards:

1. Awards are applied toward tuition remission only. The ASAPU advisor is responsible for informing the Student Financial Services as to those students, receiving awards for a given semester.
2. Students will only receive tuition remission for up to 2 leadership positions in the same year. A student may only hold one ASAPU board position each year.
3. One half of the total award is awarded during the fall semester and the second half during the spring semester.
4. If a student fails to complete his/her responsibilities due to voluntary departure or at the request of the Assembly, the award will be revoked for the current semester. In effect, the student will owe the amount awarded that semester.
5. Recommendations for changing amount and criteria of an award can be initiated by ASAPU. Written proposal should be turned into the Dean of Students Office, They will be considered each April.

Tuition Remission for ASAPU Assembly Members

President $4,500
Vice President $3,000
Treasurer $3,000
Secretary $1,000
Graduate Rep $900
Senior Rep $900
Junior Rep $900
Sophomore Rep $900
Freshman Rep $900
Non-Traditional Rep $900
Adult Programs Rep $900
Early Honors Rep $900
Associated Students of Alaska Pacific University
Specific Expectations & Responsibilities
Of ASAPU Assembly Members

President
The duties of the President shall be:

a. To open, preside over, and close the Assembly meetings.
b. To act as official representative of the APU student body.
c. To serve a minimum of fifteen (15) hours per week in the ASAPU office.
d. To appoint both standing and ad hoc committees.
e. To prepare an agenda for all ASAPU meetings.
f. To function as an ex-office member within the Assembly. The President shall only vote to break a tie.
g. To serve on President’s Council and the Board of Trustees Student Affairs Team.
h. To attend the Board of Trustees meetings.
i. To supervise the transition of the Assembly from year to year.
j. To serve as the media representative of the Assembly.
k. To serve as a member of the Budget Committee, developing the ASAPU budget.

Vice President
The duties of the Vice-President shall be:

a. To assume all of the President’s responsibilities in his/her absence.
b. To serve as a member of the Budget Committee, developing the ASAPU budget.
c. To serve a minimum of ten (10) hours per week in the ASAPU office.
d. To President the monthly Linking Every Group as One (LEGO) meeting.
e. Assisting student/club organizations with intercommunication, policy and budget concerns.
f. To advise the Assembly in all club matters.
g. To keep a record of all club events throughout their term.

Secretary
The duties of the Secretary shall be:

a. To administer and record the Assembly roll call at all scheduled Assembly meetings.
b. To serve as a member of the Budget Committee, developing the ASAPU budget.
c. To serve a minimum of ten (10) hours per week in the ASAPU office.
d. To record and type minutes of the Assembly meetings and post in prominent locations. Located under “student” on myapu.alaskapacific.edu.
e. To present minutes of the previous meetings before the Assembly at Assembly meetings.
f. To keep a file of all Assembly minutes online.
g. To periodically review the Constitution and By-Laws and suggest any changes to the Assembly.

Treasurer
The duties of the Treasurer shall be:

a. To work closely with the APU Accounting Office and the ASAPU Advisor and to keep the financial records of the ASAPU in accordance with Generally Accepted Accounting Principles (GAAP).
b. To provide a monthly report of the Assembly’s money transactions at Assembly meetings.
c. To serve a minimum of ten (10) hours per week in the ASAPU office.
d. To President the Budget Committee, developing the ASAPU budget.
e. To keep an updated file of all ASAPU financial reports in the ASAPU office.
f. To freeze club budget after consulting with the President, Vice President, ASAPU Advisor and must notify and present to the Assembly reasons of such action immediately after action has taken place.

**Class Representatives**
(Early Honors, Freshman, Sophomore, Junior, Senior, Graduate, and Adult Programs)
The duties of the Class Representatives shall be:

a. To actively seek the attitudes, opinions, and views of those students he/she represents.
b. To encourage student participation in the Association.
c. To serve a minimum of four (4) hours per week in the ASAPU office.
d. To report Assembly news to those students he/she represents.
e. To serve as President or member of Ad Hoc ASAPU Committees as assigned by the ASAPU President.
f. To organize at least 1 (one) meeting with per semester with those students he/she represents.
g. Traditional class representatives (Freshman, Sophomore, Junior, Senior) shall be defined by the credit system used by the Registrar.
h. The Adult Programs representative shall remain undefined.
i. To email their constituents at least once a month to update students.

**Office Manager**
The duties of the Office Manager shall be:

a. To record and update office hours for the assembly members.
b. To assist assembly members with general duties.
c. Can work between five (5) to eight (8) hours a week.
d. To direct club representatives to form locations
e. To update the office calendar regularly.
f. To assist students when assembly members are unavailable.
g. Must attend the weekly assembly meeting.

**All Assembly Member Duties**

a. Keep the office clean.
b. You may eat in the office, but take care of dishes, silverware, glasses, etc.
c. Use computer for office work only.
d. Following three (3) un-excused absences from Assembly meetings – to be determined by the President, officers and/or representatives will be removed from office. The Assembly may make exception to this in extreme cases by a two-thirds (2/3) vote of the Assembly.
Policies Pertaining to Campus Clubs

Campus clubs are formed to further the common interest of members of the group and the APU community. The work of campus clubs are an essential part of the learning environment at Alaska Pacific University. Open to all students and facilitated through faculty and staff advisers, these clubs develop many opportunities for experiential learning which supplement and reinforce classroom activities for students.

There are two types of clubs at APU—listed and recognized. Neither listed nor recognized clubs, nor their members, authorized to set or make statements on behalf of the University, the APU student association, or the ASAPPU Assembly.

Listed Clubs (New or Non-ASAPU Budgeted Clubs)
Any campus club can gain listed status by contact the ASAPU office, identifying a contact person for the group and filling out the correct paperwork (club license and constitution). The purpose of this status is to identify all groups that are functioning on campus and to relay information.

Recognized Clubs Organizations
A request for “Recognized” status of a new club may be made to the Assembly during the academic year. This request can be made at any time during the Fall and Spring semesters. The Assembly has the authority to deny or renew “Recognized” status from any club not in compliance with one or more of the stated privileges and responsibilities or any other rule set forth in the Student Handbook or established by the University. If “Recognized” status is ever removed from a club through action of the Assembly or the club privileges granted to “Recognized” clubs are forfeited. Following removal of “Recognized” status, however, and application is subject to all procedures outlined for new groups requesting “Recognized” status.

Process of Becoming a “Recognized” Club
1. The club must be in compliance with items A through F under “Responsibilities of Recognized Club” at the time of application.
2. A representative from the Club seeking recognition must attend the next regularly scheduled ASAPU meeting. The Assembly will vote on the “Recognized” status at the meeting.
3. Once recognized, the club may petition the Assembly for funding.
4. Funding will not be dispersed until one year to allow for a club to become officially “Recognized.” Clubs can submit proposals for funding to the Assembly in the Spring Semester.

Privileges of “Recognized” Clubs
A. May petition the Assembly each Spring for funding
B. Will be assigned a folder in the “Club Documents” filing cabinet in the ASAPU office through which all official communications with clubs will be conducted.
C. May include “APU” or “Alaska Pacific University” as part of the name of the club.
D. May use campus facilities at no or reduced cost.
E. Be included on the ASAPU clubs directory for referrals to interested students.

Responsibilities of “Recognized” Clubs
A. The purpose of the clubs must be consistent with the goals and philosophies of Alaska Pacific University.
B. Membership must be open to all members of the APU student body with respect to sex, race, creed, or national origin. Clubs may establish additional membership and academic eligibility for their club.

C. The majority of the members must be APU students. Majority is defined at fifty percent plus one (50%+1). The club must have a minimum five (5) members.

D. All persons holding office must be currently enrolled students at APU and may not be on academic probation. Each club is expected to include within it a constitution outlining bylaws, additional academic requirements it feels are appropriate to hold office.

E. Every Recognized club must have an APU faculty or staff member as advisor. The advisor does not have the authority to control the policy or funding of the clubs.

F. The club’s current constitution and/or bylaws and Club License must be on file with the ASAPU office to be considered a recognized club.

G. Groups designed as Club Sports must have a Waiver of Liability for all members on file with the Assembly office before participating in any activity.

H. Adhere to the Constitution, Bylaws and Statement of purpose of the club/organization. Policies of a Recognized club must be in accordance with the Student Code of Rights and Responsibilities and are subject to review by the ASAPU Assembly.

I. Clubs must be represented at LEGO meeting, and at the spring budget hearing.

J. To continue to receive privileges once Recognized, an organization must inform ASAPU of any changes in its leadership and/or advisor within two (2) weeks of the change.

K. All clubs must submit a risk management plan adhering to the University’s Risk Management Plan.

   Clubs are required to submit a constitution for review by ASAPU with two new requirements:

   1. The club purpose and activities need to be clearly identified and include details of the types of activities, functions, and purposes for which the organization is established.

   2. For clubs that organize and sponsor activities which hold significant risks and potential liability exposure for ASAPU and APU, the organization commits to creating and adhering to a risk management plan and set of Standard Operating Procedures to be filed with ASAPU and the Dean of Students office.
L. Have all funds of the club administered in accordance with the guidelines set forth by the ASAPU Assembly. Any programs or event sponsored by a Recognized club are subject to University rules and regulation; i.e. University Vehicle Policy, Off-campus speakers Policy. In the event a club wishes to employ the Services of an off-campus person in which payment is to be paid, a contract must be written. All clubs must use a standardized contract available from the Dean of Students or the ASAPU office. All contracts must be signed by the club's advisor.

Clubs receiving funding from ASAPU:
A. All funds must be held in ASAPU’s account and administered by the ASAPU Treasurer and/or Advisor.
B. The fiscal year begins July 1st of the calendar year and ends June 30th of the following calendar year. A negative balance in any account will be deducted from the following fiscal year’s allocation. All non-utilized funds will be carried forward for the next academic year.
C. If a recognized club disbands, all accounts of the club/organization will revert to ASAPU.
D. Neither ASAPU, the Assembly, nor the University is liable for debts incurred by a Recognized club.
E. All equipment purchased with ASAPU funds is the property of ASAPU. It is subject to inventory and must be surrendered to ASAPU upon request.

Renewal of Recognition
A. During September of each Fall Semester, each club will be sent: an Advisor Confirmation Form and a Club License, to be updated. Also any changes in the Club Constitution and/or Bylaws or Statement of Purpose should be forwarded. All forms must be submitted to the ASAPU office in September.
B. A club/organization will be removed from Recognized status in the event:
   1. Renewal forms are not submitted in September
   2. Inactivity, i.e. no meetings for one (1) full academic year
   3. The club fails to comply with the policies & procedures listed under Policies of Recognized club.
ALASKA PACIFIC UNIVERSITY OFFICIAL POLICY
ASAPU Assembly Remuneration
In order for a student to receive an ASAPU award he/she must be an elected member of the ASAPU Assembly. Furthermore, the recipient must satisfy all requirements stated within the ASAPU Constitution which pertain to membership on the Assembly.

Specifics:

1. The Advisor to ASAPU is responsible for informing the Financial Aid Office as to those Assembly members who will be receiving the award. One-half (1/2) of the total award is to be awarded each semester.

2. In the event an Assembly member fails to complete his/her term of office, due to voluntary departure or at the request of the Assembly as a result of inadequate performance, the award will be revoked for the current semester. In effect, the student will owe the amount initially awarded for that semester.

3. The ASAPU Award may be applied toward tuition remission only. The ASAPU award can be combined with other awards, but the total award cannot exceed cost of full tuition.

4. The administration of the ASAPU award will follow policy rules/regulations set forth by the federal and/or state governments and by the University.

5. The Assembly makes changes in the various awards by a simple majority vote at any regularly scheduled meeting of ASAPU. The changes are subject to approval by both the Financial Aid Director and the Controller.
Advisor of the Year Award
Sponsored by: Associates Students of Alaska Pacific University
To Be Awarded: By the Vice-President at the Spring Honors Assembly
Type of Award: An individual award/plaque to be given to the recipient
Nomination Procedure: Individual Assembly members will solicit nominations from those clubs of which they have oversight. These nominations should be passed on to the Vice President. The Assembly will screen nominations and ultimately make the final selection in April. It is at the discretion of the Assembly if the selection proceedings are open or closed.

Criteria:
- The Club must be recognized by ASAPU and be in good standing.
- Provides support to the club through committing his/her time and energy.
- Initiates and/or encourages club members to learn and grow through involvement.
- Shows support to the club through attendance and/or participation at scheduled meetings and activities. ~ Maintains communication with ASAPU.
Academic Advisor of the Year Award
Sponsored by: Associates Students of Alaska Pacific University
To Be Awarded: By the President at the Spring Honors Assembly
Type of Award: An individual award/plaque to be given to the recipient
Nomination Procedure: Individual Assembly members will solicit nominations from all students, to be written-in on the awards survey.
Criteria:
- Must be a current academic advisor

ASAPU “Work Horse” Award
Sponsored by: Associated Student of Alaska Pacific University
To Be Awarded: To be awarded by the ASAPU President at the Spring Honors Assembly
Type of Award: An individual award/plaque to be given to the recipient or club during the Honors Assembly.
Nomination Procedure: Members of the ASAPU Assembly are responsible for nominating an individual or club to the President prior to the third ASAPU meeting in April.
Selection Made By: ASAPU Assembly, will vote through a process of secret ballot, April.
ASAPU Assembly must select one and report to the President who is responsible for the award.
Criteria:
- Any individual (student, faculty, staff), club.
- Responsible for identifying, researching, and bringing to conclusion an issue/activity which resulted in a positive impact upon APU community. This individual or club, must exhibit an outstanding contribution of time and effort which went above the call of duty.
The purpose of this award is to allow more individuals and clubs to be recognized for their outstanding achievements and efforts on this campus.
ASAPU “Electric Chair” Award  
**Sponsored by:** Associated Students of Alaska Pacific University  
**To be Awarded:** By the ASAPU President at the Honors Assembly  
**Type of Award:** An individual award/plaque to be given to the recipient  
**Nomination:** Each ASAPU committee President person shall nominate one student who has represented ASAPU most effectively on a committee. The recipient of the award shall be determined by a secret ballot vote at a regularly scheduled meeting. No current Assembly member shall be eligible to receive the award during his/her term of office.  
**Criteria:**  
- The award is given to the student who serves as the most effective, consistent, and articulate committee representative during the academic year.

Club of the Year Award  
**Sponsored by:** Associated Students of Alaska Pacific University  
**To be Awarded:** By the Vice-President at the Honors Assembly  
**Type of Award:** An individual award/plaque to be given to the recipient  
**Nomination:** The Assembly will screen nominations and ultimately make the final selection during a meeting in April. It is the discretion of the Assembly if the selection of the proceedings are open or closed.  
**Criteria:**  
- The committee will evaluate each nomination on the individual merits of the club. The following criteria will be considered in the selection process.  
  i. Degree of promotion and reflection of ideals, interests, and goals of the APU community.  
  ii. Attempts to secure funding from sources other than ASAPU.  
  iii. Disclosure of non-ASAPU funding to the budget committee.  
  iv. Degree of student participation in its programs per dollar spent for the program; this includes the number of students participating and the number of students served by the organization.  
  v. Appeal to the student body through its activities and programs.  
  vi. History of involvement on campus.  
  vii. Short-term and long-term benefits offered to the student involved.  
  viii. Projected possible growth or decline.  
  ix. All organizations are expected to submit goals and/or objectives for the upcoming year in conjunction with the proposed budget.  
  x. Degree of adherence to budget from previous years.
Outstanding Contribution to Students Award
Sponsored by: Associated Students of Alaska Pacific University
To be Awarded: By the President during the Honor Assembly
Type of award: An individual award/plaque to be given to the recipient.
Nomination Procedure: Any individual within the APU community may submit a
nomination during the course of the school year. Deadline for nomination is April 15th. ASAPU will screen nominations and ultimately make the final selection.

Criteria
- Any individual within the APU community.
- Encourage students’ educational growth
- Promote the developing of maximum student potential
- Encourage students to become involved in the APU community
- Contributes time & effort considered to be above the normal expectations.
- Participates in and supports extra-curricular activities at APU

Outstanding Contribution to Students Award Nomination Form
This is your opportunity to recognize someone you think has made a difference in the lives of APU students. Each year ASAPU recognizes the winner of the “Outstanding Contribution to Student Award” at the Honors Assembly.
To nominate someone (nominees can be anyone from the APU community), fill out the bottom of this page and email it to asapu@alaskapacific.edu.
Note: Nomination deadline is determined by the Assembly

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Person to be Nominated:__________________________________________
Reason for nominating this person: ________________________________

______________________________________________________________
Nominated by:________________________________________________ Date:__________

Nominations for all awards shall be sent to student leaders (as identified by the current board). Voting shall be open to the entire student body.
Committee Meetings
In order for the ASAPU committee system to function effectively, it is imperative that all committee meetings be attended regularly. It is the responsibility of each standing committee President to ensure attendance at committee meetings in his/her jurisdiction.

Exec board
POLICY

1. It is the responsibility of each standing committee President to be aware of the time, place and frequency of the meetings in his/her jurisdiction and to communicate this information to the student(s) sitting on those committees.

2. It is the responsibility of each standing committee President to inform the students sitting on the University committee(s) in his/her jurisdiction of the responsibilities involved in committee participation.

3. If for any reason a student cannot attend his/her University committee meetings he/she shall immediately inform the ASAPU Secretary and the ASAPU member who Presidents the standing committee that oversees his/her University committee. It is the responsibility of the standing committee President to seek out another student to attend the University committee meeting if necessary. If the standing committee President is unavailable, the ASAPU Secretary shall make an possible attempts to seek out a student to attend the University committee meeting.

4. It is the responsibility of the student sitting on a University committee to submit a copy of the minutes to the ASAPU Secretary as soon as possible following a University committee meeting. Furthermore, any information considered critical should be written and given to ASAPU along with the minutes.

University Committee List
ASAPU members are invited to sit on the following committees. It is suggested that every Assembly member sit on one of the committees.

- President’s Council (President)
- Coordinating Council (President or Vice President)
- Undergraduate Studies
- Graduate Studies
- Risk Management Committee
- Tech Committee
- Facility and Land use Committee
- Sustainability Committee
- Multi-Cultural and Spiritual Life Committee
Criteria for Associated Students of Alaska Pacific University Proposals

Students who are attending Alaska Pacific University have the opportunity to request funds from the Associated Students of Alaska Pacific University for events or programs that would benefit the University and/or their peers.

Criteria for Proposals:

C. Funds should be spent to generally benefit the entire student body and/or University.
D. Collaboration between students, staff and faculty is encouraged.
E. All proposals should be completed within the semester in which it was proposed.
F. Any service improvement or purchase of equipment that benefits the students and the campus community at large will be a priority. All equipment purchased will become the property of ASAPU.
G. Major campus events such as speakers, workshops, slideshows, and celebrations that are open to the entire campus community will be a priority.
H. Projects and research associated with APU classes must result in a benefit to the entire student body and/or University to be considered a priority.

Projects that are typically viewed as unfavorable:
- Travel
- Printing or binding a thesis or class project
- Registration for conferences or classes
- Alcohol for events

To request funds:

I. Prepare a written description of your activity and address how it falls under the criteria. Complete the form by clicking “Add new item”
J. Proposals exceeding $500.00 should be turned in to the ASAPU office one business week prior to meeting. All proposals must be submitted by 5pm the Thursday before the upcoming Assembly meeting.
K. All late proposals will be added to the next Assembly’s meeting.
L. You must present your proposal in person (or have a person stand in) at the scheduled weekly ASAPU meeting.
M. For proposals being discussed within an Executive Meeting, you will be notified within two working days after presenting to the ASAPU Board.
N. Receipts and/or money not used must be turned into the ASAPU office upon completion of the project or event.
O. All equipment purchased must be turned into the ASAPU office upon completion of the project or event.

*We reserve the right to use (not own) any images or creations produced by projects funded by ASAPU.
Vending Policy and Procedure

Policy

ASAPU took on the vending for the entire university community by purchasing vending machines on campus. ASAPU maintains vending by purchasing vending merchandise, stocking and collection of the money.

1. Stocking of items will take place TWICE a week (on set days around school schedule between the hours of 8am-5pm).

2. Collecting of money will take place ONCE a week (happen during stocking).

3. Never stock, collect or count alone. ALWAYS have a partner.
   a. One vending member
   b. One ASAPU member

4. Fill out restock form if items are low and give the form to The Assistant to the Dean of Students.

5. Time Sheets

Approved April 2015