

## **Constitution of the Associated Students of Alaska Pacific University**

## **Preamble**

We, the students of Alaska Pacific University (APU), recognize the Associated Students of Alaska Pacific University, hereinafter referred to as ASAPU, as the official governing body to facilitate communication between students, the faculty, the administration, and the Alaska Pacific University community at large. ASAPU shall assist student clubs in their efforts by providing financial resources and institutional support, as well as provide an open forum for students of any affiliation to actively address their concerns and grievances. ASAPU shall enrich the APU campus through events, club sponsorships, campus development, as well as any other projects ASAPU manages. All actions taken by ASAPU shall be made in the pursuit of enhancing the quality of life students of all affiliations experience at APU.

## **Article I: Establishment**

### *Section I: Title*

Henceforth, this organization shall be known as the Associated Students of Alaska Pacific University.

### *Section II: Purpose*

The purpose of the ASAPU shall be to promote and coordinate student involvement within the University and to represent the APU student body to the faculty and administration.

## **Article II: Structure**

### *Section I: The Lower Board*

The Lower Board shall consist of one Representative from each of the classes.

### *Section II: The Executive Board*

The Executive Board shall consist of a President, a Vice President, a Treasurer, and a Secretary.

### *Section III: The Off Board*

The Off Board shall consist of any non-elected official, who none the less plays a role in the assembly. Only ASAPU's faculty advisor shall be noted constitutionally.

### *Section III: Eligibility*

To qualify for the Assembly one must be a fee paying APU student, possessing of a GPA at least 2.5 in good standing with the laws and practices of the university, and not already a member of the Residence Hall Council. When running for a class representative seat on the Lower Board, it is preferred, but not required, that that student be a member of said class as defined by the registrar's office.

## **Article III: Arch Powers and Limitations**

### *Section I: The Assembly's Powers*

1. To recognize and endorse campus organizations and their constitutions;
2. To create and regulate its own committees.
3. To Administer the distribution of the Student Association Fee.

### *Section II: The Assembly's Limitations*

The Assembly may in no way violate its own constitution or act in conflict with Federal, State, or University law.

## **Article IV: The President**

### *Section I: Description*

The President shall serve as the head of the Assembly both ceremonially and politically. It is the President's job to ensure meetings function orderly and productively. Though lacking a vote on the Assembly, the President may make a deciding vote in a deadlock.

### *Section II: Powers of the President*

1. To open, preside over, and close Assembly meetings
2. To set the agenda.
3. To make the tie breaking vote in situations of deadlock.
4. To act as an official liaison between the council, students, the faculty, the administration, and the Alaska Pacific University community at large.
5. To appoint committee representatives.

### *Section III: Duties of the President*

1. To serve as a member on and liaison between the President's Council, the Board of Trustees Student Affairs Team, and ASAPU.
2. To serve a prescribed number of officer hours per week as determined by the bylaws.
3. To serve as the interim manager between councils.
4. To give from time to time a State of the Student Body address

## **Article V: The Vice President**

### *Section I: Description*

The Vice President shall be primarily tasked with the management of clubs. It is the Vice President's job to ensure clubs are co-operating and that the clubs are fairly managed. In the absence of the President, the role of leading the Assembly shall fall to the Vice President.

### *Section II: Powers of the Vice President*

1. To vote in the Assembly.
2. To preside over all inter-club meetings.
3. To assume power in the absence of the President.

### *Section III: Duties of the Vice President*

1. To advise the assembly in club matters.
2. To connect and manage the clubs.
3. To abstain from higher positions in clubs.
4. To serve a prescribed number of officer hours per week as determined by the bylaws.

## **Article VI: The Treasurer**

### *Section I: Description*

The Treasurer shall be tasked with managing the finances of the ASAPU, both in the finance's ultimate distribution and in the finance's recording. In rare circumstances, the Treasurer may be endowed with executive action to deal with serious financial issues.

### *Section II: Powers of the Treasurer*

1. To vote in the Assembly.
2. To serve as the President of the budget committee.

3. To act as the financial arm of the Assembly upon assignment.

*Section III: Duties of the Treasurer*

1. To advise the assembly in financial matters.
2. To keep financial information updated and available upon request of the Assembly.
3. To serve a prescribed number of officer hours per week as determined by the bylaws.
4. To coordinate with the ASAPU advisor and the APU business office.

**Article VII: The Secretary**

*Section I: Description:*

It shall be the Secretary's duty to keep order and proper records of ASAPU's affairs. The Secretary is also tasked with monitoring the efficiency of the organization both in general matters of order and constitutionally.

*Section II: Powers of the Secretary*

1. To vote in the Assembly.
2. To record the official transcripts of ASAPU meetings.
3. To give official recommendations on constitutional and legal changes.
4. To be guaranteed a spot on the budget committee.

*Section III: Duties of the Secretary*

1. To make the minutes of the meetings publicly available in a timely manner.
2. To keep records of meetings accessible for the Assembly.
3. To administer and record the Assembly roll call at all scheduled Assembly meetings.
4. To serve a prescribed number of office hours per week as determined by the bylaws.

**Article VIII: Representatives**

*Section I: Description*

Class Representatives shall be the primary backbone of student opinion in the Assembly. It is their purpose to ensure that views of the various classes are heard by the Assembly and that news of the Assembly's decision reaches their classes.

*Section II: Powers of the Representatives*

1. To vote on the Assembly.
2. To serve on at least one committee.

*Section III: Duties of the Representatives*

1. To both seek and represent class opinion on the Assembly.
2. To inform their constituents on the Assembly's decisions.
3. To encourage student participation in the Association.
4. To serve a prescribed number of officer hours per week as determined by the bylaws.

## **Article IX: Elections**

### *Section I: Balloting*

1. All APU Assembly members, with the exception of Off Board members, shall be directly elected by their peers.
2. To win a position shall require a simple majority of the student vote.
3. Balloting may occur either in-person or online, the matter is at the discretion of the current board.
4. All balloting is secret.

### *Section II: Voting Requirements*

1. To vote one must be a registered APU student.
2. A current student ID or student number.

### *Section III: Schedule*

1. All of the Assembly except the Freshmen and Early Honors Representative shall be elected during the month of April in the Spring Semester.
2. The exact date is flexible, but advance notice must be provided to the student body.
3. Results must be posted in a timely manner following the election.
4. The term of the newly elected Assembly shall last until the next election date in April.
5. Early Honors and Freshmen Representatives shall be elected within the first month following fall block.

### *Section IV: General Election Procedure*

1. Oversight of the election is given to the prior Assembly's Election Committee, their decision relating to problems arising during the election is final.
2. Direct management of polling shall be tasked to the ASAPU Advisor and any one student not running for a position on the board for the following term.
3. The election council may decide to either conduct polling online, in-person, or do both.
4. Regardless of the method chosen, polling must be easily accessible.
5. For each position, students may either vote or abstain.
6. Votes shall be counted in the form of Student ID numbers; names shall not be visible.
7. If an ID is invalid, duplicate, or incomplete, the accompanying vote is forfeited.
8. The final job of counting votes and releasing the results of the election must be performed by the election council.

### *Section V: Procedure for Online Polling*

1. Online elections shall be performed through an online polling service.
2. The selected service must be both reputable and have a means for recording the ID of each vote.
3. A link to the poll must be sent in an official Assembly email to every student's university email when it begins.
4. Online elections ought to be kept open for at least a week, owing to their less visible nature.

### *Section VI: Procedure for Running for Office*

1. To run, candidates may either officially register their intent to run, or accrue enough popular support and run as a write in candidate.
2. To register officially, one must complete an intent to run form within a day of the election.
3. The intent to run form will require a number of student signatures and a short piece on the reason for one's campaign.

## **Article X: Succession, Impeachment, and Proxies**

### *Section I: Succession*

In the case that an assembly member is no longer able to perform their duty a replacement must be selected, except in the case of a President with a filled Vice President in which the succession is automatic. This may occur in one of several ways:

1. A successor is nominated or self-nominated from either within the Assembly or among its affiliates, after which the matter turns to a simple majority vote. If the lost member of the Assembly is disgraced and of the executive board, this method should be preferred in the interest of keeping the Assembly functional.
2. The vacancy is publicly announced and candidates are requested from among the students. If any applicants are forthcoming, they are then voted on by the board.
3. The matter is turned to direct election among the students. This is the only way to replace a disgraced Class Representative.

### *Section II: Impeachment and Recall*

Existing board members may lose their position on the board in several ways:

1. They are automatically dismissed following behavior so egregious it disqualifies them from the very basic requirements of the Assembly.
2. They are impeached by their fellow council members. Committing policy infractions, allowing one's GPA to fall below 2.5, neglecting one's duties, or accumulating an unacceptable number of unexcused absences shall all be valid grounds for impeachment. Punishment may range from full dismissal, to withdrawal of tuition remission, to penance. Before the Assembly votes, the accused may publicly and without censor defend him or herself. Should the vote be successful, any recommendations involving the stipend shall be passed on to the dean of students for their final decision, as they are the source of the Assembly's tuition remission.
3. They have the opportunity to be reinstated by their own constituents by means of a recall petition. For a recall petition to be successful it shall have to garner half of a class's support in the case of a Representative or half of the general student body in the case of an executive. Following the successful completion of the petition, regarding either the Representative or Executive board member, a vote will be held in a timely manner by the board to reinstate the individual to the board or finalize impeachment.

### *Section III: Proxies*

If an Assembly member should find themselves unable to attend Assembly meetings for reasons consisting solely of school related scheduling, they may choose for themselves a proxy; a person who they believe will represent their views, to vote in their stead. During the

time in between such a scheduling imbalance is realized and the time an adequate candidate is chosen, the absentee shall not count against quorum.

### **Article XI: Assembly Meetings**

#### *Section 1: Publicity*

1. A portion of ASAPU meetings shall be public affairs. Any member of the APU community is free to sit in and voice their suggestions during the first portion of the meetings. However, the remainder of the meeting will be closed to APU in order for the board to privately discuss budget updates and vote on particular student affairs.

#### *Section II: Procedure*

1. General decorum and civility shall be observed of all Assembly meetings.
2. Each Assembly may devise its own procedures within the parameters of the Constitution and Bylaws.

#### *Section III: Quorum*

Quorum shall refer to the number of members present to engage in any sort of vote. Its exact parameters shall be defined in the bylaws.

### **Article XII: Referendum and Initiative**

#### *Section I: Referendum*

A referendum shall be a petition from the Assembly proposing issues to the student body. A majority vote by the Assembly shall be required to take the issue to the student body.

#### *Section II: Initiative*

An initiative shall be a petition from the student body to bring about new legislation to be considered by the Assembly. Whenever petitioned by twenty-five members of the student body, the Assembly shall provide for an initiative vote.

### **Article XIII: Ratification, Amendment, and Bylaws**

#### *Section 1: Ratification*

Ratification of this Constitution requires a two-thirds majority approval of the assembly and a simple majority approval of the student body. This document replaces all earlier Constitutions, By-Laws and basic policies.

#### *Section II: Amendment*

Amendment of this Constitution requires a two-thirds majority approval of the assembly and a simple majority approval of the student body.

#### *Section III: By-Laws*

The By-Laws of this document shall serve as a repository for particular laws and procedure which do not need nor benefit from the stativity of constitutional enshrinement, and thus require only a simple majority vote in the Assembly to pass.