

# CBC STUCO POLICY MANUAL

*Ratified February 12, 2016*

## I. Student Council Members: General Duties

1. Attend all meetings as outlined in Bylaw II Section D.2.
2. Attend and participate in all Orientation Week activities including a willingness to attend the First Year Retreat
3. Carefully and responsibly administer Student Council funds
4. Maintain a relationship with a mentor/advisor. This mentor should be a staff, faculty or other adult capable of providing care for and challenging the STUCO member in their role and life.
5. Write a letter at the end of each semester to be given to the next year's STUCO member holding the same position. This letter should include challenges faced, words of encouragement and advice, and important considerations for one's position.
6. Attend Leadership Connection with other Student Leaders on a bi-weekly basis.
7. Be a representative for students on campus, bringing any needs, concerns or questions to STUCO to help find solutions.
8. Act within the vision of STUCO, pursuing a common purpose with other STUCO members.
9. Work toward the fostering of community on-campus at CBC by addressing issues that may be hindering community.

## II. Job Descriptions

- A. Executive - The Executive provides leadership to STUCO in the areas of administration, direction and vision. The Executive leads the STUCO team by holding them accountable to the vision and mission of STUCO and supporting and encouraging them in their efforts.
1. **President** - The President is expected to model a Christ-like character, be a representative to the Student body and to have leadership ability. The Dean of Students will serve as mentor and advisor for the President. The President and the Secretary are responsible for overseeing all STUCO initiatives not directly associated with a committee chair and delegating the work necessary to other members of STUCO.
    - a) Be a Third or Fourth Year student
    - b) Provides overall leadership in all areas of STUCO responsibility
    - c) Prepare the Agenda for STUCO meetings with input from the Executive
    - d) Chairs weekly STUCO meetings
    - e) In keeping with STUCO's purpose according to the Constitution, Article II, Section 3, Point d, serve as an advocate for students when events/situations among or related to students arise
    - f) Be the face of the Student Association at events such as the College AGM.
    - g) Coordinate with the Dean of Students to plan for LTR and Orientation week. This means that the President must be accessible during the summer, at least the week before LTR, and must be at CBC at least one week prior to school start up.
    - h) Assemble a team of student leaders to serve as representatives for the student body in the following categories: Male Resident Leader, Female Resident Leader, Commuter Assistant/Host, International Club President, & a First

- Year Student. This team will meet with the President at least twice a semester for updates on student body and general evaluation of Student Council.
- i) Assembling a team of students to be on the Christmas Banquet Committee, which will plan the Christmas Banquet in December.
  - j) Be responsible for finding and appointing a graduating student to plan a Grad Retreat.
  - k) Sit on the Grad Banquet Committee
  - l) Attend STUCO events
  - m) Serve a minimum of one (1) office hour weekly. (See *Section V. Article B* for more details)
2. VP of Communications - This position provides for the planning and organizational and administrative assistance to STUCO. Preparing minutes, communication within STUCO, and being the “right hand” for the president is in this person’s responsibility. The President and the VP are responsible for overseeing all STUCO initiatives not directly associated with a committee chair and delegating the work necessary to other members of STUCO.
- a) Must be a returning student.
  - b) Must attend all STUCO meetings, keep careful minutes and distribute copies as directed.
  - c) May be called upon by the President to type and distribute STUCO Meeting Agendas, letters or proposals.
  - d) Takes responsibility for all STUCO correspondence, documents and records [other than financial]
  - e) Chairs meetings if President is absent
  - f) Takes on the responsibilities of the President in the event of the President’s inability to carry them out
  - g) Be responsible for reminding STUCO members to complete letters and the keeping of said letters until they are to be distributed.
  - h) Serve a minimum of one (1) office hour weekly. (See *Section V. Article B* for more details)
  - i) Act as liaison between STUCO and the Athletics Director concerning Rec Room equipment.
3. VP of Finance- The VP of Finance provides the financial organization for STUCO. This person must be competent in financial management and have demonstrated integrity and honesty.
- a) Must be a returning student
  - b) Prepares and manages the Budget.
  - c) Prepares monthly Budget Reports for STUCO and for committees
  - d) Oversees all financial matters pertaining to STUCO
  - e) Prepares STUCO’s financial records to be audited at the end of the school year
  - f) Handles requisitions and reimbursements
  - g) Oversee all cash on hand, revenue collected and deposits
  - h) Serve a minimum of one (1) office hour weekly. (See *Section V. Article B* for more details)

- B. Committee Chairs – Each Committee Chair will lead a team of students to achieve the purpose of their respective committees. These committees exist to enrich student’s college experience by promoting community, spiritual growth, the arts, and service and mission. Committees will provide opportunities to lead and grow through these areas.
1. General Committee Chair Responsibilities
    - a) In addition to pursuing the vision of STUCO as a whole, develop a vision and action plan with the input of committee members that is specific to the committee’s area of influence.
    - b) Each committee chair should find a staff/faculty member to act as a support and resource to their committee.
    - c) Chair weekly meetings at which initiatives and events that further the purpose of the committee can be planned.
    - d) Coordinate schedule with the Master Calendar and other committee chairs
    - e) Be able to delegate with the vision of building committee members up and enabling them to lead ministry on campus.
    - f) Serve a minimum of one (1) office hour (See *Section V. Article B* for more details)
  2. Social Life Committee Chair
    - a) Implement ways to develop and nurture community on the CBC campus. This includes social and recreational activities that will help foster the community mindset.
    - b) Gather a team of students who can help seek out ways to build the cohesion of the CBC community.
    - c) Plan a variety of events that will encourage and promote unity in the CBC community.
  3. Arts Committee Chair
    - a) Provide artistic opportunities for students through visual art, drama, music and written materials.
    - b) Plan and discuss ways to integrate the arts into campus events and initiatives.
    - c) Create more opportunities for integration of Creative Arts in worship.
    - d) Gather a team of students who can help seek ways to promote expression and the arts on the CBC campus.
    - e) Plan and assist in various music/spoken word concerts, visual art shows, painting workshops and drama performances.
    - f) Provide supplies and resources for student-initiated projects.
    - g) Appoint yourself or a member of your committee to be a member of Chapel Design Team and Vespers Design Team.
  4. Spiritual Life Committee Chair
    - a) Provide opportunities for the enhancement of the spiritual well-being of students.
    - b) Encourage others to join them in praying for students, participation in service projects and involvement in chapel.
    - c) Gather a team of students who can help seek ways to promote prayer and spiritual growth on the CBC campus through events and a daily presence.
    - d) Be aware of spiritual needs on campus and respond accordingly.
    - e) Appoint yourself or a member of your committee to be a member of Chapel Design Team, Vespers Design Team and Prayer Square.

5. Missional Living Committee Chair
  - a) Promote interest and awareness about the movement of God throughout the world, including how He is working through CBC students abroad.
  - b) Encourage and empower the student body to act out their faith in practical ways in the local community.
  - c) Support missions opportunities by raising funds and awareness.
  - d) Gather a team of students who can help seek ways to promote missions and justice on the CBC campus.
  - e) Plan local outreach events such as BBQ's and awareness campaigns, trips to Vancouver's east side, and international missions trips.
  - f) Plan events to allow students to serve and fundraise such as SOS Day.
  - g) Plan events to raise awareness and promote dialogue about global missions and issues, including Missions Emphasis Week.

### **III. Compensation**

- A. Each member of STUCO shall receive a stipend from the Student Association funds based on the following:
  1. President: \$1800
  2. Other Executive Members: \$1600
  3. Committee Chairs: \$1300
- B. Stipends shall be given in two increments, one toward the end of each semester, at a time chosen by the President.
- C. Stipends for resigning STUCO members or STUCO members entering office part way through a term shall be paid on a pro-rated basis.

### **IV. Member Training**

- A. Handbook
  1. The Executive shall create a STUCO handbook and give one to each STUCO member during LTR. This handbook will include but not be limited to: all authoritative documents, schedules for orientation week and LTR, etc.
- B. Leadership Training Camp
  1. Leadership Training Retreat (LTR) is conducted one week before Orientation Week at the beginning of the fall semester each year. All members of the Student Council are required to attend this week that combines Student Life programming with specific job instruction, team building exercises and visioning for the upcoming year. LTR will be coordinated by the President and the Dean of Students.

### **V. Office Policy**

- A. Computer and Printer
  1. The computer and printer shall be reserved for the business of Student Council and affiliated groups. Personal printing is not to be done using STUCO supplies
- B. Office Hours
  1. Office hours will serve as a time for STUCO members to be available to the student body for discussion on campus life. Visitors should be encouraged during these times.
  2. If there are no visitors present Office Hours should include the following
    - a) Follow up on tasks delegated in the STUCO meeting.
    - b) Tidying of the STUCO office

- c) Run through of the Student Lounge to ensure neatness of card games every office hour. (Student Council is responsible for the care of the games)
  - d) Tasks associated with specific positions. (i.e. Committee Chair duties)
- Office Hours are intended for Student Council activities and are not appropriate times to do homework or any other personal activities.

## **VI. Finances**

### **A. Revenue**

1. All revenue from STUCO events should be submitted to the Treasurer. No member should ever, under any circumstances, pay for expenses with cash they have received in the form of revenue. All expenses that occur are to be paid for separately. This practice stands so that the books will reflect accurate inflows and outflows.

### **B. Reimbursements**

1. All purchases must be approved by the President or Treasurer. General practice is for STUCO members to pay for purchases with their own funds and receive reimbursement. In the case of large purchases or other circumstances, arrangements may be made with the Treasurer for payment to be made directly from STUCO to a vendor.
2. To receive reimbursement for items approved by the Treasurer, a requisition form must be filled out. Requisition forms must include all relevant information with a reason for the purchase. This will aid the Treasurer in applying the individual expenses to the correct account. A receipt must be stapled to the form and no reimbursement can be given without a receipt.
3. Receipts and requisition forms must be submitted within one (1) week of the date of purchase unless previous arrangements have been made with the Treasurer. Subject to appeal to the Treasurer.
4. Funds are reimbursed through STUCO and the Treasurer.
5. Reimbursements paid through STUCO take one (1) week to process. Cheques are written by either the Treasurer or the President. The President and Secretary are the only members that may sign cheques.
6. Cheques will never be available with payable to or amount blank.
7. STUCO reserves the right to not reimburse STUCO members for purchases made if STUCO financial procedures are not followed.

## **VII. Student Proposal Guidelines**

### **A. General Guidelines**

1. A proposal to the Student Council can be made by any student who is a member of the Student Association. All proposals must be initiated and drafted by a member of the Student Association as defined in the Constitution Article II.1. The proposal must be officially endorsed and motioned by a member of the Student Council.
2. All proposals must be in line with the Student Association's mission statement (See constitution Article I.2).
3. Proposals will be reviewed by the Executive branch of Student Council before it is placed on the agenda. Student Council may refuse any proposal being brought to the table which they feel violates Columbia's Community Standards or the Student Association's mission statement.

4. The Student Council may partner with Columbia Bible College on proposals initiated by a Student Council member.
5. The Student Council does not accept proposals from members of the Student Association who intend to use the funds for a class project that will receive a letter grade and/or credit for a class.
6. All proposals to the Student Council must follow the standard format outlined in Appendix 1 of the policy manual

### **VIII. Election Guidelines**

Two elections will be held each year. The Winter election, to be held within three (3) weeks after Reading Week, will be to elect STUCO positions for the following year. The Fall election, to be held one month after the start of school to fill any remaining vacancies, and to approve the budget. All election times and dates must be made public. The President will work with the Dean of Students to plan for each upcoming election

#### **A. Plurality of Votes**

1. In Student Association elections for Executive positions, the candidate receiving the plurality of votes (more votes than his or her opponents) is elected to office.
2. An applicant must receive a positive vote of at least 66% (2/3) of STUCO to be considered affirmed for any Chair position.

#### **B. Applications and Candidacy**

1. Students wishing to run for a position on STUCO must fill out an application online for the position they are applying for.
2. Candidate application packages must be made available to Student Association members at least three (3) weeks prior to an election and marked with a clear deadline for application.
3. Candidates must meet with and be approved by STUCO to be eligible.
4. Individuals who are late in applying may be considered for candidacy at the discretion of the President.
5. STUCO will approve candidate's eligibility as per Bylaw III. A. STUCO will approve a maximum of three (3) candidates per position. Additional applicants may be granted candidacy if they receive a positive vote of at least 2/3 of STUCO.

#### **C. Campaign Regulations**

1. Campaigning officially begins on the date and time specified by the President.
2. All campaigning paraphernalia is prohibited from any of the student voting areas. No verbal campaigning may take place within the polling station area.
3. Campaign advertising may only be hung in approved locations and must be approved by STUCO or Student Development.
4. All campaigning paraphernalia shall be removed from the campus by the Friday of election week.
5. Campaign paraphernalia must include your name and the position you are running for.
6. All candidates will be informed of these regulations.

#### **D. Voting**

1. All Student Association members are eligible to vote. An up-to-date list of Student Association members will be used to track voter eligibility.
2. Voting shall take place by secret paper ballot.
3. Voting shall take place in a public location on campus and on two consecutive business days for a minimum of one hour each day.

#### **E. Ballot Counting and Election Results**

1. Ballots are to be counted by two STUCO members and the Dean of Students. After all results have been recorded, all ballots and voter lists must be destroyed.
  2. STUCO must record the exact number of votes for each candidate, including Yes and No votes, as well as abstentions. These results must be recorded and kept on file with STUCO.
  3. Any ballot with two or more choices selected in a single race, with strange markings, with rude comments, or not clearly marked for a candidate will be considered spoiled. It is the responsibility of the Dean of Students to decide whether a ballot is spoiled.
  4. Election results are to be announced to all candidates before being announced to the Student Association.
  5. Election results will be announced to the Student Association within three business days of the conclusion of the election.
- F. Endorsements
1. No entity or member under STUCO may endorse or aid a candidate in their campaign.
- G. Complaints
1. Any complaint dealing with candidates or election procedures will be forwarded to the President. The President and the Dean of Students will then address any complaints.
- H. Chair Position Application Process
1. Students wishing to be a Chair position on STUCO shall apply according to the time set by the President.
  2. Candidates shall declare their candidacy through application to the President prior to the deadline he/she has set. Individuals who are late in applying or declaring their candidacy may be given candidacy if agreed upon by the President.
  3. Candidates will ideally meet with the current STUCO team as well as the newly elected team for the discernment process.
  4. Once all of the interviews for a given position have been completed, the current STUCO will vote to approve the applicant they deem most suitable.

## **IX. Conflict of Interest Policy**

- A. Preamble
1. "Each of you should look not only to your own interests, but also to the interest of others." – Philippians 2:4 (NIV). As the representatives of the Student Association, STUCO must maintain transparency in all aspects of its business
- B. Definition
1. For the purpose of the Student Association, a conflict of interest is defined as any benefit, financial or otherwise, or any loyalty (of a type that is not common to the other members of Council) that a Council member may have regarding a particular issue.
- C. Stating a Conflict
1. STUCO members must state to the chair any conflict of interest that they have regarding an issue, prior to the beginning of the meeting in which the issue is being brought to the table. If a Council member fails to disclose their conflict of interest, the chair may remove him from the meeting. Prior to the discussion of the issue, the chair must inform all Council members present which members have a conflict of interest, what their conflict is, and whether their vote has been suspended for the discussion.

- D. Eligibility to Vote
  - 1. Once a Council member has stated their conflict of interest in an issue, the Chair must rule whether their voting privileges will be suspended for that issue. Any Council member, including those in question, may object to the ruling of the President and call (with a second) the decision into question. The President's decision may be appealed by a majority vote of STUCO.

## **X. Meeting Policy**

- A. This policy exists to ensure that meetings run smoothly and efficiently and that majority decisions can be reached while respecting the rights of all STUCO members to be heard.
- B. Rights of STUCO members:
  - 1. Receive notices of and attend meetings
  - 2. Make and debate motions
  - 3. Know the meaning of the question being debated
  - 4. Not have to suffer personal abuse and attack
  - 5. Have access to minutes of all meetings
  - 6. Have access to a copy of the Constitution, By-laws and Policy Manual
- C. Responsibilities of STUCO members:
  - 1. Attend and be on time for meetings
  - 2. Be attentive and open minded
  - 3. Speak openly, but also let others have their turn to speak
  - 4. Attack issues, not people
  - 5. Participate actively in the meetings
  - 6. Be familiar with the basic rules of procedure
  - 7. Respect the rights of others
  - 8. Abide by the final decision of the majority
  - 9. Be familiar with the association's governing documents
  - 10. Promote the association's growth and influence
  - 11. Deal with one item at a time
- D. Motions
  - 1. Motions require a second before proceeding. Following a second, there will be discussion on the motion at hand, after which, STUCO will vote. The motion on the table must be voted on before another motion can be made.
  - 2. Motions carry with a majority vote of STUCO members present. In the event of a tie, the Dean of Students will provide the tie-breaking vote.
- E. Quorum
  - 1. Quorum for STUCO meetings shall be set at two-thirds (2/3) of voting members, rounded to the nearest whole number.

## **XI. Advertising Policy**

- A. All advertising on campus must be previously approved by either Student Development or STUCO and must bear a stamp indicating such.
- B. In order to be approved, advertising must meet the following requirements:
  - 1. An advertisement must clearly present the name of the organization or group posting the advertisement or the organization sponsoring and/or funding the cause of the advertisement.
  - 2. If the advertisement promotes an event on campus:
    - a) The advertisement must clearly present the date, time and location of the advertised event.



- b) The location to be advertised for the event must be booked prior to posting of the advertisement.
- 3. The advertisement must clearly specify the requirements for attending the event, including event fees and details regarding groups which may or may not attend the event.
- 4. Student Council reserves the right to disapprove any advertisements that promote an off-campus event
- 5. The advertisement shall not display or present objectionable content as defined by the CBC community standards.
- 6. The advertiser shall be responsible to remove all copies of the approved advertisement from on-campus display before the conclusion of their advertising period. The advertising period may extend no more than two (2) days after an advertised event's conclusion
- C. Advertisements must be posted according to CBC guidelines for the purpose of keeping a clean and safe campus.

**XII. Appendices** (See attached)

- A. Student Proposal Form
- B. STUCO Application

## Student Proposal Form

**Instructions:** Thank you for choosing to contribute your ideas. The purpose of this form is: 1) To present your idea to STUCO by giving us the information we need to consider your proposal and 2) To help you think through your idea so that it can be the best it can be. Please answer all questions. Point form is acceptable, but the more specific you are, the better. This form can be filled out handwritten, or you may type your proposal. It is requested that each proposal be brought to a member of STUCO for their endorsement, and they will bring any proposals before STUCO. Your presence may be requested at a STUCO meeting to present your proposal or to answer any questions. Thanks for thinking about how to make a better community for the Columbia Bible College Student Association!

**Name:**

**Phone:**

**E-mail:**

**Title of Proposal:**

**Date:**

**Motion:** I move that Columbia Bible College Student Association allocates \$\_\_\_\_\_ for \_\_\_\_\_.  
(Articulate requested action)

**Objective (What are you hoping to accomplish):**

**Who will be impacted and how:**

**How will the money be spent (Be specific, give line items if necessary):**

**When and how will this happen (List logistical info such as venue, time, organization):**

**Why would you like to see this proposal happen:**

**STUCO advocate:** \_\_\_\_\_  
Signature Name

**Some questions to think about:**

- Have you carefully thought through each question?
- Does your proposal meet CBC community standards and is it in line with the mission statement of the Student Association?
- Have you discussed your proposal with a member of STUCO?
- Does STUCO have a reliable way to contact you?

**COLUMBIA BIBLE COLLEGE**

Application - Student Leader

Name: \_\_\_\_\_

Summer Address: \_\_\_\_\_

Summer Email: \_\_\_\_\_

Phone # \_\_\_\_\_

**Application Deadline: March 9 , 2016**

**Applying for:**

STUCO – Position

**AUTOBIOGRAPHY**

Prepare an autobiography covering the following areas:

1. Your parents’ backgrounds
2. Type of community in which you were raised
3. Relationship with parents and siblings
4. Relationship with friends
5. Community influences, such as school and church
6. Significant or traumatic events, such as illness or injury, separation or divorce of parents, death of friend or relative
7. Your general feelings about your family and community background as you entered college
8. Your spiritual pilgrimage highlighting your growth over the past year at Columbia
9. Attach your resume

**QUALIFICATIONS**

Explain why you want to be a Student Leader. Highlight characteristics, skills, abilities and related experience that will be an asset in serving as a Student Leader.

**PERSONAL BENEFITS**

How do you anticipate that serving as an Student Leader will benefit you personally? Are there particular skills and abilities that you would like to test or develop?

**PEOPLE MANAGEMENT SKILLS**

How do you assess your people management skills? Are you at ease with people? How do people respond to your requests and/or direction? Are you able to confront caringly, but firmly? How do you respond when your directives are not well received by others? What experiences have you had that confirm your assessment?

**OTHER DETAILS**

Any other details you would like to give that would help us to understand and evaluate you accurately?

**VI. REFERENCES:**

Please ensure three references from: a faculty or staff member, a friend, and a student leader are submitted to Student Development.

**All information provided is confidential.**

I (Applicant) hereby authorize Columbia Bible College to make a thorough investigation of all statements contained in my application/resume, my past employment, education, and other activities and I release from all liability all persons, companies and corporations supplying such information. I indemnify Columbia Bible College against any liability which might result from making such investigations.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_