

BYLAWS

OF THE BURMAN UNIVERSITY STUDENT ASSOCIATION

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ARTICLE I – GENERAL ASSEMBLY

Para. 17: Membership and Fees

- A. All undergraduate students shall automatically be members.
- B. All undergraduate students will be charged the appropriate BUSA fee, based on a percentage of the cost of one academic credit at Burman University. The cost of one academic credit is mandated by the University, but the percentage applying to the BUSA fee is stated in Article X.

Para. 18: Meetings

- A. The General Assembly must be called twice per semester.
- B. Meetings of the General Assembly may be called by the President or by the Executive Vice President in the absence of the President or by appellate action.
- C. Notices for all meetings must be posted at least seven days in advance.
- D. The General Assembly shall operate according to the latest edition of Robert's Rules of Order.

ARTICLE II – SA EXECUTIVE CABINET

Para. 19: Composition of the BUSA Executive Cabinet

- A. The BUSA Executive Cabinet shall consist of the elected and appointed officers of the BUSA as designated in Para. 24 with the President serving as chairperson. The Student Life Advisor shall be appointed as the BUSA Advisor under the discretion of Student Services.

Para. 20: Purpose

- A. The purpose of the BUSA Executive Cabinet shall be to carry out all administrative and executive functions of the BUSA in accordance with the BUSA Constitution and Bylaws in the keeping of the best interests of the BUSA members.

Para. 21: Procedure

- A. Each executive officer shall have one vote on the BUSA Executive Cabinet.
- B. A quorum shall be the majority of elected officers.
- C. A regular meeting of the BUSA Executive Cabinet shall be called at least (3) times a month by the chairperson.
- D. A regular meeting of the BUSA Executive Cabinet Committee shall operate according to the latest edition of Robert's Rules of Order.

Para. 22: Authority of the BUSA Executive Cabinet

- A. Shall initiate and recommend legislation to the Campus Life Committee.
- B. Shall have protective custody of this Constitution and Bylaws.
- C. Shall forward all initiative actions concerning interpretation and or violation of this Constitution and Bylaws.

Para. 23: Inauguration of the BUSA Executive Cabinet and Senate Delegates

- A. The incoming BUSA Executive Cabinet officers and Senate Delegates shall be invested upon taking the oath of the BUSA administered by the Vice President of Student Services: *We the Burman University Student Association Executive Cabinet affirm that we will strive to fulfill the duties and responsibilities of our appointed positions and to abide by the Constitution and Bylaws of the Burman University Student Association.*

Para. 24: Staffing Authority

- A. The Executive Cabinet shall have the authority to hire any individual, through fair and equal application processes, to a staff position in order to accomplish tasks that are extraneous to existing Executive responsibilities, as outlined in these bylaws.
1. A fair and equal process includes adequate advertisement of the position to the Burman University Student Body for at least one (1) week, final selection by a majority vote of the Executive Cabinet, and approval of this selection by the Vice President of Student Services.
 2. Volunteers may be appointed by the individual members of the Executive Cabinet at their own discretion. However, any volunteer or assistant positions which will be financially compensated must first have received approval by a majority vote of the Executive Cabinet, the approval of the Financial Vice President, and the Vice President of Student Services.
- B. There shall be one staff position that the current Executive Cabinet shall be required to hire, before the end of September. This position has their own responsibilities designated.
1. Secretary General:
 - a. Attends all BUSA Executive Cabinet meetings.
 - b. Keeps detailed minutes of BUSA Executive meetings and ensures the transfer of minutes to the BUSA files, and Burman University Student Services within one week of the meeting date.
 - c. Is responsible for internal communications, at the request of the BUSA President.
 - d. Reports directly to the BUSA President for any other administrative oriented tasks.
 - e. Aids in and attends all BUSA functions and events
 - f. Is not a voting member of the BUSA Executive

ARTICLE III – SA EXECUTIVE CABINET OFFICERS

Para. 25: Authority of the BUSA Executive Cabinet Officers

- A. All BUSA Executive Cabinet officers are responsible for those functions specified in these Bylaws as well as such additional duties as are generally considered consistent with their office or as specified by the General Assembly or BUSA Executive Cabinet.
- B. The President shall:
 - 1. Be the chief representative and spokesperson for the BUSA.
 - 2. Have full executive authority and responsibility for the operation of the BUSA.
 - 3. Call and preside at all meetings of the BUSA Executive Cabinet and General Assembly.
 - 4. Be a member of the Campus Life Committee and the Burman University Board of Trustees.
 - 5. Facilitate the necessary application processes to fill vacancies on the BUSA Executive Cabinet, selection being subject to a majority vote of the sitting Executive Cabinet and ratification of the General Assembly.
 - 6. Appoint Senate Delegates to ad hoc committees for unfilled positions together with the Executive Vice President.
 - 7. Preside at all meetings of Student Clubs called by the Student Life Vice President.
 - 8. Under the advice of the BUSA Advisor, have access to the BUSA account in the event that the Financial Vice President is absent.
 - 9. Submit documents including Board of Trustees reports, a personalized report outlining their achievements, initiatives, and major proposals, and any other documents they feel necessary to the BUSA database by the end of the school year.
 - 10. Should receive access to the ongoing BUSA shared drive in google suite.
- C. The Incoming President shall:
 - 1. Have a comprehensive understanding of this Constitution and Bylaws and the general operation of the BUSA.
 - 2. Work with the incoming Financial Vice President to develop a proposed budget for the coming year by September 30.
 - 3. The incoming president shall call a meeting with all elected officers and the BUSA advisor for the incoming academic school year before the winter semester.
 - 4. This meeting will discuss future plans, budgets, ideas, and goals before the next year.
- D. The Financial Vice President shall:
 - a. Be responsible to the BUSA Executive Cabinet for all funds administered by the BUSA.

- b. Present the proposed BUSA budget at the first business meeting of the General Assembly held no later than September 30.
 - c. Present monthly income and cash flow statements at the request of the BUSA Executive Cabinet.
 - d. Be the only BUSA officer with the SA Executive Cabinet Advisor to have access to the BUSA account (Except in Article III, Para. 24, A, 9).
 - e. Be responsible for fund-raising by the BUSA Executive Cabinet.
 - i. Review budgets of all organizations; executive and standing committees that are under BUSA jurisdiction.
 - ii. Should there be a discrepancy in spending from the BUSA account(s), the FVP is responsible for revisiting and revising the budget with recommendations from the BUSA Advisor.
 - iii. Be responsible for the transfer of books to the incoming Financial Vice President within ten (10) days after the end of the Winter semester.
- E. The Incoming Financial Vice President shall:
- a. Work with the incoming President to develop a proposed budget by September 30.
- F. The Executive Vice President shall:
- a. Be responsible for the academic concerns of the Burman University Student Association members.
 - b. Be a member of the Burman University Academic Committee and Faculty Council.
 - c. Assume the duties of the President in the absence of the President.
 - d. Be responsible for the upkeep and continued improvement of Burman University Bylaws.
 - e. If significant changes need to occur, it would be the Executive VP's responsibility to call an Ad Hoc Committee with the appropriate representation to ensure a fair process in the development of the bylaws.
 - f. Once per year, the Senate is to meet as an ad hoc committee to review bylaws, every two years the Senate is to meet as an ad hoc committee to propose revisions.
 - g. Draw up contracts for incoming BUSA Executive positions and have them signed before the end of the second week of September.
 - h. Call and chair the Senate committee a minimum of four times per semester.
 - i. Prepare an orientation for all incoming Senators, by the end of september.
- G. The Incoming Executive Vice President shall:
- a. Fill all Senate positions no later than the end of the current Winter Term of which the Executive Vice President has been voted in.
- H. The Communications Vice President shall:

- a. Be responsible for facilitating communication and good will between the BUSA, student publications and organizations, faculty and staff, and Lacombe and the surrounding areas.
 - b. Keep the BUSA membership informed of all BUSA Executive Cabinet events and programs.
 - i. Shall produce either physically or online, a newsletter outlining all relevant information pertaining to the BUSA Executive and its functions.
 - c. Call and preside as chairperson of the Burman University Student Publications Board which shall include the editors of the Chronicle and Yearbook.
 - d. Present a budget of the Chronicle and Aurora Borealis Yearbook to the BUSA Executive Cabinet for recommendations by September 30.
 - e. Appoint additional staff members and ensure contracts are signed before work is completed or payment is made, subject to approval by a majority vote of the Executive Cabinet and the approval of the Financial Vice President.
 - f. May hire an assistant through an application process outlined in Para. 24 Staffing authority.
 - i. The BUSA CVP should announce to the Student Body the hired/paid assistants, as soon as the hiring/selection process of any assistant(s) is complete.
 - g. Should announce the bylaws and constitution and the BUSA minutes are available for student access.
- I. The Incoming Communications Vice President shall:
- a. Have a comprehensive understanding of this Constitution and Bylaws.
 - b. Work with the outgoing Communications Vice President to facilitate an application process to fill the editor positions for both the Chronicle and Aurora Borealis, in consultation with both the outgoing and incoming Presidents and BUSA Advisor (see Para. 40, sec B)
- J. The Social Vice President shall:
- a. Be responsible for the planning and execution of social functions and programs sponsored by the BUSA Executive Cabinet.
 - b. Work with the Financial Vice President to present a budget of planned events to the BUSA Executive Cabinet by September 30.
 - c. Be a member of the Burman University Calendar of Events Committee and Campus Life Committee.
 - d. Keep an inventory of all BUSA items and ensure the safekeeping of such items.
 - e. At their discretion, hire an Assistant and/or assemble a Social Events Committee to assist in the preparation for all BUSA events.

- i. Any stipend distributed to the Assistant and/or assembled Social Events Committee members must be approved by a majority vote of the Executive Cabinet and contracts must be signed prior to payment or completion of work.
 - f. Be responsible to ensure that they possess an adequate number of volunteers to assist with setup and takedown of events so as to not detract from the responsibilities or obligations of other members of the Executive.
- K. The Incoming Social Vice President shall:
 - a. Have a comprehensive understanding of this Constitution and Bylaws.
 - b. Provide a list of BUSA sponsored events to the Burman University Calendar of Events Committee for the upcoming school year before CUE Quest in the Fall Semester.
 - c. May hire an assistant through an application process, outlined in para. 24 staffing authority.
 - i. The BUSA SVP should announce to the Student Body the hired/paid assistants, as soon as the hiring/selection process of any assistant(s) is complete.
- L. Student Life Vice President
 - a. Chair a committee of Club presidents to implement direction, share information, and coordinate activity and planning of all clubs and societies on campus.
 - b. This committee must be called a minimum of once a month.
 - c. Club executives must participate in meetings and function under the direction of the Director of Student Life in order to receive monetary aid from BUSA.
 - d. Accurately represent the consensus of clubs and societies on campus and their activities.
 - e. Reports directly to the President for other Student Life related tasks.
 - f. Aids in and attends all BUSA functions and events.
- M. Student Chaplain/Campus Ministries Representative shall:
 - a. Sit *ex officio* on the BUSA Executive in the role of Religious Vice President and as a representative of Campus Ministries and all of its branches.
 - b. Be a voting member of the BUSA Executive Cabinet.
 - c. Have no additional responsibilities to the BUSA Executive committee outside of those outlined in the Campus Ministries Director's Handbook.
 - d. The Student Chaplain or a Campus Ministries Representative (appointed by the Chaplain) shall attend the BUSA Executive Committee at least once a month at the request of the President.

Para. 26: Tenure of BUSA Executive Cabinet Officers

- A. BUSA Executive Cabinet officers shall hold office for one academic year beginning ten days after the end of the winter semester. However, prior to taking office, the newly elected officers will be expected to participate in a transition period commencing immediately following the spring election and continuing until they formally take office. During the transition period, the newly elected officers shall attend all BUSA executive committee meetings and assist the current executive with the planning and execution of all BUSA sponsored events.
- B. The BUSA Executive Cabinet officers shall be rewarded for their services by a stipend determined in the BUSA budget to be signed in contract at the beginning of the Fall semester. See Art. VIII for more information.
- C. Through a BUSA Executive Cabinet action, taken upon recommendation from the VP of Student Services and SA Faculty/Staff Advisor, the chairperson of the BUSA Executive Cabinet may request the resignation of any BUSA Executive Cabinet officer.
- D. Upon recommendation for the resignation of the current BUSA President, the current Executive Vice President shall act as chairperson of the BUSA Executive Cabinet and request the President's resignation. The current President's resignation shall be submitted to the current Executive Vice President.
- E. The officer whose resignation is requested may resign or make an appeal to the CLC, through appellate action.
- F. In the event that the current President resigns, the Executive Vice President shall become interim President. The BUSA Executive Cabinet shall appoint a BUSA member or a current BUSA Executive Cabinet officer, to the position, subject to ratification of the General Assembly.
- G. In the event that a current BUSA Executive Cabinet officer resigns, other than the President, notification of resignations and notice of vacant positions shall be made public to BUSA members within one (1) week and applications will be accepted for a period of one (1) week by the BUSA Executive Cabinet. The BUSA Executive Cabinet shall appoint a BUSA member to the position, subject to ratification of the General Assembly.
- H. All resignations of current or incoming BUSA Executive Cabinet officers shall be made in writing, duly setting forth the reason for resigning, and shall be submitted to the current President of the BUSA. No resignation shall be considered valid until accepted by the current BUSA Executive Cabinet with the exception of academic related resignations.
- I. In the event that an incoming elected officer resigns, the vacancy shall be filled by an appointment, by the current BUSA Executive Cabinet, in consultation with the incoming BUSA Executive Cabinet.

Para. 27: Conflict of Interest

- A. No person shall hold two appointed or elected offices within the BUSA Executive Cabinet concurrently.
- B. No person shall hold office within the BUSA executive cabinet and on an active club executive team.

ARTICLE IV – SENATE

Para. 28: Senate Membership

- A. Senators are to be appointed by the Executive Vice President following a process of application and interview to be determined by the Executive Vice President. Senators must be appointed no later than the end of the current Winter Semester, excluding the position of freshman senator, which is to be filled by September 30.
- B. In the event that a district has not been filled, a Senator is to be appointed by the BUSA Executive Cabinet through applications before September 30.
- C. Senators shall be appointed at a rate of 1 Senator per 50-70 constituents in each district during normal election time. The Executive VP will decide the exact number. Each district must have a minimum of one (1) Delegate, regardless of population.
- D. Senators shall hold office for the duration of one academic school year.
- E. Senators are required to undergo an orientation program between the date that they are appointed and the beginning of their tenure in office, to be designed by the current Executive VP, to be approved by the Executive cabinet.
- F. Holding the position of a Senator automatically disqualifies membership to the BUSA Executive Cabinet or other BUSA Sponsored Committees.
- G. For each district there shall be one (1) Senator appointed in these districts, more positions can be created as needed:
 - a. Residence Halls (Lakeview, Maple, and Riverton)
 - b. Community/Married
 - c. Division of Arts
 - d. Division of Science
 - e. School of Business
 - f. School of Education
 - g. Athletics
 - h. Freshmen
 - i. Upperclassmen
 - j. Cafeteria
 - k. International Students

- H. The Executive Vice President may hire a Chief Senator to assist with Senate duties, such as the following:
- a. Under the discretion of the EVP, this may be a paid or volunteer position. Should it be a paid position, stipend amounts come from the EVP accounts.
 - b. May be the second in command under the jurisdiction of the Executive Vice President (EVP).
 - c. Work with the Executive Vice President as Communications Coordinator.
 - d. In the absence of Executive Vice President Chair Senate committee meetings and in turn give up voting rights for that period.
 - e. In the absence of the Executive Vice President presents and speaks on behalf of the Senate during public forums when asked by the EVP.
 - f. Responsible for collecting concerns and pending requests from Senators or the general public for the EVP to compile for upcoming agenda items.
 - g. Assist the EVP in their responsibilities upon request.

Para. 29: Changed Residency/District Status

- A. Senators must maintain their district status throughout a majority of each of their terms. If their status changes and a majority of the term has not been reached, the BUSA Executive shall ask for their resignation. If their status changes and a majority of the term has been reached, they may remain in office for the remainder of the term only.
- B. In case of a Senator's resignation, the current Executive Vice President shall nominate a qualifying student to fill the vacancy, to be ratified by the Executive cabinet and the remaining Senators. This delegate must be chosen from the district where the vacancy now exists, so that students are adequately represented in all the districts.
- C. Following the appointment of one individual, the Executive Vice President must notify all candidates of the outcome.

Para. 30: Senator Responsibility

- A. To act as the student body representatives for General Assembly matters, upon request from the BUSA Executive Cabinet.
 - a. A quorum shall be three-fourths of the Senate (if three-fourths is not a whole number, the value shall be rounded to the nearest whole number).
- B. To report to the BUSA Executive regarding concerns of the General Assembly.
 - a. Senators may investigate and/or participate in initiatives that may result from their reports to the BUSA Executive only at the request or invitation of the BUSA Executive Cabinet.
- C. The Chief Senator is responsible for leading the evaluation of the BUSA Executive team.
 - a. In the case of the Chief Senator position not being filled, by choice of the EVP, the Senate Team is able to vote and decide on two members of the current Senate Team

to evaluate the BUSE executive team, using a general voting process. The Evaluation of the BUSA executive team will be done by the two chosen Senate members to put together the evaluation process to present to the Senate.

Para. 31: Senators on Burman University Committees

- A. Senators may apply and be nominated to serve on Burman University Committees, following the due process outlined in Para 25, sec B, 6.
- B. Each Senator can hold a maximum of two (2) committee positions.

ARTICLE V – ADVISORS

Para. 32: BUSA Advisor

- A. The BUSA Advisor is the person employed by Burman University, who holds the position of Student Life Advisor. This position is located in the Student Services Department.
- B. The BUSA Advisor shall serve as liaisons between the BUSA and University Administration. Each advisor shall offer their BUSA committee guidance and assistance in their specific areas of concern.
- C. A Burman University faculty or staff shall be appointed to each of the following BUSA departments:
 - a. BUSA Executive Cabinet
 - b. The Chronicle Newspaper
 - c. The Aurora Borealis Yearbook
- D. The BUSA Executive Cabinet Advisor shall:
 - a. Maintain frequent communication with the BUSA Executive and attend meetings at the request of any BUSA Cabinet member.
 - b. Be present when BUSA election ballots are being counted.
 - c. Conduct evaluations of the current BUSA Executive – including publications editors – each semester and make recommendations to its members.

ARTICLE VI – ELECTIONS

Para. 33: Qualifications for BUSA Executive Cabinet Officers

- A. Any student running for a BUSA Executive Cabinet office shall:
 - a. Be a current BUSA member taking a minimum of (9) credits.
 - b. Have and maintain a cumulative GPA of 2.50 or above on a 0-4 point scale. At the discretion of the President and Burman University Vice-President of Student Services, consideration may be given to individuals with a cumulative GPA of less than 2.50 in the case that they:

- i. have been a full-time student for three (3) or less complete Semesters at Burman University and have demonstrated a significantly improved GPA above 2.50 in the most recently completed academic semester, or,
 - ii. have been a full-time student for more than three (3) complete Semesters at Burman University and have demonstrated a significantly improved GPA above 2.50 in the most recently completed two (2) academic semesters.
 - c. Have a non-probationary standing.
 - d. Have been a BUSA member for at least one complete Fall or Winter semester immediately prior to running for office (see Para. 17, A)
 - e. If enrolled in a practicum course, have their practicum requirements and responsibilities reviewed by both the Vice President of Student Services and their practicum advisor with the purpose of determining whether their practicum commitments may inhibit them from performing their duties sufficiently according to Article III.
- B. BUSA Executive Cabinet candidates shall file an application with the current BUSA Executive Cabinet and shall be subject to approval by the Campus Life Committee and before campaigning, within a timeline established by the current BUSA Executive Cabinet.

Para. 34: Campaign Procedure

- A. No current BUSA Executive Cabinet officer shall endorse, or in any way show favour towards any candidate running in the election.
- B. Any candidate for BUSA must run individually and not form coalitions with any other candidates.
- C. Candidates shall not campaign in any form until they have received notification from the BUSA President upon approval from the Campus Life Committee.
 - a. If a student was not approved by Campus Life Committee they can appeal to be a candidate for the BUSA election through the University President's Cabinet.
- D. All campaign posters must conform to regular Burman University policy regarding posters with respect to content and placement. In accordance with that policy, posters making offensive or derogatory statements or insinuations against an opposing candidate shall not be allowed, as being unsuited to the Christian atmosphere of the campus. This policy will also extend to social media and electronic correspondences.
- E. Each candidate must have a platform and present it to the student body at a General Assembly meeting, held prior to the election.
- F. All election posters must be removed prior to election day.
- G. Any candidate in violation of any of these policies may be removed from candidacy by the BUSA Executive Cabinet upon recommendation by the Vice President of Student Services or BUSA Advisor.

Para. 35: Election Procedure

- A. The BUSA election process shall begin no later than the first week of the winter semester, through the advertisement of open positions for the BUSA Executive cabinet.
- B. The BUSA election process should outline as follows:
 - a. BUSA members have one month to complete the formal application process which includes the collection of 50 supporting signatures, and a submission of their current resume, and application forum updated by the current BUSA President.
 - b. After the application period has ended candidates have two weeks to campaign through physical posters, online platforms, and other forms of media, following Para. 34 Campaign Procedures.
 - c. The current BUSA President shall advertise and announce the following:
 - i. Speech/debate day, which should be held two weeks into the campaign process and one week before voting day, will have all candidates present a formal presentation of their goals and intents for their position.
 - ii. Voting day shall be held a minimum of one week after the candidates have presented their formal presentations.
- C. Each ballot shall contain the names of all candidates and the position sought. Candidates' names shall be arranged by position (President, FVP, EVP, SVP, CVP, SLVP), then alphabetically under the position by order of surnames and if two (2) or more candidates have the same surnames, the names of those candidates shall be arranged alphabetically in order of their given names.
 - a. Ballots shall be made online after names have been approved by the Campus Life Committee and the University President's Cabinet. In the event of a candidate withdrawal after the ballot has been made notices of changes will be emailed out.
 - b. The online ballot should be made through an online form using google forms, or D2L, by the discretion of the President.
 - i. Any form should be made available to all students in a timely manner.
- D. Elections shall be held through an online form, sent to Burman Students via email.
 - a. The online ballot should be made through an online form using google forms, or D2L, by the discretion of the President.
 - i. Any form should be made available to all students in a timely manner.
 - b. Results of the election shall be posted within twenty-four (24) hours of the election date.
- E. In the case of a position only receiving one application, subject to that applicant meeting all of the normal requirements, the name shall be put on the online form, and the vote shall be for 'Yes' or 'No'. To be successfully elected, the candidate must achieve a minimum two-thirds 'Yes' vote, calculated from the number of actual voters.

- a. In the event that a candidate running by his or herself does not receive the two-thirds minimum requirement, the current Executive Cabinet will be responsible for launching an application process to appoint a new candidate who will be selected – pending approval from Student Services – by a majority vote of the Executive Cabinet and ratification of the General Assembly.
- F. The online form is open for a minimum of twenty-four (24) hours on election day.
- G. One (1) pre-authorized scrutinizer from each candidate may be present at the revelation of results.
- H. The BUSA Executive Cabinet Advisor is present when ballots are counted.

Para. 36: New Officer Orientation

- A. The outgoing President shall be responsible for organizing an orientation program to ensure the transition from year to year takes place smoothly, before the end of the winter semester.
- B. The program shall be approved by the outgoing Executive Cabinet.
- C. If any candidate does not successfully complete the orientation they may be disqualified to become an officer for that year.
- D. If the outgoing President fails to organize the orientation program, fifty (50) percent of their final stipend payment shall be withheld. The Faculty/Staff Advisor shall be responsible for carrying this action out.

ARTICLE VII – COMMUNICATIONS

Para. 37: The Communications Media

- A. The official communications media of the BUSA shall be:
 - a. The Chronicle, the Burman University student newspaper.
 - i. The Editor of the Newspaper is required to state “The Chronicle” as the general name, which is to stay every year, with the addition of an annual theme created by the Incoming Editor.
 - b. The Aurora Borealis, the Burman University undergraduate yearbook.
 - c. Any online social media which the BUSA Executive chooses to undertake.
 - i. Humans of Burman, Instagram account
 - d. In this section of Bylaws, these shall be referred to as ‘publications’.

Para. 38: Appointment of Editors

- A. Editors of the publications shall be appointed within two (2) weeks following the Executive Cabinet elections.
- B. They shall be appointed by a committee consisting of the incoming and outgoing Communications Vice Presidents, and the incoming and outgoing Presidents. The outgoing President shall chair the committee, and at the committee’s discretion, nominate up to three

- (3) additional individuals that may be students, staff, faculty, or administration, to serve on the committee.
- C. Applications for the positions of editors must be available to the Burman University Student Association publicly for at least one (1) week before the committee can meet for selection. The committee must use a past or current BUSA Executive Cabinet-approved application form. The application forms are to be available for pick up and drop off at the Student Services office or through online submission. The application forms must include the following fields or information:
- a. Name and Contact Information of Applicant
 - b. One (1) sample of previous work and/or one (1) reference that may be contacted regarding the applicants' previous work.
 - c. A statement indicating that by filing the application form, the applicant agrees to accept the position if appointed and to all terms within these Bylaws.
 - d. A set of this section of Bylaws, stapled as an Appendix.
 - e. An optional section where the applicant may include any other information they feel pertinent to their application.
- D. Applicants may, at their wish, choose to apply with up to one (1) other individual as co-editors. The decision whether to appoint one editor or co-editors is in the hands of the appointing committee, as described above. Once the applicant(s) decide to apply as co-editors and submit their application form, they cannot withdraw their application and apply as separate individuals. No individual can submit two applications, either as a single or co-editor.
- E. After appointment, the chair of the appointment committee shall notify all candidates of the status of their application within one (1) week.
- F. The Editor's official time of service will be from the day they are notified of appointment to the last day of school the following school year, as specified by the University.
- a. It is highly recommended that the incoming editors job shadow the outgoing editors from the day they are notified of their appointment until the beginning of the summer session.

Para. 39: Authority of the Publications Editors

- A. The Editor of the Chronicle shall:
- a. Be responsible for the publication of The Chronicle as described in Para. 43, sec A, 3.
 - b. Appoint additional staff members as are necessary for this function and ensure contracts are signed before work is completed or payment is made.

- c. Work with the Communications Vice President and Financial Vice President to present a proposed budget to the BUSA Executive Cabinet for approval by September 30.
 - d. Present monthly cash flow and income statements to the Communications Vice President.
- B. The Incoming Chronicle Editor shall:
- a. Elect staff members as necessary before the end of the Winter semester, through an application and interview process.
 - b. The application for the Incoming Chronicle Editor shall include the following written statement, “freedom to extend the opportunity to allow students to write for the newspaper”.
 - c. Submit a recommendation to the BUSA President, incoming Communications VP, and outgoing Communications VP for an Advisor for the Chronicle before the end of the Winter semester in which they are appointed.
 - d. Develop a proposed budget for the coming year for The Chronicle before the end of the Winter semester.
 - e. Create a semester action plan for the Chronicle.
- C. The Aurora Borealis Editor shall:
- a. Be responsible for the publication of the Aurora Borealis as described in Para. 43, sec A, 4.
 - b. Appoint additional staff members as are necessary for this function and ensure contracts are signed before work is completed or payment is made.
 - c. Working with the Communications Vice President and Financial Vice President, present to the BUSA Executive Cabinet a proposed budget for approval for the Aurora Borealis by September 30.
 - d. Present monthly cash flow and income statements to the Communications Vice President.
- D. The Incoming Aurora Borealis Editor shall:
- a. Appoint staff members as necessary before the end of the Winter semester.
 - b. Submit a recommendation to the BUSA President, incoming Communications VP, and outgoing Communications VP for an Advisor for The Aurora Borealis before the end of the Winter semester in which they were appointed.
 - c. Develop a proposed budget for the coming year for The Aurora Borealis before the end of the Winter semester.
 - d. Create a semester action plan for the Aurora Borealis.

Para. 40: Administrative Control

- A. Each publication shall operate within the guidance of the Communications Vice President and must each follow a semester action plan. Drafts of these plans must be created by each incoming editor in association with the incoming Communications Vice President and any other individual they feel necessary by the end of the Winter Semester, filed with the Executive Cabinet.
- B. Regardless of Para. 42, A, editors have ultimate control over publication content. As long as content remains within the philosophical guidelines of the University, the Executive Cabinet may only make suggestions regarding content via the Communications Vice President. Content is defined as the exact topic of any individual news article published in these publications. It does not include non-news items such as advertising, games, announcements, or similar.

Para. 41: Financial Accountability and Editor Evaluation

- A. The direction of all account finances related to the Chronicle and Aurora Borealis is described in the finance section of these Bylaws, Art. VIII.
- B. The Chronicle, the Burman University student newspaper, shall be published at least twelve (12) times per academic year, with a minimum of six (6) issues being published and distributed at set dates during the Fall and Winter semester. The editor's stipend will be divided equally between the number of issues, to be disbursed to the editor upon complete publication of each issue. The editor may choose to be paid monthly or per-semester and must inform the incoming Financial Vice President of their choice.
- C. The Communications VP is responsible for an evaluation of the Editor each semester and ensuring that the stipend allocation process takes place. This includes overseeing the correct number of stipend payments, equal to the number of issues published, are dispersed to the editor. Since the Editor may choose to be paid per completed issue, the Communications VP should allow for Editor evaluation on a continuing basis, rather than on a per-semester basis.
- D. The SA Executive Cabinet will meet no later than the 3rd week in September to ensure that the Newspaper action plan has been made, including dates of publication, and that contracts have been signed by editors.
 - a. The Chronicle editor is encouraged to notify the SA Executive Cabinet of any changes in publication dates or working policies.
 - b. Senate Representatives are able to contact the FVP to discuss the Editor's stipend to better reflect their publication amounts, removal of the Editor, etc.
 - c. Should the Editor not meet the minimum requirements for semester publication, a meeting with BUSA Executives and Senate Representatives shall occur to discuss the Editor's stipend to reflect their work.

- E. The Aurora Borealis, the Burman University student undergraduate yearbook, shall be published annually and distributed no later than one week before the close of the Winter semester. The Editor must set a minimum of four (4) content deadlines during the academic year and notify the Communications Vice President of these deadlines. The Editor's stipend will be divided equally between the number of deadlines, to be given to the Editor upon successful completion of each.
- a. The Burman Advisor is responsible for an evaluation of the Editor and ensuring that the stipend allocation process takes place. Since the Editor is to be paid per completed deadline, the Burman Advisor should allow for Editor evaluation on a continuing basis, rather than on a per-semester basis.
 - b. The SA Executive Cabinet will meet no later than the 3rd week in September to ensure that the Yearbook action plan has been made (described in Para. 40), including the deadlines for the year.
 - c. Changes in deadlines after the 3rd week in September require SA Executive Cabinet approval.
 - d. Requests for changes in deadlines after the 3rd week in September must be presented a minimum of two (2) weeks prior to the original deadline.

ARTICLE VIII – FINANCES

Para. 42: Accounts

- A. There are to be four (4) accounts under jurisdiction of the BUSA: The General BUSA Account, The BUSA Reserve Account, The Chronicle Account, and the Aurora Borealis Account.
- a. General BUSA Account
 - i. A Burman University General Student Association fund shall be carried over from year to year as an accumulative account. This account will be funded by a General Student Association Fee, to be charged semesterly to any Burman University Student taking 9 or more credits.
 - ii. The BUSA Executive Cabinet shall review the General Student Association Fee allocation by the end of November of each year (see Fee Allocation and Adjustment). When a decision is reached, a recommendation for fee allocation shall be forwarded to the Burman University Vice President of Student Services and recommended to the University President's Cabinet.
 - iii. The Burman University's General Student Association fund shall only be used for expenditures approved by the BUSA Executive. All planned expenditures must be included in the Senate approved BUSA budget.

- iv. All funds shall be dispersed only on written authorization of the Financial Vice President and the BUSA Executive Cabinet Advisor (Except in Article III, Para. 24, A, 9).
- b. BUSA Reserve Account
- i. A BUSA Reserve fund shall be carried over from year to year as an accumulative account. This account will be funded by a BUSA Reserve Account Fee, to be charged semesterly to any Burman University student taking 9 or more credits.
 - ii. The fee will be maintained in the same manner as the General BUSA fee (Described in Art. X, Para. 41, A, 2).
 - iii. The BUSA Reserve fund shall only be used to repair, replace old, or purchase new, physical assets for the BUSA.
 - iv. All funds from the BUSA Reserve fund shall be dispersed only on written authorization of the Financial Vice President and the BUSA Advisor
- c. The Chronicle Account
- i. The Chronicle Account shall be carried over from year to year as an accumulative account. This account will be funded by an The Chronicle Account Fee, to be charged semesterly to any Burman University student taking 9 or more credits.
 - ii. The fee will be maintained in the same manner as the General BUSA Fee.
 - iii. The Chronicle Account shall only be used for BUSA Budget items related to the production or business of The Chronicle Newspaper.
 - iv. All funds from The Chronicle Account shall only be dispersed on written authorization of the Communications Vice President, Financial Vice President, BUSA Advisor, and the Chronicle Editor.
- d. Aurora Borealis Account
- i. An Aurora Borealis Account shall be carried over from year to year as an accumulative account. This account will be funded by an Aurora Borealis Fee, to be charged yearly to any student who takes more than 9 credits for either of the Fall or Winter Semesters. This fee may be paid by any Faculty, Staff, Alumni, or Friends of Burman University who wish to order an Aurora Borealis Yearbook (see Art. IX, Para. 37, B).
 - ii. The Fee will be maintained in the same manner as the General BUSA Fee.
 - iii. The Aurora Borealis Account shall only be used for BUSA Budget items related to the production or business of the Aurora Borealis Yearbook.

- iv. All funds from the Aurora Borealis Account shall only be dispersed on written authorization of the Communications Vice President, Financial Vice President, BUSA Advisor, and the Aurora Borealis Editor.

Para. 43: Budget

- A. A tentative budget of all BUSA accounts for the coming year shall be prepared by the incoming President and incoming Financial Vice President upon approval by the incoming BUSA Executive Cabinet, before September 30.
- B. A proposed budget of all BUSA accounts shall be presented to the General Assembly by the BUSA Financial Vice President no later than September 30.
 - a. The General Assembly has the authority to approve the budget, or reject it with recommendations to the BUSA Executive Cabinet for revision. If the BUSA Executive Cabinet considers the recommendations unnecessary or unwarranted, the requested revisions will be presented to the Vice President for Student Services for mediation.
- C. Expenditures of any amount from the BUSA Reserve fund must be approved by the Financial Vice President and BUSA Advisor.
- D. Five (5) percent of the current BUSA student fee allocation for the year must be in the BUSA cash account at the end of the Winter semester. This must be provided for in the BUSA budget that is approved at the beginning of the fall semester. This amount is not subject to Para. 48, B.
- E. Any changes exceeding 5% of the current budget shall be approved by the Vice President of Student Services and BUSA Executive Cabinet and must be published in the Chronicle within one (1) week.

Para. 44: Accountability and Financial Appellate Action

- A. There shall be an auditor appointed by the BUSA Advisor, by the second Monday of the fall Semester, who shall audit the financial books of the BUSA Executive Cabinet and all BUSA directed organizations.
 - a. The auditor may be any one of the following:
 - i. A Faculty member of the Burman University School of Business.
 - ii. A Burman University student in their Senior (4th) year of a Business degree.
 - iii. Any individual considered qualified by the BUSA Advisor and who is not a student, staff, or faculty member at Burman University.
 - b. The audit report will be submitted for review to the Senators no later than the end of the 2nd week in January and one (1) week prior to Graduation for the reports of the Fall and Winter Semesters, respectively.
- B. The Burman University Student Association must be given fair notice of every financial approval decision made by the Senate:

- C. Any member of the Burman University Student Association may appeal financial decisions through the following process:
- a. Following notice of the change, a member of the Burman University Student Association may approach a Senate member with their concern. If the member is still dissatisfied after speaking with a Senate member, they may submit a petition, with a minimum of 50 signatures, to the Senate member for review. Upon receiving the petition, the Senate member must re-open the topic for discussion and make a final decision within two (2) weeks. The Burman University Student Association President and Vice President for Student Services must be notified of the changes before the Senate member may proceed with re-evaluation.
 - i. All appeals must be initiated within one (1) week of receiving notice of the change.
 - ii. All matters involving theft and other illegal acts in Student Association Finance matters will be handled by the Burman University Vice President of Student Services.

Para. 45: Fee Allocation and Adjustment

- A. Fees shall be paid by each full time Burman University student to the various accounts described in Art. X, Para. 42. Each fee amount shall be based on a percentage of the cost of one (1) Academic Credit. The cost of one (1) Academic Credit is set by the University administration and can be found in the current Academic Calendar Finance section.
- B. The current semesterly fee schedule is as follows:

Account	Percentage (%) of one (1) Academic Credit
BUSA General Account	15.00
BUSA Reserve Account	3.75
The Chronicle Account	4.00
Aurora Borealis Account	21.00

Para. 46: Executive Stipends and Evaluations

- A. Each BUSA Executive Officer will be assigned a per-semester stipend amount, as specified in the BUSA Budget, approved by the Senate and BUSA Advisor. (It is composed of the Advisor, and four members of the Senate chosen by the Chief Senator.)

- B. A record of budgeted and actual stipend payments will be kept in the financial section of the BUSA files. Copies are also to be kept by the Burman University Vice President for Student Services.
- C. The Senate and BUSA Advisor have the responsibility of evaluating the BUSA Executive and recommending stipend adjustments if necessary. They are to be submitted before the second week in November in the fall semester and by the second week in March to the Burman University Vice President of Student Services. The Senate or BUSA Advisor may only make an evaluation of each officer on a satisfactory or unsatisfactory basis.
- D. If a member is found to be unsatisfactory, the Senate or BUSA Advisor may make a recommendation to the Burman University Vice President of Student Services to evaluate that individual. The VP of Student Services, with the BUSA Executive Cabinet Advisor, will then make a decision regarding the officer's stipend adjustment.
- E. If adjustments are recommended by the Senate or BUSA Advisor, they are to be submitted before the second week in November in the fall semester and by the second week in March to the Burman University Vice President of Student Services with the BUSA Executive Cabinet Advisor, will handle the disbursement of the stipend amounts.
- F. If adjustments are made, the amount subtracted from an officer's budgeted stipend amount will be returned to the BUSA General account, to be used at the BUSA Executive's discretion.
- G. Following any adjustments to any Officer's stipend amount, the Senate or BUSA Advisor (whichever has made the recommendation) must present a detailed report to the involved Officers on the basis for the adjustments. If the officer feels that the report is erroneous, they may appeal to the Burman University Vice President for Student Services, who will then consult with the BUSA President and BUSA Executive Cabinet Advisor, on the issue until it is resolved.
- H. The Senate and BUSA Advisor also have the responsibility of evaluating The Chronicle Editor and Aurora Borealis Editor through the same methods described in Section C., but on a deadline basis rather than a semester basis. The deadline being the last day of the 4th week of November and the last day of the 4th week of March.

Para 47: Receipting and Reimbursing

- A. When budget approved purchases are made by individuals for BUSA purposes, individuals making the purchases are eligible for reimbursement, pending proof of the purchase, in the form of a receipt.
- B. Receipts must be original copies. Photocopies, scanned copies, or other non-original forms are not acceptable. Email receipts are acceptable.

- C. All receipts are to be given to the Financial VP, who will fill out the appropriate forms required by the Burman University Finance Offices, and notify the individual of when their reimbursement is ready.
- D. Receipts must be submitted within thirty (30) days of purchase. After this time period, the BUSA Executive may choose to disregard submitted receipts.

Para. 48: Fundraising

- A. There shall be a fifth account under BUSA control referred to as the Fundraising Account. This account will not charge a regular fee to students. The purpose of the account is to collect funds for future major BUSA projects. Funds may not be dispersed without authorization from the BUSA President and BUSA Financial Vice President.
- B. There is no limit on how much a BUSA Executive may fundraise into this account.
- C. The account may not be withdrawn for any reason until it reaches a minimum balance of \$50,000.
- D. Projects funded by the account will be compiled through BUSA Executive discussion only. It is recommended that the University President's Cabinet be included in all discussions regarding use of the account.
- E. If and when a project is chosen by the BUSA Executive:
 - a. The proposed project will be presented to the BUSA Advisor, VP of Student Services, and Senate for approval by the BUSA President. The project must contain the following elements:
 - i. A stated purpose for use of the funds.
 - ii. The amount of funds to be used for the purpose.
 - iii. The current balance of the Fundraising account.
 - iv. A proposed timeline for usage of the funds.
 - b. The Vice President of Student Services, BUSA Advisor, and Burman University President may approve the project, or reject it on the grounds that the usage would not benefit Burman University students. Modifications may be made subject to the BUSA President's approval. These officers are not to interfere in BUSA Executive discussion on the specific usage of funds from the fundraising account.
 - c. After BUSA Advisor approval, the BUSA President and BUSA Financial Vice President will authorize payment of the approved amount to Burman University as a donation with stated restrictions for usage in writing. These restrictions must include a detailed purpose and a timeline for completion of the described project and usage of funds.
 - d. Burman University Administration may choose to accept or reject the donation. If it is rejected on the basis of the usage restrictions, the Administration may request

changes. All such changes must be approved by the BUSA Advisor before the funds are to be used.

- F. Funds in this account may be used for medium-risk short or long-term investments. All investment strategies proposed by the BUSA Executive must be approved by joint agreement between the BUSA Advisor, Vice President of Finance, and the Chair of the Business Department and detailed in a separate report that will be filed in the BUSA Files and with the Burman University Vice President for Student Services. It is recommended that these decisions be presented to the Burman University Administration for feedback before final approval from the BUSA Advisor.
- G. Due to the amount of funds that may be in this account at any one time, in addition to Art. XIII (Amendments) of the BUSA Bylaws, approval must be obtained from a majority of the BUSA Executive Cabinet before changes are made by the BUSA Advisor.

ARTICLE X – SPIRITUAL LIFE ON CAMPUS

Para. 52: Campus Ministries

- A. The Campus Ministries organization, under the advice of the Chaplain, is the organization responsible for spiritual programming on the Burman University campus.
- B. In order to facilitate communications and collaboration between the BUSA and Campus Ministries, the Campus Ministries Representative shall sit *ex officio* on the BUSA Executive Cabinet (see Para. 25, sec M).

ARTICLE XI – ADVENTIST INTERCOLLEGIATE ASSOCIATION

Para. 53: AIA Membership

- A. The Adventist Intercollegiate Association, hereinafter referred to as AIA, is a governing body with membership consisting of the student governments from all North American Seventh-day Adventist colleges and universities. The BUSA is a member of AIA, and is responsible for paying annual dues as specified in the AIA Bylaws.
- B. The BUSA shall be a member of AIA until either group ceases to exist, or until two thirds vote from the Burman University Student Association decides to withdraw membership. Such a vote may only proceed upon approval of a majority of the Senate.
- C. The BUSA executive cabinet is responsible for budgeting annual dues and other associated costs in the BUSA Budget created each September.

Para. 54: Annual Conference

- A. An annual conference is held each year to discuss AIA business and elect its executive officers. As part of its contribution to this Association, the BUSA is responsible for sending pre-arranged delegates to take part in these conferences.

- B. The Burman University Vice-President of Student Services will take the place of the BUSA General Advisor during this conference and will attend in their place, coordinating travel plans according to the AIA schedule and in conjunction with the outgoing BUSA President. The VP for Student Services will also be responsible for local travel needs while attending the conference, and passing budgetary information onto the BUSA, through the outgoing President, so proper reimbursements can be made.
- C. There shall be six (6) BUSA delegates, consisting of the incoming and outgoing Presidents, the incoming Executive Vice President, incoming Social Vice President, incoming Financial Vice President, and incoming Communications Vice President.
- a. The attending outgoing President shall be responsible for chairing the delegation and ensuring all scheduling information is passed on to the other delegates and the Burman University Vice-President for Student Services. They shall be the official spokesperson of the delegation during the conference, including the AIA General Assembly. They must attend the AIA President's committee during the conference.
 - b. The attending incoming President shall be responsible for observing the structure and operations of AIA, contributing as much to it as possible. Upon return from the conference, they shall be responsible for informing the entire incoming BUSA of the AIA business and any suggestions arising out of the conference.
 - i. This should be noted in BUSA minutes. They also must attend the AIA President's committee during the conference.
 - c. The attending incoming Social Vice-President shall be responsible for initiating contact with each attending school's Student Association. They are responsible for producing a short report of all social-type activities performed by each school's SA, presenting the report to the incoming BUSA upon return from the conference. This should also be noted in minutes. They must attend the AIA Social Vice-President's committee during the conference.
 - d. The attending incoming Executive Vice-President shall be responsible for collecting information pertaining to legislative functions of each attending school's SA. This includes, but is not limited to: legislative documents, elections processes, and accountability checks. A report on these items is to be presented to the incoming BUSA and Senate upon return from the conference. This should also be noted in minutes. They must attend the AIA Executive Vice-President's committee during the conference.
- D. Since most of the delegates above are incoming positions, the BUSA Election must occur at least three (3) weeks in advance to the annual conference, with the internal Delegate elections occurring two (2) weeks in advance of the conference.

- E. In addition to the above delegates, the incoming Editors of both The Chronicle and Aurora Borealis publications may also attend the conference. Although they or their departments are responsible for providing for costs for their attendance, if they attend the conference, they will be considered official delegates of the BUSA and participate at the direction of the outgoing President. No outgoing Editor will be permitted to represent the BUSA at the conference and no BUSA funds shall be used out of any account to provide for their attendance.
- F. If any of the BUSA delegates are not able to attend the conference, ten percent of their stipend will be deducted from each semester of their term. The outgoing President will then be responsible for replacing their presence at the conference, if need be. If the outgoing President is not able to attend, 20% of their stipend will be deducted from their final semester in office and the Vice-President for Student Services will assume their responsibilities.

Para. 55: Conference Costs

- A. AIA conference-related costs shall be borne by the BUSA, with some exceptions, and budgeted for in the BUSA Budget produced in September for the following AIA conference.
- B. Covered costs include:
 - a. AIA fees for delegates attending the conference.
 - b. Travel expenses for all BUSA delegates to attend the conference.
 - c. Meals for delegates, including any attending publication Editor, when meals are not provided through the AIA fees.
 - i. Local travel costs while attending the conference, to be arranged by the Burman University Vice-president of Student Services.
 - ii. Travel insurance for delegates, if necessary, including any attending publication Editor, if necessary advised by the Burman University Vice-President for Student Services.
- C. Non-covered costs include:
 - d. Travel and accommodation expenses for the Burman University Vice President of Student Services to attend the conference. This expense shall be provided for by Burman University Student Services.
 - e. Travel expenses for any attending publication Editor. These costs shall be provided by each respective publication budget.
 - f. Personal spending money of attending delegates or Burman University. These costs shall be provided by each individual.

Para. 56: Delegate Authority

- A. The BUSA delegates attending the AIA conference, as a whole, have the authority to fully represent the BUSA and to commit to any AIA initiative proposed at the conference. Although the BUSA delegation must represent the interests of the BUSA, attendance to the

AIA conference does not require the delegation to commit to any proposed AIA initiative or take any action other than simply being present.

ARTICLE XII – BYLAW AMENDMENTS

Para. 57: Amendments to these Bylaws

- A. Amendments to these Bylaws may be submitted for ratification by the following: SA Executive Cabinet, Senators, and Burman students by initiative or appellate action.
- B. A proposed amendment(s) to these Bylaws shall be referred to the Campus Life Committee with recommendation to the University President's Cabinet and shall be sent to the members one (1) week prior to the meeting.
- C. These Bylaws may be rescinded, altered, amended or added to by a simple majority of the General Assembly, on notice of not less than one (1) week, subject to a quorum.
- D. These Bylaws must be reviewed by the Senate once per year and revised once every two years, prior to elections in the Winter Semester. This will ensure that these Bylaws do not become obsolete or fall out of use over time.
- E. The procedure of amendments to these bylaws are as follows: BUSA Executive, Senate, CLC (Campus Life Committee), Cabinet & General Assembly.