Mission Statement: The Student Association of Trinity Christian College fosters communication between students, faculty, staff and administration. In a collaborative effort we provide leadership opportunities for students to be motivated, responsible, accountable coworkers with Christ, and together create a hospitable campus culture, participate in the dialogue that determines college policies, and advocate for the students we represent.

Preamble:

Confessing that Jesus Christ is the Lord over all of life, we, the students of Trinity Christian College, dedicate ourselves, and this constitution to Him for the service of His people with sincere hope that it may help us develop our gifts and talents for His glory.

Article I General Purpose

Section 1. The name of this organization shall be the Trinity Christian College Student Association.

Section 2. The purpose of the Student Association shall be to honor our Lord Jesus Christ in the conduct of student activities and in the promotion of student life and interests.

Section 3. All full-time students at Trinity Christian College are eligible for membership,
however, only those elected to the Executive Committee, Representatives, and or appointed as Committee chairs are voting members each year. All part-time students may participate in Student Association functions but may not hold a Student Association office.

**Section 4.** The Student Association shall consist of a maximum of 5% or minimum of 2% of the full-time student body. Included in this number are the chairpersons from all the committees, the elected executive officers, and an equal number of representatives from each class elected by their respective classes. Class status is to be determined by the Registrar. Non-voting members of the Student Association are not included in this count.

**Section 5.** General Purpose of the Student Association is:

To conduct functions in accordance with all college policies and procedures.
To transact business brought to it by the respective committees and representatives.
To form ad hoc committees when needed to further the effectiveness of the Student Association and to better meet the needs of the student body.
To exemplify Christian principles while discharging its responsibilities.
To regularly communicate to the student body on issues and information concerning general student welfare.
To establish a time at the beginning of each semester in which it will meet for a regular monthly meeting day(s), thus permitting each Student Association Committee to meet conveniently prior to the Student Association meeting.

**Section 6.** The Student Association derives its authority from the Board of Trustees of Trinity Christian College, and is thus responsible to the officers and appointed administrators of the Board of Trustees as well as to the student body.
Article II Executive Council

Section 1. Responsibilities

A. The Executive Committee must:

Propose a budget.

Prepare an agenda for each Student Association meeting.

Supervise and coordinate the activities of each Student Association committee.

Act on behalf of the Student Association when circumstances do not permit the normal deliberations of the Student Association.

Recommend and evaluate, in consultation with the Dean of Students, the advisors of the Student Association, Allelu, Student Activities, Multi-Cultural Committee, Academic Initiative, Service Committee, and Social Justice Chapter.

Prepare a written report to be presented at the final Student Association meeting of the year; summarizing the year’s activities and proposing suggestions for the following year.

Replace representatives who have been dismissed or withdrawn.

Make decisions that arise out of unforeseen circumstances.

Fill out an evaluation form for their advisor at the end of each semester.

B. The President shall:

Uphold the Student Association Constitution.

Be a voting member of the Student Association.

Attend all Student Association Meetings

Serve during the transition period from the date of election to the last day of the spring term upon which the new administration assumes full responsibility of the Student Association for the next academic year.

Act as chairman of the Student Association.

Present an address to the student body stating the condition, activities, and goals of
the Student Association.

Call a student forum when deemed necessary.

Act as the official representative of the student body to the Administration and to the public.

Respond to valid student requests and inquiries by channeling student concerns to the appropriate committees of the Student Association and/or College Administration.

Call meetings of the Student Association a minimum of every two weeks.

Call special meetings when considered necessary with a 48-hour notice to all members.

Attend every meeting in which his/her presence is requested or send a representative if he/she cannot attend.

Act as the official student representative to the Board of Trustees or appoint a representative in his/her absence.

C. The Vice-President shall:

Uphold the Student Association Constitution.

Be a voting member of the Student Association.

Attend all Student Student Association Meetings.

Serve during the transition period from the date of election to the last day of the spring term upon which the new administration assumes full responsibility of the Student Association for the next academic year.

Succeed the Student Association President in the case of permanent inability, and fulfill the duties of the President if the President vacates his/her office. He/She will also call a special election to fill the office of Vice-President.

Fulfill the duties of the President in case of temporary absence or inability, or if the president delegates such duties to him/her.

Supervise all Student Association elections.
Organize the Involvement Fair during by the end of the first full week of the fall semester.

Be responsible for making revisions to the Constitution immediately after an amendment has been voted upon and approved by the board of trustees, and distributing a new Constitution to all voting members by the next meeting (in any form).

Act as student representative to the alumni board by attending all meetings at which his/her presence is requested.

Act as student representative to the appeals board.

Attend at least one meeting of each of Committee each semester.

D. The Executive Secretary shall:

- Uphold the Student Association Constitution.
- Be a voting member of the Student Association.
- Attend all Student Association Meetings
- Serve during the transition period from the date of election to the last day of the spring term upon which the new administration assumes full responsibility of the Student Association for the next academic year.
- Record the minutes of all Student Association meetings.
- Distribute a list of meeting dates at the beginning of each semester to each of the members of Student Association.
- Post a copy of the minutes of each meeting and furnish a copy to each member of the Student Association, the Dean of Students, college President, Dean of the Faculty, Residence Life Staff, and the Chairman of the Board of Trustees within 48 hours after the meeting.
- Keep attendance at all Student Association meetings, noting those who are present, absent, and absent with notice.
Prepare the agenda for each Student Association meeting, to be posted prior to the meeting.

Record the vote of each member of the Student Association if requested by any member.

Handle or be notified of all Student Association correspondence.

Keep all Student Association files in order, including monthly committee reports and copies of all contracts and correspondence.

Compile a “yearbook” of all Student Association activities, reports, contracts, correspondence, and minutes of all Student Association meetings, making all available to students upon request.

Inform the Office of Public Relations of events within the Student Association.

Coordinate with the Student Association Web Master to ensure that the website content is updated.

E. The Executive Treasurer shall:

Uphold the Student Association Constitution.

Be a voting member of the Student Association.

Attend all Student Association Meetings

Serve during the transition period from the date of election to the last day of the spring term upon which the new administration assumes full responsibility of the Student Association for the next academic year.

Keep a record of all transactions by all Student Association Committees and establish a system of bookkeeping.

Submit all appropriate vouchers to the Business Office insuring that Student Association bills are paid.

Provide a financial report from all Student Association Committees to each voting member at least once a month.
Be held accountable for all Student Association funds.
Open his/her books for observation upon request of any voting member of the
Student Association.
Approve all Student Association expenditures and help administer the Student
Association financial Policy (see Art. XIV).

Section 2. Qualifications

Each member must:

Be a full-time student when petitioning for Student Association and throughout the
term of his/her office.
Not be on academic probation or under formal discipline when petitioning.
Not participate in an off campus or study abroad program for any part of the academic
year in which they serve without executive committee approval.
The Student Association Executive Officers and committee chairpersons shall have
been full-time students at Trinity for at least one year prior to assuming office.
Candidates for the office of President must have served a minimum of 1 year as an
executive committee member, committee head or class representative.
Candidates for the office of Vice President, Treasurer, and Secretary must have served
a minimum of 1 year on Trinity Christian College Student Association, on hall
council, or as a Resident Assistant. Request for exception may be submitted to the
Executive Committee.

Section 3. The Student Association Advisor shall:

Be selected:

1. From full time faculty or staff at Trinity Christian College.
2. Each spring by the outgoing and incoming executive officers and the Dean of
Students.

Attend all meetings.
Serve as a liaison to both the faculty and administration.
Train the executive officers in the leadership skills necessary to conduct orderly meetings.
Fill out an evaluation form for each of the executive officers at the end of each semester.

Article III Student Association Committees

Section 1. Committee Designation
There shall be seven Student Association Committees: Executive, Multi-Cultural, Academic Initiative, Student Activities, Service Committee, Social Justice Chapter, Allelu. Each committee shall have a faculty or staff advisor to be appointed by the Executive Committee in conjunction with the respective committee chair.

Section 2. Responsibilities
A. Committee Chairs:
Uphold the Student Association Constitution.
Be voting member of the Student Association.
Attend all Student Association meetings.
Properly transition information to the new committee chair at the end of their term.
Designate a substitute from their committee if he/she cannot attend.
Bring budget proposals for activities, events, and other actions to the Student Association for approval at the beginning of each academic year.
Report to their committees what actions were taken at Student Association meetings.
Meet at least once a month with their committee, with the presence of their advisor.
Announce meetings at least three school days in advance.
Prepare a written summary of recent activities to be sent to the Secretary for inclusion in the agenda and give a brief overview to the Student Association every other meeting.
Prepare a written report to be presented at the final Student Association meeting of the year; summarizing the year’s activities and proposing suggestions for the following year.
Fill out an evaluation form for their advisor at the end of each semester.

B. Committees

Each Student Association Committee shall designate one member to be responsible for each of the following functions:
1. Publicity/promotion of activities.
2. Minutes and committee correspondence.
3. Funds and expenditures.
There must be a chair of each committee who is:
1. Approved by the existing Student Association Executive Committee.
2. Able to conduct all meetings.
3. Able to attend or designate another member of that committee to attend the Student Association meeting.

Section 3. Committee Mandates

A. Academic Initiative Committee must:
Act as a liaison between Faculty Association and the student body concerning academic issues.
Promote and arrange films, lectures, and academic events.
Appoint students to faculty committees.
B. The Student Activities Committee must:
Coordinate its work with the Intramural Committee, Intercollegiate Athletics, First Year forum, Residence Life Staff, Campus Ministries, and the Hall Councils.
Provide, in the absence of other scheduled activities, social activities. These activities must be scheduled on the calendar of events.
Promote involvement in the cultural opportunities of the Chicago land area.

C. The Allelu Committee must:
Publish a yearbook annually.
Solicit advertising to subsidize the cost of publication.

D. The Service Committee must:
Coordinate service projects for students, faculty, and staff.

E. The Multicultural Committee must:
Oversee and consult with the ethnic and cultural clubs over which they preside.
Present one budget proposal that encompasses all ethnic and cultural committees over which they preside.
Coordinate its activities with and have its chair sit on the Ethnic Diversity Committee.
Have a representative nominated by ethnic and cultural clubs as a whole and which has been interviewed and approved by the Student Association Executive Committee.

F. The Social Justice Chapter must:
Work to promote a campus lifestyle of concern and care for global and local social justice issues (having close connections with Campus Ministries, Residence Assistants and Directors, Service Committee, faculty and staff, and various independent student groups who share the common goal of promoting social justice issues).
Provide information to the student body about current social justice issues and work with campus groups to promote activities that bring awareness and action.
Act as a base of organization for various social justice activities on and off campus, and provide information for students who are interested in pursuing specific social justice vocations (relief work, non-profit organization management, etc.).

Support and promote the efforts of various Christian/nonprofit groups (CRWRC, The One Campaign, Bread for the World, etc.) who work from a biblical incentive to address the issues of poverty, human rights, hunger, disease, and other social justice issues.

Have at least one faculty sponsor whose interest and scholarship pertains to the mission of the Social Justice Chapter.

Be composed of a core leadership group of no less than 4 members who will commit themselves to accountability and dedication to the mission, activities, and future of the Social Justice Chapter.

C. Committee Advisors

Be selected:

1. From full time faculty or staff at Trinity Christian College
2. Each spring by the outgoing and incoming executive officers and the Dean of Students.

Meet with the committee chair a minimum of every two weeks.

Fill out an evaluation form for the committee chair and send it to the Executive Committee.

Section 4. Committee Chairperson Application Requirements

Be a full–time student when petitioning for and throughout the term of office.

Not be on academic probation or under formal discipline when petitioning.

Not participate in an off campus or study abroad program for any part of the academic year in which they serve without executive committee approval.
The Student Association Executive Officers and committee chairpersons shall have been full-time students at Trinity for at least one year. Each chair shall apply in April for the following academic year by obtaining an application from the Student Development Office. Applications will be reviewed and interviews will be held by the Executive Committee and the Executive Committee-elect. The newly appointed chairs shall be present at the last meeting of the Student Association.

**Section 5. New Committee Formation**

New Student Association committees may be considered through a petition containing signatures of 10% of the student body. A two-thirds vote of the Student Association is necessary for the petition to be ratified.

**Section 6. Web Master**

The Student Association Web Master shall:

Coordinate with Vice President to program electronic voting for all Student Association elections when necessary.

Update Student Association members’ profiles in a timely manner.

Ensure that the website remains current.

Attend Student Association meetings at least once a month as a non-voting member.

Assist the Executive Committee in identifying a successor and training him/her in necessary responsibilities.

Prepare a written report to be presented at the final Student Association meeting of the year; summarizing the year’s activities and proposing suggestions for the following year.

**Article IV Student Representatives**
Section 1. Responsibilities

Each student representative shall:

- Uphold the Student Association Constitution.
- Be a voting member of the Student Association.
- Attend all Student Association meetings.
- Represent the student body on all issues of student’s interests, concerns, and desires.
- Receive petitions from the student body and present them to the Student Association.
- Study and work to implement policy changes and revisions of the Constitution consistent with the interest of the student body. Recommendations must be brought before and approved by the Student Association.
- Speak with students he/she represents in order to develop and maintain familiarity with their views by email and in person.

Section 2. Election Requirements

Each member must:

- Be a full-time student when petitioning for and throughout the term of office.
- Not be on academic probation or under formal discipline when petitioning.
- Not participate in an off campus or study abroad program for any part of the academic year in which they serve without executive committee approval.

Article V Meetings and Procedures

Section 1. The Student Association shall:

- Meet at least once a month.
- Have meetings open to all students, faculty, and administration.
- Announce meetings at least three school days in advance unless it is a meeting called by the President.
- Use Robert’s Rules of Order as a guideline for meeting procedure.
Absenteeism: All members must notify the President or Secretary as soon as possible if he/she cannot attend the meeting. One unexcused absence will prompt a letter from the Student Association President or Secretary. Any following unexcused absences will result in dismissal from the Student Association. An accumulation of three absences, excused or unexcused, will result in dismissal from the Student Association.

Quorum: No business can be conducted unless one-half of the voting members of the Student Association are present.

All agenda items must be presented to the Executive Secretary at least three school days prior to the Student Association meeting unless the Executive Committee approves otherwise. The agenda must be posted along with the meeting announcements.

All representatives to the Student Association, its officers, and committee chairs are entitled to one vote.

When discussing and/or voting on a proposal, executive committee may excuse any non-Student Association member with a vested interest in the proposal.

**Section 2. Elections**

A. Process:

A student must obtain signatures from at least 10% of the student body and at least two full-time faculty members.

Petitions will be available by the first week of March of the academic year proceeding the academic year of the term for which they are running and must be submitted to the Student Development Office by the third week in March of the same academic year.

Petitions will be approved and verified by the Executive Officers and Advisor when all qualifications are met.
B. Campaigning:

Campaigning may begin the day after petitions are due.

Candidates are responsible for removing all campaign materials within 24 hours after the election.

The Executive Officers will notify the candidates of the general election procedures and campaign rules. They will also notify them of all other candidates.

C. Voting procedures:

The Executive Officers shall set up a polling place where they deem necessary. They will also announce this place prior to the election.

Write-in candidates will not be accepted on the ballot.

The secret ballot system shall be used.

All students, including seniors, may vote for Executive positions.

The Executive Officers shall count all ballots immediately after the polls are closed.

Candidates shall be notified immediately of the results after ballots are counted.

A public announcement shall be made of the election results.

A challenger may call for a recount within 24 hours of the day of the announcement of official results.

In the event of a tie, a run-off election shall be held within the next two school days.

D. Student Representatives:

The secret ballot system shall be used.

The election for senior, junior, and sophomore representatives shall be held no later than

the end of April of the school term previous to the academic year the term will be served.

The election for freshmen representatives shall be held during the third week of the month of September of the academic year the term will be served.

Students who wish to be on the ballot must obtain signatures from at least thirty of the
students they will represent.
Candidates will be elected by a plurality of those students they will represent.
The election shall be conducted by the Executive Officers of the Student Association.
The Executive Committee can replace representatives who have been dismissed or withdrawn.
Decisions made because of unforeseen circumstances shall be left up to the Executive Committee.

Section 3. Constitutional Amendments
Proposed amendments to the Constitution must be submitted to a member of the Student Association and he/she must present the proposal in writing at a Student Association meeting. If approved by a two-thirds majority of the Student Association the proposed Amendments(s) will be ratified. A two-thirds majority of those voting shall be required to enact the Amendment(s).
Amendments are to be made to the Constitutional text. Each time this is done, a copy should be made and dated, changing the revised date every time.
Amendments can be made two ways:
1. Proposals on the Floor in Student Association Meetings with a two-thirds majority vote and approval from the Board of Trustees.
2. By Ad-Hoc Committee and approval from the Board of Trustees
Constitutional Ad-Hoc Committees must be formed at least every 4 years and consist of
one executive committee member and one representative from each class.

Section 4. Financial Policy
A. Supervision and Administration:
The Executive Treasurer shall endorse all authorized expenditures and administer the Student Association financial policy.
The Executive Officers shall receive all budget requests and recommendations from committee heads no later than September 15.

The Dean of Students, who must also endorse all authorized expenditures, shall have the right to veto such expenditures. Veto appeals may be brought to the College President, whose decision is final.

The Student Association shall approve the budget for that academic year by October 15.

B. Funding:

Each spring the incoming and outgoing Student Association President and the Dean of Students will meet with the Vice President of Finance to determine the portion of tuition set aside by the college for Student Association funding for the following academic year.

As well as set the honoraria amounts for the following academic year.

C. Expenditures:

All expenditures must be processed through the Business Office by means of approved college purchase orders and/or expense vouchers. All expenditures must bear the signatures of the committee head, Treasurer, and the Dean of Students. Expenditures totaling over $100 must bear the signature of the Student Association President.

D. Deficits:

In the event of a running deficit from prior year, 5% of the gross revenue shall be initially allocated toward deficit reduction, up to but not to exceed, the deficit.

E. Honoraria:

The following positions shall receive their respective honorariums:

Student Association President, Vice-President, Secretary, Treasurer, Editor of the Allelu, Student Activities Chair, Service Committee Chair, Academic Initiative
Committee Chair, Social Justice Chapter Chair, Multi-Cultural Committee Chair, Web Master, and Faculty/Staff advisors of the Student Association Committees

All Honoraria shall be disbursed evenly over two semesters.

All Honoraria shall be approved by simple majority of the entire Student Association at the end of each semester.

F. Club Funding:

Only clubs recognized by the Student Association may apply for Student Association funding. Such requests must come to the Student Association for approval.

**Section 5. Club Charter Policy**

A. Club Formation Requirements if the club is requesting Student Association Funds

1. Submit a mission statement for their club that coincides with the mission of the college and includes their name and purpose to be approved by the Student Association.

2. List of goals for their organization to be approved by Student Association.

3. Have a faculty or staff sponsor.

4. Be open to the entire student body.

5. Once formed, they must be self-supporting.

B. Funding:

1. A club or organization requesting funds from the Student Association must fill out a Proposal Request Form and submit to the Executive Committee for approval and inclusion in an upcoming meeting.

2. Funds will be distributed at the discretion of the Student Association voting members.

C. Registration

In order for a club to be officially recognized by the Student Association, clubs must fill out a Club Registration Form and submit it to the Executive Committee by the end
of the academic school year for the following school year 1919.