Council of Graduate Students (COGS)

COGS Representative & Chaplain Application Packet

(Updated 09/29/2016)

Includes:

COGS Representative & Chaplain Application

COGS Representative & Chaplain Job Descriptions

COGS Statement of Purpose

COGS Constitution

COGS Bylaws
Dear Applicant:

Thank you for your interest in serving as a Chaplain or Representative for the Council of Graduate Students (COGS). Within this packet, you will find the purposes, duties, and responsibilities of each position. These items will help you as you make a prayerful and informed decision to apply.

Please read and complete the application in its entirety before turning it in to the Student Services Main Office (Student Center Room 201).

*Please note that you need to make sure you follow all the guidelines in the checklist on page two before turning in this application. Incomplete applications will not be accepted.*

It is your responsibility to plan ahead and ensure that you will be able to obtain the appropriate approval and signatures on time.

Your school’s current Senators will meet in order to decide which applicants they would like to interview. They may receive input from their current school-specific COGS team throughout the decision-making process. Ultimately, the COGS Senators will decide which applicants are chosen to fill each position.

Once again, I thank you for your prayerful consideration of serving the Regent University graduate student body. May the Lord bless you richly as you navigate this process.

Best regards,
Leonardo Thome
President, Council of Graduate Students
Regent University Council of Graduate Students (COGS)
COGS REPRESENTATIVE & CHAPLAIN APPLICATION

INSTRUCTIONS: Please read this entire application carefully. Please make sure that you complete each step on the checklist below in the order indicated. Failure to complete all of these steps below will result in an incomplete application. Incomplete applications will not be considered as candidates for the desired position.

- Review this entire COGS Representative & Chaplain Application Packet, carefully reading through the following important documents: COGS Representative & Chaplain Job Descriptions, COGS Statement of Purpose, COGS Constitution, COGS Bylaws, and Campus Ministries Candidate questions.
- Initial each page after you have carefully read it. Your initials indicate your understanding of the contents of that page.
- Prayerfully reflect upon your decision as to whether to proceed with applying for your desired position and whether you can commit the time needed for this COGS position.
- Obtain the signature of an employee in the Regent University Registrar’s Office (Student Center Suite 235), indicating that you are “good academic standing.”
- Answer all the questions on pages 4 and 5.
- Chaplain applicants: Schedule an interview with Campus Ministries or your Chapel-specific advisor (for schools that have chapel advisors) and obtain their signature on the application.
- Receive your school-specific Dean’s approval and signature.
- Obtain one of your school’s current COGS senator’s signatures
- Complete an interview with your school’s current COGS senators.
- Turn in your completed application packet to the front desk administrative assistant in the Student Services Main Office. (Student Center Room 201)

Your Full Name (Also give the nickname you go by, if applicable):

Graduate School and Position to which you are applying:

Your Phone Number(s) (Preferably cell):

Your E-Mail (Preferably Regent):

Your Regent Student ID #: 
A. What makes you qualified, equipped, and prepared to serve the Regent University graduate student body in this COGS position, fulfilling the purposes, duties, and responsibilities outlined in this application packet? Please include relevant information about your previous leadership roles, professional experiences, and developed competencies. Also, you may attach a resume or professional vita to your application packet, if you so desire.
B. Specifically why are you seeking to serve as a Council of Graduate Students Representative or Chaplain? What are your passions and motivations regarding this position?

C. If appointed, what do you hope to accomplish during your term in office? What is your specific vision for the Regent University graduate student body overall, as well as for the specific school which you are applying to serve? Please make your answer concrete and practical, including explicitly-articulated goals and objectives that are consistent with the COGS Statement of Purpose (see page 7 of this application packet).

D. What has prompted your decision to apply for a COGS position at this particular time? Have you ever applied for or held a COGS position before, including a position as a school-specific COGS Events Representative, Media Representative, or Chaplain? If not and you were eligible to do so, what has kept you from applying for a COGS position in the past and what has led you to decide to apply for one now?
By signing this application, I am stating that:
1. I have carefully read this entire COGS Representative & Chaplain Application Packet, including the COGS Representative & Chaplain Job Descriptions, COGS Statement of Purpose, COGS Constitution, COGS Bylaws, and Campus Ministries Candidate questions.
2. I have prayerfully reflected upon my decision as to whether to proceed with applying for this position.
3. I meet the following candidate requirements: I am in good academic standing, according to the University Catalog, and I am in good financial standing, as determined by the University Business Office.
4. I understand all the indicated duties and responsibilities of the COGS position for which I am applying, as specified in this COGS Representative & Chaplain Application Packet.
5. If appointed, I agree to fulfill all the indicated duties and responsibilities of my appointed office, as specified in this COGS Representative & Chaplain Application Packet.
6. If appointed, I understand that I will be serving both the graduate student body in my particular school and the graduate student body of Regent University overall.
7. If appointed, I understand that I will be serving as a spiritual leader on campus, whether or not I have explicit spiritual leadership roles or responsibilities.
8. If appointed, I am willing to put in the time and effort necessary to complete my indicated duties and responsibilities, including the commitment to spend at least two (2) hours per week performing COGS related duties.
9. I am currently enrolled in at least six (6) credit hours, and if appointed, I will be enrolled in at least six (6) credit hours during my semester of service.
10. My initials verify that I have read, understand, and accept the terms presented on each page. I understand that my failure to initial each page of this application will invalidate the entire application.
11. I understand that to be considered as an eligible candidate for this position, I must participate in any scheduled interviews with my school’s current COGS Senators, and I plan to do so.
12. I certify that I endorse Regent University’s Statement of Faith. If I have a question about the statement of faith and my beliefs, I will address that difference with my COGS senators and Campus Ministries before being appointed. (See Page 26 for the Statement of Faith)
13. (Chaplain Candidates only) if appointed I understand that I will receive ministry coaching from Campus Ministries. As such, I agree to be present for training and coaching sessions.
14. On my honor, I hereby certify that the information contained in this application is correct, and I give the COGS Election Committee Chair the right to verify any and all information, as appropriate and necessary.

Rep/Chaplain Applicant’s Signature: ______________________________________ Date: ______________

Registrar’s Signature: __________________________ Number of hours currently enrolled: _______
(Verifying that student is currently in good academic standing and is enrolled in at least six [6] credit hours)

School-Specific Dean’s Signature: __________________________ (Must be personally obtained)

Current COGS Senator’s Signature: __________________________ (Must be personally obtained)

Campus Ministries/School-specific Chapel Advisor Approval: _________________________ (Chaplain Candidates only)

For Office Use Only

School Senators’ Signatures: __________________________ Date: ______________

Election Committee Chair’s Signature: __________________________ Date: ______________

Council Approval: Yes _____ No _____ Date: ______________
COGS Representative & Chaplain Job Descriptions

1. Representatives and Chaplains are required to spend from two (2) to five (5) hours per week performing COGS-Related duties (hours will vary depending on the specific demands of that week of service). This includes (but is not limited to) collective time spent fulfilling the following enumerated responsibilities at the university-wide, school-specific, and Committee-specific levels. Of note, some weeks may require more than five (5) hours of service.

2. NOTE: If a COGS Representative or Chaplain receives no remuneration for their service, then he or she is still expected to fulfill the following enumerated responsibilities at the university-wide, school-specific, and Committee-specific levels. Failure to do so shall warrant removal of the Representative or Chaplain.

3. Being a COGS Representative or Chaplain is a year-long commitment that involves the following general responsibilities at the university-wide level:
   a. Representatives and Chaplains are required to attend all scheduled university-wide, COGS-sponsored events, unless they receive prior written approval from the COGS Executive President. Approval must be obtained at least five (5) days prior to the scheduled event via a written request submitted to the COGS President and Vice-President. Absences due to unexpected illness or emergency will be excused without prior approval.
   b. Representatives and Chaplains are required to serve on one (1) Standing Committee.
   c. Representatives and Chaplains are required to attend at least one scheduled meeting with their Standing Committee per month of service, to be arranged with their Standing Committee chairman.
   d. Representatives and Chaplains are required to assist with the planning, organization, and execution of various Standing-Committee-related events and initiatives, to be arranged with their Standing Committee chairman and to be assigned in fair consideration of their received remuneration.
   e. Representatives and Chaplains are required to attend the COGS Retreat at the beginning of each semester of service.
   f. Representatives and Chaplains are required to have a working understanding of the COGS Constitution, Bylaws, and Committee Guidelines (if applicable), in order to effectively understand and fulfill their duties and responsibilities while in service.
   g. Representatives and Chaplains are required to be accessible to attend University-sponsored events and chapels, as requested by the University administration or the COGS Executive Council.
   h. Chaplains are required to attend scheduled training and coaching sessions with Campus Ministries. The chaplain coaching will consist of a beginning of the semester session, mid-point check up (by email, phone, or in person), and end of the semester wrap-up meeting.
   i. Chaplains are required to serve in their school chapels, if applicable. If a school does not have its own chapel, chaplains are strongly encouraged to meet with Campus Ministries to discuss having a University or UnChapel once per semester that focuses on the needs and interests of that chaplain’s school student body. This meeting with Campus Ministries will occur after consultation with COGS Senators in her school.

4. Being a COGS Representative or Chaplain also involves the following general responsibilities at the school-specific level:
   a. Representatives/Chaplains shall be under the authority of their school-specific COGS Senators and of their Standing Committee chairman, all of whom shall be under the authority of the COGS Executive Board and ultimately the Executive Director of Student Services.
   b. Representatives and Chaplains are required to attend all scheduled school-specific, COGS-sponsored events and meetings, for the school which they represent.
   c. Representatives and Chaplains may be asked to assist their COGS Senators with the selection and formation of the upcoming semester’s school-specific COGS team. When such assistance is provided, the
decision of whom to appoint to each school-specific COGS team position still rests squarely with the Senators.

d. Representatives and Chaplains are required to meet with their school-specific COGS team at least once a month during each Fall and Spring semester of service.

e. Representatives and Chaplains are responsible for being team players and proactive problem solvers throughout the duration of their time of service, so as to do their part to help build and maintain a strong team environment among the members of their school-specific COGS team.

f. Representatives and Chaplains are required to participate in any scheduled school-specific Town Hall meeting during their semester of service.

g. Representatives and Chaplains may be asked to attend and assist in new student orientations and Fall and Spring Preview Weekends that are scheduled during their semester of service.

5. Being a COGS Representative or Chaplain involves the following general university-wide and school- specific responsibilities during the summer months leading up to the Fall semester (for those who are appointed to serve during the Fall semester) or during the inter-semester break leading up to the Spring semester (for those who are appointed to serve during the Spring semester):

   a. Representatives and Chaplains are expected to maintain contact with their Standing Committee chairman and their school-specific Senators during these months.
   
   b. In particular, Representatives and Chaplains are expected to give input relating to the upcoming semester’s events, meetings, and initiatives.

6. Being a COGS Events Representative involves the following specific responsibilities throughout the semester of service:

   a. Events Representatives are required to serve on the COGS Events Standing Committee, to attend all required Events Committee meetings, and fulfill all assigned Events Committee responsibilities. It is the responsibility of the Events Committee chairman to ensure that the number of required meetings and the amount of assigned responsibilities are reasonable, considering the received remuneration of the Events Representative.
   
   b. Events Representatives are chiefly responsible for the planning, coordination, and implementation of all school-specific, COGS-sponsored events, while also remaining in collaboration with their school-specific COGS Senators.

7. Being a COGS Media Representative involves the following specific responsibilities throughout the semester of service:

   a. Media Representatives are required to serve on the COGS Media Standing Committee, to attend all required Media Committee meetings, and fulfill all assigned Media Committee responsibilities. It is the responsibility of the Media Committee chairman to ensure that the number of required meetings and the amount of assigned responsibilities are reasonable, considering the received remuneration of the Media Representative.
   
   b. Media Representatives are chiefly responsible for the email and flyer promotion of all university-wide and school-specific COGS-sponsored events, meetings, and initiatives, while also remaining in collaboration with the Media Committee chairman and their school-specific COGS Senators.

8. Being a COGS Chaplain involves the following specific responsibilities throughout the semester of service:

   a. Chaplains are required to serve on the COGS Spiritual Life Standing Committee, to attend all required Spiritual Life Committee meetings, and fulfill all assigned Spiritual Life Committee responsibilities. It is the responsibility of the Spiritual Life Committee chairman to ensure that the number of required meetings and the amount of assigned responsibilities are reasonable, considering the received remuneration of the Chaplain.
   
   b. Chaplains are chiefly responsible for identifying and responding to the spiritual needs of students in their school, while also remaining in collaboration with their school-specific COGS Senators. This school-
specific responsibility includes: collaborating with senators to plan and oversee at least one (1) spiritual event per semester; and providing support to students through regular prayer meetings, a regularly distributed “e-devotional,” OR another approved method of consistent spiritual encouragement.

c. Campus Ministries will provide the Chaplain with a Ministry Planning Form to help determine the best way to reach one’s school. The Chaplains are accountable to their senators for “what” they do to serve their schools, and are accountable to Campus Ministries for “how” they do it.

d. At the beginning of each semester, the COGS senators from each school, the chaplain, the chapel advisor, Campus Ministries, and the School Dean as appropriate will meet to discuss the spiritual vision for the school concerning chapel for the semester. The COGS senators and chaplain should contact the interested parties to the meeting to set a date for the meeting before the semester begins or during the first week of classes.

e. The chaplain coaching will consist of a beginning of the semester session, mid-point check up (by email, phone, or in person), and end of the semester wrap-up meeting.

Regarding Assistance with School-Specific Chapels

If a school has a school-specific chapel, then the Representatives and Chaplains first priority is the school specific chapel. If a chaplain is appointed and her school does not have a school specific chapel, then the Chaplain’s best place of service will be determined in consultation between the COGS team from each school and Campus Ministries. If the chaplain and the COGS team decide that it is in the school’s best interest to have a University Chapel or UnChapel hosted by the school, then the chaplain and the COGS team will help plan the event by providing suggestions for speakers at that University or UnChapel service.

If a Representative/Chaplain provides voluntary (i.e., not appointed) assistance with school-specific chapels, then their assistance must not impede the fulfillment of his/her required university-wide and school-specific COGS responsibilities. Further, their assistance must involve cordial collaboration with and voluntary submission to the ultimate authority of the Regent administration, but only pertaining to the fulfillment of any chapel-related duties and responsibilities.

If a school has school-specific chapels and has more than one Chaplain (see COGS “General Powers and Responsibilities” Bylaw 4), then the school-specific COGS Senators may determine the responsibilities of each in consultation with school-specific administrators, as appropriate.

By signing below, you acknowledge that you will perform the above Job Description to the best of your ability. Your signature also signifies your understanding that failure to comply with this description could result in action taken as described in Article VII of the COGS Constitution.

_______________________________  _____________________
Signature                        Date
COGS Statement of Purpose

Statement of Purpose

The purpose of COGS shall be:

☐ To promote the University’s commitment to biblical principles and spiritual development.
☐ To advocate and represent the student body’s collective ideas, interests, and concerns to the administration and vice versa.
☐ To facilitate the interchange of ideas and programs among the respective graduate schools within the University.
☐ To assist the administration in fostering a quality academic environment.

Goals

☐ To glorify God through service to our fellow graduate students.
☐ To listen to graduate student ideas and concerns.
☐ To advocate for graduate students at the university-wide and school-specific levels.
☐ To serve as a mediator between the graduate student body and the university-wide and school-specific administrations.
☐ To help build Christ-centered community among graduate students, faculty, and staff on campus.
☐ To further the fulfillment of Regent’s mission to train “Christian leaders to change the world.”

Core Values

☐ Servant Leadership: Providing humble, service-oriented leadership to the Regent graduate student body.
☐ Community: Promoting Christ-centered Christian community among students, faculty, and staff.
☐ Excellence: Pursuing excellence in our character and service.
☐ Vision: Proffering visionary goals and objectives for the furtherance of Regent’s mission and taking action to facilitate the fulfillment of those goals and objectives.
Council of Graduate Students (COGS)

Constitution

Preamble

We the graduate students of Regent University, having been authorized by the Regent University Administration to form the Council of Graduate Students (COGS), do hereby set forth the following COGS Constitution.

Statement of Purpose

We believe that all Christians are admonished in the Scriptures to bear witness to Jesus Christ (Matthew 28:18-20; John 20:21) and have the power available through the Holy Spirit to do so (Acts 1:8). The purpose of COGS is to provide Regent University students with opportunities to reach out in the name of Jesus Christ and in the power of the Holy Spirit to those who do not know Him. This organization is called of God to be a vehicle through which students can go out into the community and share their Christian faith and love with unbelievers. Moreover, the purpose of COGS shall be:

1. To promote the University’s commitment to biblical principles and spiritual development.
2. To advocate and represent the graduate student body’s collective ideas, interests, and concerns to the Regent administration and vice versa.
3. To facilitate collaboration and community-building among the students of the University’s constituent graduate schools.
4. To assist the Regent administration in fostering a quality academic environment.

Article I

A. General Powers

Section 1. All authority expressed by and through the COGS Constitution is subject to approval by the Administration of Regent University.

Section 1(a). It is understood that the Administration of Regent University reserves the right to change or eliminate any procedure or action that is deemed inappropriate and not in accord with the standards established by the University. Such changes must be made in consultation with the organization’s advisor and the organization (COGS). COGS can request a review of the decision or action by the University’s Executive Vice-President.

Section 2. All powers and responsibilities herein designated shall be vested in the Regent University Council of Graduate Students (COGS).

Section 3. The Council’s operations shall be governed supremely by this Constitution and secondarily by the
COGS Bylaws, which must comply with the COGS Constitution.

Section 4. The Council shall be composed of Senators who are elected by the respective students in each of Regent’s constituent graduate schools and a President who is elected by the Senators. Each school shall have the power to elect two (2) Senators to the Council. One (1) Senator from each school will serve a one-year term from January 1 to December 31. The other Senator from each school will serve a one-year term from the day after the May commencement ceremony to the day of the following May commencement ceremony. To be eligible for election as a Senator or president, a graduate student must be in good academic, conduct, and financial standing with the University and must not be graduating before the expiration of the one-year Senate term sought. Additional qualifications are detailed in Article IV Section 5 of the COGS bylaws.

Section 5. The Council shall have the power to: elect Executive Officers to help govern the Council; manage and disperse the student fees that are collected by the University; prescribe the responsibilities of the standing and special committees; appoint members to the standing and special committees; propose the scholarships and stipends of committee members; decide the exact dates and times of the Council elections; enact all bylaws necessary and proper to carrying out its responsibilities and duties, pursuant to this Constitution; and propose amendments to this Constitution.

B. Objectives
Section 1. To identify specific areas where the efforts of this organization should be concentrated, according to the leading of the Spirit.

Section 2. To keep efficient records of the results of all efforts so that effective follow-up can be administered.

Section 3. To make prudent and Spirit-led decisions, according to Scriptural principles, regarding the use of the resources and finances of this organization, so that we will be good stewards of that which God has entrusted to us.

Section 4. To keep efficient records of all the financial dealings of this organization.

Section 5. To constantly seek to glorify and lift up the Lord Jesus Christ through all that is said and done in this organization.

Section 6. To meet on a regular basis in order to maintain the health of the organization.

Article II

A. Membership
Section 1. Elected positions in COGS is open only to graduate students currently enrolled at Regent University.

Section 2. To serve as a senator on COGS a candidate must win an election by the graduate students of the individual graduate schools during a general or special election or be appointed per the process detailed in Bylaw IV. 8.

B. Advisor
Section 1. COGS shall always have a Faculty or Staff Advisor committed to helping the organization carry out its objectives.

Section 2. The commitment of the Faculty Advisor shall be renewed annually.

Section 3. The Responsibilities of the Advisor are detailed in the Bylaws.

C. Executive Authority

Section 1. The executive authority of COGS shall be vested in its officers consisting of the President, Vice President, Secretary and Treasurer.

Section 2. The officers of COGS must respect the opinion and advice of its Faculty/Staff Advisor and must fully consider all counsel from the Faculty/Staff Advisor.

Section 3. The Responsibilities of the Executive Officers are detailed in the Bylaws.

Article III

Executive Officers

Section 1. By a three-fourths vote, the Council shall elect Senators to serve as Executive Officers.

Section 2. The Executive Officers shall be the President, Vice-President, Secretary, and Treasurer.

Section 3. An Executive Officer’s appointment may be withdrawn for cause, by a three-fourths vote of the entire Council. No Executive Officer shall be removed without first having the opportunity to be heard by Council.

Section 4. If elected during the Spring Executive Board Election, an Executive Officer shall serve for the subsequent Summer and Fall terms. If elected during the Fall Executive Board Election, an Executive Officer shall serve for the subsequent Spring term. An Executive Officer may be re-elected, without term limits, as long as he or she meets the other Executive Officer requirements set forth in this Constitution and in the COGS Bylaws.

Section 5. A Senator whose term is about to expire and who may not be re-elected as a Senator (e.g., due to the one-year commitment requirement) is still eligible to be selected as President if that Senator will still be a University student for the duration of the next Presidential term. However, that student may not run for any other Executive Office, unless he or she has 6 months remaining on their Senatorial term.

Section 6. The President shall be a non-voting member of the Council, except in the event of any tie vote. The President shall also be an ex officio member of every standing committee.

Article IV

Committees
Section 1. The Council shall have standing committees that attend to and address the needs and concerns of the Graduate student body. These committees will consist of Senators and Representatives from various graduate schools. The President of the Council shall have the authority to establish special committees as the need arises. The standing committees will be designated in the COGS bylaws.

Section 2. Except as provided in Article III, section 8, the President of the Council shall have the authority to appoint a Senator to chair a standing or special committee. No Senator shall chair more than one (1) committee at a time. Once appointed, a Senator’s appointment as Chair of a committee may be withdrawn for cause by a two-thirds vote of the Council. No Chair shall be removed without first having the opportunity to be heard by the Council.

Section 3. A member of a committee may be removed, for cause, by a majority vote of the Council, upon the recommendation of the Chair of that committee. No member shall be removed without having the opportunity to be heard by the Council.

Article V

Elections

Section 1. In each election, the Senatorial candidate who wins more than fifty percent (50%) of the votes cast shall be the winner. In the event that no candidate garners more than fifty percent (50%) of the votes cast, a run-off election shall be held between the two (2) Senatorial candidates who won the two (2) highest percentages of votes cast. In a run-off election, the Senatorial candidate who wins more than fifty percent (50%) of the votes cast shall be the winner.

Section 2. In the event that a Senator’s seat on the Council becomes vacant, the Executive Board can choose by majority vote whether to conduct a special election to be held within a timely fashion, or an interim appointment as defined in the Bylaws IV, 7, in order to fill the vacated seat for the remainder of the exiting Senator’s elected term of service.

Section 3. When a Senator is elected to serve as President and he or she has not yet completed their elected term of Senatorial service, the school that the Senator represents shall elect two (2) Senators at the next general election. The Senatorial candidate who garners the highest percentage of votes in that election shall serve the normal one-year Senate term. The candidate who garners the second highest percentage of votes shall serve the remaining portion of the new President’s Senate term.

Section 4. A quorum, as defined by a majority of the current Senators, must be in attendance in order to cast their vote for the election of the Executive Officers. If there is not a quorum, the election of the Executive Officers will be postponed for the next available meeting when the quorum can meet.

Article VI

COGS Bylaws

Section 1. The COGS Bylaws, shall govern the daily operations of the Council.
Section 2. A bylaw may not contradict the COGS Constitution.
Section 3. A bylaw may be proposed to the Council by any Senator, and it shall be enacted by a three-fourths vote of the Council. A proposed bylaw shall be disseminated to the entire Council in writing, and an enactment vote on that bylaw may not occur during the meeting in which it is proposed.

Section 4. a) An enactment vote on the proposed bylaw will take place the meeting immediately following the meeting in which the bylaw was proposed.

b) Minor wording concerns or grammatical changes may be made to the proposed bylaw during the meeting of the enactment vote without delaying the vote for another meeting.

c) The Vice President will make the decision as to whether a change in wording or grammar is to be considered substantive or minor.

d) If the changes are deemed to be substantive the vote will be delayed for one week to provide ample time for each senator to review the proposed change.

Section 5. Before an enactment vote on a proposed bylaw may be taken, the Constitution and Elections Committee shall review that bylaw’s constitutionality and provide the Council with any necessary recommendations for its modification.

Section 6. Except as otherwise provided, a proposed bylaw shall be made effective immediately upon its enactment.

Section 7. At the beginning of each Fall and Spring academic term, the Secretary shall make a copy of the COGS Constitution and the COGS Bylaws available to all Council members. The Secretary shall also ensure that there is always a copy of the COGS Constitution and the COGS Bylaws available, should any represented graduate student request to see a copy of these documents.

Section 8. A bylaw may be rescinded by a three-fourths vote of the Council. No bylaw may be rescinded during the same meeting in which the rescission is proposed.

**Article VII**

*Amendments*

Section 1. A represented graduate student may propose an amendment to the COGS Constitution by way of a petition that has been signed by ten percent (10%) of the University’s represented graduate student body. However, a ratification vote on the proposed amendment may not be held except with the approval of the Council, by a two-thirds vote.

Section 2. The Council may propose an amendment to this Constitution, by a three-fourths vote of the Council.

Section 3. The proposed amendment must be discussed in an open forum at a general membership meeting. All graduate students, as general members, will be notified in advance of an amendment being discussed at an open and general meeting.

Section 4. The proposed amendment shall be voted upon by the University graduate students who participate in
the meeting after the open forum.

Section 5. A vote to adopt an amendment will not be held until the meeting following the open forum discussion, and will be announced in advance to all the graduate students.

Section 6. To be ratified, a proposed amendment must receive affirmative votes from at least two-thirds of the University graduate students who vote in that general meeting.

Article VIII

Impeachment and Resignation
Section 1. The Council shall have the power to remove a Senator or President from office, for cause, by a three-fourths vote of the Council. The person who is being considered for removal shall not have a vote in the proceedings. Here “for cause” shall be defined as: failure to abide by the COGS Constitution and/or Bylaws, insubordination, violation of professional ethics, failure to perform reasonably assigned duties, failure to abide by the Regent University Student Honor Code, incompetence or other like reasons.

Section 2. No Senator or President shall be removed without having the opportunity to be heard by the Council before the impeachment vote occurs.

Section 3. The call to remove a Senator or President shall be presented to the Council in writing, in the form of a motion setting forth the reason(s) for impeachment.

Section 4. a) If a Senator or President wishes to resign, the person will meet with the President or Vice President and the Executive Director of Student Services to notify each party of his or her resignation. The person who wishes to resign will be asked to maintain their office until the end of the semester unless special circumstances will not permit them to do so.
b) The reason for resignation need only be disclosed to the staff member of the Office of Student Services.
c) Special circumstances shall be defined as: death in the family, serious illness or hospitalization of immediate family member, or the senator’s own health is in jeopardy.

Section 5. In the event a Senator or the President is removed by the Council or resigns voluntarily, that person shall not be allowed to serve in any capacity on COGS in the future. Upon removal, a special election or interim appointment shall be conducted to fill the vacant position.

Section 6. a) The person leaving his or her position due to special circumstances will not be required to reimburse the tuition compensation for that semester. If the person leaving (either removed or resigning) does not remain on COGS for the remainder of the semester and does not leave due to special circumstances, the payment reimbursed to University from the departing person will be the entire COGS tuition allowance originally paid to that person for that semester.
b) The Executive Director of Student Services in partnership with Dean of the school of the person in question will determine whether the person is deemed as leaving under special circumstances or if a full repayment is required.
c) The person leaving the COGS position will forfeit all future compensation that he or she would have received from the University.
Article IX

A. Continuation of the Organization
Section 1. No later than the last month of each semester the membership of COGS shall select new leadership for the following academic semester.

Section 2. The membership shall select a President, Vice President, Secretary, and Treasurer to serve for a semester-long term. The mutual agreement and three-fourths vote of the membership shall select the officers. No officers will be placed in office without the mutual agreement and three-fourths vote of the membership.

Section 3. Executive positions vacated by officers of COGS shall be filled by appointment of the President. In the event the office of President is vacated, the Vice President will serve as President and fill his former position by appointment.

B. Constitution Dissolution
Section 1. If changed structures, unforeseen circumstances, or other unexpected events arise within the University and make this constitution out-dated, the Council may create a new COGS Constitution, provided they adhere to the dissolution requirements that are set forth in Article IX, Section B.2 of this constitution.

Section 2. In order for COGS to dissolve this constitution, the Council must unanimously agree that it needs to be dissolved. The Executive Director of Student Services must also agree that this constitution needs to be dissolved. In addition, the Council must hold a university-wide town hall meeting, open to all represented graduate students, in order to discuss the reasons for this constitution’s dissolution. At this town hall meeting, the represented graduate students who are in attendance must also approve the dissolution of this constitution, by a three-fourths vote.
Council of Graduate Students (COGS)

Bylaws

General Powers & Responsibilities

1. There may be one (1) retreat each Fall and Spring semester, collaboratively organized by with OSAL.

2. Senators are required to attend all COGS-sponsored meetings and events, but they are allowed to miss such meetings and events if they: (a) either have class or have to work and (b) have cleared their absence with the COGS President or Vice-President, five (5) days prior to the required meeting or event. Emergency circumstances will be handled on an individual basis.

3. COGS is encouraged to hold one (1) COGS-sponsored, university-wide event each Fall and Spring semester.

4. Each school shall have two (2) Senators and may have one (1) Representative/Chaplain for every one-hundred (100) students, up to a maximum of four (4) Representatives/Chaplains total. If a school with one representative chooses to have a representative instead of a chaplain, that representative will serve on the spiritual life committee.
   Ex: 1-100 Students- One -Representative or Chaplain
       101-200 Students- Two -Representatives or Chaplains
       201-300 Students- Three -Representatives or Chaplains
       301-400 Students- Four -Representatives or Chaplains

5. The Council shall have the authority to dissolve a standing committee, by a simple majority vote of the Council.

Executive Officers

1. Every month of the Fall and Spring Academic terms, the Executive Treasurer shall present an updated school-specific budget statement to each of the schools’ Senators upon receipt of the budget.

2. The Executive Treasurer shall provide an explanation of the uses for and the limitations of the Executive and each individual school budget. With this explanation, the Treasurer will outline the proposed expenditures of the Executive budget for that semester.

3. Each graduate school shall submit a proposed budget of the semester for approval to the Treasurer by the end of the first week that school is in session.

4. At the end of each Fall and Spring academic term, each school’s account must have at least 5% of its initial budget remaining in its account. Similarly, at the end of each Fall and Spring academic term, the Executive Council’s account must have at least 5% of its initial budget remaining in its account.
5. To be elected to an executive board position a candidate must garner a three-fourths vote of the Council. In the event that a three-fourths majority cannot be attained, a run-off election will be held between the top two candidates for that Executive Officer position, with the winner being determined by a simple majority.

6. When calculating what constitutes a two-thirds or a three-fourths vote, round up to the nearest whole number.

7. All executive board members shall be elected to serve for either (a) the Spring academic term or (b) the Summer and Fall academic terms combined.

8. The COGS President shall receive a two thousand dollar ($2000) scholarship for each academic term that falls during the President’s elected term of service, but this scholarship shall cover only the cost of tuition and fees.

9. The COGS Vice-President shall receive a thousand dollar ($1000) stipend, the Secretary, and Treasurer shall receive a five dollar ($500) stipend, which shall be awarded for each Fall and Spring academic term that falls during their elected term of service, in addition to their five hundred dollar ($500) Senator scholarship.

10. COGS executive board elections shall be announced during the Council meeting four (4) weeks prior to an upcoming general election.

11. The COGS President shall be elected in the COGS Senate meeting the week before both the Fall and Spring breaks.

12. The COGS general elections shall be held annually during the months of November and March, at the discretion of the COGS Constitution and Elections Committee.

13. COGS executive board elections shall take place at the COGS Senate Meeting one week after all general and runoff elections have been finalized.

14. Nominations for all executive board positions shall be e-mailed by the election chair, to the Council, by the day before the executive board elections.

15. When only one (1) person runs for an executive board position, that person shall win by default.

16. At the start of each Fall and Spring academic term, the President or Vice-President shall conduct a Council meeting in which the COGS Constitution and Bylaws are reviewed.

17. The COGS Secretary shall record minutes for each Council meeting and keep an organized record of these minutes in the COGS Office, for the Council’s ease of reference.

18. Any vacated Representative/Chaplain position should be filled within one (1) month of vacancy.

19. Senators shall sign in at the beginning of each Council meeting and an organized record of these attendance sheets shall be kept in the COGS Office.
Executive and Senatorial Meetings

1. COGS Executive Board and Senators shall meet weekly at a designated time according to the schedule set at the beginning of each semester. Physical attendance at such meetings is mandatory, unless other arrangements are made with the COGS President or Vice-President.

2. Any absence of weekly COGS meetings must be approved prior to the meeting by the COGS President or Vice President, except in cases of emergency.

3. Special or emergency meeting of COGS may be called by the President or at the request of the majority vote of the members of COGS.

4. All COGS executive and senatorial meetings shall be closed to the public. An exception may be made by the majority vote of the members of COGS by request of student, staff or faculty of Regent University.

5. Open meetings must be limited to the students, staff or faculty of Regent University. Such individuals will be allowed to speak when the floor has been opened for comments.

6. The President has the authority to call for a vote for the dismissal of someone who disrupts a closed or open meeting.

Elections

1. The only students who shall be allowed to vote in a COGS election are those students who pay COGS fees (that is, on-campus graduate students).

2. When both school-specific Senators are leaving office at the end of a Fall or Spring academic term, then the students in those Senators’ school shall elect two (2) Senators during the next general election. In that general election, the candidate who garners the highest percentage of votes in that school’s election shall serve a normal term (i.e., one full-year term of service). The candidate who garners the next highest percentage of votes in that school’s election shall serve a special term (i.e., one combined Summer/Fall term of service or one Spring term of service).

3. When only one (1) person runs for a senatorial position, that person shall win by default and an election will not be held.

4. Any candidate in a general election or special election may receive a report on the voting results, upon request. Such a request must be made in writing to the Chair of the Elections Committee, who shall then give the candidate a report on the voting results.

5. Candidates for senator positions must meet all of the following eligibility requirements.
   a. They are able to fulfill all the requisite Senator duties over the course of their desired term of service, including physical attendance at required meetings, events, and office hours;
   b. They are currently enrolled in a minimum of six (6) credits in the school they desire to represent, three (3) credits of which are being taken on campus;
c. They plan to take a minimum of six (6) credits during each Fall or Spring academic term that falls over the course of their desired term of service three (3) credits of which must be taken on campus. When a senator is in the last semester of his/her degree program and/or has obtained the approval of both the Council (by a three-fourths vote) and the Executive Director of Student Services, he/she may maintain eligibility with only three (3) credit hours;
d. They must be in good academic, conduct, and financial standing with the University;
They must not be graduating before the expiration of the one-year Senate term sought.

6. For graduate schools that have less than one hundred (100) on-campus students (e.g., School of Education, School of Business and Leadership), students who are primarily or exclusively a distance-education student shall be allowed to run as a COGS Senatorial candidate, provided that over the duration of their desired term of service: (1) They are able to fulfill all the requisite Senator duties, including physical attendance at required meetings, events, and office hours; and (2) They plan to take a minimum of six (6) credits during each Fall or Spring academic term. If elected, that candidate must maintain a minimum of six (6) credits during each Fall and Spring academic term, unless he/she is in the last semester of his/her degree program and/or has obtained the approval of both the Council (by a three-fourths vote) and the Executive Director for Student Services. No minimum enrollment during the Summer academic term is required.

7. If a student is working toward degrees in two (2) or more Regent graduate schools simultaneously (i.e., if the student is a joint-degree student), then he/she shall be eligible to run as a COGS Senatorial candidate for one (1) school, provided that he/she meets all regular eligibility conditions and: (1) They have at least six (6) credits remaining in the school which they desire to represent; (2) They plan to complete their elected term of service, continuing to serve the constituents in the school which they desire to represent, and
(3) They agree to make their joint-degree status and its implications for COGS service explicitly clear to the voters in the school which they desire to represent.

8. Interim Appointments:
   a. If a senator steps down, volitionally or is removed, from the Council of Graduate Students then the Executive Board can opt for replacing that school-specific senator through interim appointment instead of holding a special election.
b. The current COGS representatives of that school are the only people eligible to fulfill the newly-vacated senator position.
c. All representatives interested in running for the open seat will have an opportunity to be heard before the senate votes.
d. A three-fourths vote of a senate quorum will be necessary to appoint a representative as a replacement for the available senator seat.
e. A representative appointed to fill the senate seat becomes a senator immediately and will serve as a senator until the end of the semester during which they were appointed. If the appointment takes place in the Summer then the senator shall serve until the end of the Fall semester.
f. During the next general election all open senator spots shall be filled. The recently-appointed interim senator will be able to re-run for any open senator seat as long as they otherwise qualify for service as a senator.

Fees
1. Student COGS fees shall be collected from all on-campus students at the beginning of each Fall and Spring academic term. Following approval by the Office of Student Services, the student COGS fee shall be assessed using the following formula: COGS Fee per Student = Average Tuition Charge per Credit Hour x 2%.

Committees

1. Standing committees are as follows: Constitution, Elections, Events, Finance, Media, Housing, and Spiritual Life.

2. There shall be a written set of operating policies, procedures, and job descriptions for each standing committee. These documents must be maintained in the COGS Office, for the Council’s ease of reference. Before adherence to the contents of any of these documents becomes mandatory, the document’s contents must be approved by a majority vote of the Council. Once those contents are approved, all committee chairpersons and members must abide by them, unless they are excused from that obligation, either by the President or by a majority vote of the Council.

3. A Senator may not be the Chair of a committee unless he/she has served at least one (1) semester as a Senator, unless the Council approves that appointment by a two-thirds vote.

4. Committee preferences may be submitted to the President prior to each semester. The President will assign each Senator to a committee. If two Senators wish to trade committee assignments, it must be brought to the President first for approval.

Senator Scholarships

1. Except in the case of Senators who are joint-degree students, each Senator’s scholarship shall only cover the tuition costs of classes taken toward a degree in the school which they represent. The Senator’s scholarship may be applied to the tuition costs of classes taken for elective credit but going toward a degree in the school which the Senator represents, even if such elective classes are taken in another Regent graduate school.

2. The Senator’s scholarship for Senators who are joint-degree students shall not cover the tuition cost of classes taken toward a degree in a school that the Senator does not represent, except with the approval of the Vice-President of Student Services and the Dean of the school which the Senator has been elected to represent. If approved, such scholarship monies shall still be dispersed according to the tuition cost per credit hour in the school which the Senator represents.

Responsibilities of Officers and Advisor

1. President
   a. Leadership in prayer, decision-making, and outreach activities.
   b. Attend scheduled Student Organization Leaders meetings held by Student Services or assure that a representative is present at these meetings.
   c. Communicates regularly with each Senator team concerning All-COGS, School-Specific and Personal Goals for each semester.
Applicant Initials: _______

d. Holds regular meetings with the Executive Board, Senate and ALL COGS to discuss and work through any pertinent business items

e. Appoints Senators to at least one Standing Committee and appoints a committee chair.

f. Once the new COGS Executive Board is selected, actively begins mentoring and training them for their upcoming leadership roles.

g. Works closely with the Vice President to collaboratively come up with appropriate disciplinary action plans that are necessary, in order to provide consequences for a) unexcused absences from required events or meetings; b) failure to respond to action items within the specified timeframe and c) any other disciplinary matters that arise

h. Serves as an ex-officio member of all committees.

i. Familiarizes Executive Board with various forms, policies and procedures that need to be adhered to with particular attention to a) event planning, coordination and implementation; b) finances, purchasing and accounting; and c) the leadership hierarchy and conflict resolution procedures.

j. Exhorts the Senators to actively recruit and interview potential candidates for the Rep and Chaplain positions available at their school

k. Looks for leadership-development opportunities, and gives Senators the support they need to grow in the midst of those opportunities.

l. Cultivates and maintains strong relationships with the Regent administration and staff while encouraging the Senatorial team to do the same.

m. Works closely with Director of Student Services, Director of Student Activities and Leadership, and Director of Campus Ministries as well as with other key administrative personnel.

2. Vice President

a. Works closely with COGS President to ensure the smooth and efficient running of COGS.

b. Runs COGS elections in accordance with the guidelines.

c. Works closely with the COGS President to collaboratively come up with appropriate disciplinary action plans as necessary.

d. Serves as Chair of Constitution and Elections Committee

e. Uses the first Senatorial meeting to review the COGS Constitution.

f. Attends all mandatory COGS meetings

3. Secretary

a. Works with COGS Executive Board to ensure smooth communication to the other senators.

b. Keeps regular contact with all COGS members to guarantee the accurate dissemination of important information.

c. Ensures that deadlines for action items are clearly specified in all written correspondence from the Executive Board

d. Makes a copy of the COGS Constitution and COGS Bylaws available to all Council members.

e. Ensures that an updated copy of the COGS Constitution and COGS Bylaws are available on the COGS website.

f. Records minutes for each Council meeting and keeps an organized record of these minutes for the Council’s ease of reference.

4. Treasurer

a. Presents an updated budget statement to each school’s Senator
b. Serves as the Chair of the Finance Committee

c. Regularly updates and maintains accurate financial statements

d. Communicates proper financial, budgeting and accounting procedures to COGS Senators. This information is to be communicated to Reps and Chaplains through their respective Senators

e. Adheres strictly to the guidelines outlined by the Purchasing Office and communicates that information to Executive Board

f. Verifies the accuracy of Expense reports and acts accordingly. Correct Expense Reports are signed by the Treasurer and turned in to the Executive Director of Student Services.

5. Advisor

a. Meet regularly with COGS Executive Team

b. Provide general oversight to COGS

c. Assist COGS with mission, goals and objectives.

d. Provides guidance and counsel for COGS with its mission and vision as it relates to the University’s mission of “Christian Leadership to Change the World.”

e. Assist with transition and development of new leadership within the organization

Incorporated by Reference:

1. COGS Elections Procedures and Guidelines (presented in COGS Senator Application Packet)

2. COGS Statement of Integrity (presented in COGS Senator Application Packet)

3. Senator Job Description (presented in the COGS Senator Application Packet)

4. Representative and Chaplain Job Descriptions (presented in the COGS Representatives and Chaplain Application Packet)
Regent University Statement of Faith

I believe that the Holy Bible is the inspired, infallible and authoritative source of Christian doctrine and precept.

I believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.

I believe man was created in the image of God but, as a result of sin, is lost and powerless to save himself.

We believe that the only hope for man is to believe on the Lord Jesus Christ, the virgin-born Son of God, who died to take upon Himself the punishment for the sin of mankind, and who rose from the dead so that by receiving Him as Savior and Lord, man is redeemed by His blood.

I believe that Jesus Christ will personally return to earth in power and glory.

I believe that the Holy Spirit indwells those who receive Christ for the purpose of enabling them to live righteous and holy lives.

We believe that the Church is the Body of Christ and is composed of all those who through belief in Christ have been spiritually regenerated by the indwelling Holy Spirit. The mission of the Church is worldwide evangelism, and nurturing and discipling of Christians.

I certify that I endorse Regent University’s Statement of Faith. If I have a question about the statement of faith and my beliefs, I will address that difference with Campus Ministries before moving forward as a candidate.

______________________________  ______________________________
Signature                           Printed Name/ Date
Campus Ministries Interview Questions for Chaplains

1. Do you fully subscribe to the Regent Statement of faith as teaching the system of doctrine contained in the Bible?

2. Do you have any reservations or clarifying questions concerning the Statement of Faith?

3. Are there areas of your life that would represent a violation of the Regent Student Conduct code that you know might hinder your ministry as chaplain? If so, what plans do you have in place to address those areas of concern?

4. Please describe your sense of call to the position of COGS Chaplain.

Note: Please Review these questions before meeting with Campus Ministries or Your Chapel Advisor