



# Constitution

Last updated June 2025

## **Preamble**

We, the students of Regent University, enrolled in an undergraduate, degree-seeking program, having been authorized by Regent University to form the Undergraduate Student Leadership Board (hereafter USLB), do hereby set forth the following Constitution and Bylaws by which USLB is obligated to act and operate.

All responsibilities expressed by USLB are subject to approval by the Administration of Regent University. It is understood that the University Administration reserves the right to change or eliminate any procedure or action that is deemed inappropriate and not in accord with the spiritual standards established by the University and the mission and vision of the College of Arts & Sciences (CAS). Such changes would be made in consultation with the Dean of the College of Arts & Sciences and the Advisor to the Undergraduate Student Leadership Board. The organization can request a review of the decision or action by the Executive Vice-President.

## **Constitution**

### **Mission**

The Undergraduate Student Leadership Board is committed to serving the undergraduate student body by supporting the needs and goals of our peers by working closely with Student Services and faculty.

### **Statement of Purpose**

- The Undergraduate Student Leadership Board is committed to the mission of Regent University.
- The Undergraduate Student Leadership Board is committed to continuing to adapt to the needs of the student body.
- The Undergraduate Student Leadership Board develops and implements volunteer and service opportunities for students.
- The Undergraduate Student Leadership Board plans and implements social programs and activities for students.
- The Undergraduate Student Leadership Board provides opportunities for students to connect with Undergraduate Faculty and Staff.

### **Composition**

#### **Executive Board**

- The Executive Board shall be composed of a President, Vice-President, Vice President of Community Relations, Vice President of Events, Vice President of Marketing, Vice President of Administration, and Vice President of Student/Faculty Relations.

#### **General Members**

- General Members are appointed by the USLB on a case-by-case basis. Students interested in joining as a General Member must submit an application to USLB and are assigned each semester/year by the Executive Board.

### **Meetings**

#### **Dean**

- The President of USLB shall meet with the CAS Dean or the Dean's designee at least once each semester, based on availability (excluding summer).

#### University Administration

- The President or the President's designee shall participate in meetings as requested by the University President, Executive Vice-President, or CAS Dean.

#### President's Committee

- The Undergraduate Student Leadership Board shall meet with mentors as requested by the USLB Advisor or CAS administrators.

#### Student Voices Events (Undergraduate Open House)

- The Undergraduate Student Leadership Board shall assist the CAS administrators in creating an opportunity for students to meet with CAS faculty, available to all CAS students, once per semester (excluding summer).

#### Student Collaboration Events

- The Undergraduate Student Leadership Board shall host two collaborative events, per academic year, with other on-campus organizations or clubs.

#### Executive Board

- The Executive Board shall meet at least twice per month, (excluding summer), on a schedule to be determined by a majority of the Undergraduate Student Leadership Board and the USLB Advisor.

### Voting

#### Quorum

- Two-thirds of the executive board and 51% of filled student representative positions constitute the minimum (quorum) necessary to hold a general meeting which all members are required to attend
- Exemption:
  - If voting membership of the executive board is such that meeting the minimum requirement is impossible and prevents USLB business from being conducted reasonably, then the USLB Advisor in consultation with the most senior officer residing on the Undergraduate Student Leadership Board may temporarily absolve the quorum requirement

#### General Voting

- Voting only occurs when the minimum of required members is met.
- All voting will be done in general meetings. A separate special session for voting must be called for matters of impeachment, dismissal, or sensitive issues regarding a USLB member.
- Only selected members will vote and each selected member has one vote.

#### Meeting Records

- By minutes
- Online archives

## Amendments

- Student Petition
  - A minimum of five students may petition to amend the Constitution and submit the petition to the Undergraduate Student Leadership Board at any time. USLB shall convene to discuss proposed amendments to the Constitution at least once each year.
- By the Undergraduate Student Leadership
  - The Constitution may be amended or revised by an affirmative vote of three-fourths of the members of the Undergraduate Student Leadership Board present at the meeting held for that purpose.
- Approval
  - Proposed amendments will be presented to the Executive Board and Student Leadership Committee for review and forwarded to the faculty for consideration. If approved, the amendment must then be posted in a forum (such as Instagram) where interested students are likely to see it at least one week before being voted on by the Undergraduate Student Leadership Board.

## **Bylaws**

### Eligibility

- All members of the Undergraduate Student Leadership Board must:
  - Be degree-seeking students
  - Be in good disciplinary and financial standing with the University while in office
  - Abide by the Regent University Standard of Personal Conduct and Student Honor Code.
- Members of the Undergraduate Student Leadership Board must:
  - Be Undergraduate students registered for a minimum of 12 credit hours per semester at Regent, excluding the summer semester
  - Maintain a minimum cumulative GPA of 3.0 while in office and at the time of applying
  - Have completed GENE 100 prior to selection or be enrolled in GENE 100 at the time of the selection and successfully completed GENE 100 in that same semester
  - Be selected by the College of Arts and Sciences Faculty
  - Interview with the Advisor of USLB
  - Commit to successfully completing GENE 402 prior to their first semester in office unless granted an exemption by CAS Administration
  - Commit to serving a term of one calendar year (except in the case of a special circumstance)

## **Subcommittees**

### Guidelines

- Once the need for a subcommittee has been identified by the Undergraduate Student Leadership Board as outlined in the Bylaws, subcommittees shall operate within the following guidelines:
- Purpose: The purpose and scope of the committee shall be defined and recorded in the Bylaws.
- Type: The Executive Board shall determine yearly whether the subcommittee is needed.

- Leadership: A member of the Executive Board shall chair the subcommittee.
- Meeting: Subcommittee members shall agree to a meeting schedule.
- Reporting: The subcommittee chair shall report to the Undergraduate Student Leadership Board at each general meeting.
- Attendance: Attendance at the subcommittee meetings shall be determined by the subcommittee chair.

### President's Committee

The President is the chair of the President's Committee. This committee assists the president in mentoring, recruiting, keeping the Constitution up to date, and administrative tasks.

#### Mentoring

- The Undergraduate Student Leadership Board commits to modeling and incorporating the CAS mission and identity pillars. Members of the President's Committee commit to linking new undergraduate students to academic support services and programs; attending and supporting undergraduate assemblies, Chapel, UnChapel services, and academic department meetings as requested by CAS.

#### Recruiting

- The Undergraduate Student Leadership Board commits to providing students with an opportunity to practice practical leadership ability, as such the President's Committee provides students with the opportunity to learn said abilities through working with the Board. As such, the President's committee will actively seek out qualified applicants to have them train under current Board members as general members so that those applicants can acquire the necessary skills.

#### Constitution

- The Undergraduate Student Leadership Board commits to ensuring that the Constitution is malleable to any necessary changes in the future.

#### Administrative

- The Undergraduate Student Leadership Board commits to keeping records of all meetings. Members of the President's Committee take minutes at each meeting. The person taking the minutes is decided by the President on a weekly rotation.

### Community Relations

- The Undergraduate Student Leadership Board commits to cultivating active service to the university and broader community among undergraduate students. The Vice President of Community Relations is the chair of this committee.

### Events

- The Undergraduate Student Leadership Board commits to offering activities which glorify Jesus Christ and support the University's mission and ethos. The Events Committee shall serve as the main planning and organizing group for the Undergraduate Student Leadership Board's social initiatives, which shall function to establish connections and longstanding memories. The Events Committee is charged with accomplishing affiliated tasks in coordination with the Department of Student Engagement. The Vice President of Events is the chair of this committee.

### Students' Voice

- The Undergraduate Student Leadership Board commits to receiving and appropriately addressing student needs with the goal of developing a better campus and facilitating communication between the student body and the administration. The Executive Vice President and the Vice President of Student/Faculty Relations are co-chairs.

### Marketing

- The Undergraduate Student Leadership Board commits to communicating events to the student body. This is done through Instagram and on-campus flyers. The Vice President of Marketing is the chair of this committee.

## **Duties and Responsibilities of Members**

### General Duties

- USLB requires a commitment to all participants as they are required to serve for a minimum of one year. Executive Board members are required to attend Undergraduate Student Leadership Board meetings.
- Executive Board members are permitted to have three absences per semester for mandatory events or for regularly scheduled meetings.
- Members are expected to attend, assist, and promote, through word of mouth or social media posts, the Undergraduate Student Leadership Board's events.
- Members shall uphold the specific responsibilities related to their positions and fulfill other duties and responsibilities in order to implement the agreed upon plans of the Undergraduate Student Leadership Board.

### Executive Board

- Handle all administrative responsibilities of USLB and all other duties granted to them by the administration while displaying a Christ-like servant attitude and lifestyle reflecting the character of Christ.

### President

- Model and embody the values of a Christ-first institution
- Actively support the university and undergraduate mission
- Preside over all meetings and special events
- Be the chair of the Executive Board
- Serve as the representative of the undergraduate students at all university functions which require attendance
- Set the agenda for the regular meetings of the Undergraduate Student Leadership Board with the advice and consent of the Executive Board
- Call quorum
- Coordinate the reporting of activities of the Executive Board to the entire Undergraduate Student Leadership Board on a periodic basis
- Participate in program assessment activities as requested by Advisor
- Coordinate the Undergraduate Student Leadership Board and Executive Board meetings
- Chair the President's Subcommittee

### Executive Vice President

- Model and embody the values of a Christ-first institution
- Actively support the university and undergraduate mission
- Serve in the President's capacity until the next election if the President resigns or is removed from office for any reason
- Serve as the chair of any meetings the President does not attend
- Work closely with all members of the Undergraduate Student Leadership Board to maintain efficiency and excellence
- Provide regular reports on mentoring initiatives to the USLB
- Provide guidance and leadership to the Student Leadership Committee and give direction where needed
- Participate in program assessment activities as requested by Advisor(s)
- Coordinate Undergraduate Open House events
- Chair the Connections and Solutions Subcommittee

### VP of Events

- Model and embody the values of a Christ-first institution
- Actively support the university and undergraduate mission
- Promote the events and agenda of the Undergraduate Student Leadership Board
- Serve in the President's capacity until the next election if the President and Vice President resign or are removed from office for any reason;
- Create a log of event and promotion activities which includes date; description of activity; goal of activity; marketing plan; number of participants; etc.
- Work with the appropriate departments to schedule; plan; and promote events and activities;
- Chair the Events and Promotions Subcommittee; and
- Participate in program assessment activities as requested by Advisor(s)

### VP of Community Relations

- Model and embody the values of a Christ-first institution
- Actively support the university and undergraduate mission
- Coordinate all appropriate USLB volunteer/service programs with the Campus Ministries Office and other departments
- Ensure that all university policies and guidelines governing off-campus travel; facility and equipment usage; etc. are adhered to when planning and implementing volunteer/service programs
- Develop and maintain a minimum of two perpetuating service events per semester
- Create a log of implemented service events which includes date; name of partnering organization; address of service site; marketing plan; number of participants; etc.
- Provide regular reports to the USLB as requested by the President
- Participate in program assessment activities as requested by Advisor(s)
- Chair the Community Relations Subcommittee

### VP of Marketing

- Model and embody the values of a Christ-first institution
- Actively support the university and undergraduate mission
- Proactively create materials for promotion of the Undergraduate Student Leadership Board and advertisement of events
- Serve as the admin for all USLB Social Media and adhere to every social media guideline set forth by the University

- Work with each member of the Executive Board to market events
- Chair the Marketing Subcommittee

#### VP of Administration

- Model and embody the values of a Christ-first institution
- Actively support the university and undergraduate mission
- Keep the Undergraduate Student Leadership Board organized and efficient
- Document all meetings and review Undergraduate Student Leadership Board materials for clarity and proper grammar as well as the use of effectual language
- Manage the office; coordinate with University facilities; CAS and Student Services
- Preserve and make available all written records of meetings of the Undergraduate Student Leadership Board and Executive Board
- Be responsible for the oversight of funds in the Undergraduate Student Leadership Board account
- Manage and report the budgetary status of all USLB accounts and USLB meeting minutes from the previous meeting
- Draw money from the operating account upon approval and within procedures outlined
- Oversee all fundraising projects authorized by the USLB and USLB Advisors(s)
- Keep the USLB Google Calendar up to date with meetings and scheduled events from each committee as necessary

#### Vice President of Student/Faculty Relations

- Model and embody the values of a Christ-first institution
- Actively support the university and undergraduate mission
- Will serve as a direct connection between the department Deans for undergraduate programs, and undergraduate student body
- Will meet with the undergraduate faculty at least twice a semester, excluding summer, in order to discuss goals for the year
- They will have clearly set goals for each month as set by department Deans for undergraduate programs

#### General Members

- General Members are volunteers who are not elected, but are appointed by a majority vote of the Undergraduate Student Leadership Board Assistants shall:
  - Model and embody the values of a Christ-first institution
  - Participate in planning events, meetings, and special programs sponsored by the Undergraduate Student Leadership Board;
  - Fill Various roles within the Undergraduate Student Leadership Board and its subcommittees, in order to fulfill expectations of the position
  - Not be selected members of the executive board, and as such, will not be voting members of the Undergraduate Student Leadership Board.
  - Be subject to a review every three (3) months which will determine whether the General Member may be considered active or inactive based on his/her level of attendance at meetings and events hosted by the Undergraduate Student Leadership Board.
  - If a General Member has been denied, they are not allowed to reapply until the following year in order to prevent a revolving door.

#### Accountability

##### Conduct

- All members shall be held accountable for standards set forth by the university and those included in the Constitution and Bylaws.

#### Attendance

- All Executive Board members are required to attend all Undergraduate Student Leadership Board meetings, with the exception of three excused or unexcused absences.
- Attendance shall be recorded at every Undergraduate Student Leadership Board meeting.
- In the event that a selected member has more than three unexcused absences, Undergraduate Student Leadership Board members need to submit their reason for missing a meeting to the Undergraduate Student Leadership Board or Advisor(s) no later than one week after their absence.
- If a USLB member exceeds the number of allowed absences during a semester and has not been in contact with the Undergraduate Student Leadership Board or Advisor, he or she may be subject to removal from the Undergraduate Student Leadership Board.
- If an Undergraduate Student Leadership Board member has prior knowledge of an absence, it is requested that they inform the President.
- Upon an unexcused or excused absence from a meeting, the Undergraduate Student Leadership Board member is asked to review the minutes from the meeting(s) they missed.

#### Evaluation

- All members shall be subject to at least one evaluation per term. Evaluations will aid the Undergraduate Student Leadership Board to:
  - Strive for excellence for the roles in which we are selected and receive scholarships.
  - Provide personal encouragement, improvement, and help to ensure that the Undergraduate Student Leadership Board is fulfilling its responsibilities.
  - Evaluations will occur once each semester, during which:
    - The Student Leadership Committee shall evaluate the Executive Board;
    - The Executive Board shall collectively evaluate each member of the Student Leadership Committee
- Executive Board members will be responsible for evaluating one another on consultation with the Advisor(s) and
  - The Executive Board members shall be evaluated by Advisor(s).

#### Agreement

- Members of all positions shall also sign an accountability agreement upon entrance into the Undergraduate Student Leadership Board.

#### Revocation

- Scholarships and other networks are subject for revocation as determined by the University. Upon dismissal or resignation, compensation may be revoked.

#### Advisor

##### **Regent Employee**

- The Advisor(s) to the Undergraduate Student Leadership Board shall be appointed by the College of Arts & Sciences Dean.

##### **Role**

- The roles of the Advisor(s) include, but are not limited to:
  - Guide, coach, and mentor to the Undergraduate Student Leadership Board and its members;
  - Primary administrator for the Undergraduate Student Leadership Board; and

- Overseer of the Undergraduate Student Leadership Board and its operations.

## **Responsibilities**

- The responsibilities of the Advisor include, but are not limited to administering:
  - Selection processes;
  - Process of removing a member of USLB; and
  - Compensation of qualified USLB members.

## **Selection**

### *Eligibility*

#### Executive Board

- In order to be eligible to run for an Executive Board position, students must:
  - Meet all the criteria as outlined in the Membership Qualifications (Bylaws Section 1.01)
  - Have earned a minimum of 12 credit hours at Regent prior to assuming office;
  - Have successfully completed GENE 100 or be currently enrolled in GENE 100 at the time of election
  - Have successfully completed or enrolled in GENE 402 in the semester immediately following election unless granted an exception by the Advisor
  - Have earned a minimum cumulative GPA of 3.0 at the time of application
  - Has to be approved by the faculty advisor and the CAS Faculty

#### Special Circumstances

- Resigned and Removed Members
  - May apply for next academic year's elections
- Replacing Members
  - If an executive board member or representative member becomes vacant during the school year no election will take place and the position will be filled at the start of the new school year
  - Unless otherwise indicated by the Advisor

### *Selection Process*

#### Executive Board

- Undergraduate students may apply for any position on the executive board. Following the applications there will be interviews with the faculty advisor. If multiple students apply for the same position there will be interviews with the faculty advisor until the field has been narrowed down to two candidates. The two candidates will move to the next round of interviews with the CAS faculty. The CAS faculty will select between the two final candidates.

### *Application Procedures*

- Applications for candidacy must be filed with the Advisor to the Executive Board by the application deadline. Applicants must be approved by the CAS Administration.
- All applications will be scanned and approved by the President and the Vice President of the Undergraduate Student Leadership Board

- All candidates must participate in an interview with the Advisor to the Executive Board with prior approval from the President and Vice President of the Undergraduate Student Leadership Board
- Interview with Advisor
- Final approval by CAS Dean/Deans Assistant

### Terms of Office

- The Executive Board members and Student Leadership Committee members shall be selected by the CAS faculty; they shall serve for a term of one year, except in the case of a special election.
- A term begins upon the May commencement and ends after the May commencement in the following year.
- All currently selected members must reapply or forfeit their positions.
- All selection must be finalized by April 1st for the following term.

### Departure

#### Removal by the USLB

- The grounds for removal of elected members shall be:
  - Failure to complete outlined duties (general and specific).
  - Misconduct as a student or Undergraduate Student Leadership Board member, as defined in the Student Handbook and USLB Constitution.
- Selected members can be removed for failing to fulfill their job responsibilities by an affirmative three-fourths (3/4) vote of the Executive Board members. The individual being considered for removal shall not participate in the vote. Prior to the vote for an individual's removal, the person has the right to a hearing before the Undergraduate Student Leadership Board.
- 5.3 in the Student Handbook states: Conduct and Scholarships: Regent reserves the right to adjust or cancel scholarships/grants in response to student conduct and/or academic integrity violations.
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#### Removal by the Advisor

- The grounds for removal of selected members shall be:
  - Failure to complete outlined duties (general and specific).
  - Misconduct as a student or Undergraduate Student Leadership Board member, as defined in the Student Handbook and USLB Constitution.

#### Resignation

- Selected members may, if incapable of faithfully executing the duties of their positions due to extenuating circumstances, excuse themselves from a position by presenting a written notice of resignation to the Advisor(s) and the Undergraduate Student Leadership Board.

### Funding

- The Undergraduate Student Leadership Board may receive an allocation of Regent University student fees each semester.

- The Undergraduate Student Leadership Board shall follow the student organization fundraising policy as set forth by the University. All fundraising efforts must be approved in advance by the Advisor(s).

## Appendices

Appendix A. Agreement that selected members sign upon applying

### **Regent Undergraduate Student Leadership Board Selected Member Accountability Agreement**

\_\_\_\_\_ I will abide by the Regent University Student Handbook and Honor Code.

\_\_\_\_\_ I will fulfill all responsibilities of my selected position as stated in the Constitution and Bylaws.

\_\_\_\_\_ I will continue to meet the minimum 3.0 GPA requirement and register for at least 12 credit hours each fall/spring semester.

\_\_\_\_\_ I am in good financial standing with Regent as determined by the Business Office.

\_\_\_\_\_ I have received and reviewed the constitution and agree to abide by them in their entirety.

\_\_\_\_\_ I have received and reviewed a summary of trainings and mandatory events and will attend all reasonably scheduled trainings, meetings, and events in order to fulfill the responsibilities of my position.

\_\_\_\_\_ I understand that retention of my position, as well as any compensation (e.g., award) associated with my position is based upon my fulfillment of this agreement, the Constitution and Bylaws, the Student Handbook, and the Honor Code.

I agree to all the above expectations, and I will fulfill them to the best of my ability.

Signature \_\_\_\_\_ Date \_\_\_\_\_