

Horizon University
Student Government Policies and Procedure Manual

Contents

| | |
|---|---|
| The Mission of Student Council | 2 |
| The Bylaws of Student Council | 2 |
| Chapter 1. The Council | 2 |
| Chapter 2. Membership | 2 |
| Chapter 3. The Officers of the Council | 2 |
| Chapter 4. Meetings | 3 |
| Chapter 5. Elections | 4 |
| Chapter 6. The Responsibility of the Members | 4 |
| Chapter 7. Finance | 4 |
| Chapter 8. Additional Rules | 5 |

The Mission of Student Council

The Board of Directors of Horizon University formally sets up the Student Council. The mission of Student Council is to have students make a valuable contribution and active participation in an appropriate manner for their educational experience.

The Bylaws of Student Council

Chapter 1. The Council

Article 1. The council shall be called the Student Council of Horizon University

Article 2. The council shall be located in Horizon University

Article 3. The purposes of the council shall be

- 3.1. To help every student learn how to accomplish the mission of Horizon University in the light of the gospel of Jesus Christ.
- 3.2. To improve the communication between the students and the University through fellowship and trust over the common interests.
- 3.3. To promote the unity of the students through assisting clubs, small groups, and services.

Chapter 2. Membership

Article 4. The membership of the council shall be given to the exemplary students nominated by each school. For a person to be considered qualified for student council membership, he or she shall be: a registered full-time student, willing to serve by being involved in school activities and projects, and respectful and supportive of the mission of the school and its faith-based statement.

Article 5. All members shall abide by all regulations of the council.

Chapter 3. The Officers of the Council

Article 6. The council shall have the following officers.

- 6.1. 1 President
- 6.2. 1 Treasurer
- 6.3. 1 Secretary
- 6.4. 1 Consultant (Director of Student Services)

Article 7. The responsibility of the officers of the council shall be as follows.

- 7.1. Chairperson shall represent the council and be responsible for all general matters.
- 7.2. Vice chairperson shall assist the chairperson, plan and promote the business of the council. Vice chairperson shall represent the council when chairperson is not able to do it.
- 7.3. Clerk shall be in charge of all documents, announcement, and accounting.
- 7.4. Consultant shall be responsible for consultation when requested by the chairperson.

Article 8. Term of office shall be two academic year.

Chapter 4. Meetings

Article 9. The meetings of the council shall be as follows and shall be called by the consultant or chairperson with the approval of consultant

9.1. Annual General Meeting

9.1.1. Shall be held in January of every year and opening of the meeting shall be announced two weeks in advance.

9.1.2. Report of the business and settlement of accounts

9.1.3. Amendment of the regulations

9.1.4. Election of the chairperson

9.1.5. Others

9.2. Stated/Called Meeting

9.2.1. Stated meeting shall be held twice per year: January for business planning and July for annual general meeting.

9.2.2. Called meeting shall be held when necessary and opening of the meeting shall be decided by the request of the consultant or chairperson with the approval of consultant.

9.2.3. Opening of the stated or called meeting shall be announced one-week in advance.

Article 10. The decision of all meetings, except the amendment of the bylaws, shall be made by more than half of the members in presence.

Chapter 5. Elections

Article 11. All members of the council shall have the right to be elected.

Article 12. The right to be elected as the chairperson shall be given to members who have been a student for at least one year after admission.

Article 13. The officers of the council shall be elected according to the following rules:

13.1. The president shall be elected by the majority votes of the present members.

13.2. Other officers shall be elected by the majority votes of the present members except consultant.

Chapter 6. The Responsibility of the Members

Article 14. All members shall be present at all meetings.

Chapter 7. Finance

Article 15. The finances of the council shall be comprised of the Student Association Fees and donations.

Article 16. The Student Association Fee shall be decided by the University Board meeting of the Horizon University.

Article 17. The use of the finance shall be decided by the council meeting and shall be approved by the President.

Article 18. Audits will be carried by the University Board or a designated Board representative regularly or occasionally.

Chapter 8. Additional Rules

Article 19. The bylaws shall be in operation from the date of decision by the annual general meeting. A two-thirds vote by the members in attendance is required in order for a proposed amendment to the bylaws to be adopted.

Article 20. Others rules and procedures shall be according to customs and agreement with the Horizon University.