

SCC BYLAWS – REVISED SPRING 2017

BYLAWS OF THE SEMINARIAN COMMUNITY COUNCIL - as of Spring 2017

I. STATEMENT OF INTENT: The Seminarian Community council (SCC) seeks to enrich the lives of the entire seminary community in social, cultural, and spiritual ways by offering a forum for matters of concern brought to the body and by acting as an advocate for the student community. The Council shall endeavor to impartially represent the student community in matters both within and outside the seminary community.

II. SCC MEMBERSHIP AND MEETINGS:

- A. The Membership of the SCC shall be composed of all matriculating students registered with LTS. Regular meetings shall be held at least once a month during the academic year, date and time dependent on other seminary events, with a minimum of eight meetings per academic year. Each and every member of the LTS Student Body is considered a full member and will be granted voice on all matters. However, only the Executive Committee will be given voting privileges on general business. Two thirds of the Executive Committee must be present in order to constitute a quorum and to conduct business. Voting privileges will be given to each member of the SCC in matters concerning amendments to these Bylaws and the election of Officers and At Large Members.
- B. Meetings shall remain consistent with the agenda which will be posted at least 48 hours prior to the meeting date.
 - 1. Requests from either members of the Executive Committee or the Student Body must be given to the SCC Secretary, in writing or electronically, at least one week prior to the scheduled business meeting.
 - 2. A matter may be added to the agenda in-session if there is majority agreement of those Executive Committee in attendance.

III. EXECUTIVE COMMITTEE: The Executive Committee will consist of four Officers (Moderator, Vice-Moderator, Treasurer, and Secretary) and five At-Large Members who shall be elected annually in a general election. All elections of Officers are to be held in the Spring for the following academic year. Elections of the At-Large Members will take place soon after the start of the new academic year. The individual elected as Treasurer cannot be partnered with another member of the Executive Committee to ensure the financial integrity.

A. RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE:

- 1. Prepare agendas for business meetings of the SCC
- 2. Publicize said agendas at least 48 hours prior to each business meeting

3. Approve the budget at the first meeting after the election of the At-Large Representatives at the start of the new academic year
4. Maintain and monitor the budget throughout the academic year
5. Change signature for financial documents after the Spring election of Officers and no later than August 1 following
6. Conduct any special business on behalf of the SCC
7. Name the committees of the SCC
8. Act as voting representatives of the Community on all general business matters excluding amendments to the bylaws and election of Officers and AT-Large Members.
9. All members are expected to attend 100% of regularly scheduled meetings.

B. RESPONSIBILITIES OF ELECTED OFFICERS AND REPRESENTATIVES:

1. Moderator: (Acts as primary representative between the SCC and the Administration of LTS)
 - a. Preside at all business meetings of the SCC
 - b. With the other Officers and AT-Large Members see that the Bylaws are upheld
 - c. Oversee the programs of the SCC
 - d. Call regular business meetings of the SCC
 - e. Be empowered to call special meetings of the SCC
 - f. Call meetings of the Officers
 - g. Be actively involved in the events and activities of the SCC and its committees
 - h. At the completion of the term of office submit a brief written report of his/her activities to the SCC
 - i. Serve as a representative on LTS's Administrative Cabinet and other Administrative Meetings or designate someone else from the SCC Executive Committee to serve in his or her place
2. Vice-Moderator: (Acts as primary representative between SCC and the Student Body)
 - a. Preside in the absence of the Moderator
 - b. Succeed to the office of Moderator should a vacancy occur
 - c. Function as Parliamentarian for the SCC in all procedural matters or designates another Executive Committee Member to do so
 - d. Communicates with the Student Body
 - e. Be actively involved in the events and activities of the SCC and its committees
 - f. At the completion of the term of office submit a brief written report of his/her activities to the SCC.
3. Treasurer:

- a. Have charge of the financial matters of the organization
 - b. Maintain records of all financial transactions
 - c. Make a report of said records at each meeting of the SCC
 - d. Coordinate the preparation of the budget
 - e. Present a draft budget at the final meeting in the Spring after the election of Officers for the following year
 - f. Present a final budget at the first meeting of the new academic year
 - g. Be actively involved in the events and activities of the SCC and its committees
 - h. Maintain retention schedules by July 1 of each year as per established procedure to include: budgets, bank statements, and other financial documentation.
 - i. At the completion of the term of office submit a brief written report of his/her activities to the SCC
3. Secretary
- a. Post the agenda for each meeting at least 48 hours prior to the date of the meeting
 - b. Publicize date and time of all meetings in a way that allows for the larger student body to be informed
 - c. Record and maintain said records of all the proceedings of the business meetings of the SCC
 - d. Maintain retention schedules by July 1 of each year as per established procedure to include: meeting agendas, meeting minutes, announcements of activities and other appropriate documentation
 - e. At the completion of his/her term of office, submit a brief written report of his/her activities to the SCC
4. At-Large Representatives
- a. Represent their constituency by actively seeking out the concerns of the seminary community and bringing these items to the agenda of the SCC
 - b. Be actively involved in the events and activities of the SCC and its committees
 - c. At the completion of the term of office submit a brief written report of his/her activities to the SCC

IV. COMMITTEES: Committees of the SCC may be created from time to time to meet the needs and concerns of the council or Student Body. The Executive Committee shall name the committees of the SCC. Membership shall be drawn from the Student Body and shall report the business and approved expenditures of the committee at the regular business meetings of the SCC. Committees that have outlived their function shall be dissolved by the Executive Committee or by the committee itself.

V. ELECTIONS: Any seminarian enrolled in a degree program is eligible to hold office on

the SCC.

A. Nominations and Election Procedures:

1. Six weeks prior to the end of the academic year, nominations for the following year's Officers will be accepted electronically (e-mail) over a period of at least one week. Those persons nominated must accept the nomination in writing (electronically) within one week of their nomination.
2. Officer elections will occur starting no longer than four weeks prior to the end of the academic year. Ballots will be electronically tallied by all available outgoing members of the SCC Executive Committee. Results will be announced within one week of the closing ballot date. Records will be made available as requested.
3. At-Large Member elections will occur within one month of the start of the new academic year. Within the first month nominations will be accepted electronically (e-mail) over a period of at least 1 week. Those persons nominated must accept the nomination in writing (electronically) within one week of their nomination. Ballots will be electronically tallied by the officers of the SCC executive committee. Results will be announced within one week of the closing ballot date. Records will be made available as requested.
4. Term of Office:
 - a. Term of Office shall be one academic year. For Officers, this is from the Spring of their election through the end of the following August. For At-Large Members this is likely August to August.
 - b. It is understood that Officers and At-Large Members who graduate may not be able to fulfill their term through the August after graduation.
 - c. The Moderator shall install the Executive Committee's successors.
 - d. The elected Officials may stand and succeed themselves for a second term in office; no one person shall serve in one office for more than two consecutive terms.
 - e. Vacancies:
 - i. Moderator: Should the office of Moderator become vacant during the course of the year, for whatever reason, the Vice-Moderator shall immediately assume the duties of Moderator.
 - ii. Vice-Moderator, Secretary, Treasurer, At-Large Representatives: Should these seats become vacant, the Executive Committee shall nominate, for approval by the Student Body in a manner consistent with the original election, a replacement to be assumed by the named individual at the next business meeting.
 - f. Should a Member miss more than 30% of meetings, the Moderator will meet with the Member.

VI. ASSETS OF THE COUNCIL: All assets, either monetary or other, will be used in accordance with the Bylaws of the SCC. Requests for funds from the SCC Committees or the seminary community at large shall be made in writing and submitted to the Treasurer. The exception to this is of Executive Committee events whose expenditures will be voted on and recorded in the minutes at the SCC meetings prior to the event. The Treasurer will then distribute this request to all members of the Executive Committee for further review.

VII. AMENDMENTS: Any member of the Seminarian Community Council may propose amendments to these Bylaws. Such proposals must be communicated in writing to the Executive Committee and posted for the membership at least thirty days prior to the meeting upon which the item shall be placed on the agenda. Adequate information about the changes and the agenda for the upcoming business meeting shall be distributed to the community. Any proposed amendment that is discussed during the business of one business meeting may only be voted upon during the business of the next scheduled business meeting. To be adopted, a proposed change in the Bylaws must be passed by a three-fourths majority of the seminarians present at the business meeting.