

BYLAWS OF THE SEMINARIAN COMMUNITY COUNCIL

Draft of Proposed Revision Spring 2019

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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 rest, play, and fellowship acting as faithful stewards of students' activity fees. Additionally, we endeavor to provide a channel for matters of concern brought to the body and by acting as an advocate for the student community. The SCC also serves the student body through the administration of Social Justice Grants.

II. SCC MEMBERSHIP AND MEETINGS:

The Membership of the SCC shall be composed of all matriculating students registered with LTS. Regular meetings shall be held on the second Saturday of the month at 1:00 PM either in person or using appropriate technology, each month during the academic year with a minimum of eight meetings per academic year. Every member of the LTS Student Body is considered a full member and will be granted voice on all matters, being invited to participate in monthly meetings. However, only the Executive Committee will be given voting privileges on general business. Voting privileges will be given to each member of the student body in matters concerning amendments to these Bylaws and the election of Officers.

Meetings shall remain consistent with the agenda which is posted on the SCC Moodle site at least 48 hours prior to the meeting date.

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.

III. EXECUTIVE COMMITTEE: The Executive Committee will consist of four Officers (Moderator, Vice-Moderator, Treasurer, and Secretary). All elections of Officers are to be held in the Spring for the following academic year. The individual elected as Treasurer cannot be partnered with another member of the Executive Committee to ensure financial integrity.

RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE:

- Prepare agendas for business meetings of the SCC
- Publicize said agendas at least 48 hours prior to each business meeting
- Approve the budget at the first meeting of the new academic year
- Maintain and monitor the budget throughout the academic year
- Change signature for financial documents after the Spring election of Officers
- Conduct any special business on behalf of the SCC
- Name the committees of the SCC
- Appoint students to serve on the Diversity and Educational Life Committee
- Review students' applications and select recipients of Social Justice Grants
- Act as primary voting representatives of the Community on all general business matters excluding amendments to the bylaws and election of Officers as all students are invited to vote on amendment revisions and in elections
- All members are expected to attend 100% of regularly scheduled meetings

SPECIFIC RESPONSIBILITIES OF ELECTED OFFICERS:

Moderator: (Acts as primary representative between the SCC and the Administration of LTS)

- Preside at all business meetings of the SCC
- With the other Officers see that the Bylaws are upheld
- Oversee the programs of the SCC
- Call regular business meetings of the SCC
- Be empowered to call special meetings of the SCC
- Call meetings of the Officers
- 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 their place
- Be actively involved in the events and activities of the SCC and its committees
- Install the Executive Committee's successors in the spring
- At the completion of the term of office submit a brief written report of their activities to be kept on file with the SCC

Vice-Moderator: (Acts as primary representative between EC and the Student Body)

- Preside in the absence of the Moderator
- Succeed to the office of Moderator should a vacancy occur
- Function as Parliamentarian for the SCC in all procedural matters or designates another Executive Committee Member to do so
- Communicates with the Student Body
- In partnership with the SCC Secretary and Admissions Department ensures orientation to SCC for incoming students
- Be actively involved in the events and activities of the SCC and its committees
- At the completion of the term of office submit a brief written report of their activities to be kept on file with the SCC

Treasurer:

- Have charge of the financial matters of the organization
- Maintain records of all financial transactions
- Make a report of said records at each meeting of the SCC
- Present a draft budget at the final meeting in the Spring after the election of Officers for the following year
- Present a final budget at the first meeting of the new academic year
- Be actively involved in the events and activities of the SCC and its committees
- Maintain retention schedules by May 1 of each year as per established procedure to include: budgets, bank statements, and other financial documentation.
- At the completion of the term of office submit a brief written report of their activities to be kept on file with the SCC

Secretary:

- Post the agenda for each meeting at least 48 hours prior to the date of the meeting
- Publicize date and time of all meetings via Moodle and email
- Record and maintain said records of all the proceedings of business meetings

- Work with Vice-Moderator to communicate information for events and activities to the seminary community
- Maintain retention schedules by May 1 of each year as per established procedure to include: meeting agendas, meeting minutes, announcements of activities and other appropriate documentation
- At the completion of the term of office submit a brief written report of their activities to be kept on file with the SCC

IV. COMMITTEES: Ad-hoc Committees of the SCC will be created in the fall and spring of each academic year to meet the needs of the council. The Executive Committee shall name the committees of the SCC, enlisting volunteers from the student body including first-year through fourth-year students with the hope of balancing representation between weekday and weekend cohorts. Ad-hoc committees shall report the business and approved expenditures of the committee at the regular business meetings of the SCC.

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

- ***Nominations and Election Procedures:***
 - 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.
 - 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.
- ***Term of Office:***
 - Term of Office shall be one academic year. For Officers, this is from the Spring of their election through the end of the upcoming academic year.
 - 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.
- ***Vacancies:***
 - 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.
 - Vice-Moderator, Secretary, Treasurer: 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.
 - Should a Member miss more than 30% of meetings, the Moderator will meet with the Member to determine the member's commitment to the EC.

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. 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.

VIII. EVENTS & OUTREACH:

- New student Orientation - Coordinates with Admissions Dept.; all officers attend and help host new students, share the SCC Statement of Intent, and hosts an evening social event on campus for new students
- Fall Convocation - All officers attend
- Winter Event - Mingle over lunch and dinner (ad-hoc comm.)
- Spring Convocation - All officers attend
- End of Year Event - Cookout (ad-hoc comm.); Can coincide with Awards Ceremony and Cross-Cultural Send-Off in coordination with Dean's Office OR function as a separate event
- Miscellaneous events as students are inspired (Lectures, Book readings and signings, partner with LTS to sponsor and host events - choose lecturer/author, fund light reception afterward (ad-hoc comm.)

IX. Social Justice Grants:

- See supporting documents for Social Justice Grant application

X. Diversity and Educational Life Committee

- EC appoints students to serve as requested by the Diversity and Educational Life Committee, to include no more than two EC members, to provide a representation of the diversity evident in the student population across cohorts
- Number of students appointed is decided by the Diversity and Educational Life Comm.