

**THE CONSTITUTION, BY-LAWS, AND FINANCIAL PROCEDURES MANUAL
OF THE STUDENT COUNCIL OF WESLEY THEOLOGICAL SEMINARY
WITH ANNOTATIONS AND INDICES
2015 EDITION**

**INCLUDES AMENDMENTS AND REVISIONS FROM FEBRUARY 2013
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PRESIDENT, 2014-2015**

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Constitution of the Wesley Theological Seminary Student Council

ARTICLE I ORGANIZATION’S NAME AND PURPOSE

NAME OF THE ORGANIZATION¹

SECTION I: The student body at Wesley Theological Seminary does hereby affirm its seminary-wide student government association, under the authority of this Constitution. The name of the organization shall be The Wesley Theological Seminary Student Council, hereafter referred to as “the Student Council” or “the Council.”

PURPOSE OF THE COUNCIL

SECTION 2: It shall be the purpose of the Student Council to promote the common welfare of the student body. The Council shall meet this purpose by:

BL-I §§ 1-2

METHODS BY WHICH COUNCIL MEETS ITS PURPOSE

1. Acting as the voice of the student body by providing an open forum whereby concerns can be raised before they become problematic issues.
2. By sponsoring various student organizations for the welfare and benefit of the students.
3. By working with the administration, faculty, staff and community to ensure a supportive academic climate, through the recommendation of changes in policy, practices and procedures which negatively impact the student body.

BL-I § 1
BL-XVI § 2

BL-XVII

SECTION 3: To achieve its purpose, the Student Council will receive an operating budget from student fees and declare itself as self-governing.

ARTICLE II MEMBERSHIP AND QUALIFICATIONS

MAKE UP OF THE COUNCIL

SECTION 1. The Student Council shall consist of four (4) elected officers—President, Vice President, Secretary and Treasurer, one (1) Presidentially appointed officer—Parliamentarian; fifteen (15) elected Wesley student representatives and one (1) elected National Capital Semester for Seminarians (NCSS) student; and one (1) representative from each recognized student organization [as defined by the guidelines established by the constitutional / judicial committee and approved by a vote of the student council, incorporated into the constitution by this reference] that chooses to have a voting member on council. Each student organization that chooses to have a voting member of the council must submit the name of the organization’s representative to the secretary of Student Council by no later than two weeks after the results of the spring general election are announced.

C-III § 2
BL-III thru VIII
Amended 2/16/05

¹ Titles given in this column are for interpretive purposes only and may not be relied on for any authoritative purpose.

BASIS OF REPRESENTATION	SECTION 2: Of the fifteen (15) elected Wesley student representatives, ten (10) representatives will be elected at large from the total population of continuing students during the spring general election; five (5) will be elected from the incoming class in the fall of the academic year of the student council term.	C-X BL-III C-X § 10 BL-III § 6(b) Amended 3/19/02 Amended 2/16/05
INCLUSIVENESS POLICY	SECTION 3: The Student Council affirms itself as an inclusive organization and shall operate accordingly.	BL-XIII § 2(d)
ACTIVE MEMBERS	SECTION 4: Active members consist of those members duly elected to serve as officers or representatives, and those members selected as to serve as representatives from their respective student organizations that are officially recognized by the Council.	C-X BL-III Amended 2/16/05
ASSOCIATE MEMBERS	SECTION 5: Associate members consist of those members of the student body who serve other student organizations, a representative of the Wesley administration, and the editor of the Wesley Journal publication. Associate members have voice but no vote in council sessions.	C-V § 3 BL-XIII § 1
<u>ARTICLE III OFFICERS</u>		
ELIGIBILITY FOR COUNCIL OFFICERS	SECTION 1: Only currently and officially registered students in Master’s level programs shall be eligible to serve as elected officers or representatives. Exception is provided in the case of the NCSS representative.	
	SECTION 2: OFFICES	
DUTIES OF PRESIDENT	1. <u>President</u> : is the spokesperson for the Council to the faculty, staff, and administration. Presides at all meetings, signs all legal documents, chairs the Executive Committee, calls special elections to fill vacancies, and appoints the parliamentarian. Appoints committees to investigate and/or handle student concerns. Has the deciding vote in general and Executive council sessions.	C-II § 1 BL-IV § 1
DUTIES OF VICE-PRESIDENT	2. <u>Vice President</u> : Shall assume the duties of the President in his/her absence and act as the official voice of the Council to the campus.	BL-V § 1(c)
DUTIES OF SECRETARY	3. <u>Secretary</u> : Takes the minutes of the meetings and provides copies for all members. Writes all necessary correspondence within and for Council business. Responsible for all on-campus correspondence including maintaining council bulletin boards and the posting of public notices from the council.	BL-VII § 1(c)-(e) C-VI § 2
DUTIES OF TREASURER	4. <u>Treasurer</u> : Maintains an accurate record of all income and expenditures of the Council and reports on such at each meeting. Effects payment of all expenditures.	BL-VI § 1

DUTIES OF PARLIAMENTARIAN

5. Parliamentarian: Ensures the Council complies with the Constitution and bylaws of the Student Council and with *Robert's Rules of Order* in proper parliamentary procedure. Maintains a neutral but not silent position in all discussions and has no vote in any general council session on any issue.

BL-VIII § 1(c)
C-XII
BL-II § 1(c)

EXECUTIVE COMMITTEE

SECTION 3: THE EXECUTIVE COMMITTEE shall consist of all five officers and the faculty advisor. Appoints a committee to audit the books of the Treasurer before each new executive committee is seated for the year. Appoints Ad Hoc committees as necessary. Three voting members of the Executive Committee shall constitute a voting quorum of an Executive Committee session.

BL-IX § 1

ARTICLE IV ADVISOR

SELECTION OF FACULTY ADVISOR

SECTION 1: A faculty advisor or advisors will be selected by majority vote of the active members. Staff members, including and limited to the VP of Financial Affairs, Director of Admissions, Director of Development, Director of Alumni Relations, may also be considered.

ROLE OF FACULTY ADVISOR

SECTION 2: The faculty advisor shall have the right of voice and vote in council sessions.

ARTICLE V EDITOR OF THE WESLEY JOURNAL

HIRING OF WESLEY JOURNAL EDITOR

SECTION 1: An editor for the Student publication, *The Wesley Journal*, shall be hired for each academic year (September through May) by a Communications Committee, appointed by the Student Council.

BL-XIV

CONTRACT FOR EDITOR

SECTION 2. A contract will be provided to the individual hired with the duties and responsibilities of both parties (editor and the Student Council) clearly spelled out. The Student Council shall set remuneration for the position of editor.

RESPONSIBILITIES OF JOURNAL EDITOR

SECTION 3: Responsibilities of the Editor include gathering, editing and proofreading all articles for the Journal, contacting contributors when changes or adjustments are deemed necessary; establishing the layout of the articles with preferential consideration being given to articles directly related to the Wesley community; reporting to the Student Council at regular intervals; assuming responsibility and liability for all material appearing in print in *The Journal*.

BL-XIV § 1(d)

ARTICLE VI MEETINGS

REGULAR MEETING DATES

SECTION 1: The Council shall conduct general meetings at least twice a month during an academic semester, except during the summer semester. The meeting dates will be selected at the beginning of or prior to each semester in general session.

BL-II § 1(a)
BL-II § 1(e)

NOTICE OF MEETINGS

SECTION 2: Adequate notice of all meetings shall be given and all

BL-II § 1(d) and (e)

GIVEN	Council members and officers are expected to maintain regular attendance at Council meetings.	BL-II § 2
CALLING SPECIAL MEETINGS	SECTION 3: Authority to call special meetings shall be given to the President.	BL-IV § 1
<u>ARTICLE VII VOTING</u>		
WHO MAY VOTE	SECTION 1: Only Active members may vote	C-II § 4
QUORUM DEFINED	SECTION 2: The quorum is fifty percent (50%) of the membership or twelve (12) persons, whichever is less.	C-VIII § 1 BL-II § 1(b) Amended 3/19/02
MAJORITY DEFINED	SECTION 3: The majority is fifty percent plus one (50% + 1) of the active members present.	Amended 3/19/02
<u>ARTICLE VIII GENERAL SESSION MEETINGS</u>		
QUORUM FOR GENERAL BUSINESS	SECTION 1: The quorum needed for general conduct of business is fifty percent (50%) or 12 persons whichever is less.	C-VII § 2 BL-II § 1(b) Amended 3/19/02
<u>ARTICLE IX FINANCES</u>		
WHO MAY REQUEST FUNDING	SECTION 1: Any member of the Wesley community may request funding from the council. All requests must be debated and voted on in general session with a binding quorum outcome.	BL-XV § 1, et seq.
IMPOSITION OF FEES AND FINES	SECTION 2: Imposition of fees and fines, should such be determined as necessary, shall not be excessive and must be debated and voted on in general session with a binding quorum outcome.	BL-XV § 1(a)
<u>ARTICLE X ELECTIONS</u>		
NOMINATIONS FOR COUNCIL POSITIONS	SECTION 1: Nominations for council positions shall take place in mid February* and will be open for at least one (1) week. Nominations may be made by any currently enrolled Wesley student or faculty or staff member but the nominee must agree to the nomination. Agreement shall be signaled by the nominee initialing the nomination ballot.	BL-III § 3(a) BL-III § 3(c)
DATE FOR COUNCIL ELECTIONS	SECTION 2: Elections shall be by general and secret-ballot before the middle of March. In order to properly publicize nominees at least one (1) week should separate the nominating and the electing of students. All currently enrolled Wesley students are eligible to vote in elections.	BL-III § 4(a)
ELECTION BY MAJORITY VOTE	SECTION 3. Officers and Representatives stand elected when chosen by a majority of the vote.	BL-III § 4(f)
INSTALLATION OF NEW COUNCIL	SECTION 4: The newly elected council shall be installed during the last meeting of the academic year and serve one calendar year. *	Amended 3/19/02
	SECTION 5: The President and Vice-President positions can only be	

VACANCIES FILLED BY SPECIAL ELECTION	filled by students who have had experience serving on the Council.	BL-III § 3(f) BL-III § 8 Amended 3/19/02
VACANCY OF OFFICE OF PRESIDENT	SECTION 6: If any elected position except the Presidency becomes vacant, that vacancy shall be filled in accordance with the procedures outlined in the By-Laws.	BL-III § 8(b) BL-V § 1(c)
MULTIPLE OFFICES PROHIBITED	SECTION 7: In the event that the office of the President becomes vacant, the Vice-President shall automatically assume the office with a special election held to fill the vacancy thereby created in the Office of Vice-President.	
DISCIPLINARY ACTION	SECTION 8: No student shall hold more than one council position at a time.	BL-II § 2(b)
VOTE NEEDED FOR RECALL	SECTION 9: Any officer deemed negligent in his/her duties shall be subject to disciplinary action by the Executive council. Should that prove inadequate to remedy the situation, the officer shall be subject to impeachment by the general session of the Council.	
ELECTIONS OF FIRST YEAR REPS	SECTION 10: A majority vote of fifty-percent plus one (50% + 1) by the general session shall recall any standing officer from his/her office and a special election held to replace any officer thus removed from office.	BL-III § 6(b) Amended 3/19/02
	*SECTION 11: Special elections shall be held in August for the incoming class representatives within the first two weeks of the beginning of fall classes. First year representatives will then be installed at the general business session following their election to serve their terms as thereby elected.	
	<u>ARTICLE XI AMENDMENTS</u>	
RECOMMENDATIONS FOR AMENDMENTS TO CONSTITUTION	SECTION 1: Recommendations for amendments to the Constitution or By-laws of the Wesley Student Council may be submitted at any scheduled business meeting.	BL-XII § 2(a)
RECOMMENDATIONS PRESENTED IN WRITING	SECTION 2: Any recommendation for amendment must be presented in writing.	
DEBATE ON AMENDMENT TO BE AT FOLLOWING MEETING	SECTION 3: Any recommendation for amendment shall be debated and voted on at the meeting following that at which the proposal had been presented.	

VOTE NECESSARY FOR AMENDMENT

SECTION 4: An amendment must be accepted by a two-thirds vote of the active members present at the meeting. If passed, then said amendment must be put on the ballot during general elections in accordance with Amendment Guidelines set by the Constitution / Judiciary committee. The amendment must be passed by a majority of the voting student body. In the event that the amendment is of a timely and / or urgent nature, the Student Council may decide by 2/3 vote to hold a special referendum on the amendment at a time other than general election.

Amended 2/16/05

ARTICLE XII PARLIAMENTARY AUTHORITY

GOVERNING PARLIAMENTARY AUTHORITY

SECTION 1: The latest edition of *Robert's Rules of Order* shall govern the conduct of all meetings and prevail over all cases not covered by this constitution.

BL-II § 1(c)

ARTICLE XIII COPIES OF THE CONSTITUTION

AVAILABILITY OF COPIES OF CONSTITUTION

SECTION 1: Copies of this constitution shall be made available to each member of the Council upon his/her election to Student Council.

SECTION 2: Copies of this constitution shall be made available to anyone on request.

*Adopted April 4, 2000
Revised July 2001
Amended Spring 2005*

By-Laws of the Wesley Theological Seminary Student Council

ARTICLE I FUNCTIONS OF THE STUDENT COUNCIL

§ 1. Advisory Function

C-I § 2.1

OVERSIGHT
FUNCTION OF
COUNCIL

(a) The Council engages in continual evaluation of all community structures and programs, including standing committees and student organizations, and suggests to appropriate community bodies such improvements as may be deemed necessary or desirable.

C-I § 2.3

(b) Complaints, suggestions, problems or observations brought to the attention of the Council are referred to the appropriate group(s), one of which may be the Council itself.

§ 2. Initiating Function

C-I § 2

MANNER IN WHICH
MATTERS BROUGHT
TO COUNCIL'S
ATTENTION

(a) Matters for Student Council attention may be initiated by any individual or group in the community, including students, faculty, staff and administrators. All such matters (complaints, suggestions, problems or observations) may be delivered in person by the initiating individual, a representative on Council so chosen by the individual, or in writing via a suggestion box located either outside the mailroom or the Student Council office.

§ 3. Communications Function

SCHEDULING
CONFLICTS
COMMUNICATIONS

(a) All student organizations shall schedule their programs with the Student Council, which mediates scheduling conflicts.

SELECTION OF
EDITOR OF *WESLEY*
JOURNAL

(b) The Communications Committee of the Student Council is responsible for the selection of the Editor(s) of *The Wesley Journal*. The position is announced in an issue of *The Journal* during March and applicants are interviewed by the committee. The position runs for the academic Year (September through April). A current editor(s) may apply for re-appointment following the usual application process. The editor(s) is paid a stipend set by the budget each year and is accountable solely to the Council in forming editorial policies in consultation with the Communications Committee and in compliance with the terms of their contract as editor(s).

C-V
C-V § 2

§ 4. Representative Function

APPOINTMENT OF
REPRESENTATIVES

(a) The Student Council is responsible for appointing student

TO VARIOUS BODIES

representatives to standing committees.

- (b) The appointment of committee chairpersons by the Executive Committee must be ratified by simple majority vote of the Student Council.
- (c) The Student Council appoints two representatives to the Washington Theological Consortium to serve a two-year (2) term. The terms of these representatives begin in alternate years. A Consortium representative shall be given participatory representation in the programming meetings of the Council.

ARTICLE II STUDENT COUNCIL MEETINGS

C-VI

§ 1. Requirements

REGULAR MEETINGS

- (a) The Student Council shall meet in regular session at least once a month during the regular academic year (September through April), except that the Council shall not be required to meet during finals week.

C-VI § 1

QUORUM REQUIREMENTS

- (b) The quorum necessary for general conduct of business is fifty percent (50%) of the voting membership or twelve (12) persons, whichever is less. (Article VII Section 2, Article VIII Section I of the Constitution)

C-VII § 2
C-VIII § 1

PARLIAMENTARY PROCEDURE

- (c) *Robert's Rules of Order, Newly Revised*, (newest edition) shall govern parliamentary procedures used at all Council and Executive Committee meetings. In extreme circumstances the Council, by a two-thirds (2/3rds) vote, may suspend the Rules.

C-III § 2.5
C-XII § 1
BL-VIII § 1(c)

LOCATION FOR MEETINGS

- (d) Meetings of the Student Council shall be in a suitable location approved by the Executive Committee and publicly announced at least two weeks in advance of each meeting. Should it become necessary to change the location of a meeting, a notice of such change shall be conspicuously posted at the original location.

C-VI § 2

SCHEDULE OF MEETINGS

- (e) At the first meeting of each semester the Council shall set a schedule of meetings for the semester. To the extent practical, the schedule shall be published in *The Wesley Journal* along with any necessary changes. Special meetings may be called by petition of one-third (1/3) of the Council members, by two-thirds (2/3) vote of the Executive Committee or at the discretion of the Council President.

C-VI § 1
C-VI § 2

MINUTES OF MEETINGS

- (f) Minutes of general session Student Council meetings shall be posted by the Secretary of the Council within seven (7) days of the close of the meeting.

BL-VII § 1(b)(1)

§ 2. Attendance

ATTENDANCE POLICY

(a) In the event that a Student Council member misses (without excuse) four (4) regularly scheduled meetings in any one academic semester, that member may be subject to removal from office by a three-fourths (3/4) vote of the Council. In lieu of such removal, such member shall be offered the opportunity to resign his/her seat.

C-VI § 2

CONSEQUENCES FOR MISSED MEETINGS

(b) In the event any Student Council officer is negligent in attendance, in accordance with the preceding paragraph, that officer shall be subject to disciplinary action in accordance with Article X, Sections 8 and 9 of the Constitution.

C-X § 8

ARTICLE III ELECTIONS

C-II § 1; C-X

§ 1. Elections Committee

COMPOSITION OF ELECTIONS BOARD

(a) Student Council elections shall be conducted by an Elections Committee, composed of at least three (3) students. In September of each year, the Council shall select a Committee chairperson. Two (2) additional students, at least one (1) of whom is not a current member of the Student Council, shall be appointed by the Council in consultation with the chairperson. The Election Board shall select from within itself a vice-chairperson to act in the absence of the chairperson.

DUTIES OF ELECTIONS BOARD

(b) The Elections Committee administers, supervises and certifies all elections and referendums.

(c) The Elections Committee may establish additional election rules, consistent with the Constitution and By-Laws, provided the new rules are distributed to the Student Body at least two (2) weeks prior to an election.

§ 2. Voting Eligibility

ELIGIBILITY TO VOTE IN COUNCIL ELECTIONS

(a) All duly enrolled students of Wesley Theological Seminary shall have the right to vote in accordance with Article X of the Constitution.

§ 3. Nomination Procedures

NOMINATION PERIOD

(a) The Elections Committee shall designate at least one (1) week for a filing period (exclusive of any Spring or Holy Week break) of nominations. Such a period is to commence no later than the beginning of the second week of February, for students intending to run for an elected Council seat.

C-X § 1

C-X § 1

DECLARATION OF CANDIDACY

(b) Any student desiring to run for a seat must declare his/her candidacy for a specific seat by submitting filing papers on a form available from the Elections Committee or the Council Secretary. Additionally, such forms shall be printed in *The Wesley Journal* during the filing period. Candidacy shall not require a nominating petition or a “second.”

NOMINATING PETITION

(c) Any Wesley student may nominate a student by submitting a nominating petition (available from the Elections Committee or the Council Secretary) to the Elections Committee or the Council Secretary via the Student Council office. The nominated individual must indicate acceptance of the nomination by initialing the nominating petition before said petition is returned to the Elections Committee or the Council Secretary. The date of filing will be deemed to be the day the nominating petition is submitted to the Elections Committee or the Council Secretary.

C-X § 1

VACANCIES ON BALLOT

(d) In the event that following the close of the nominations filing period, the ballot is not filled, the filing period shall be extended for an additional one week period for the unfilled categories only. An unfilled category is any category for which there is not one (1) more candidate than the number required to fill the position. (For example, if voting to elect one (1) individual to a position, there must be at least two (2) candidates running for that position to be closed during the nomination extension period.) Notice of such extension shall be posted conspicuously in at least three different campus locations and in *The Wesley Journal*.

WRITE-IN BALLOTS

(e) Each position shall be open for write-in votes on the election ballot. If anyone wins on a write-in vote, they shall have the right to refuse to serve on Student Council.

VACANCIES AFTER ELECTION

(f) In the event that there is/are vacant seat(s) at the end of the election, such seat(s) shall be declared vacant at the first Student Council meeting held after elections, and the Council will be empowered to fill the seat by appointment, of a student meeting the requirements for such position.

C-X § 5
BL-III § 8

§ 4. Voting Procedures

DATE FOR ELECTIONS

(a) Elections shall be held before April 1st at a location established by the Elections Committee. Notification shall be published in *The Wesley Journal* at least one week (1) prior.

C-X § 2

PROTECTION AGAINST VOTER FRAUD

(b) The Elections Committee is responsible for ensuring that each student gets only one vote per round of elections

BALLOTS DECLARED

(c) After the close of polls, the ballots will be officially counted and

INVALID

the tally certified by no less than one-half (1/2) of the Elections Committee and an outside observer. The winners are determined by plurality and election results shall be posted on the Community Bulletin Board as soon as each elected student has accepted their election. A record of the ballots cast for each candidate shall be filed with the Student Council. Ballots from any election shall be held by the Elections Committee until November, in the event an election recall is demanded.

- (d) Ballots shall be declared invalid for the following reasons: the number of seats to be filled for each position has been exceeded; the Elections Committee members tallying the votes are unable to determine which candidate for a (any) position was indicated. A write-in candidate's name appears in more than one position or category on the same ballot. Notice of the number of invalid ballots shall be posted with the election results on the Community Bulletin Board

TIE VOTES

- (e) In the event of a tie vote, the order of finish shall be determined by a run-off to be held within two weeks of the original election. Notice of the run-off must be communicated to the student body at least one (1) week prior to the scheduled run-off. The pools will be open for the run-off during lunch and dinner meals for one week.

C-X § 3
Amended 2/16/05

§ 5. Appeals

PROTESTING RESULTS OF ELECTION

- (a) If any student shall desire to protest the election results or procedures, they must contact the chairperson of the Elections Committee within one (1) week—five (5) class days—following the posting of the election results.

PROTEST HEARING

- (b) Within one (1) week of a protest being filed, the Elections Committee chairperson shall set a hearing date and time for the full committee at which any witness shall be interviewed in order to establish the nature of the complaint. If necessary, the actual ballots will be available for examination. If no justified complaint can be upheld, the election results shall stand.

REVIEW BY ELECTIONS BOARD

- (c) In the event of a justified complaint, the Elections Committee shall resolve the complaint or determine new procedures.
- (d) All decisions made by the Elections Committee may be appealed to the Student Council within seven (7) days of the Election Committee's decision being rendered. Any constitutional issue shall be referred to the Constitutional and Judicial Review Committee

for final adjudication.

§ 6. Tenure

INSTALLATION AND
TENURE OF NEW
MEMBERS

(a) The newly elected members take office in April at a special organizational meeting following the last regular Council meeting of the current academic year. Newly elected members shall serve until elections are held the following Spring. Officially, however, the transition of one Council to the next does not take place until July 1.

C-X § 4

INSTALLATION AND
TENURE OF FIRST
YEAR REPS

(b) The tenure of Council members elected during the fall (1st year Representatives) shall be from the time of their election (September) until elections are held the following Spring -one full school year, September to April.

C-X § 10

TENURE OF
APPOINTED
MEMBERS

(c) Representatives elected and appointed by the Council to serve as representatives to the Washington Theological Consortium shall serve for two (2) year terms. These representatives should serve staggering terms, meaning that only one representative to the Consortium should be elected every other year.

§ 7. Election of Officers

ELECTION OF
OFFICERS

(a) In accordance with Articles II and III of the Student Council Constitution, the offices of President, Vice-President, Secretary and Treasurer are elected by the student body directly in a second election after such person have been elected as representatives to the Council. This second election of officers will occur within two weeks of the general council election after nominees have accepted their nomination. A student may only run for one office in a given election cycle. The office of Parliamentarian will filled by Presidential appointment by the incoming President.

C-II
C-III

§ 8. Vacancies

VACANCIES
BETWEEN
ELECTIONS

(a) Any vacancy in the position(s) of a student representative on the Student Council occurring between elections, or in the event that an elected student refuses their seat, the vacancy will be filled by the nominee who received the next-highest number of votes in the last general election. If there is no such person, or that person is unwilling or unable to serve, the Council will appoint from the student community at large a person of the appropriate category to fill the vacancy.

C-X § 5
BL-III § 3(f)

VACANCIES IN
OFFICES OF
OFFICERS

(b) Any vacancy in the offices (President, Vice-President, Secretary or Treasurer) are to be handled in accordance with Articles III and X of the Student Council Constitution whereby a vacancy in the office of President is filled by the Vice-President and all other

C-X § 6
BL-V § 1(c)

vacancies in office shall be filled by special election.

ARTICLE IV THE OFFICE OF PRESIDENT

C-III § 2.1

DUTIES OF PRESIDENT

§ 1. Powers and Duties of the President

- (a) To convene and preside over all regular meetings of the Student Council, the Executive Committee, and all special Student Council meetings.
- (b) To serve as ex-officio member with voice and vote on all committees of the Student Council, except the Elections Committee.
- (c) To appoint chairpersons of all ad-hoc committees, subject to ratification by the Student Council.
- (d) To represent the Council at meetings of the Wesley Theological Seminary Board of Governors.
- (e) To communicate the actions of the Council to the appropriate body or persons.
- (f) To meet with the Academic Dean each September and January to identify faculty committees which call for student representation.
- (g) To gather the recommendations for student appointments from the Executive Committee, chairpersons of Standing Committees, and the current presidents/chairpersons of student organizations.
- (h) To notify and excuse from service any student appointed to a Standing Committee of the Student Council who does not or cannot actively participate, subject to the approval of the Council.
- (i) The President shall appoint one (1) Parliamentarian, who shall serve at the pleasure of the President and shall be the chief advisor to the Student Council and the Executive Committee concerning rules of procedure and governance.
- (j) To co-sign vouchers in the absence of the Treasurer.

APPOINTMENT OF PARLIAMENTARIAN

ARTICLE V THE OFFICE OF VICE-PRESIDENT

C-III § 2.2

DUTIES OF VICE-PRESIDENT

§ 1. Powers and Duties of the Vice-President

- (a) The Vice-President shall assist the President with his/her duties as needed, and in the absence of the President shall preside at the meetings of the Student Council and the Executive Committee.

VACANCY IN OFFICE OF PRESIDENT

- (b) The Vice-President shall serve as the Chairperson of the Communications Committee.
- (c) In the event of a vacancy in the office of President, the Vice-President shall immediately assume the office of President.

C-III § 2.2
 C-X § 6
 BL-III § 8(b)
 C-III § 2.4

ARTICLE VI THE OFFICE OF TREASURER

§ 1. Powers and Duties of the Treasurer

DUTIES OF TREASURER

- (a) To keep an orderly account of the Student Council’s financial affairs and submit a report to the Council at program meetings.

F-II(a)

CO-SIGNING OF VOUCHERS

- (b) To co-sign all vouchers. Should the Treasurer be unable or unavailable to do so, The President is empowered to co-sign all vouchers in the absence of the Treasurer.

BL-IV § 1(j)

- (c) To preside at all meetings of the Council in the absence of both President and Vice-President.

- (d) To serve as (ex-officio) chairperson of the Finance Committee.

BL-IX

- (e) The Treasurer shall enforce the agreed upon policy regarding the reporting of organizations who receive moneys from the Council.

BL-XV § 3(a)(2)(A)(i)

ARTICLE VII THE OFFICE OF SECRETARY

§ 1. Powers and Duties of the Secretary

DUTIES OF SECRETARY

- (a) To keep necessary records of all Student Council action.

- (b) To post in a timely manner, the following:

- (1) Minutes of regular Council meetings within one (1) week of the close of the meeting;

BL-II § 1(f)

- (2) Student Council announcements;

- (3) Student Council agenda for an upcoming meeting;

C-VI § 2

- (4) Minutes of special Student Council meetings;

- (5) The updated budget of the Student Council every two (2) weeks.

MINUTES FILED IN LIBRARY

- (c) To ensure the minutes of the previous Council are bound and filed in the library.

- (d) To preside at meetings of the Council in the absence of the

President, Vice-President and Treasurer.

ARTICLE VIII OFFICE OF PARLIAMENTARIAN

C-III § 2.5

§ 1. Powers and Duties of the Parliamentarian

DUTIES OF
PARLIAMENTARIAN

- (a) To serve at the pleasure of the President, providing counsel on proper parliamentary procedure and governance, having voice but no vote on any and all measures before the Student Council, the Executive Committee and all Standing and/or Ad-hoc committees of the Student Council.
- (b) The Parliamentarian shall chair the Constitutional and Judicial Review Committee.
- (c) To ensure proper parliamentary procedure is followed at all Student Council, Executive Committee and Special Student Council meetings, according to *Robert's Rules of Order* (the latest edition thereof).
- (d) To ensure compliance with the Constitution and By-Laws of the Student Council by all committees (including but not limited to: general council, executive, standing, and ad-hoc) and student organizations who align themselves with the Student Council.

BL-IV § 1(i)

C-III § 2.5
C-XII
BL-II § 1(c)

C-XIII

ARTICLE IX EXECUTIVE COMMITTEE

§ 1. Powers and Duties of the Executive Committee.

C-III § 3

DUTIES OF
EXECUTIVE
COMMITTEE

- (a) The Executive Committee shall be composed of the officers of the Student Council (President, Vice-President, Secretary, Treasurer, and Parliamentarian (without vote)) plus two Student Council members elected by a simple majority vote at the first meeting of an incoming (new) Council.
- (b) The Executive Committee meets at the call of the President who then shall report any action to the next regular meeting of the Council.
- (c) The Executive Committee acts upon matters referred to it by the Council. It shall not take original action except in the case of clear emergencies. Excepting that, in accordance with Article III, Section 3 of the Constitution, the Executive Committee shall appoint a committee to audit the books of the Treasurer before each new Executive Committee is seated. Additionally, the Executive Committee shall appoint Ad Hoc Committees as deemed necessary.

AUTHORITY OF
EXECUTIVE
COMMITTEE

TENURE OF

- (d) Members of the Executive Committee serve in office for the year

EXECUTIVE COMMITTEE

in which they have been elected to serve in Student Council. Each new Student Council will constitute the seating of a new Executive Committee.

- (e) The members of the Executive Committee shall serve on the Community Concerns Fund Committee.

ARTICLE X STANDING AND AD-HOC COMMITTEES

§ 1 Duties of Standing Committees

DUTIES OF STANDING COMMITTEES

- (a) Standing Committees of the Student Council shall meet as needed during the regular academic year (September through April), excluding the month of December, Standing Committees shall also meet as required by the President, the Executive Committee or the full Council.

BL-I § 4(a)

LIABILITY FOR FAILURE TO MEET

- (b) The Chairperson(s) of any Standing (or Ad-Hoc Committee) that has knowingly failed to meet when concerns directly relevant to that committee are pending, may be removed from their position by simple majority vote of the Student Council.

§ 2. Committee Business

REFERRAL IN DUE COURSE

- (a) All motions and/or legislation that comes within the official power(s) or authority of any Standing Committee will be sent to that committee for review.

§ 3. Ad-Hoc Committees

ESTABLISHMENT OF AD HOC COMMITTEES

- (a) Ad-Hoc Committees may be established by the President, Executive Committee or the Student Council.

APPOINTMENT OF AD HOC CHAIRS

- (b) Chairpersons of Ad-Hoc Committees shall be appointed by the President.

BL-IV § 1(c)

ARTICLE XI FINANCE COMMITTEE

§ 1. Composition

COMPOSITION OF FINANCE COMMITTEE

- (a) The Finance Committee shall consist of the Treasurer, who serves as Chairperson, and at least two (2) other representatives of the council who were elected at large from the student body in the spring general election, and at least one (1) representative elected from the first year class during the fall election. Representatives to the council from a student organization are not allowed to serve on the Finance Committee. All will serve on the Committee for the duration of their elected Student Council terms.

BL-VI § 1(d)
Revised 2/16/05

DUTIES OF FINANCE COMMITTEE

§ 2. Duties

- (a) It shall be the duty of the Finance Committee to prepare the budget and to review and report on all requests for financial allotments by the Student Council in accordance with Article 15 of these By-Laws.

F-II(b)

ARTICLE XII CONSTITUTIONAL AND JUDICIAL REVIEW COMMITTEE

COMPOSITION OF CONSTITUTIONAL AND JUDICIAL REVIEW COMMITTEE

§ 1. Composition

- (a) The Constitutional and Judicial Review Committee shall consist of the Parliamentarian, who serves as Chairperson, and at least: one first-year student, and at least two (2) other representatives. They can be either an at large representative or a representative from a student organization. All will serve for the duration of their Student Council terms

BL-VIII § 1
Revised 2/16/05

§ 2. Duties

DUTIES OF CONSTITUTIONAL COMMITTEE

- (a) The committee shall propose, study, and report on any amendments to the Constitution or By-Laws.
- (b) On appeal from a ruling from the President or presiding officer, it shall be the duty of the committee to adjudicate the constitutionality of said ruling before the Student Council.

C-XI § 1

ARTICLE XIII COMMUNICATIONS COMMITTEE

COMPOSITION OF COMMUNICATIONS COMMITTEE

§ 1. Composition

- (a) The Communications Committee shall consist of the Vice-President, who serves as Chairperson, three (3) members of the Student Council, two (2) members of the student community at large and the Editor(s) of *The Wesley Journal*. The Editor(s) of *The Wesley Journal* shall serve with voice but without vote.

C-V § 3
BL-V § 1(b)

§ 2. Duties

DUTIES OF COMMUNICATIONS COMMITTEE

- (a) The Communications Committee shall select the Editor(s) of *The Wesley Journal* in accordance with Article I, Section 3(b) of these By-Laws and Article V, Sections I & 2 of the Constitution.

C-V § 1

OVERSIGHT OF EDITOR OF *WESLEY JOURNAL*

- (b) The Committee shall review the performance of the Editor(s) for the purpose of making recommendations for changes in editorial policy and/or coverage. However, the Committee shall not have the right to censor *The Wesley Journal* nor interfere with the conduct

cf. BL-XIII § 2(d)

REMOVAL OF
WESLEY JOURNAL
EDITOR

- of its business.
- (c) The Council may remove the Editor(s) upon failure to comply with his/her contract (Article V, Section 2 of the Constitution of the Student Council) or upon failure to comply with their responsibilities as Editor(s) as outlined in said contract and Article V, Section 3 of the Constitution.
 - (d) The Council shall remove immediately the Editor(s) in clear and unequivocal cases of disregarding the dignity and rights of any person or group of persons in the publication of inflammatory material including but not limited to racism, sexism, ageism, heterosexism and interchurch/interfaith intolerance. A Written Apology for campus distribution will be required and the Council may determine a fine if the imposition of such is deemed necessary.

C-II § 3
cf. BL-XIII § 2(b)
BL-XIV § 1(e)

RESPONSIBILITY FOR
PUBLICATION OF
WESLEY JOURNAL

- (e) In the event that an Editor(s) is/are unable to continue in the performance of their duties as Editor(s) the Communications Committee shall assume responsibility for uninterrupted publication of *The Wesley Journal* and institute an immediate search for a new Editor(s).
- (f) In the event of a temporary and/or emergency situation where the Editor(s) is/are unable to produce an issue (to not exceed two (2) regular *Journal* publications), the Communications Committee shall assume responsibility for the uninterrupted publication of *The Wesley Journal*.

ARTICLE XIV THE HOSPITALITY COMMITTEE

COMPOSITION AND
RESPONSIBILITY OF
THE HOSPITALITY
COMMITTEE

§ 1. Composition

- (a) The Hospitality Committee shall consist of the Secretary, who shall serve as chairperson, and at least three (3) other members of Student Council.

§ 2. Duties

- (a) The Hospitality Committee will oversee all matters pertaining to offering hospitality on campus specifically with the purpose of limiting the burden and stress of students. The Hospitality Committee will also submit a recommendation concerning all proposals pertaining to hospitality to be voted on by the Council.

- (b) In coordination with the Community Life Office, the Hospitality Committee shall plan and organize community dinners to be paid for by the Student Council.

COMPOSITION AND RESPONSIBILITY OF THE STUDENT CARE COMMITTEE

(c) It is the responsibility of the Hospitality Committee to ensure that Wesley's IT Department is providing adequate maintenance in the campus computer labs. It is also the responsibility of the Hospitality Committee to coordinate with the Mailroom staff to provide free printing paper in the computer labs.

ARTICLE XV THE STUDENT CARE COMMITTEE

§ 1. Composition

- (a) The Student Care Committee shall consist of at least 2 and no more than 3 active members of student council, with one of those members serving as chair.
- (b) Four members from the Wesley Student Body at Large Appointed by the student council, exec committee or president.

§ 2. Duties

- (a) The primary duty of the student care committee is to provide student and administrative support for matters surrounding the mental, spiritual and physical well being of the Wesley community.
- (b) The Student Care committee will have monthly open meetings, encouraging broad student body participation, for discussion and planning how to support student care needs.
- (c) The committee will provide material for a monthly column in the Wesley Journal addressing relevant issues concerning student care.

ARTICLE XVI THE OFFICE OF EDITOR(S) OF THE WESLEY JOURNAL

§ 1. Powers and Duties of the Editor(s) as found in the Editorial Policy and defined by their contract with the Student Council:

- (a) Gathering and editing articles for the *Journal* on a weekly basis during fall and spring semesters, excepting the week of finals.
- (b) Establishing the layout of the articles.
- (c) Contacting contributors when changes or adjustments are deemed necessary.
- (d) Reporting to the Student Council at regular intervals.
- (e) Assuming liability for all articles and opinions appearing in print in the Journal.
- (f) Proofreading typed copy of the Journal before submitting to the

POWERS AND DUTIES OF WESLEY JOURNAL EDITOR

REQUIREMENT OF EDITOR TO REPORT TO COUNCIL

C-V

C-V § 3

BL-XIII § 2(d)

Mail Room for printing and distribution.

- (g) Following established procedure for the submission of articles ((by a deadline set by the Editor) and submission to the Mail Room for printing and distribution at a regular time negotiated with the Mail Room staff.
- (h) Additionally, the Editor will work closely with the Communications Committee and the Student Council to maintain a regular flow of articles from the student body, with an emphasis on events and news pertaining to the Wesley community.

ARTICLE XVII FEES AND BUDGET

C-IX

§ 1. Money available to the Student Council

AVAILABILITY OF
MONEYS FOR
STUDENT COUNCIL

- (a) Money available to the Student Council consists of, but is not limited to, the student fee included in each semester’s registration (including summer). The Student Council is also authorized to solicit funds for special projects.

C-IX § 2

SPECIAL PROJECTS

- (b) Special Projects are determined by full general session of the Student Council, during a regular or special meeting, by simple majority vote.
- (c) Solicitation of funds for Special Projects shall be approved by simple-majority vote in full general session of the Student Council, during a regular or special meeting.

§ 2. Fiscal Year

FISCAL YEAR

The Fiscal year for the Student Council runs from July 1 to June 30

§ 3. Budget Disbursal

BUDGET DISBURSAL

- (a) The Council prepares and disburses the budget according to the criteria established by the Student Council, in accordance with the Constitution and By-Laws of the Student Council, contained in the Financial Procedures Manual maintained by the Treasurer and the Finance Committee.

F-I(a)

FINANCIAL
PROCEDURES
MANUAL

- (1) A Financial Procedures Manual shall be maintained listing preparation and disbursement procedures for all funds. This manual shall be kept and maintained with all current financial procedures by the Treasurer of the Student Council. The Manual shall be brought to all Student Council and Executive Council meetings. The Manual shall be available at all meetings

F-III

ORGANIZATIONS
ELIGIBLE TO APPLY
FOR FUNDING

for reference and inspection by any and all members of the Council.

- (2) All Organizations that have submitted a current constitution and list of officers to the Student Council are eligible to apply for funds from the Student Council.

BL-XVII

(A) Application Procedure

- (i) The Student Council Treasurer, no later than the week prior to Reading Week of the spring semester, will place a notice in *The Wesley Journal*, and contacting student organizations directly, informing the entire Wesley Community of budget request procedures and deadlines. Such notice will include, but not be limited to:

BL-VI § 1

- (a) Filling of the Constitution requirement by the applying organization;
- (b) Date and place all budgets and other requirements must be submitted to the Council Treasurer;
- (c) Format of the budget request(s);
- (d) Date of an open budget hearing on all Wesley community budget requests;
- (e) All items needed for proper submission of budget requests.

BUDGETS FOR
STUDENT COUNCIL
COMMITTEES

- (3) Committees of Student Council must also submit budgets by the date set in (2)(A)(i)(b) of these By-Laws as listed above. Failure by any committee chair to submit a budget will constitute action by the Executive Committee in accordance with Article X of these By-Laws. The Executive Committee is given the right to submit a budget on behalf of any committee that fails to so submit. Submission by the Executive Committee must be done prior to guidelines outlined in paragraph (2)(A)(i)(d) of these By-Laws as listed above.

ZERO-BASED
BUDGETS REQUIRED

- (4) All committees and organizations shall submit zero-based budgets. Each organization may request partial expenses (covering registration and travel expense) for persons attending conferences to represent that organization and/or the Student Council. Council funds shall not be used to pay for lodging or meals. In order to have accountability to the students, an open forum, presentation or written report is required of those attending such conferences. Approval of such requests are subject to available funds budgeted under "Special Appropriations" of the Student Council Budget as detailed in

BL-XV § 5
F-VIII

the Financial Procedures Manual. All requests must be made prior to the expenditure of funds. Required report or other accountability procedure(s) as specified above must be submitted or given no later than two (2) regular scheduled meetings of the Student Council. Failure to submit the required report will result in all funds being frozen for said organization until such time as this requirement is met. Failure on the part of a Student Council member to submit the required report may result in the individual being billed for the funds extended on their behalf for conference participation.

CHARITABLE
DONATION LINE
ITEMS PROHIBITED

- (5) Budget requests for donations to a charity are not accepted. Funds for charities must be raised independently of student funds.

TRAVEL VOUCHERS

- (6) Travel vouchers and/or receipts with full explanation are required for any expenses that are reimbursed by Council.
- (7) The Student Council may contribute to the Student Concerns Fund which offers financial grants to students during emergencies. The allocation of money from this fund is decided by the Finance Committee; the allocation of money to this fund is decided by simple-majority vote at Council meetings. The Student Concerns Fund has a standing fund of \$1000.00 for each academic year, with or without additional monies from Student Council.

§ 4. Presentation of Budget

PRESENTATION OF
BUDGET

- (a) The Treasurer, on behalf of the Finance Committee, presents to the Council a budget for the funding of the following:
 - (1) All standing committees and student organizations;
 - (2) The operating fund of the Student Council, including but not limited to stipends for the officers, publication of *The Wesley Journal* and any other Student Council sponsored publications, and the copying of such necessary items as meeting minutes;
 - (3) The contingency fund for special events or emergencies.

STUDENT
CONCERNS FUND

§ 5. Special Appropriations

PROCEDURES FOR
SPECIAL
APPROPRIATIONS

- (a) Special appropriations may be made to students or student organizations according to the procedures established by the Finance Committee in the Financial Procedures Manual
- (b) The Council may appropriate money for special programs of

student groups at its discretion.

- (c) The Finance Committee shall take into consideration if money is available for such a request, and then make a recommendation to the Student Council as to whether or not funds are available to fulfill a special appropriations request.
- (d) Requests must then be approved by a majority vote of the Student Council.

§ 6. Budget Hearings Process

- (a) The Treasurer will compile all requests by March 1 or the start of the Reading Period in the Spring Semester, which ever comes first, and schedule a hearing to be attended by all groups requesting student funds. Representative from the groups must remain for the entire hearing.
- (b) Immediately following the hearing, the Executive Committee prepares a tentative budget which is distributed to all Council members, committee chairpersons and student organization representatives within two class days.
- (c) A second budget hearing is to be held two (2) weeks following the first, for the purpose of hearing responses from each committee and organization to the tentative budget.
- (d) Immediately following the second budget hearing, the Executive Committee amends the tentative budget as needed.
- (e) The Treasurer shall propose the amended budget to the Student Council for final approval before March 31st
- (f) Each committee and organization must get prior approval from the Council if major changes in line item expenditures are to be made. The Treasurer is not authorized to approve vouchers unless such approval has been granted.
- (g) Any organization which created after the budget for Student Council has been approved (March 31 as per Article XV, § 6(e), above), may submit a request for funding, however receipt of funds shall be limited to Council approval and the availability of monies within the Student Council budget.

F-V(d)

HEARING REQUIRED FOR REQUESTS

ARTICLE XVIII MEETINGS

C-VI

OPENNESS OF
COUNCIL MEETINGS

§ 1. Open Meetings

- (a) The Student Council shall meet in open session, except as to matters of personnel or disciplinary action, or in the administration of emergency loan funds, when the right to a closed session shall apply.

§ 2. Student Community Meetings

C-I § 2.1

STUDENT
REQUESTED FORUMS

- (a) Students may request the use of a Student Council Forum in order to address issues pertinent to the Wesley community. Said student(s) will work with a member of Student Council to develop an agenda for the proposed Forum, in writing, to the secretary prior to the meeting in which the Student Council will consider them. Upon approval, Student Council shall set the time and place of the Forum, in consultation with the student(s). It will be up to the student(s) to invite individuals who need to attend. The Secretary shall post proper notification to the Wesley Community.
- (b) It is not mandatory for Student Council to hold any fixed number of Forums. Forums may be held as often as there is student interest.

ARTICLE XIX STUDENT ORGANIZATIONS

C-I § 2.2

SELF-GOVERNING
STATUS OF STUDENT
ORGANIZATIONS

§ 1. Student Organizations are self-governing.

BL-XV § 3(a)(2)

Student Organizations are self-governing. However, as long as a Student Organization continues to receive funding from the Council, it is held accountable by the Council for using the funds received from Student Council as designated in their budget requests and for reporting at programming meetings according to the policy set forth in the Policies and Administration manual of the Student Council and Article XV of these By-Laws. Failure to receive funds as designated or report to programming meetings shall result in the immediate freezing of that portion of the organization’s budget that is derived from the Council.

*Adopted April 4, 2000
Revised July 2001
Revised January 2003
Revised Spring 2005
Revised Spring 2009
Revised Fall 2012
Revised Fall 2014*

PRIMER ON PARLIAMENTARY PROCEDURE

Parliamentary procedure is the manner in which organizations conduct routine business. Its usefulness is manifold, but is appreciated for two primary reasons. First, the use of some procedure ensures that meetings proceed smoothly and efficiently and with minimal distraction or disruption. Second, and perhaps more importantly, procedure ensures that matters addressed by an organization are done fairly and evenhandedly. Parliamentary procedure ensures that all issues and concerns are handled with equanimity—no one group getting more favorable treatment than any other. Such a process insures the integrity of the outcome of an organization’s deliberations.

Because many people are not familiar with the basics of parliamentary procedure, a basic outline is provided below. This is by no means definitive—there are many variations and possibilities during the course of debating an issue—but this will serve as a basic framework.

MOTION IS MADE

Before any issue is debated, the person(s) suggesting the issue must frame the question in terms of some action to be taken. The chair may introduce the sponsor of the amendment or after outlining the issue, may solicit a motion.

Chair: *“The next item on the agenda is a dinner honoring Prof. Smith. John has asked that this item be placed on the agenda. John...”* or *“A student has requested that the council plan a dinner in honor of Professor Smith. A motion is in order to take up this item.”*

John: *“I move that the Council allocate \$500 for a picnic dinner honoring Prof. Smith on April 20.”*

MOTION IS SECONDED

Most motions require a second, that is, at least one other council member to support the idea. If a motion receives no second it dies and the meeting proceeds to the next item of business.

“I second the motion.”

DEBATE

Upon seconding the chair opens the floor to debate. Only the substance of the motion should be debated. Side issues or other proposals are out of order.

MOTION IS AMENDED

If a member believes that the substance of the motion requires fixing, that member may offer an amendment.

“April 20 is close to finals. I would like to offer an amendment to change the date of the proposed picnic dinner to April 13.”

If the sponsor of the original motion has no objection to the amendment, the amendment is accepted as a “friendly amendment.” If the sponsor of the original motion does object, the amendment must be seconded, debated, and voted upon before continuing with the debate on the original motion.

If the amendment is adopted, either by assent from the original sponsor or by vote of the Council, then debate continues on the motion “as amended.”

DEBATE CLOSED—MOTION IS VOTED UPON

When it appears that the motion has been sufficiently debated, debate is closed and the chair calls for a vote. The chair usually will restate the motion and call for a vote.

“The question is on the adoption of a motion that the Council allocate \$500 for a picnic dinner honoring Prof. Smith on April 13. All in favor say ‘aye’...all opposed say ‘no.’”

The chair then announces the results of the vote.

“The motion as amended passes.”

COUNCIL INVOLVEMENT IN STUDENT ORGANIZATIONS

Purpose: In light of the transient nature of seminary life and thus of the make-up of all Student Organizations, it is the responsibility of Student Council and the Council representatives to maintain and guarantee consistent and fruitful activity by the Student Organizations for the benefit of campus life.

Roles: That each Student Organization be joined by a representative of Student Council to ensure the continuation of each organization and that each organization is following the guidelines set by Student Council for the benefit of the organization;

- a) That each student representative to the organizations cannot and will not serve in leadership functions in the organization but only as a consultant;
- b) That each student representative will aid communication between Student Council and the Student Organization, and between the Student Organization and the student body;
- c) That, when appropriate, the student representative to a particular organization come from the relevant Student Council committee (ex: Wesley Fellowship be joined by a Hospitality Committee member, if the Hospitality Committee is voted to be standing);
- d) That the student representative to the organizations encourage, and not replace, the Student Organizations' presence in Student Council;
- e) That, if needed, the student representative aid in writing, re-writing, or following the Student Organizations' constitution;
- f) That upon approval Student Council members volunteer or be assigned to Student Organizations, and in future years the Council select representatives to the organizations upon the election of each Student Council member (spring, and fall for first-year members).

INTRODUCTION TO THE 2015 REVISED EDITION

In Spring 2013, Student Council became a primary driving force behind mental health initiatives at Wesley Theological Seminary. A small group of concerned students came to student council concerned about mental and spiritual wellbeing at Wesley, and they formed a committee to pursue the issue. The work of this committee became a movement called “Heal Wesley.” The Heal Wesley Movement brought concerns of students to light through a letter to Administration and the Board of Governors that garnered 250 signatures from students, staff, and alumni. Near the end of the semester, Student Council, in conjunction with the Dean’s office, held a forum where people shared their experiences navigating seminary with little to no access to mental health care. The dean’s action out of that forum was to create a working group of students, staff, alumni, and mental health professionals to brainstorm the next steps toward mental healthcare for Wesley Students. Because this movement was birthed out of Student Council, we voted in Fall 2014 to amend the constitution to add a permanent committee dedicated to continuing this work.

Additions:

ARTICLE XV: STUDENT CARE COMMITTEE

1. Composition

- (a) The Student Care Committee shall consist of at least 2 and no more than 3 active members of student council, with one of those members serving as chair.
- (b) Four members from the Wesley Student Body at Large Appointed by the student council, executive committee or president.

2. Duties

- (a) The primary duty of the student care committee is to provide student and administrative support for matters surrounding the mental, spiritual and physical well being of the Wesley community.
- (b) The Student Care committee will have monthly open meetings, encouraging broad student body participation, for discussion and planning how to support student care needs.
- (c) The committee will provide material for a monthly column in the Wesley Journal addressing relevant issues concerning student care.

The numbering, table of contents, and indices have been revised to reflect this addition.

Aislinn Kopp
President, 2014-2015

INTRODUCTION TO THE 2013 REVISED EDITION

This booklet contains the Revised Edition of the Constitution and By-Laws of the Wesley Theological Seminary Student Council. This version was revised in the spring of 2013 to reflect changes approved by the Student Council and by vote of the student body in February 2013.

In fall 2012, the Student Council formed an ad hoc committee to review council voting procedures. Under the advisement of this committee, the Student Council approved a special election be held to amend the Constitution. The student body approved to change the elections procedures for Student Council by moving to 'tiered' online elections with paper and electronic nominations.

The following amendment appears in this edition of the Constitution and By-Laws:

Revisions:

Article III, para 1a: Reduction of the number of members of the Elections Committee to 3 total (2 student council members, 1 non member).

Reasoning: Currently the Constitution requires 4 members (2 council members, 2 non members). This reduction is aided by the move to online elections that ease 'table time' commitments of the Elections Committee. The requirement to find two non members was burdensome.

Article III, para 4b: Elimination of the mealtime voting period.

Article III, para 4c: Addresses paper ballot voting procedure to prevent voter fraud. Wording would be changed to read 'The Elections Committee is responsible for ensuring that each student gets only one vote per round of elections'

Article III, para 4g: Addresses absentee ballots. Remove this section, as absentee ballots should no longer be necessary with access to online voting.

Article III, para 7a: Addresses the voting procedures for Student Council Officers. This section will change pending the decision of the student body. Wording would be changed to read "In accordance with Articles II and III of the Student Council Constitution, the offices of President, Vice-President, Secretary and Treasurer are elected by the student body directly in a second election after such person have been elected as representatives to the Council. This second election of officers will occur within two weeks of the general council election after nominees have accepted their nomination. A student may only run for one office in a given election cycle. The office of Parliamentarian will filled by Presidential appointment by the incoming President."

Reasoning: Moving to online elections requires these changes to the constitution for logistical purposes.

Margaret N. Frazier
President, 2012-2013

INTRODUCTION TO THE 2012 REVISED EDITION

From the spring of 2011 to the spring of 2012, it came to the attention of the Student Council that there were some discrepancies between the Financial Procedures Manual and the Constitution, as well as some no longer relevant procedures in both documents. Furthermore, in the spring of 2012 the Executive Committee endeavored to write an Executive Committee Manual that would improve the performance of the Executive Committee while also widening and strengthening the vision and goals of the Student Council. In doing so, the Executive Committee concluded that the Constitution required editing to better reflect the changing and flexible nature of the Student Council and to deepen the Council's possible impact on the students, as well as the institution, of Wesley Theological Seminary.

Seeking to resolve discrepancies between Council documents, and seeking to reflect the current state of the Student Council and its trajectory, the Executive Committee proposed the following changes to the Council, which were approved: grammatical edits throughout and the addition of the Hospitality Committee as a permanent committee of the Student Council. It was also advised that a section be added defining the relationship between the Student Council representatives and the active student organizations. This section was not approved by vote and the proposed amendment was instead included as an appendix to the Constitution.

Additions:

ARTICLE XIV THE HOSPITALITY COMMITTEE

1. Composition:

- (a) The Hospitality Committee shall consist of the Secretary, who shall serve as chairperson, and at least three (3) other members of Student Council.

2. Duties

- (a) The Hospitality Committee will oversee all matters pertaining to offering hospitality on campus specifically with the purpose of limiting the burden and stress of students. The Hospitality Committee will also submit a recommendation concerning all proposals pertaining to hospitality to be voted on by the Council.
- (b) In coordination with the Community Life Office, the Hospitality Committee shall plan and organize community dinners to be paid for by the Student Council.
- (c) It is the responsibility of the Hospitality Committee to ensure that Wesley's IT Department is providing adequate maintenance in the campus computer labs. It is also the responsibility of the Hospitality Committee to coordinate with the Mailroom staff to provide free printing paper in the computer labs.

John H. D. Lucy
President, 2011-2012

INTRODUCTION TO THE 2009 REVISED EDITION

This booklet contains the Revised Edition of the Constitution and By-Laws of the Wesley Theological Seminary Student Council. This version was revised in the summer of 2009 to reflect changes approved by the Student Council in the spring of 2009.

The revision arose at the need to materialize a Financial Procedures Manual. The Manual is referred to multiple times in the By-Laws and the Constitution. After a full semester of trying unsuccessfully to locate a Manual, searching through Student Council archives and contacting past presidents and parliamentarians, it was decided to draft a new Manual. Therefore, the executive, finance, and constitution/judicial review committees met and drafted a Financial Procedures Manual in March of 2009. The student council voted in the spring 2009 to adopt the manual as part of the Student Council framework.

Because of the newly adopted Financial Procedures Manual, a few wording changes were proposed and adopted by the student body in the spring 2009 elections. The following amendment appears in this edition of the Constitution and By-Laws.

Revisions

§5 of Article XV was labeled “Special Appropriations”. This paragraph was broken into two sections: §5 Special Appropriations, and §6 Budget Hearings Process.

§5 now pertains only to Special Appropriations requests and does not deal with a budget proposal process. The wording in sections (a) and (b) was not changed, however (c) and (d) were added for further clarification.

§6 now lays out the by-laws of how the budget proposal process shall take place, including dates by which Student Council organizations must submit their budget requests. This wording is identical to what used to fall under §5 on special appropriations, but was separated for clarification.

Additions

The Financial Procedures Manual has been added to the back of the Student Council By-Laws and Constitution.

References have been added to both the Constitution and By-Laws referring to the Financial Procedures Manual. The references shall be indicated as an F- in the annotations column. Also, references to the Manual have been added to the Table of Contents and the Index.

Thomas G. James
President, 2009-2010

INTRODUCTION TO THE 2006 REVISED EDITION

This booklet contains the Revised Edition of the Constitution and By-Laws of the Wesley Theological Seminary Student Council. This version was revised in the fall of 2006 to reflect changes approved by the Student Council in the spring of 2006, and approved by this student body by special election in the fall of 2006. The following are the amendments that appear in this edition:

ORIGINAL WORDING

CONSTITUTION

ARTICLE II MEMBERSHIP AND QUALIFICATIONS

SECTION 1

The Student Council shall consist of four (4) elected officers – President, Vice President, Secretary and Treasurer, one (1) Presidentially appointed officer – Parliamentarian; fifteen (15) elected Wesley student representatives and one (1) elected National Capital Semester for Seminarians (NCSS) student.

SECTION 2

Of the fifteen (15) elected Wesley student representatives, there will be equal representation chosen from the various class years (first year, second year, and third year, as defined by Wesley Theological Seminary).

SECTION 4

Active members consist of those members duly elected to serve as officers or representatives.

REVISIONS

SECTION 1

The Student Council shall consist of four (4) elected officers – President, Vice President, Secretary and Treasurer, one (1) Presidentially appointed officer – Parliamentarian; fifteen (15) elected Wesley student representatives and one (1) elected National Capital Semester for Seminarians (NCSS) student; and one (1) representative from each recognized student organization [as defined by the guidelines established by the constitutional / judicial committee and approved by a vote of the student council, incorporated into this constitution by this reference] that chooses to have a voting member on council. Each student organization that chooses to have a voting member of the council must submit the name of the organization's representative to the secretary of the Student Council by no later than two weeks after the results of the spring general election are announced.

SECTION 2

Of the fifteen (15) elected Wesley student representatives, ten representatives will be elected at large from the total population of continuing students during the spring general election; five (5) will be elected from the incoming class in the fall of the academic year of the student council term.

SECTION 4

Active members consist of those members duly elected to serve as officers or representatives, and those members selected as to serve as representatives from their respective student organizations.

ORIGINAL WORDING

BY-LAWS

ARTICLES III ELECTIONS

§4. VOTING PROCEDURES

(f) TIE VOTES

In the event of a tie vote, the order of finish shall be determined by lot. The names of the candidates in a tie-vote shall be placed in a hat or similar receptacle with the name of the candidate to be seated drawn by a neutral third party, such as the Parliamentarian, at the directions of the Elections Board chairperson in full sight of the members of the certifying majority of the Election Board.

REVISIONS

(f) TIE VOTES

In the event of a tie vote, the order of finish shall be determined by a run-off to be held within two weeks of the original election. Notice of the run-off must be made communicated to the student body one week prior to the scheduled run-off. The polls will be open for the run-off during lunch and dinner meals for one week.

Kathleen A. Fairchild
Parliamentarian, 2006-2007

INTRODUCTION TO THE 2004 REVISED EDITION

This booklet contains the Revised Edition of the Constitution and By-Laws of the Wesley Theological Seminary Student Council. This version was revised in the winter of 2003 for clarity, consistency, and ease of use, for council member and student alike. The following are some of the features of this edition.

Single Volume

The Constitution and By-Laws are presented in a single volume allowing the user to keep all the necessary information at hand. In addition, a table of contents for both the Constitution and the By-Laws is set forth at the beginning of this volume. Care has also been taken to ensure that the Constitution and By-Laws are in agreement on all matters.

Headings

The 2004 edition has been modified to include a column with easy access headings. These headings are meant to be thumbnail sketches of the accompanying provisions for the easy reference of the reader. They should not be relied on or referenced as though they were a part of the text. Reference to provisions of the Constitution or By-Laws should be made on the basis of headings, article, and section numbers found in the text.

Annotations

The 2004 edition of the Constitution and By-Laws is annotated for easy reference. Each section is cross-referenced to relevant provisions in the Constitution and By-Laws. This will allow the reader to find other governing authorities and related provisions on a given issue.

Numbering System

The numbering system of the bylaws has been regularized to follow the following format:

I §1(a)(1)(A)

where Articles are identified by Roman numerals, sections by Arabic numerals, subsections by lower case letters in parentheses, sub-subsections by Arabic numerals in parentheses, and so on.

Index

An index for quick and easy reference is provided at the back. Items will be referenced by Article and Section number. Thus an entry for Notice for Meetings would look as follows:

Meetings

Notice

C-IV §2

BL-II §1(d) and (e).

The reader thus knows to turn to Article IV, Section 2 of the Constitution, and Article II, Sections 1(d) and 1(e) of the By-Laws to find the relevant information.

It is our hope that this Revised Edition of the Constitution and By-Laws will allow the average council member and the average student to become more familiar with the provisions governing the actions of the Wesley Student Council.

Justin S. White
Parliamentarian, 2002-2004

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 - to standing committees BL-I § 4(a)
- Board of Governors
- President to represent Council BL-IV § 1(d)
- Budget
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- Class representation C-II § 2
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Financial Procedures Manual of the Wesley Theological Seminary Student Council

Manual Guidelines	<p>Article I <u>Guidelines for the Financial Procedures Manual</u></p> <p>(a) The Financial Procedures Manual shall be maintained and kept by the treasurer of Student Council as established in the Student Council By Laws Article XV § 3(a)(1).</p> <p>(b) The Manual shall include a general ledger as established in Article III of this Manual.</p> <p>(c) Methods for revising the Financial Procedures Manual:</p> <p> (i) The Financial Procedures Manual may be revised at any point by a combination of the Finance and Executive committees along with any other interested members.</p> <p> (ii) The combination shall discuss and vote on proposed changes, and bring their recommendations to the Student council. The council shall then vote to uphold or disregard proposed amendments.</p> <p> (iii) Any changes to the Financial Procedures Manual shall be included in Article X of this Manual and shall include an explanation of the change.</p> <p>(d) The manual should be available for reference and inspection by any and all members of Student Council.</p>	<p>BL-XV § 3(a)(1)</p> <p>F-III</p> <p>F-XI</p>
Revising the Financial Procedures Manual		
Treasurer's Report to Student Council	<p>Article II <u>Treasurer and Finance Committee Report to Council</u></p> <p>(a) Treasurer’s Report:</p> <p> (i) The treasurer’s report shall inform the council of any changes to the balance of the student council budget since last meeting. All additional financial discussions shall be part of the finance committee report.</p>	<p>BL-VI § 1(a)</p>
Finance Committee Report to Student Council	<p>(b) Finance Committee Report:</p> <p> (i) The finance committee shall report any financial concerns not addressed in the treasurer’s report. This includes, but is not limited to, review and report on all requests for financial allotments by the Student Council.</p>	<p>BL-XI § 2(a)</p>
Ledger Guidelines	<p>Article III <u>Ledger</u></p> <p>(a) The Student Council Treasurer shall keep and maintain ledger of all student council fund allocations and reimbursements, in</p>	<p>BL-XV § 3(a)(1)</p>

established in By-laws Article XV § 3. This ledger shall be available at all student council meetings and upon request. The ledger shall include a detailed account of line-item transactions in relation to the Student Council Budget, including individual documents itemizing expenditures by organization

- (b) The ledger shall contain at least two sections:
 - (i) The first of which shall include all Student Council transactions
 - (ii) The second section shall include expenditures organized by student organization or committee.
 - (iii) The third section of the ledger shall include an itemized check listing, in which the treasurer records the date on which the check was received from the business office and the student organization signs off on receipt of the reimbursement.
- (c) Transactions recorded in the ledger shall be presented in the treasurer's report, in the form of sum-totals (rather than line-item reimbursements, although detailed ledger information shall be given to the executive committee and made available upon request by making timely arrangements with the treasurer).

Article IV Annual Procedures Meeting with Organizations

- (a) Each fall semester, the treasurer, president, and one additional representative (to be decided by the executive committee) shall meet with the leaders of all student organizations on campus.
- (b) Each student organization must send at least one representative to this meeting, or make alternative arrangements for a face-to-face meeting with the aforementioned representatives.
- (c) The meeting shall include, but not be limited to:
 - (i) Instruction on the procedures for budget requests and reimbursement through Student Council.
 - (ii) Collecting scheduling information from groups (ie: meeting times, dates of upcoming events, etc.)
 - (iii) Updating contact information of organization leaders.
 - (iv) Offer of optional publicity through student council for events put on by student organizations.
 - (v) Encouragement to student groups to appoint a representative to student council or attend regularly.
- (d) Failure to be present at the meeting or make alternative arrangements shall result in funds being frozen for said organization until such time as this requirement is met.

Annual Meeting of Student Organizations

Guidelines for the Meeting

Membership

F-V
 BL-XV § 3(a)(2)
 BL-XV § 3(a)(4)

Requirements for Student Organizations

- (e) Student organizations must have at least 5 members in regular attendance, or demonstrate that their events benefit the larger community in order to receive funding.

Article V Student Organization Yearly Budget Process

Budget Process Guidelines

- (a) In concordance with Article XV of the Student Council By-Laws, any student organization that has a constitution and list of officers on file may submit a budget to the Student Council. Prior to place funding requests from Student Council, student organizations must wait two weeks from the date of organizational recognition.
- (b) Student organizations shall have at least five members in regular attendance or give explanation as to how their organization benefits the larger community to continue to receive funding from Student Council.

BL-XV § 3(a)(2)

- (c) Students Organization should fill out Form I for their budget proposal.
 - (i) This form shall include an itemized list of projected expenses.
 - (ii) Each projected expense shall be indicated as: community wide use or smaller group event. Events indicated as community wide are expected to be published in the Wesley Journal and/or the Wesley Communications email.

SC Form I

Budget Submission Requirements

- (d) The budget request shall by submitted no later than the March 1, or the start of the Reading Period in the Spring semester, whichever comes first.
- (e) A member of the organization shall be present at the budget hearings to give a more detailed explanation of their request.
- (f) Upon approval or denial of an organization's budget request, the treasurer of Student Council shall return Form IV to the organization giving notice of the decision by the Council.

BL-XVI §6

SC Form IV

Article VI Mandatory Line-Items in Budget

Mandatory Line-Items in Student Council Budget

- (a) Each Spring, Student Council shall submit a budget which includes all monetary requests from Council committees as well as student organizations as established in By-Laws Article XV.
- (b) The general operating budget of Student Council must include the following line items:
 - (i) Officer Stipends
 - (ii) AID Emergency Loan Fund
 - (iii) Wesley Journal

BL-XV § 3(a)(4)

- (1) Stipends
- (2) Other expenses
- (iv) Welliver Lounge / Dish Network
- (v) Retreat Committee
- (vi) Community Events Fund
- (vii) Student Council Discretionary Fund
- (viii) Community Dinners
 - (1) Special Meals
 - (2) Reading week / fall break meals

(c) The above line items are to be defined as follows:

Officer Stipends

- (i) Officer Stipends shall cover Fall and Spring semester stipends for the president, vice-president, treasurer, secretary, and parliamentarian.

AID Fund

- (ii) The AID Emergency Loan Fund is a fund for students who are in immediate need of financial assistance. The rules, regulations, and contracts (Form X) can be found in the Student Council Office. The AID Fund shall be a minimum of \$500.

SC Form X

Wesley Journal

- (iii) The Wesley Journal stipend shall cover the Fall and Spring semester stipends for the editor, assistant editor, and photographer of the Wesley Journal. The "other expenses" of the Wesley Journal shall be submitted by the editor for budget proposal.

Welliver Lounge

- (iv) The Welliver Lounge / Dish Network line item shall include costs for Dish Network satellite television service and any other foreseen expenditures.

Retreat Committee

- (v) The Retreat Committee uses funds for a Student Council retreat held at the beginning of each Fall semester.

Community Events Pool

- (vi) The Community Events Fund is for the use of students or student organizations. These funds are to be used only for community wide events. Disbursement of these funds is up to the discretion of Student Council.

Student Council Discretionary

- (vii) The Student Council Discretionary Fund is for the use of students or student organizations. These funds are available for any use the Student Council deems worthy. The Discretionary Fund can be budgeted for, but also includes any money not budgeted elsewhere.

Community Dinners

- (viii) The Community Dinners funding is to be used for special dinners (community Thanksgiving meal and Easter meal) and for Reading Week / Fall Break meals. The Student Council Community Life committee is in charge of the

disbursement of these funds.

- (d) All unspent funds carry over to the next fiscal year.

Article VII Reimbursement of Student Council Funds

Steps for Reimbursement

- (a) Prior to reimbursement of approved expenditures by students or student organizations, a reimbursement form must be submitted.
 - (i) Student organizations requesting reimbursement for budgeted items, use Form V.
 - (ii) Students or student organizations requesting reimbursement for non-budgeted items, use Form VI.
- (b) The reimbursement forms are to be submitted to the treasurer or the finance committee.
- (c) Upon approval of reimbursement, the treasurer shall submit the Student Council Payment Voucher (Form VII) to the business office. The treasurer shall also respond the student or student organization using Form IV to acknowledge the acceptance or denial of the reimbursement request.
- (d) The business office shall return the payment to the treasurer, who upon acceptance shall reimburse the student or student organization. The student or a representative of the student organization shall sign the ledger acknowledging receipt of the reimbursement.

SC Form V

SC Form VI

SC Form VII

SC Form IV

Article VIII Special Appropriations

Special Appropriations Defined

- (a) Special Appropriations includes all requests that lie outside the normal realms of budget requests. This includes, but is not limited to, requests for funding for conferences, community events, seminars, worship services, etc.
- (b) These requests must be submitted on Form II and can be submitted at any time in an academic year. The form shall be submitted to the finance committee. The finance committee may choose to endorse the request prior to sending the request to Council. The Executive committee draws up a proposed budget that would include the request which Student Council then acts upon to approve or deny.
- (c) Special Appropriations funds are limited to use within the Wesley Theological Seminary community.
 - (i) For events that take place off-campus (e.g. National Youth Workers Convention, Exploration, Young Adult Seminarian Network, etc.), Student Council reserves the right to determine whether or not the event is beneficial to

BL-XV § 5

Sc Form II

the Wesley community.

- (d) Special Appropriations funds must be requested prior to the expenditure of funds.
- (e) The disbursement of Special Appropriations shall follow the guidelines established in Student Council By-Laws Article XV, §5.

BL-XV § 5

Article IX Procedures for Class Gifts through Student Council

Class Gift Procedures

- (a) Each year, Student Council shall consider giving a class gift to the Wesley Community in honor of the graduating class. If the council votes to give a class gift, this is the procedure that should be followed:
 - (i) Ideas for a class gift should be solicited from the larger student body during general elections in the fall. Anyone wishing to make a recommendation for the senior gift shall fill out form III and return it to a member of Student Council.
 - (ii) Graduates shall be made aware of when Student Council will be discussing / voting on the class gift.
 - (iii) The class gift will be announced in the Commencement program.

SC Form III

Article X Stipends for Student Council Officers and Wesley Journal Staff

- (a) The Student Council Officers and the Wesley Journal Editor, Assistant-Editor, and Photographer are paid positions. Their stipends are to be budgeted in the Student Council budget as established in Article VI of this Manual.
 - (i) The Wesley Journal Editor shall sign the Contract for the Editor of the Wesley Journal (Form VIII) as established in the Constitution.
 - (1) The Editor shall prepare and implement a contract for the Wesley Journal Assistant Editor and the Photographer.
 - (ii) The Student Council Officers shall sign the Contract for Officers of the Student Council (Form IX).
- (b) Failure to sign a contract shall result in the loss of a stipend.
- (c) Failure to uphold a contract may result in the loss of some or all of a stipend.
 - (i) The elected members of Student Council may vote at the final meeting of each semester to determine if a contract

F-VI (c)(i)&(iii)

SC Form VIII
C-V § 2

SC Form IX

was violated, and thus a stipend penalty shall ensue. The Student Council may decide the amount of the stipend that should be penalized.

- (1) This vote is not required each semester; it is only to be held when called for by a member of Student Council. In the event that such a vote is required, all officers and Wesley Journal staff must leave the room during deliberation and voting.
- (ii) The decision of such a vote shall be forwarded to the treasurer who will adjust the stipend accordingly.

Article XI Changes in Financial Procedures Manual

(to be updated whenever a change is made to the Financial Procedures Manual)

- (a) The Financial Procedures Manual was redrafted March 14, 2009 after a copy of the original could not be located. The Executive and Finance Committees, and the Constitution and Judicial Review Board drafted the Manual.

F-I(c)

Changes in the
Financial Procedures
Manual

Adopted Spring, 2009

Student Council Budget Request Form

Name of Organization:

Contact Information:

1st Contact:

2nd Contact:

Organization's Mission Statement:

Goals and Planned Activities for the Upcoming Year:

Line-Item Budget of Projected Expenses:

Must denote whether a planned event is for whole community or student organization

Signature of Leaders:

Organization Leader

2nd Group Member

Faculty Advisor

Student Council Special Appropriation Request

Date of Request: _____

Person(s) or Group making Request: _____

Nature of Request: _____

Requested Amount: _____

Date of Event: _____

How will the money be spent: _____

Signature of Requester: _____

Student Council Action *(to be filled out by Student Council)*:

Date presented to the Finance Committee: _____

Finance Committee Recommendation:

Yes

No

Request more information Date for requested information: _____

Note: Failure to provide more information by requested date may terminate the request.

Signature of Treasurer: _____

Date Presented to the Executive Committee: _____

Date Request is on Student Council Agenda: _____

Will request be made in person before the entire Council? Yes No

Council Action

Approved Rejected Resubmit

Signature of President: _____

Student Council Class Gift Suggestions

Graduating Class of _____ Gift Recommendation

The graduating class of _____ would like to honor the ministries of presence, prayers, gifts, and service of the Wesley Theological Seminary Community by presenting a Class Gift. Here's where we need your help! Please share your suggestions for a class gift in the space below:

Gift suggestions should be turned in by during nominations in the Fall semester in order to compile this information for a vote during the Fall semester's elections. The results will be shared with the Wesley Community.

Gift Suggestion(s):

1. _____
2. _____
3. _____

How would this gift benefit the Wesley Community?

Name:

E-mail Address:

Date: _____

To The Members of:

Greetings! Thank you for your interest and involvement in the Wesley Community. After the submittal of the organization's funding request to the Finance Committee, your organization has been approved the following amount \$_____ for the coming school year.

To access the requested funding, leaders of your organization will need to attend the Annual Procedures Meeting with the President, Treasurer and Executive Representative. This meeting will cover instructions on the procedures for budget requests and reimbursements through Student Council. The meeting will also include updating contact information, gathering scheduling information and offer publicity through Student Council of your organization's upcoming events. Each organization will also be highly encouraged to send a representative to Student Council's meetings, having someone attend the meetings regularly.

This meeting will be set up sometime at the beginning of the Fall Semester. If the organization's leader is unable to make the scheduled meeting, they will be responsible for contacting the aforementioned committee to set up a face-to-face meeting time to go over the information.

Thank you for your work and involvement in the Wesley Community! We look forward the great things that will happen this year!

Peace and Blessings,

Student Council Executive Committee

Student Council
Reimbursement Form for Student Organizations

For Money **Previously** Budgeted

*Please **attach original receipts** for your reimbursement request.*

It is recommended that you make a copy of this form for your own records: originals will not be returned to you or your group.

Student Organization: _____

Date Submitted: _____

Purpose of Expenditure: _____

Make Check Payable to: _____

Street Address: _____

City / State / Zip Code: _____

OR Campus Box Number: _____

If payable to a student: **Student ID #:** _____

If payable to a non-student: **SSN#:** _____

Amount for Reimbursement: _____

As president and treasurer (or equivalents) of this organization, we are aware and approve the above reimbursement request. We submit this reimbursement request to the Student Council drawing from our organization's budgeted funds.

Signature of Organization President: _____
 (or designated leader / contact person)

Signature of Organization Treasurer: _____

Official Use Only

Date Payment Voucher Form Submitted: _____

Date Reimbursement Check Dispersed: _____

**Student Council
Reimbursement Form for Students or Student Organizations**

For Money **NOT** Previously Budgeted
(also used for reimbursement of special appropriations)

*Please **attach original receipts** for your reimbursement request.
It is recommended that you make a copy of this form for your own records: originals will not be returned to you or your group.*

Student / Student Organization: _____

Date Submitted: _____

Purpose of Expenditure Outside of Budget: _____

Date Proposal Approved by Student Council: _____

Make Check Payable to: _____ WTS ID Number _____

Street Address: _____

City / State / Zip Code: _____

OR Campus Box Number: _____

Amount for Reimbursement: _____

I/we submit this reimbursement request to the Student Council drawing from the community events pool or the discretionary fund. Student Council has previously approved our expenditure of these non-budgeted funds.

Signature of Organization President: _____
(or designated leader / contact person)

Signature of Organization Treasurer: _____

Official Use Only

Date Payment Voucher Form Submitted: _____

Date Reimbursement Check Dispersed: _____

**Student Council
Payment Voucher for Business Office Use**

Date Submitted: _____

Make Check Payable to: _____ WTS ID Number: _____

Street Address: _____ Campus Box Number: _____

City/State/Zip Code: _____

Amount for Reimbursement: _____

Purpose of Expenditure:

- _____ Reimbursement for Budgeted Item
- _____ Reimbursement for Extra-budgeted Item
- _____ Reimbursement for Special Appropriation
- _____ Reimbursement for Class Gift

Is this for service performed requiring an Honoraria/Stipend? _____

If yes, must provide Social Security Number: _____
(unless already in payroll system)

Account Number _____

Treasurer's Signature _____

Checks should be held for the Treasurer of Student Council for disbursement.

OFFICE USE ONLY

Approved By: _____

Contract for Editor of the Wesley Journal

Statement of General Terms & Conditions

- I. The Wesley Journal is the monthly publication serving Wesley Theological Seminary students, staff, faculty, and administration. It is published once per month during the academic year when classes are in session, except during finals week.
- II. The Student Council, in accordance with Student Council By-Laws, appoints the editor. The editor is hired, paid, and retained by the Student Council. The Council reserves the right to set policies related to the Journal, as well as to the hiring and dismissal of Journal staff, as stated in the Editorial Policy.
- III. Matters relating to the content and form of the Wesley Journal may be found in the Editorial Policy adopted by the Student Council.
- IV. The editor's Duties and Responsibilities are as follows:
 - a. To prepare and implement a contract for the Wesley Journal assistant editor and Photographer which is to be signed by the Wesley Editor, assistant editor / photographer, and the Student Council vice-president. A copy of these contracts is to be sent to the Student Council president and treasurer.
 - b. Gathering and editing articles for the Journal.
 - c. Establishing layout.
 - d. Contacting contributors when changes or adjustments are deemed necessary.
 - e. Reporting to the Student Council at regular intervals.
 - f. Assuming liability for all articles and opinions appearing in print.
 - g. Proofreading typed copy of the Journal before submitting to the Mail Room for copying and distribution.
 - h. Additionally, the editor will work closely with the Student Council to maintain a regular flow of articles from the student body, with an emphasis on events and news pertaining to the Wesley Community.
- V. Budget Requirements:
 - a. The editor of the Wesley Journal shall submit a budget request to Student Council by April 1 to be included in the Student Council budget preparation. The previous year's expense report shall be included in the budget request.
- VI. The Editor of the Wesley Journal shall receive a per-semester stipend. The amount is to be determined by the Student Council each year.
- VII. The undersigned agree to the conditions laid above and in the Wesley Journal Editorial Policy and enter into contract for the _____ academic year.

_____	_____
President, Student Council	Date
_____	_____
Editor, Wesley Journal	Date
_____	_____
Vice-President, Student Council	Date
_____	_____
Treasurer, Student Council	Date

Contract for Officers of Student Council

Statement of General Terms & Conditions

- I. The Officers of the Student Council are elected in the Spring Semester General Election as laid out in the Article X of the Student Council Constitution with the exception of the Parliamentarian, who is appointed by the President.
- II. The Duties of the Student Council Officers (President, Vice-President, Secretary, Treasurer, and Parliamentarian) are laid out in Article III of the Student Council Constitution. Further detail on officer Powers and Duties can be found in the following:
 - a. President – By-Laws, Article IV
 - b. Vice-President – By-Laws, Article V
 - c. Treasurer – By-Laws, Article VI
 - d. Secretary – By-Laws, Article VII
 - e. Parliamentarian – By-Laws, Article VIII
- III. The officers of Student Council, along with two other Student Council Members compose the Executive Committee. The Powers and Duties of the Executive Committee can be found in Article IX of the Student Council By-Laws.
- IV. The Officers of the Student Council will receive a stipend at the end of both the Fall and Spring academic semesters. The amount of the stipend is to be determined in the budget preparation at the end of the Spring semester.
- V. It is the discrimination of the Student Council members as to whether or not each individual officer lived up to their Powers and Duties as laid out in the Constitution. The Council has the ability to limit or refuse the disbursement of stipend funds at the last Student Council meeting each semester.
- VI. The undersigned agree to the conditions laid above and in the Student Council Constitution and By-Laws and enter into contract for the _____ academic year.

_____	_____
President, Student Council	Date
_____	_____
Vice-President, Student Council	Date
_____	_____
Secretary, Student Council	Date
_____	_____
Treasurer, Student Council	Date
_____	_____
Parliamentarian, Student Council	Date
_____	_____
Dean of Student Life of WTS	Date