

SLC Student Constitution

Preamble

We, the student body of WFUSD with the desire to promote the interest of every student enrolled in one or more courses at WFUSD, to provide for the development of each individual within, to organize and facilitate events which encourage community and student involvement, to ensure the liberty of thought and the pursuit of academic integrity and higher learning, and to promote a spirit of cooperation among the WFUSD administration, faculty, and students, affirm the intrinsic right of all students to fair and equal representation through the Student Leadership Council (hereafter SLC).

Thus, the chief purposes of the SLC shall be:

1. To communicate the concerns of the student body to the WFUSD administration.
2. To promote the responsible use of allotted student monetary resources.
3. To ensure and protect the right of individual students and student organizations to voice their opinions openly.
4. To faithfully advance the WFUSD Mission Statement.
5. To collaborate with student organizations, enhance student life, and serve as a bridge to the wider WFU community.

From the WFU Divinity Bulletin: "The Wake Forest University School of Divinity is a graduate, professional school that is Christian by tradition, Baptist in heritage, and ecumenical in outlook. Consistent with Wake Forest's commitment to academic excellence and in the spirit of the University motto, Pro Humanitate, the School of Divinity prepares leaders informed by a theological understanding of vocation. Through imaginative courses and diverse programs of community engagement, students are equipped to be agents of justice, reconciliation, and compassion in Christian churches and other ministries."

ARTICLE I

Name and Membership

Sec. 1: This organization shall be called Wake Forest University School of Divinity Students (WFUSDS) and shall be served by the SLC, as is hereafter defined.

Sec. 2: The membership of the WFUSDS shall consist of all students enrolled in one or more courses at WFUSD, including members designated as special students.

Sec. 3: The SLC is a council comprised of officially elected enrolled students to represent WFUSD students.

ARTICLE II Meetings

Sec. 1 : The SLC meetings will be held at least once monthly, and as necessary as determined by the President. Any member of the WFUSDS shall be allowed to attend an SLC meeting. SLC has the power to call a closed meeting, or part thereof when deemed necessary. Any matter that requires a vote shall be determined by a simple majority (fifty percent plus one vote) of the SLC quorum. A quorum of SLC members must be present in order to convene a meeting (see Definitions).

Sec. 2: Minutes from all meetings must be approved by the SLC and made available to the WFUSDS by the Secretary.

ARTICLE III Rights and Responsibilities

Sec. 1 Members of the WFUSDS shall:

1. attend WFUSDS meetings as called by the SLC and shall be given the opportunity to voice opinions on matters presented therein.
2. be aware of the business conducted in the SLC meetings by means of minutes.
3. elect SLC members and vote on matters as defined in the Constitution and Bylaws.
4. hold members accountable in matters specified by the Constitution and Bylaws.

Sec. 2 The SLC shall consist of

1. A President, who shall:
 - a. Preside at meetings of the SLC and WFUSDS.
 - b. Be the primary representative of the WFUSDS to the WFUSD administration and the larger university community.
 - c. Oversee all functions of the SLC.
 - d. Create an agenda and share it with the Secretary prior to each meeting.
 - e. Hold an SLC retreat prior to the beginning of an academic year. The retreat should serve to inform all elected members of SLC, excluding the first year representative (not yet in office), of the Constitution, By-laws and Guidebook. The retreat might also include the SLC faculty advisor. The inclusion of the administrative staff person could more clearly define the financial territory of SLC, SLC subcommittees and other student organizations.
2. A Vice-President, who shall:
 - a. Act as President in the President's absence
 - b. Attend faculty meetings or appoint a designated SLC representative by means of an SLC vote.
 - c. Conduct the annual spring review process of the SLC Constitution and By-laws.
 - d. Conduct elections for SLC positions. (One for a First Year Representative in the Fall and one for all other SLC positions in the Spring.)

3. A Secretary, who shall:
 - a. Be responsible for the SLC's correspondence both within the SLC and to the WFUSDS.
 - b. Publish a list of SLC funded Student Organizations and Subcommittees to be placed in the Academic Bulletin and on the School of Divinity website.
 - c. Send out an invitation and the President's agenda for all SLC and Advisory Council meetings.

4. A Financial Steward, who shall:
 - a. Be responsible for funds collected each year from student fees.
 - b. Oversee annual budgeting process for student organizations and report expenditures to SLC.
 - c. Maintain complete records thereof.
 - d. Conduct mid-year and end-of-year data collection regarding the budget request and actual expenditures of all student organizations.

5. One Representative from each class, who shall:
 - a. Represent his/her respective class at meetings of the SLC.
 - b. Reach out to his/her respective class regarding agenda items or concerns before each SLC or Advisory Council meeting.
 - c. Keep his/her respective class informed of WFUSDS activities.
 - d. The First Year Representative's primary responsibility is building relationships with his/her class to monitor student experience and assist with a successful transition into academic and community life.
 - e. The Second Year Representative's primary responsibility is the planning and hosting of the End Of Year Banquet.
 - f. The Third Year Representative's primary responsibility is the organization and leadership of a Graduation/Hooding Committee to plan for the class gift, Hooding Ceremony, and purchase of Third Year class stoles. This person will also represent the dual degree students.

Sec. 3 The SLC shall work together to:

1. provide students with programs, activities and services through partnerships with WFUSD student organizations.
2. represent the WFUSDS before the WFUSD administration, other Wake Forest organizations, and outside the university as needed.
3. offer formal proposals to the WFUSD administration for the improvement of the institution.
4. assist in the appropriate management of student funds and approve a yearly budget.
5. respond to pressing needs that may arise with the WFUSDS.

- Sec. 4** The faculty advisor will be the Associate Dean of Admissions and Student Services. It is the duty of the Faculty Advisor to:
1. Maintain regular contact with the SLC
 2. Attend SLC meetings when appropriate
 3. Assist and Advise whenever necessary
 4. Represent the Faculty and administration of the WFUSD before the SLC

ARTICLE IV Elections and Vacancies

Sec. 1 Elections for upper class members of the SLC shall be by mid April. Elections for the First-Year Representative shall be completed by Fall Break. Nominations shall be submitted no later than one week prior to all elections. Voting shall be done by secret ballot. SLC (exclusive of nominees) and the faculty advisor shall count the ballots and the nominated student with the highest percentage of votes received shall be elected to office if the student wins by a margin of 5.0 percent or greater. For any office, if the margin of difference in votes received for the top two vote-receiving candidates is at or below 4.9 percent, then a runoff election shall be held between these candidates. Terms begin on the day of the last scheduled spring examination, and last until the following year's last scheduled spring examination.

Sec. 2 Nominees

1. must be in good academic standing (not on academic probation) for the degree of Master of Divinity or any other degree program offered by WFUSD.
2. may not hold more than one elected office concurrently.
3. must be members of the class they are elected to represent. Classes in WFUSD are defined by year of matriculation.

Sec. 3 If an elected member of the SLC resigns before the completion of his or her term, a special election shall be held. If the President resigns, the Vice-President shall assume the office, and a new Vice-President shall be elected. The election shall be conducted in the same manner as the yearly elections.

ARTICLE V Provision for Suspension and Removal

Sec. 1 Any officer of the SLC is subject to suspension and may be removed from office. Grounds for suspension and removal shall be incompetence, poor representation of the standards and ideals of the WFUSD, or other reasons which may be considered justifiable grounds by the students. The suspension may be initiated by any member of the SLC with the approval of a two-thirds vote of the SLC, or by any member of the WFUSDS with a petition representing two-thirds of the WFUSDS. The duration of the suspension shall not exceed one month.

Sec.2 During the suspension described in Sec. 1, the SLC shall notify the WFUSDS and conduct a vote to determine if the suspended member will be permanently removed from office. The SLC member shall be removed by a two-thirds vote of the WFUSDS quorum. In the event of removal, the SLC shall hold a special election as described in Article IV.

ARTICLE VI Student Organizations and Subcommittees

Sec. 1 Student Organizations shall be comprised of distinct groups who constitute an existing support group or fellowship with regular meetings and programs. An organization may request full recognition and financial support from the SLC. The organization's leader or a designated representative must attend monthly SLC Advisory Council meetings to receive allocated funding. The first Advisory Council meeting shall be spent discussing organization visions and budgets for the academic year.

Sec. 2 Every organization will have a faculty advisor chosen from among regular Divinity School faculty/staff. This person may serve at the initiative of the student organization but must be approved by SLC. The term for faculty advisor will be renewed on a semester by semester basis.

Sec. 3 The duties of the faculty advisor for Student Orgs. are as follows:

- a. To serve as a guide to and resource for the student organization
- b. Attend meetings when possible
- c. Represent the faculty and administration within the organization

Sec. 3 Each year, the Secretary shall publish a list of SLC funded Student Organizations to be placed in the Bulletin and on the website.

ARTICLE VII Amendment and Enactment of Bylaws

Sec. 1 Any proposed amendments and revisions from the SLC shall become binding and a part of this Constitution after a two-thirds in favor vote of approval by the WFUSDS voting population.

Sec. 2 With the approval of two-thirds of a quorum of the WFUSDS, Bylaws shall be enacted as needed by the SLC.

ARTICLE VII Ratification

The ratification of two-thirds of a quorum of the WFUSDS shall be sufficient for the establishment of this Constitution.

SLC Bylaws

Procedure for Annual Budget:

The Financial Steward, along with other SLC leadership, shall discuss the processes and procedures for Student Organizations to submit their budget requests through Google Drive, spend allocated funds, document and record expenditures in their Google Drive budget, and (if needed) submit receipts for reimbursement. This information is to be shared during the first Advisory Council meeting of the academic year.

After receiving all budget requests, the SLC shall review previous approved requests and expenditures (past information is available in the Google Drive) and allocate current funds to best support the needs and interests of WFUSDS. An SLC vote is required to approve the annual budget. The SLC annual budget shall be approved by September 30th.

Approved budgets are then communicated to the Student Organizations by the Financial Steward, who will also conduct a brief mid-year budget check-in to monitor Student Organization spending and consider any reallocation needed. (For example, if an organization has largely unused funds, in conversation with the organization, those funds may be reabsorbed into the SLC budget for use toward the End of Year Banquet, etc.)

At the end of the academic year, the Financial Steward needs to update all budgets to accurately reflect expenditures and any remaining funds.

Procedure for Requesting Annual Funds:

Student Organizations shall present their budget requests for the academic year after the first Advisory Council meeting. The request shall be made using the organization's Google Drive template which is accessible by all members of the SLC. A decision on the request shall be made known in the SLC Annual Budget before September 30th for the academic year.

The final budget shall be approved by the SLC before it is made official. There shall be no automatic rollover of unused funds from the prior year.

No organization can request more than \$500 for approval by SLC to be included in the annual budget. There will be no exceptions.

Procedure for Requesting Additional Funds Mid-Year:

A student organization may request additional funds from the SLC budget provided the interested party provides a written request to the SLC President or the SLC Financial Steward.

- The SLC shall vote on the request at the next meeting.
- The SLC may vote to ask for additional information or alter the requested amount if necessary.
- The SLC shall notify the interested party of the result of the vote in a timely manner.

Procedure for Formal Complaints Issued to the SLC:

This document exists to ensure that all parties involved in a conflict find that they have expressed their grievances fairly and adequately. All parties must be willing to achieve resolution before committing to the following procedure.

If a member or group of the student body has a formal complaint he/she/they desire to bring before the SLC about a specific policy or action, he/she/they must put the complaint in writing. The SLC shall promptly share the complaint with the faculty advisor. The SLC abstains from involvement in conflicts between members of the student body or groups of students who do not directly involve the SLC.

When the SLC receives the written complaint, a meeting will be called whereby all parties involved can openly and honestly discuss the circumstances. All faculty advisors must be present at the meeting. When a resolution is achieved, all parties will put the solution in writing and sign the document.

Procedure for the Formation of a Student Organization:

An interested party may request the formation of a Student Organization as defined in VI.1 of the WFUSDS Constitution. Student Organizations benefit from a portion of the student resources collected by the SLC.

The interested party shall submit a written request to the SLC President in order to be placed on the agenda of the upcoming SLC meeting (WFUSD Constitution II.2).

At the next SLC meeting, the interested party shall present a full proposal including (at a minimum) the organization's goals/objectives, mission statement, preferred faculty advisor.

After a period of discussion, the SLC shall then vote to determine whether the proposed student organization shall be added.

Procedure for the annual review process of the Constitution and Bylaws:

The annual review process shall begin by the last full week in February and end by the third full week in March. An Annual Review Committee convened by the Vice President shall include at least two of the three following members of SLC: president, financial steward, and /or secretary. The Annual Review Committee shall assess the Constitution and Bylaws by addressing questions, such as: Are there ambiguous statements that need clarity? Does the size of the WFUSDS require that the responsibilities of officers be reconsidered, adding or shifting responsibilities? Are there changes that could be made to the Constitution and Bylaws that would benefit the WFUSDS and aid SLC as a governing body? The Annual Review Committee shall present its findings to all the members of SLC offering recommendations. After a period of discussion, the SLC shall vote on recommendations. Recommendations may or may not result in changes to the Constitution and Bylaws. Changes/revisions must go to the student body for a vote, as described in Article VII of the Constitution.

Definitions:

SLC: Student Leadership Council; a council comprised of students officially elected to represent the WFUSDS.

WFUSDS: Wake Forest School of Divinity Students; every student enrolled in one or more courses at WFUSD. The WFUSDS is sometimes referred to as the student body.

Quorum: For the SLC, a quorum represents two-thirds of the entire number of elected SLC members. A quorum must be present at any scheduled SLC meeting in order to enact an official decision. *For the entire WFUSDS, a quorum represents one more individual than half of the number of currently enrolled WFUSD students.*