

APPENDIX F

CONSTITUTION OF THE BRITE DIVINITY SCHOOL STUDENT ASSOCIATION

We, the members of the Brite Divinity School Student Association, desiring to establish an effective structure of constructive authority and responsibility, with appropriate policies and procedures necessary for the proper conduct of Student Government, in order to provide services to fulfill the needs of the Brite Divinity School Student Body, do hereby establish the following Constitution.

ARTICLE I

The Brite Divinity School Student Association, hereinafter referred to as the Brite Student Association, shall be composed of those members of the Brite Divinity School Student Body who have paid the Student Association fee as established by the Brite Student Association and published in Texas Christian University's *Brite Divinity School Bulletin*.

ARTICLE II

- Section 1. The leadership of the Brite Student Association shall be provided by the Executive Board.
- Section 2. The voting members of the Executive Board shall consist of the elected officers: Moderator, Vice-Moderator, Moderator-Elect, Secretary, Treasurer, and the appointed members: the Chairpersons of the Standing Committees, Chairpersons of any Ad Hoc Committees shall serve as ex-officio, non-voting members of the Executive Board for the duration of such Ad Hoc Committee.
- Section 3. To be eligible to seek election or appointment to any of the positions of the Executive Board, individuals:
- A. must be paid in full with regard to their Student Association fees;
 - B. must be enrolled for all regular (spring and fall) semesters during their term in office;
 - C. must not be subject to any **academic** or **disciplinary** suspension by the Seminary or University. Becoming subject to any such academic or disciplinary suspension at any time during their term of office or appointment will automatically remove individuals from such office or appointment;
 - D. may not hold the same Executive Board position for more than two consecutive terms, with the exception of both the Moderator and Moderator-Elect positions which may not be held for more than one term;
 - E. who desire to run for the office of Moderator-Elect while currently holding the position of Vice-Moderator, Secretary or Treasurer on the Executive Board, must resign such office prior to seeking election as Moderator-Elect; and

- F. may also seek simultaneous nomination and appointment as Brite Student Representatives to Seminary Committees.

Section 4. The term of the above elected Executive Board positions, with the exceptions of the Moderator-Elect and Moderator positions, shall run from January through December, with their elections being held the previous November. The Moderator-Elect term shall run from June to December, with its election being held the previous April. At the end of said elect term, this person shall assume the office of Moderator; the term shall run from January through December concurrently with the other elected positions.

Section 5. Election and appointment of Executive Board members and Brite Student Representatives to the Texas Christian University House of Student Representatives shall be as prescribed by the Brite Student Association Election Code, as contained in the Brite Student Association *Policies and Procedures Manual*.

Section 6. The duties of the Executive Board shall consist of:

- A. proposing issues to the Brite Student Association for discussion and/or action;
- B. executing Brite Student Association decisions either institutionally or operationally;
- C. presenting a budget to the Brite Student Association for approval at its first official meeting of the calendar year;
- D. attending meetings of the Executive Board and any other meetings called by the Moderator; and
- E. those duties delineated for each Executive Board position under Article III of this Constitution.

ARTICLE III

Section 1. The duties and responsibilities of the Moderator of the Brite Student Association shall consist of:

- A. presiding over all meetings of the Brite Student Association and the Executive Board;
- B. calling all Executive Board meetings as prescribed in the Brite Student Association *Policies and Procedures Manual* and as deemed necessary;
- C. maintaining the orderly transaction of Brite Student Association business as prescribed in this Constitution and the Brite Student Association *Policies and Procedures Manual*;
- D. serving as the liaison between the Brite Student Association and the Administration of Brite Divinity School;
- E. appointing, with approval of the majority of the elected officers of the Executive Board, the Chairpersons of the Standing committees; and

- F. appointing *pro tempore* officials and Ad Hoc Committees of the Brite Student Association, as deemed necessary or as directed by Brite Student Association or the Executive Board.

Section 2. The duties and responsibilities of the Vice-Moderator of the Brite Student Association shall consist of:

- A. assuming all responsibilities of the Moderator in his/her absence;
- B. providing guidance to the Chairpersons of the Standing Committees, Student Representatives to the Seminary Committees, and the Brite Divinity School's Representatives to the Texas Christian University House of Student Representatives regarding their duties and responsibilities;
- C. performing the traditional tasks of a Parliamentarian as outlined in *Robert's Rules of Order*; and
- D. discharging any additional duties and responsibilities as delineated by the Moderator.

Section 3. The duties and responsibilities of the Moderator-Elect of the Brite Student Association shall consist of:

- A. utilizing their term as Moderator-Elect for experiential training and planning of their successional term as Moderator; and
- B. discharging any additional duties and responsibilities as delineated by the Moderator.

Section 4. The duties and responsibilities of the Secretary of the Brite Student Association shall consist of:

- A. maintaining all Brite Student Association correspondence responsibilities;
- B. maintaining all recording and publishing of minutes of Brite Student Association meetings, as prescribed in the Brite Student Association *Policies and Procedures Manual*;
- C. maintaining a verifiable record of attendance at each Brite Student Association meeting as prescribed in the Brite Student Association *Policies and Procedures Manual*;
- D. verifying the voting eligibility of those present and voting at all Brite Student Association and Executive Board meetings;
- E. assemble and publish the agendas, in consultation with the Moderator, for all Brite Student Association meetings as prescribed in the Brite Student Association *Policies and Procedures Manual*; and
- F. discharging any additional duties and responsibilities as delineated by the Moderator.

Section 5. The duties and responsibilities of the Treasurer of the Brite Student Association shall consist of:

- A. maintaining proper, current and accurate financial records in accordance with Texas Christian University procedures and the Brite Student Association *Policies and Procedures Manual*;
- B. proposing a budget to the Brite Student Association for approval, as directed by the Executive Board and prescribed in Article II, Section 6, and in accordance with the Brite Student Association *Policies and Procedures Manual*; and
- C. discharging any additional duties and responsibilities as delineated by the Moderator.

ARTICLE IV

Section 1. The standing Committees of the Brite Student Association shall consist of the Student Life Committee with Spirituality and Community Subcommittees, the Homiletic Guild Committee, the Outreach Committee, and the Brite Series Committee;

Section 2. The duties and responsibilities of the Chairpersons of the Standing Committees shall consist of:

- A. Student Life Committee Co-Chairpersons:
 - 1. conducting all meetings and business of the Spirituality Subcommittee and the Community Subcommittee as described in the Brite Student Association *Policies and Procedures Manual*; and
 - 2. serving as the liaisons between the Student Life Committee and the Executive Board.
- B. Homiletic Guild Chairperson:
 - 1. conducting all meetings and business of the Homiletic Guild Committee as described in the Brite Student Association *Policies and Procedures Manual*; and
 - 2. serving as the liaison between the Homiletic Guild Committee and the Executive Board.
- C. Outreach Committee Chairperson:
 - 1. conducting all meetings and business of the Outreach Committee as described in the Brite Student Association *Policies and Procedures Manual*; and
 - 2. serving as the liaison between the Outreach Committee and the Executive Board.
- D. Brite Series Committee Chairperson:
 - 1. conducting all meetings and business of the Brite Series Committee as described in the Brite Student Association *Policies and Procedures Manual*; and

2. serving as the liaison between the Brite Series Committee and the Executive Board.

Section 3. The term of the above appointed Executive Board positions shall run January through December.

ARTICLE V

Section 1. The duties and responsibilities of Brite Divinity School's Representatives to the Texas Christian University House of Student Representatives shall consist of:

- A. faithfully and honorably representing Brite Divinity School in the Texas Christian University House of Student Representatives. Election and discipline of said Student Representatives will be as prescribed in the Texas Christian University House of Representatives Constitution and Election Code; and
- B. performing all duties and responsibilities as prescribed in the Brite Student Association *Policies and Procedures Manual*.

ARTICLE VI

Section 1. The number of Student Representatives to a Seminary Committee shall be determined by the Faculty with the concurrence of the Dean of Brite Divinity School.

Section 2. Student Representatives to the Seminary Committees shall be nominated and appointed by the Moderator in conference with the Dean of Brite Divinity School and the Chairperson of each Seminary Committee.

Section 3. The duties and responsibilities of the Student Representatives to the Seminary Committees shall consist of:

- A. faithfully and honorably representing the students of Brite Divinity School on their respective Seminary committee; and
- B. performing all duties and responsibilities as prescribed in the Brite Student Association *Policies and Procedures Manual*.

ARTICLE VII

Section 1. All members, elected and appointed, of the Executive Board, Brite Representatives to the Texas Christian University House of Student Representatives, and Student Representatives to the Seminary Committees are subject to removal from office for any of the following reasons:

- A. negligence of duties and responsibilities as delineated in this Constitution and the Brite Student Association *Policies and Procedures Manual*.

Section 2. Charges, based upon Section 1 of this Article, may be brought before the Brite Student Association by any member concerning any elected or appointed member(s) of the Executive Board, Brite Representatives to the Texas Christian University House of Student Representatives, or Student Representatives to the

Seminary Committees. After such charges have been made the charged individual will be given an opportunity to defend such charges before the Brite Student Association, either by written or oral statement at a regularly scheduled or called meeting. Upon deliberation, said individuals may be removed from their office or appointment by a two-thirds (2/3) vote of all members of the Brite Student Association present and voting.

ARTICLE VIII

- Section 1. This Constitution may be repealed or amended only at a regularly scheduled or called Brite Student Association meeting.
- Section 2. To repeal or amend this Constitution shall require a two-thirds (2/3) vote of all members of the Brite Student Association present and voting.