

Operations Manual of the Student Coordinating Council of Columbia Theological Seminary

as amended Spring 2007, pending one vote at the April meeting

Introduction: This Operations Manual has been adopted by the Student Coordinating Council of Columbia Theological Seminary in accordance with Article 9 of the Constitution of the Student Coordinating Council of Columbia Theological Seminary (“the Constitution”).

1.0. Responsibilities and Job Descriptions of SCC Officers

- 1.1. **SCC President.** In addition to, or in further illumination of, those duties set out in article 4.1.1 of the Constitution, the duties of the SCC President shall be:
 - 1.1.1. to act as a liaison between the student body and the administration by:
 - 1.1.1.1. meeting regularly with the Dean of Students;
 - 1.1.1.2. meeting regularly with the President of the seminary;
 - 1.1.1.3. communicating with the Vice-Presidents of the seminary as needed;
 - 1.1.1.4. attending meetings of the Board of Trustees and presenting reports on behalf of the student body (as invited);
 - 1.1.1.5. providing opportunities for SCC members to meet with the President of the seminary; and
 - 1.1.1.6. providing opportunities for students to communicate needs and concerns to the SCC;
 - 1.1.2. to represent the student body at official events and functions as invited by the administration;
 - 1.1.3. to preside over all meetings of the SCC, except in cases of necessary absence, when the Vice-President shall preside;
 - 1.1.4. to determine the agenda for each SCC meeting by:
 - 1.1.4.1. soliciting agenda requests from SCC members at least one week prior to each meeting; and
 - 1.1.4.2. distributing or arranging to have distributed a proposed agenda at least two days prior to each meeting;
 - 1.1.5. with the SCC Vice-President, to maintain communication between SCC and class officers, special representatives, standing committee chairpersons, special committee chairpersons, and student group leaders;
 - 1.1.6. to receive annual reports from SCC standing committees according to section 4 below;
 - 1.1.7. to convene meetings of the SCC Executive Committee at such times and for such purposes as the President shall determine;
 - 1.1.8. to be responsible for all official, external communications of the SCC;
 - 1.1.9. to provide oversight and guidance to the SCC, ensuring that the SCC continues to work toward its prescribed responsibilities and stated goals;
 - 1.1.10. to provide for the planning and execution of an SCC retreat to take place within the first four weeks of the academic year (but after the election of Junior Class Officers) for the purposes of:
 - 1.1.10.1. building community among the incoming SCC members;
 - 1.1.10.2. clarifying the roles of individuals participating in the SCC; and
 - 1.1.10.3. planning for the upcoming year;

- 1.1.11. to call and preside over a meeting of the Greek School class for the purpose of electing officers according to section 3.5 below;
- 1.1.12. during fall orientation, at the invitation of the Vice-President for Student Affairs, to present an orientation to the SCC to the members of the incoming class; and
- 1.1.13. to distribute a copy of this Operations Manual to new SCC members immediately upon election.
- 1.1.14. to annually meet with the SCC Executive Committee to review and amend as needed the SCC Operation's Manual and SCC Constitution

1.2. SCC Vice-President. In addition to, or in further illumination of, those duties set out in article 4.1.2 of the Constitution, the duties of the SCC Vice-President shall be:

- 1.2.1. to chair the SCC Nominating Committee (responsible for calling meetings, publicizing openings for the Nominating Committee to fill);
- 1.2.2. to assume responsibilities in the absence of the president;
- 1.2.3. to oversee elections for the Junior Class officers in the fall;
- 1.2.4. to consult with representatives of Campus Organizations that have not been represented at two consecutive meetings of the SCC or with members of organizations that have failed to designate a representative to the SCC; and
- 1.2.5. to participate in the SCC Executive Committee as determined by the President.

1.3. SCC Treasurer. In addition to, or in further illumination of, those duties set out in article 4.1.4 of the Constitution, the duties of the SCC Treasurer shall be:

- 1.3.1. to maintain the financial records of the SCC;
 - 1.3.1.1. The treasurer shall maintain a current record of all financial transactions.
 - 1.3.1.2. A summary of this report shall be given at each regularly scheduled meeting of the SCC and made available to all SCC members upon request.
 - 1.3.1.3. Financial records shall be maintained in a way that ensures accuracy and security of such records.
- 1.3.2. to oversee the budget planning process (see below, section 5.0);
- 1.3.3. to serve on the SCC Scholarship Committee (see below, sections 4.5 and 7.0). The treasurer shall issue checks for all approved scholarship aid and maintain all scholarship applications on file;
- 1.3.4. to make all payments and reimbursements on behalf of the SCC (see below, section 6.0);
- 1.3.5. to receive and disburse Chapel offerings;
 - 1.3.5.1. Chapel offerings shall be collected by a student designated by the Worship Committee and shall be retained in the Business Office for the Treasurer. In no way is the Treasurer responsible for gathering the offering at Chapel worship times.
 - 1.3.5.2. The Treasurer shall retrieve offering funds from the Business Office and deposit chapel offerings into the SCC account.

- 1.3.5.3. Following the deposit, the Treasurer shall issue checks to the appropriate organizations as designated by the Worship Committee.
 - 1.3.5.4. The Treasurer shall maintain a list of chapel offering recipients and addresses.
 - 1.3.6. to participate in the SCC Executive Committee as determined by the President;
 - 1.3.7. to prepare the annual audit of SCC finances for review by the CTS Business Office and
 - 1.3.8. to review all fundraising activities outlined in 9.4
- 1.4. **SCC Secretary.** In addition to, or in further illumination of, those duties set out in article 4.1.3 of the Constitution, the duties of the Secretary shall be:
- 1.4.1. to record minutes at all SCC meetings or arrange for a substitute to take minutes;
 - 1.4.2. to distribute minutes from all SCC meetings within seven days of said meeting;
 - 1.4.3. to maintain files of all SCC correspondence, both internal and external;
 - 1.4.4. to maintain a current list of SCC members, including their mailing addresses, phone numbers, and email addresses;
 - 1.4.5. to ensure that all SCC members receive all appropriate SCC communications;
 - 1.4.6. to maintain the SCC bulletin board; and
 - 1.4.7. to participate in the SCC Executive Committee as determined by the President.

2.0. Responsibilities and Job Descriptions for Class Officers

- 2.1. **Senior Class President.** The duties of the Senior Class President shall be:
- 2.1.1. to represent the Senior Class at all SCC meetings;
 - 2.1.2. to be attuned to the Senior Class and prepared to hold class meetings to address needs as they arise;
 - 2.1.3. to facilitate communication among Senior Class members;
 - 2.1.4. to serve as the Presiding Officer of SCC and class officer elections, excluding Greek School and Junior Class elections (see below, section 3.0);
 - 2.1.5. in May of the year in which elected, to organize the Senior Sending chapel service, to take place on the last Friday of the academic year, prior to finals week;
 - 2.1.6. to share responsibility for presenting the banners at the baccalaureate and graduation ceremonies with the Middler Class President as needed or requested by the Office of Academic Affairs; and
 - 2.1.7. to be responsible for assisting CTS personnel in all other official activities planned by the Senior Class to celebrate and/or mark their graduation.
- 2.2. **Senior Class Representative.** The duties of the Senior Class Representative shall be:
- 2.2.1. to represent the Senior Class at all SCC meetings;
 - 2.2.2. to chair the Scholarship Committee (see below, section 4.5); and
 - 2.2.3. to work with the Senior Class President on Senior Class-related activities.
- 2.3. **Middler Class President.** The duties of the Middler Class President shall be:
- 2.3.1. to represent the Middler Class at all SCC meetings;
 - 2.3.2. to be attuned to the Middler Class and prepared to hold class meetings to address needs as they arise;
 - 2.3.3. to facilitate communication among Middler Class members;

- 2.3.4. to share responsibility for presenting the banners at the baccalaureate and graduation ceremonies with the Senior Class President as needed or requested by the Office of Academic Affairs.
- 2.4. **Middler Class Representative.** The duties of the Middler Class Representative shall be:
 - 2.4.1. to represent the Middler Class at all SCC meetings;
 - 2.4.2. to serve as chair of the Forum Committee (see below, section 4.2);
 - 2.4.3. to serve on the Scholarship Committee (see below, section 4.5); and
 - 2.4.4. to work with the Middler Class President on Middler Class-related activities.
- 2.5. **Junior Class President.** The duties of the Junior Class President shall be:
 - 2.5.1. to represent the Junior Class at all SCC meetings;
 - 2.5.2. to be attuned to the Junior Class and prepared to hold class meetings to address needs as they arise;
 - 2.5.3. to facilitate communication among Junior Class members; and
 - 2.5.4. to establish a fundraising opportunity for the class following procedures laid out in 9.0 to create a junior class fund. The fundraising event should occur in the fall semester
- 2.6. **Junior Class Representative.** The duties of the Junior Class Representative shall be:
 - 2.6.1. to represent the Junior Class at all SCC meetings;
 - 2.6.2. to serve as vice-chair of the Forum Committee (see below, section 4.2);
 - 2.6.3. to serve on the Scholarship Committee (see below, section 4.5); and
 - 2.6.4. to work with the Junior Class President on Junior Class-related activities.
- 2.7. **Greek School President.**
 - 2.7.1. to represent the Greek School Class with the administration during the tenure of Summer Greek School;
 - 2.7.2. to be attuned to the Greek School Class and be prepared to hold class meetings to address needs as they arise;
 - 2.7.3. to facilitate communication among Greek School Class members;
 - 2.7.4. to create, order, and sell Greek School t-shirts. This process should begin by July 20, and the shirts should be distributed before the last week of class; and
- 2.8. **Greek School Representative.**
 - 2.8.1. to assist the Greek School President in the performance of the duties referenced herein; and

3.0. Election Procedures

- 3.1. **Voter Eligibility.** All members of the Student Body of Columbia Theological Seminary as defined in article 2.2 of the Constitution shall be eligible to vote in all SCC elections. For Senior and Middler Class elections, a member of the Student Body is eligible to vote in the particular class election of the class that student will be a member of in the academic year immediately following the one in which the class elections are held. In summer and fall elections, Juniors and Greek School students vote for the class of which they are members.
 - 3.1.1. Those persons defined as students in SCC Constitution article 2.2 who are off-campus at the time of an election because of a required seminary course may cast an absentee ballot via campus email to the Presiding Officer of the election, provided that they request such privilege via campus email by 6 p.m. on the day prior to the opening of the election on campus.

- 3.1.2. Notice of the ability to cast an absentee ballot via email and the procedures for doing so shall be given via *This Week* or broadcast email no less than one week prior to the beginning of the election on campus.
 - 3.1.3. Upon receiving a request for an absentee ballot, the Presiding Officer of an election shall send a list of candidates to the student via campus email by the time the election opens on campus. Once a student requests an absentee ballot for spring elections, the Presiding Officer shall send that student an absentee ballot for all remaining elections during the spring.
 - 3.1.4. All absentee ballots must be received by the time the election closes on campus.
- 3.2. Election of SCC Officers and Middler and Senior Class Officers**
- 3.2.1. Presiding Officer**
 - 3.2.1.1. The Presiding Officer shall be the outgoing President of the Senior Class and shall report to the SCC Nominating Committee (see SCC Constitution article 5.2).
 - 3.2.1.2. The Presiding Officer shall:
 - 3.2.1.2.1. request nominations for SCC officers from the student body;
 - 3.2.1.2.2. consult with those nominated for SCC officers regarding their willingness to serve if elected;
 - 3.2.1.2.3. prepare a ballot consisting of the names of all those nominated for SCC officers who have agreed to serve if elected;
 - 3.2.1.2.4. moderate a student forum provided by the SCC Nominating Committee whereby the CTS community can gain an understanding of the SCC offices and qualifications of the slate of candidates;
 - 3.2.1.2.5. conduct SCC officer elections as described below;
 - 3.2.1.2.6. request nominations for Middler and Senior Class Officers and Nominating Committee Representatives following the election of SCC officers;
 - 3.2.1.2.7. consult with those nominating for class officers and Nominating Committee representatives regarding their willingness to serve if elected;
 - 3.2.1.2.8. prepare a ballot consisting of the names of all those nominated for class officers and Nominating Committee representatives who have agreed to serve if elected; and
 - 3.2.1.2.9. conduct Middler and Senior Class Officer and Nominating Committee Representatives elections.
 - 3.2.2. SCC Elections.**
 - 3.2.2.1. The primary election shall take place on Tuesday and Wednesday during the week prior to Reading Week unless the SCC approves by majority vote a motion to hold elections at another time.
 - 3.2.2.2. Balloting shall take place at a conspicuous place and at a convenient time for a minimum of four hours on each two days. Balloting shall close at 6 p.m. on the second day.
 - 3.2.2.3. Ballots will be tabulated manually by the Presiding Officer and the Nominating Committee after 6 p.m. of the second day, and a simple

majority of votes cast shall be necessary for election. A simple majority is one more than half the number of votes cast. If there are an odd number of votes cast, a simple majority is one-half the number of votes cast rounded to the next whole number.

- 3.2.2.4. If no simple majority is attained in the primary election, a run-off election between the two candidates having the highest number of votes shall be held. The ballots for the run-off election shall be cast in the same manner as described in section 3.2.1.2 above and should be conducted on Thursday and Friday following the primary election.
- 3.2.2.5. In the case of a tie vote in the second run-off, the SCC Vice-President, as chair of the Nominating Committee, shall convene the other three current officers of the SCC, and these three officers shall vote by secret ballot to break the tie. If one of these officers is running for the office which requires a run-off, the SCC Nominating Committee must convene and vote by secret ballot to break the tie. The SCC Vice-President should only vote in the case of a tie in either of these situations.

3.3. Middler and Senior Class Officers and Nominating Committee Representatives Elections

- 3.3.1. (numbering corrected) The primary election shall take place on two consecutive days at least a week after the SCC primary election and run-off.
- 3.3.2. (numbering corrected) Balloting shall take place at a conspicuous place and at a convenient time for a minimum of four hours on each of two days. Balloting shall close at 6 p.m. of the second day.
- 3.3.3. (numbering corrected) Ballots will be tabulated manually by the Nominating Committee after 6 p.m. of the second day, and a simple majority of votes cast shall be necessary for election. A simple majority is one more than half the number of votes cast. If there are an odd number of votes cast, a simple majority is one-half the number of votes cast rounded to the next whole number.
- 3.3.4. (numbering corrected) If no simple majority is attained on the first ballot, a run-off election between the two candidates having the highest number of votes shall be held. The ballots for the run-off election shall be cast in the same manner as described in section 3.3.2 above and should be conducted on Thursday and Friday following the primary election.
- 3.3.5. (numbering corrected) In the case of a tie vote in the run-off, the SCC Vice-President, as chair of the Nominating Committee, shall convene the other three current officers of the SCC and these three officers shall vote by secret ballot to break the tie. If one of these officers is running for the office which requires a run-off, the SCC Nominating Committee must convene and vote by secret ballot to break the tie. The SCC Vice-President should only vote in the case of a tie in either of these situations.

3.4. Election of Junior Class Officers and Nominating Committee Representatives

3.4.1. Junior Class Officers

- 3.4.1.1. The SCC Vice-President shall conduct Junior Class elections.
 - 3.4.1.1.1. The election process shall take place on two consecutive days several weeks into the fall semester at a time deemed

appropriate by the SCC Vice-President and the Nominating Committee.

- 3.4.1.1.2. Balloting shall take place at a conspicuous place and at a convenient time for a minimum of four hours each of the two days. Balloting shall close at 6 p.m. of the second day.
- 3.4.1.1.3. Ballots will be tabulated manually by the Nominating Committee after 6 p.m. of the second day, and a simple majority of votes cast shall be necessary for election. A simple majority is one more than half the number of votes cast. If there are an odd number of votes cast, a simple majority is one-half the number of votes cast rounded to the next whole number.
- 3.4.1.1.4. If no simple majority is attained on the first ballot, a run-off election between the two candidates having the highest number of votes shall be held. The ballots for the run-off election shall be cast in the same manner as described in section 3.4.1.3 above and should be conducted on days two and three of the following week or after due notice is given to the student body.
- 3.4.1.1.5. In the case of a tie vote in the run-off, the SCC Vice-President, as chair of the Nominating Committee, shall convene the other three current officers of the SCC, and these three officers shall vote by secret ballot to break the tie.
- 3.4.1.2. Junior Class Nominating Committee Representatives shall be elected in the fall semester at the same time as the Junior Class President and Representative.

3.5. Greek School

- 3.5.1. Class officers (a president and a representative) of Greek School shall be elected at a class meeting called by the SCC President, or a substitute appointed by the President, during July of Greek School.
- 3.5.2. Elections shall take place at a Greek School class meeting to be held prior to a regularly scheduled class period.
- 3.5.3. The SCC President, or the President's designee, shall take nominations from the floor for Greek School President and Greek School Representative.
- 3.5.4. Voting shall take place by secret ballot during the class meeting.

4.0.SCC Standing Committees

4.1. Nominating Committee

- 4.1.1. The committee shall be chaired by the SCC Vice-President.
- 4.1.2. The committee shall be comprised of two elected members from each class.
- 4.1.3. For Nominating Committee procedures, see SCC Constitutions, article 5.2.

4.2. Forum Committee

- 4.2.1. The committee shall be chaired by the Middler Class Representative.

4.2.2. The committee shall be comprised of the Junior Class Representative (Vice-Chair) and other members of the student body who express an interest in serving.

4.2.3. The committee shall be responsible for Wednesday forums (see below, section 8.0).

4.3. Community Outreach Committee

4.3.1. The committee shall be chaired by a member of the SCC to be elected by the SCC from its own membership.

4.3.2. The committee shall be comprised of members of the student body who express an interest in serving.

4.3.3. The committee shall provide opportunities for students to be involved in service in the Decatur/Atlanta area.

4.3.4. Service activities and a list of contacts for each year shall be reported to the SCC in an annual report to be submitted to the SCC President prior to the end of the April SCC meeting.

4.4. Inter-Seminary Relations Committee

4.4.1. The committee shall be chaired by a member of the SCC to be elected by the SCC from its own membership.

4.4.2. The committee shall be comprised of members of the student body who express an interest in serving.

4.4.3. The committee shall work to nurture and strengthen Columbia's relationship with ITC and Candler.

4.4.4. The committee's activities and a list of contacts shall be reported to the SCC in an annual report to be submitted to the SCC President prior to the end of the April SCC meeting.

4.5. Scholarship Committee

4.5.1. The committee shall be chaired by the Senior Class Representative.

4.5.2. The committee shall be comprised of the Middler Class Representative, Junior Class Representative, Junior Class Representative, SOS Representative, and the SCC Treasurer.

4.5.3. The committee shall provide assistance for students and spouses of students seeking to participate in growth experiences outside of seminary coursework in the form of conferences, retreats, or other related experiences of a short-term duration.

4.5.3.1. The committee shall adhere to the scholarship guidelines stated below in section 7.0.

4.5.4. The Treasurer shall be responsible for dispersing funds to approved recipients and for maintaining a record of all scholarship requests and disbursements.

4.5.5. The chair of the Scholarship Committee or the SCC Treasurer shall report all scholarship disbursements to the SCC at each regularly scheduled SCC meeting.

4.6. Athletics Committee

4.6.1. The committee shall be chaired by one of the work-study students appointed by the Office of Student Services.

4.6.2. This committee, in conjunction with the Office of Student Services, shall plan community-wide athletic events.

- 4.6.3. Athletic events and procedures for each year shall be reported to the SCC in an annual report to be submitted to the SCC President prior to the end of the April SCC meeting.

4.7. Recreation Committee

- 4.7.1. The committee shall be chaired by one of the work-study students appointed by the Office of Student Services.
- 4.7.2. The committee, in conjunction with the Office of Student Services, shall plan non-athletic social events for the seminary.
- 4.7.3. Recreation events and procedures for each year shall be reported to the SCC in an annual report to be submitted to the SCC President prior to the end of the April SCC meeting.

5.0. Budgeting Procedure (see also SCC Constitution, article 8.0)

- 5.1. Budgeting for each academic year shall take place during the fall semester of the preceding academic year in accordance with SCC Constitution article 8.3.
- 5.2. All student organizations, SCC standing committees, and class presidents shall prepare a written budget to be submitted to the Treasurer by November 1.
 - 5.2.1. All budget requests shall include a rationale detailing the planned expenditures and explaining any requested increases.
- 5.3. At its stated October meeting, the SCC shall select a Budget Review Task Force of interested persons to review budget requests and assist the Treasurer in preparing the final proposed budget. The Treasurer shall chair the Budget Review Task Force.
- 5.4. The Treasurer and the Budget Review Task Force shall prepare a final proposed budget, including planned expenditures and explanations of budgetary increases, to be approved by the SCC at its December meeting.
- 5.5. Following approval, the Treasurer shall present the budget to the Dean of Students in accordance with the SCC Constitution article 8.3 in order that it can be presented by the Dean of Students to the Board of Trustees at their regular spring meeting.
- 5.6. It is anticipated that the Dean of Students will report to the Treasurer the actual amount budgeted by the Board of Trustees for the SCC.
- 5.7. At the first meeting of the SCC following the spring meeting of the Board of Trustees, the Treasurer shall present to the SCC the actual amount approved by the Board of Trustees as well as a proposed operating budget to be considered by the SCC.
- 5.8. The final operating budget shall be approved by the SCC before the end of the spring semester.

6.0. Disbursement of SCC Funds

- 6.1. The Treasurer shall insure that payment/reimbursement forms are available to all SCC members.
- 6.2. Persons, student groups, or standing committees requesting payment or reimbursement from the SCC shall submit a payment/reimbursement form to the Treasurer.
 - 6.2.1. The form authorizing payment must contain an authorized signature for the student organization, SCC standing committee, or class requesting payment.
 - 6.2.1.1. By the second stated meeting of each year, the SCC must approve a list of two names submitted to the Treasurer who have authority to authorize payment or reimbursement for each student organization,

- SCC standing committee, and class. Upon SCC approval of such list, the SCC Treasurer may disburse funds upon request without further approval.
- 6.2.1.2. A request for payment to an authorized signatory must be signed by another signatory.
 - 6.2.1.3. The SCC President shall be an authorized signatory for all SCC budget lines if no other signature can be obtained.
 - 6.2.1.4. The SCC Treasurer shall not be an authorized signatory for any payment or reimbursement. Checks for payment/reimbursement to the SCC Treasurer must be signed by the SCC President.
- 6.2.2. A receipt or invoice must accompany the payment/reimbursement form unless otherwise approved by the SCC President and the CTS Vice President of Business and Finance.
 - 6.2.3. In disbursing SCC funds, the Treasurer shall adhere to the minimum standards of financial procedure as required by the CTS Business Office.
- 6.3. Funds shall only be disbursed to persons, campus organizations, or standing committees for specific requests accompanied by a receipt or other documentation of the expense. No disbursements shall be made for unspecified purposes, even if the amount requested conforms to the specifications of the SCC operating budget.
 - 6.4. If a budget line has insufficient funds to cover a request for funds, the requesting committee or organization may request others in the SCC to assist in funding the request. Such assistance must be approved by a majority vote of the SCC. Between May 1 and August 31, such requests may be approved by a unanimous vote of the Executive Committee.

7.0.SCC Scholarship Procedure

- 7.1. Approval of SCC scholarships shall be the responsibility of the SCC Scholarship Committee (see above, section 4.5).
- 7.2. The purpose of the SCC Scholarship Fund is to provide assistance for students and spouses of students seeking to participate in growth experiences outside of seminary coursework in the form of conferences, retreats, or other related experiences of a short term duration. Participation in such experiences is expected to further the cause of one's ministerial efforts as well as to benefit the entire CTS community.
 - 7.2.1. Scholarship applications shall generally be considered only for events held away from the CTS campus. However, on-campus events for which students or spouses of students are charged a fee to cover materials or other similar expenses may be eligible for a scholarship up to one-half of the cost of the student fee, subject to the other limitations of section 7, including the requirements of sharing learnings with the seminary community.
 - 7.2.2. SCC scholarships shall not be used to cover registration or travel costs for events receiving substantial financial support from Columbia Theological Seminary.
- 7.3. Students or spouses desiring scholarship funds shall submit a Scholarship Request Form to the SCC Treasurer. The chair of the Scholarship Committee shall insure that the Scholarship Request Form is made available in a location convenient to all students and their spouses. Scholarship Request Forms should be submitted as early as practicable

for consideration by the Scholarship Committee and may be submitted after the event. The Scholarship Committee may deny a request if it feels that the request was not made in a timely manner.

- 7.3.1. All scholarship disbursements must include a receipt or other documentation of the expense. Scholarship applications received without documentation of the expense may be considered by the committee, but funding shall not be disbursed by the Treasurer until proper documentation is received.
- 7.3.2. Ordinarily, scholarship requests for events held during the summer months shall be submitted by April 30 and funded out of the budget for the previous academic year. Requests submitted after April 30 shall be considered by and at the discretion of the Executive Committee. Between May 1 and June 30, the Executive Committee may disperse unexpended SCC budget funds as scholarship funds.
- 7.3.3. All students and spouses requesting funds shall present a proposal for sharing their experience with the CTS community upon their return. The chair of the Scholarship Committee shall be responsible for ensuring that all scholarship recipients are held accountable to fulfilling their proposals for sharing the experience with the community. Scholarship recipients who do not share their experiences as planned may be denied additional scholarships in the future or asked to return their scholarship funds.
- 7.4. The Scholarship Committee shall meet as necessary to consider all scholarship requests in a timely manner.
- 7.5. In disbursing funds, the Scholarship Committee shall adhere to the following guidelines:
 - 7.5.1. A maximum of \$300 per individual per academic year shall be allowed.
 - 7.5.2. No more than fifty percent of the budgeted amount of the scholarship fund shall be disbursed during the fall semester. If requests for the fall semester exceed fifty percent of the budget, the committee may choose to partially fund some scholarships in the fall and fully fund the remainder of those scholarships at the end of the spring semester if funds are available.
 - 7.5.3. No individual shall receive in excess of \$250 for a single event.
 - 7.5.4. The total amount of scholarships given for a single event shall not exceed \$750.

8.0. Forum Procedures

- 8.1. The Forum Committee shall be responsible for approving, in conjunction with the Office of Student Services, the weekly forums presented on Wednesday morning when classes are in session during the fall and spring semesters.
- 8.2. In reviewing and soliciting participants and subjects to be addressed in the forums, the committee shall give due consideration to the principles and ideals set out in Article 1 of the SCC Constitution. Competing requests for forums shall be determined by the committee subject to the provisions of section 8.3
- 8.3. Typically, the committee shall strive to communicate with student organizations and the faculty – to the degree it is practical – in soliciting and planning the various forums. Subject to the intervening decisions of the SCC, the seminary President, and/or the Dean of Students, the committee shall have discretion in selection of topics and guests to be invited to participate in the forums. Each student organization shall be responsible

for no more than two forums per academic year, though organizations can certainly participate in additional forums as deemed appropriate by the committee. Nothing in this section should be interpreted as requiring the committee to assign responsibility for any forums to student organizations.

- 8.4. Prior to the beginning of each semester, the committee should determine what, if any, forums are needed by the Administration, Worship and Convocations, or the Office of Student Services for events such as the report of the Campbell Scholars, Wellness Week, Advent Lessons and Carols, Ash Wednesday, or other such similar events in the life of the seminary community.
- 8.5. To the degree that it is practicable, at least one forum each month shall be devoted to community Bible study and prayer.
- 8.6. The committee shall see that all forums are adequately publicized in *This Week* and through such other means as the committee deems appropriate.

9.0. Fundraising Procedure

9.1 Any fundraising must be approved by the SCC.

9.2 A committee representing the class or organization must present intentions of use for money raised to the SCC prior to starting fundraiser.

9.2.1 The SCC reserves the right to deny fundraising proposal

9.3 The committee must work in cooperation with the seminary assistant treasurer to ensure adequate transparency and to establish a checks and balances in the money counting process

9.4 All financial records must be available for audit to the SCC Treasurer.

10.0. Notice of Meetings

- 10.1. Notice of any regular meeting of the SCC shall be published in *This Week* so as to provide at least one week's actual notice of any such meeting.
- 10.2. Notice of any called meeting of the SCC shall be published in *This Week* so as to provide at least one week's actual notice of any such meeting, if possible.
 - 10.2.1. If a called meeting must be held on an emergency basis and there is not time for the notice otherwise provided for herein, the President shall insure that a written notice is placed on the bulletin boards in the dormitories and in Campbell Hall at least twenty-four hours prior to any such meeting.

11.0. Policy on Solicitation by Students

- 11.1. This policy shall govern any attempt by a group of students, an individual student, or a student organization designated in the SCC Constitution, section 2.3, to solicit monetary donations, pledges, or contributions of gifts from the seminary community.
 - 11.1.1. All other solicitations shall be done under the guidelines of Columbia Theological Seminary.
- 11.2. Before an individual student, group of students, or student organization may solicit the entire seminary community, they shall put their request in writing to the SCC Executive Committee for consideration and, if appropriate, approval.
 - 11.2.1. Such requests shall include the proposed dates and times for the solicitation, how such solicitation shall be done, for what event/purpose the solicitation is being undertaken, and the disposition of funds.

- 11.2.2. The Executive Committee may request more information from the requesting student/organization before continuing the process.
- 11.2.3. It is strongly recommended that requests for solicitation be made no less than thirty days prior to the proposed solicitation date.
- 11.3. The Executive Committee shall convene as soon as practicable to review the request. If the Executive Committee reaches a unanimous decision either in favor of or against the request, then that decision shall be considered final, pending appeal.
- 11.4. If the Executive Committee does not reach a unanimous decision, then the request shall be put forward at the next stated SCC meeting, where the entire SCC shall vote on the request. If a majority of members present vote in favor of the request, that decision shall be considered final.
- 11.5. If the Executive Committee reaches a unanimous decision against the request, the requesting student/organization may appeal the decision to the entire SCC at the next stated meeting. If a majority of members present vote in favor of the request, the previous decision of the Executive Committee shall be overturned.
- 11.6. If, in either case outlined in 10.4 or 10.5, the majority of members present do not vote in favor of the request, the request shall be denied without further appeal.
- 11.7. If a student organization has a recurring/annual event which requires solicitation of the entire CTS community, that student organization may petition the Executive Committee to be put on a list of designated recurring events through the process outline in 10.2 through 10.6. Such a list is to be passed on by each SCC President to his or her successor.
- 11.8. This section shall not apply to offerings taken at community-wide worship services if the service and the offering have been approved by the CTS Worship Committee.

12.0. Campus Organizations

- 12.1. Campus organizations are admitted to the SCC through the process described in Article 3.5 of the SCC Constitution.
- 12.2. Campus organizations are responsible for providing the following information to the SCC annually, as requested by the SCC President and Executive Committee:
 - 12.2.1. the name of a faculty/staff advisor;
 - 12.2.2. the name(s) of any and all officers;
 - 12.2.3. the name of the organization's representative to the SCC;
 - 12.2.4. the names of two persons authorized to act on behalf of the organization to authorize payment or reimbursement in accordance with section 6.2.1;
 - 12.2.5. any changes to the organization's bylaws; and
 - 12.2.6. a budget request for the following academic year, to be submitted upon request of the SCC Treasurer but no later than November 1.
- 12.3. Campus organizations may be declared inactive by a two-thirds vote of the SCC or by action of the faculty.
 - 12.3.1. The SCC may declare an organization inactive only in one of the following circumstances:
 - 12.3.1.1. if representatives of the organization are not present for six consecutive SCC meetings;

- 12.3.1.2. if the organization consistently refuses to provide the information required under section 11.2; or
- 12.3.1.3. if the organization requests such status.
- 12.3.2. Inactive campus organizations shall not be eligible to send representatives to SCC meetings or receive budgeted SCC funds.
- 12.3.3. An inactive campus organization may be returned to active status by a majority vote of the SCC.