



UNIVERSITY OF  
**ST. MICHAEL'S COLLEGE**  
IN THE UNIVERSITY OF TORONTO  
FACULTY OF THEOLOGY

SLC

CONSTITUTION

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## Article I - Name and Objectives

- Section 1* The name of the organization shall be the Student Life Committee.
- Section 2* The SLC operates within the broader mission of USMC; “The University seeks to provide an environment that fosters the intellectual, moral, and spiritual development of its members. It encourages an understanding, and respect for the values of the gospel, and their implications for individual, and social life.”<sup>1</sup>
- Section 3* The particular mission of the SLC shall be to foster community fellowship at USMC within the Faculty of Theology through opportunities and events of a social, spiritual, and academic nature.
- Section 4* The particular goal of the SLC is to see to it that students thrive. With a motto of faith, friendship, and fun, the SLC coordinates opportunities to unify the graduate Student Body to enrich the lives of each individual in a comfortable, gratifying environment for all.

## Article II - Interpretation

- Section 1* Wherever the abbreviation “SLC” occurs in these bylaws, it shall be understood to mean the Student Life Committee as a body of Elected Positions as outlined in Article IV, Section 2, and Appointed Positions as outlined in Article IV, Section 3.
- Section 2* Where the abbreviation “AGM” occurs in these bylaws, it shall be understood to mean the Annual General Meeting of the SLC.
- Section 3* Where the abbreviation “USMC” occurs in these bylaws, it shall be understood to mean the University of St. Michael’s College.
- Section 4* Where the abbreviation “TST” occurs in these bylaws, it shall be understood to mean the Toronto School of Theology.
- Section 5* Where the term “Faculty” occurs in these bylaws, it shall be understood to mean the Faculty of Theology in the University of St. Michael’s College.
- Section 6* Wherever the term “Executive” occurs in these bylaws, it shall be understood to mean the persons holding the Chair(s), the Secretary, and the Treasurer positions on the SLC.
- Section 7* Unless otherwise specified, wherever the term “term” occurs in these bylaws, it shall be understood to mean the period of which a given position, elected or appointed, is held by its elected or appointed candidate. All positions are effective May 1<sup>st</sup> and conclude April 30<sup>th</sup> each year.
- Section 8* Wherever the term “in camera” occurs in these bylaws, it shall be understood to mean discussions or voting conducted in private among only those persons holding Elected Positions, and furthermore to be kept confidential by those persons.

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<sup>1</sup> <http://stmikes.utoronto.ca/about/mission/>

- Section 9* Wherever the title “Faculty Representative” occurs in these bylaws, it shall be understood to mean the staff member, teaching or otherwise, employed at the Faculty of Theology, acting as the advisor to, and overseer of the SLC.
- Section 10* Wherever the title “Faculty Liturgy Representative” occurs in these bylaws, it shall be understood to mean the staff member, teaching or otherwise, employed at the Faculty of Theology, acting as the advisor to, and overseer of the SLC Liturgy Chair.
- Section 11* Wherever the title “Dean” occurs in these bylaws, it shall be understood to mean the staff member, teaching or otherwise, employed at the Faculty of Theology, acting as an overseer and manager of the faculty, students, and the general department of the Faculty of Theology.
- Section 12* Wherever the expression “matters requiring formal consensus” occurs in these bylaws, it shall be understood to mean SLC business requiring a vote in response to a formal motion made at an SLC meeting to plan SLC programming, events, and unexpected spending or changes to the SLC budget.

### **Article III – Membership**

- Section 1* Any person of part-time or full-time registration status in a Basic Degree program paying Student Life Fees is eligible to run for, and hold, positions of membership on the SLC of either an elected or appointed nature; except in a situation for which the position is required or designated for individuals of Advance Degree student status.
- Section 2* Any person of part-time or full-time registration status in a Basic Degree program paying Student Life Fees but not holding a position of an elected or appointed nature on the SLC is automatically considered a member of the SLC having Student Body membership as defined in Article IV, Section 4.
- Section 3* Any person of part-time or full-time registration status in an Advanced Degree program paying Student Life Fees is eligible to run for, and hold, positions of membership on the SLC of either an elected or appointed nature; except in a situation for which the position is required or designated for individuals of Basic Degree student status.
- Section 4* Any person of part-time or full-time registration status in an Advanced Degree program paying Student Life Fees but not holding a position of an elected or appointed nature on the SLC is automatically considered a member of the SLC having Student Body membership as defined in Article IV, Section 4.

### **Article IV – Committee Positions**

- Section 1* The SLC shall be formed of two membership groups: 1) Elected Positions and 2) Appointed Positions.
- Section 2* Elected Positions are classified as follows, and retain their allocated purpose and responsibilities, which includes voting privileges for matters requiring formal consensus.

i) Chair(s) -

The Chair or Co-Chair is to organize the SLC meetings, which includes preparing an agenda. The Chair or Co-Chair also plans, organizes, and executes all major events and programming of the SLC. The Chair or Co-Chair is responsible for all administrative duties required and arising for the SLC. When possible the Chair or Co-Chair acts as a liaison between the SLC, the larger Student Body, and the Faculty of Theology faculty members. The Chair or Co-Chair will serve as mediator, role model, leader, and servant to the mission of the SLC and the USMC.

iii) Secretary -

The Secretary will succinctly record the minutes of the SLC meetings, AGM, and, where possible and necessary, the minutes of any other committee struck for the purpose of serving the SLC. The Secretary will distribute the draft record of the minutes to the SLC no later than seven days following the meeting in which the minutes were recorded. In instances of in camera sessions, the Secretary will cease to record the minutes. Additionally, the Secretary is responsible for organizing and calling the AGM, and composing a booklet of written reports submitted from all Elected Positions for distribution at the AGM. The Secretary will serve as the returning officer (the official who conducts an election and announces the results) in the SLC election process as outlined in Article 7.

iv) Treasurer -

The Treasurer will work with the rest of the SLC Executive to formulate the budget for the year and record all fiscal activity of the SLC. Each month the Treasurer will give a Treasurer's Report at one of the SLC meetings and provide an up-to-date copy of the budget. The Treasurer will issue cheques in the case of reimbursements, however the Treasurer will not retain the signing authority for those cheques; rather the Treasurer must have any issued cheques signed by the Student Services Officer as determined in Article XI, Section 7. The Treasurer will also formally present the SLC fiscal report at the AGM.

v) Liturgy Chair -

In collaboration with the SLC Faculty Liturgy Representative and the Pastor of St. Basil's parish, as the collegiate church, the Liturgy Chair is responsible for the scheduling of the Faculty of Theology's weekly, community worship services. The Liturgy Chair will coordinate presiders for the services, plan the music ministry, arrange the structure of each service, schedule the required ministry roles for the services, prepare a leaflet indicating musical selections, prayers, and other pertinent instruction. The Liturgy Chair will also oversee the formation and facilitation of a Liturgy Committee, the members of which share in the responsibilities and required tasks delegated to them by the Liturgy Chair. This position is open to Basic Degree students only.

vi) Liaison to the Office of Campus Ministry -

The Liaison to the Office of Campus Ministry will coordinate events linking the Faculty of Theology Student Body with the Office of Campus Ministry, specifically through the Director of Campus Ministry. The focus of the Liaison to the Office of Campus Ministry ought to be the spiritual growth, devotion, and personal development of the members of the Student Body. The Liaison of the Office of Campus Ministry will direct members of the Student Body to the Director of Campus ministry for spiritual care. In collaboration with the Office of Campus Ministry, the Liaison to the Office of Campus Ministry will provide no less than one study day/spiritual retreat day per term for students of the Faculty of Theology.

vii) Coordinator for Academic Development -

In collaboration with the Director for Academic Programs, the Coordinator for Academic Development will organize discussion group opportunities for Advanced Degree Students, workshops, and professional development. The Coordinator for Academic Development will provide no less than one student-facilitated lecture series showcasing student research, containing no fewer than three separate presentations, per term. This position is open to Advanced Degree students only.

viii) Communications Officer -

The Communications Officer is responsible for advertising SLC events and opportunities on all SLC social media portals in collaboration with the Programs Coordinator. The Communications Officer will also produce the posters for all SLC programming and draft weekly email updates for the Student Body, which they will then forward to the Student Services Officer for distribution to the student list-serve. The Communications Officer, in collaboration with the Secretary, is responsible for notifying the Student Body of the AGM.

ix) Coordinator for Social Justice -

The Coordinator for Social Justice is responsible for organizing one social justice initiative for the Faculty of Theology per term (ie. Hope for Children Christmas Program, Food Drive, Street Patrol). These events may be in collaboration with the Office of Campus Ministry.

x) Coordinator for Hospitality -

The Coordinator for Hospitality will facilitate a weekly social following the Faculty of Theology weekly community worship service. The Coordinator for Hospitality will purchase food and drink items for the social, provide set up and clean up for the social, and ensure that all linens and dishware remain clean. The Coordinator for Hospitality will also keep the coffee nook in the Student Lounge stocked with refreshments.

v) Advance Degree Student Representative for Faculty Council -

The Advance Degree Student Representative for Faculty Council is to attend the Faculty Council meetings and report on the agenda, and ensuing discussion, to the SLC each month at one of the SLC meetings. The Advance Degree Student Representative for Faculty Council will report student grievances, put forward comments and suggestions when appropriate, and update the faculty members about up and coming SLC programming. This position is open to Advance Degree students only.

vi) Basic Degree Student Representative for Faculty Council -

The Basic Degree Student Representative for Faculty Council is to attend the Faculty Council meetings and report on the agenda, and ensuing discussion, to the SLC each month at one of the SLC meetings. The Basic Degree Student Representative for Faculty Council will report student grievances, put forward comments and suggestions when appropriate, and update the faculty members about up and coming SLC programming. This position is open to Basic Degree students only.

*Section 3*

Appointed Positions are classified as follows, and retain their allocated purpose and responsibilities. The following positions are appointed according the process outlined in Article VIII, Section 3 unless otherwise stated.

i) TST Basic Degree Council Student Representative for the Faculty -

The role of the TST Basic Degree Council Student Representative for the Faculty is to attend the TST Basic Degree Council meetings and report on the agenda, and ensuing discussion, to the SLC each month at one of the SLC meetings.

ii) TST Graduate Student Association Student Representative for the Faculty -

The role of the TST Graduate Student Association Student Representative for the Faculty is to attend the TST Graduate Student Association meetings and report on the agenda, and ensuing discussion, to the SLC each month at one of the SLC meetings. This position is open to Advanced Degree students only.

iii) Joint Senate/College Council Committee of the Library Student Representative for the Faculty -

The role of the Joint Senate/College Council Committee of the Library Student Representative for the Faculty is to attend the Joint Senate/College Council Committee of the Library meetings and report on the agenda, and ensuing discussion, to the SLC each month at one of the SLC meetings.

iv) TST Roundtable for Ecumenism Student Representative for the Faculty -

The role of the TST Roundtable for Ecumenism Student Representative for the Faculty is to attend the TST Roundtable meetings and report on

the agenda, and ensuing discussion, to the SLC each month at one of the SLC meetings. The TST Roundtable for Ecumenism Student Representative for the Faculty, in collaboration with the Faculty Liturgy Representative, will organize one ecumenical function that unites a minimum of one other non-Catholic fellow TST College Student Body with the Faculty of Theology Student Body.

vii) Graduate Student Representative for Collegium -

The Graduate Student Representative for Collegium is to attend Collegium meetings and put forward comments, and suggestions, when appropriate. The purpose of this position is to provide transparency to the governance of the Faculty. With respect to the position in the bylaws of Collegium, the position shall consist of “[o]ne member from among the graduate students of the Faculty of Theology appointed by the Student Life Committee”<sup>2</sup> AND “[t]he term of office of student members of the Collegium is one academic year, and student members may hold office for three consecutive terms.”<sup>3</sup>

*Section 4* The Student Body is classified as follows, and retains their allocated purpose and responsibilities:

The collective group of any, and all, persons of part-time or full-time registration status in a Basic Degree or Advanced Degree program paying Student Life Fees is permitted to attend all functions hosted by the SLC, to attend SLC meetings as a spectator and contributor, except in the instance of in camera sessions, to attend the AGM, and to vote for Elected Positions. All persons holding an Elected or Appointed Position on the SLC are also considered a part of the Student Body and retain Student Body membership.

## Article V - The Co-Chairs

*Section 1* The Co-Chair, when possible, should consist of a Basic Degree student and an Advanced Degree student.

*Section 2* The Chair position(s) cannot be held by a person with less than an academic standing of either 3.7 GPA, or an 80% overall average, unless special approval from the Dean is granted.

*Section 3* In a Co-Chair situation, both Chair positions retain equal distribution of duties and responsibilities as defined in Article IV, Section 2, Subsection i) and are also accountable for unforeseen duties and responsibilities arising in various circumstances. The Co-Chair shall conduct all business and decision making as a team.

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<sup>2</sup> Amended and Restated Bylaws of the University of St. Michael’s College, December 10, 2014, Article 6, Section 6.3, Subsection 6.3.4.

<sup>3</sup> 2nd Session, 38th Legislature, Ontario 54 Elizabeth II, 2005 Bill Pr13 (Chapter Pr7 Statutes of Ontario, 2005), An Act respecting The USMC, Article 7, Section 5.



- Section 4* At no time is it acceptable for either Chair to be purposefully left uninformed by his or her Co-Chair, nor is it acceptable for a Chair to make decisions on behalf of the SLC Executive without the consultation and deliberation of the other Chair.
- Section 5* A single Chair position on the SLC is permitted, however, the preference is to have a Co-Chair position.
- Section 6* The SLC Executive governs in collaboration with the SLC for the best interests of the Student Body, exemplifying exceptional leadership and service.
- Section 7* The SLC Executive is required to put in hours over the summer months in preparation for the Student Orientation/Student Welcome in August/September and for the Fall/Winter sessions, during peak time for SLC operations.

#### **Article VI – Faculty Representatives**

- Section 1* The Dean will determine the SLC Faculty Representative and may or may not choose to seek the input of the SLC Chair(s).
- Section 2* The Dean will determine the SLC Faculty Liturgy Representative and may or may not choose to seek the input of the SLC Liturgy Chair.

#### **Article VII – Elections**

- Section 1* An Elected Position of membership, as classified in Article IV, Section 2, is subject to the election process as follows:
- Section 2* The Secretary in collaboration with the Communications Officer will put out a call for self-nominations in March and allow no less than a two-week nomination period.
- Section 3* Those members of the Student Body, as defined in Article IV, Section 4, interested in Elected Positions will submit a self-nomination to the SLC Secretary via the general email account of the SLC indicating the desired position. In addition, the interested candidate will have one other member from the Student Body submit an email to the SLC Secretary via the general email account of the SLC indicating his or her support of the self-nominated candidate.<sup>4</sup> A person may only submit one self-nomination for one Elected Position per year.
- Section 4* Self-nomination emails should include the individual’s name, UTOR email address, degree program, and title of the position for which they are applying. Emails in support of a candidate should include the name of the candidate supported and the position for which they are applying.
- Section 5* When applying for the SLC Co-Chair, persons desiring a Co-Chair partnership should be a predetermined pair and self-nominate together for the Elected Position of Co-Chair. They should indicate their intention for a Co-Chair partnership in their self-nomination email by naming each other as their associate.

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<sup>4</sup> Student Life Committee, email address: [studentlife.usmctheology@utoronto.ca](mailto:studentlife.usmctheology@utoronto.ca)

- Section 6* All nominations for Elected Positions will be reviewed. In cases where there is only one self-nomination for a position, the candidate will be acclaimed. In the event that more than one person has self-nominated for the same position, the candidates will be put forth to a vote in an election. In the event that the self-nomination process results in both a nomination for a Co-Chair and a single Chair, the candidates will be put forth to a vote in an election.
- Section 7* At the end of the nomination period the Secretary will determine if an election is necessary.
- Section 8* In the event of an election, all candidates will be asked to submit a profile, of no more than 200 words, and a picture which will be placed on the election ballot.
- Section 9* All candidates desiring the position of a single Chair will appear as a single candidate on the election ballot. All candidates with a predetermined partnership desiring the position of a Co-Chair will appear as a duo on the election ballot.
- Section 10* The election will be conducted via an online forum where a secret ballot will be distributed to each member of the Student Body through the student list serve. The students will then vote for the candidate(s) whom they wish to hold the Elected Position.
- Section 11* The candidates will appear under the heading of the Elected Position for which they are running.
- Section 12* The election will be open for one day between the hours of 9:00am and 5:00pm.
- Section 13* Following the election, if the online forum does not automatically tally the votes, the Secretary will count the votes. In the event that the Secretary is a candidate in the election, the SLC Treasurer will tally the votes for the position of Secretary.
- Section 14* The Secretary will circulate election results via email within 24 hours of an election closing.
- Section 15* In the event that the self-nomination process yields no nominations for Elected Positions, the positions will remain vacant. This is conditional to Article VII, Section 16, and 17.
- Section 16* An SLC will not function without, at minimum, a Chair, Secretary, Treasurer, Liturgy Representative, and three other Elected Positions. This shall be considered quorum (7 of 11).
- Section 17* If there are not enough Elected Positions to meet quorum for the SLC, then the Dean may appoint persons to Elected Positions until there are enough positions to meet quorum.
- Section 18* A person shall not hold more than one Elected Position.
- Section 19* All students of Basic Degree or Advanced Degree student status paying Student Life Fees are permitted to vote in an SLC election for all Elected Positions.

*Section 20* All SLC Elected Positions are held voluntarily, without remuneration.

### **Article VIII – Appointments**

*Section 1* An Appointed Position of membership as classified in Article IV, Section 3 is not subject to an election process and does not retain voting privileges for SLC matters requiring formal consensus.

*Section 2* All Appointed Positions are appointed by the Dean.

*Section 3* The appointment of a person in an Elected Position to hold an Appointed Position is permitted at the discretion of the Dean.

*Section 4* There are two student representative positions for the Faculty of Theology on Senate. The Graduate Student Representative for Collegium, according to the bylaws of the Senate in 11. (1). 3., is cross-appointed to fill one position. One of the two student representatives for Faculty Council is cross-appointed to fill the second position, the decision for which shall be made between the two Student Representatives for Faculty Council. In the event that there is only one Student Representative for Faculty Council, that person will automatically assume the cross-appointed position of Student Representative on Senate. If both the Advanced Degree and Basic Degree Student Representatives for Faculty Council positions are vacant, the Student Representative for Senate as cross-appointed from Faculty Council will be appointed by the Dean in collaboration with the SLC Executive.

*Section 5* All SLC Appointed Positions are held voluntarily, without remuneration.

### **Article IX – Disciplinary Action and Resignations**

*Section 1* In the event that performance or competency issues should arise with any member of the Elected or Appointed Positions on the SLC, the Chair(s) will engage in an initial conversation with the individual whose performance is in question, making every effort to determine the problem and remedy the situation. If performance or competency issues persist, the concerns will be taken to the Faculty Representative and, if unresolved, the Dean. Concerns regarding the performance or competency of the Chair(s) should be directed to the Dean.

*Section 2* In the case of a resignation, the person holding an SLC position of either an elected or appointed nature desiring resignation will submit their resignation in writing to the SLC Executive. A one-week notice is required, with exceptions for special circumstances of an unforeseen nature.

*Section 3* If the remaining term of the position is greater than two months, be it of elected or appointed nature, election procedures remain applicable as described in Article VII for Elected Positions, and appointment procedures remain applicable as described in Article VIII for Appointment Positions. If a position cannot be reassigned prior to the date of which the resignation takes affect, the SLC Executive is responsible for managing the position and acting according to its roles and responsibilities in the interim.

*Section 4* If the remaining term of the position resigned is less than two months, be it of elected or appointed nature, one of two possible responses take effect:

1) The SLC Executive is responsible for managing the position and acting according to its roles and responsibilities in the interim until the turn over of positions occurs following a call for self-nominations and election.

OR

2) The Dean may appoint someone to the position until the turn over of positions occurs following a call for self-nominations and election.

## **Article X – Meetings**

*Section 1* The SLC Executive and Elected Positions will meet every two weeks. In exceptional circumstances, the SLC Executive and Elected Positions will meet no less than once a month.

*Section 2* The Appointed Positions will meet with the SLC Executive and Elected Positions once a month.

*Section 3* To vote on matters requiring formal consensus at an SLC meeting, a quorum of 50%+1 must be present. The quorum is calculated according to the number of SLC Elected Positions occupied.

*Section 4* The SLC Executive will have a monthly meeting together with the Faculty Representative and the Dean.

*Section 5* A meeting between the SLC Executive and the Dean will occur prior to the three major, compulsory events of the SLC, as determined in Article XII, Section 4, to discuss any collaborative efforts necessary or desired between the SLC and the Dean for the planning and execution of the events, OR, a discussion of such collaboration may occur at the monthly meeting between the SLC Executive and the Dean prior to the event.

*Section 6* An AGM will be held every year between March 1<sup>st</sup> and September 30<sup>th</sup>. The AGM will be open to all members of the Student Body as defined in Article IV, Section 4. All Elected Positions will provide a written report on their work from the previous year, which will be available in a booklet at the AGM, prepared by the Secretary. The Treasurer will formally present the SLC fiscal report. The SLC Executive, and Elected Positions for the next year will be presented to the Student Body at the AGM.

*Section 7* In matters requiring formal consensus conducted via in camera session, the details of the session are to be kept confidential.

*Section 8* Notice of the AGM will be communicated to the Student Body by the Communications Officer no later than two weeks prior to the AGM.

## **Article XI – Finances**

*Section 1* The Dean will determine the amount of funding given to the SLC by September 1<sup>st</sup>. The Dean will indicate the amount of funding that is reserved for the Coordinator

for Academic Development for the purpose of supporting Advanced Degree programming.

*Section 2* The SLC budget will be determined by September 15<sup>th</sup> of each year based on the calendar of events and submitted with the calendar of events to the Dean.

*Section 3* At the conclusion of the academic year (September-May) the SLC banking account will have no less than a \$400.00 contingency fund to pass on for the next year and no less than \$50.00 in the petty cash box.

*Section 4* The Treasurer will update the SLC budget monthly and distribute it to the Executive and the Elected Positions. The Treasurer will report the SLC budget at one of the SLC meetings each month.

*Section 5* The Coordinator for Academic Development, since its principle function is to serve the professional development of the Advanced Degree student community within the Student Body, will receive a separate budget from the Dean, to be determined by the Dean, in order to fund programming with an Advanced Degree student focus. The SLC budget will reflect the funds allocated to the Coordinator for Academic Development by the Dean. In addition, the Coordinator for Academic Development maintains a budget specific to their spending and gives report of it to the Treasurer each month. All receipts of spending, after being recorded in the budget of the Coordinator for Academic Development, will be submitted to the SLC Receipt folder.

*Section 6* The SLC Budget will reflect sufficient funding for liturgical functions, planning, and preparation. No less than \$1000 will be allocated for use by the Liturgy Chair for the facilitation of the opening day liturgy, weekly Faculty liturgies and the socials that follow, and other special celebrations of spiritual benefaction. The budget will provide for music, Commissioning Mass, Thank-You tokens, and other necessary expenses. In addition, the Liturgical Chair maintains a budget specific to their spending and gives report of it to the Treasurer each month. All receipts of spending, after being recorded in the budget of the Liturgy Chair, will be submitted to the SLC Receipt folder.

*Section 7* After a budget is approved the SLC Executive may not exceed the amount allotted for any given purpose without consulting the SLC and voting on the change at an SLC meeting.

*Section 8* The Student Services Officer retains signing authority for all banking account management, as well as the signing of all cheques issued by the Treasurer.

## **Article XII - Calendar of Events**

*Section 1* The SLC calendar of events for September will be established and submitted to the Dean by July 1st. The Dean will approve the calendar of events.

*Section 2* The SLC calendar of events for the academic year will be planned at the SLC Training Week prior to the beginning of general student orientation, hosted by the Faculty of Theology, and submitted to the Dean no later than September 15<sup>th</sup>.

*Section 3* No changes to the calendar of events will occur without the approval of the Dean.

*Section 4* The SLC will be responsible for hosting, at minimum, an opening year celebration, an Epiphany Party following Winter Break, and the Commissioning Mass, all of which will be funded by the SLC budget, and therefore planned according to what is determined by the SLC. Collaboration with the Dean on the opening year celebration, Epiphany Party, or the Commissioning Mass remains to the discretion of the SLC Executive. A planning meeting will ensue between the SLC Executive and the Dean prior to the opening year celebration, Epiphany Party, and Commissioning Mass, during which any collaboration effort will be discussed.

#### **Article XIII – SLC Orientation Training**

*Section 1* During the three business days prior to the general student orientation, hosted by the Faculty of Theology, the Dean and/or the SLC Faculty Representative will arrange for an SLC specific orientation. Such an orientation will include, but is not limited to, instruction on making a budget, the processes, and student specific rules for booking university space and conference services, how to take good meeting minutes, social media conduct, spiritual and mental health resources for students, mental health awareness training, and will include time for the SLC to compose the budget, organize the calendar of events, engage in bonding, and compile the student welcome kits. All members of the SLC Executive and Elected Positions must attend.

#### **Article XIV – Bylaws and Amendments**

*Section 1* Suggested amendments to the SLC Constitution must be proposed in writing to the SLC and forwarded to the Dean for preapproval. Changes must include the current bylaw, the proposed change, and a reason for the proposed change. Additions or deletions of sections to the bylaws must be accompanied by a reason. Preapproved changes, additions, and deletions will be brought forth at the AGM.

*Section 2* Amendments to the SLC Constitution are presented and discussed at the AGM. Following the AGM, the proposed amendments will be put forward to a vote and must pass with a two-thirds majority consensus to be based on the number of participating voters.

*Section 3* A record of all changes, additions, or deletions to the SLC Constitution must be tracked in an Appendix.

Drafted by Melissa Rae Horsman  
USMC Faculty of Theology SLC  
Co-Chair, 2015-2016

Jessica DeLuca  
USMC Faculty of Theology SLC  
Co-Chair, 2015-2016

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Liturgy Chair, 2015-2016

Abigail Lofte  
USMC Faculty of Theology  
SLC Member at Large, 2015-2016

Approval by USMC Faculty of Theology SLC, \_\_\_\_\_.  
Approval by USMC SLC Faculty Representative, March 2016.  
Approval by USMC Dean of the Faculty of Theology, March 2016.  
Signed, and Effective, \_\_\_\_\_.

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Melissa Rae Horsman  
Co-Chair  
SLC  
Faculty of Theology

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Jessica DeLuca  
Co-Chair  
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Dr. James Ginther  
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Mr. Nicholas Olkovich  
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