

Constitution of the Duke Divinity School's Divinity Student Council (the "Constitution")

Purpose

The purpose of Duke Divinity School (DDS) Divinity Student Council (DSC) is to help build and sustain the Christian community among the DDS student body by serving as a means of communication for events and activities sponsored by various Official Student Organizations (OSOs (as defined herein); listening to and responding to the needs of the DDS community and faithfully discerning how those needs may best be met; and representing the needs and concerns of the DDS student body to the administration of DDS; and to collect Student Government Fees (as defined below) and to raise money through other channels to accomplish the purposes of DSC.

ARTICLE 1: Membership and Leadership of DSC

1. Membership of DSC

- a. The DSC shall be comprised of every DDS student who pays Student Government Fees. DSC members may vote in DSC general elections or referendums, including voting to amend this Constitution, and may attend any DSC General Body meeting that is open to members.

2. Qualifications for Elected Leadership Positions within the DSC

- a. In order to be a candidate for an elected position of leadership in the DSC, the candidate must be a member of the DSC who is in good academic standing at DDS, and the candidate shall be enrolled as a degree-seeking student. The candidate may not hold more than one DSC elected office at a time, and the candidate must have read this Constitution and abide by its terms.

3. DSC Elected Leadership Positions. It is the Purpose of the Elected Leadership Positions (as defined below) in the DSC to perform collectively the following functions:

- a. To determine the agendas for the General Body Meetings (as defined below),
- b. To discuss the current state of DSC, its Official OSOs (as defined below), and the entire DDS student body,
- c. To seek new opportunities to improve the DDS community, and
- d. To improve communication between the above-mentioned entities.

4. DSC Elected Leadership Positions. The DSC Elected Leadership Positions shall include the following positions:

- a. Two Co-Presidents, one Secretary, one Treasurer, and four Class Representatives from each of the Junior, Middler, and Senior classes for a total of twelve Class Representatives,
- b. In addition, a number of Representatives shall be elected to represent DDS to the Graduate and Professional Student Council (GPSG) of Duke University (Duke) equal to the number allotted by GPSG.

The Co-Presidents, Secretary, Treasurer, and one Class Representative from each respective class, shall compose DSC's Executive Committee.

5. Descriptions of DSC Elected Leadership Positions.

- a. **Co-Presidents.** Two candidates to serve as Co-Presidents shall be elected during each Spring DDS academic term, and they begin their terms at the last DSC General Body Meeting of the Spring DDS academic term and continue for a period of approximately one calendar until the final DSC General Body Meeting of the subsequent Spring DDS academic term. The Co-Presidents shall preside over all DSC meetings, including both General Body and Executive Committee meetings (as defined below), and they shall act as representatives of the DDS student body to the faculty, staff, and administration of DDS and Duke. At least one Co-President shall attend each Divinity School Executive Committee meeting and other administrative meetings which are scheduled by the administration and to which the DSC is invited to attend.
- b. **Secretary:** The Secretary shall be elected each Spring DDS academic term to serve the following academic year. The responsibilities of the Secretary include: maintaining the DSC calendar on a weekly basis; sending weekly email reminders to DSC members about upcoming meetings; keeping records of all General Body and Executive Committee meetings (as defined below); maintaining the DSC email account (divinitystudentcouncil@div.duke.edu); managing the OSO Listserv (divinitystudentcouncil@duke.edu); managing and distributing the DSC newsletter; posting Nomination forms for elections in a timely manner; and keeping attendance records of each meeting. The Secretary serves as an *ex-officio* member of DSC at DSC General Body Meetings without voting privileges and serves on the DSC Executive Committee with voting privileges.
- c. **Treasurer:** The Treasurer shall be elected each Spring DDS academic term to serve the following academic year. The responsibilities of the Treasurer include: annually creating a budget with the Finance Committee (as defined below) based upon the current allocation of Student Government Fees; managing the DSC financial account; processing expenditures; and providing updates at monthly DSC General Body meetings. The Treasurer serves as an *ex-officio* member of DSC General Body Meetings without voting privileges and serves on the DSC Executive Committee with voting privileges.

The DSC budget is comprised of student fees billed each Fall and Spring semester. These fees can be changed and set by a majority vote of the Divinity Student Council. DSC has committed to funding a group of Annual Funding Initiatives every year [see Standing Rules at the end of this document]. The remaining funds support the consortium of DSC sanctioned Organizations. Funds reserved for the Annual Funding Initiatives cannot exceed 65% of the overall budget. The remaining funds must remain unrestricted in order to financially support the OSOs and their events.

- d. **Class Representatives:** Four Class Representatives from each class shall be elected each Spring DDS academic term to serve for the following academic year, with the

exception of the Junior class who elects its representatives in September. The Class Representatives shall be elected by the DDS student body and may serve on the DSC Committees when appropriate. The Class Representatives represent their respective class within DSC at the DSC General Body Meetings, inform their class of DSC activities, and keep DSC aware of the student needs and opinions. In addition to these responsibilities, the Class Representative for each class shall serve on one of the DSC Committees (defined below).

- e. **Executive Committee:** The Executive Committee shall consist of the Co-Presidents, Secretary, Treasurer, and one Class Representative from each respective class. DSC Executive Committee Meetings shall be convened by the Co-Presidents on a monthly basis, or more frequently, as needed in the sole discretion of the Co-Presidents.
- f. **GPSG Representatives.** Every graduate and professional student is automatically a member of the GPSG. GPSG serves as a liaison to the Duke administration and hosts a variety of social networking events open to all graduate and professional students. Each program /department has the right to select students to serve as a representative to the respective program. Every program is entitled to select 1 student per 100 students. (Divinity Programs: Residential MDiv, Hybrid MDiv, MTS, MA, DMin, ThM, ThD)

ARTICLE 2: DSC Committees and OSOs

1. **DSC Committees.** DSC Committees assist DSC and the DSC Executive Committee in carrying out the DSC purpose more fully. DSC Committees are comprised of members of the DDS student body who have demonstrated interest in that specific group. The Nominations and Elections Committee (defined below) shall recommend members to be added to each committee as new members are requested or needed. Chairs for each committee shall be nominated by the Nominations and Elections Committee and shall be approved by the DSC Executive Committee. Each chair shall serve a one-year term.
2. **Constitutional Standing Committees and Their Roles.** The following DSC Committees are Constitutional Standing Committees, and their roles are defined below.
 - a. **DSC Executive Committee,** as described in this Constitution.
 - b. **Finance Committee:** The Finance Committee shall be composed of the Treasurer and one Class Representative from each class. The Finance Committee shall be responsible for proposing a recommended budget to the DSC Executive Committee for approval; upon approval of the DSC Executive Committee, the Executive Committee shall propose the budget at a DSC General Body Meeting for final approval by a majority vote. The Finance Committee shall receive requests for funding disbursements from OSOs and shall make decisions concerning such funding requests.
 - c. **Nominations & Elections Committee:** The Nominations & Elections Committee shall be comprised of one of the DSC Co-Presidents, the Treasurer, and one Class Representative from each class. The Nominations & Elections Committee shall be responsible conducting DSC elections. Article 4 of this Constitution describes the Election process in more detail.

- d. **Fellowship & Service Committee** -This student committee is open to the entire Student Body, but shall include one Class Representative from each class. The co-chairs shall be nominated by the Nominations Committee and are to be approved by the DSC Co-Presidents. This committee is responsible for enhancing fellowship and service opportunities within the entire Divinity School community. This includes working with the various service groups, hosting community wide special events, coordinating intramurals within the Divinity School, and offering opportunities for increased student involvement.
 - d. **New DSC Committees** – When necessary, a new committee may be formed for a specific purpose. The DSC Executive Committee shall work with the Nominations/Elections Committee to establish a new committee and shall appoint people to this service.
 - e. **Ad Hoc Committees.** *Ad Hoc* Committees may be convened by the DSC Executive Committee as needed. No vote of the DSC General Body is required to convene an *Ad Hoc* Committee. The mission, purpose, and budget of each *Ad Hoc* Committee shall be determined by the Executive Committee. *Ad Hoc* Committees may be convened or disbanded at the discretion of the DSC Executive Committee.
3. **Official OSOs.** Official OSOs are composed of DDS students who meet together for fellowship and support, hold regular meetings and programs for their own constituency and the student body as a whole.
- a. **Forming Official OSOs**
 - i. Any new OSO that shows sufficient support from the community must meet the requirements for formation of an OSO as detailed in this Constitution and as set forth on Article 3 of this document, incorporated by reference herein.
 - ii. Upon completion of these requirements, a representative of the proposed new OSO shall petition the DSC Executive Committee for existence as an OSO recognized by the DSC, for the possibility of funding by the DSC, and for voting privileges at the DSC General Body Meetings. The DSC Executive Committee shall present the recognition of the proposed OSO at the next DSC General Body Meeting. A representative from the proposed OSO shall be present at the DSC General Body Meeting to explain the purpose for the proposed group. After discussion is permitted, the DSC General Body shall vote upon membership of the proposed OSO; a simple majority vote is required to grant recognition and membership to the proposed OSO.
 - iii. Once an OSO is granted membership with the DSC, the OSO shall receive full rights of membership into DSC, including a voting representative and the possibility of DSC funding.
 - b. **Organizational Membership in DSC**
 - i. Each OSO recognized by DSC shall send one representative to DSC General Body Meetings who will have voting privileges at DSC General Body Meetings. Each representative must be chosen by the OSO he or she represents. The names of the representatives for the forthcoming academic year shall be submitted by the beginning of Spring Reading Week during the

Spring DDS academic term. Each representative shall be responsible for attending DSC General Body Meetings, and if the representative is unable to do so, he or she shall ensure a proxy representative. An OSO may choose to replace a representative and may also fill representative vacancies, as each OSO may deem appropriate. The Secretary of DSC shall be notified in a timely manner of any representative replacement.

- ii. Along with submitting a representative, an OSO shall submit an information sheet provided by the DSC, which shall include contact information for the OSO's officers, by the end of the Spring DDS academic term in anticipation of the forthcoming academic year. If officer changes occur, these changes shall be submitted to the Secretary of DSC in a timely manner. The Secretary of DSC shall maintain an accurate list of all OSOs, and shall publish such a list by the second DSC General Body Meeting of the Fall DDS academic term.

Article 3: Administrative Guidelines for Official OSOs

This document may be changed by a two-thirds vote of the Duke Divinity School Divinity Student Council Executive Committee:

Official Student Organizations in DDS exist to enhance the spiritual, social, and intellectual life of students as well as that of the faculty and wider communities by building and sustaining Christian community. As such, OSOs exist at the pleasure of the Divinity School, which has responsibility for their development and nurture.

1. **Requirements:** To be an OSO, the OSO must observe the following requirements (as defined below):
 - a. Register with and receive official permission from DSC, and
 - b. File with the appropriate administrative office of DDS and DSC:
 - i. Statement of purpose (if not a constitution),
 - ii. Budget Proposal (including the sources and amounts of all funds to be disbursed),
 - iii. Officers and /or Student Leadership,
 - iv. Name of faculty advisor,
 - v. Proposed Schedule of meeting dates.
2. **Faculty Advisor:** Every OSO shall have a faculty advisor (or advisors) chosen from among regular DDS faculty and/or administrative staff. The advisor may serve at the initiative of the OSO but shall be approved by DSC. The duties of the faculty advisor are as follows:
 - a. To serve as a guide to and resource for the OSO, and
 - b. To be informed fully regarding the organizational dynamics, meetings, schedule, budget, programs, and larger DDS interests in relation to this organization.

No OSO shall ignore, disregard, or circumvent the advice and counsel of its faculty advisor and is subject to loss of approval as a DSC organization should it do so. The faculty advisor is expected to nurture and foster the interests of the OSO as well as those of the Divinity School.

3. **Funding:** OSOs are responsible for the planning, use, and monitoring of their own funds. Any OSO seeking DSC Funds shall do so only in the following manner:
 - a. To use as incentive money for OSOs whose programming may be particularly beneficial to the DDS community, and
 - b. To generate new areas of programming not presently covered by OSOs and the DDS community. DSC Funds shall be appropriated at the sole discretion of the DSC Finance Committee and Treasurer.
 - c. Receipts for approved budgeted expenses shall not be reimbursed after six weeks has passed since the date on the receipt.
 - d. OSOs are encouraged to consult with appropriate DDS offices regarding major programming for mutual benefit, usually one year in advance, to see if students and administration can cooperate in specific projects. Offices with specific possibilities include Continuing Education, Field Education, Communications, and Development.
4. **Office Space:** When possible and at the sole discretion of DDS, the DDS may choose to make office space available to OSOs.
5. **Divinity School Logo:** The DDS logo and its constitutive elements (including but not limited to the representation of the cross and boat within a circle) are the property of DDS and are not to be used without the permission of the Dean of DDS. Use of the logo is limited to those activities officially sponsored by DDS and presented under the authority and control of the DDS administration. Activities, meetings, and events which are not officially sponsored by DDS but which are located at or have the DDS community as their principle focus may identify the focus of the event or activity (e.g., “The Third Annual Student Exegetical Forum at the Divinity School”) but they cannot use the phrases “sponsored by Duke Divinity School” or “Duke Divinity School” school in their appellation (as in “The Duke Divinity School Third Annual Student Exegetical Forum”).

ARTICLE 4: Meetings and Attendance Policy

1. **DSC General Body Meetings.** A DSC General Body Meeting shall be comprised of a quorum (as defined below) of representatives of all OSOs, all Class Representatives, the DSC Executive Committee, and shall be open to all members of the DDS student body. DSC General Body Meetings shall occur monthly as determined by the General Body membership (as defined herein). One or both of the Co-Presidents shall preside over the DSC General Meetings.
 - a. A simple majority of the DSC Elected Leadership Positions shall constitute a quorum for DSC General Body Meetings. Voting at the General Body Meetings is limited to representatives from OSOs, Class Representatives, and the DSC Executive Committee, except for the Secretary and Treasurer as noted above.
 - b. There shall be no absentee voting at any DSC meeting in any form by any member of the DSC upon any matter under consideration. The appropriate majority of those present and permitted to vote shall decide all matters that shall require a vote by the DSC.

- c. The DSC Co-Presidents shall determine annually how to most appropriately structure and conduct DSC General Body Meetings.

2. Attendance Policy

- a. OSOs – Each OSO recognized by DSC and each Constitutional Standing Committee may be eligible for funding from the DSC budget.
 - i. Given the serious responsibility of administering monies given in good faith by students at DDS, each OSO shall be required to have at least one representative present at each DSC General Body Meeting. This representative should be familiar with the plans and activities of the OSO he or she represents, but it need not be the same person at each meeting.
 - ii. The Secretary shall record the name of each OSO representative as he or she checks attendance at the beginning of General Body Meetings. General Body Meeting attendance shall be verified by either one of the Co-Presidents or the Treasurer to ensure accuracy.
 - iii. Each OSO shall be allowed one unexcused absence from General Body Meetings during each of the Fall and Spring DDS academic terms; that is, one DSC General Body Meeting in which that OSO is not represented. Upon the second unexcused absence, the OSO shall lose DSC funding for the next DDS academic term and be placed on probation for the following semester. The Secretary shall notify the OSO of its probationary status in writing in a timely manner. During that probationary period, someone from that group shall be present at every DSC General Meeting (perfect attendance). If the OSO fails to meet this requirement, that group will lose standing as an OSO recognized by DSC, and hence, access to funds from the DSC budget. Advance notice of absences or other reasons provided for missing a meeting will not excuse that group's absence. Should an Organization lose standing with DSC and access to funds, it may not re-apply for recognition as a group for a period of one academic year (two semesters). It may still function as a group and is encouraged to do so (meetings will simply not be funded by DSC), and after one year the leaders may apply for recognition by DSC according to the process currently outlined in the Constitution. If a student group that is a member of DSC and that is supported by an annual funding initiative misses more than one meeting each semester, DSC holds the prerogative to find another group to support with those funds.
- b. Class Representatives, GPSG Representatives, and Committee Chairs.
 - i. Class Representatives. Each DDS class shall elect four Class Representatives to act in their interests at DSC meetings and to plan events to cultivate community within the student body. The Class Representatives have access to Student Government Fees.
 - ii. GPSG Representatives shall have the responsibility to represent DDS within the Duke community and shall keep DDS informed about university-wide issues.
 - iii. Committee Chairs are appointed by the DSC Executive Committee for the purpose of planning and administration in vital areas and are also granted access to student fees.

- iv. If a Class Representative, GPSG Representative, or Committee Chair shall miss more than one DSC meeting in any given academic term, he or she shall lose standing as a representative for that class or as chair of his or her respective committee, and a replacement shall be nominated by the DSC Executive Committee and approved by a simple majority of the DSC at the next DSC General Body Meeting.
- c. Co-Presidents, Treasurer, and Secretary – Guidance of DSC is the primary role of these elected DSC leaders. Being absent at DSC meetings severely hinders their ability to guide and lead DSC. If one of the co-presidents, the treasurer, or the secretary should miss more than one DSC meeting unexcused, the executive committee shall find a replacement. Appeals for excused absences can be made in writing to the Secretary and may be granted at the discretion of the DSC Executive Committee.

ARTICLE 5: Nominations and Elections

1. Nominations

- a. Based on prayerful discernment, members of the student body are encouraged to nominate themselves or others for the following positions according to the gifts of those nominated: Co-Presidents, Secretary, Treasurer, Class Representatives, and GPSG Representatives.
- b. When no nominee is brought forward, the DSC shall nominate an individual with his/her consent within two weeks after the general election. The individual's name shall be brought to the next DSC General Meeting whereupon s/he will be voted upon by the DSC Elected Leadership.

2. Election Procedure

- a. Elections for Co-Presidents, Secretary, Treasurer, Class Representatives, and GPSG Representatives shall be held in the Spring DDS academic term prior to the year of service, with the exception of the Junior Class Representatives as noted below. The election date shall be set by the outgoing Co-Presidents and shall be determined based upon the Academic Calendar. Election for the Junior Representatives shall be held the first week of September during the Fall academic term prior to the year of service.
- c. Nominations for the DSC Elected Leadership Positions and GPSG Representatives shall be submitted to the Co-Presidents no later than two weeks prior to the scheduled election. All nominees for said positions will be posted in the student lounge and shall be circulated via E-mail. No other literature, written or otherwise, will be used except the nominations and posted reminders. A general student body town hall meeting with question and answer time may be scheduled. Candidates may not campaign via posting written literature or electronic message or literature.
- d. Voting shall be conducted by private ballot. The entire DDS student body may vote for the DSC Elected Leadership Positions and GPSG Representatives; however, students may only vote for Class Representative Candidates associated with their respective classes.

- e. Election of the DSC Elected Leadership Positions and the GPSG Representatives shall be determined by a majority vote of the voting DDS student body. If no candidate for a position receives a simple majority of the vote, a runoff election between the two nominees receiving the highest vote totals shall be held within one week of the original election. Candidates for the runoff election may not campaign via posting written literature or electronic message or literature.
- f. The DSC Nominations/Elections Committee (less the current nominees) shall count the ballots within 48 hours of the initial election and shall notify the winning candidates and DDS student body in a timely manner.

3. Tenure

- a. The DDS Elected Leadership Positions shall begin their apprenticeships by the second to last DSC General Body Meeting of the Spring academic term. It is the purpose of the apprenticeship period to transition leadership through teaching and conversation between the outgoing and incoming positions. Each person elected to a DSC Elected Leadership Position shall serve a one-year term beginning with the final DSC General Body Meeting of the Spring DDS academic term.
- b. Representatives of the graduating Senior Class shall continue to sit as members of the DSC until after graduation.

4. Vacancies

- a. DSC Elected Leadership Positions shall be declared vacant by resignation, non-compliance to the attendance policy (defined herein), or withdrawal from school.
- b. In the event of a vacancy of a DSC Elected Leadership Position, the DSC Executive Committee shall nominate an individual with that individual's consent, and the individual's name shall be brought in front of DSC at the next DSC General Body Meeting for consensus approval by a simple majority vote.

ARTICLE 6: Resolutions

1. Any member of the group within the DSC desiring to make a resolution at a DSC General Body Meeting shall submit a finished resolution (with all necessary associated documentation) to the DSC Secretary at least two weeks in advance of the DSC General Meeting at which the resolution shall be discussed, and the person or group representative presenting such a resolution shall be present at the DSC General Body Meeting to present said resolution. The DSC Executive Committee may request that the resolution be presented at the next DSC Executive Committee.
 - a. Upon three-fourths majority vote of the DSC General Body Meeting the proposed resolution will be passed for and submitted for DDS student body approval via election by a simple majority. A copy of the proposed change shall be placed in the student lounge for one week prior to the election and shall be disseminated via E-mail at least one week prior to the election. All members of the DDS student body shall be eligible to vote on the proposed resolution.
 - b. If as a result of the public disclosure substantial additions, corrections, and/or revisions are made to the proposed statement, then a revised statement must be

resubmitted to the DSC Secretary within five days of the posting. The DSC will then hold a called meeting, following the procedures outlined above.

ARTICLE 7: Amendments

Proposed Amendments to this Constitution shall be made upon the recommendation of two-thirds vote of the DSC with voting privileges at a DSC General Body Meeting. Proposed Amendments that are approved at the DSC General Body Meeting shall then be submitted for DDS student body approval via election by a simple majority. A copy of the Proposed Amendment shall be placed in the student lounge for one week prior to the election, and shall be disseminated via E-mail at least one week prior to the election. All members of the DDS student body shall be eligible to vote on the Proposed Amendment. Amendments approved by the DDS student body shall be incorporated into the Constitution in a timely manner by the Secretary, and a revised Constitution that includes the Amendment shall be presented at the next DSC General Body Meeting.

ARTICLE 8: DSC Budget

1. The DSC Budget is comprised of student fees billed each semester. These fees can be changed and set by a majority vote of the Divinity Student Council.
2. The Finance Committee and Treasurer will publicize the budgeting process so that all organizations will be aware of the possible funding available to them. They will publicize a deadline for budget requests and will meet to determine organizational allocations.
3. Allotted funds not used in the budgeting period by respective OSOs are surrendered at the end of that period and returned to the DSC general fund. These roll-over funds will become available to be re-allotted based on new budgets submitted the following budgeting period.
4. Standing Rule: The DSC will maintain two terms of budget
 - a. November Budgeting Process (to be completed by the end of the fall semester) for January 1 – June 30.
 - b. April Budgeting Process (to be completed by the end of the spring semester) for July 1 – December 31.

Standing Rules of the DSC

The DSC shall operate according to the Constitution and the Standing Rules listed below. The Standing Rules may be amended by a two-thirds vote of the General Body of the DSC.

1. **Commitment to Service.** The Divinity Student Council recognizes the importance of service and outreach both to our own community and to the community worldwide. Programs and ministries that foster service are held to be essential to the nature and

purpose of the DSC. Service shall be central to the overall direction of DSC as it begins to plan and shape its programming for each upcoming academic year.

Annual Funding Initiatives

We, the Divinity Student Council, recognize our unique ability to support and encourage the community of students at Duke Divinity School. The following Annual Funding Initiatives have been determined by the DSC Leadership to be vital to shaping the Student Body in significant and ongoing ways.

1. Requests for these funds shall be presented to the Finance & Nominations/Elections Committee.
2. Annual Funding Initiatives may not exceed 65% of the annual DSC budget.
3. DSC Student Emergency Fund, traditionally in the amount of \$1000 per year, is deposited in the Divinity School's DSC Clark Student Emergency Fund. The money in the student emergency fund is under the supervision of the Director of Financial Aid. She or he has the authority to make decisions regarding the distribution of funds to students in crisis.
4. DSC Service Awards
5. Duke Divinity Student Fine Arts
6. News Publications
7. Annual Housekeeping Celebration luncheon, November or December
8. Orientation Snacks.