



WEST INDIES SCHOOL OF THEOLOGY

STUDENT COUNCIL

CONSTITUTION

February 2013

WEST INDIES SCHOOL OF THEOLOGY
STUDENT COUNCIL CONSTITUTION

TABLE OF CONTENTS

ARTICLE I.....	1
DEFINITION OF TERMS:	1
ARTICLE II.....	1
NOMENCLATURE:	1
ARTICLE III.....	2
AIMS AND OBJECTIVES:	2
ARTICLE IV	2
LOCATION:.....	2
ARTICLE V.....	2
MEMBERSHIP:	2
ARTICLE VI	3
EXECUTIVE COMMITTEE:	3
1. COMPOSITION	3
2. ELECTIONS.....	3
3. DUTIES OF EXECUTIVE COMMITTEE	4
4. CENSURE AND/OR RECALL OF EXECUTIVE COMMITTEE OFFICERS.....	7
5. MEETINGS	7
ARTICLE VII.....	7
COMMITTEES.....	7
STANDING COMMITTEES	7

ARTICLE VIII.....	8
MEETINGS	8
1. REGULAR MEETINGS.....	8
2. SPECIAL AND EMERGENCY MEETINGS.....	8
3. POWERS OF MEETINGS	9
4. VOTING	9
5. QUORUM.....	9
ARTICLE IX	9
INTERPRETATION.....	9
ARTICLE X.....	10
PROVISION FOR AMENDMENTS	10
ARTICLE XI	11
RULES OF PROCEDURE.....	11
ARTICLE XII.....	12
STANDING COMMITTEES: TERMS OF REFERENCE.....	12
1. THE FLAME COMMITTEE.....	12
2. THE OUTREACH COMMITTEE	13
3. THE SPORTS AND SOCIAL COMMITTEE	13
4. THE ACADEMIC-AID COMMITTEE	14
5. THE LOUNGE AND BEAUTIFICATION COMMITTEE.....	14
6. THE NEWS, EDUCATION AND RESEARCH COMMITTEE	14
7. THE FINANCIAL-AID COMMITTEE	15

WEST INDIES SCHOOL OF THEOLOGY STUDENT COUNCIL CONSTITUTION

ARTICLE I

DEFINITION OF TERMS:

In this constitution:

1. “FELLOWSHIP” or “PAWI” means the Pentecostal Assemblies of the West Indies whose headquarters are located at Fourth Bridge, Maracas Royal Road, St Joseph, Trinidad and Tobago.
2. “THE WEST INDIES SCHOOL OF THEOLOGY” or “WIST” or “SCHOOL” means the incorporated academic institution whose headquarters are located at Fourth Bridge, Maracas Royal Road, St Joseph, Trinidad and Tobago.
3. “ACADEMIC YEAR” means the period from September to July or such other period specified from time to time by the West Indies School of Theology.
4. “ADMINISTRATIVE COMMITTEE” means the Administrative Committee of the West Indies School of Theology.
5. “EXECUTIVE COMMITTEE” or “EXECUTIVE” means The Executive Committee of the Student Council of the West Indies School of Theology.
6. “MEMBER” means any full-time student currently registered at the West Indies School of Theology.
7. “STUDENT” means any full-time or part-time person registered for academic instruction at the West Indies School of Theology.
8. “STUDENT COUNCIL” or “COUNCIL” means the entire registered student body of the West Indies School of Theology.

ARTICLE II

NOMENCLATURE:

The name of the organization shall be THE STUDENT COUNCIL OF THE WEST INDIES SCHOOL OF THEOLOGY.

ARTICLE III

AIMS AND OBJECTIVES:

The aims and objectives of the Student Council shall include:

1. Providing a forum whereby students can express their views and concerns and make recommendations to the Administrative Committee of the School through the Vice President, Student Affairs on matters affecting the operation of that institution and have them addressed as far as it is possible;
2. Fostering and promoting a sense of community among its members;
3. Promoting Christian growth and character in keeping with the tenets of the Bible and the Constitution of the School;
4. Providing opportunities for student participation in Ministry Focus, Chapel duties and any other operations of the School;
5. Encouraging students to assume personal responsibility for ensuring that the purposes and objectives of the School are realized;
6. Taking positive steps to meet the spiritual, material, social and other needs of the student body.

ARTICLE IV

LOCATION:

The headquarters of the Council shall be located at Fourth Bridge, Maracas Royal Road, St. Joseph, Trinidad and Tobago.

ARTICLE V

MEMBERSHIP:

All registered students of the School shall be members of the Student Council. However, part-time students shall not be eligible to hold elective offices.

ARTICLE VI

EXECUTIVE COMMITTEE:

1. COMPOSITION

The Executive Committee shall comprise the following persons:

- i. President
- ii. Vice President
- iii. Secretary
- iv. Treasurer
- v. Public Relations Officer (PRO)
- vi. Member-at-large
- vii. Vice President, Student Affairs (ex-officio, non-voting)

The Administrative Committee of the School shall have the right to appoint to the Executive Committee up to two (2) Faculty Advisors who shall serve as non-voting *ex-officio* members of that Committee and its sub-Committees.

2. ELECTIONS

- i. Only members of the Student Council (subject to the proviso in Article V above) in good standing, who have been duly assessed by the Administrative Committee, shall be eligible for election to any office on the Executive Committee.
- ii. **The President, Vice President, Secretary and Treasurer:**
 - a. Elections for the posts of President, Vice President, Secretary and Treasurer shall take place within two to four weeks of the end of each academic year and shall be done by secret ballot.
 - b. All members of the Student Council shall be eligible to vote for members of the Executive Committee.
 - c. Candidates shall be nominated on the prescribed form which shall bear the names and signatures of at least two (2) members of the Student Council performing the nomination, and also the name and signature of the candidate accepting the nomination.
 - d. The Returning Officer shall publish the names of all candidates duly nominated at least one (1) week prior to the date of the election.
 - e. The candidate receiving the largest number of valid votes shall be declared winner of the election for the particular office.

- f. In the event of a tie, a run-off election shall be held and in the event of another tie, the Administrative Committee shall make the decision about the filling of the office from those who have tied for it.
- g. The Executive Committee shall appoint the Public Relations Officer and one member at large.
- h. The Vice President, Student Affairs shall recommend names to the Administrative Committee, who will make the final decision on the Returning Officer and Two Assistants.

3. DUTIES OF EXECUTIVE COMMITTEE

i. The President

The President shall be responsible for:

- a. Calling and presiding over all regular, special and emergency meetings of the Executive Committee and the Student Council, except where he/she is the subject of an inquiry or investigation;
- b. Giving general oversight and supervision of the operations and administration of the Executive Committee and the Student Council in general;
- c. Ensuring that all the aims and objectives of the Student Council are carried out in keeping with the provision of this Constitution.
- d. Ensuring that such other functions and duties as may be determined by the Administrative Committee from time to time are carried out.

ii. The Vice-President

The Vice-President shall be responsible for:

- a. Assisting the President in all areas and responsibilities in which the President has to perform;
- b. Presiding at all Executive Committee meetings at which the President is absent, and filling other portfolios which that officer is unable to fill;
- c. Ensuring that all officers, such as the Treasurer, Committee personnel, Editor of the School's Yearbook (The Flame), and other designated persons or officers maintain proper records for the Executive Committee and all its auxiliaries so that these documents could be handed over to the next Executive Committee in an up-to-date and orderly manner;
- d. Performing all other duties that may be assigned to him/her from time to time by the President or the Executive Committee.

iii. The Secretary

The Secretary shall be responsible for:

- a. Keeping proper records of all Executive Committee minutes and documents;
- b. The receipt, and accurate and expeditious dispatch of all Executive Committee correspondence;
- c. Serving notice on members of the Executive Committee and other members of Student Council as to the time, venue and purposes of various meetings;
- d. The management of the Student Council Office and preservation of all stationery and equipment belonging to the Council and The Flame Staff;
- e. The performance of such other functions and duties as the Student Council or the Executive Committee may determine from time to time.

iv. The Treasurer

The Treasurer shall be responsible for:

- a. Receiving all monies on behalf of the Student Council;
- b. Keeping an accurate account of all receipts and expenditures of monies made on behalf of the Student Council;
- c. Lodging all monies collected on behalf of the Student Council in the name of the said Council with the Accounts Clerk of the School within twenty-four (24) hours of receipt thereof;
- d. Submitting for audit the accounting books, receipts and all supporting documents of the Student Council on request of a resolution duly passed by a simple majority of the said Council or the Executive Committee or on the directive of the President or the Accounts Clerk of the School within two weeks of such resolution or directive;
- e. Presenting an up-to-date report on the finances of the Student Council at the second mandated meeting of the said Council (see Article VIII.iv below), at all regular meetings of the Executive Committee, and upon request from the President or the Accounts Clerk of the School;
- f. The disbursement of funds as authorized by the Executive Committee;
- g. The performance of such other functions and duties as the Student Council or the Executive Committee may determine from time to time.

v. **Public Relations Officer (P.R.O.)**

The Public Relations Officer shall be responsible for:

- a. Assisting in the orientation of students to Campus life and ensuring their awareness of the School's values and expectations;
- b. Encouraging student involvement in all on- and off-campus student activities; Assisting in the promotion of school activities and programmes in order to attract new students;
- c. Fostering co-operation and interaction among the members of the Student Council;
- d. Providing relevant information about the Student Council in a timely manner to the Vice President, Student Affairs to keep the School's Notice Board and website up-to-date.
- e. Ensuring that all relevant materials are dispatched efficiently and timely from the School to the general student body.
- f. Keeping the membership abreast of current events relating to the Fellowship and the School.

vi. **Member at Large**

- a. The Member at Large shall act as a liaison officer between the main campus and off campus classes in his/her locale.
- b. Assisting in the orientation of off Campus students and ensuring their awareness of the School's values and expectations;
- c. Encouraging off campus students to be involved in all on- and off-campus student activities;
- d. Assisting in the promotion of school activities and programmes in off campus sites, in order to attract new students;
- e. Fostering co-operation and interaction among the members of the off campus classes;
- f. Providing relevant information about the students in the off campus sites in a timely manner to the Student Executive and Vice President, Student Affairs.
- g. Ensuring that all relevant materials are dispatched efficiently and timely from the School to the off campus sites.

4. CENSURE AND/OR RECALL OF EXECUTIVE COMMITTEE OFFICERS

- i. Any or all members of the Executive Committee may be subject to censure or recall for one or more of the following reasons:
 - a. Gross negligence in respect of the execution of duties/responsibilities as outlined in this Constitution;
 - b. Flagrant disregard for any Student Council or Executive Committee's directive;
 - c. Unchristian-like behaviour;
 - d. Any action that serves to bring the Student Council into disrepute.

5. MEETINGS

- i. The Executive Committee shall normally meet at least once a month.
- ii. A quorum for the meeting shall be two-thirds (2/3) of the members.
- iii. Each member present shall have one vote. In the event of a tie the presiding officer shall exercise a casting vote in addition to his/her original vote.
- iv. Any member who wishes to absent himself/herself from any particular meeting should inform the President or the Secretary of his/her intention to do so, giving reasons for the same. In the event that the member could not give prior notice to either of these persons, he/she should do so as soon as possible after the meeting.
- v. Any member who wishes to resign from the Executive Committee shall give written reasons to the Secretary for so doing.
- vi. Any disregard of the regulation in clause five (5) immediately above shall result in the matter being referred directly to the Director of Student Affairs.

ARTICLE VII

COMMITTEES

STANDING COMMITTEES

The Standing Committees of the Student Council shall be:

1. The Outreach Committee
2. The Sports and Social Committee
3. The News, Education and Research Committee
4. The Academic Aid Committee
5. The Lounge and Beautification Committee
6. The Financial Aid Committee
7. The Flame Committee

ARTICLE VIII

MEETINGS

1. REGULAR MEETINGS

- i. Robert's rules of order shall govern the conduct of the student council meetings.
- ii. The Executive Committee shall meet at least once per month during the academic year.
- iii. The Student Council shall meet at least twice every academic year. One meeting shall take place within three weeks of the beginning of the academic year and another meeting shall take place between two and four weeks before the end of the academic year.
- iv. The first meeting of the Student Council in the academic year shall receive and consider the Executive Committee's plan of work and proposals, and also ratify all standing committees. At this meeting the Executive Committee shall indicate the date to receive and consider the proposals of all sub-committees and nominate student representatives to sit on those School Committees provided for by the Constitution of the School.
- v. The second compulsory meeting, as mandated in Article VIII.1.ii immediately above, shall receive and consider reports relating to the academic year from the President, the Secretary, and the Treasurer of the Student Council, and the Chair of each Standing Committee.
- vi. Student Council meetings shall take place in the presence of the Vice President, Student Affairs or his/her representative.
- vii. Written notices of all Student Council meetings shall be sent to members at least seven (7) days before the proposed meeting. Notice will also be posted on the respective bulletin boards and on the school website.

2. SPECIAL AND EMERGENCY MEETINGS

A special or emergency meeting shall be called within seventy-two (72) hours upon:

- i. A resolution passed by a simple majority of the members of the Executive Committee present at a duly constituted meeting of the Committee; OR
- ii. The receipt by the Secretary of the Executive Committee of a petition signed by at least twenty-five percent (25%) of the members of the Student Council, giving specific reasons for calling such a meeting.

3. POWERS OF MEETINGS

Any meeting called in accordance with the provisions of the present Article shall be vested with the authority to:

- i. Appoint, recall or replace standing committee members.
- ii. Determine the areas of priority that the Executive Committee shall address;
- iii. Elect, recall, suspend or discipline the President, Vice President, Secretary, Treasurer, or any other officer of the Student Council, provided it is understood that this does not apply to persons appointed by WIST. If the chairman is under discipline then WIST Administration shall appoint someone to chair the meeting.

4. VOTING

- i. Each member shall be entitled to exercise one (1) vote.
- ii. In the case of a tied ballot, the Presiding Officer should either call for a second ballot, or second ballot should be scheduled for another day.

5. QUORUM

A quorum at any meeting of the Student Council shall be not less than one-half of its membership. In the case where a meeting is called to remove an officer there should be at least two-third of the membership present.

ARTICLE IX

INTERPRETATION

1. No Article, Section or Clause of this Constitution may be interpreted in any manner that is inconsistent with or repugnant to the letter or spirit of the Constitution of the Fellowship and the Constitution of the School, or any dogma or doctrine of the Fellowship.

ARTICLE X

PROVISION FOR AMENDMENTS

1. The Constitution may be amended by a two-thirds majority of the votes cast by members of the Student Council present at a meeting duly called for that purpose (taking account of the provision respecting the quorum, in Article VIII.5 above).
2. Notification of the proposed amendment(s) shall be given to the members of the Student Council not less than fourteen (14) days before the date of the meeting.
3. Copies of proposed amendments shall be:
 - (a) Placed on the Notice Boards of the School at least two weeks before the proposed date of the meeting;
 - (b) Given to the Faculty Advisor(s) of the Executive Council.

The President of WIST or his/her representative can summon special meetings for any purpose, or indeed to suspend the Constitution on the advice of the Administrative Committee.

4. Amendments to the Constitution shall only become effective on approval by the Administrative Committee of the School.
5. The Administrative Committee shall have the power to suspend Constitution and/or dissolve the Executive Committee, or any other committee, while looking into serious wrongdoing, or any major breach of religious or ethical protocols by those Committees.

ARTICLE XI

RULES OF PROCEDURE GOVERNING THE FUNCTIONAL AND RELATIONAL OPERATIONS OF ALL STANDING COMMITTEES OF THE EXECUTIVE COMMITTEE

1. The following Standing Committees shall operate under the Executive Committee:
 - a. Flame Magazine Committee
 - b. Outreach Committee
 - c. Sports and Social Committee
 - d. Academic-Aid Committee
 - e. Lounge and Beautification Committee
 - f. News, Education and Research Committee
 - g. The Financial-Aid Committee

2.
 - (a) The Executive Committee shall propose to the Student Council the names of the conveners and members of all Standing Committees for ratification.
 - (b) The convener shall be responsible for the harmonious and effective functioning of the Committee over which he/she presides.

3.
 - (a) Students shall be afforded the opportunity to choose a committee in which to enlist for service. However, the Executive Committee may be unable to honour such choice in every case, and shall have the authority to make the final determination on the matter.
 - (b) The President of the Executive Committee or his/her representative shall serve as an *ex-officio* member of all standing committees. In the event of a deadlock on any committee issue, the President's or his/her representative's vote shall resolve the conflict.

4.
 - (a) The hierarchy of each Committee shall be as follows:
 - (i) The Convener
 - (ii) The Assistant Convener
 - (iii) The Secretary/Treasurer
 - (b) The Convener shall give general leadership, supervision and assistance in all the activities and affairs of the Committee and must therefore be fit to lead. He/she, as every other member of the Committee, shall possess one vote on issues under consideration within the Committee.
 - (c) The Assistant Convener shall provide support to his/her superior in giving general direction to the Committee.

5. The duties of the Secretary/Treasurer shall be to keep minutes of all meetings, to keep the Executive Committee informed of plans and proposals, and to maintain accurate adequate financial records. All reports of the committees shall be submitted to the Executive Committee no later than three weeks prior to the second student council meeting which takes place no later than two to four weeks prior to the close of the academic year.
6. The Vice President shall call a meeting of all Committee Conveners no later than four weeks after Committees have been formed, to plan jointly a calendar of events for the academic year.
7.
 - (a) Committees should seek, as far as possible, to become financially self-supportive.
 - (b) No person shall resign from the Standing Committee to which he/she has been appointed or cease to perform his/her duties for any reason without giving written notice outlining of his/her intention to the Executive Committee to do so.
 - (c) Conflicts should be handled within the Committee. Where this seems impossible, the matter should be referred to the Executive Committee.

ARTICLE XII

STANDING COMMITTEES: TERMS OF REFERENCE

1. THE FLAME COMMITTEE

The Flame Committee shall:

- i. Be nominated by the Executive Committee and ratified by the Administrative Committee.
- ii. Dedicate the specific issue of the magazine each year to a particular person on the advice of the Administrative Committee.
- iii. Have the power to co-opt additional personnel from among former students who were members of the Flame Staff on approval of the Administrative Committee in each case.
- iv. Consult the Administrative Committee on which printers and photographers should be utilized in the production of the specific issue of the magazine.
- v. Include a Faculty Advisor appointed by the Administrative Committee, and this individual shall be informed fully of all major matters relating to the publication of the magazine.
- vi. Normally appoint the Assistant Editor as the Editor in his/her graduating year.
- vii. Present the budget for the magazine to the Administrative Committee for amendments, and approval.

- viii. Derive the publication funds for the magazine from the Executive Committee and/or public sponsorship.

2. THE OUTREACH COMMITTEE

The thrust of this Committee is missions, evangelism and follow-up. The idea behind this is to get the students motivated and mobilized to undertake evangelism in every aspect and to participate in a missions' trip.

This Committee shall be responsible for:

- i. Gathering and compiling information on or related to evangelism/follow-up.
- ii. Assisting, as far as possible, at least one church per semester, which would entail the provision of speakers, special soloists, musicians, chairpersons and follow-up.
- iii. Targeting areas for 'junction' and 'week-end' crusades, and hosting the same.

3. THE SPORTS AND SOCIAL COMMITTEE

This Committee shall concern itself primarily with the social, physical and general well-being of the student body. Its duties shall be to:

- i. Plan, co-ordinate and carry out social and sporting events as designated or delegated by the Administrative Committee of the School.
- ii. Initiate, plan, organize, co-ordinate and carry out other student-related social and sporting activities within the framework of the School's Strategic Plan for social and other developmental goals.
- iii. Provide refreshments for the lecturers, speakers at the chapel services, and also ensure that beverage and glasses are provided for use by the platform personnel, especially the speaker.
- iv. Use its initiative to plan activities during the school year, keep the students socially oriented, physically healthy and foster fellowship among them.
- v. Undertake the purchasing and proper storage of all sporting equipment.
- vi. Ensure that the gym is maintained.
- vii. Structure, regulate and coordinate the use of the gym.
- viii. Provide wherever possible, printed matter on the rudiments involved as well as the rules governing the activities to be undertaken.
- ix. Provide regular health and safety sessions for the student body.

- x. Divide the participating students into teams for the purpose of friendly competition, and keeping a systematic tabulation of each team's performance.
- xi. Seek to develop and maintain a healthy attitude of sportsmanship among the students at all times.

4. THE ACADEMIC-AID COMMITTEE

Each member of this Committee should make himself/herself available for a minimum of three hours a week to assist students. The Committee shall concern itself with assisting students who might be experiencing difficulty adjusting to the School's academic programme, and helping them in other important areas of academic life, in concert with Faculty Advisors. Its duties shall include:

- i. Providing study aids and materials for students (such as keys and tips on reading, and time-management).
- ii. Providing guidelines for research, development, structure and presentation of papers.
- iii. Providing services for the proof-reading of assignments.
- iv. Posting a timetable stipulating each member's hours and days of availability, as well as areas of concentration, if any.
- v. Assisting students in the formulation of personal timetables.

5. THE LOUNGE AND BEAUTIFICATION COMMITTEE

The focus of this Committee shall be the beautification and enhancement of the Campus and the upkeep of the student lounge. Its duties shall be to:

- i. Keep the area allotted for student activities clean and attractive at all times.
- ii. Organize all campus clean-up and beautification projects, such as tree-planting and tree-grooming.

6. THE NEWS, EDUCATION AND RESEARCH COMMITTEE

This Committee shall be responsible for keeping the student body conversant at all times with legal, religious, national and international affairs, and more generally with matters of human interest. The duties of this Committee shall include:

- i. Coordinating, as far as possible with the Social Committee, debates and panel discussions on issues of public interest.

- ii. Electronically recording the sermons at the Weekly Chapel Service for the purpose of furnishing an audio-visual library which would be housed in the Student Council's Office.
- iii. Providing the various prayer bands of the School with regular and timely information of religious and other activities taking place locally and abroad that may affect the local or universal witness of the Church, coordinating the "World Encounter Project", which is designed to bring the students into contact at a glance with the world.
- iv. Ensuring that, in order to fulfill this purpose, a notice board is placed in the Student Lounge, on which shall be placed articles of interest.
- v. Ensuring that at the end of each semester all articles placed on the notice board, together with other publications that may be deemed appropriate, are stored and will be accessible as reference materials to all students.

7. THE FINANCIAL-AID COMMITTEE

This Committee shall be responsible for assessing applications by students to the Executive Committee for financial assistance to pay outstanding tuition fees to the School. The duties of this Committee shall include:

- i. Undertaking fund-raising ventures to assist such students.
- ii. Encouraging students, staff, faculty members and churches to contribute financially towards enhancing the School.