

Constitution

of the

*School of Theology and Religious
Studies Student Association*

of

The Catholic University of America

Last Updated: May 2021

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Constitution of The School of Theology and Religious Studies Student Association The Catholic University of America

PREAMBLE

We, the graduate students of the School of Theology and Religious Studies of The Catholic University of America, in accordance with the aims and principles of this university, seeking to promote a community of discourse and collaboration in the theological enterprise, and pursuing the achievement of the highest religious, academic, and pastoral standards of theological discipline, establish this Constitution of the School of Theology and Religious Studies Student Association.

ARTICLE I: NAME

1. The name of this organization shall be the School of Theology and Religious Studies Student Association of The Catholic University of America (hereinafter referred to as STRSSA and CUA, respectively).

ARTICLE II: MEMBERSHIP

1. Any graduate student enrolled either full-time or part-time in the School of Theology and Religious Studies (STRS) at CUA is a member of the STRSSA.

ARTICLE III: PURPOSE AND RESPONSIBILITIES

1. The STRSSA shall be the sole official representative of the STRS graduate student body. This power of representation is normally to the officers of the STRSSA for the presentation of policies and concerns to the officers, faculties, and official organizations of CUA, and to all other publics.

2. The STRSSA shall formulate and advance the position of the STRS graduate student body in all issues concerning student life.

3. The STRSSA shall be the principal consultative body in the development of University, School, or Department policies that may affect its members.

4. The STRSSA has a commitment to the quality of the academic program of the STRS. It has a corresponding duty to participate in the continual development and evaluation of the program, its guiding principles, endeavors, and strategic plans.

5. The STRSSA is committed to the promotion and defense of academic freedom as integral to the graduate theological disciplines, in accord with the disciplines' principles and proper methods and within the horizons of the truth and the common good.

6. The STRSSA is committed to the promotion and defense of the principles of solidarity, subsidiarity and collegiality, as key to the social teaching and ecclesiology of the church; these will be manifest in all of its endeavors and in the theological development of its members.

7. The STRSSA is committed to the promotion and the defense of the principle that the ecumenical movement is an answer to the call of Christ that His disciples may all be one, and the STRSSA shall endeavor to foster an awareness of the necessity, and a sense of urgency, for the full and visible communion of all Christians.

8. The STRSSA is committed to nurturing the spiritual, social, and intellectual lives of its membership, and shall plan appropriate events and activities to this end.

ARTICLE IV: GENERAL COUNCIL

1. A General Council of the full membership of the STRSSA shall be called by the President.

2. A quorum shall consist of at least one half of the Board of Officers and must include the President.

3. This Constitution and its By-laws remain the governing documents of the Council unless amended or rejected altogether by a three-fourths majority of the membership present in Council.

ARTICLE V: BOARD OF OFFICERS

Section I: Composition

1. The regular voting members of the STRSSA Board of Officers shall consist of the President, the Vice-President, the Treasurer, the Public Relations Officer, the Program Area Representatives, including the Seminary Representative.
2. The GSA Senators/Representatives to the Graduate Student Association, and the Representatives to the Washington Theological Consortium Student Board of Officers shall serve as non-voting members of the Board of Officers, unless regular voting members of the Board of Officers hold these positions concurrently.
3. Only graduate students enrolled and actively pursuing degree requirements within the STRS may hold elected or appointed positions on the Board of Officers.
4. The Dean of the STRS, or a delegate thereof, shall serve as advisor to the Board of Officers.

Section II: Powers and Duties

1. The governing body of the STRSSA shall be the Board of Officers. As such this Board of Officers is vested with the authority and responsibilities of the STRSSA as a whole
2. The Board of Officers shall serve as the official liaison of the STRSSA to the officials, faculties, and organizations of CUA, and to those of the STRS in particular.
3. The Board of Officers shall represent STRSSA members individually and collectively in all pertinent matters which are brought to its attention or such matters as may be referred to it by the administration or faculty of the STRS.
4. The Board of Officers shall conduct the business of the STRSSA
5. The Board of Officers shall serve as the forum for the concerns of the STRSSA membership, and shall report to the STRSSA membership regularly the minutes of its meetings, information regarding the exercise of the Board of Officers responsibilities, and other matters of concern to the STRSSA.

6. Full disclosure of the conduct of the Board of Officers is the norm. Matters of confidentiality and executive sessions of the Board of Officers will be governed by procedures established herein, by by-laws, or by professional standards of ethics that may apply.

7. The Board of Officers is responsible for the full and timely dissemination of information to the membership at large, utilizing bulletin boards, and the STRSSA web page and Facebook page.

8. The Board of Officers may decide such other matters not specifically provided by this Constitution by a majority vote.

9. The Board of Officers must keep the Doctoral Student section of the TRS/STRSSA website up to date on a semester basis such that for all Doctoral Students who consent at minimum (1) a photo, (2) name, (3) degrees thus earned and working towards (4) major area and minor area, if applicable, (5) academic interests, and (4) dissertation topic be listed on the website.

10. The Board of Officers must set up an opportunity for students to take a professional headshot once a year.

11. The outgoing and newly elected Executive Board shall meet all together once in May to go over duties and responsibilities for the sake of clarifying how the positions work and for retaining continuity with respect to any ongoing events or projects.

Section III: Meetings and Procedures

1. The Board of Officers shall meet regularly in accordance with the norms established in the STRSSA By-Laws.

2. Special meetings of the Board of Officers may be called by the President or at the request of two-thirds of the voting members of the Board of Officers.

3. The agenda of Board of Officers meetings shall be prepared by the President

5. The President, or Vice-President, plus one-half of the voting members of the Board of Officers constitute a quorum.

6. Provided there is a quorum, a majority vote suffices for the adoption of any legitimate motion except for those circumstances stipulated in this Constitution

7. Each STRSSA member has the right to attend regular meetings of the Board of Officers. Others may attend with the invitation or approval of the Board of Officers.

8. The Board of Officers may meet in executive session with the approval Of the President Executive session includes only the voting members of the Board,

Section IV: President

1. The President shall be elected by a majority vote of the STRSSA membership prior to April 1 each year.

2. The President shall serve a one-year term beginning on the last day of the Spring semester of the academic year elected and will terminate on the last day of the Spring semester of the following year.

3. The President shall be chair of the Board of Officers, and as such shall preside at all meetings of Board of Officers and at General Councils of the STRSSA and function as spokesman for the Board of Officers.

4. The President shall represent the STRSSA to the faculty meetings of the STRS or appoint a delegate thereto.

5. The President shall serve, *ex officio*, as a member of all STRSSA committees, and committees requiring STRSSA participation not otherwise specified in this Constitution or its bylaws.

6. The President shall appoint the chairpersons of committees of the Board of Officers.

7. The President shall appoint persons to fill vacancies on Board of Officers according to Article VIII.

8. The President may appoint a delegate to represent the STRSSA in any committee or organization not otherwise specified in this Constitution or its Bylaws.

9. The President shall have the authority to dismiss STRSSA appointees for serious cause, subject to appeal by which a majority vote of Board of Officers may nullify the dismissal.

10. The President shall prepare and approve a budget for the academic year in consultation with the Treasurer, and said budget must be presented at the first official meeting.

a. This budget must include anticipated income and expenses based on income and expenditures of previous budgets, and must delineate anticipated expenses into designated spending categories.

b. If the budget includes funding for conferences for students, it must also stipulate policies for conference reimbursement (e.g. conference and annual limits per student, etc.).

c. The budget must be approved by a two-thirds majority of voting members of the Board of Officers present at the first official meeting for which a quorum is required and present.

d. The approved budget shall govern spending for the year. The President may authorize additional expenditures beyond the approved budget, but such additional expenditures may not total more than ten percent of the approved budget for the corresponding budget category. The Board of Officers may authorize any further expenditures by a two-thirds majority.

e. The President may approve expenditures between the end of the previous school year and the first Board of Officers meeting up to one-third of the previous year's budget in the corresponding category. Further expenditures may be authorized by a two-thirds majority vote of the Board of Officers who may be polled remotely (i.e. through electronic ballot).

11. The President shall perform other duties as the Board of Officers or a General Council may determine by a majority vote.

12. Failure to adhere to constitutional duties shall constitute grounds for impeachment and removal from office. [See Article VIII]

Section V: Vice-President

1. The Vice-President shall be elected by a majority vote of the STRSSA membership prior to April 1 each year.

2. The Vice-President shall serve a one-year term beginning on the last day of the Spring semester of the academic year elected. and will terminate on the last day of the Spring semester of the following year.
3. The Vice-President shall be a regular voting member of the Board of Officers.
4. The Vice- President shall assist the President in the performance of presidential duties.
5. The Vice-President shall assume the office of President in the event of a vacancy in that office. [See Article VII]
6. The Vice President shall serve as Chair of the Speaker Series (outlined in By Laws) as well as serve as a GSA Representative and must attend all GSA meetings.
7. The Vice-President shall perform other duties as the Board of Officers or a General Council may determine by a majority vote.
8. Failure to adhere to constitutional duties shall constitute grounds for impeachment and removal from office. [See Article VIII]

Section VI: Treasurer

1. The Treasurer shall be elected by a majority vote of the STRSSA membership prior to April 1 each year. 2. The Treasurer shall be responsible for withdrawals of all funds and maintain all necessary financial records of the STRSSA as directed by the President
3. The Treasurer shall serve as a GSA Senator/Representative and must attend all GSA meetings.
4. The Treasurer shall serve as a voting member of the Board of Officers,
5. The Treasurer shall serve a one-year term beginning on the last day of the Spring semester of the academic year elected. and will terminate on the last day of the Spring semester of the following year.
6. The Treasurer shall submit current financial reports at all regular meetings of the Board of Officers.
7. The Treasurer shall perform other duties as the Board of Officers or a General Council may determine by a majority vote.

Section VII: Public Relations Officer

1. The Public Relations Officer shall be elected by a majority vote of the STRSSA membership prior to April 1 each year.
2. The Public Relations Officer shall serve as a voting member of the Board of Officers.
3. The Public Relations Officer shall serve a one-year term beginning on the last day of the Spring semester of the academic year elected. and will terminate on the last day of the Spring semester of the following year.
4. The Public Relations Officer shall be responsible for the upkeep of the STRSSA website and all STRSSA Social Media pages.
5. The Public Relations Officer shall record the minutes of Board of Officers meetings and of all other official meetings of the STRSSA.
6. The Public Relations Officer shall receive and record all petitions and referenda submitted to the Board of Officers.
7. The Public Relations Officer shall perform other duties as the Board of officers or a General Council may determine by a majority vote.

Section VIII: Committee Liaison

1. The Committee Liaison shall be elected by a majority vote of the STRSSA membership prior to April 1 each year.
2. The Committee Liaison shall serve as a voting member of the Board of Officers.
3. The Committee Liaison shall serve a one-year term beginning on the last day of the Spring semester of the academic year elected. and will terminate on the last day of the Spring semester of the following year.
4. The Committee Liaison shall sit on the Washington Theological Committee (WTC)
5. The Committee Liaison shall find additional TRS Student Representatives to the WTC for the President of STRSSA to appoint. The number of the Representatives to the Washington Theological Consortium Student Board shall

be determined by the rubrics outlined in the Constitution of the Washington Theological Consortium Student Board.

6. The Committee Liaison shall keep in close contact with the Dean and Assistant Dean about all faculty committees taking place in TRS and the university.

7. The Committee Liaison shall sit on or find a TRS student (that the President of STRSSA will appoint) to sit on any of these faculty committees that allows a student representative.

8. The Committee Liaison shall report back about all committee meetings to STRSSA whether through their own notes or through what their appointee has reported back to them.

9. The Committee Liaison shall serve as a GSA Senator or shall find someone to act as a GSA Senator if all the GSA Senator positions are not filled.

Section IX: Program Area Representatives

1. Each of the STRS Program Areas shall provide one, and only one, voting representative to the Board of Officers, where a "Program Area" is determined by those areas that currently have, in the present academic year, or have had in the past four (4) years a director assigned as recorded in the university Announcements.

2. Each Program Area Representative must be enrolled in the Program Area they represent.

3. Each Program Area Representative shall be elected by a majority vote of the graduate students enrolled in STRS prior to April 1 of each year.

4. The Program Area Representatives shall serve a one-year term beginning on the last day of the Spring semester of the academic year elected and will terminate on the last day of the Spring semester of the following year.

Section X: Seminary Representative

1. The Seminary Representative shall be elected by a majority vote of the STRSSA seminary students prior to April 1 of each year.

2. The Seminary Representative must be enrolled and actively pursuing degree requirements within the STRS.

3. The Seminary Representative shall serve a one-year term beginning on the last day of the Spring semester of the academic year elected. and will terminate on the last day of the Spring semester of the following year.

4. The Seminary Representative shall serve as the official liaison between the Board of Officers and seminary population of the STRSSA, and as such shall be a regular voting member of the Board of Officers.

Section XI: GSA Senators/Representatives to the Graduate Student Association

1. The Representatives to the Graduate Student Association may be nominated by any STRSSA member or STRS faculty member, and be approved by the President.

2. The Representatives to the Graduate Student Association shall serve a term of one year beginning on the last day of the Spring semester of the academic year elected. and will terminate on the last day of the Spring semester of the following year.

3. The number of the Representatives to the Graduate Student Association shall be determined by the rubrics outlined in the Constitution of the Graduate Student Association.

4. The Representatives to the Graduate Student Association shall serve as the official liaisons between the STRSSA Board of Officers and the Board of Officers of the Graduate Student Association, and as such shall serve as non-voting members of the STRSSA Board of Officers, unless voting members of the STRSSA Board of Officers fill this office.

5. The President may appoint a GSA Rep to serve as a voting member of the Board Of Officers.

Section XII: Other Representatives

1. Other organizations of graduate theological students within the STRSSA may petition the Board of Officers for official recognition, which may be granted by a three-fourths vote.

2. Organizations receiving official recognition may have representative membership on the Board of Officers. Such representatives may vote in matters specifically pertaining to their respective constituencies.

ARTICLE VI: COMMITTEES

1. Standing committees may be established by the President in accordance with the By- Laws to this Constitution.
2. Standing committee chairpersons shall be determined at the first regular meeting of the STRSSA in the academic year, in accordance with the Bylaws.
3. Special committees may be established by the President for purposes of a temporary or non-recurrent nature. The President may appoint chairpersons of such committees.
5. STRSSA membership on committees shall be recorded with the Public Relations Officer.
6. All committees shall report as directed by the President and shall file copies of their records with the Public Relations Officer.

ARTICLE VII: ELECTIONS

1. The Board of Officers shall establish regulations for all elections under this Constitution,
2. All office holders under this Constitution must be enrolled in the STRS at the Catholic University of America, and in good academic standing, as determined by the STRS.

ARTICLE VIII: REMOVAL, RECALL, AND VACANCY

Section I: Impeachment and Removal

1. The Board of Officers may bring bills of impeachment against the President or the Vice- President for misconduct in office.
2. Any official appointed and approved by the President or Board of Officers is subject to removal by the Board of Officers with a two-thirds vote for misconduct in office.
3. Misconduct shall include disturbance of the peace, incompetent or negligent performance, disregard of the authority of the STRSSA, violation of this Constitution or its Bylaws, infringement upon the rights of another, willful injury to

the good name of the STRSSA, hindrance of the STRSSA or any of its agents in legitimate endeavors, intentional mismanagement of STRSSA funds, conspiracy to commit any of the above, or actions that are deemed unbecoming by the Board of Officers.

4. A Bill of Impeachment shall cite specific allegation(s) of misconduct.

5. Signatures of a two-thirds majority of the members of the Board of Officers on a Bill of Impeachment shall constitute impeachment.

6. After the Board of Officers has impeached an individual, a hearing shall be conducted at the next regular meeting of the Board of Officers or one academic school week, whichever is later, after impeachment.

7. Subsequent to the hearing, a two-thirds vote of the entire voting membership of the Board of Officers, supporting the allegations of misconduct, shall result in removal from office.

Section II: Recall of Elected Officials

1. A petition bearing the valid signatures of one-quarter of the STRSSA membership shall cause the Board of Officers to hold a campus-wide recall vote for the President and/or the Vice-President within two academic weeks of the presentation of the petition.

2. A petition bearing the valid signatures of one-third of a Program Area Representative's constituency shall cause the Board of Officers to hold a recall election for that Program Area Representative within two academic weeks of presentation of the petition.

3. A petition bearing the valid signatures of one-third of a Seminary Representative's constituency shall cause the Board of Officers to hold a recall election for that Seminary Representative within two academic weeks of presentation of the petition.

4. All petitions must clearly state the reason(s) for the recall.

5. A valid signature for the purpose of recall must include the full name and local address of the signing

STRSSA member, and may be presented as an authentic email from the member's CUA email account, as well as the traditional form.

6. A two-thirds vote of the STRSSA membership participating in the vote of recall, provided at least one-third of the constituent membership votes in said ballot, is necessary for the officer to be removed from office.

Section III: Vacancies

1. In the event of a vacancy in an elected office due to resignation or recall, the President shall appoint a replacement.

2. In the event that any elected position becomes vacant with less than eight academic weeks remaining in the term, the President shall appoint an eligible STRSSA member to serve as the acting official for the remainder of the term.

3. In the event of a vacancy in an appointed office due to resignation or removal, the same appointment procedure shall be followed as outlined in this Constitution for that position to find a replacement. The replacement shall be nominated within two academic weeks.

4. In the event of a vacancy in the office of the President, the Vice-President shall become President.

5. In the event of a vacancy in the office of the Vice-President, the President shall appoint a Vice-President.

6. In the event that the offices of both the President and Vice-President shall simultaneously become vacant, the Board of Officers shall appoint and approve an eligible STRSSA member to serve as President *pro tempore* in the interim period before a new President and new Vice- President are elected.

ARTICLE IX: PETITION, INITIATIVE AND REFERENDUM

Section I: Petition

1. A petition bearing the valid signatures of one-eighth of the STRSSA membership shall cause the Board of Officers to consider a specific resolution within one academic week of the presentation of the petition to the Board of Officers.

2. A valid signature for the purpose of petition must include the full name and local address of the signing STRSSA member, and may be presented as an authentic email from the member's CUA email account, as well as the traditional form.

3.All petitions shall be recorded with the Public Relations Officer, who will verify the validity of signatures if requested by any member of the Board of Officers.

Section II: Initiative

1. Initiative is a procedure by which a specified number of voters may propose a resolution and compel a popular vote on its adoption.

2. A petition containing the signatures of one-quarter of the STRSSA membership may create an initiative.

3. A two-thirds vote of the STRSSA membership participating in the ballot, provided at least one-third of the membership votes in said ballot, is necessary for the initiative to become binding on the Board of Officers.

4. A binding initiative shall cause the Board of Officers to take swift and necessary action on the issue of the initiative.

5. A valid signature for the purpose of initiative must include the full name and local address of the signing STRSSA member, and may be presented as an authentic email from the member's CUA email account, as well as the traditional form.

6.All initiatives shall be recorded with the Public Relations Officer, who will verify the validity of signatures if requested by any member of the Board of Officers.

Section III: Referendum

1. A referendum is an instrument by which the Board of Officers may gauge STRSSA membership opinion on a certain issue by placing the issue in ballot form before the STRSSA membership.

2. The Board of Officers may place a referendum item in front of the membership by a simple majority vote.

3. A referendum may suggest but shall not compel action by the Board of Officers.

ARTICLE XII: AMENDMENT

1. An amendment to this Constitution may be presented to the Board of Officers by any voting member of the Board of Officers, or through a petition.

2. A proposed amendment may not be acted upon by the Board of Officers without at least three days' notice.
3. A proposed amendment shall be adopted by a three-fourths vote of the Board of Officers.

ARTICLE XIII: BY-LAWS

1. The Board of Officers shall adopt Bylaws to this Constitution that shall contain, but not be limited to, the official elections rules, fiscal policies, speaker series guidelines, and annual events and activities.
2. Bylaws may be created by a simple majority vote of the Board of Officers or by the General Council.
3. Bylaws may be rescinded by a simple majority vote of the Board of Officers or General Council.
4. The most recent and accurate copies of the Bylaws shall be posted with the Constitution on the STRSSA website.

Bylaws to the Constitution of The School of Theology and Religious Studies Students Association The Catholic University of America

Section I: Meetings

1. Regular meetings shall normally be held at least once a month and no more frequently than twice a month.

Section II: Events

SUBSECTION A: NEW STUDENT ORIENTATION

1. As many members of the Board of Officers as possible shall be present to meet new students on the day of Orientation.
2. The President and/or Vice President should give a presentation about STRSSA and encourage people to get involved.
3. All Area Reps should be present at New Student Orientation area breakout sessions.
4. The STRSSA should contact new students prior to their arrival.

SUBSECTION B: SOCIAL EVENTS

1. STRSSA should organize at least two social events throughout the year for the purpose of allowing graduate students, faculty, and administration to make each other's acquaintance and form cordial relationships.
2. One of the two yearly events TRS must hold (per our charter) is an all-TRS (and only TRS and family) Welcome Event to be held at the beginning of each school year.
3. More events than listed may be scheduled, but every attempt should be made to schedule at least these two throughout the year.

Section III: Committees

SUBSECTION A: GENERAL GUIDELINES

1. Standing committees shall be formed at the beginning of each term of office in the following areas: Speaker Series, and Social Events.
2. New standing committees may be created by the President
3. Unless otherwise specified, committee chairpersons are appointed by the President.
4. In the event there is not sufficient interest in committee membership, a director/chairperson may be appointed by the President
5. No official STRSSA function planned by any committee may occur without the approval of the President, and majority of the Board of Officers present at the meeting or council in which the function is planned.

SUBSECTION B: SPEAKER SERIES

1. The Vice President shall chair the speaker series.
2. The speaker series committee shall consist of the Vice President and all four Area Representatives whose area lectures are scheduled for the concurrent academic year.
3. The purpose of the speaker series is to bring in speakers from other institutions on a variety of theological issues facing the church, or of interest to the STRSSA membership.

4. The speaker series committee may work in collaboration with the lecture committee of the GSA, the philosophy department, or other schools or departments to bring in speakers of mutual interest, or for symposia and conferences.
5. Every effort should be made to invite speakers from a variety of theological traditions, areas of expertise, and charisms.
6. The faculty advisor to the STRSSA should be consulted about the invitation of speakers before they are officially invited, though his/her approval is not necessary.
7. The Dean of STRS should be notified of all invited speakers before the series is announced publicly.
8. The Areas are allowed to apply for up to a 20% increase in the reimbursement limit if the scope of the event or honorarium or travel expenses of the speaker are larger than normal.

Section IV: Representation

SUBSECTION A: WASHINGTON THEOLOGICAL CONSORTIUM STUDENT BOARD

1. The Washington Theological Consortium is the collection of local seminaries and theological schools for Christians of various churches, and every effort should be made to provide full and active participation from the STRSSA.
2. In keeping with the principles of the STRSSA and the ecumenical movement, STRSSA members should be made aware of all courses, activities, and discussion sponsored by the Consortium and be encouraged to participate.
3. The selection of representatives should take into consideration their commitment to the ecumenical movement, strong sense of the Catholic faith, and zeal for full Christian communion.

SUBSECTION B: GRADUATE STUDENTS ASSOCIATION

1. At this time, according to the rubrics of the GSA Constitution, the STRSSA is allowed four Senators/representatives to the GSA.
2. At this time, according to the rubrics of the GSA Constitution, the STRSSA must be represented by its assigned senators/representatives at no fewer than a

50% rate (meaning that STRSSA must have at least 2 representatives at all GSA meetings), in order to qualify for funding from GSA, but all Senators should be present at all GSA Senate meetings to represent students of the STRS

3.The Vice President and the Treasurer will be serving as two of the four GSA Senators/Representatives and should attend all GSA meetings.

4.All STRSSA members should be made aware of GSA meetings, events, issues, and elections via the same avenues of information dissemination used for similar STRSSA activities.

SUBSECTION C: SCHOOL OF THEOLOGY AND RELIGIOUS STUDIES

1.As stated in the Constitution, the President shall be the normal representative to the faculty meetings of the School of Theology and Religious Studies.

2.In addition to the faculty meetings, representation should be made to all processes of reorganizing the School, or changes in any program of studies.

Section V: Communications

SUBSECTION A: OFFICIAL COMMUNIQUES

1. The Public Relations Officer or President is responsible for communication of official STRSSA correspondence.

2. Official Communiques, whether in letter or email form, must be approved by the President. Official Communiques consist of any public or binding statement that regards policy or position of the STRSSA as a whole.

3.Informal and private communications, such as inquiries or merely informational communications need no approval and are as such unofficial.

4. The first official communiqué of each year should be addressed to all incoming students, welcoming them to CUA and to the STRSSA. The President and Vice-President should prepare this communiqué.

SUBSECTION B: E-MAIL

1. The official E-mail address of the STRSSA will be announced. This is an e-mail forward which should be set every year to the addresses of the President, Vice-President, and whoever else the Board of Officers deems necessary.

2. The Board of Officers should make use of the School listservs, by way of the appropriate administrator, to disseminate information via mass email.
3. All mass email from the STRSSA should be approved by the President or the Vice- President.

SUBSECTION C: WEBSITE

1. The official STRSSA website is located on the CUA server.
2. The STRSSA Public Relations Officer shall be responsible for the upkeep of the STRSSA website and all STRSSA Social Media pages.
3. The STRSSA Public Relations Officer should contact the CUA Webmaster each year for informational purposes.
4. Meeting dates, upcoming events and announcements, meeting agendas and minutes, and resource information should be regularly updated.
5. Meeting agendas and any pending legislation should be posted at least three days in advance unless otherwise indicated in the Constitution or Bylaws.
6. Meeting minutes and records of initiatives, petitions, and other legislation should be posted no later than three days following the meeting.
7. The most current and accurate copies of the Constitution and Bylaws should be kept available on the website.
8. A link to voting information and online voting booths for both STRSSA and GSA elections should be made prominent on the main page during both regular elections and any irregular elections or ballots.

SUBSECTION D: BULLETIN BOARD

1. STRSSA will maintain a bulletin board in the hallway and Student Lounge of Caldwell Hall, Room 125.
2. The bulletin boards should be used to publicize STRSSA events and other information that may be of interest to STRSSA members.
3. Contents of the bulletin board should be approved by the President, Vice-President, or whoever is delegated to be responsible for the information on the board, to avoid a surplus of non-STRSSA posters from obfuscating it.