

# Student Handbook 2008-2009



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## CONCORDIA LUTHERAN SEMINARY

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## INTRODUCTION

“Concordia Lutheran Seminary forms servants for Jesus’ sake.”  
This is our seminary’s mission statement, based on 2 Cor 4:5.

In seeking to fulfil this mission, the seminary is not just an academic institution that imparts knowledge and teaches skills. Rather, we have been entrusted by the Church with the responsibility to prepare *in every way* pastors for the ministry of Word and Sacrament—men who are personally mature, pastorally sensitive, theologically skilled, and missionary-minded. To enable it to carry out this task, the seminary expects that students who are preparing for the ministry will place themselves under its discipline and care during their years of preparation.

As well as preparing men for the pastoral ministry, the seminary also welcomes into its community men and women who have a university education and who wish to deepen their understanding of theology and the church without intending to become pastors. These students in the “Open Studies” program are also an integral part of our community of faith and learning.

The seminary also seeks further opportunities to serve the church and community via a number of extension endeavours. Included here are theological convocations, workshops, evening courses in the “Quest” program, participation in archaeological excavations, and the like.

As a small institution, Concordia Lutheran Seminary (CLS) has the advantage of providing a close family-type environment in which personal, positive relationships between students, faculty, staff and their families are cultivated and nurtured.

We hope that this booklet will be useful as a resource book and directory. It is intended to provide information which will help both to orient the new student and to inform all students regarding matters that may arise in the course of seminary studies.

What follows is an attempt to describe practices that have developed over the history of the seminary and to summarize policies that have been adopted by the seminary’s faculty and Board of Regents. Questions regarding any matters covered in this booklet, as well as other suggestions, should be referred to the Dean of Student Life, Dr. Stephen Chambers.

## WHO TO SEE FOR WHAT

The following is a guide to help students find the right person to answer various questions or fulfil various needs.

The **President**, Dr. Manfred Zeuch, is charged with overall responsibility for the operation of the seminary. Any questions that impact the seminary and the Church more broadly should be directed to him. He is especially concerned for the seminary as a spiritual community and, in that regard, serves as **Dean of Chapel**. In this capacity, he directs the seminary’s chapel program, develops the worship schedule, schedules local pastors to conduct chapel services, and works with the student chapel committee to ensure that a proper worship setting is maintained. Temporarily, he also serves as **Chaplain**, implementing and leading the chapel program.

Contact the **Administrative Assistant to the President**, Karen Sorensen, for an appointment to see the President. Care of the seminary building and grounds is under Karen’s supervision. Any needed repairs should be brought to her attention. Students who would like campus employment should consult with her about available work opportunities.

The **Dean of Student Life**, Dr. Stephen Chambers, is available to help with both personal and professional issues. He is concerned not only with students but also with their families. Any student who contemplates withdrawing from the seminary during the course of his studies, or taking a leave of absence, must consult with him. Dr. Chambers also serves as **Director of Financial Aid** and **Director of Placement**.

The **Academic Dean**, Dr. Edward Kettner, is responsible for providing general guidance in academic and curricular matters. He is also **Director of Library Services**. Providing hands-on assistance to students as they use the Library is the **Library Technician**, Jane Huber. She is also the person who oversees the operation of the **Bookstore**.

The **Registrar**, Jeff Nachtigall, provides guidance in the area of course selection and course load. He is also the **Director of Recruitment, Director of Admissions**, and the seminary’s unofficial information-technology specialist. Student fees are paid to him.

The **Director of Field Education** and **Vicarage**, Prof. Jonathan Kraemer, is responsible for the assignment of students to Field

Education congregations and for their assignment and supervision as vicars.

The seminary's **Director of Development** is the Rev. Daniel Deyell. He develops and administers the gift-income and public-relations programs and activities for the seminary. He is also responsible for receiving requests from congregations for "pulpit supply" (guest preachers). Students who are certified to preach and lead worship services should contact him if they are willing to serve in this way.

Sandra Esperanza, **Development Secretary**, assists in the administration of seminary development. She also receives and administers funds for student financial aid.

The Rev. Dr. Forrest Stroup is this year's **Chaplain**, overseeing students' weekly mentor group meetings and the "sem wives" group."

The **Coordinator of Music**, David Mitchell, is responsible for the music program of the seminary. Details of how and when to contact him regarding music requests for chapel services can be obtained from Dr. Zeuch.

The **Director of the Missionary Study Centre**, Prof. Jonathan Kraemer, helps the seminary community maintain a mission focus. In particular he arranges for a regular program of mission-themed events throughout the academic year.

## WHERE TO GO FOR WHAT

The **Library** has more than 40,000 catalogued volumes and standard reference works, besides video and cassette recordings, DVDs, and CD-ROMs. The library subscribes to approximately 135 journals. The seminary's own library holdings are augmented by full access to the NEOS consortium of Edmonton-area libraries. A Library Handbook provides detailed information on a wide variety of topics. An orientation session is provided in the fall for new students.

Public hours for the library are 8:00 am to 4:00 pm, Monday through Friday. Evening hours for CLS students are 4:00 to 9:00 pm Monday to Thursday, and 1:00 to 5:00 pm on Saturday. Access during evening and weekend hours can be gained by using the buzzer at the front door.

The **Computer Room**, located just inside the doors to the library, is available for use by students, staff, and faculty of the seminary. The

computers in this room give the seminary community access to the Internet. A wireless hub also provides wireless service throughout the seminary building.

Textbooks and a limited number of other books and items may be purchased at the **Seminary Book Store** located on the lower level of the seminary building. Times when the book store is open will be arranged in the early fall. Sorry, the bookstore does not accept charge or debit cards: cash or cheque only.

The **Student Lounge** is equipped with a stove, microwave, dishwasher, and refrigerator which make it convenient for students, faculty, and staff to eat their lunches together and enjoy fellowship in the lounge. Students are asked to do their part to keep this area neat by cleaning up, putting dirty dishes in the dishwasher and emptying it when necessary. A **Food Pantry**, which area congregations and the Seminary Guild strive to keep well-stocked, is located in the lounge as well. Full-time students who are members of Lutheran Church-Canada congregations may take home food and other items as they require—keeping in mind the needs of other students.

The **Missionary Study Centre**, adjoining the Student Lounge, provides space for browsing missions journals, periodicals and reference works, and for discussing and reflecting upon mission work at home and abroad. Access to this room is through the Library only.

**Student Mailboxes** for internal seminary communications are located in the northeast corner of the lounge. Students should check and clear their mailboxes daily. Regular mail should be directed to their places of residence. Lockers for students' use are available to the left of the mailboxes.

In case of an emergency, students can be contacted by **telephone** at the seminary number (780-474-1468). Although an attempt will be made to forward important messages, calls of this nature should be kept to an absolute minimum. A phone for outgoing local calls is available in the student lounge. Long distance calls require a calling card. To send or receive a fax message, see Karen.

For **security** reasons, the seminary is locked between 4:00 p.m. and 8:00 a.m. Students on the premises during evenings or weekends should make sure that the outside doors are secure as they enter or leave the building. Students should also be concerned about the security of their personal valuables during the day when the seminary

is open to the public. Leaving laptop computers in unlocked areas, or wallets in jackets or duffle bags, is not a good idea. Cars in the parking lot should be locked, with all valuables stored out of sight.

## GENERAL INFORMATION

### CONGREGATIONAL MEMBERSHIP

Students' church membership should normally continue at the congregation from which they come. Students are encouraged to maintain a vital relationship with their home congregations by all possible means. If a pastoral student's home congregation is not in fellowship with Lutheran Church-Canada (LCC), he (and his wife) will need to join a congregation of this synod. This could be, but need not be, his field education congregation.

### SPOUSES AND FAMILIES

Students' spouses and children are considered part of the seminary community and are encouraged to participate in seminary functions. Family potlucks and other events include students' families. A flexible "association" of wives of pastoral students organizes each year to meet the particular needs of student wives and fiancées. The facilitator of this group is the chaplain, Pastor Stroup.

### HOUSING

Students need to find their own housing while they are students at the seminary. However, the seminary can sometimes provide referrals to apartments or other dwellings where other students have lived in the past. Occasionally, people contact the seminary with information about housing they have available. Jeff can provide general information on subsidized housing. The seminary expects that students who receive financial aid will live as economically as possible, both in order to respect those whose gifts they receive and to make those gifts stretch as far as possible within the student body.

### DRIVING AND VEHICLES

Because those who serve in ministry must provide their own transportation, often on short notice, students who lack a drivers'

licence and/or a motor vehicle must obtain these before the faculty approves them for placement as vicars.

### PARKING

Use of the parking lot north of the seminary building is on a first-come, first-served basis. Parking permits are issued to all students and must be displayed on vehicle dashboards. Parking on the street to the west of the seminary is prohibited except to visitors who must obtain a temporary parking pass. See Karen to obtain all parking passes.

### PART-TIME EMPLOYMENT

Students are reminded that their primary purpose in being at the seminary is to prepare themselves in every way to be ministers of the Gospel. Thus, while it may be necessary for some students to work part-time, this employment should not ordinarily exceed 15 hours per week. Exceptions should be discussed with the Dean of Student Life.

A few part-time jobs are available on campus. Students interested in serving as bookstore manager or as a student library assistant should apply to Jane. Prospective janitors or grounds-keepers should talk to Karen.

### FINANCIAL AID

Financial aid is available to assist full-time students with educational costs (tuition and fees). No application form is required. In emergencies, additional funds may be available, upon application to Dr. Chambers. A copy of the Aid Policies should be read by all students. Please note that *as well as* accepting the seminary's own financial aid, a student should contact both his home congregation and his District to see what aid is available from these sources. In courtesy to donors, students are expected to respond to all gifts with prompt letters of appreciation.

### MARRIAGE

When he decides to marry, a pastoral student should notify the Dean of Student Life, who will help him and his fiancée obtain suitable counselling to help them make the special adjustments required. Dr. Chambers can also provide counsel and aid to students

who are already married, to encourage them to grow in their marriage relationship.

#### **DRESS AND GROOMING**

All members of the seminary community should clothe and groom themselves in a respectable manner. Appropriate dress for students on campus is “business casual,” including jeans. The highest levels of personal hygiene should be maintained.

Students are encouraged to wear clerical shirts when performing any of the functions of the pastoral office, either on campus or in their field-education congregations. (See below regarding these functions.) Apart from such occasions, clerical shirts should not be worn by students.

#### **FITNESS AND HEALTH**

Students are urged to find ways to remain, or become, physically active. To this end, Concordia University College of Alberta often extends gym and weight-room privileges to seminarians and their families.

The seminary is a smoke-free building. The use of alcohol on campus is normally restricted to the celebration of Holy Communion, except with the prior permission of the president.

#### **ABSENCE FROM CAMPUS**

If a student plans to be absent from his normal residence during the academic year for any reason, or if the student is absent from campus because of illness for more than one school day, the Dean of Student Life should be notified. Dr. Chambers will hold this information in case anyone needs to contact the student and, in the case of a lengthy illness, in order to ensure that suitable pastoral care is provided.

#### **SCHEDULED MEETINGS**

To avoid scheduling conflicts, dates and places for all campus events should be reserved through Karen. All meetings will appear in the regular *Announcements* sheet, which will be put in student mailboxes each week.

#### **GRADES**

Academic grades are generally available from the office of the Registrar within three weeks of the end of the term, provided that all financial or other obligations (e.g. “incompletes”) have been met. A notice will be put in the window of Jeff’s office when grade reports are ready to be picked up.

#### **STUDENT LIFE POLICIES**

##### **WORSHIP**

Chapel services are conducted daily, Monday through Friday, between 9:50 am and 10:10 am (Wednesdays, 9:50 to 10:20) while classes are in session. Since worship is crucial to the pastoral formation of those who are preparing to lead God’s people, students are expected to attend. Regular services of Holy Communion are conducted on Wednesdays. The communion practice of LCC is followed.

##### **OPENING RETREAT**

Before the academic year begins, a retreat is held to help build rapport between faculty and students as well as within the student body. Since this retreat sets the tone for the positive relationships which mark the seminary experience, attendance is required of all full-time students.

##### **MENTOR GROUPS**

To aid in pastoral formation, all M.Div. students are assigned to a mentor group led by the chaplain, Pastor Stroup. In this group, students can share their feelings and struggles within a secure setting, and learn to listen to one another. For the benefit of all concerned, regular attendance is expected.

##### **ASSESSMENT**

Under the supervision of the Dean of Student Life, the seminary maintains an integrated program of assessment to foster in pastoral students those qualifications and aptitudes that will enable them to serve effectively in the pastoral ministry. These include both pastoral commitments and pastoral responsibilities, as summarized below.

### **Pastoral commitments**

- To confess the apostolic faith as set forth in Scripture and the Lutheran Confessions
- To live this faith as God's child, redeemed by Christ and sanctified by the Holy Spirit
- To proclaim the Gospel to all people
- To respect the diversity inherent in Church and world
- To grow in theological understanding, spiritual formation, and vocational skills

### **Pastoral responsibilities**

- To preach the Word of God faithfully
- To serve the gathered assembly with Word and Sacrament, and lead its response in prayer and praise
- To teach the faith of the church capably
- To provide faithful pastoral care
- To provide appropriate pastoral leadership
- To speak the Word of God to those outside the faith
- To equip the priesthood of the baptized for service and witness
- To foster healthy relationships with family, laity, colleagues, and community

To help cultivate these aptitudes, the Dean of Student Life administers the "Profiles of Ministry" instrument for all new pastoral students. The Ministerial Program Committee also interviews new students twice during their first year of studies, and asks each of them to complete a Personal Growth Plan. Second-year students are interviewed by this committee again prior to their vicarage, and fourth-year students prior to their placement as candidates. The faculty, through its Standing Committee on Certification for Placement, gives full weight to the MPC's recommendations in assessing each student's readiness for placement, first as a vicar and then as a pastoral candidate.

### **CLASS ATTENDANCE**

As a professional academic institution, the seminary assumes that each student is committed to its goals and objectives. The class schedule encourages students to demonstrate this commitment by giving them opportunities to develop self-discipline, responsible attitudes, and Christian concern for the welfare of all.

By registering for a course, students assume responsibility for completing all of its requirements. Because interaction with the instructor and other students is vital to academic success, regular and punctual class attendance is expected.

Absences are the mutual concern of the student and instructor. Courtesy suggests that students should confer with the instructor if absence from class becomes necessary.

### **ACADEMIC INTEGRITY**

Concordia Lutheran Seminary expects all of its students to exhibit academic integrity. This means that students will not present the work of other people as their own, either in exams or in research papers. While students may certainly support each other and work together in preparing for exams, and while group projects may be assigned from time to time, exams must be written without the assistance of any other person, and using only those resources that the professor has specifically indicated may be used. When writing research papers, students must clearly note, using proper methodology, when another person's ideas are being used or quoted. Student must not claim other people's work as their own. Such an act is plagiarism, and will lead to penalties ranging from a mark of zero on the paper, to failure for the course, to expulsion from the seminary.

### **COMPUTERS IN THE CLASSROOM**

Students are welcome to use notebook computers during class for note-taking and other instructor-approved purposes. To facilitate learning, Biblical-language software may not normally be used during class in exegetical courses.

### **FIELD EDUCATION**

Each pastoral student will be assigned to a field education congregation in the Edmonton area which will serve, during Years I

and II, as the context for his growth in worship, preaching, and other areas.

#### OFFICIAL ACTS BY STUDENTS<sup>1</sup>

In the interest of good order in the church, a pastoral student should adhere to the following policy regarding participation in the official acts of the parish and other church groups. This policy is based on the following considerations:

1. Because of his continuing and responsible pastoral relation with his people, his deeper pastoral insights into their spiritual needs, and his valid call, the pastor of the congregation should conduct all official acts.<sup>2</sup>
2. LCC conforms its doctrine and practice regarding the Holy Ministry to Article XIV of the Augsburg Confession: “Concerning church government, it is taught that no one should publicly teach, preach, or administer the sacraments without a proper [public] call.” While the Church grants to a seminary student<sup>3</sup> the right to preach and teach under supervision as part of the process of his preparation, students should in no case be considered by the congregation, pastor, or themselves as being regularly called to the pastoral ministry.
3. A seminary student is under the supervision of the faculty. His participation in the official acts of the congregation must be

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<sup>1</sup>The wording of this policy corresponds to the seminary’s vicarage and field education manuals.

<sup>2</sup> Official Acts include: conducting the public services of the Church; preaching at such services; performing Holy Baptism; pronouncing Holy Absolution; consecrating the elements at Holy Communion; distributing the consecrated elements; pronouncing blessing; administering confirmation; solemnizing marriages, participating in ordinations, installations, and commissioning; and conducting funerals and interments.

<sup>3</sup> A seminary student is here defined as any of the following persons who are under the seminary’s supervision: a Master of Divinity student; a Colloquy student; a deferred Candidate.

within the limits of the policies set down by the seminary and approved by the Church.<sup>4</sup>

This policy shall be applied to specific cases as follows:

1. Students may preach, conduct worship services, and assist in the distribution of the Lord’s Supper after licensing by the seminary upon completion of the initial worship and preaching courses. Sermons must be submitted to the responsible pastor for approval and change. Where this is not possible, sermons must be read and approved in advance by a faculty member or another pastor.
2. Students may not consecrate the elements at, or pronounce Holy Absolution in connection with, services of Holy Communion.
3. Students may not administer the rite of confirmation, conduct funerals, or solemnize marriages.
4. Students may not administer the Sacrament of Holy Baptism, except in cases of emergency.
5. Although students may participate in the service, they may not assist in the actual rite of ordination and installation of pastors and teachers.
6. When students say the blessing at the end of a service, they should put the object in the first person plural, e.g., “The Lord bless us and keep us.”  
When the congregation and supervising pastor believe that an exception to the above policy is necessary, approval must be secured in advance from the seminary’s Director of Field Education and Vicarage and from the District President. Exceptions must also take into account the emergency nature of the individual situation, as well as the maturity and qualifications of the student.

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<sup>4</sup> Thus: a) A student must have studied the relevant doctrinal material before undertaking a given phase of the pastoral ministry; b) A student must be mature, i.e., have demonstrated sufficient stability, ability to handle responsibilities, and vocational conviction, to enter successive phases of the ministry; c) A student should assume the privileges and duties of the pastoral ministry gradually and progressively, in correlation with the curriculum and with the student’s own growing maturation and pastoral insight.

## PRESUPPOSITION FOR PLACEMENT

It is assumed that students offering themselves for vicarage assignment or candidate placement will assert their complete commitment to the public doctrine and church practice of LCC. If a student cannot make such a commitment with complete integrity, he should share this fact with the Director of Vicarage or the Director of Placement so that this concern can be resolved.

## VICARAGE

During the academic year in which the student completes the prescribed courses of study for vicarage, the Standing Committee on Certification for Placement recommends the student to the faculty for vicarage placement, upon the advice of the Ministerial Program Committee. Upon certification by the faculty, the Director of Vicarage meets with candidates for placement, reviews congregations requesting a vicar, and makes appropriate recommendation to the Board of Assignments of LCC, which assigns him his vicarage.

During his year of vicarage, the student engages in almost all of the pastoral functions, under the direction of his supervising pastor.

Prerequisites for vicarage are the following: the student shall

1. manifest conviction in the faith;
2. be committed to the doctrinal position of LCC;
3. lead a wholesome and upright life;
4. give evidence of a desire to serve people;
5. demonstrate a capacity for outgoing involvement with people in sympathy and love;
6. give evidence of sufficient skills in the various areas of the parish ministry to undertake satisfactorily the tasks of the vicarage;
7. demonstrate mental and physical health which will enable him to do the work of the vicar;
8. manifest thankfulness and loyalty to LCC;
9. have fulfilled the class and field education requirements prerequisite for vicarage;
10. have achieved a quality grade point average of at least 2.500;
11. have a valid driver's licence and a motor vehicle.

## CANDIDATE PLACEMENT

During the academic year in which a student completes the prescribed course of study and receives a diploma from the seminary, the Director of Placement holds an orientation meeting regarding the placement process and interviews all candidates. Later in the year, the Standing Committee on Certification for Placement considers various means of assessment, including input received from the Ministerial Program Committee, before recommending a student to the faculty for candidate placement. Upon certification by the faculty, the Director of Placement reviews congregations calling candidates and makes appropriate recommendation to the Board of Assignments of LCC, which in turn places him in his first call.

A student becomes eligible for ordination and installation after he has satisfactorily completed all requirements for graduation and has accepted his call. A sign-out system is used to ensure that all obligations have been met.

Under special circumstances, a student may decide to defer placement for a set period of time. A request for deferment must be made in writing to the Academic Dean, if it is to pursue further study, or to the Dean of Student Life, for other reasons.

## ABUSE PREVENTION

In its concern to maintain a caring Christian environment, the seminary is committed to maintaining a healthy, harassment- and abuse-free environment for everyone, and to fostering a climate within the seminary of mutual understanding and respect, where all are equal in dignity and rights. Any person affiliated with the seminary who feels that this policy may have been violated should report the incident to a member of the seminary's Abuse Prevention team. The team will promptly and carefully investigate all such reports, ensuring the privacy of those who make them. If the complaint is found to be unfounded or false, disciplinary action may be taken against the person filing the complaint.

## GUIDANCE AND DISCIPLINE

Enrolment at the seminary is a privilege, not a right. Two assumptions are made about the pastoral student:

1. that he will demonstrate the qualities of a Christian life;
2. that he will progressively manifest appropriate pastoral commitments and pastoral responsibilities (noted above under “Assessment,” pp.10-11).

When either of these assumptions is brought into question, fraternal guidance and counselling will be carried out in a pastoral manner.

In extreme cases, enrolment of a student at the seminary may be discontinued by the Dean of Student Life or the faculty. Such action may be due to:

1. conduct on the part of the student judged to be inconsistent with the spiritual, moral, or social character befitting a future minister of the Gospel;
2. academic reasons, upon recommendation of the Academic Dean.

The providing of information that is inaccurate or misleading, either in applications or while a student, shall be considered grounds for discontinuation.

A student may appeal discontinuation within ten days through the President to the faculty. The decision of the faculty in response to a student’s appeal is conclusive and final. A pastoral student who is discontinued loses his licences to lead worship and to preach.

## APPEALS

If there is a grievance with a faculty member, the student should speak with him; if the grievance is with a staff member or guest, he should speak to the Dean of Student Life. Appeals can be made to the Student Life Committee and, if the matter is still not resolved, to the President.

## WITHDRAWAL FROM THE SEMINARY

A pastoral student who wishes to withdraw from the seminary is asked to seek the counsel and approval of the Dean of Student Life. To be entitled to honourable dismissal from the seminary, a student must have a satisfactory conduct record and must have satisfied all his obligations.

## LEAVES OF ABSENCE

A pastoral student who wishes to take a leave of absence from the seminary program may do so only with the approval of the Dean of Student Life. Leave may be granted for up to one year, during which time the student’s licences to lead worship and to preach are normally withdrawn. A student on leave should not portray himself publicly as a seminary student.

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## BYLAWS OF THE CONCORDIA LUTHERAN SEMINARY STUDENT ASSOCIATION

In accordance with God’s purpose for instituting government, we the students of Concordia Lutheran Seminary (CLS), Edmonton, Alberta, hereby form ourselves into an association subject to the following regulations and bylaws.

### Article I: Name

The name of this association shall be the “Concordia Lutheran Seminary Student Association” (CLSSA).

### Article II: Object

The object of CLSSA is to assist in sustaining and building the seminary as a community of Christian faith, life and learning. Therefore, positions on the Executive Committee and other committees of CLSSA should be regarded as opportunities not only for service, but also as opportunities for personal growth.

### Article III: Membership

The membership of CLSSA shall consist of all full time students enrolled in CLS.

### Article IV: Government

CLSSA shall carry out its responsibilities and exercise its prerogatives through the Executive Committee as outlined in Article VI.

### Article V: Meetings

#### Section 1.

Meetings of the full CLSSA shall be held within the first month of each semester. Additional meetings will be called by the President upon petition of three members of CLSSA or at his discretion as required.

#### Section 2.

Notice of all meetings of CLSSA shall be published at least five school days in advance and include meeting time, place and proposed agenda items. Any member of CLSSA shall have the right to attend such meetings and introduce resolutions from the floor. Meetings shall be held on regular school days with a simple majority of the members of CLSSA (excluding those on vicarage) constituting a quorum.

#### Section 3.

The rules in the current edition of Bourinot's "Rules of Order" shall govern all meetings of, and within, CLSSA, except where inconsistent with the bylaws of CLSSA (in which case the bylaws will govern).

### **Article VI: The Executive Committee**

#### Section 1.

The Executive Committee (hereafter referred to as the Executive) shall serve as the representative body of CLSSA.

#### Section 2.

The Executive shall be composed of the CLSSA President, Program Chairman, Secretary-Treasurer and three Class Representatives (Year I, II, IV).

#### Section 3.

The Dean of Student Life of CLS shall be an advisor to the Executive and will be consulted concerning major regulations and procedures.

#### Section 4.

The functions and powers of the Executive shall include the following:

- A. taking leadership in the promotion of student welfare, activities, and concerns;
- B. administering the use of student activity fees and carrying out resolutions of CLSSA;
- C. providing a visible structure through which the needs, opinions, and proposals arising from (or to) CLSSA may be properly discussed and communicated to (or from) CLS Administration;
- D. establishing a program of activities and corresponding budget for CLSSA approval by October 30 of each year. Activities and expenses not included in the program and budget may be added by simple majority of the Executive, providing such expenses do not result in a net deficit for the year;
- E. establishment and overseeing of committees to support approved program activities, or other matters as necessary (see Article VIII).

#### Section 5.

The Executive shall meet at least once per month during the academic year. The President shall call, preside over, and arrange the agenda for such meetings.

### **Article VII: Officers**

#### Section 1.

The President, Program Chairman, Secretary-Treasurer, and three Class Representatives (Year I, II, & IV), duly elected according to the provision of these bylaws, shall be the executive officers of CLSSA. All must be full time students of CLS.

#### Section 2.

The President shall be from Year IV, and will be elected during the second semester of the year he is a Year II student. His term of office runs from one month before the fall semester of his fourth year to one month after the spring semester. His responsibilities and powers include the following:

- A. reporting to CLSSA for proper administration of the entire program conducted by the Executive on its behalf;
- B. calling and presiding at all meetings of CLSSA;
- C. calling and presiding at all meetings of the Executive.
- D. guiding and pastorally supporting the Executive;
- E. interfacing with CLS chaplain on matters pertaining to Seminary chapel and worship services.
- F. representing CLSSA to CLS Administration and the public;
- G. calling, at his discretion, open forums for the discussion of matters pertinent to the membership of CLSSA;
- H. keeping the President-elect who is on vicarage informed on CLSSA activities.

#### Section 3.

There shall be three Class Representatives, one elected from the students in Year I, II and IV respectively. Their term of office shall run from their election to the end of the academic year. Their responsibilities and powers include the following:

- A. representing their respective class (its needs, concerns, and feedback) in the Executive;
- B. communicating Seminary and Executive concerns, requests, and information to their respective class;

- C. assuming the duties of the President in the latter's absence or disability according to the following priority—Year II, IV and I respectively.

#### Section 4.

The Program Chairman may be from Year I, II or IV. His term of office shall run from his election to the end of the academic year. His responsibilities and powers include the following:

- A. reporting to the President on CLSSA activities and committees;
- B. proposing a program of activities (for the current academic year) to the Executive by October 1;
- C. assisting the Secretary-Treasurer to develop a budget proposal by October 15, based on the above program and input from all functioning committees;
- D. coordinating activities and committees of CLSSA on ongoing basis;
- E. recommending a program of activities (for the following academic year) to the Executive by April 30.

#### Section 5.

The Secretary-Treasurer may be from Year I, II or IV. His term of office shall run from his election to the end of the academic year. His responsibilities and powers include the following:

- A. reporting to the President on CLSSA budget, finances and meeting minutes;
- B. maintaining the budget for CLSSA. This includes developing a budget proposal, by October 15, to be reviewed by the Executive and submitted to CLSSA for approval by October 30; updating the budget to reflect changes made by the Executive subsequent to this; keeping an accurate record of all disbursements and receipts of CLSSA funds against the budget; providing advance warning of potential budget shortfalls or deficits; submitting a monthly summary financial report to the Executive;
- C. making public any record of expenditure upon request of the Executive or petition of three CLSSA members;
- D. advising the Executive concerning any unused CLSSA funds by April 1;
- E. recording and filing the minutes of the proceedings of Executive and CLSSA meetings. (See attached procedures).

### **Article VIII: CLSSA Committees and Organizations**

#### Section 1.

CLSSA encourages the formation of committees and special organizations as opportunities to involve as many students as possible in personal interaction outside of class time. The attached procedures outline suggested groups. Following are the responsibilities and powers of such groups:

- A. elect a chairman and conduct activities in accordance with the objectives and bylaws of CLSSA;
- B. report to the program chairman on group objectives, activities and budget requirements (preferably prior to October 1);
- C. provide actual expenditure requests and details of actual expenses to the Secretary-Treasurer.

#### Section 2.

The President, or Executive, of CLSSA may also appoint special committees for specific purposes and objectives. These committees shall report directly to the President, who will be responsible for appointing the chairman and defining specific objectives for the committee.

### **Article IX: Nominations and Elections**

#### Section 1.

The time and place of elections shall be announced at least one week prior to the elections, at which time nomination forms will be distributed. Candidates may be nominated up to three school days in advance of elections by submission of their name for a particular position to the Dean of Student Life. A list of nominated candidates shall be posted two school days before the elections. Immediately prior to the election for a particular office, candidates may be added to this list by a floor nomination supported by two seconding votes.

#### Section 2

Following closing of floor nominations for a particular office, all candidates have the opportunity to make a statement regarding their candidacy. All elections of the student association shall be determined by simple majority vote (50% plus one) of the votes cast for that position. In the event that no one candidate receives a simple majority, a runoff will be held between the two candidates having the most votes.

#### Section 3

Elections shall be held in accordance with the following provisions:

- A. Elections for President shall be held in the spring of each year, no later than April 30. All full time students of CLS may

nominate and vote for President, but the candidates shall be in Year II and going out on vicarage in Year III. The elected presidential candidate shall succeed as President in the August just prior to his return for Year IV. Should the President-elect for the year be unavailable to assume the office of President, then a new President shall be elected from the Year IV class when elections are held for the balance of the officers.

- B. Elections for other officers of the Executive shall be held in the fall semester of each year, no later than September 30. The officers shall be voted for in the following order: President (only if President-elect was not available), Program Chairman, Secretary-Treasurer, Year IV, II and I Class Representatives respectively. All full time students of CLS may nominate and vote for President, Program Chairman, and Secretary-Treasurer, but they may only vote for the Class Representative corresponding to the year they are registered in (IV, II, I).

#### Section 4

The Dean of Student Life is authorized to draw up, subject to the ratification of CLSSA, further regulations not inconsistent with these bylaws for the holding of the elections.

#### **Article X: Referenda**

A referendum as to specific matters concerning the operations of CLSSA shall be submitted to the membership upon a petition in writing signed by at least three members of CLSSA, or upon a majority vote of the Executive. Voting shall be under the auspices of the Dean of Student Life. If a majority of CLSSA membership votes in favour of the referendum, it shall become binding and conclusive upon the Executive.

#### **Article XI: Amendments**

An amendment may be proposed by resolution of the Executive Committee or by a petition signed by at least three members of CLSSA. The bylaws may be amended at any meeting of CLSSA at which a quorum is present by a two-thirds vote of those present, provided that the proposed amendment has been read at the previous CLSSA meeting. The proposed amendment shall appear on the agendas for both meetings.

#### **Article XII: Procedures**

The Procedures which are attached to these bylaws are intended to reflect current experience and recommended practices for the future.

They are intended to be updated from time to time and may therefore be revised by simple majority vote of the Executive.

Revised April 6, 1994 by CLSSA Executive.

Approved April 13, 1994 by CLSSA.

#### **Procedures of the Concordia Lutheran Seminary Student Association**

The following procedures are intended to reflect current experience and recommended practices for the future. They are intended to be updated from time to time and may therefore be revised by simple majority vote of a CLSSA meeting.

##### **1. Distribution and Filing of CLSSA Documents**

Chairmen of various organizations and committees shall be responsible for providing any documentation they feel should be preserved to the Secretary-Treasurer. The Secretary-Treasurer is responsible for maintaining CLSSA files and documentation. He shall see copies of CLSSA and Executive meeting minutes are distributed to each member of the Executive, the Dean of Student Life, the Student Lounge and CLSSA permanent files as well as to the District Archives.

##### **2. Organizations and Committees**

Following are committees that have functioned in the past and are recommended for the future: **Chapel Committee**—group responsible for chapel set-up, including distribution of hymnals, preparation of communion elements. **Seminary Chorus**—performed at Reformation Service, Seminary Guild opening and Seminary Appreciation Banquet. **Mission Fellowship**—had various speakers in, presentation from within the group, and sponsored a service one night a month at a local inner-city mission. **Sem Wives**—focus on mutual support through social activities, crafts and discussion of issues chosen by the wives of seminary students.

Following are other possibilities: **Social Committee**—take over arrangement of events such as winter retreat and closing party, which were handled by Executive last year. Propose a fall barbecue? Coordinate entry in College's winter carnival?

**Athletics**—arrange for participation in College sports. Sponsor Friday night volleyball, which has been on ad-hoc basis. Coordinate inter-seminary athletics, eg. turkey trot, etc.