

STUDENT SERVICES

Associate Dean for Common Life. The Associate Dean for Common Life coordinates all matters of student life, supports the diversity of the student population, works with student groups, is an advocate for students where advocacy is needed and deserved, and works to assist individual students in solving problems that might impede successful educational progress.

Counseling Services

Alcohol and Drug Education. Located in the basement of Samuelson Hall, TCU Alcohol & Drug Education promotes responsible decision making and healthy lifestyle choices for TCU and Brite students, particularly regarding alcohol, drugs, and related issues. Call 817-257-7100 or visit <http://ade.tcu.edu/> for more information.

TCU Counseling and Mental Health Center. The services of the TCU Counseling and Mental Health Center are covered by tuition fees and are available to students who are currently enrolled in classes. All services are confidential and focus on helping students with personal concerns as they are involved in their academic, social and personal activities. Students may call 817/257-7863 to contact the Counseling Center, but initial appointments are done on a walk-in basis. Normally, the walk-in clinic is open from Monday through Friday, and students are assigned a counselor after this initial session. The center also includes a consulting psychiatrist for medication management, but students must be seeing a counselor at the center in order to visit the psychiatrist. The center is located in the west end of the basement in Samuelson Hall. Additional information is available at <http://counseling.tcu.edu>.

Disabilities Services. Brite Divinity School complies with the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973 regarding students with disabilities. No otherwise qualified individual shall be denied access to or participation in the services, programs and activities of Brite solely on the basis of a disability. Information about Brite and Texas Christian University's policies and procedures regarding disabilities can be found at: http://www.acs.tcu.edu/disability_services.asp.

Students who wish to appeal a decision regarding appropriate accommodations shall file a written request for review with the Associate Dean for Academic Affairs of Brite Divinity School. The Coordinator, Student Disabilities Services may be contacted at Sadler Hall, Room 1010, TCU Box 297710, Texas Christian University, Fort Worth, Texas 76129, (817) 257-6567.

Health Insurance. Brite Divinity School is concerned that all students be adequately protected by health and accident insurance. Students currently enrolled in classes may elect to enroll in TCU's plan, which has been developed especially for TCU and Brite students.

Health Center. The University's Brown-Lupton Health Center is designed to provide for the various health needs of TCU and Brite students. It is comprised of an outpatient clinic providing ambulatory care and a licensed thirty-bed hospital. Emergency care is available 24 hours a day during the regular academic year. Students enrolled in credit hours are eligible for care at the Brown-Lupton Health Center. There is no charge to see a health care provider; however, charges may be incurred for services such as laboratory tests, x-rays, and dressings. Additional information is available by calling 817-257-7940 or online at <http://healthcenter.tcu.edu>.

Mailing and Post Office Services. For hours of operation and other information on mailing and post office services, call 817-257-7840 (Post Office) or 817-257-7899 (Mailing Services) or visit <http://www.pos.tcu.edu/>. The TCU Post Office does not accept checks.

Pension Fund. Students preparing for ministry in the Christian Church (Disciples of Christ) are eligible to participate in the Pension Plan offered through the Pension Fund of the Christian Church. A student gift membership grant will pay part of the dues whether or not the student is serving a congregation.

1. The employer can pay the 11% church dues with the student paying 1/2% of the salary; or

2. the employer can pay 11.5% dues on the salary; or
3. the student can pay 3.5% of the salary or of a “named” salary if there is no church employer.

Information concerning the Pension Plan and enrollment forms may be obtained from the Director of Field Education and Supervised Ministry.

Student Employment. There are a number of ways in which a student may earn part of his or her support during seminary years; student pastorates, internships and assistantships in many of the churches in North Central Texas provide stipends. Many student spouses find part-time or full-time employment in the area. A number of part-time work assignments are available in the University for those who can qualify. The Director of Field Education and Supervised Ministry stands ready to assist students in finding employment. Entering students should have sufficient resources to care for themselves for several months. All students, particularly those with families, will need to plan carefully and make arrangements in advance.

The William L. Adams Center for Writing. The William L. Adams Center for Writing serves the entire Brite/TCU community — faculty and staff as well as undergraduate and graduate students. The Center provides one-on-one conferences that focus on individual writing projects of all types. In addition, members of the Center for Writing staff are available for class presentations and workshops. Professional writing consultants also can advise faculty about designing writing assignments and responding to students’ writing. Located in Reed Hall 419, the Center for Writing is open Monday-Friday. For an appointment, use the Center’s online scheduling system available at www.wrt.tcu.edu or call 817-257-7221. Those who wish to submit a paper online may do so via the Center’s Web site. A consultant will read the paper and offer feedback within 48 hours.

STUDENT OPEN DOOR AND GRIEVANCE POLICY

The Divinity School expects that every decision made in the management of affairs that pertain to student life and the administration of policies affecting it will take into account the individual interests of students affected by them. Staff, faculty members, and students at all levels are expected at all times to treat one another as they themselves, under the same circumstances, would rightfully expect to be treated.

All members of the student community are free to seek information from the staff members responsible for any aspect of community life on any matter that is troubling them, or call attention to any condition that may appear to be operating to their disadvantage or the disadvantage of the Divinity School. Such informal discussions when a problem first develops can enable many problems to be cleared up without delay.

Some misunderstandings are inevitable, and not every real or imagined cause of personal dissatisfaction can be removed by such discussions. In these circumstances, the following steps are suggested for resolving these problems or concerns:

- 1) Initiate a discussion with the appropriate or primary staff or faculty member to see if a resolution can be found to the problem or concern (for example, if the problem is related to a housing concern, the student should first speak with the Director of Student Housing for Brite Divinity School);
- 2) If the above step is not appropriate or fails to arrive at a satisfactory solution, the student (and, as appropriate, primary staff or faculty member) should place their concerns in writing and deliver the document to the office that constitutes the immediate supervisor. This, then, serves as a "written complaint." For assistance in discerning who the immediate supervisor is, it might be helpful to be in conversation with the Associate Dean for Common Life, or the Associate Dean for Academic Affairs.
 - a. In cases where a student concern relates to a faculty member, it is appropriate for students to initiate this process with the Dean.
 - b. In cases where the concern relates to the Dean, the initial conversation begins with the President.
 - c. In cases where the concern relates to the President, the initial conversation begins the Dean, and may be referred to the Chair of the Board.
- 3) The student and the immediate supervisor of the staff or faculty member about whom the concern is raised should then meet to see what options are available to address the concern;
- 4) If appropriate, the student and supervisor of the person should discuss the concerns with the staff or faculty member about whom the concern was raised to determine a satisfactory solution;
- 5) If the process fails after the above steps have been taken, students may request further review.
 - a. In the case of student concerns with staff, faculty, or Dean, students may appeal to the President. Within a reasonable period of time, a final decision will be made by the President, the President's designee.
 - b. In the case of student concerns with the President, appeals may be made to the Chair of the Board.

All final decisions will be reported to all parties concerned.

Concerns related to possible violations of the Divinity School's Equal Employment Opportunity and Harassment Policy or Title IX should be addressed by students through the Complaint Procedure set forth in that policy.

A student's standing at the Divinity School will not be adversely affected in any way by his or her appropriate use of the Open Door Policy.

For the policies and procedures to follow regarding a concern about the conduct of another student, please see the section on Codes of Conduct

WEEKLY AND ANNUAL EVENTS

Brite e-news

On Mondays during the academic year, the Brite e-news lists all of the activities for the week, and indicates some of the upcoming activities. The e-news is delivered through the TCU email system, so it is important to check your emails regularly.

Community Life

Many opportunities for social gatherings and service enrich student life at Brite Divinity School. Among these, a Community Conversation lunch, immediately following Tuesday chapel worship, and a weekly Community Coffee Hour on Thursdays provide regular opportunities to gather in community for formal and informal conversation.

Worship and Devotional Life

Brite Divinity School is not only an academic and intellectual community, but a worshipping community as well. During the fall and spring terms, Divinity School chapel is held on Tuesday morning. Worship leaders are faculty members, students, and distinguished guests. An Episcopal Eucharist is held on Wednesdays during the fall and spring terms. Each of these services is open to all members of the campus community. The chapel service and Episcopal Eucharist are conducted in the Robert Carr Chapel, which is equipped with a perfectly voiced Reuter pipe organ and a 186-bell carillon. Traditional Zen meditation is offered in Brite's Interfaith Contemplation Room on Monday and Thursday evenings and opportunities for formal silent sitting are scheduled throughout the week. In addition to public worship and contemplative practices, courses on spiritual life and disciplines are regularly offered by qualified faculty

Fall Convocation

Each fall semester the academic year begins with a formal convocation, which includes the introduction of all entering students. The worship service is held in Robert Carr Chapel with a procession of the faculty. The service is followed by a luncheon celebration in Brite's Bass Conference Center.

Ministers Week

TCU Ministers Week, held in February, annually presents distinguished Christian leaders in a four-day program of enrichment.

Spring Celebration and Awards Ceremony

The Spring Celebration is held in April near the end of the spring semester. The community gathers to celebrate accomplishments of the academic year.

Teaching Awards

Thanks to the generosity of two donors, Brite Divinity School gives annual awards of \$3,000 each to two faculty members. The Louise Clark Brittan Endowed Faculty Excellence in Teaching Award is given by the student body to recognize superlative teaching performance. The Catherine Saylor Hill Endowed Faculty Excellence Award is given by the faculty to recognize excellence in teaching, scholarship, and service. The recipients of both awards are selected in the early spring and their names are announced at the Spring Celebration in April.

INCLUSIVE LANGUAGE AND INCLUSION STATEMENT

Inclusive Language Statement

Brite Divinity School promotes inclusive language. This includes such matters as language about God, humanity, cultures, nationalities, ethnicities, races, and religions, with regard to characteristics such as sex, gender, sexual identities, social class, age, and differing abilities. We are committed to promoting a diverse and just environment for all, in which language and practices encourage inclusion. To this end, Brite will maintain and update as necessary a webpage of resources for current best practices of inclusive language.

Inclusion Statement

Brite Divinity School values people of all cultures, nationalities, ethnicities, races, and religions, with regard to characteristics such as sex, gender, sexual identities, social class, age, and differing abilities. We are committed to promoting a diverse and just environment, in which language and practices support the achievement of inclusion. Brite seeks to remove all barriers to the maintenance and aspirations of its Mission Statement and Non-Discrimination Statement.

Online resources

- What do denominations say about sex? This valuable resource is available through the Religious Institute. <http://www.religiousinstitute.org>
- Guidelines for Gender-Fair Use of Language, from the website of National Council of Teachers of English. <http://www.ncte.org/positions/statements/genderfairuseoflang>
- Tips for Using Inclusive, Gender Neutral Language
www.mu.edu/wac/neutral/NeutralInclusiveLanguage.shtml

Films

- *The Forgotten Americans*. Filmmaker Hector Galán takes you on a journey to the *colonias*. It's an adventure into American communities where hope resides despite the fact that the streets have no names and often there is no running water or electricity.
<http://www.galaninc.com/site/filmography/2000/03/forgotten-americans/>
- *Included Out*, by Sharon Neuffer-Emswiler. Two-minute animated 16mm film. A discussion-starter about the use of language in the church. Available for rent or sale from: Mass Media Ministries, 211 N. Charles St., Baltimore, MD 21218. Rental available form CAN/CE. Rm. 2, 122 Franklin Avenue, Minneapolis, MN 55404.

Worship Resources

- *An Inclusive-Language Lectionary*. Division of Education and Ministry, National Council of the Churches of Christ in the U.S.A. Published for the Cooperative Publication Association by John Knox Press, Atlanta: Pilgrim Press, New York; Westminster Press, Philadelphia; 1983, 1984, 1985.

A three-volume collection of lectionary readings for cycles A, B, and C.

Revised editions published in 1986, 1987, 1988.

- *Gifts of Many Cultures: Worship Resources for the Global Community* by Maren C. Tirabassi and Kathy Wonson Eddy, The Pilgrim Press, 1995
- *Blessing New Voices: Prayers of Young People and Worship Resources for Youth Ministry* by Maren C. Tirabassi, The Pilgrim Press, 2000
- *Daybook for New Voices: A Calendar of Reflections and Prayers By and for Youth* by Maren C. Tirabassi, The Pilgrim Press, 2005
- *An Improbable Gift of Blessing: Prayers to Nurture the Spirit* by Maren C. Tirabassi and Joan Jordan Grant, United Church Press, 1998
- *Faith Made Visible: Shaping the Human Spirit in Sculpture and Word* by Charles R. McCollough and Maren C. Tirabassi, The Pilgrim Press, 2000

Books on Language and Thought

- Casey Miller and Kate Swift. Garden City, NY: Doubleday, Anchor Books, 1977. Discussion of the many facets of sexism in language.

SAFETY

Brite, in collaboration with Texas Christian University, complies with all requirements related to public safety, including those governed by the Clery Act and Title IX. See the section on Codes of Conduct for more information. Brite's annual campus safety report is included in the statistics found on TCU's Police Department website: www.police.tcu.edu

Safety Policy

It is the policy of the Divinity School to provide the safest possible environment for students, faculty, staff and the general public. Each member of the Divinity School and University family must accept the challenge of maintaining an accident-free environment.

The TCU University Safety Director has the responsibility for establishing and pursuing an effective safety program for the University. A portion of this responsibility includes identifying safety deficiencies and problems, assisting in the development of written programs for compliance with governmental safety regulations, and assisting departments in the establishment of safety procedures. Deans, unit and department heads are responsible for implementing the appropriate safety procedures in their respective areas. All employees are expected to fully support the safety program, follow proper procedures and ensure that equipment and facilities are maintained to desired standards.

Campus Security Authorities

A member of the Brite community who is the victim of a crime or witnesses a crime on campus should report the crime to the TCU Police. In addition, members of the Brite community may report crimes to a Campus Security Authority. The Clery Act requires that Brite Divinity School select persons who are identified as Campus Security Authorities (CSA). Any CSA is obligated to report crimes of which they have knowledge that occur on campus or within the vicinity of campus (e.g., burglary, theft, sexual assault, intimate partner violence, hate crimes, etc.). The CSA's at Brite include the Academic Dean, the Associate Dean for Academic Affairs, the Director of Field Education and Supervised Ministry, and the Director of Housing. CSA's are obligated to report to the TCU Police Department information related to crimes against persons on campus. While they will respect the privacy of students or guests against whom a crime has been committed, Brite is obligated to report such activities. The Associate Dean of Common Life is a confidential pastoral presence and, therefore, is obligated to retain confidentiality

General Fire Safety

All students should recognize emergency situations as quickly as possible so preventive measures can be taken. Be familiar with the locations and operation of fire extinguishers near your office and classrooms. The Safety Director will make arrangements for training in the use of fire extinguishers if so desired.

The first person detecting a fire should:

1. Remain calm
2. If you see flames or smell smoke in campus housing or other buildings, activate the fire alarm (pull station) on your way OUT of the building. To activate, follow instructions on the box, usually by pulling lever down.
3. Call TCU Police (817-257-7777) who will notify the Fort Worth Fire Department and lead them to the correct location on campus..
4. Notify others in the immediate area. If time permits, ask that all doors, windows and openings be closed.
5. If circumstances warrant, a portable fire extinguisher may be used. If there is any doubt as to whether the fire can be contained with the use of the portable extinguisher, evacuate the building immediately.
6. Stand by to notify the police and/or Fire Department of information you may have about the fire. Inform the police and fire authorities if you believe anyone is still inside the structure. Do not reenter the building until fire officials indicate that it is safe for you to do so. For your own safety, please observe the following practices:

- a. Become familiar with all exits and stairwells in your building. In the event of a fire blocking your most direct route of egress, knowledge of the general floor plan will provide alternate exits for your use.
- b. Do not prop open fire doors. In the event of a fire, fire doors keep smoke and fire out of the fire escape stairwells.
- c. Use the stairway in case of a fire. Elevators should never be used due to possible electrical failure.
- d. Check closed doors for heat before entering an area. If they feel hot to the touch, use an alternate route.

DO NOT REENTER THE BUILDING UNTIL FIRE OFFICIALS INDICATE THAT IT IS SAFE FOR YOU TO DO SO.

Visit the TCU Office of Emergency Preparedness website at <http://tcuemergency.tcu.edu> for further information related to fire emergency actions.

Severe Storm and Tornado Procedures

Texas Christian University has established uniform instructions in the event of a severe storm and/or tornado. Although tornadoes can occur at any time during a given year, the typical tornado season for the Brite area is March through September.

Visit the TCU Office of Emergency Preparedness website at <http://tcuemergency.tcu.edu> for details related to violent weather and shelter information.

Emergency Actions for Severe Weather

- Use your location's weather alert radio or television weather channel to monitor the approach and severity of the weather:
- Tornado Watch means weather conditions are favorable to the formation of tornadoes
- Tornado Warning means a tornado has been sighted in the area.
- If the Weather Service issues a severe weather or tornado warning for the Tarrant County area, warn employees/students in your immediate area.
- If the City's All-Hazard sirens sound, then a tornado is on the ground and you should move to a shelter
- Close all doors and stay away from windows and other glassed areas.
- Avoid rooms (lecture halls, auditoriums, etc.) with large ceiling or roof spans, if possible
- If available, take a battery-powered radio and flashlight into the shelter. Computers in the shelter areas can be used to monitor weather sources over the internet.
- Remain in the shelter area until an all-clear is given or until you determine the storm system has passed.
- Reconvene employees/students when the emergency is past to account for all persons.

Shelters - Best areas:

- Lowest floor level, basements if possible
- Interior restrooms, closets, alcoves, etc. without windows
- Interior hallways on the lowest ground floor
- Keep as many inside walls/door between you and the outside wall

At Brite, in case of severe storm, go to the preferred shelter areas of the Divinity School (basement corridors/stairwell of the Moore Building or restrooms/corridor behind the restrooms on the first floor of the Harrison Building).

The official source for information concerning possible or actual severe weather is the U.S. Weather Service. This information is broadcast continuously at 162.550 megahertz VHF-FM radio. TCU Campus Police and HVAC Control Center, along with many departments, have weather radios which are in constant use when severe weather is threatening.

All commercial radio stations are in constant receipt of this information and in turn broadcast the same to their listeners. Local radio stations include:

WBAP 820 – AM / KRLD 1080 – AM / KLIF 570 – AM

Additional resources for local weather information over the internet and television include:

KXAS, NBC Channel 5 <http://www.nbc5i.com/index>

WFAA, ABC Channel 8 <http://www.wfaa.com/>

CBS Channels 11/21 <http://cbs11tv.com/>

For more weather information, the TCU TV Cable System provides the following sources:

Channels 87 and 88 / Local Radar Images

Channel 12 Weather Station

Additional information and guidance available through the TCU office of Environmental Management and Safety website at <http://tcusafety.tcu.edu> .

Bomb Threats

If you receive a bomb threat, notify the TCU Police Department at ext. 7777 or 817/257-7930 immediately. Notify the Dean's or President's office only after you have police in route.

Visit the TCU Office of Emergency Preparedness website at <http://tcuemergency.tcu.edu> for further information related to bomb threat procedures.

School Closing and Emergency Notification

Brite participates in the TCU ALERT notification system. This system will send a text message to your cell phone in the event of a campus emergency or weather-related campus closure. Students should follow these steps to sign up for TCU Alert:

- Go to my.tcu.edu
- Click on Student Center Click, then click on Student Center link
- Go to Personal Information
- Click on Home/Permanent phone number link
- Choose "Add a Phone Number"
- Enter cell phone number under the cellular category
- Save changes

Inclement Weather

Days the Divinity School is officially closed because of weather conditions are designated as inclement weather days. When the Divinity School is officially closed, all students, faculty and staff members will be excused from reporting.

The decision to close the Divinity School will be made by the Dean on the day in question and will be communicated by a recorded phone message at Brite's main number (817) 257-7575, by email and on the Brite website. If you are signed up for TCU ALERT, the TCU ALERT Service will send a text message to your cell phone when the University closes due to inclement weather. There will be no notification by television or radio stations regarding Brite School closings. However, if you see or hear through those media that TCU is closed for the day, closing early, or starting classes late, you can be certain that Brite will at least do the same. You should be aware, however, that because Brite has many commuter students, Brite may close on occasions that the University does not.

Visit the TCU Office of Emergency Preparedness website at <http://tcuemergency.tcu.edu> for additional weather related information.

CONSTITUTION OF THE BRITE DIVINITY SCHOOL STUDENT ASSOCIATION

We, the members of the Brite Divinity School Student Association, desiring to establish an effective structure of constructive responsibility, with appropriate policies and procedures necessary for the proper conduct of Student Government, in order to provide services to fulfill the needs of the Brite Divinity School Student Body, do hereby establish this Constitution.

ARTICLE I

Purpose

The Brite Divinity School Student Association, hereinafter referred to as the Brite Student Association, shall be composed of those members of the Brite Divinity School Student Body who have paid the Student Association fee as established by the policies of Brite Divinity School.

As such, the Student Association fees are functionally used to achieve the purpose of the Brite Student Association. The purpose of (BSA) is to be an intentional community that helps to form and support a diverse community and to give voice to all persons and concerns so as to create an atmosphere of advocacy, nurture life-long connections, and support the intellectual and spiritual life of the community. This is so we can form an intentional community.

ARTICLE II

Offices

Section 1.

The leadership of the Brite Student Association shall be provided by the Executive Board.

Purpose and Function of Executive Board Offices:

The Executive Board of the Brite Divinity School Student Association, hereinafter referred to as the Executive Board, shall act as a connecting bridge between faculty, staff, administration and the student body by facilitating dialogue. As such, the Executive Board is a governing body that helps a spirit of community flourish. The Executive Board is composed of representatives in the student body who are, as such, voting members. Whereas, any students paying student government fees are invited to participate and attend all regularly scheduled meetings but are not voting members.

To live out said purpose and function, the Executive Board of the Brite Student Association will hold regularly scheduled forums for all student body persons to present formally any issues. Any students paying the student association fee, however, are still given agency in the regularly established meetings and as such are invited to participate and give voice to any discussions, but still remain as non-voting members. In addition, the only official responsibilities to be held by the Executive Board of the Brite Student Association are as such:

- 1) Planning and executing a Disorientation Lunch or Dinner for all incoming students both Spring and Fall Semesters
- 2) Helping to facilitate Community Conversation
- 3) Promote avenues of community building within the student body
- 4) Other various duties as elected by the governing board of executives

All other duties asked of the association are to be given to the executive board with a right of refusal.

Section 2.

The voting members of the Executive Board shall consist of the elected officers: Moderator, Vice-Moderator, General Secretary, Community Liaison, and at least three (3) General Representatives. In the Spring term of

each year, the person serving as Moderator-Elect shall be a member of the Executive Board of the Brite Student Association. Additionally, the Board may include appointed members including but not limited to the Chairpersons of the Standing Committees or Chairpersons of any Ad Hoc Committees. Appointed members shall serve as ex- officio, non-voting members of the Executive Board for the duration of such committees.

Section 3.

To be eligible to seek election or appointment to any of the positions of the Executive Board, individuals: must be paid in full with regard to their Student Government fees;

- A. must be enrolled for all regular (spring and fall) semesters during their term in office;
- B. must not be subject to any **academic** or **disciplinary** suspension by the Seminary or University. Becoming subject to any such academic or disciplinary suspension at any time during their term of office or appointment will automatically remove individuals from such office or appointment;
- C. may not hold the same Executive Board position for more than two consecutive terms, with the exception of both the Moderator and Moderator-Elect positions which may not be held for more than one term;
- D. who desire to run for the office of Moderator-Elect while currently holding the position of Vice-Moderator, General Secretary, Community Liaison, and General Representative on the Executive Board, must resign such office prior to seeking election as Moderator-Elect;
- E. may also seek simultaneous nomination and appointment as Brite Student Representatives to General Committees; and
- F. must be enrolled as full- or part-time students.

Section 4.

The term of the above-elected Executive Board positions, with the exceptions of the Moderator- Elect and Moderator positions, shall run from June through May, with their elections being held the previous March. The Moderator-Elect term shall run from March to May, with its election being held during the February prior. At the end of said elect term, this person shall assume the office of Moderator; the term shall run from June through May concurrently with the other elected positions.

Section 5.

Election and appointment of Brite Student Association Executive Board members shall be as prescribed by the Brite Student Association Election Code, and procedures listed in the Brite Student Handbook.

Section 6.

The duties of the Executive Board shall consist of:

- A. proposing issues to the Brite Student Association for discussion and/or action;
- B. executing Brite Student Association decisions either institutionally or operationally;
- C. presenting a budget as necessary for approval to the Brite Student Association;
- D. attending meetings of the Executive Board and any other meetings called by Moderator; and
- E. those duties delineated for each Executive Board position under Article III of this Constitution.

ARTICLE III

Officers and Their Duties

Section 1.

The duties of responsibilities of the Moderator of the Brite Student Association shall consist of:

- A. presiding over all meetings of the Brite Student Association and the Executive Board;
- B. calling all Executive Board meetings as prescribed in the Brite Student Association;
- C. maintaining the orderly transaction of Brite Student Association business as prescribed in this Constitution; and
- D. serving as the liaison between the Brite Student Association and the Administration, Faculty, and

Staff of Brite Divinity School.

Section 2.

The duties and responsibilities of the Vice-Moderator of the Brite Student Association shall consist of:

- A. assuming all responsibilities of the Moderator in his/her absence;
- B. verifying the voting eligibility of those present and voting at all Brite Student Association and Executive Board meetings;
- C. performing the traditional tasks of a Parliamentarian (Inquire as to the correct motion - to accomplish a desired result, or raise a point of order);
- D. discharging any additional duties and responsibilities as delineated by the Moderator;

Section 3.

The duties and responsibilities of the General Secretary of the Brite Student Association shall consist of:

- A. maintaining all Brite Student Association correspondence responsibilities, including but not limited to the official Brite Student Association newsletter *On the Brite Side*;
- B. discharging any additional duties and responsibilities as delineated by the Moderator;
- C. maintaining, recording, and publishing of minutes of all meetings.

Section 4.

The duties and responsibilities of the Community Liaison of the Brite Student Association shall consist of:

- A. collaborating with the Assistant Dean for Common Life in establishing and planning a schedule of discussions for the Brite Student Association in conjunction with academic, chapel, special events, and liturgical calendars;
- B. working in conjunction with the Faculty Representative of the Brite Student Association to assist in providing programming;
- C. search for and plan for engagement with the wider city/state/nation in line with Brite's mission to be witnesses of God's reconciling and transforming love and justice.
- D. discharging any additional duties and responsibilities as delineated by the Moderator.

Section 6.

The duties and responsibilities of the at least three (3) General Representatives of the Brite Student Association shall consist of:

- A. acting as voting members as a part of the Brite Student Association;
- B. providing assistance to needs as delineated in conversations during Brite Student Association meetings; and
- C. discharging any additional duties and responsibilities as delineated by the Moderator

Section 7.

The duties and responsibilities of the Moderator-Elect of the Brite Student Association shall consist of:

- A. utilizing his/her term as Moderator-Elect for experiential training and planning of their successional term as Moderator; and
- B. discharging any additional duties and responsibilities as delineated by the Moderator.

ARTICLE IV

Vacancies and Succession

Section 1.

Elected positions shall be declared vacant by resignation, non-compliance of academic or disciplinary code, withdrawal from school otherwise, or through resignation to assume duties as Moderator-Elect.

Section 2.

In the event of a vacancy of any position with the exception of Moderator, the Executive Board of the Brite Student Association shall nominate an individual with her/his consent. If the student nominated is unopposed, that student shall be confirmed through a majority vote of the Brite Student Association. If students are nominated for the same position, the student to fill the vacancy will hold the majority of votes through election by the Brite Student Association.

Section 3.

In the event that the Moderator and Vice-Moderator are simultaneously discharged from office, withdraw enrollment, or are in any way unable to serve in their positions, the order of succession to the position of Moderator will be: General Secretary, Community Conversations Coordinator, and At-Awesome members (as voted by the majority remaining).

ARTICLE V

Committees

Section 1.

The Committees of the Brite Student Association may be formed and dissolved at the discretion of the Brite Student Association Executive Board.

Section 2.

The number of Student Representatives to General Committees shall be determined by the Faculty with the concurrence of the Dean of Brite Divinity School.

Section 3.

Student Representatives to General Committees shall be nominated and appointed by the Moderator in conference with the Dean of Brite Divinity School and the Chairperson of each Seminary Committee.

Section 4.

The duties and responsibilities of the Student Representatives to the General Committees shall consist of, but are not limited to, faithfully and honorably representing the students of Brite Divinity School on their respective General Committees.

ARTICLE VI

Resolutions

Section 1.

Any member of the Brite Student Association desiring to make a resolution shall submit a finished document (with all attending documentation) to the Brite Student Association General Secretary at least two days in advance of the Brite Student Association Executive Board and provide a signatory to that Brite Student Association Executive Board meeting to request a public forum to be held.

- A. Upon three-fourths (3/4) majority vote of the Executive Board of the Brite Student Association, the proposed statement will be passed for Student Body approval. A copy of the proposed change will be placed in a public place, most preferably the office of the Brite Student Association Advisor, for one week.
- B. Within one week of its public display a student-wide ballot will be held requiring a majority endorsement of the proposed statement as a "Brite Student Association Adopted Statement."
- C. If, as a result of the public disclosure, substantial additions, corrections and/or revision are made to the proposed statement, then a revised statement must be resubmitted to the Brite Student Association General Secretary within five days of the posting. The Brite Student Association Executive Board will then hold a called meeting, following the procedures outlined above.

Section 2.

A petition to impeach a member of the Brite Student Association Executive Board may be recognized if presented with a statement of offense, signed by at least 20% (twenty percent) of the members of the Brite Student Association. If, after investigation, the charges are sustained, the member will be removed from office by a 70% (seventy percent) vote of the Brite Student Association Executive Board. The impeached member may appeal this impeachment; this appeal will be sustained or overturned by a majority vote of the Brite Student Association in a special referendum.

ARTICLE VII

Ratification

Section 1.

To repeal or amend this Constitution, proposed changes must first be submitted to the Brite Student Association two weeks in advance of the referendum.

Section 2.

This Constitution may be repealed or amended only by a two-thirds (2/3) vote of the Brite Student Association. Quorum for the vote is those votes cast.

Section 3.

All parts of this constitution and responsibilities of said members are to have the right of refusal in which there is a three-fourths (3/4) vote of the Brite Student Association Executive Board.

BRITE STUDENT ASSOCIATION STUDENT INTEREST GROUPS

A student organization seeking to receive recognition as an official Brite student interest group must obtain approval through Brite Divinity School. Any group wishing to be recognized shall prepare an application (Appendix G), faculty advisor letter of agreement (Appendix H), and a constitution (Appendix I) and submit to the Brite Student Association (BSA). The Executive Committee of the BSA, by a 2/3 majority vote, must certify that the interest group meets the following requirements:

- a. Fulfills a function that the BSA considers beneficial to the common life of the Brite student body,
- b. Has a structure providing for accountability to its members and to the BSA and includes the following:
 - i. A name and set of general purposes,
 - ii. Democratic procedures in group activities,
 - iii. Membership open to all Brite students,
 - iv. A list of officers and charter members, and
 - v. Agreement to uphold the Brite Divinity School non-discrimination policy.

Upon approval by the BSA, the student liaison to the Community Life and Continuing Education Committee (CLCEC) shall bring the application materials to the Assistant Dean for Common Life and the CLCEC for final approval. Only officially recognized student organizations shall be eligible to reserve Brite Divinity School facilities for its meetings, obtain any funding for activities, or use the Brite name as a part of its group name. Once approved, the student organization may also apply for recognition as a TCU student organization.

To maintain Brite recognition and the associated eligibility described above, each Brite student group must submit a list of officers to the BSA, annually, in the fall semester.