

## **University of Dubuque Theological Seminary Council of Advisors Bylaws**

The Council of Advisors of the University of Dubuque Theological Seminary was established by the Trustees of the University of Dubuque on October 28, 1983, in order to "give assistance to the University Administration, the Dean of the Seminary, the faculty of the Seminary, and the Board of Directors (Trustees) of the University."

This Council is established in recognition of the unique role and work of a theological seminary within a university community, and exists to advise and serve the University and the Seminary.

### **Article I      The Council of Advisors**

- 1.1      The Council of Advisors serves to advise the faculty and administration of the Seminary, the administration of the University, and the Board of Trustees of the University in their efforts to fulfill the mission and goals of the Seminary. The Council shall be familiar with the programs, policies, personnel and students of the Seminary and serves the Seminary in many ways.
- 1.2      It provides a point of contact between the Seminary and the constituent churches, especially the Presbyterian Church (U.S.A.), the United Methodist Church, and the United Church of Christ.
- 1.3      It may review and evaluate the policies, programs and procedures of the Seminary, and make recommendations as appropriate.
- 1.4      It may assist in the development of new programs and policies which further the Seminary's mission.
- 1.5      It provides counsel on budgeting issues and other resource programs, and assists with the financial security of the institution.
- 1.6      It provides feedback on the public image of the Seminary and assists in enhancing the Seminary's visibility by becoming unofficial ambassadors of the Seminary.

### **Article II      Memberships**

- 2.1      The Council of Advisors shall have no more than 18 active voting members, inclusive of lay and clergy, male and female, racial ethnic and Native American, whose interest, concerns, experience, skills and influence can benefit the Seminary.

- 2.2 Members shall be elected by the Council upon nomination by the Executive Committee, and shall be divided into three classes, serving terms of three years. Terms shall coincide with the academic year. Members may serve a second consecutive three year term. Members of the Council who have served a total of six consecutive years shall be ineligible for reelection for a period of at least one year. The names of new Council members shall be reported in a timely manner to the Board of Trustees of the University.
- 2.3 The Chairperson of the Seminary Committee of the Alumni Board of Directors shall be an *ex officio* voting member of the Council of Advisors.
- 2.4 The Dean of the Seminary shall be an *ex officio* member of the Council of Advisors without vote and shall also be a member of all committees of the Council.
- 2.5 A member of the Council may resign from the Council by addressing a letter to the Moderator.
- 2.6 A member of the Council may be dropped from membership by a majority vote of the Council upon recommendation by the Executive Committee.
- 2.7 Members of the Council shall serve without compensation.

### **Article III Officers of the Council**

- 3.1 Officers shall be nominated by the Executive Committee of the Council and elected by the full Council at the last meeting to take place in one academic year to serve a one year term beginning the next academic year. The officers of the Council of Advisors shall be a moderator, a vice-moderator, and a secretary. The vice-moderator shall chair the Faculty Concerns Committee.

#### Moderator

- 3.1.1 The moderator shall preside at all meetings of the Council, shall chair the Executive Committee and be a member *ex officio* of all Council committees. The moderator, in consultation with the Dean of the Seminary, shall appoint members to serve on all committees of the Council as are deemed necessary, subject to the approval of the Council of Advisors. The moderator shall chair the Administrative and Staff Concerns Committee.

#### 3.1.2 Vice-Moderator

In the absence of the moderator, the vice-moderator shall perform the duties of the moderator. The vice-moderator shall chair the Faculty Concerns Committee of the Council.

#### 3.1.3 Secretary

The secretary shall keep a record of all meetings of the Council and of the Executive Committee. Minutes shall be transmitted to each member following

the meeting. An assistant to the secretary shall be appointed from the staff of the Seminary to take minutes for the secretary. The secretary shall chair the Student Concerns Committee of the Council.

#### **Article IV      Organization of the Council**

##### **4.1      Executive Committee**

The Executive Committee shall be composed of the officers of the Council and the Dean of the Seminary. The Executive Committee counsels with the Dean between meetings of the Council, plans the meetings of the Council, nominates the members of the Council and Council officers.

##### **4.2      Faculty Concerns Committee**

This committee of not more than six persons shall meet regularly with representatives of the faculty to understand the workings of the Seminary, to assess the spirit and concerns of the faculty, and to lend support where possible.

##### **4.3      Student Concerns Committee**

This committee of not more than six persons shall meet regularly with representatives of the student body and alumni of the Seminary to understand the workings of the Seminary from a student perspective, to assess the spirit and concerns of the student body, and to lend support where possible. The Chairperson of the Seminary Committee of the Alumni Board of Directors shall serve as an *ex officio* voting member of this committee.

##### **4.4      Administration and Staff Concerns Committee**

This committee of not more than six persons shall meet regularly with representatives of the administration and staff to understand the workings of the Seminary, to assess the spirit and concerns of the administration and staff, and to lend support where possible.

##### **4.5      Other Committees**

The Council of Advisors may form other committees as necessary.

#### **Article V      Meetings**

5.1      There shall be at least two meetings of the Council annually. Ordinarily one meeting will take place in the fall and one in the spring. The dates shall be fixed one year in advance by the moderator in consultation with the Dean of the Seminary.

5.2      The agenda will be prepared by the Executive Committee in consultation with the Dean. Meetings normally will take place on the Seminary campus.

5.3      Written notice of all meetings, stating the date, time and place of such meetings shall be mailed to the members of the Council at least two weeks before the proposed meeting. Pertinent supporting documents and other materials supplied by the Dean, staff and

faculty of the Seminary and related to the agenda shall be included with the agenda packet mailed to the Council members prior to the meeting.

- 5.4 Each meeting may provide an opportunity for a member or members of the faculty to share a facet of the theological enterprise with the members of the Council, and for meetings with students and members of the administration.

#### **Article VI Reporting**

After each of its meetings the Council of Advisors shall present a report to the President and the Board of Trustees of the University. The report may be presented to the Board by a member of the Board who serves on the Council of Advisors, or by the moderator of the Council if invited to do so by the Board of Trustees.

#### **Article VII Amendments**

These bylaws may be amended by a two-thirds vote of the members of the Council present, providing a written copy of the amendment has been mailed to the Council members at least two weeks before the meeting. Amendments to these bylaws shall be reported to the Board of Trustees of the University.

Revised and approved by the Council of Advisors, September 14, 1999