



Student Council Handbook

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SHEPHERDS THEOLOGICAL SEMINARY
CARY, NC

STUDENT COUNCIL

I. PURPOSE STATEMENT

The Student Council of Shepherds Theological Seminary exists to lead and serve the student body through new student integration, facilitating student events, spiritually encouraging the students, bringing student ideas to the administration, and fostering seminary unity.

II. STUDENT COUNCIL ELECTION

The following procedure governs the election of the three Student Council members:

- 1) During the spring semester, the Dean of Students will send an email to the student body requesting nominees for Student Council.
- 2) Nominees should normally have completed at least 15 credit hours, be in good standing with the seminary, and be making good progress toward finishing their degree(s).
- 3) Student Council members are limited to one year of service. However, students at STS who previously served on the Student Council are welcome to attend Student Council meetings throughout the school year in an advisory, ex officio role.
- 4) The Dean of Students will then contact each nominee to see if he or she would accept the nomination and be willing to serve on the Student Council, beginning in July of the following academic year.
- 5) The Dean of Students will then send an email to the student body listing the nominees and asking the students to select the three nominees that they want to be on the Student Council.
- 6) After the election, the Student Council members will meet with the Dean of Students to determine the offices of president, vice president, and secretary.
- 7) The three Student Council members are granted a \$300 reduction in tuition for both the fall and spring semesters of the academic year in which they hold office.

III. DUTIES

THE OFFICE OF THE PRESIDENT

The Student Council president serves in the following ways:

1. Communicates with the student body on behalf of the Student Council (this is relatively infrequent, consisting of less than five emails throughout the tenure).
 - a. As such, he must pursue access to the STS student body email group by contacting the appropriate IT personnel. The president should also have this access revoked at the end of his/her tenure.
 - b. Emails from the president to the student body can only be sent with the approval of the Dean of Students. Prior to distribution, any email completed by the president should be sent for approval.
 - c. As soon as office assignment is completed and email access is obtained, the Student Council president should author an email introducing the members of the student council to the student body.
2. Calls monthly Student Council meetings throughout the academic year (September through April).

THE OFFICE OF THE VICE PRESIDENT

The Student Council vice president serves in the following ways:

1. Works with STS administrative staff to plan the fall student picnic. The vice president will also emcee the picnic.
2. Files a report of the planning and outcome of the picnic to assist future vice presidents in their student picnic planning.

THE OFFICE OF THE SECRETARY

The Student Council secretary serves in the following ways:

1. Records minutes at Student Council meetings and delivers them to the Dean of Students.

JOINT RESPONSIBILITIES

The Student Council serves together in the following ways:

1. The Student Council assists new students moving to the area. This includes:
 - a. Coordinating with STS administrative staff on which new students are moving to the area.
 - b. Communicating with such students to determine new address, time of arrival, estimated number of volunteers needed, etc.
 - c. Contacting student body to recruit volunteers.
 - d. Participating in the moving assistance.
 - e. Checking in on the new students to facilitate their transition to the area.
2. The Student Council brings recommendations from the students to the faculty.
3. The Student Council fosters unity within the student body. Serving in this fashion is open to creativity. Some suggestions are:
 - a. Attend and/or take part in new student orientation.
 - b. Bring snacks to students in classes.
 - c. Take full advantage of Fall/Spring convocations and Colloquiums to meet as many students as you can.
 - d. Invite students and their families to your home for a meal.
 - e. Offer a free night of babysitting to students.
4. The Student Council remains aware and mindful of students and their families who are experiencing physical, financial, or other circumstantial difficulties.