

NEW BRUNSWICK THEOLOGICAL SEMINARY



STRATEGIC PLAN & REVISED BY-LAWS
SUBMITTED BY
STUDENT SOCIETY OF INQUIRY
2009-2010

The Student Society Of Inquiry (SSI) Strategic Plan for 2009-2010

January 25, 2010

To Our Fellow Seminarians!

We, your Student Society of Inquiry (SSI) Team, are proud to announce that we have kept our campaign promises! Inspired by God and led by the Holy Spirit, we have attended meetings on your behalf, scheduled forums for both NBTS NJ & NY Campuses, started a monthly newsletter, established a broader community by working closely with KOSAN and AOBS, bought a full journal ad page in the NBTS 225th Celebration booklet. Our latest accomplishment is the completion of the SSI Strategic Plan and the Revised Bylaws with voting practices. Now, what we are asking you to do is, at your leisure, to peruse the 2009-2010 SSI Strategic Plan that is conveniently placed on the New Brunswick Theological Seminary website under Student Life SSI. The purpose of this plan is to heighten the highest standards of excellence here at New Brunswick Theological Seminary.

We spent our summer in prayer while doing extensive research, attending to your concerns, and coming up with viable solutions. We would love to hear your comments. However, most importantly, with our latest achievement the Revised Bylaws, which have not been revised since 2003. So, why a revised Bylaws? The Revised Bylaws correspond with today's business matters and practices. The Revised Bylaws have voting procedures that include the election and campaign processes. What we are asking you do is to review the Bylaws and check (Yes) if you are in agreement with the revised version. A copy of the 2003 version will be in the back of the Strategic Plan for you to compare and contrast. Vote Yes and play an active role in this community of faith making a difference by embracing positive change. Yes, we can!

We, as your humble servant leaders, encourage you to be a part of the 225th History Celebration by checking "Yes" and dropping the form in the box in the main lobby during the week of February 8-11, 2010. Please join us in

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participating in this important monumental and historic opportunity. The Celebration signing of the Bylaws will be held in the main Lobby along with light refreshments. Please do not miss this exciting occasion! Vote "Yes" and vote for the betterment of the community! Thank you for your kind support!

Today, Monday, January 25, 2010, The Student Society of Inquiry (SSI) would like to thank every one of its composing members who passionately contributed to the thinking and realization process of this Strategic Plan on behalf of the student body here at the New Brunswick Theological Seminary (NBTS). This document was conceptualized in April 2009 based on prior and on-going conversations with the student body and completed on August 15, 2009. This document was officially given to the NBTS Administration on September 10, 2009, to KOSAN & AOBS to be reviewed on September 12, 2009; a hard copy of the Strategic Plan was submitted to the NBTS Administrative Council on October 22, 2009. Finally reviewed and approved by the SSI team for official release on November 9, 2009, the Strategic Plan is available for the public to peruse on our NBTS website under Student Life SSI. A courtesy copy is available for the Board members.

We know this is a living and practical document and will need constant attention as we develop, change and expand, as a community of believers and scholars. Thus, we would like to publicly thank the NBTS Administration for the expediency with which it has start putting into implementation, directly or indirectly, some of the ideas, concepts and procedures incorporated into this Strategic Plan. We look forward to witnessing continued growth and expansion of mind and spirit here at the New Brunswick Theological Seminary.

To GOD be the glory!

**Angela M. Battle
President of SSI**

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NEW BRUNSWICK THEOLOGICAL SEMINARY

Student Society Of Inquiry

STRATEGIC PLAN DEVELOPED BY THE SSI TEAM
2009-2010

Monday, January 25, 2010, A.D.

The Student Society Of Inquiry (SSI)

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Who are we? Who do we want to be? How do we get there?

VISION STATEMENT

The Student Society of Inquiry (SSI) is a Christian-base engaging community dedicated to helping develop a sound comprehensive curriculum, in a faith-base seminary that embraces a multi-cultural, multi-racial, and diversified student body; an organization that provides a caring and loving environment in which students are encouraged to develop their full potential as spiritual servant leaders. Through teaching, preaching, praying, fellowship and faithfulness, we will fulfill the mandate given to us by our LORD and Savior Jesus Christ, *“Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always to the very end of age.”* (Matthew 28: 19-20)

MISSION STATEMENT

The student organizational government, hereinafter, “student governing body”, of New Brunswick Theological Seminary (NBTS) plans and initiates means and ways of expressing the religious, cultural, and educational life of the seminary student community, including forums of inquiry; and plans social activities of the seminary community; and authorizes the budget and program (s) of all recognized student organizations; and be the corporate voice of students by encouraging active and progressive communication, both inside the student body and with other groups outside as the need may arise.

CRITICAL ISSUES

We are dedicated and committed to addressing these critical concentrated issues:

- **Community Building**
- **Curriculum**
- **Field Education (formerly: Supervised Ministry)**
- **Land Use/Student Housing**

COMMUNITY BUILDING

Community is not about a physical place, but community is about a people having Christ-like passion and care. That is why we ran as a community of believers. Out of this community of believers, God has raised up an energized team charged with the mission of making a positive difference. Based on the needs of this community, we have listened and we have heard. We commit ourselves to continuing to do same until the end of our term.

COMMUNITY PROJECTS

As part of the community building endeavor, it is suggested that the student body take on two student projects. One project being local such as Elijah’s Promise or can constitute of donating food to a homeless shelter. The other project could be supporting an international organization via sending shoes to (designated countries) or clothes to (designated countries). Mission work is part of the reason that the student organizing came into existence. Starting with a community project will help us remember that we are in the community to serve here and abroad.

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Goal

SSI seeks to broaden the term community and not limit it to New Brunswick Theological Seminary instead to take the ministerial role of helping others through charity initiatives.

Objective

Since building community is considered one of our critical issues, this enables us to build community with each other while helping others outside of NBTS. This type of ministry would be an excellent arm to channel through SSI, KOSAN and AOBS for a collaborate effort.

Strategy/Methodology

The group collaborates together and selects a local and global altruistic organization every year that they would like to support.

Evaluation/Reflection

As Ministers, we are Ambassadors to Christ both locally and globally. Was this ministry done with love and purpose or was it to fulfill a checklist? Did this ministry fulfill a purpose? Was a need met? Can we see God in this? Was relationship formed? Is the community locally or globally better because of this initiative? If the answer is yes, then this initiative was a success.

COMMUNITY BUILDING SCHOOL TRIP

The student body is requesting a yearly trip to be scheduled for all students and, not limited to RCA students only, to one of the following: South Africa, Korea, Israel or Europe. This list is not limited to these places only.

Goal

To build local relationship and establish a worldwide dimension to the New Brunswick Theological Seminary.

Objective

To expose students to varied experiences learned in and outside classroom settings and to bring to life and meaning to our community of learners.

Strategy/Methodology

This would be an educational trip coordinated through one of the faculty and Graduate Research Assistant. This initiative would receive assistance from the Vice Presidents from SSI, KOSAN and AOBS or their selected respective representatives. Students can include this into their financial aid package, if so desired. This trip can be taken in January before the Spring semester begins. For graduation credits, students may be able to pay and take this as a two-credit elective course. Any required readings prior to the trip would be given in the Fall semester. There would be two meetings prior to the class trip. One in November and a final meeting before school lets out in order to clarify any concerns or to answer any questions. A checklist will be given at the first meeting.

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Evaluation/Reflection

Students would be required to write a 10-page reflection paper on their experience and how it enhanced their perspective on community building globally. A presentation to faculty, students and board members can be envisaged and initiated.

COMMUNITY BUILDING: Multicultural / Antiracial Dialogue at NBTS

- Part A. Open Forums with Student Body
- Part B. Diversity in Worship
- Part C. Diversity - Guest Preachers/Speakers

A. MULICULTURAL COMMUNITY BUILDING

Brief history of Multiculturalism at NBTS: Based upon ongoing discussions amongst the student body in response to multicultural / antiracial dialogues taken place at NBTS, the following proposal primarily addresses the seminary's ongoing discourse with ARTT, but by no means is it meant to be limited in scope to just this one issue.

Goal

SSI seeks to engage in a multi-lateral approach to Community Building at NBTS for the purposes of strengthening the seminary's ethos of being a multicultural / antiracism community through interaction with KOSAN, AOBS, ARTT, and the Worship Committee. In the spirit of community building, SSI will spearhead efforts to coordinate the various organizations at NBTS in order to sharpen, unify, and strengthen the seminary's resources in an effort to achieve its multicultural vision. As representatives of the student body, SSI's primary function is to ensure that the student population is woven into this process without losing its identity and voice. This will be done through a three-fold process: A. Open Forums B. Diversity in Worship C. Guest Speakers.

Objective: OPEN FORUMS.

The objective of addressing the student body through *Open Forums* is to develop a sense of healthy community awareness of concerns and agendas that affect student life in all facets of NBTS. While multiculturalism / racism is one topic, it is by no means limited to just this.

Strategy/Methodology

It is suggested that SSI, AOBS, and KOSAN jointly host a series of open forums that act as a conduit for transparent information between ARTT, NBTS faculty and administration, and student population.

It is imperative that the student body have an opportunity to impart their voice into seminary discourse. The forums are designed to allow students the freedom to voice their opinions in a safe, non-judgmental/positive environment, either directly to the Dean of Students, or through their student body organizations.

Structure and frequency of Open Forum

- A. Forums should have guidelines established beforehand in order to ensure as much productivity as possible within a limited amount of time.
- B. Topics to be addressed are to come from the collective input of SSI, KOSAN, and AOBS, and are to be published as an agenda prior to the Open Forum.

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C. A member from each ARTT caucus who is not on a student body organization should be in attendance, thus ensuring integration between the student body and ALL organizations involved in campus life at NBTS.

D. Frequency of Forums. Forums should take place immediately following ARTT meetings so as to address issues of interest to the student body in a timely manner.

E. Forums should be scheduled in response to student needs and concerns. (This may cover a broad range of issues that are driven by the students).

Evaluation/Reflection

The above steps are meant to serve as a methodology to address any seen, or unforeseen events, systems, or devices that would cause to silence, marginalize, or ignore, intentionally or unintentionally, the value of students as contributors and habitants at NBTS: Progress needs to be measured objectively and kept in dialogue between the student body organizations and the Dean of Students.

Objective: B. DIVERSITY IN WORSHIP

In an effort to experience multiculturalism in worship, it is recommended that greater diversity in worship traditions at NBTS be pursued and practiced.

Strategy / Methodology

SSI will work with the *Worship Committee* spearheaded by Director of Worship Services in exploring ways of incorporating the many traditions found at NBTS into our daily worship. (Worship may also include multi-cultural and audio-visual modes of expressions and documentaries). A volunteer position needs to be established in order to ensure that all student traditions are heard and acted on. Working with the Worship Committee, a schedule ensuring a limited number of occasions reflecting particular worship traditions needs to be established and published beforehand.

Evaluation / Reflection

Progress needs to be measured in terms of how the student body feels their particular traditions are being represented and tolerated. It should be noted that progress will largely be determined by the amount of student participation – involvement – and volunteering time one is willing to give. Additionally, participation should not be limited to students at NBTS only.

Objective C: DIVERSITY – GUEST PREACHERS / SPEAKERS.

SSI and other student organizations will coordinate with Director of Worship Services to invite guests to address the student body (preferably in chapel) throughout the semester on the subject of diversity. It is hoped that by bringing in the experiences of those who have helped shape the face of diversity, or in some way or another have overcome resistance to it, NBTS might be strengthened and encouraged in its commitment to embracing a truly diverse community.

MULTICULTURAL CURRICULUM

Multicultural curriculum is aimed at transforming NBTS into a work-in-progress, transforming individuals in a transparent, safe, theological-sociological environment designed to dispel prejudice, hatred, (including internalized self-hatred), while fostering inclusiveness and sameness, without denying or compromising one's own heritage or tradition. It recognizes differences as well as likeness in our cultures.

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Goal

To cultivate a reasonable number of courses that incorporate, identify, and emphasize cultural differences, as well as sameness; in an effort to help students of different ethnicities and traditions come together, in love, in a spirit of reconciliation, with open hearts, teachable spirits, and open minds.

Strategy / Methodology

A model of this course presently exists at NBTS: (Pastoral Care in Cross-Cultural Contexts). Perhaps the time is right to explore the possibility of developing courses like this, as well as any other courses that lend themselves to pedagogical discourse in multicultural contexts.

CURRICULUM CONCERNS/SOLUTIONS

NBTS knows and embraces the importance of academic excellence. This is underscored by the faculty's high performance, and high standards of scholarship maintained here at NBTS. The educational efforts of highly qualified faculty are supported by the superior ancient and new collection of the Gardner Sage Library, which is supplemented by the Alexander Library of Rutgers University. (*Excerpt taken from Website NBTS Curriculum*). The student body, through its representatives, would like to work with faculty and administration to further enhance the NBTS curricula.

While NBTS has very good curricula in place, it should be acknowledged that as the student body changes so should some of the curricular needs at the seminary. The Student body has identified a few concerns and has some viable solutions for each of them.

Some Concerns/Solutions

1. **A More Open & Inclusive Curriculum.** Curriculum matters should be discussed with advisors before students can select classes and advisors should inform students about the courses that are offered every other year or every other semester. For example, Christian Education/Advanced Preaching is only offered at a certain time of year. While a copy is in the new student orientation packet, the course schedule with the time of the year it is offered should be mentioned to students during the student conference in the course of the registration process with his/her advisor.
2. **Curriculum interchange with electives with Rutgers University.** For instance, Rutgers students should be able to take a course here to fulfill their religious study elective requirement and, in return, we should be allowed to take a course from Rutgers University to fulfill our elective requirement i.e. Business Management, or non profit management courses. The dynamics of the church is changing and has changed and we want to be well-rounded ministers in order to better serve the community at large. This process should not increase our credit completion requirements. These courses would fall under the elective requirement category.
3. **Curriculum review and grading of essay papers.** Keeping in mind that African American females are the largest group among our student population here at NBTS, the perspectives of the essay writing and grading may constitute a contentious issue when papers are graded by a faculty represented primarily by European Caucasian professors. This can adversely affect the grading system in a negative fashion. It is suggested that random papers be selected by the

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Dean of Academics from random classes and read by a selected panel of preferably African American, Asian, and/or another ethnic groups in order to gauge fairness in our grading system. The Professor can select one of their class assignments and have students submitted two papers one with their name and the other without their name. The panel would select random papers and read them and grade them. The papers are then matched again with the names to see if the professors' grading system matched. The student would get the grade given by the class professor; however, this would objectively reveal whether or not this type of perspective affects the grading system. This would give us statistical data to validate our claim. SSI would be willing to assist in that process, through its qualified cadre, with the NBTS faculty to propose and incorporate a multi-cultural grading system as well.

4. **Curriculum - Class attendance and class participation.** First, some students come late, leave early or miss two or more classes on a regular basis while others are here from 6:40 pm – 10 pm every week. Some students, for various reasons, never speak or participate in class discussion. These students could be shy or have a language barrier. Some professors assign in their syllabus 10 - 25% to class participation and/or attendance. Students would like to see what was the percentage they received in that area because, in some cases, it can make a difference in the final grade assigned. We are requesting that, when professors have a X % assigned for class participation, they would be clear about what that percentage (%) involves, i.e. attendance, discussion, etc. Secondly, if a student inquires about what percentage they receive for class participation, that information should be provided to them upon request. It is the recommendation of SSI that 10% be assigned as the maximum percentage given for class participation since it is a subjective manner of rating student performance.
5. **Curriculum – Introduction to Preaching** should be four (4) credits. Students are here for a full semester and full-time of class from: 6:40 pm – 10:00 pm. Either the time should change to end at 9:00 pm or the full credits should be given while students would be required to pay for one (1) extra credit. This is a highly rated class by the students and is deemed of significance importance. The student body would like to know the policy or the criterion, which NBTS uses to assign a number of credits to a particular course.
6. **Curriculum -** Students would like to have more suggestive readings and the same in depth research discussion in courses in discussing the contributions made by people of African decent.
7. **Curriculum- Graduate Assistant.** SSI would like to see the introduction of new position here at NBTS of a Graduate Assistantship. This student would work in research field with professors who undergo research work in their field of teaching. This research/graduate assistant would work twenty (20) hours a week and would get his/her tuition paid off each semester. The criteria to choose this research assistant shall be determined by the NBTS faculty.

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FIELD EDUCATION formally SUPERVISED MINISTRY & CLINICAL PASTORAL EDUCATION (CPE)/ CHAPLAINCY

Issue

While Field Ministry is a learning ministry, it is also a challenging one. This new area can be overwhelming to say the least for most new students after attending seminary for only a few months. While some ministries pay for transportation and give a stipend; others do not. We are required to take six units of Field Education. When taking some Field Education assignments, we do not have an opportunity to take a class.

Goal

The purpose of Field Education is to offer students an opportunity to reflect on hands-on experiences in actual ministry settings and to translate their calling and gifts into faithful Christian ministries. (*Excerpt taken from NBTS Supervised Ministry Student Handbook*)

Objective

Other regional seminaries have supervised ministry program requirements, which take between 6 months to one year. At NBTS, the Field Education requirement is six (6) semesters and does not count toward graduation credits and students are paying for a one-credit course.

Recommendation

1. NBTS should attempt to streamline its curricula in order to facilitate more hands-on practicum within its curricula. For instance, it is advisable that NBTS includes a practicum component in the Pastoral Counseling course by incorporating in a clinical part to avoid that students have to take the same Pastoral component among the six units of Field Education.

The student body suggests a four-unit program including Pastoral Care & Counseling forming one unit together in the Pastoral Care and Counseling Course. The professor of this course does an excellent coverage. For instance, his students visit a medical setting unit and write a verbatim. In addition, students are required to orchestrate and present several role-playing exercises in class.

2. Personal Nurturing can be and should be included in our Ministerium I & II. Part of the focus in Ministerium besides discussing our supervised ministry issues is to enforce the importance of personal nurturing. We cover another facet of personal nurturing again in Spiritual Disciplines. This seems to be a redundancy.

3. There are some in the student body that may be interested in Military Chaplaincy. When inviting CPE opportunities please include the Military opportunities.

4. Written follow-ups from the Director of the Field Education at the end of the unit would be a good policy of efficient communication between the two parties (Student & Field Education Director).

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LAND USE/ STUDENT HOUSING

While the NBTS Administration is working through the process of Land Use and Student Housing, it is of great concern to the student body. It is important to the student body that the seminary campus appearance be attractive, pleasing to the eye, and welcoming at all times. Students would like to be informed of the process concerning this matter and hope to see some type of written comprehensive plan before the year is completed in reference to renovation of the NBTS premises. Students have to double park and be blocked in on the night all classes are in sessions. Students would like to have student dorms and temporary lodging for late night early morning classes. Also, in case of a snowstorm, students should have the option to sleep over night or brave the snow to go home. SSI has a member that serves on the Land Use committee and subcommittee to keep channels open for information.

OTHER IMPORTANT ISSUES:

- **GRADUATE RESEARCH ASSISTANT**
- **REVENUE GENERATING/FUNDING**
- **STUDENT DIRECTORY**
- **ALUMNI PROGRAM**
- **COMMUNICATIONS**
- **SUSTAINABILITY (Go Green)**
- **CONFIDENTIALITY**
- **EXIST STRATEGY**
- **SUBCOMMITTEES**

GRADUATE RESEARCH ASSISTANT (GRA) PROGRAM

The term Graduate Research Assistant refers generally to all graduate students enrolled at the University who are employed to assist a faculty or staff member in the areas of administration and research or to serve in some instructional capacity. Graduate Research Assistant assumes research-oriented responsibilities such as library research, computer programming and analysis, fieldwork, laboratory experiments, scientific investigations, writing and editing material, and averaging and assigning grades.

Goal

The Research Graduate Assistant would work closely with a teacher who is writing a book and could assist in doing the research.

Objective

Graduate Research Assistant could also take on administrative functions to write grants proposals for various programs pertaining to the research to enhance the school. The research graduate assistant would also be required to be a member of one of the student organizations SSI, KOSAN or AOBS. This would promote community and student would have direct access to the overall student body if necessary for research purposes. With a Research Graduate Assistant program, this could build student

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relationship with other schools because of the research that needs to be attained or shared for joint research project.

Strategy/ Methodology

With a graduate research assistant program, the student would be required to give at least a minimum of 4 hours a day in exchange for the comparable amount in salary to take classes.

Evaluation/Reflection

This program is a win/win for all parties involved. The student body as research unit as another source of information and vice versa. The Instructor has an assistant. The assistant has a learning experience and assistance in tuition for education. The school receives grants for its research.

FUNDRAISING/REVENUE GENERATING SOURCES

Fundraising is the process of soliciting and gathering money or other gifts in kind, by requesting donations from individuals, businesses, charitable foundations, or governmental agencies. Fundraising is a significant way that non-profit organizations may obtain the money for their operations.

Goal

To raise additional funds from outside and other stream sources for student functions and activities.

Objective

To have various streams of financial support/assistance.

Strategy/ Methodology

A monthly report handed in with monthly meeting minutes of the fundraising/ revenue sources. Each student organizing would be responsible for handling their own fundraising/revenue sources.

Evaluation/Reflection

Relationship building is the foundation on which most fundraising takes place.

Revenue Generating/Fundraising Recommendations

- Vending Machines is two specific locations the rent and percentage from goods go to student body. The vending machine should go through the local bid process to ascertain the best possible vendor and return on profit.
- ATM machine – monthly rent goes to student body. Also, a bid process should be followed and to ask Rutgers University about its contract for the ATM machine on its premises.
- Allow advertisement pertaining to grants, books, and other educational products on the NBTS website. Revenue from ads shall go to student body.
- Sponsorship packages to students i.e. Verizon phone discount, group laptop sales, other discounts pass on to student body.

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- Set-up discounts locally for frequently visit locations such as: Dunkin Donuts, Rite Aid, and Shell Gas Station, etc.
- Affinity Marketing. An Expression of Interest (EOI) goes into the business section of the paper for feedback offers and collections.
- Allow Weddings in the Chapel for a fee. Some of the students are ordained ministers. (not sure of the policy)

STUDENT DIRECTORY

NBTS has a wealth of in-house resources not being tapped on yet. A student directory should be developed with all students who are interested in sharing their gifts and talents. We have accountants, lawyers, engineers, mathematicians, public administrators as well as caterers, dancers, and singers to name a few. This could be a valuable resource bank that will allow us to identify our gifts and talents to be shared by the seminary community at best.

ALUMNI PROGRAM

An alumni association is an association of graduates (alumni) or, more broadly, of former students. SSI would like to interact with the recent graduating alumni to assist in organizing joint social events, publish newsletters or magazines, and maybe raise funds for the student organization. Additionally, such groups often support the senior class, and provide a forum to form new friendships and other network relationships. SSI would like to work with the Alumni Program already in place and add another facet to the initiative more explicitly the Senior Class networking with Alumni who has graduated within the last five years.

ALUMNI BRICK PROJECT

Since New Brunswick Theological Seminary is the oldest seminary in North America and has been in existence for over 225 years, we need to go back to our past in order to expand more on our future. SSI is suggesting that a new program be implemented for all alumni one year after graduation. In this program each alumni would send in \$25.00 to buy a brick to lay ground toward building new buildings for our seminary. This would be in addition to any other contributions that an alumnus/a would be willing to make. We can build a new facility brick by brick for our enjoyment and the beauty of the zoning capital. In addition, a healthy competitive component can be added to see which class sends in the money for most bricks each year by highlighting it in our website under the *alumni corner*.

Goal

To provide a variety of benefits and services that help alumni maintain connections to their educational institution and fellow graduating seniors.

Objective

This will make the transition from seminary easier as you would have a contact with someone who has recently graduated.

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Strategy/ Methodology

Every senior that is graduating should have an alumni counterpart. Alumni that they could email or call from time to time seek and advise.

Evaluation/Reflection

This would strengthen alumni relations, build community, and foster friendships.

Suggested readings: What to Expect in Seminary: Theological Education & Spiritual Formation

COMMUNICATIONS

The purpose of communication is the process of transferring information to students. All communication methods will be to impart ideas and suggestions, interchange of thoughts, opinions, or information by speech, writing, signs or website. Communication can be perceived as a two-way process in which there is an exchange and progression of thoughts, feelings or ideas towards a mutually accepted goal or direction. SSI wants to establish communication with the student body, faculty, administration and the community. SSI would like a list of all subcommittees, dates and times of meetings.

Student Laptops

Laptops for Students each student should have the option to attain a laptop from the school and let it be added into the tuition breakdown. In addition, have access to one of Rutgers computer labs until each student can have their own laptop.

Installation of a Student Printer

In addition to making it possible for every student to have a laptop, students should be accessible to a laser printer. A printer can be placed in the Student Lounge, Hertzog Hall or another selected location for students with laptops to print school related materials. Students would be responsible for bringing their own paper and whatever device needed to hook up to the printer. This would assist in students having their assignments readily available for class.

Goal:

For every student to have Internet Access and an opportunity to type papers.

Objective:

To be current in this millennium with technology at our fingertips.

Methodology/Strategy:

When registering for class check on registration form for laptop.

Evaluation/Reflection:

This would take some of the burden off the Library to be open to type papers. Each student would have information readily available. Students would not have to be inconvenience by having to go to the library and wait for a computer to print their paper.

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Technical Support

There are classes four nights a week from 6:20 pm – 10:00 pm. The Student body is asking that two nights a week that the hours for technical support be extended until 6:15 for students who have questions. If that means the technician starts later in the morning to accommodate the evening students, it would be a worthwhile sacrifice. Some students need to speak to a person. Most evening students do not arrive to campus until 5:00 – 5:30 pm, so it would be their responsibility to go to the technician. If the response to see the technician becomes overwhelming, then an appointment system would need to be put in place. This late night may only need to occur the first three weeks of school. Evening technical support would be beneficial to Professors as well. Some evening Professors may need technical assistance in setting up for class.

Professor Media Training

The student body is suggesting that all Professors receive the necessary technical training to run AV equipment, a laptop, and VCR/DVD player. This would assist students in allowing them to use their creativity in the realm of multimedia presentations.

Television in Student Lounge

Some of the student body would like a color television in the student lounge. It would be used for watching new updates, documentaries and other educational programs prior to class. It was suggested that some of the Alumni might want to donate towards the purchase of a color television for the students. Students would take into consideration fellow classmates who may want to read or ponder thoughts.

SSI Website

The Executive Student governing body would like to have access to update a link on the NBTS website for SSI. The updates would be approved by the SSI team and forward to Dean of Students for final approval. SSI is asking that the website be updated in a timely manner and for the approval process of updates and links.

SSI Monthly Publication

The governing student body will be publishing a monthly newsletter as stated in the Bylaws. This newsletter would be approved by the SSI Executive team before being placed on the SSI board and distributed. The Dean of Students would receive first copy.

SUSTAINABILITY

New Brunswick Theological Seminary is progressing in participating in the long-term maintenance of wellbeing and being responsible of the use of [natural resources](#) as we are enlightened in the various aspects of being good stewards of our living environmental space. Students decided we are going to be more conscious of the recycling. We are going to purchase more recycled paper. Students are going to make a conscious effort to “Go green.” We will shut off lights when no one is in class. We will check our emails more, so that paper distribution will be limited or eventually reduced to a minimum.

The Student Society Of Inquiry (SSI)

Strategic Plan for 2009-2010

CONFIDENTIALITY

We understand that confidentiality is ensuring that information is accessible only to those authorized to have access to it and one of the cornerstones in ministry besides being an ethical principle associated with our vocation.

The student body is requesting that Faculty and Administration to explain beforehand what is considered confidential when in conversation with a student either verbally or in writing. There have been cases where a student thought a letter or a conversation was confidential and it was not the case and it was shared with other students. While most faculty and administration members have made that simple and critical mention to students, others have not.

EXIT STRATEGY

Students who have 72 credits or more in starting September of their senior year should have an exit strategy devised. A meeting would be set-up in mid-September with their Advisor and Alumni Coordinator. The purpose of this meeting would be to hear the student's plans thereafter graduation. Based on the denomination, the courses taken, the area of interest expressed, and skill sets, a recommended course of action shall be given to the student. The advisor's role would be to ensure that all the required courses have been taken and reviewed and if and when additional courses in a given area should be recommended. The alumnus coordinator shall be a resource person to match student up with previous alumni with a similar course of action. A second meeting shall take place in October of the same year when the graduating student shall be meeting to the four-people group (the student's Advisor, the Alumni Coordinator, the Alumnus/a, and the student) will meet at a later date for further discussion opportunities.

The purpose is to ensure success not only in ministry but to build relationships in faith. The more successful we can help make the graduate the more successful they will be as alumni and giving back. It may be recommended that for a student that they have more than one alumnus introduced to them. It is the hopes that from October to May a relationship has formed between student and alumni. This is a separate component than the Alumni suggestion for seniors at 64 credits. While the seminary does not offer job placement it is strongly recommended that an effort be made to have certain types job service related information. The belief is that when students leave seminary after taking 96 credits and 6 units of supervised ministry that they have a degree in one hand and a placement slip to do ministry on the other. It is recommended that the Director of Field Education with his diverse background, spearhead the program.

SUBCOMMITTEES

SSI is recommending, on behalf of the student body, that a list of all committees, chairpersons, dates, time and locations be a part of all documents given to the new SSI President in May after the outcome of the election. This would give the new SSI President time to coordinate the team and other student body members for a best fit of the subcommittees. While bi-weekly meetings with the Dean of Student are an excellent idea, the President of the Seminary and the new President of SSI shall meet, at least, once in the fall of the year. This meeting is critical to set up an atmosphere of trust and workable relationship between the two presidents. In addition, there should be a meeting with the President of the Seminary and the Dean of Students with the new SSI team, KOSAN and AOBS to lay groundwork for collaborative work on behalf of the NBTS family.

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All verbal and/or written arrangements concerning students with Rutgers University should be shared at this meeting and then given to the student body as a whole. For instance, if there is a gym that NBTS students can use, the student body needs to be made aware of it so that they can utilize it and other shared-NBTS various services and amenities during their theological education journey here at NBTS.

Subcommittee meetings involving commuter students should be held at 3:00 PM for a two-hour meeting and 4:00 PM for a one-hour meeting. This will allow evening students to play an active role in different subcommittees and be part of the seminary life and decision-making process.

Each Forum/Special Event will have a questionnaire designed specifically for that particular forum for feedback and evaluation.

Tentative Forums/Special Events Suggestions

- Diversity and Team Building: It Is Not A Myth
- Pastors with Financial Education & Faithfully Equipped
- The Church & Economic Development: Enlarge My Territory
- The Secrets of Surviving Supervised Ministry
- Pastoral Privileges That Impoverish People
- Technically Speaking Weave My Web
- From Seminary to the Pulpit, Am I Ready?

OVERALL PROSPECTUS (Five-year plan)

Short Term – plan

1. Community Building/Community Projects
2. Multicultural Worship
3. Field Education
4. TV in student lounge
5. Curriculum/Instruction
6. Communications –Technician on site
7. Vibrant updated user-friendly Web page

Mid Term – plan

1. Multicultural Community Building
2. Curriculum Review/Revise
3. Multicultural Curriculum
4. Air-conditioning
5. Expansion of Student lounge
6. Landscaping
7. New face on Entrance
8. Parking Lot

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Long Term-plan

1. Land use /Student Housing
2. Latest Technical Equipment
3. Satellite Conferences

This year's goals

1. To establish an *Identity* and a *Presence* as a student body in the community of NBTS, locally and globally.
2. To build *Community* both inside NBTS and outside locally and globally.
3. To have a *Strategic Plan* become a viable document for the student body that is review yearly by the SSI, AOBS and KOSAN Team to present yearly to the student body.
4. To have the *Revisions of the Bylaws* that includes a voting policy approved by KOSAN and AOBS and present to the Student body for vote.
5. To present to the Student body the *Event Plan* for the year with the list of forums and events.
6. To introduce a *Publication Initiative*.
7. To present to the student body a list of *Representatives* on various committees to have a seat and voice at the table with faculty and administration.

The following documents are attachments to this Strategic Plan:

1. The Revised Bylaws, which includes a voting procedure.
2. An Event Coordination Plan so that any student coordinator may spearhead an event at NBTS
3. A Publication Initiative Plan.
4. The list of Committees & Representatives are listed below:

List of Committees & SSI Student Representatives and Alternates for 2009-2010:

Admin Council	Angela & Marcia
Land use	Angela & Older
Curriculum	Older & Matt
Strategic Planning	Charli & Angela
Library	Marcia & Rita
Worship	Geraldine & Peter
ARTT	Peter
Search Committee	Older & Angela
Women in Ministry	Debbie & Angela

The Student Society Of Inquiry (SSI) Strategic Plan for 2009-2010

This realization is a collaborative effort of the SSI Team and we will be signing our name to state that we support you by listening and in the writing of this document as members of the Executive Team for the Student body at the monumental and historical celebration of the voting of the Revised Bylaws.

Special Thanks go to the original pre-draft work of the SSI Team of 2009-2010.

Angela M. Battle – President & Chief Strategic Catalyst

Marcia Grayson – V. President & Director of Forums and Special Events

Older Azard – Treasurer & Chairperson of the Bylaws, Budget & Curriculum Subcommittee

Geraldine Clark – Chaplain & Co-Chairperson of the Bylaws Subcommittee

Charli Holmes – Secretary & Chairperson of the Strategic Plan Subcommittee

Rita Lipford – Chairperson of Publications & Decorations Subcommittee

Peter Sanfilippo – Chairperson of Diversity in Worship & Multicultural Curriculum

Matt DiClemente – Chairperson for Graduate Research Assistant & Field Ministry Subcommittee

To God Be the Glory for the great things He has done! AMEN.

**The Student Society Of Inquiry (SSI)
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Signature Page of Endorsement:

Angela M. Battle, President

Marcia Grayson, Vice President

Geraldine Clark, Chaplain

Older Azard, Treasurer

Charli Holmes, Secretary

Rita Lipford, Member

Peter Sanfilippo, Member

Matt DiClemente, Appointee

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NEW BRUNSWICK THEOLOGICAL SEMINARY
Student Society Of Inquiry

BYLAWS REVISED BY THE SSI TEAM
2009-2010

Monday, January 25, 2010, A.D.

The Student Society Of Inquiry (SSI)

Strategic Plan for 2009-2010

Retyped: May 25, 2009 from faxed copy dated December 2, 2003.

Last Time Amended: December 2, 2003

Revised for Approval November 9, 2009

ARTICLE I: NAME

The name of this organization shall be the Student Society of Inquiry, hereinafter, "SSI".

ARTICLE II: PURPOSE

The purpose of this organization shall be to:

- A. Act as the student organizational government, hereinafter, "student governing body", of New Brunswick Theological Seminary (NBTS); and
- B. Plan and initiate means and ways of expressing the religious, cultural and educational life of the seminary student community, including forums of inquiry; and
- C. Plan social activities of the seminary community; and
- D. Authorize the budget and program (s) of all recognized student organizations; and
- E. Be the corporate voice of students by encouraging active communication, both inside the student body and with other groups as the need may arise.

ARTICLE III: MEETINGS

The student governing body shall meet at *least* once per month during the academic year, and shall conduct meetings according to the Robert's Rule of Order.

ARTICLE IV: MEMBERSHIP

Every student participating in any course at New Brunswick Theological Seminary is an *ipso facto* member of the student body and may participate in the student government through attendance at regular SSI meetings and/or as an elected officer of SSI.

ARTICLE V: OFFICERS

Section 1: Student Governing Body

- a. The student body shall elect a student governing body of at *least* eight (8) Officers, also referred to herein as "SSI". SSI may elect an additional two "Delegates at Large" to ensure great participation and to ensure achieving quorum.
- b. Any member in good standing of the student body may be elected to SSI.
- c. Every organized student group within the seminary community shall be required to send a delegate to various functions as a member of SSI.
- d. A monthly financial report and events shall be submitted to SSI by every organized student group within the seminary community. Failure to submit the aforementioned report will stop disbursement of funds for the subsequent months. Disbursement of funds may be resumed after submission of said monthly report.
- e. The student governing body shall elect among themselves one person to each of the following offices: President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, Chaplain, and one member at large from the New York campus. In case of absenteeism of the New York representative, the President of SSI shall inquire

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- and seek ways and means to fill the vacancy after a vote of 2/3 by the present members of SSI.
- f. Each delegate from an organized student group shall be designated a member at large of the student governing body.
 - g. Any other persons elected to SSI by the student body shall be designated as members at large of the student governing body.
 - h. One member of SSI shall attend the public portion of each NBTS Faculty meeting at the invitation of the Faculty.
 - i. One member of SSI shall attend the Community Life Committee meetings and shall act as liaison between the Community Life Committee and SSI.
 - j. At least two members of “SSI shall be middlers, i.e. shall have attended the seminary for at least one year and will not be graduating at the end of the year in which they serve as a SSI member”. One of these officers shall hold the office of Treasurer. This will allow the following year’s incoming SSI the opportunity to ask questions of the former officers for clarification purposes.
 - k. A faculty/administrative advisor shall be appointed by the faculty/administration to attend all SSI meetings. This advisor shall receive copies of all documentation created by SSI.

Section 2: Duties of the Student Governing Body Officers

a. The duties of the President shall be:

- 1. To convene and to preside at all SSI meetings and set the agenda for said meeting
- 2. To serve ex-officio on all committees.

b. The duties of the Vice-President shall be:

- 1. To fulfill the duties of the President in the event of his/her absence or when called upon to do so.
- 2. To serve ex-officio on all committees.
- 3. To coordinate and make sure all committees function properly and efficiently.
- 4. To coordinate all forums of inquiry.

c. The duties of the Treasurer shall be:

- 1. To control and account for all funds received and disbursed.
 - i. Funds shall only be disbursed at the approval of SSI and shall be documented in standard business ledger.
 - ii. A check requisition form must be filled out and signed by the Treasurer or another officer designated for this responsibility, and shall be countersigned by a second officer designated for this responsibility by majority vote of all SSI officers, in order for monies to be disbursed or received. If two members of SSI sign the check, requisition form shall be photocopied and said photocopy shall be given to the Treasurer for his/hers records.
 - iii. The treasurer shall secure from the administration a copy of the seminary 501(c)(3) tax exemption document for financial transaction purposes.
 - iv. All money receipts and disbursements shall be documented in standard business ledger.

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- v. A monthly Treasurer's Report shall be presented to the student governing body: SSI.
2. To officially request a projected budget for the following year from each student organization (for instance: KOSAN, AOBS, etc.), along with their projected calendar of events, no later than September 1 of the current year. The Treasurer shall make it clear that no budget shall be approved for the student organization without the accompanying calendar of events.
3. To submit to SSI, at the first meeting of the academic year, a budget for that current academic year. The Treasurer shall also represent at this same meeting a copy of the projected budget from each student organization.
4. To coordinate the approval of all budgets within the first two (2) weeks of the new academic year.
5. A Comprehensive Strategic Plan is introduced to the Executive Board and the student body. This plan is designed to take into account the needs assessment of the seminary on a bi-annual basis in November and May. The incumbent Executive Board is required to review this document. Changes may be made within that plan according to the needs of the seminary community. The Comprehensive Strategic Plan shall be approved by 2/3 of Executive Board.
6. The new incumbent Team is required to read the By-laws together at their meeting. It is suggested that By-laws be emailed to new team after election by the exiting SSI President.
7. To review the By-laws every three (3) years to ensure the Executive Team familiarizes itself with this important document. For By-laws review and update, and change see ARTICLE VIII: AMENDMENTS TO THE CONSTITUTION AND BY-LAWS.
8. To provide, as requested, an updated budget report.
9. To maintain a faithful record of the budget for transmission to the succeeding student governing body.

d. The duties of the Recording Secretary shall be:

1. To keep a roll of all SSI officers.
2. To record and report all minutes for SSI meetings and to make minutes available to all officers prior to the next meeting.
3. To maintain a faithful record of the minutes for transmission to the succeeding governing body.
4. To provide a copy of all minutes to be kept in the Sage Gardner Library.

e. The duties of the Corresponding Secretary shall be:

1. To fulfill the duties of the recording Secretary in his/her absence.
2. To carry on all correspondence on behalf of SSI.
3. To maintain the SSI bulletin board as interface with the seminary community.
4. To announce all SSI meetings to the entire student body and to encourage student attendance.

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- f. The duties of the Chaplain shall be:*
 - 1. To be a member of and act as liaison with the Worship Committee.
 - 2. To keep spiritual concerns of the body before the student governing body.
- g. The duties of the St. John's Member at Large shall be:*
 - 1. To be the active leader of St. John's campus.
 - 2. To recruit any assistance as needed at St. John's.
 - 3. To perform any other duties that may be assigned or assumed, according to need.
- h. The duties of the Member at Large, (AOBS and KOSAN Member at Large, etc) shall be:* To perform any other duties that may be assigned or assumed, according to need.

ARTICLE VI: ELECTION OF OFFICERS

- 1. Election to the above-named student governing body for the following year shall be held a week prior to the end of the Spring term.
 - A. Nomination and Election Process*
 - a. A candidate can self-nominate or be nominated by his/her peers. A candidate must confirm his/her name with the election committee before his/her name can appear on any voting documents.
 - b. All confirmed candidates must complete a Candidate Application Form (CAF) that lists year of school attendance, professional or ministerial organizations. This CAF (see Appendix I) will be made available by the exiting SSI Team.
- 2. Any member of the student body may nominate candidates to the student governing body. Once nominations have been gathered, ballots shall be submitted to the entire student body for election purposes. Students may run as a team or individuals.
- 3. The student body shall then elect no fewer than eight (8) members to the student body, at least two of shall be Middlers. The outgoing officers of SSI (who are not running for reelection) shall tally the votes and announce the newly elected student governing body to the student body within 48 hours of the poll closing of the elections. An advisor or faculty member shall be present during the tally or vote count. In case of inclement weather or any other inconvenience that may impede on the smooth procedures of the vote, a reasonable extension shall be allowed to address the need. In any case, the election results shall be divulged and communicated to the student body to a period not exceeding seventy-two hours (72). It is the responsibility of the advisor/faculty to ensure that this information is given to the incumbent students as the advisor/faculty becomes part of the voting tally process.
- 4. The members of the student governing body shall elect officers among themselves through an internal vote among themselves.
- 5. Each person elected to his/her respective position shall serve for a period of one (1) year. Any officer may be re-nominated and re-elected to serve in successive terms. No officer may serve more than four (4) years, whether consecutively or not.
- 6. A special election shall be held in the event a vacancy occurs in order for the student body to elect a new SSI member. SSI may appoint the new member to the vacant office or make transfers among officers in the best interest of the student body.
- 7. No member of SSI shall hold more than one office simultaneously.
- 8. Should any member (s) be absent or inactive in duties, the President, in agreement with SSI, has the right to admonish him/her. If the absenteeism problem prolongs, the member may be dismissed by a unanimous vote from SSI.

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9. The members of SSI shall be responsible for recording the election process (nominations to final results) in the minutes of the meeting in which it occurred.

ARTICLE VII: QUORUM

A quorum shall be a majority of the student governing body in order to conduct SSI business (2/3). If a quorum is not met, the meeting shall not be held and be postponed to a later date.

ARTICLE VIII: AMENDMENTS TO THE CONSTITUTION

1. No part of this constitution shall be appealed or amended unless a proposition in writing is submitted to the student governing body.
2. The student governing body may appoint a special committee to further study and revise the proposed amendment as deemed appropriate before taking it to the student body as a whole for a vote.
3. Copies of the revised/amended constitution must be distributed to all members of the student body for review and approval.
4. A two-thirds (2/3) of the number vote cast, by the responding members of the student body is necessary for the change (s) to be deemed approved and therefore adopted.
5. All votes received within the two-weeks following the publication of the proposed amendment (s) shall be considered as a complete response and tallied at that time.

Standing Committees

Three standing committees are provided for in these By-laws. While maintaining all three is not required, each new SSI governing body is required to give serious thought to continuing the active existence of these committees. Additional committees may be established at any time, to fill a particular need. The three (3) standing committee (s) of the student body and their duties shall be as follows and assigned as necessary:

1. Christian Action Committee:

- a. To plan and coordinate any mission participation, both in the local community and beyond, coordinating efforts among all student organizations.
- b. To keep the student body aware of mission happenings of the Seminary Community and the denominational bodies within.
- c. This committee shall be headed by an SSI officer.

2. Forums of Inquiry Committee:

- a. To plan and coordinate opportunities for the seminary community to come together in discussion around an issue, to inquire into its theological challenges and meanings.
- b. This committee shall be headed by the Vice President of SSI.

3. Publication Committee

- a. To maintain communication through a designated periodical of SSI.
- b. To recruit assistance and to lead in publishing said publication.
- c. To be the liaison with the student governing body to ensure that the publication promotes and communicates the intent of the student body and SSI.

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- d. To provide (by offering) space for other official student body organizations, to encourage those organizations to broaden their activities in order to interface with the entire seminary community.
- e. To maintain and publish a seminary-wide calendar of events and other informal events.

Meetings:

1. The President shall have the authority to convene over all meetings of the student governing body and the student body for student government purposes.
2. No fewer than two SSI meetings per month shall be held.
3. Any representative of the student body may petition the President to call a special meeting of the student body at a reasonable time period. Said meeting shall take place at the earliest possible time following the request. However, this request does not have to be in writing.
4. Every member of the Executive Team may make a motion or have a request during said meetings at the appropriate time. It is the responsibility of each team member to voice their opinions, concerns and issues at all meetings. It is also the responsibility of said team to do due diligence on their respective subject matter to support their issues or concerns. However, once the motion is discussed and the decision is made by the majority, no member has the right to circumvent the process. The process for all SSI meetings and discussions are as follows: Motion or suggestion made to SSI President who presides over all meetings, the SSI Executive team decides and rules over matters. If said Team member still insists that his/her suggestion be revisited and the Team has closed that item, the said member shall inform the team formally at that meeting for the minutes that he/she plans to go outside of the Team to promote their suggestion.
5. An Executive Team member may leave the SSI Executive Board at anytime without just cause and state for personal reasons. The said member is only required to give a written notice.
6. The Executive Student Body (SSI) may choose to hold closed meetings to discuss private or weightier matters regarding SSI. Closed meetings are at the discretion of the President of SSI. Closed meetings are defined as meetings among the exclusive members of SSI team only. If minutes are taken, then they will be made available through standard procedures.

Finances:

At the end of each academic year, the new student governing body will meet to help the Treasurer prepare a budget for submission to SSI, all student organizations dependent upon SSI's budget, and seminary administration in the fall of the ensuring academic year.

Minutes and Records:

All minutes of SSI meetings are to be typed on standard size paper (8 1/2 x 11 inches), and to be stored in the Sage Gardner Library.

Correspondence:

Every letter sent by the student governing body must approved by a majority of the student governing body (2/3 of officers present at said meeting). The content will not need approval unless so stated in the motion to the letter.

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Amendments to the By-laws:

No part of these By-laws shall be appealed for amendment unless a proposal in writing is submitted to the student governing body. The student governing body may send it to a special committee for study and revision if necessary before presenting to the student body. Once presented to the student body for a vote, if it receives two-thirds (2/3) of the number of votes cast, in writing, by the responding members of the student body, it shall be adopted.

End of Document.

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APPENDIX I

CANDIDATE APPLICATION FORM (CAF)

1. Name: _____
2. Number of years in seminary: _____
3. Professional or Ministerial Organization & Other Information (Optional):

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Event Planning Schematic for Students

Answering the following questions may help to make your planning easier

- Who is the audience?
- What is the topic of the seminar?
 - Define the expectations of the speaker
- What is the seminar agenda?
- Where should it be located?
- Why will people attend?

I. Select Date, Time and Place

A. Date, calendar and times

- See Assistant to President of Seminary for available dates and establish a time
- Confirm date and time with SSI Team for attendance and support.

(To assure that AOBS & KOSAN are not hosting any events that day).

B. Select a Venue

- Make sure area has adequate space for projected attendance.
- Make sure if needed extra chairs, table etc., are accessible
- Check for handicap accessibility
- Do floor plan for layout of speaker area and refreshment areas as needed. (Include style of room set-up i.e., u-shape, round tables, long tables, rows of chairs, etc.)
- Make sure maintenance is advised of affair and will be available to handle all

necessary needs.

- A. A/V equipment (Screens, projector, laptop, speakers, Microphones (lapel, hand held, on stand, etc)
- B. Setting up of room
- C. Address all safety issues and possible concerns
- D. Have emergency plans & routes explained, posted & proposed execution directions.

- Make sure restrooms are adequate according to number of attendees.
- Create a contact list

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- A. Persons in charge of site
- B. Maintenance
- C. Caterer
- D. Emergency Personnel (Local: Fire, Police, Hospital)
- E. Speakers contact information and & adjunct
- F. Committee Personnel
- G. Dean of Students

II. Select a Speaker

A. Confirm date and eligibility of speaker

- Speak to the individual or their liaison (adjunct) and then follow-up written correspondence of confirmation
- Institute contract (if necessary)
 - should include cost of speaker, adjunct or assistants and how many (limit of 2) (to insure their meal is covered & provided).
- Make sure you define the objectives to be met and the expectations of the speaker and that they understand their audience and the logistics.

B. Establish needs of speaker, preacher, presenter, or facilitator

- Nutritional: Refreshment (their preference of water, tea, type of juice, etc.
- Any special dietary concerns or timeliness of eating, limitations, or allergies
- Preparation room or space

C. Event Materials

- A/V equipment needs (Screens, projector, laptop, speakers, and microphones (lapel, hand held, on stand, etc), CD/DVD players, TV, extension cords, etc.)
- Handouts, copier etc
- Display / Product tables

D. Designate a speaker liaison.

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- A student to be assigned to speaker once arrive @ event (will tend to all of the needs and take care of preparation room)

III. Communications Committee

- A. Responsible for all correspondences, notification, publicity information,

Fliers:

- which include the manufacturing of each. (This committee should include individual on the NBTS faculty & staff)
- connect with Director of Public Relations for publicity and media release
- Connect w/ (Computer Tech personnel) for mass student email distribution
- Connect with staff for distribution for students, faculty and staff mail boxes.
- make and copy programs after they have been finalized.

IV. Registration Committee

- A. Set up at least 2 tables & designate areas for on-site registration

- Create registration forms (both pre and on-site forms)
- Be prepared to register individuals on-site
- Pre-registration list prepared prior to event.

(Have a pre count to event coordinator –**not Vice Pres of SSI** - but of that particular event coordinator)

- Name tags prepared in advance for pre-registrants, and make on site as people register.

- B. Fees: **If monies are to be collected the SSI Treasurer is to be on this Committee for the purpose of collecting, funds on-site & they are automatically on the Finance/ Budget Committee**

- A log of monies collected is to be maintained
- A receipt book is needed and is to be used
- Treasurer or designee is to total all monies and turn over to proper authorities and retain a receipt of monies surrendered and documented.

- C. Kits (If applicable). Responsible for assembling them as well as Gathering items to put in kits, including folders.

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V. Refreshments Committee

- A. Establish a budget (**estimate about 30% of total budget**)
- B. Decide on Caterer, Menu and Drinks (**be mindful of possible food allergies and special diets, i.e. vegetarian & vegans. Make sure a vegetable is ordered besides the salad**)
- C. Establish servers – caterers or students
- D. Time table
 - Serving of food, style and order
 - Kitchen clean-up
 - Utensils, both serving and eating
 - Napkins & Condiments etc.

VI. Décor Committee

- A. Establish a budget
- B. Decide on décor scheme
 - Basics should include centerpieces (can be recycled)
 - Coordinate with refreshment committee on plates, flatware and napkins)
 - Responsible for decoration set-up and breakdown.
 - Room set-up (floor plan to include where head table, if any, will be food will be served, and drink and dessert areas.

VII. Hospitality Committee

- A. Staff
 - Consist of host/ hostesses, greeters, ushers and one personal armor bearer (liaison) for speaker
 - Hospitality people are to also be prepared to help serve if needed.
 - Security personnel.

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- Tolls

D. Décor expenses

- Centerpieces
- Floral (which include corsages and boutonnieres)
- Tent Costs (if applicable)

E. Entertainment & equipment fees

- A/V equipment (if rented)
- DJ cost
- Choir or soloist donation/ fee

F. Summarize Printing charges

- Fliers
- Invitations
- Name badges
- Programs / Booklets
- Banners
- Stationary & postage
- Hand outs

G. Gifts

- Honorariums
- Kits for conference attendees (if applicable)
- Gift bags for honored guest (if applicable)

H. Contingency fund – (20% of budget)

This will help to stay within the allotted budget without going over. This is for the overages that are unforeseen or unplanned. (Proactive approach to assure no overages).

I. Summary of projected Expenses:

- List each item category aforementioned (A-H) to see where your money is being used and how much in each. It will help to track expenses and identify possible cutbacks if necessary.

J. Summarize Actual Expenses

- List each item category (A-H) of what was actually spent

K. Itemized Actual Expense Report

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- A finalized detailed budget report of event to be submitted to in triplicate and given to the following
 1. SSI for permanent file
 2. Executive Event Coordinator (Marcia Grayson for year 2009 – 2010).
 3. Personal file, for own records.

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Publications

- Coordinate publicity on-campus and via email for SSI events
 - o Plan a worksheet for standardized SSI publicity
 - o Revamp SSI website
 - o Develop a Newsletter link on website
 - o Develop a Strategic Plan & Revised Bylaws Link
 - o Develop an Event of the Month link for flyers on website
 - o Regular and timely email updates to student body with meeting highlights
 - o More screen time on main NBTS webpage
 - o Coordinate with NBTS Communications Director to have information forward to local newspaper and community.
- Create monthly newsletter for distribution
- Create questionnaires for events & forums
- Create updated bulletin board
- Update chalk listings in classrooms

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Original Retyped: May 25, 2009 from faxed copy dated December 2, 2003.

ARTICLE I: NAME

The name of this organization shall be the Student Society of Inquiry, hereinafter, "SSI".

ARTICLE II: PURPOSE

The purpose of this organization shall be to:

- F. Act as the student organizational government, hereinafter, 'student governing body', of New Brunswick Theological Seminary; and
- G. Plan and initiate means of expressing the religious, cultural and educational life of the seminary student community, including forums of Inquiry; and
- H. Plan social activities of the seminary community; and
- I. Authorize the budget and program (s) of all recognized student organizations; and
- J. Be the corporate voice of students by encouraging active communication, both inside the student body and with other groups as the need may arise.

ARTICLE III: MEETINGS

The student governing body shall meet at least once per month during the academic year, and shall conduct meetings according to Robert's Rule of Order.

ARTICLE IV: MEMBERSHIP

Every student participating in any course at New Brunswick Theological Seminary is an ipso facto member of the student body and may participate in the student government through attendance at regular SSI meetings and/or as an elected officer of SSI.

ARTICLE V: OFFICERS

Section 1: Student Governing Body

- l. The student body shall elect a student governing body of at least eight Officers, also referred to herein as "SSI". SSI may elect an additional two "Delegates at Large" to ensure great participation and to ensue achieving quorum.
- m. Any member of the student body may be elected to SSI.
- n. Every organized student group within the seminary community shall be required to send a delegate to function as a member of SSI.
- o. The student governing body shall elect among themselves one person to each of the following offices: President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, Chaplain, and one member at large from the New York campus.
- p. Each delegate from an organized student group shall be designated a member at large of the student governing body.
- q. Any other persons elected to SSI by the student body shall be designated as members at large of the student governing body.
- r. One member of SSI shall attend the public portion of each Faculty meeting at the invitation of the Faculty.

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- s. One member of SSI shall attend the Community Life Committee meetings and shall act as liaison between the Community Life Committee and SSI.
- t. As least two members of 'SSI shall be middlers, i.e. shall have attended seminary for at least one year and will not b graduating at the end of the year in which they serve SSI. One of these officers shall hold the office of Treasurer. This will allow the following year's incoming SSI the opportunity to ask questions of the former officers for clarification purposes.
- u. A faculty/administrative advisor shall be appointed by the faculty/administration to attend all SSI meetings. This advisor shall receive copies of all documentation created by SSI.

Section 2: Duties of the Student Governing Body Officers

i. The duties of the President shall be:

1. To convene and to preside at all SSI meetings and set the agenda for said meeting
2. To serve ex-officio on all committees.

j. The duties of the Vice-President shall be:

1. To fulfill the duties of the President in the event of his/her absence or when called upon to do so.
2. To serve ex-officio on all committees.
3. To coordinate and make sue all committees function properly.
4. To coordinate all forums of Inquiry.

k. The duties of the Treasurer shall be:

1. To control and account for all funds received and disbursed.
 - i. Funds shall only be disbursed at the approval of SSI and shall be documented in standard business ledger.
 - ii. A check requisition form must be filled out and signed by the Treasurer or another officer designated for this responsibility, and shall be counter-signed by a second officer designated for this responsibility by majority vote of all SSI officers, in order for monies to be disbursed or received. If two members of SSI sign the check, requisition form shall be photocopied and said photocopy shall be given to the Treasurer for his/hers records.
 - iii. All money receipts and disbursements shall be documented in standard business ledger.
 - iv. A monthly Treasurer's Report shall be presented to the student governing body.
2. To officially request a projected, budget for the following year from each student organization, along with their projected calendar of events, no late than April 15 of the current year. The Treasurer shall make it clear that no budget shall be approved for the student organization without the accompanying calendar of events.
3. To submit to SSI, at the fist meeting of the academic year, a budget for that academic year. The Treasurer shall also represent at this same meeting a copy of the projected budget from each student organization.
4. To coordinate the approval of all budgets within the first four weeks of the new academic year.

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5. To provide, as requested, an updated budget report.
6. To maintain a faithful record of the budget for transmission to the succeeding student for transmission to the succeeding student governing body.

l. The duties of the Recording Secretary shall be:

1. To keep a roll of all SSI officers.
2. To record and report all minutes for SSI meetings and to make minutes available to all officers prior to the next meeting.
3. To maintain a faithful record of the minutes for transmission to the succeeding governing body.
4. To provide a copy of all minutes to the NBTS library.

m. The duties of the Corresponding Secretary shall be:

1. To fulfill the duties of the recording Secretary in his/her absence.
2. To carry on all correspondence on behalf of SSI.
3. To maintain the SSI bulletin board as interface with the seminary community.
4. To announce all SSI meetings to the entire student body and to encourage student attendance.

n. The duties of the Chaplain shall be:

1. To be a member of and act as liaison with the Worship Committee.
2. To keep spiritual concerns of the body before the student governing body.

o. The duties of the St. John's Member at Large shall be:

1. To be the active leader of St. John's campus.
2. To recruit any assistance as needed at St. John's.
3. To perform any other duties that may be assigned or assumed, according to need.

p. The duties of the Member at Large, for each student organization (e.g., AOB Member at Large, KOSAN AOB Member at Large, etc) shall be:

1. To function as liaison between the member's student organization and SSI, representing the interests of each to the other.
2. To perform any other duties that may be assigned or assumed, according to need.

q. The duties of the Member at Large shall be:

To perform any other duties that may be assigned or assumed, according to need.

ARTICLE VI: ELECTION OF OFFICERS

10. Election to the above-named student governing body for the following year shall be held two months prior to the end of the Spring term.
11. Any member of student body may nominate candidates to the student governing body. Once nominations have been gathered, ballots shall be submitted to the entire student body for election purposes.
12. The student body shall then elect no fewer than eight members to the student body, at least two of shall be Middles. The outgoing officers of SSI shall tally the votes and announce the newly elected student governing body to the student body within 48 hours of the close of elections.
13. The members of the student governing body shall elect offices among themselves.
14. Each person elected to his/her respective position shall serve for a period of one year. Any officer may be re-nominated and re-elected to serve again. No officer may serve more than three years, whether consecutively or not.

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15. A special election shall be held in the event a vacancy occurs, for the student body to elect a new SSI member. SSI may appoint the new member to the vacant office or make transfers among offices, in the best interest for the student body.
16. No member of SSI shall hold more than one office simultaneously.
17. Should any member be absent or inactive in duties, the President, in agreement with SSI, has the right to admonish them. If the problem continues, the member may be dismissed by a unanimous vote of SSI.
18. The members of SSI shall be responsible for recoding the election process (nominations to final results) in the minutes of the meeting in which it occurred.

ARTICLE VII: QUORUM

A quorum shall be a simple majority of the student governing body in order to conduct SSI business. If a quorum is not met, the meeting shall not be held.

ARTICLE VIII: AMENDMENTS TO THE CONSTITUTION

6. No part of this constitution shall be appealed or amended unless a proposition in writing is submitted to the student governing body.
7. The student governing body may appoint a special committee to further study and revised the proposed amendment as deemed appropriate before taking it to the student body as whole for a vote.
8. Copies of the review constitution must be distributed to all members of the student body for review and approval.
9. A two-thirds vote, in writing, by the responding members of the student body is necessary for the change (s) to be deemed approved and therefore adopted.
10. All votes received within the two-weeks following the publication of the proposed amendment shall be considered as a completes response and tallied at that time.

Standing Committees

Three standing committees are provided for in these By-laws. While maintaining all three is not required, each new SSI is required to give serious thought to continuing the active existence of these committees. Additional committees may be established at any time, to fill a particular need. The standing committees of the student body and their duties shall be as follows and assigned as necessary:

4. Christian Action Committee:

- a. To plan and coordinate any mission participation, both local community and beyond, coordinating efforts among all student organizations.
- b. To keep the student body aware of mission happenings of the Seminary Community and the denominational bodies within.
- c. This committee shall be headed by an SSI officer.

5. Forums of Inquiry Committee:

- a. To plan and coordinate opportunities for the seminary community to come together in discussion around an issue, to inquire into its theological challenges and meanings.
- b. This committee shall be headed by the Vice President of SSI.

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6. Publication Committee

- a. To maintain communication through a designated periodical of SSI.
- b. To recruit assistance and to lead in publishing said publication.
- c. To be the liaison with the student governing body to ensure that the publication promotes and communicates the intent of the student body and SSI.
- d. By offering to provide space for other official student body organizations, to encourage those organizations to broaden their activities in order to interface with the entire seminary community.
- e. To maintain and publish a seminary-wide calendar of events.

C. Meetings:

7. The President shall have the authority to convene all meetings of the student governing body and the student body for student government purposes.
8. No fewer than two SSI meetings per month shall be held
9. Any representative of the student body may petition the President to call a special meeting of the student body. Said meeting shall take place at the earliest possible time following the request.

D. Finances:

At the end of each academic year, the new student governing body will meet to help the Treasurer prepare a budget for submission to SSI, all student organizations dependent upon SSI's budget, and seminary administration in the fall of the ensuing academic year.

E. Minutes and Records:

All minutes of SSI meetings are to be typed on standard size paper (8 1/2 x 11 inches), and to be stored in the Gardner-Sage Library.

F. Amendments to the By-laws:

No part of these By-laws shall be appealed for amendment unless a proposal in writing is submitted to the student governing body. The student governing body may send it to a special committee for study and revision if necessary before presenting to the student body. Once presented to the student body for a vote, if it receives a two-thirds votes in writing by the responding members of the student body, it shall be adopted.

G. Correspondence:

Every letter sent by the student governing body must approved by a simple majority of the student governing body. The contents will not need approval unless so stated in the motion to the letter.

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