

WINTHROP COOPERATIVE CAMPUS MINISTRIES BYLAWS

Revised 9/18/19

ARTICLE I NAME

The name of this organization shall be Winthrop Cooperative Campus Ministries (WCCM).

ARTICLE II OBJECTIVE

The objective of this organization is to provide cooperative and supportive ministries among religious organizations for Winthrop University. This organization shall not be organized for the purpose of distributing gains, profits or dividends to the members thereof and no part of its net earnings, if any, shall inure to the benefit of any member or individual.

ARTICLE III MEMBERSHIP QUALIFICATIONS AND APPLICATION

Denominations or religious organizations seeking recognition by Winthrop University should apply for membership in WCCM according to the procedures described in the official document entitled "The Relationship of Winthrop University and Winthrop Cooperative Campus Ministries" (hereafter "The Winthrop Campus Ministry Agreement"), which is available from the university upon request. Membership in WCCM is conditional upon the following qualifications:

1. Official letter of endorsement by a denomination or religious agency of regional or national scope;
2. Appropriate training or ordination as required by the religious organization;
3. Evidence of willingness to work in cooperation with the University and to abide by the University policies;
4. Evidence of desire to work with respect for and in cooperation with other recognized religious workers;
5. Evidence of financial support by the appointing organization establishing that the chaplain or religious affiliate is not a volunteer.

ARTICLE IV MEMBERSHIP RESPONSIBILITIES

Members of WCCM will accept responsibility for ministry to the religious life of the University community and the growth and development of the individual student. This responsibility obligates members to:

1. Provide opportunities for religious instruction and worship in the tradition of the sponsoring body in a manner which contributes to the moral, spiritual, and general development of students;
2. Maintain respect for the diversity of religious commitments found in the campus community;
3. Demonstrate a willingness to work in cooperation with other religious denominations, organizations and differing faith traditions;
4. Be responsive for emergency situations regarding students and the Winthrop community;
5. Abide by all relevant University rules and regulations;
6. Represent high standards of personal, moral and ethical conduct on campus;
7. Complete a semi-annual report for Winthrop University by the requested due date.

ARTICLE V ELECTIVE OFFICERS AND APPOINTED CHAIRPERSONS

1. *Officers:* The officers of the organization shall be: President, Secretary, and Treasurer.
2. *Election:* These officers shall hold office for a one-year term, beginning at the start of the school year.
3. *Executive Committee:* The Executive Committee consists of the elected officers of WCCM.

4. *Appointed chairpersons*: Chairpersons for various duties shall be appointed by the President, subject to ratification by the members present and voting.

ARTICLE VI DUTIES OF OFFICERS

The WCCM Executive Committee is responsible to evaluate any formal requests for membership in WCCM according to the procedure set forth in the Winthrop Campus Ministry Agreement. The responsibilities for individual officers are:

1. *President*: It shall be the duty of the President to call and preside over all meetings of the general membership; to appoint standing and special committees; to exercise the usual functions of the office where the occasion arises.
2. *Secretary*: It shall be the duties of the secretary to attend and keep the minutes of the meetings to insure that all communications are properly received and sent out.
3. *Treasurer*: It shall be the duty of the treasurer to act as the custodian of all funds of the organization; to collect all fees and assessments; to supply any purchaser with sufficient funds for authorized expenditures; to sign checks; to maintain complete and accurate records of all financial transactions; to make regular financial reports; to oversee the raising of any extra monies and organize committees to set up an annual budget which will be approved by the general membership at a regular meeting.

ARTICLE VII MEETINGS

All meetings of the WCCM shall be held monthly during the Winthrop school year. Outside of the school year, meetings shall be called according to a vote of the membership. Meetings shall be called by the President or any two members. The president has the authority to grant an excused absence if given reasonable cause via email or writing by the affected member at least one day prior to the meeting in question. Excuses for exceptional circumstances will be granted at the discretion of the President, subject to review by the Executive Committee.

ARTICLE VIII FEES

Members of religious agencies shall be assessed dues of \$150 per semester. Members' fees are due at the beginning of each semester. Fees for new members are due within thirty days of acceptance.

ARTICLE IX SUSPENSION, REINSTATEMENT, DISMISSAL, WITHDRAWAL AND INACTIVE STATUS

WCCM membership may be suspended for a period of time by majority vote of the membership of WCCM in consultation with the Dean of Students or designee for a violation of the WCCM Bylaws. A suspended member no longer receives the recognition and privileges described in the Winthrop Campus Ministry Agreement. Suspension from WCCM shall be for a minimum of one semester and shall result for any of the following reasons:

1. If any representative misses two meetings in a school year without an excused absence.
2. If any representative is delinquent in the payment of dues.
3. If any representative fails to fulfill or maintain the qualifications and responsibilities for membership.

Reinstitution shall be considered during a regular meeting and is conditional upon a vote of the majority of the full current membership and the resolution of the original cause of suspension. The current members may vote to reinstate the suspended member under probationary conditions. This probationary period is not to exceed one year.

If the suspension period exceeds two years without reinstatement, the suspended member will be removed from membership in WCCM. Affected denominations or religious organizations wishing to restore recognition by Winthrop University must apply as a new member in WCCM according to the procedures described in The Winthrop Campus Ministry Agreement.

Members may request withdrawal from WCCM membership in writing for review by the Executive Committee and in consultation with Winthrop University. If the request for withdrawal is granted, all recognition and privileges of membership are revoked. Affected denominations or religious organizations wishing to restore recognition by Winthrop University may not apply for membership in WCCM for two years after withdrawing. After this two year period, the organization must apply as a new member in WCCM according to the procedures described in The Winthrop Campus Ministry Agreement.

In the event of the loss of a campus minister or another unforeseen difficulty, a member organization may apply for inactive membership status. This request must be presented in writing to the President and executive committee. Upon receiving the request, the body of WCCM will vote on moving a member organization to inactive membership status. This status should be for no more than the period of two years from the time of request. During the inactive status, the organization will be responsible for paying \$50 in dues each semester, but will not be responsible for sending a representative to monthly meetings or events. An update should be sent to the executive committee at the beginning of each semester on the status of membership. If the inactive member does not meet the membership requirements at the end of the two year inactive period, they will be removed from membership of WCCM. Affected denominations or religious organizations wishing to restore recognition by Winthrop University must apply as a new member in WCCM according to the procedures described in the Winthrop Campus Ministry Agreement.

In the case of the loss of a campus minister, a member organization may appoint a designated interim leader. This interim leader will not be expected to meet all of the qualifications of an official campus minister but is expected to attend monthly meetings and participate in WCCM events. Any group designating an interim leader will not be placed as an inactive member. This interim period should be for no more than the period of two years from the time of appointment. If the member group does not meet the membership requirements at the end of the two year period, they will be removed from membership of WCCM. Affected denominations or religious organizations wishing to restore recognition by Winthrop University must apply as a new member in WCCM according to the procedures described in the Winthrop Campus Ministry Agreement.

ARTICLE X DISPOSITION OF FUNDS

1. *Depositary:* Funds for the program shall be deposited in a commercial account at a local bank and drawn upon by the Treasurer to pay all authorized expenditures.
2. *Signatory:* The treasurer shall sign all checks.
3. *Change of Signatory:* The outgoing Treasurer shall have the signature on the bank account changed to the incoming officer before retiring from office.
4. *Emergency Signatory:* At least one member of the Executive Committee shall be added as a signatory so that the bank account may be accessed in case the Treasurer is incapacitated.

ARTICLE XI NOMINATIONS AND ELECTIONS

1. *Nominations:* Nominations shall be from the floor.
2. *Elections:* Voting shall be acclamation unless a secret ballot is requested by any member. Candidates receiving the majority vote of the membership present shall be deemed elected and shall take office following the election. In this vote and all others, there shall be one vote per organization or denomination.

ARTICLE XII DISSOLUTION

Dissolution of this organization and disposition of its equipment, properties and money, after payment of, or adequately providing for the debts and obligations of the organization may not be ordered by any officer

without the full majority vote of the entire membership. All assets shall be divided according to percentages based on the amount contributed in fees for that year.

ARTICLE XII AUTHORITY

The proceedings of this organization shall be conducted *with Robert's Rules of Order, Revised*, where they do not conflict with the bylaws.

ARTICLE XII AMENDMENTS

These bylaws may be amended by a majority vote of the membership.