

The Chronicles of Faith Society

Constitution & Bylaws

St. Thomas University College of Law

Article I – Name

The name of this organization shall be The Chronicles of Faith Society (“the Society”).

Article II – Purpose

The purposes of the Society are to:

- A. foster fellowship through Christian reading circles;
- B. encourage academic and spiritual growth;
- C. promote open discussion of faith-based literature; and
- D. build community among students and faculty.

Article III – Membership

- A. Membership is open to all St. Thomas University College of Law students, faculty, staff, and alumni regardless of denomination or faith background.
- B. No dues are required for membership, but such requirement may be imposed, and said amount shall be set, upon a two-thirds vote of the executive board.
- C. Members are encouraged to participate actively in reading, discussions, and fellowship activities.

Article IV – Executive Board

Section 1 – Composition

The executive board shall consist of:

- A. the student officers of the Society, as defined in Article V;
- B. the faculty advisory board, as defined in Article VI; and
- C. alumni advisors, as defined in Article XV.

Section 2 – Selection & Terms

- A. The inaugural executive board shall be appointed by the founding members.

- B. Thereafter, vacancies on the executive board shall be filled by appointment pursuant to Articles V and VI, as applicable.
- C. Each executive board member shall serve for one academic year; however, executive board members shall retain their positions in subsequent years provided that they remain eligible, as follows:
 - (1) student officers must remain enrolled at St. Thomas University College of Law, remain in good academic standing, and remain active in the performance of their duties;
 - (2) faculty advisors must remain members of the faculty of St. Thomas University College of Law and remain active in the performance of their duties; and
 - (3) alumni advisors must be graduates in good standing and remain active in the performance of their advisory duties.
- D. Continuation in office under this Section is subject to removal pursuant to Article XI.

Section 3 – Role

The executive board shall be the governing body of the Society, responsible for planning meetings, approving events, and ensuring the mission of the Society is upheld.

Section 4 – Responsibilities

The executive board shall:

- A. guide the spiritual and organizational direction of the Society;
- B. select reading materials and schedule discussion sessions;
- C. coordinate with the Student Bar Association and the law school administration; and
- D. create committees or appoint project leaders as necessary.

Article V – Officers

Section 1 – Positions

Within the executive board, the following officer positions shall be designated among the student members:

- A. President – Presides over meetings, serves as primary liaison with the Student Bar Association and faculty, and ensures the mission is upheld;
- B. Vice President – Assists the President in all matters, including leading discussions, helps coordinate reading schedules and events, and presides over meetings in the President's absence;

- C. Secretary/Communications Chair – Maintains records of meetings, prepares communications to the membership, and assists with publicity, flyers, and scheduling;
- D. Treasurer (if necessary) – May be appointed at the discretion of the executive board to assist in the collection and depositing of all dues, donations, or proceeds from fundraising activities or dues collected, prepares and presents semesterly financial reports to the executive board, coordinates with the President and faculty advisor of record regarding the semester budget, and serves as the primary officer responsible for developing and implementing fundraising initiatives to support the Society's mission and activities.

Faculty members may serve as advisors and co-facilitators but are not required to hold officer titles.

Section 2 – Eligibility

Students must be members of the Society, attend a majority of meetings, and be in good academic standing to be eligible for appointment as an officer.

Section 3 – Selection and Term of Officers

- A. The inaugural officers shall be appointed by the founding members.
- B. Thereafter, officers shall be appointed by majority vote of the executive board.
- C. Each officer shall serve for one academic year; however, an officer shall retain the same position in subsequent years provided that the officer:
 - (1) remains enrolled at St. Thomas University College of Law;
 - (2) remains in good academic standing; and
 - (3) remains active in the performance of their duties of office.
- D. Vacancies shall be filled by majority vote of the executive board within thirty (30) days, unless extended for good cause. An interim officer may be appointed by plurality vote of the executive board until the vacancy is permanently filled.
- E. Continuation in office under this Section is subject to removal pursuant to Article XI.

Section 4 – Responsibilities of Officers

- A. Officers shall work collaboratively to ensure smooth operation of the Society.
- B. Each officer may delegate responsibilities to members or committees as necessary.
- C. Officers shall share responsibility for publicizing events, reserving rooms, promoting the Society, and coordinating reading schedules.

Section 5 – Leadership of Discussions

- A. Leadership of weekly or periodic book discussions shall rotate among members who feel comfortable facilitating.
- B. No officer shall be solely responsible for leading all discussions.
- C. The executive board may establish a schedule or process for determining facilitators, but participation as a discussion leader shall remain voluntary.

Article VI – Faculty Advisory Board

Section 1 – Composition

The faculty advisory board shall consist of up to three faculty members committed to the mission of the Society.

Section 2 – Faculty Advisor of Record

One member of the faculty advisory board shall serve as the official faculty advisor of record with the Student Bar Association.

Section 3 – Role

The faculty advisory board shall:

- A. provide mentorship, guidance, and oversight of the Society's activities;
- B. collaborate with the executive board in the selection of reading materials, scheduling meetings, reserving rooms, and organizing events;
- C. participate actively in meetings and discussions as co-leaders alongside student officers; and
- D. serve as spiritual and academic resources for the Society.

Article VII – Judicial Faculty Sponsors

Section 1 – Composition

The Society may have up to two Judicial Faculty Sponsors, who shall be members of the United States judiciary and faculty of St. Thomas University College of Law.

Section 2 – Selection

Judicial Faculty Sponsors shall be appointed by the President in coordination with the members of the Executive Board.

Section 3 – Role

Judicial Faculty Sponsors shall:

- A. provide mentorship and guidance to the Society consistent with its mission;
- B. promote professionalism, integrity, and alignment with the traditions of the legal profession; and
- C. provide spiritual and professional support and guidance to the Society's members.

Section 4 – Term

Judicial Faculty Sponsors shall serve renewable one-year terms, contingent upon continued service as members of the faculty of St. Thomas University College of Law.

Article VIII – Meetings and Discussions

Section 1 – Reading Discussions

- A. The Society shall hold regular reading discussions open to all members.
- B. The schedule of readings and discussions shall be determined by the executive board.

Section 2 – Executive Board Meetings

- A. The executive board shall meet as necessary to plan activities, coordinate readings, and address organizational matters.
- B. Special meetings may be called by the President, Vice President, or at least two executive board members.
- C. Notice of executive board meetings shall be given to executive board members at least one week in advance whenever possible.

Article IX – Voting & Quorum

Section 1 – Executive Board Voting

- A. Actions of the executive board require a majority vote of those present at a duly convened meeting, provided a quorum is met.
- B. In the event of a tie among executive board members, the President shall cast a tie-breaking vote.
- C. If the President is absent, the Vice President shall cast the tie-breaking vote.

Section 2 – Executive Board Quorum

Quorum for the executive board shall consist of at least four members, including a minimum of two student officers and two faculty advisors.

Section 3 – General Membership Votes

- A. When a general membership vote is required by this Constitution, the action shall be decided by a simple majority of voting members present at a duly noticed general meeting.
- B. For purposes of this Section, “voting members” means all members present at the duly noticed meeting.

Article X – Committees

The executive board may create committees or appoint project leaders to carry out the Society’s activities. Committee chairs and project leaders serve at the pleasure of the executive board and report their progress to it.

Article XI – Vacancies & Removal

Section 1 – Vacancies

Vacancies shall be filled pursuant to Articles V and VI, as applicable.

Section 2 – Removal of Officers

A student officer may be removed for failure to fulfill duties or conduct inconsistent with the mission of the Society after:

- A. written notice of the specific grounds;
- B. a reasonable opportunity to respond; and
- C. a two-thirds vote of the executive board.

Section 3 – Removal of Faculty Advisors

A faculty advisor may be removed for good cause, including failure to remain active in the duties of faculty advisor or circumstances preventing the advisor from fulfilling the role, after:

- A. written notice of the specific grounds;
- B. a reasonable opportunity to respond; and
- C. a two-thirds vote of the executive board.

Section 4 – Removal of Alumni Advisors

An Alumni Advisor may be removed for good cause, including failure to remain active in the duties of Alumni Advisor or circumstances preventing the advisor from fulfilling the role, after:

- A. written notice of the specific grounds;
- B. a reasonable opportunity to respond; and
- C. a two-thirds vote of the executive board.

Article XII – Amendments

This Constitution and Bylaws may be amended by a two-thirds vote of the executive board, with notice given to the general membership at least one week prior to adoption.

Article XIII – General Proposal/Statement of Representation

The Chronicles of Faith Society represents a faith-based reading and fellowship organization dedicated to spiritual growth through literature. By providing a welcoming environment where students and faculty can gather to read and reflect on Christian novels, the Society enriches the law school community spiritually, intellectually, and relationally. The group will host regular book discussions, fellowship gatherings, and occasional events to foster Christ-following community at St. Thomas University College of Law.

Article XIV – Finances

Section 1 – Purpose

The funds of The Chronicles of Faith Society shall be maintained and expended solely to further the mission, objectives, and activities of the Society, in accordance with this Article.

Section 2 – Fiscal Authority

- A. The Treasurer shall serve as the chief financial officer of the Society, responsible for the collection, custody, and disbursement of all funds, subject to oversight by the President and the official faculty advisor of record.
- B. In the absence of a Treasurer, the President may, with the concurrence of the executive board, temporarily assume or delegate fiscal duties to another officer until a Treasurer is appointed.

- C. All financial transactions shall require the authorization of both the Treasurer (or acting fiscal officer) and the President.

Section 3 – Bank Accounts and Custody of Funds

- A. All Society funds shall be deposited and maintained in an account approved by the Student Bar Association and University. If good reason exists for the funds to be held elsewhere, such funds must be placed in the designated account as soon as possible, not to exceed a reasonable time.
- B. The Treasurer shall maintain accurate records of all deposits, withdrawals, and expenditures, to be reviewed at least once per semester by the executive board.

Section 4 – Budget and Expenditures

- A. The Treasurer shall prepare a semesterly budget for the Society, as reasonably necessary, subject to the approval of the executive board by majority vote.
- B. All expenditures exceeding \$50 must be approved in advance by the President, and expenditures exceeding \$100 must be approved in advance by the President and the faculty advisor of record.
- C. Routine expenses necessary for meetings, events, and communications may be paid directly from approved budget categories.
- D. The Treasurer shall present a financial report at the final executive board meeting of each semester.

Section 5 – Use of Funds

Society funds shall be used exclusively for purposes consistent with the Society's mission and shall not be for the sole benefit of any individual member. Examples of authorized uses include, but are not limited to:

- A. educational or spiritual programming and discussion materials;
- B. promotional and outreach activities;
- C. condiments, refreshments, and tableware for Society meetings and events;
- D. charitable contributions approved by the executive board; and
- E. supplies necessary for the administrative operation of the Society.

The President shall be notified prior to withdrawal or use of funds from the Society's bank account, regardless of the amount or purpose.

Section 6 – Fiscal Period and Reporting

- A. The Society's fiscal period shall operate on a semester basis, corresponding to the Fall, Spring, and Summer academic terms of St. Thomas University College of Law. At the conclusion of each semester, the Treasurer shall prepare a brief financial summary detailing all funds received and expended during that term, including donations, dues, and proceeds from fundraising activities. This report shall be reviewed by the executive board and appended to the Society's records to ensure transparency and continuity between semesters.

Section 7 – Oversight and Audit

- A. The President and the faculty advisor of record may inspect financial records at any time upon reasonable notice.
- B. In the event of officer transition, the outgoing Treasurer shall conduct a financial reconciliation and transfer all records, receipts, and account access to the incoming Treasurer and President within ten (10) business days.
- C. Gross mismanagement or misuse of funds shall constitute grounds for removal from office and may be referred to Student Affairs for disciplinary review.

Section 8 – Dissolution of Funds

In the event that the Society becomes inactive or dissolved, any remaining funds shall be donated to a charitable institution decided upon by a majority vote of the executive board, provided that such charitable institution's use of the funds would be consistent with the Society's stated mission, or alternatively, as otherwise directed by University policy.

Section 9 – Reimbursement Policy

- A. Members or officers who personally incur expenses on behalf of the Society may be reimbursed from available funds, provided the expenditure was:
 - (1) pre-approved by the President and Treasurer, or, if either is unavailable, by the faculty advisor of record; and
 - (2) supported by a receipt or written proof of payment.
- B. If the President seeks reimbursement, approval must be granted by the Treasurer, with prior notice to the faculty advisor of record. If the Treasurer seeks reimbursement, approval must be granted by the President, with prior notice to the faculty advisor of record. All other reimbursements to executive board members shall be approved by the President and Treasurer jointly.

- C. The Society shall not be responsible for reimbursing any expense that was not pre-approved or that exceeds available funds.
- D. In-kind contributions, such as refreshments or supplies purchased and donated voluntarily, may be acknowledged in the financial records but shall not constitute reimbursable expenses unless prior approval was obtained.

Section 10 – Fundraising Responsibilities

The Treasurer, in coordination with the President and faculty advisor of record, shall be primarily responsible for organizing and overseeing fundraising activities, ensuring that all proceeds are properly recorded and used for purposes consistent with the Society's mission.

Article XV – Alumni Advisors

Section 1 – Purpose

The Alumni Advisor position is established to preserve continuity, institutional memory, and mentorship within the Society following the graduation of student officers.

Section 2 – Eligibility & Transition

- A. Student officers of the inaugural executive board shall automatically transition to Alumni Advisor status upon graduation, provided the officer was not removed or otherwise disqualified, unless they decline such appointment. An officer may decline such transition by submitting written notice to the President and faculty advisor of record. In such case, the officer's service shall conclude with the expiration of their student term.
- B. Graduating officers in subsequent years may be appointed to Alumni Advisor status upon joint recommendation of the President and faculty advisor of record, and subject to approval by a majority vote of the executive board, based on their demonstrated service, character, and commitment to the mission of the Society.

Section 3 – Status

- A. Alumni Advisors shall no longer be considered student officers but shall retain membership on the executive board, pursuant to Article IV, serving as mentors and advisors to the current student leadership.
- B. Each Alumni Advisor shall serve a renewable one-year term, subject to the same expectations of professionalism and participation as other members of the executive board.

Section 4 – Voting & Participation Rights

- A. Alumni Advisors shall retain full participation rights in all executive board meetings, discussions, and votes, conditioned upon active

participation in the Society's activities and fulfillment of the duties described herein.

- B. An Alumni Advisor who ceases to participate actively in executive board business, absent good cause, shall forfeit voting privileges until reinstated by a majority vote of the executive board.
- C. Notwithstanding the foregoing, all voting rights of Alumni Advisors remain subject to University and SBA policy regarding student-organization governance. If such policies restrict or prohibit alumni voting, the Alumni Advisor shall serve in an ex-officio, non-voting advisory capacity while retaining all other participatory privileges.

Section 5 – Duties

Alumni Advisors shall:

- A. provide mentorship and continuity to the executive board and membership;
- B. support the planning and execution of Society events and faith-based discussions;
- C. assist in recruitment, fundraising, and community outreach as requested by the President or executive board; and
- D. promote the mission and values of the Society through continued engagement with the University community.