

The Wesley Foundation at the College of William and Mary
Leadership Team
By-Laws

ARTICLE I – Name

This organization will be known as the Wesley Foundation Leadership Team.

ARTICLE II – Purpose

The Leadership Team oversees the majority of the undergraduate ministries. This includes upholding the mission and vision statements and organizing undergraduate activities of the Wesley Foundation. Above all the Leadership Team will seek to serve God and neighbor in all that we do.

ARTICLE III – Membership

The Leadership Team will be composed of elected officers drawn from the student population of the Wesley Foundation.

ARTICLE IV – Officers

A. President – He or she is responsible for keeping the vision and mission of the ministry before the Leadership Team, setting the Leadership Team agenda, organizing the Planning Team Retreats in conjunction with the Campus Minister, meeting as needed with the Campus Minister, giving Leadership Team reports at the Wesley Board of Directors meetings, handling announcements at Sunday Night Programs, and acting as contact person for the Wesley Foundation for other campus organizations.

B. Discipleship Chair – He or she is primarily responsible for overseeing service activities and mission trips. Service activities ideally consist of one larger regional service project and several smaller local projects throughout the semester. Mission trips have alternated between spring and summer trips in the past, but will now be in January before the start of the spring semester. He or she is also responsible for meeting with the Campus Minister and the Board's Missions Committee Chair as necessary to discuss Discipleship business.

C. Fellowship Chairs (2) – They are responsible for ensuring that a spirit of hospitality permeates all that Wesley does. They also are responsible for greeting new attendees at each Sunday Night Program, as well as overseeing social and outreach activities targeting both students within Wesley and students in the wider campus community. They are responsible for keeping track of the Sunday Night Program dinner cooks, planning and coordinating fellowship events, and meeting with the Campus Minister as necessary.

D. Communications Chair – He or she is responsible for overseeing publicity efforts both on campus, within Wesley, and in the community. He or she is also primarily responsible for updates to the Wesley Facebook page, website, Twitter feed, the Wesley Foundation listserv, and The Wesley Wire. She also ensures the Google Doc reflects the discussion and actions taken during the Leadership Team meetings and planning retreats, and meets with the Campus Minister as necessary.

E. Devotions Chair - He or she is responsible for coordinating small group activities such as Bible studies, Doubters Club, and book studies. He or she is also responsible for writing thank-

you notes to all non-student volunteers who assist in Wesley events, including meal cooks and guest speakers, and meeting with the Campus Minister as necessary.

F. Student Representatives to the Board of Directors – These six (up to seven) individuals will be comprised of the Leadership Team members and/or a student chosen at large and serve a one year term on the Wesley Board of Directors. The President and the Campus Minister will work together with the chair of the Board of Directors to appoint these students to different committees on the Board. Student Representatives will be responsible for attending all Board meetings and committee meetings, and providing student input in regards to Board business.

G. All Leadership Team office descriptions will be updated annually.

ARTICLE V – Elections

A. Nominations

1. Nomination forms will be available three weeks prior to the date of elections.
2. Nominations can also be made from the floor one week prior to the date of elections.
3. Only undergraduate students may be nominated.
4. Eligible individuals can nominate themselves or others.
5. Nominees must not be nominated for more than two offices. If an individual is nominated for more than two positions, he or she must decide which two to run for, and withdraw from any others.
6. The President will contact all nominees and inform them of their nominations.
7. The Leadership Team will meet one week prior to the date of elections, after the Sunday Night Program. The main function of this meeting will be to ensure that each office has at least one candidate running. The Leadership Team must contact the person they wish to nominate for a specific unfulfilled office.
8. Nominees, including those selected by the Leadership Team, will submit their written nomination forms for each office for which they wish to run. Revision of the nomination form design will be at the discretion of the Leadership Team.
9. Nomination forms will be accepted up until, and on, the date of elections.
10. Failure to submit a nomination form will constitute withdrawal from the nomination.
11. Any withdrawals from the nomination process less than one week from the elections that leave an office with no possible candidates will result in an additional meeting of the Leadership Team to address the situation.

B. Special Circumstances

1. All offices may only be held by individuals.
2. Candidates studying abroad during the nomination process may still be nominated and elected to an office. This is contingent upon the student's acceptance of the nomination and his or her completion of the nomination form. The student must be at The College during the time of their service. The President will be responsible for communication with any candidates who may be nominated while abroad.
3. Students who will be studying abroad during at any time during their term of service are not eligible to run for office.

C. Election Procedures

1. All students present on the day of election are eligible to vote.

2. No absentee ballots will be allowed, due to the nature of the election process.
3. Votes will be taken in the following order: President, then all other offices.
4. There will be a brief description of each office to be voted on.
5. Nomination forms for each candidate will be read at least once for each candidate.
6. Nominees will leave the voting area for the vote on the office they are running for, even when there is only one candidate nominated for the position.
7. All offices will be elected by a simple majority of those voting.
8. The current President and the Campus Minister will act as the vote counters. In the case of a tie, the President will vote to break the tie. If the current President is running for an office, the oldest senior Leadership Team officer who is present will act as the vote counter in the President's stead, and will vote to break a tie if any occurs.
9. In votes with more than two nominees, where no one nominee receives a majority of the votes, a run-off will be held between the two candidates receiving the most votes. In this case, the winner will be the candidate receiving the majority vote from the established number of voters (i.e. not counting those who abstain from voting).
10. Winners for each office will be announced after each office is filled.
11. Run-offs will be held immediately in order to fill that office before any other elections are held.

D. Term Limits

1. Holding any given office for more than two consecutive years will be highly discouraged.

E. Post-Election Officer Protocol

1. If an office is vacated midterm (which includes the summer) then it will be opened up to other interested candidates. If none come forward within one week of the office being vacated then the Leadership Team will meet to slate a replacement officer. Any replacement candidate must fill out a nomination form and be voted on according to procedure, and if more than one person expresses interest an election will be held, and the candidate receiving the simple majority of the vote will fill the office until the end of the term. The Leadership Team will select an individual to serve in the summer interim if it is necessary. Any replacement candidate who comes forward during the summer will be voted on during the first Sunday Night Program of the semester.
2. Any officer who consistently performs his or her duties at a sub-par level will be held accountable. It is the responsibility of the Leadership Team to oversee the performances of the officers and address any shortcomings. The President will address the officer if his or her performance continues unimproved. The Campus Minister will then address the officer if his or her performance continues unimproved. At this juncture, if no discernible effort is made by the officer in question to improve, he or she will be asked to resign the office in order that a replacement more suited to the duties of the office may take over. The Leadership Team will vote on the removal of an officer who refuses to resign.
3. If the members of the Leadership Team feel that the President is struggling with his or her responsibilities, and that the work of the Leadership Team is being compromised as a result, they may address the President with their concerns. If the President's performance continues unimproved, the Campus Minister will then address him or her. At this juncture, if no discernible effort is made by the President to improve, he or she will be asked by to resign the office, with the Board of Directors' approval. If the President refuses to resign, the Leadership Team will

vote on the removal of the President. The Leadership Team will jointly perform the president's duties until the end of the term.

F. Transition of Officers

1. It will be the responsibility of the outgoing officer to initiate a meeting with his or her successor. All pertinent materials and resources pertaining to the office will be transferred at this meeting. Outgoing officers will be responsible for imparting all specific details of the office that will benefit their successors.
2. The meeting between the outgoing and the incoming officers will occur within two weeks of Election Day. After this two-week period, responsibilities will officially shift to the new officers.

ARTICLE VI – Meetings

A. Participation

1. All officers are expected to attend all Leadership Team meetings. Everyone is expected to notify the President in a timely fashion if they will be absent for any given meeting.
2. The responsibility of keeping track of what takes place at Leadership Team meetings that are missed lies with the absent person. He or she will read closely the minutes of the missed meeting, and check in with the campus minister or president if they have any questions.
3. All students involved in the Wesley Foundation are welcome to attend the regular Leadership Team meetings, although they will not be allowed to vote. In the weeks leading up to the day of elections, particular emphasis will be placed on this fact, in order to familiarize new candidates with the way the Leadership Team functions.

B. Meeting Procedures

1. Leadership Team meetings will be held weekly.
2. It will be the responsibility of the President, in consultation with the campus minister and the other members of the Leadership Team, to determine the regular meeting time.
3. If the academic calendar or another scheduled Wesley activity should interfere with the Leadership Team's regular meeting time, it will be the responsibility of the President to set an alternative meeting time.
4. All members of the Leadership Team will exhibit professionalism in order to ensure the meetings are conducted effectively. This will include: punctuality, focus, and respect for all other members of the team.
5. The Campus Minister is an active member of the Leadership Team.
6. Issues and events on the forefront of the calendar will be given preference in discussion and planning.

C. Retreats

1. Two mandatory planning retreats will be held each year, one in the Fall and one in the Winter.
2. The President and Campus Minister, in conjunction with the rest of the Leadership Team, will be responsible for planning these retreats.
3. The entire Leadership Team is expected to fully attend both retreats, and any anticipated absences will be discussed with the President.
4. Any officer who must miss any part of either retreat will be responsible for discussing the retreat's contents with the President or the Campus Minister, as well as reading through the Google Doc agenda and minutes.

ARTICLE VII – Addressing Grievances

Any student involved in the Wesley Foundation who has a grievance he or she wants addressed will be encouraged to speak to the appropriate party. If his or her concerns lie with a specific event or activity, the Leadership Team Member(s) who are responsible for the event address it first. If his or her concerns lie with the conduct of a specific officer, the President and the campus minister will meet with the person. Also, the President and Campus Minister will always be open to hear any grievances from any concerned students, and work with them to resolve the situation.

ARTICLE VII – Adoption and Amendment Procedures

- A. A two thirds majority of those in attendance at a Leadership Team meeting is necessary in order for the Leadership Team by-laws to be adopted.
- B. Any student involved in the Wesley Foundation may propose an amendment to the by-laws of the Leadership Team.
- C. Students who wish to propose an amendment to the by-laws that are not officers in the must attend a Leadership Team meeting in order to present their proposed amendment.
 - 1. Proposed amendments must be submitted in writing, with a detailed description of the change to the by-laws, and the reason for the change.
 - 2. Students who intend to submit an amendment must notify a member of the Leadership Team of their intentions at least one week prior to the Leadership Team meeting they plan to attend.
- D. A quorum will consist of two thirds of the Leadership Team attending the meeting where an amendment is being voted on, in accordance with United Methodist polity.
- E. For an amendment to pass, it must receive a two thirds majority of the entire Leadership Team at the time the amendment is voted on.
- F. The President will act as vote counter for amendment votes, but will retain voting privileges.
- G. An up-to-date version of the by-laws will be available to all students involved in the Wesley Foundation. An online version will be accessible through the Wesley Foundation website, and a hard copy will be available at the Wesley House.