

**The Constitution and By Laws of the Baptist Collegiate Ministries  
The College of William and Mary in Virginia  
Revised March 9, 2014**

**Constitution**

**Article I - Purpose**

The purpose of this organization is to provide a Christian community where we can begin to understand each other's struggles and joys so that together we can discover what it means to become God's people. We do not require a group that thinks alike, but one that will accept individuals with respect, love, and support as each person works out his/her own salvation (Philippians 2:12). It is also our purpose to involve students both on campus and in the surrounding area through Christian ministry and fellowship.

**Article II - Name**

The name of this organization shall be the Baptist Collegiate Ministries at the College of William and Mary in Virginia, henceforth cited as the BCM. It shall be known that this organization is under the auspices of the Virginia Baptist Missions Board, Incorporated.

**Article III - Membership**

Any person who participates regularly in one or more of the scheduled activities of this organization shall be considered a member.

**Article IV - Leadership**

**Section 1. Structure**

The activities of the BCM shall be determined by a Coordination Team based upon the Team's assessments of the needs of the whole BCM, the community of William and Mary, and the world. However, it is to be understood that all members of the BCM, in responding to God's call, are participating in the activities of the BCM.

**Section 2. Coordination Team**

The BCM Coordination Team shall be composed of eight members. Six of these will be upperclassmen. One of the team members will be selected by the team as its Moderator. Another of these members will be selected by the team as the New Student Outreach Coordinator. The seventh member will be elected in the Fall semester and shall be a social freshmen. The eighth member may be elected in the Spring or Fall semester and shall be a graduate student.

### **Section 3. Meetings**

The Coordination Team shall meet at least once a month at a regular time set by the Team. These meetings shall be announced to the BCM at large and shall be open to the BCM at large. One member of the Team shall record the official minutes of all Coordination Team meetings.

### **Section 4. Responsibilities**

The responsibilities of the Coordination Team shall be to set specific goals at the start of each month for the BCM at large based upon the needs of the group, the College, and the world. The team shall also be responsible for encouraging members to listen for and respond to God's call. The team shall be responsible for coordinating activities of the BCM with respect to time, resources and the priorities of the BCM.

## **Article V - Meetings**

### **Section 1. Regular Meetings**

The BCM shall hold regular meetings on Sunday evenings.

### **Section 2. Business Meetings**

The BCM shall hold business meetings as needed for the purpose of electing Coordination Team Members, amending the Constitution, and considering other issues brought before it. Business meetings shall be announced two weeks in advance and may be conducted within regular meetings.

## **Article VI - Budget**

### **Section 1. Funds**

The necessary funds to under gird the work of the BCM may be allocated by the Virginia Baptist Missions Board, Incorporated, the Peninsula Baptist Association, local Baptist churches, or by contributions from individuals or other groups. No dues are required for membership.

### **Section 2. Administration**

The budget shall be administered by the Campus Minister or member(s) appointed at his/her discretion and reviewed with each Coordination Team Member.

### **Section 3. Fundraising**

The BCM is limited in its fundraising efforts to raise money for the Virginia BCM Summer Missions Program and for Hunger Relief.

## **By-Laws**

### **I. Job Description Review**

During the Spring semester, the standing Coordination Team shall review the job descriptions they utilized during their leadership to evaluate strengths and weaknesses of the roles each member fulfilled. This review will be used to make recommendations to the Coordination Team for the following year.

### **II. Nominating Committee**

#### **Section 1. Composition**

The Nominating Committee, which exists to facilitate the election of a Coordination Team for the succeeding school year, shall be composed of two persons from each *undergraduate* class, *up to two graduate students*, and the Coordination Team Moderator and Campus Minister, the last two of which shall be *ex officio*. In the event that the Moderator of the Coordination Team intends to apply for the Coordination Team the following year, then the Coordination Team will be responsible for appointing a moderator for the Nominating Committee.

The Moderator shall announce the nominating process and ask for volunteers from the BCM-at-large by the second week of the Spring semester. Those wishing to serve shall sign up on a list posted on the bulletin board by 5:00 PM the following Friday.

#### **Section 2. Selection**

If there are more than two persons wishing to serve on the Nominating Committee from a single class, an election shall be held the following Sunday. Each member of that class, as determined by social standing, shall vote for two persons by written ballot. The two persons receiving the most votes shall represent that class on the Nominating Committee. If there are not two persons volunteering from a class, the Moderator shall request members of that class to serve.

#### **Section 3. Meetings**

The Nominating Committee shall meet prior to their deliberations to review their responsibilities and to sign a covenant indicating their willingness to abide by the election process.

### **III. The Election Process**

#### **Section 1. The Slate**

After the Nominating Committee has been selected, applications to join Coordination Team will be distributed to the BCM at large. Anyone who wishes to join Coordination Team may submit an application, regardless of prior experience. The Nominating Committee shall meet to discuss all of the applications and agree upon a slate of six undergraduate members and up to one graduate member to present to the BCM-at-large. The Nominating Committee shall determine a

contingency plan to address vacancies in the event that nominees decline their appointment. If six undergraduate applications were not received, the Nominating Committee may ask members of the BCM to submit applications in an effort to retain the appropriate CT membership.

Once a slate has been agreed upon, the Nominating Committee shall notify each nominee of his/her selection. The slate will be announced to the BCM membership by e-mail. This announcement shall take place no later than one month before the Spring exam period begins.

## **Section 2. Nominations**

After the Nominating Committee announces its nominations, the BCM members will have the opportunity to make at large nominations. At large nominations shall be submitted in writing, signed by the person making the nomination. The nomination shall be given to the Moderator or Campus Minister before 5:00 p.m. on Friday prior to voting on Sunday.

## **Section 3. Voting**

Voting shall take place on the Sunday following the presentation of the slate. If the slate has not been announced by Tuesday morning, voting will be delayed one week to give members the opportunity to prayerfully consider the nominations. If there are nominations at large, each nominee shall be given not more than three minutes to give his/her reasons to be elected. Elections shall be by secret ballot. If there are no nominations-at-large, voting may take place by acclamation.

Each member present at the election is allotted six votes for undergraduate nominees and one vote for a graduate nominee. The six undergraduate nominees and the one graduate nominee that receive the most votes win, provided each nominee receives a simple majority of votes from members present, and shall be installed as the Coordination Team Members for the following year.

## **Section 4. Freshman Representation**

In the Fall semester, the Coordination Team will act as a nominating committee to nominate a social freshman for a position on the Coordination Team. The nominating process and election will function as above to elect the Freshmen Coordination Team Member.

## **Section 5. Graduate Student Representation**

Provided there was not a graduate student representative elected in the prior Spring, during the Fall semester, the Coordination Team will act as a nominating committee to nominate a graduate student for a position on the Coordination Team. The nominating process and election will function as above to elect the Graduate Student Coordination Team Member.

## **IV. Installation**

Coordination Team Members shall be installed by the end of the Spring semester.

The Freshman Coordination Team Member shall be installed by the end of the Fall semester. The Graduate Student Coordination Team Members shall be installed by the end of the Fall semester, unless installed in the prior Spring semester.

## **V. Vacancies**

### **Section 1. Filling Vacancies**

When a vacancy occurs on the BCM Coordination Team, then the Coordination Team shall assume the role of Nominating Committee. The vacancy must be filled.

### **Section 2. Removal**

In the event that a member of Coordination Team is not fulfilling his/her responsibilities, he/she may be asked to step down by a two-thirds vote of the remaining members.

## **VI. Amendments**

### **Section 1. Authority**

The BCM membership has the authority to amend the Constitution and By-Laws at any meetings.

### **Section 2. Proposed Amendments**

The BCM Coordination Team or any member of the BCM may propose amendments. All proposed amendments must be voted upon.

### **Section 3. Posting**

The amendment must be given to the Coordination Team Moderator in writing prior to its general announcement. The amendment must be posted in the BCM House and announced to the BCM membership at least two weeks prior to the meeting at which it is to be voted on.

### **Section 4. Quorum**

A quorum must be present to vote upon the amendment. It must be passed by a two-thirds vote of those present.

## **VII. Quorum**

A quorum shall consist of one half of the average meeting attendance.

## **VIII. Job Descriptions**

Coordination Team member responsibilities are described in an Operations Manual, which is not part of the Constitution and By-Laws. These responsibilities are determined by each individual Coordination Team and are guidelines for future Coordination Team members. They can be changed without a vote from BCM-at-large.

Job Descriptions include, but are not limited to the following:

#### **Coordination Team Member**

The responsibilities of the Coordination Team Member shall be to set specific monthly goals and priorities for the BCM. The Team shall be responsible for evaluating past and present activities. The team shall be responsible for ensuring that members of the BCM are encouraged to listen for and respond to God's call. The team shall also be responsible for working with any at large member of the BCM wishing to participate in the planning and executing of stated specific goals. The team shall be responsible for coordinating activities of the BCM with respect to time, resources, and the priorities of the BCM.

The Coordination Team shall be responsible for selecting its Moderator and New Student Outreach Coordinator upon its installation.

The team will meet in the spring with the membership of the BCM to evaluate the activities of the past year. The team will then compose a list if activities deemed necessary for the coming year. They will coordinate the execution of those activities deemed necessary.

#### **Coordination Team Moderator**

The responsibilities of the Coordination Team Moderator will be to officiate meetings of the team, and to act as an official representative of the BCM to the College of William and Mary.

#### **New Student Outreach Coordinator**

One member of the Coordination Team shall be responsible for coordinating outreach to freshmen and transfers, including the summer letter writing campaign and Freshman Move-In. Furthermore, he/she, alongside the Freshman Representative, shall act as a link between the freshmen and the Coordination Team.