

THE CONSTITUTION  
OF  
THE RALEIGH WESLEY FOUNDATION  
(1992)

Table of Contents

Article I: Name .....	Page 2
Article II: Purpose .....	2
Article III: Membership .....	2
Article IV:	
Section A: General Council .....	2
Section B: Executive Council .....	3
Subsection 1: President .....	3
Subsection 2: Vice-President .....	4
Subsection 3: Secretary .....	4
Subsection 4: Treasurer .....	4
Section C: Wesley Commissions .....	5
Subsection 1: President's Commission on Outreach .....	5
A. Ministry of Education .....	5
B. Ministry of Missions .....	5
C. Ministry on Ecumenical .....	5
D. Ministry of Special Functions .....	6
Subsection 2: Vice-President's Commission on Activities .....	6
A. Meals Coordinator .....	6
B. Hospitality Coordinator .....	6
C. Ministry of Programs .....	6
D. Ministry of Worship .....	7
Subsection 3: Secretary's Commission on Publications .....	7
A. Ministry of Historian .....	7
B. Ministry of Promotions .....	7
Subsection 4: Treasurer's Commission on Finance .....	8
Article V:	
Section A: Qualifications .....	8
Section B: Nominations .....	8
Section C: Elections .....	8
Section D: Special Appointments .....	8
Section E: Installations .....	8
Section F: Vacancies .....	9
Section G: Limits .....	9
Section H: Removal from Office .....	9
Article VI: Special Ministries .....	9
Article VII: Parliamentary Authority .....	9
Article VIII: Amendments .....	9
Article IX: Meetings .....	10

THE CONSTITUTION OF  
THE RALEIGH WESLEY FOUNDATION  
Raleigh, North Carolina

Preamble

Article I

Name

The name of this organization shall be "The Raleigh Wesley Foundation."

Article II

Purpose

The purpose of the Raleigh Wesley Foundation is to minister to and with college students.

The Raleigh Wesley Foundation shall seek to unite its members in a Christian fellowship which will:

1. Encourage a growing relationship with God and the Christian community;
2. Awaken and enlighten its members to Christian wholeness;
3. Train leaders who will work toward a more Christian and humane society;
4. Cooperate with other groups in an ecumenical spirit;
5. Offer a student center for recreational and social life;
6. Provide opportunities for Christian service in the community.

Article III

Membership

The membership shall consist of students enrolled or on leave from institutions of higher education.

Article IV

A. General Council

1. Participants

The General Council shall be composed of all Raleigh Wesley Foundation officers and standing ministry chairpersons.

The Campus Minister and Duke Intern shall be Ex-Officio members of the Raleigh Wesley Foundation.

All other members of the Raleigh Wesley Foundation shall be non-voting members of the General Council.

## 2. Activities

The General Council shall approve all expenditures.

The General Council shall analyze all programs by weighing their value and determining the advisability of their continuance.

## 3. Meetings

The General Council shall meet at least four times per semester and more often as deemed necessary by the President to carry out the business of the Raleigh Wesley Foundation.

Meetings also may be called by written request of a majority of the General Council. All General Council meetings shall be announced at least one week before the meeting.

A joint meeting of the old and new councils shall be held as soon as possible after the selection of the new council. The Constitution shall be read and studied by the General Council at the joint council meeting.

A quorum at all meetings of the General Council shall be fifty percent of the voting membership.

## 4. Attendance

General Council members shall miss no more than two council meetings per semester without a reasonable excuse ("reasonable" shall be determined by the General Council). Should a council member be absent, he/she should have a non-council representative in his/her place. A third unexcused absence shall constitute grounds for removal.

## B. Executive Council

The Executive Council shall meet once a month during the academic year and more often if deemed necessary by the President or Campus Ministers.

The Executive Council acts only in an advisory capacity to the General Council.

The Executive Council shall act as the lay supervisory committee for the Duke Intern.

The Campus Minister and the Duke Intern shall be Ex-Officio members of the Executive Council.

The Executive Council shall be composed of the President, Vice-President, Secretary, and Treasurer.

### 1. President

The President shall:

- a. Give supervision to the Raleigh Wesley Foundation and its officers;
- b. See that the constitutional duties and obligations of the Raleigh Wesley Foundation are fulfilled;
- c. Preside at all meetings of the Raleigh Wesley Foundation, the General Council, and the Executive Council;

- d. Coordinate and be ultimately responsible for the functions of all offices, ministries, and commissions;
- e. Be a voting member of all ministries and commissions;
- f. Represent the Raleigh Wesley Foundation on any occasion that requires such;
- g. Perform such other duties as the office may require;
- h. Be a member of the Fairmont United Methodist Church Administrative Board and Council on Ministries;
- i. Serve as Chairperson of the President's Commission on Outreach.

## 2. Vice-President

The Vice-President shall:

- a. Perform all presidential functions in the absence of the President;
- b. Serve as the Chairperson of the Vice-President's Commission on Activities;
- c. Be a member of the Fairmont United Methodist Church Council on Ministries;
- d. Carry out such other assignments as the President might prescribe.

## 3. Secretary

The Secretary shall:

- a. See that an accurate written record is kept of the proceedings of meetings of the General Council and the Executive Council and give a report to the entire membership;
- b. Keep an accurate written record of attendance of each member at General Council meetings;
- c. Be responsible for all occasion correspondence (i.e., birthdays, sickness);
- d. Keep a file of current proceedings;
- e. Serve as the chairperson of the Secretary's Commission on Publications;
- f. Perform other duties as might be prescribed by the General Council.

## 4. Treasurer

The Treasurer shall:

- a. Have charge of the student finances of the Raleigh Wesley Foundation;
- b. Keep an accurate record of receipts and expenditures of the Raleigh Wesley Foundation;
- c. Present a written report of receipts and expenditures at each General Council meeting;
- d. Be responsible for all purchases and expenditures of the Raleigh Wesley Foundation, as directed by the General Council and subject to supervision by the President and Campus Minister;
- e. Perform such other duties as might be prescribed by the General Council;
- f. Be bonded
- g. Be responsible for the collection of money at any Raleigh Wesley Foundation functions;
- h. Be a member of the Raleigh Wesley Foundation Board Finance Committee;
- i. Serve as Chairperson of the Treasurer's Commission on Finance.

C. Wesley Commissions

The Wesley Commissions shall be composed of a President's Commission on Outreach, Vice-President's Commission on Activities, Secretary's Commission of Publications, and Treasurer's Commission on Finance.

Each commission will be made up of Commission Chairpersons (i.e., President, Vice-President, Secretary, and Treasurer), each ministry chairperson, and any other Wesley Foundation member who wishes to serve on a commission.

Each Wesley Commission shall meet once a month during the academic year and more often if deemed by necessary by the President or the Campus Ministers. The meetings should be held prior to General/ Executive Council meetings.

1. President's Commission

The President's Commission is responsible for coordinating these ministries:

a. Ministry of Education

The Ministry of Education shall facilitate all educational programs and functions.

The Coordinator(s) shall:

1. Serve as the Raleigh Wesley Foundation representative on the Fairmont Education Committee;
2. Coordinate Sunday School for Wesley and other Educational functions, as deemed necessary by the General Council;
3. Serve on the President's Commission on Outreach;
4. Preside over any committee deemed necessary by the Coordinator(s), General Council, or Executive Council.

b. Ministry of Missions (formerly Service)

The Ministry of Missions shall plan and coordinate all service projects.

The Coordinator(s) shall:

1. Work closely with the Campus Minister on all major projects;
2. Serve on the President's Commission on Outreach;
3. Preside over any committee deemed necessary by the Coordinator(s), General Council, or Executive Council.

c. Ministry of Ecumenical Relations

The Ministry of Ecumenical Relations shall be responsible for initiating and maintaining relationships and projects with other religious groups and campus organizations.

The Coordinator(s) shall:

1. Be involved in the planning of the Statewide Student Conference;
2. Participate on the Cooperative Campus Ministry and Student Cooperative Campus Ministry;

3. Be student contact for the Raleigh Wesley Foundation and other campus ministries -- statewide and local;
4. Be responsible to carry out other ministries the President might decide;
5. Preside over any committee deemed necessary by the Coordinator(s), General Council, or Executive Council.

**d. Ministry of Special Functions**

The Ministry of Special Functions shall be responsible for planning all recreational functions of the Raleigh Wesley Foundation.

**Coordinator(s) shall:**

1. Be responsible for all duties of this ministry;
2. Insure the execution of all recreational activities, dances, movie nights, football games, and all other recreational activities the General Council puts on the calendar;
3. Serve on the President's Commission on Outreach;
4. Preside over any committee deemed necessary by the Coordinator(s), General Council, and Executive Council.

**2. Vice-President's Commission on Activities**

The Vice-President's Commission on Activities is responsible for coordinating all Raleigh Wesley Foundation weekly meetings.

**a. Meals Coordinator(s)**

**Coordinator(s) shall:**

1. Be responsible for buying food for Sunday and Tuesday evening meals, appointing cooks for meals, and planning meals for retreats;
2. Serve on the Finance Committee;
3. Serve on the Vice-President's Commission on Activities;
4. Preside over any committee deemed necessary by the Coordinator(s), General Council, or Executive Council.

**b. Hospitality and Facilities Coordinator(s)**

**Coordinator(s) shall:**

1. Be responsible for the upkeep of facilities, which includes decorating and the appearance of the Wesley lounge and kitchen;
2. Welcome visitors and suggest they fill out address cards;
3. Be responsible for following up visitors and encouraging future involvement;
4. Serve on the Vice-President's Commission on Activities;
5. Preside over any committee deemed necessary by the Coordinator(s), General Council, and Executive Council.

**c. Ministry of Programs**

The Ministry of Programs shall be responsible for presenting programs that are relevant to students.

Coordinator(s) shall:

1. Plan weekly programs centered on Christian concerns and general interest of the students;
2. Be responsible for the execution of all programs in this ministry;
3. Serve on the Vice-President's Commission on Activities;
4. Preside over any committee deemed necessary by the Coordinator(s), General Council, or Executive Council.

d. Ministry of Worship

The Ministry of Worship shall be responsible for coordinating all Raleigh Wesley Foundation worship services, including trips and retreats.

The Duke Intern will work with this ministry.

Coordinator(s) shall:

1. Select persons to bless each meal or give devotions on special occasions;
2. Encourage the involvement of as many members as possible in worship leadership;
3. Serve on the Vice-President's Commission on Activities;
4. Preside over any committee deemed necessary by the Coordinator(s), General Council, or Executive Council.

3. Secretary's Commission on Publications

The Secretary's Commission on Publications is responsible for coordinating these ministries.

a. Ministry of Historian

The Ministry of Historian shall be responsible for all publications of the Raleigh Wesley Foundation.

Coordinator(s) shall:

1. Preside at all meetings of this ministry and carry out the duties of it;
2. Edit and publish a Newsletter (The Wesley Student) at least twice a semester in cooperation with the Campus Minister;
3. Be responsible for the publishing of an address list at the beginning of each semester and the beginning of the summer sessions;
4. Serve on the Secretary's Commission on Publications;
5. Be responsible for collecting slides for the slide show;
6. Preside over any committee deemed necessary by the Coordinator(s), General Council, or Executive Council.

b. Ministry of Promotions (Publicity)

The Ministry of Promotions shall be responsible for all publicity of the Raleigh Wesley Foundation.

Coordinator(s) shall:

1. Be responsible for all publicity of the Raleigh Wesley Foundation;
2. Publicize all functions and projects of the Raleigh Wesley Foundation at represented colleges (i.e., NCSU's green sheet, Technician's Crier, and banner);
3. Keep an accurate and informative bulletin board;
4. Publish a biweekly newsletter of activities (The Hub);
5. Serve on the Secretary's Commission on Publications;
6. Preside over any committee deemed necessary by the Coordinator(s), General Council, or Executive Council.

#### 4. Treasurer's Commission on Finance

The Treasurer of the Raleigh Wesley Foundation will chair the committee.

This commission has one person from the President's Commission on Outreach, the Meals Coordinator(s) from the Vice-President's Commission on Activities, and one person from the Secretary's Commission on Publications.

Each member is responsible for the collection of money at events sponsored by their commission.

### Article V

#### A. Qualifications

The nominees should be active student members and show an active interest in the Raleigh Wesley Foundation during the preceding semester.

#### B. Nominations

The Nominating Committee shall consist of the Campus Minister, the Duke intern, and the graduating seniors. The results of nominations shall be submitted to the Raleigh Wesley Foundation at least one week before the elections.

Nominations from the floor will be accepted on the night of elections.

#### C. Elections

The General Council shall be elected by the members of the Raleigh Wesley Foundation by a simple majority vote at a date determined by its members.

Elections require a quorum of at least twenty persons present.

#### D. Special Appointments

Any special offices desired must be approved by the Executive Council.

#### E. Installations

The NEW General Council shall take office after the formal installation service with the help and advice of the former officers.



The New officers will be formally installed when the seniors are recognized.

F. Vacancies

Should a vacancy occur in any elected office, the Executive Council shall determine a successor for the remainder of the term -- being one academic year. Any other vacancies shall be filled following normal procedures.

G. Limits

No General Council member shall serve in the same capacity for more than one full term unless the Nominating Committee deems it necessary.

H. Removal from Office

Any of the Council members who fail to carry out their duties, as specified in this Constitution, to the satisfaction of the General Council, may be removed from the office by a two-thirds affirmative vote of the General Council.

## Article VI

### Special Ministries

The Special Ministry Representatives shall be appointed by their respective ministry rather than elected by the Raleigh Wesley Foundation.

Representatives shall:

1. Serve on the appropriate commission as determined by the General Council;
2. Encourage involvement of as many members as possible in their respective ministry;
3. Serve as a non-voting member of the General Council;
4. All Special Ministries sanctioned by the Raleigh Wesley Foundation, as approved by a two-thirds vote of the General Council, shall be on the President's Commission on Outreach, Vice-President's Commission on Activities, or through the Campus Minister's Office.

## Article VII

### Parliamentary Authority

*Robert's Rules of Order* shall be the standard parliamentary guide for all business of the Raleigh Wesley Foundation.

## Article VIII

### Amendments

An amendment to this Constitution may be proposed by any member of the Raleigh Wesley Foundation. Three written copies of the proposed amendment must be presented to the General Council (not the Executive Council) at least one week before the General Council can vote on the amendment.

If the General Council approves the amendment by a two-thirds affirmative vote, it is then presented to the members of the Raleigh Wesley Foundation.

A two-thirds affirmative vote of those present is required for acceptance from a quorum of at least twenty people.

Article IX

Meetings

All Executive Council, General Council, Ministries, Commissions, and Committee meetings shall be open to any person.