

APPENDIX I: CONSTITUTION AND BYLAWS OF THE SEMINARIAN COUNCIL OF THE THEOLOGICAL SEMINARY

PREAMBLE

We, the seminarians of the Theological Seminary of Saint Charles Borromeo Seminary, called by God the Father through his Son, Jesus Christ, to prepare ourselves to serve the Church in holiness and love in the Sacred Order of the Priesthood, seeking to conform ourselves more faithfully to the person of Christ while strengthening the bonds of fraternal charity among ourselves, and invoking the patronage of the Blessed Virgin Mary, our Mother, hereby adopt, in accordance with the *Program of Priestly Formation*, this constitution of the Theological Seminary of Saint Charles Borromeo Seminary.

1. ARTICLE I - NATURE AND PURPOSE

- 1.1. The purpose of this Constitution is to establish the means by which the seminarians may be directly involved and participate in the policy-making of Saint Charles Borromeo Seminary in a climate of mutual respect, responsible communication, and purposeful collaboration (Program of Priestly Formation, 6th edition 2022, #205, hereafter known as P.P.F.).

2. ARTICLE II - REPRESENTATIONAL STRUCTURE OF THE SEMINARIAN BODY

- 2.1. Section 1
 - 2.1.1. All resident seminarians of the Theological Seminary of Saint Charles Borromeo Seminary shall constitute the Seminarian Body of said Division.
- 2.2. Section 2
 - 2.2.1. The Seminarian Body shall be represented by the following organs:
 - 2.2.1.1. Seminarian Council: The official, ordinary representative of the Seminarian Body is the Seminarian Council, which shall be competent in all areas outlined within this constitution.
 - 2.2.1.2. Representatives from the Seminarian Body to committees of Seminary Administration: Under the jurisdiction of the administration, the Seminarian Body shall be represented on designated committees of the Seminary Administration which address the various dimensions of the Seminary's formation program. These committees and any other committee deemed necessary by the Rector and/or the Seminarian

Council are for the Human, Spiritual, Intellectual and Pastoral Formation of the seminarians.

2.3. Section 3

2.3.1. In order to encourage such values as personal freedom and initiative, teamwork, and appreciation for democratic and consultative processes, every member of the Seminarian Body enjoys the right, privilege and responsibility to communicate individually with a member of the Seminary Administration.

2.4. Section 4

2.4.1. In carrying out their duties, all are to obey the Rector who has the responsibility to see to the daily administration of the seminary in accord with the norms of the *Program of Priestly Formation* and the rule of the seminary (*Codex Iuris Canonici*, #260). The Dean of Men acts on behalf of the Rector as faculty moderator of Council.

3. ARTICLE III - BYLAWS OF THE SEMINARIAN COUNCIL

3.1. Section 1: Function

3.1.1. The Seminarian Council, as representative of the Seminarian Body, has a two-fold function, namely to:

3.1.1.1. Serve the Seminarian Body in all areas outlined within this Constitution.

3.1.1.2. Serve the Administration and Faculty in an advisory capacity in observance of the *Program of Priestly Formation*, which states: “while adhering to the goals of priestly formation, administrators, faculty, and staff should respond appropriately to the needs and suggestions of seminarians”. (P.P.F., 6th Ed., 2022, #431).

3.1.2. With due regard for applicable seminary policy, the Seminarian Council shall:

3.1.2.1. Make every effort to discern a consensus of the Seminarian Body regarding specified issues.

3.1.2.2. Conduct business meetings, a quorum being present, at least once each month during the academic year, or as deemed necessary by the President (cf. Art. III, Sec. 3.3.2.3). A quorum shall consist of two-thirds of the council, comprised of at least one member from each class. For meetings conducted after the new council has been elected in the Spring, Pre-

Theology I and Theology II shall not be required for a quorum. All business conducted in this period requires a simple majority vote, with the exception of financial business conducted regarding expenditures greater than \$100, which shall require a supermajority two-thirds vote.

- 3.1.2.3. Regulate, for the Seminarian Body, those matters solely in the seminarian domain.
- 3.1.2.4. Direct its own activities and determine its own procedural norms.
- 3.1.2.5. Maintain a treasury.
- 3.1.2.6. Assess and collect from each member of the Seminarian Body a just and fair activity fee for the academic year, which shall be collected by September 15. The activity fee for non-residents who wish to partake in social events shall appropriately be determined by the President with the consultation of the Seminarian Council.
- 3.1.2.7. Initiate, plan, finance and execute activities and social events for the Seminarian Body.
- 3.1.2.8. Establish Ad-hoc Committees consisting of any member of the Seminarian Body to deal with Seminarian concerns and activities, especially when donations or seminary fees could be involved.
- 3.1.2.9. Maintain communication, as necessary, with the College Seminarian Council.
- 3.1.2.10. Invite or receive any Administration member to a Seminarian Council meeting, or any part thereof, so that the Seminarian Council may present and/or be advised of issues for consideration that affect the Seminarian Body or the Seminarian Council.

3.2. Section 2: Membership

- 3.2.1. In addition to the Treasurer and Events Coordinator, who serve *ex officio*, the Seminarian Council shall consist of additional representatives who are elected. They shall consist of the elected Class Prefect, and elected Class Representatives. The number of Class Representatives per class shall be determined by the number of resident seminarians in the class. A class with 7-14 resident seminarians shall have one (1) Class Representative. A class with 15-24 resident seminarians shall have two (2) Class Representatives. A class with 25 or more resident seminarians shall have three (3) Class Representatives. Their term of office shall be one year.

- 3.2.2. All members, with the exception of the Treasurer and Events Coordinator if applicable (cf. Art. III, sec. 3.3.7.4.), shall have one vote in the Council.
- 3.2.3. The Officers of the Seminarian Council shall consist of a President and a Vice President. Officers shall be elected by the Seminarian Body from among the members of the Seminarian Council (Prefects and Class Representatives), not including the Treasurer and Events Coordinator.
- 3.2.4. The Treasurer and the Events Coordinator are not Officers of the Seminarian Council. The Treasurer and Events Coordinator are elected by the Seminarian Body but are not required to be elected from among the members of the Seminarian Council. The Secretary shall be elected by the Seminarian Council from among the members of the Seminarian Council.

3.3. Section 3: Duties of Members

- 3.3.1. Seminarian Council members shall be responsible for the work of the council.
- 3.3.2. The President shall:
 - 3.3.2.1. Be the executive officer of the Seminarian Council meetings.
 - 3.3.2.2. Preside at all Seminarian Council meetings.
 - 3.3.2.3. As necessary, call for a meeting of the Seminarian Council, with proper notification of the Council members and the Dean of Men.
 - 3.3.2.4. After receiving suggestions from all Council members, set the agenda for the meetings.
 - 3.3.2.5. Act as official spokesman for the Seminarian Body.
 - 3.3.2.6. Handle all official correspondence of the Seminarian Council and the Seminarian Body.
 - 3.3.2.7. Oversee all financial affairs of the Seminarian Council in cooperation with the Treasurer.
 - 3.3.2.8. Conduct and monitor all elections in accord with the norms of Article III, Section 4.
 - 3.3.2.9. As needed, address the Seminarian Body at house meetings.
 - 3.3.2.10. Be able to delegate any of his responsibilities.

3.3.2.11. Be a member of Theology II-IV.

3.3.3. The Vice-President shall:

3.3.3.1. Assume the duties and responsibilities of the President in his absence.

3.3.3.2. Succeed the President and complete his term of office, if, for whatever reasons, the President cannot finish his term of office.

3.3.3.3. Serve as liaison for all Ad-hoc Committees.

3.3.3.4. Be a member of Theology II-IV.

3.3.3.5. Assist the President to conduct and monitor all elections in accord with the norms of Article III, Section 4.

3.3.3.6. Supply the dice to fulfill the Matthias rule (cf. Art. III, sec. 3.4.2.7.) for the elections.

3.3.4. The Secretary shall:

3.3.4.1. Be responsible for all non-financial records of the Seminarian Council and the Seminarian Body.

3.3.4.2. Record and post, in summary form, the minutes of official meetings of the Seminarian Council.

3.3.5. The Class Prefect shall:

3.3.5.1. Represent his class to the Seminarian Council and represent the Seminarian Council to his class.

3.3.5.2. Obtain any suggested Council meeting agenda items from his class and submit these to the President.

3.3.5.3. Regularly communicate with the Dean of Men on class matters.

3.3.5.4. Be responsible for the coordination of class functions and activities.

3.3.5.5. Either by his own initiative, at the request of the Dean of Men, at the request of the Seminarian Council, or any class member, call a class meeting which all class members are expected to attend.

- 3.3.5.6. Moderate all activities of the class in order to promote class efficiency in a spirit of cooperation with the various class representatives.
- 3.3.6. Each Class Representative shall:
 - 3.3.6.1. Assist the Class Prefect in the fulfillment of any class responsibilities.
 - 3.3.6.2. Represent his class to the Seminarian Council.
 - 3.3.6.3. Collaborate with the Class Prefect to obtain any suggested Council meeting agenda items from his class and submit these to the President.
- 3.3.7. The Treasurer shall:
 - 3.3.7.1. Be responsible for all financial affairs of the Seminarian Council.
 - 3.3.7.2. Render an account and report to the Seminarian Council once per semester.
 - 3.3.7.3. Sit *ex officio* on all Seminarian Council meetings.
 - 3.3.7.4. Shall be a voting member only if he is also elected a Prefect or Class Representative by his class.
- 3.3.8. The Events Coordinator shall:
 - 3.3.8.1. Sit *ex officio* on all Seminarian Council meetings to determine house-wide social events.
 - 3.3.8.2. Plan and execute all social events for the house in conjunction with the social events team, Dean of Men, and Seminarian Council.
 - 3.3.8.3. Work with the social events team and other volunteers for proper clean-up after activities.
 - 3.3.8.4. Obtain all necessary supplies for house activities along with the social events team.
 - 3.3.8.5. When applicable, coordinate supplies and planning with the College activities coordinators for combined events.
 - 3.3.8.6. Assist, as necessary, in planning events coordinated by specific clubs, groups, and classes.

- 3.3.8.7. Submit expense reimbursement request(s) to the Seminarian Council Treasurer when necessary.
- 3.3.8.8. Adhere to the budget determined by the Seminarian Council at the start of the semester.
- 3.3.8.9. Appoint a successor from the social events team in the event that he is no longer able to fulfill his obligations. If circumstances do not allow him to pick a successor, the position shall be appointed by the President with the advice of the Seminarian Council and Dean of Men.
- 3.3.8.10. Shall be a voting member only if he is also elected a Prefect or Class Representative by his class.

3.4. Section 4: Elections

- 3.4.1. Every member of the Seminarian Body, with the exception of those ineligible for office due to particular circumstances, shall be eligible for election to only one of the following class offices: Class Prefect, Class Representative, Academic Representative, or Spiritual Representative.

3.4.2. Class Elections

- 3.4.2.1. All resident seminarians in the Pre-theology and Theology formation program are eligible to vote and be elected in class elections.
- 3.4.2.2. Class elections for Prefect, Class Representative, Academic Representative, and Spiritual Representative shall be held during the last three weeks of classes in the Spring Semester and prior to the house election.
- 3.4.2.3. Class elections for Pre-Theology I and Theology I are to be held during the first two weeks of classes in the Fall semester.
- 3.4.2.4. Each Prefect, Class Representative, Academic Representative, and Spiritual Representative must first be nominated by his classmates and accepted by the candidate, or he may self-nominate.
- 3.4.2.5. The Class Election is to be conducted in the following order: Prefect, Class Representative(s), Academic Representative, then Spiritual Representative.

- 3.4.2.6. The method of voting is to be determined by the class. A candidate shall be elected with a plurality vote (greatest number of votes).
- 3.4.2.7. In the event of a tie, there shall be a run-off election between the two nominees who received the greatest number of votes. In the event of a tie between the final two remaining nominees, each nominee will roll a die. The nominee with the higher roll shall win the election. This rule shall be referred to as the Matthias Rule.
- 3.4.2.8. The duties of the office will be assumed at the end of the academic year after Concursus.
- 3.4.2.9. If, for any reason, a vacancy of office occurs, a class election is to be held promptly to fill the vacancy and complete the term of office.

3.4.3. House Election

- 3.4.3.1. All resident seminarians of the Theology House and those in College IV who intend to continue formation at Saint Charles Borromeo Seminary the following year are eligible to vote and be elected in the House Election.
- 3.4.3.2. Five class days before the scheduled date of all elections, the Council President is to notify those eligible to vote of the time and place of the election and to describe the positions up for consideration.
- 3.4.3.3. House-wide offices include the two Officers of the Seminarian Council, the Treasurer, and the Events Coordinator. The offices of Treasurer and Events Coordinator are filled through a house-wide election which takes place in conjunction with the Seminarian Council Officer elections. From those elected to the Seminarian Council as Prefects and Class Representatives, Officers shall be elected. Every member of the Seminarian Body is eligible for election to Treasurer and Events Coordinator.
- 3.4.3.4. Each member of the Seminarian Council seeking election as an Officer must be nominated to the position of Officer by any member of the Seminarian Body and accepted by the candidate, or he may self-nominate.
- 3.4.3.5. Additionally, the Treasurer and Events Coordinator must be nominated by any member of the Seminarian Body and accepted by the candidate, or he may self-nominate.

- 3.4.3.6. Those seeking election to the house-wide offices can accept a maximum of two nominations for office.
 - 3.4.3.7. The House Election is to be conducted in the following order: President, Vice President, Treasurer, then Events Coordinator.
 - 3.4.3.8. Through a secret, non-technological ballot, each position shall be elected by a simple majority. In the failure of obtaining a simple majority, there shall be a run-off election between the two nominees who received the greatest number of votes. In the event of a tie between the final two remaining nominees, the Matthias Rule shall be enacted (cf. Art. III, sec. 3.4.2.7.).
 - 3.4.3.9. The duties of the office shall be assumed at the end of the academic year, after Concursus.
 - 3.4.3.10. If, for any reason, a vacancy of a Council Officer occurs (except the office of Council President (cf. Art. III, sec. 3.3.3.2), the Seminarian Council shall promptly elect another council member to fill the vacancy and complete the term of office. A candidate shall be elected by a simple majority.
 - 3.4.3.11. If, for any reason, a vacancy of the Treasurer occurs, the Seminarian Council shall promptly elect another resident seminarian to fill the vacancy and complete the term of office. The candidate must accept the nomination and shall be elected by a simple majority.
- 3.4.4. Election of the Secretary
- 3.4.4.1. From those elected to the Seminarian Council as Prefects and Class Representatives, a Secretary shall be elected.
 - 3.4.4.2. The Seminarian Council shall elect a Secretary at the beginning of the first meeting of the academic year.
 - 3.4.4.3. Each member of the Seminarian Council seeking election as Secretary must be nominated to the position by any member of the Seminarian Council and accepted by the candidate, or he may self-nominate.
 - 3.4.4.4. The Secretary shall be elected by a simple majority.
 - 3.4.4.5. The duties of the office shall be assumed immediately.

3.4.4.6. If, for any reason, a vacancy of the Secretary occurs, the Seminarian Council shall promptly elect another council member to fill the vacancy and complete the term of office.

3.4.5. With written notification to the Dean of Men and the Council President, any elected representative may resign his office.

ARTICLE IV - REPRESENTATIVE FROM THE SEMINARIAN BODY TO COMMITTEES OF SEMINARY ADMINISTRATION

4.1. Section 1

4.1.1. Following the above norms of Article III, Section 4, each class shall elect Special Representatives, responsible to the Class Prefect, for the following areas: Spiritual Life and Academic.

4.2. Section 2

4.2.1. The Class Prefects are to be responsible for communication between the Dean of Men and the Class and to facilitate the timely and thorough dissemination of communications between the Dean of Men and the Class.

4.2.2. The Spiritual Representatives are to sit on the Theological Seminary's Spiritual Life Committee and are responsible for the planning of liturgies and communication with the Chairman of the Committee regarding liturgical matters and spiritual concerns within the Theological Seminary.

4.2.3. The Academic Representatives are to be responsible for communication between the Academic Dean, professors and the class and to facilitate the timely and thorough dissemination of communications between the faculty and the class.

4.3. Section 3

4.3.1. Non-Council members may be called to attend Council meetings or may approach the Seminarian Council regarding matters to be discussed by the Seminarian Council.

5. ARTICLE V - RATIFICATION AND AMENDMENT OF THE CONSTITUTION

5.1. Section 1

- 5.1.1. This Constitution, after the Rector's approval, shall be ratified and take effect upon approval of a two-thirds (2/3) majority of the members of the Seminarian Body voting.
- 5.1.2. Upon its ratification, all present Representatives or Officers shall retain their office until the next date of elections.
- 5.1.3. Ratification of this Constitution will render all previous Constitutions null and void.

5.2. Section 2

- 5.2.1. Amendments to this Constitution must be approved by a two-thirds (2/3) majority vote of the Seminarian Council and the Rector who, if he deems appropriate, may refer specific amendments for vote by the Seminarian Body, a two-thirds (2/3) majority being required in this situation.
- 5.2.2. Upon the Administration's addition or deletion of any Standing Committees, this Constitution is automatically to be amended accordingly, with the wording of the amendment to be established by vote of the Seminarian Council and approval of the Rector.
- 5.2.3. In accordance with Article II, Section 4, the Rector shall be recognized as having the power to amend any part of this Constitution after consultation and notification to the Seminarian Council.

6. ARTICLE VI –AMENDMENT REGARDING THE EFFECTS OF THE PASTORAL SYNTHESIS STAGE

- 6.1. This article will take effect for all elections for the 2026-2027 academic year.
- 6.2. Seminarians in Theology IV shall:
 - 6.2.1. Be eligible to be elected to the Seminarian Council as a Prefect or Class Representative(s) but shall not be eligible to hold the position of an Officer, Treasurer, Events Coordinator, or Secretary.
 - 6.2.2. Hold office until the end of the fall semester.
 - 6.2.3. Be permitted to vote in the House Election in the spring of their Theology III year.
 - 6.2.4. Pay one half (1/2) of the activity fee.

- 6.2.5. Have representation in the Seminarian Council, and those representatives will be permitted to vote on all business in the Council meetings, with the exception of business specific to the following spring semester.
- 6.3. This article must be reviewed and updated prior to the 2026 Class Elections. The terms of this article must be enacted prior to the election.
- 6.4. After the terms of this article take effect, they shall be incorporated into the previous five articles. Article VI will then be repealed.

Approved by: +Keith J. Chylinski

Dated: 3/7/25