**STHSA Meeting April 9, 2014**

**ATTENDANCE:**

Joseph Kyser, MDiv 14, President

Haley Jones, MDiv 15, Treasurer

Desi Sharp, MDiv 14, Vice President

Kristen Redford, MDiv 15, Secretary

Kourtni Brown, MDiv 15

Anne Hillman, PhD

Ashley Anderson, MDiv/MSW 14

Lauren Hickey, MDiv 15

**By-laws**  
What did and didn't work well this year?

* We need to specify who can vote for whom in elections
* Do we want to add list of faculty and university committee positions to bylaws?
  + Discomfort with this voiced because if the committees change, we have to change bylaws to reflect new policies. It’s proposed instead that we rely on continuity of people participating in STHSA from semester to semester and year to year along with meeting minutes to remember what was done regarding faculty and university committees in the past
  + It is proposed to add a bullet to say "other committees as needed" under Section XV.
* Budget process concerns
  + For the record, we transferred more money for student travel than ever before
    - Want to find out how many people were left on the waitlist because there wasn't enough money so we have an idea of if we may need to put in more money in future years
  + From Section XI: The executive board will submit a budget for programming by end of Sept and will approve a yearly budget within two weeks of getting funds from SAO. Haley created new streamlined form for budget requests that began this school year.
  + Proposed addition to bylaws: If student groups and organizations formed out of STH student body want funds for a school year, they must submit a budget request form with the form provided by the STHSA treasurer
  + Regarding broader STHSA budget and the zero-line-item concern: There was a desire to use all the money SAO gives us. Haley proposes maybe calling for a cushion of a specified amount to be left in STHSA’s account at the end of each school year with any surplus to be dealt with at the start of the next year in the budget making process
* Officer Concerns:
  + Proposed to add to bylaws an articulation that officers pass all documentation on to new incoming officers, especially needed for treasurer
    - How to do this? Google Drive? Dropbox? All STHSA officers be able to see each other's documents though confidential files not uploaded (like student emails)
  + Responsibilities, Acknowledgement, and Non-Disclosure Agreement (RANDA): Getting signatures doesn’t matter anymore. Signatures used to be an SAO requirement, but the signature pages SAO requires now act as this for executive officers so no separate form is needed.
    - Proposed to remove the word "sign" from bylaws. We're still going to abide by that but if they won't see that form, maybe make it an actual appendix with full RANDA wording in bylaws because people don't have to sign it but will be held to it
* Attendance of Officers: if you sign up to do this you should be here. This semester we set the time based on the 5 higher level officers.
  + Desi proposed that add to the bylaws and tell people they have to arrange their schedules around the meeting time if they want to take a higher level position. For representatives, if something comes up it becomes that representative's responsibility to find a replacement and eventually STHSA could replace if no response from them
    - Section 5A is the section of concern. Proposed that if you miss more than 3 meetings in a semester you will be reviewed and it will likely be the president to notify the officer to be reviewed
    - Scheduling – Pick a yearlong meeting date that locks in the 5 higher level officers for the year and offers some flexibility to the other representatives. Possibly have the five officers elected in the spring determine the coming year’s meeting time and have the representatives elected in the fall accept nominations only if they can make the meeting time.
  + Voiced desire to ask yet again the administration to pick a day and time that becomes reserved for STHSA meetings and doesn’t conflict with things like the Shaw Center’s lunch
    - Want to emphasize importance of STHSA's meeting time. This is going to be an ongoing issue each year and there is voiced concerned about the sustainability of this group if we can't have a set time from semester to semester.

**Miscellaneous:**

* Translating emails needs to continue to be a priority of the 5 spring-elected officers, though currently there is no policy surrounding how that occurs. Proposed that the new secretary and international student representative work together to secure at least a Korean translator each year.
* Next week’s meeting will put the bylaws up on the wall for viewing specific proposed wording changes.
* Nominations open next week (Mon-Fri) and elections will be Sunday April 20 – Wednesday April 23 at 9am with elected officers notified Wednesday morning so that new officers can be at STHSA meeting that day which will be the day we vote on the new bylaws.