

IMPORTANT INFORMATION

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The Dean of Students will follow the following procedure to resolve complaints, disputes and grievances:

- Talk to the parties concerned and resolve the matter amicably.
- If the matter still could not be resolved, the Dean of Students will bring it up to the deans of the various departments to assist in resolving the matter.
- If the matter still could not be resolved, it will be forwarded to the Board of Directors for resolution.
- In the event that with the above steps, the dispute could not be resolved amicably, EAST shall inform the student of the mediation channel available through the CASE Mediation Centre.
- The student may refer the dispute to the CASE Mediation Centre for mediation. Prior to this, the student and EAST shall agree to share in the payment of the fees as prescribed by CASE Mediation Centre for resolving conflicts.

At any point of the afore-mentioned, when the conflict is resolved, the Dean of Students shall record the manner in which the complaint is resolved under Section C (“Resolution of Complaint”) of the “Complaint, Dispute and Grievance Resolution Form.”

The Dean of Students, representing EAST and the student, will sign on the form to indicate acceptance of the resolution.

During the course of the resolution, the complainant (student) is promised the following:

- Maintenance of an up-to-date database on the student’s records and details
- Fairness in resolution
- Commitment to resolve a complaint within 21 days until and unless it is referred to outside bodies like CASE Mediation Centre or the courts in Singapore
- Constant update on the investigation of the complaint



CONSTITUTION OF THE STUDENT BODY



1. DEFINITION

- 1.1 School: East Asia School of Theology
- 1.2 Student Council: The team of elected members which serves by providing leadership to the student body and coordinating with the School on behalf of the student body.
- 1.3 Member: A full-time student as stipulated by the School.
- 1.4 Associate Member: Part-time or Partners-In-Ministry students as stipulated by the School.

2. THE STUDENT BODY

- 2.1 The Composition
 - (a) Members are all the full-time students as stipulated by the School.
 - (b) Associate members are students doing a part-time study or Partners-In- Ministry students as stipulated by the School.
- 2.2 Membership Fee
All full-time students shall contribute an annual membership fee which will be determined by the Student Council at the beginning of each school academic year.



2.3 Annual General Meeting (AGM)

The AGM shall be held in the third quarter of the academic year for the following:

- (a) To receive the annual report by the various Committee members and the statement of accounts from the Treasurer for thanksgiving and improvement.
- (b) To elect Committee members for the following academic year.
- (c) To discuss any other matter that is brought to its attention with at least three working days of notice.
- (d) Notice of the AGM shall be given to the student body not less than two weeks before the date of the meeting.
- (e) Two-thirds of all the members shall be present to form a quorum. The AGM may proceed even if there is no quorum, except that it has no power to amend the Constitution.

2.4 General Meeting

The Student Council or one-third of all members may call for a General Meeting to discuss important issues that the Student Council cannot decide.

- 2.5 Voting Rights
Each Member shall have one vote.
- 2.6 Observers at General Meetings
Associate Members and faculty members may attend the AGM and general meetings but they shall have no voting rights. They may ask for permission to speak and to express their views on matters being discussed.
- 2.7 Delegation of Powers by Student Body
The student body may delegate powers on matters pertaining to students to the Student Council to exercise on its behalf.

3. THE STUDENT COUNCIL

3.1 The Purpose

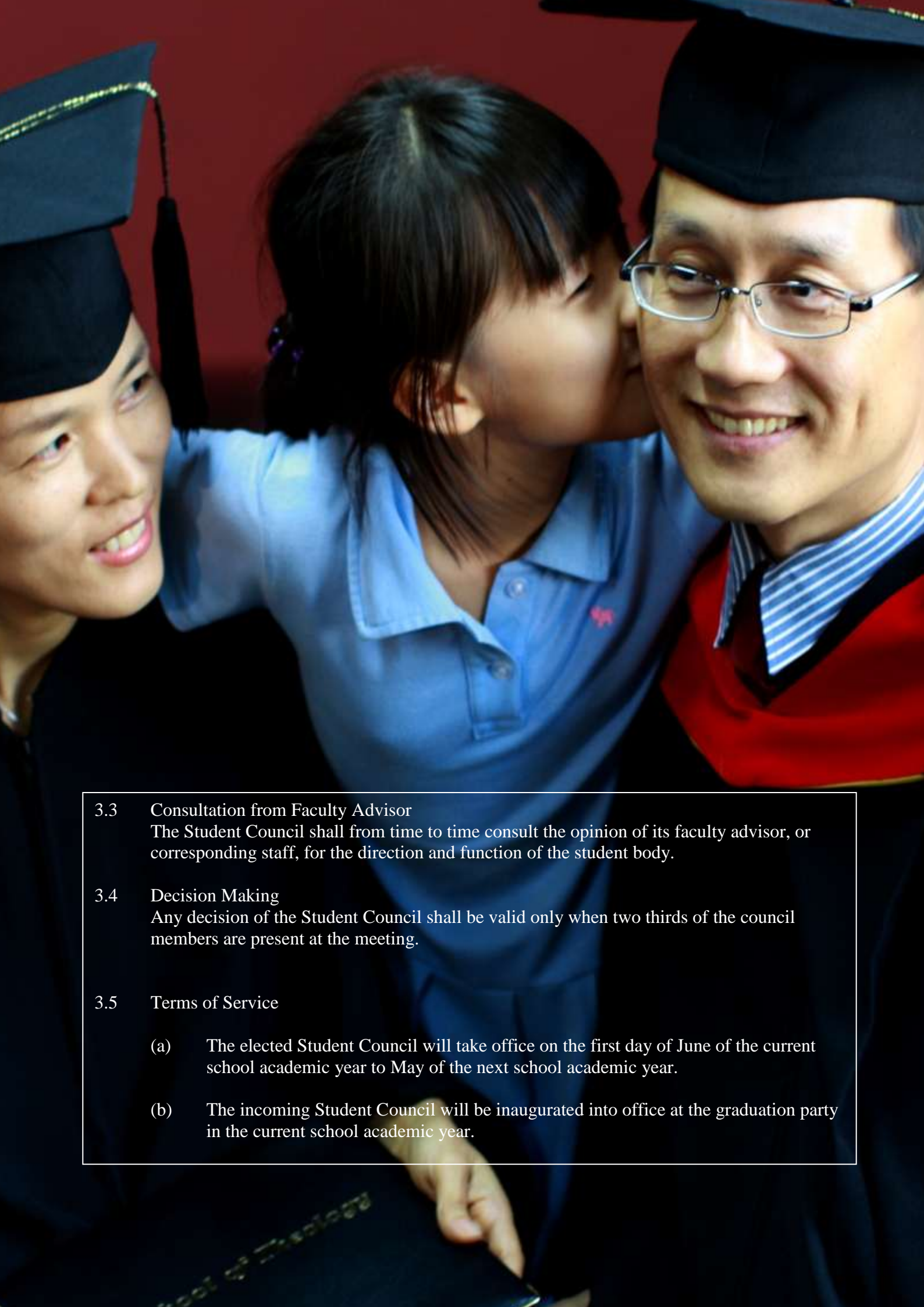
- (a) The Students
- (i) To foster an environment conducive for growth for the students.
 - (ii) To represent the needs and opinions of the student body to the school.
- (b) The School
- (i) To provide coordination and manpower for the school's activities
 - (ii) To act as a channel between the school and the student body to relay information and opinions.
- (c) A Model Of Learning
- (i) To allow students to have a variety of hands-on ministry experiences.
 - (ii) To allow students to express their spiritual gifting and ministry skills in serving the student body and school.





3.2 Composition of the Student Council

- (a) **The Student Council comprises of at least the following: President, Vice-President, Secretary, Treasurer, Prayer Coordinator, Fellowship Coordinator, Evangelism Coordinator, and Library Coordinator.**
- (b) **The Student Council shall consist of such number of members as may be determined by the council in the AGM but the minimum number shall be five for normal functioning.**
- (c) **Two members can share one position. One member can take up two positions.**
- (d) **The Student Council can create new position(s) as needs arise.**
- (e) **In the case of less than five elected members, the remaining members will be appointed by the faculty advisor.**
- (f) **The Student Council shall make adaptations to the responsibilities of the positions, at such times as they see appropriate, within the confines of the constitution, to suit its actual operation.**
- (g) **In case of resignation from any position, the Student Council shall be empowered to find a replacement or to call for a re-election to fill up the position. The re-election will be conducted within two months upon receipt of the letter of resignation.**



3.3 Consultation from Faculty Advisor

The Student Council shall from time to time consult the opinion of its faculty advisor, or corresponding staff, for the direction and function of the student body.

3.4 Decision Making

Any decision of the Student Council shall be valid only when two thirds of the council members are present at the meeting.

3.5 Terms of Service

- (a) The elected Student Council will take office on the first day of June of the current school academic year to May of the next school academic year.
- (b) The incoming Student Council will be inaugurated into office at the graduation party in the current school academic year.



3.6 Duties and responsibilities of position

- (a) **President:** provides leadership for the direction and functioning of the student body, chairs meetings, coordinates the annual report for endorsement by the student body.
- (b) **Vice-President:** assists the President and fulfils duties assigned by the Student Council.
- (c) **Secretary:** records minutes of all meetings and plans housekeeping duties in school, maintains the cleanliness of the Agape Room.
- (d) **Treasurer:** manages the finances of the student body, responsible for receipts and payments, maintains a proper record of all financial transactions, prepares an annual budget for presentation and approval by the Student Council and student body, presents financial statements to the Student Council, and prepares financial report at the end of the financial year for audit and presentation to the student body.
- (e) **Prayer Coordinator:** collects prayer requests from students for circulation, assists the faculty prayer in-charge in providing prayer leaders for EAST meetings.
- (f) **Fellowship Coordinator:** promotes encouragement within the student body and with the faculty, and organizes fellowship and bonding activities.
- (g) **Evangelism Coordinator:** assists the corresponding faculty in helping students to acquire skills in communicating Christ in a relevant way, provides necessary resources and materials for witnessing opportunities.
- (h) **Library Coordinator:** arranges student to be on-duty in the library when the library is open outside the office hour.

4. THE STUDENT BODY FINANCES

- 4.1 The student body fund will be financed by the annual membership fee [the Student Activities Fee] collected from its members.
- 4.2 The Student Welfare Fund will be financed by voluntary donations for meeting the urgent needs of the student/s.
- 4.3 In case of additional needs the Student Council shall decide upon a collection of an offering which will be voluntary, or by other fund-raising campaigns.
- 4.4 The financial year shall be from after the graduation party to the next graduation party, or such dates as the Student Council may decide.
- 4.5 An elected member will be appointed at the AGM to audit the accounts of the Student body annually. This member must not be in the incumbent Student Council.

5. ELECTION

- 5.1 The incumbent Student Council will appoint an Election Committee.
- 5.2 Only members are eligible for nomination and election.
- 5.3 The Election Committee will validate all nominations that bear the consent of the nominees.
- 5.4 An annual election will be held during the AGM.
- 5.5 A nominee is considered elected by a simple majority vote.



6. AMENDMENTS TO CONSTITUTION

- 6.1 Any member has the right to propose amendments providing there is another member to second the motion.
- 6.2 Any proposed amendment will be discussed at the AGM, or the General Meeting, and will be enacted upon by an approval of two-thirds majority.

7. INTERPRETATION

- 7.1 In the event of any question or matter arising that is not expressed in the constitution, rules and regulations, the Student Council shall have the power to decide.
- 7.2 If the Student Council chooses not to interpret, it can call for a General Meeting for the student body to decide.

