

The Constitution of
The Lutheran Student Movement
- Edmonton

THE CONSTITUTION OF THE LUTHERAN STUDENT MOVEMENT - EDMONTON

I. Name

The name of the body organized under this constitution shall be the **Lutheran Student Movement - Edmonton**, hereafter to be referred to as **LSM**.

II. Compliance

LSM operates at the University of Alberta, subject to University of Alberta policies and procedures, and the bylaws and policies of the Students' Union. This group will also comply with all local, provincial, and federal laws and procedures.

III. Purpose and Mission

Our Lutheran heritage gives us a unique identity within the church catholic. This calls us to share the gifts God has given us, for the good of all people. Our justification by grace through faith frees us to risk ourselves as we witness to the Gospel.

We are called to be a community within the academic setting. We acknowledge the unique situation of students and the difficulties encompassed in student life. We seek to facilitate the fulfilment of these needs, especially those of; worship, fellowship, education, and service, as well as ecumenical fellowship with all other Christians on campus.

As students we have a special vocation to challenge the church, society, and ourselves as we learn and grow in the Gospel vision of love, peace, unity, and justice. **LSM** brings us together to support each other and to make the Church aware of our special needs and concerns.

As a movement we call students, the academic community, and society, through study and reflection to heed the call of Christ, to strive against unjust structures and attitudes, and to work toward a just and peaceful society in anticipation of the fulfilment of God's promises.

The city of **Edmonton** in the province of **Alberta** in the country of **Canada** is our mission. In this context we discover how as members of the world-wide church we reconcile and transcend the divisions of culture, political ideology, economics, colour, national or ethnic origin, sex, gender identification, sexual orientation, religion, and ability.

IV. Membership

- a. Membership in the group is open to students, faculty, and staff at the University of Alberta, subject to membership requirements outlined in the University of Alberta's student group policies (II.I.b). A member is either a person enrolled in a post-secondary institution who agrees with the purpose and mission of **LSM** (article II in this Constitution) or others committed to the organization who also agree with the purpose and mission of **LSM**. A member is required to register (see bylaw VIII). Eligible individuals who wish to become part of the group must indicate this by signing up for a group mailing list at Clubs Fair, signing up for a group mailing list at any LSM event, or by emailing the group.
- b. The group will be registered with the University of Alberta and general membership will consist of at least 2/3 undergraduate University of Alberta students and the Executive will consist of 100% students.
- c. The classes of membership that exist in the group are as follows.
 - i. General Members: A General Member is defined as any student who signs up for the student group mailing list at a recruitment event and who has attended one group meeting or event over the year. General Members are able to vote in all group matters.
 - ii. Executive Members: An Executive Member is defined as any student member who is elected to an executive position or who is appointed to temporarily assume duties of a vacant executive position, while that individual is in that role. Executive Members are able to vote in all group matters.
 - iii. Associate Members: An Associate Member is defined as an individual who is ineligible or unable to join the group as a general member due to time commitment, University of Alberta student status, or other affiliation, but who still wants to participate officially in group business. Associate Members do not have voting rights but are invited to sit on committees or working groups and to attend all group events.
- d. The conditions of membership in the group are as follows.
 - i. To remain in good standing, a member must attend at least one group meeting or event over an academic year.
 - ii. A member in bad standing is defined as any member who has not attended any group meetings and events over the preceding calendar year, or who has clearly and purposefully worked against the group's stated purpose and objectives.
 - iii. All members in bad standing will be given written notice of this fact by the executive committee, and will be given three months from the receipt of this notice to either attend a group event or meeting, to plan a group event, or to propose an alternate measure to amend the member's participation. If a member in bad standing fails to communicate with the executive committee within that time, their membership privileges will be revoked until the next academic year.
- e. LSM will not charge membership dues for membership status.

V. Authority

The principle authority shall rest with the members at the general meeting to be held at least once a year. Between the general meetings, the principle authority shall rest with the Local Executive.

VI. Local Executive

There shall be a Local Executive committee elected from the members of LSM, consisting of the following: President; Spiritual Life Coordinator/Vice-President; Treasurer/Vice-President; Secretary/Vice-President; Activities Coordinator; Food Services Coordinator; and Fund-Raising Coordinator. These elections will take place at the Annual General Meeting at the end of the academic year in April. There shall also be elected to the Executive two Members-at-Large. These elections will take place at the start of the academic year. At least one of the Executive members shall be a resident of Martin Luther House and at least one of the Executive members shall be a first year student. The local Lutheran Campus Ministry Chaplain (or other supervising pastor if the Chaplain's position is vacant) shall be appointed by the Executive to advise the Executive.

It is the duty of the Executive officers to enact and enforce the constitution and its accompanying bylaws.

VII. Operation

The **Lutheran Student Movement - Edmonton**, shall be carried on without purpose of gain for its members, and any profits or other gains to the organization shall be used in promoting its objectives.

VIII. Finances

- 1) LSM's fiscal year runs from May 1 to April 30. The LSM Treasurer will be responsible to make deposits within two weeks of receipt of cheques or cash. Bank statements and other financial documents will be kept in a secure location for seven years before being destroyed.
- 2) The LSM Treasurer will draft and present the upcoming fiscal year's budget at the Annual General Meeting. The budget will require a 2/3 vote to pass.
- 3) The LSM Treasurer and President must approve all expenses under LSM's name prior to any funds changing hands. Members may be reimbursed for approved expenses by cheque as long as their reimbursement requests are made, with original receipts, within two weeks after the transaction.

IX. Amendments

Proposed amendments to this constitution shall be submitted in writing to the Executive at least four weeks prior to the general meeting, and announced at least two weeks prior to the general meeting. A two-thirds majority of those members present at the general meeting is required to enact the amendments.

X. Dissolution

The group may be dissolved by a 2/3 majority vote at a Special General Meeting convened for the purpose of which 90 days notice must have been given in writing to all members. The group is automatically dissolved upon membership dropping below 10 members. Upon dissolution, the Executive Committee is responsible for ensuring that any remaining financial resources are donated to the Lutheran Campus Ministry - Edmonton and the bank account is closed down. Any resources or group assets will be donated to the Lutheran Campus Ministry - Edmonton where appropriate but will not be distributed to individual members.

Bylaws

I. General Meetings

1. There shall be a minimum of one general meeting, the Annual General Meeting, at the end of the academic year in April.
2. A general meeting may be called by the President, or by any 5 members of the current membership, and shall be announced at least two weeks prior to the meeting.
3. A quorum shall be either 10 members or fifty percent (50%) of the current membership if the current membership is less than 20.
4. The meetings shall be open to all interested persons.

II. Election of the Executive

1. The election of the Executive positions of President, Spiritual Life Coordinator, Secretary, Treasurer, Fundraising Coordinator, and Activities Coordinator shall be done at the Annual General Meeting in April. The Executive Positions of Members at Large will be elected in the September following Annual General Meeting election to give new members an opportunity to join the Executive.
2. Nominations for the positions shall be opened by the President at least two weeks prior to the general meeting. Nominees must be members of the LSM who are in good standing. Nominees for the positions of President, Spiritual Life Coordinator, Secretary, Treasurer, Fundraising Coordinator, and Activities Coordinator must have at least 4 months of experience with the LSM, whereas nominees for Members at Large may have little to no experience. Nominators will be encouraged to tell a member in advance of the Annual General Meeting that this member will be nominated for a position. Members may ask other members for nominations in advance of the Annual General Meeting after the President opens nominations.
3. Nominations will be accepted from the floor (in person or in writing) and each nominee will be given the opportunity to accept or decline (in person or in writing). In the event of a nominee's absence from the Annual General Meeting, the nominee may accept or decline the nomination in writing prior to the Meeting.
4. The Executive shall be elected by secret ballot of General and Executive members present at the Meeting in the order listed in article IV of these bylaws under the supervision of the an Associate member or the President or a Vice President. The ballots will be counted by an Associate member or the President or a Vice President.
5. To be elected, each Executive member must have a simple majority of votes cast (50% or 50% with one additional vote) to be elected. If an unopposed candidate does not receive a simple majority, that position is considered vacant.
6. Executive terms of office begin on the first day of the month following elections and run for a period of one year.
7. Appeals and By-Elections:
 - a. A candidate or General Member may appeal election results within one week of the VP Membership/Elections Committee announcing them.
 - b. Should an executive position not be filled or become vacant partway through the year, the President will, with 2/3 executive support, appoint a member to that position.

III. Term of Office

1. The Executive members shall hold office for a term of one year from the time of election.
2. No person shall hold the same Executive position for more than two years.
3. No person shall hold more than one Executive position at one time.

IV. Executive Positions

1. The President shall:
 - a) Be the official contact person for **LSM**.
 - b) Chair the Executive and general meetings.
 - c) Inform the members of the activities of the Executive.
 - d) Be an Executive officer with signing and auditing authority.
 - e) Assure **LSM's** registration with the **U of A Student's Union**.
 - f) Attend the annual President training with Student Group Services as outlined in the UAPPOL Student Group Procedure.
 - g) Maintain a membership list.
 - h) May act as the **LSM** liason to the local Lutheran Campus Ministry
2. The Spiritual Life Coordinator/Vice-President shall:
 - a) Work with the Lutheran Campus Ministry Chaplain to coordinate the spiritual life of **LSM** (eg. worship, Bible study, etc.).
 - b) Chair meetings and take over the President's duties in his/her absence.
 - c) May act as the **LSM** liason to the local Lutheran Campus Ministry Council.
 - d) Be an Executive officer with auditing authority.
3. The Treasurer shall:
 - a) Keep clear records of all financial transactions.
 - b) Administer all funds for **LSM** activities.
 - c) Issue receipts for **LSM**.
 - d) Be an Executive officer with signing authority.
 - e) Attend the annual Treasurer training with Student Group Services as outlined in the UAPPOL Student Group Procedure.
 - f) May act as the **LSM** liason to the local Lutheran Campus Ministry
4. The Secretary shall:
 - a) Record minutes of the general and Executive meetings.
 - b) Be in charge of all **LSM** publicity.
 - c) May act as the **LSM** liason to the local Lutheran Campus Ministry
5. The Activities Coordinator shall:
 - a) Be in charge of the organization of all **LSM** social activities.
 - b) Attend the Event Organizer training with Student Group Services.
 - c) Receive risk management approval for group activities.
 - d) May act as the **LSM** liason to the local Lutheran Campus Ministry

6. The Fund-Raising Coordinator shall:
 - a) Determine fund-raising events in conjunction with the Executive.
 - b) Organize fund-raising events (eg. purchase supplies and solicit volunteers).
 - c) May act as the **LSM** liason to the local Lutheran Campus Ministry
7. The two Members-at-Large shall:
 - a) Represent the needs and concerns of the general membership of **LSM**.
 - b) Assist the Fund-raising and Activities Coordinators in their duties.

Members in bad standing will be removed from the group in compliance with IV.d.iii (Membership).

If an Executive Member fails to fulfill the duties of their position, any General or Executive Member may petition for their impeachment. The VP Membership/Elections Committee is responsible to present the evidence and petition to the group's membership at its next meeting, and the impeachment will pass with a 2/3 vote.

V. Elections Committee

1. The Elections Committee shall be created at least two weeks prior to the general meeting or bi-election.
2. It shall ensure that the election is run in a manner acceptable to the membership.
3. It shall be responsible for the distribution, counting and destruction of election ballots.
4. The Elections Committee shall consist of a Returning officer and one assistant both to be appointed by the President.
5. Neither member of the Elections Committee may run for office during the election.
6. Any complaints regarding the elections practices shall be dealt with by the Elections Committee within 24 hours of the election.
7. The election ballots shall be destroyed 24 hours after the election.
8. The Elections Committee shall disband after the destruction of the election ballots.

VI. Vacant Executive Positions

1. If the President's position becomes vacant the Vice-President will succeed him/her and a bi-election will be held to fill the Vice-President's office.
2. If any other position becomes vacant a bi-election will be held to fill it.
3. Bi-elections must be announced at least two weeks prior to the election and will follow the same procedure as a general election.

VII. Chaplain Advisor

1. **LSM** recognizes the special role chaplains play in the organization. Their spiritual guidance and enthusiastic support as well as the continuity they provide are invaluable and greatly appreciated. Although **LSM** is autonomous and independent of the Lutheran church bodies in Canada, it recognizes its need of the services of the chaplains provided by the **Evangelical Lutheran Church in Canada**.
2. **LSM** shall seek the assistance and guidance of the Lutheran Chaplain.
3. **LSM** shall seek to facilitate a co-operative sharing of skills and resources with the Chaplain and the local Lutheran Campus Ministry Council.
4. The Chaplain Advisor shall attend the Executive and general meetings and shall have a seat and voice but no vote.

VIII. Registration

1. Registrations shall be taken by the Executive or those persons appointed by the Executive.
2. Registrations shall be valid from the date of registration to the following thirty-first day of August.
3. Disputes regarding registration and membership shall be resolved by the Executive.

IX. Amendments

1. Proposed amendments to these bylaws shall be submitted in writing to the Executive at least four weeks prior to the general meeting.
2. The amendments shall be announced at least two weeks prior to the general meeting.
3. A two-thirds majority of those members present at the general meeting is required to enact the amendments.