



The Constitution of LUSA

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LUSA General Assembly
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CONSTITUTION OF THE LUTHER UNIVERSITY STUDENT ASSOCIATION

Preamble: The supreme governing body of LUSA shall be its membership in the form of General Assemblies and Membership referendums. Between assemblies and referendums, LUSA General Council shall govern LUSA under the provisions of the LUSA constitution.

The constitution of LUSA exists to give form and organization to LUSA. The constitution simply exists to be a guideline for the LUSA membership when the membership considers it appropriate. The constitution exists to allow LUSA to function as an organizational body; however, the constitution is merely a tool of the LUSA membership.

Articles:

I. Name:

The name of the body organized under this constitution shall be the Luther University Students' Association, herein referred to as LUSA.

II. Purpose

- 1) LUSA shall provide its membership with opportunities to gain valuable experience in various fields and areas of interest
 - a) Opportunities will be relevant to the areas of study offered at Luther College
- 2) LUSA shall, when its membership deems appropriate, represent the interests of its membership with regard to social and academic concerns
 - a) These concerns will be brought forth to the LUSA board by its members
 - b) Following actions will be voted on by the LUSA board
- 3) LUSA shall provide its membership with the opportunity to expand its social horizons

- 4) LUSA shall strive to be an active and worthwhile contributor to the entire academic community of Regina by providing opportunities for connection with other academics and supporting other initiatives and groups within the community

III. Membership Types

- 1) Active Members
 - a) Luther Members
 - i) Any individual who is a registered student with Luther College or who resides in the Luther College residence
 - (1) Must be registered in a minimum of 3 credit hours
 - (2) Priority will be given to these students
 - b) General Members
 - i) An individual who is a registered student with Campion College, University of Regina, or First Nations University
 - (1) Must be registered in a minimum of 3 credit hours
- 2) Alumni Members
 - a) Any individual who was formerly an active member and wishes to continue membership on an alumni basis

IV. Membership Privileges

- 1) Active Members
 - a) Luther Members
 - i) The right to vote in LUSA elections
 - ii) The right to vote and speak during General Assemblies
 - iii) The right to vote in LUSA referendums
 - iv) The right to be elected to and hold LUSA office
 - v) The right to attend all LUSA functions
 - b) General Members
 - i) The right to vote and speak during General Assemblies
 - ii) The right to attend all LUSA functions
- 2) Alumni Members
 - a) The right to speak during General Assemblies
 - b) The right to attend all LUSA functions
- 3) Revoking Membership Privileges
 - a) Any LUSA member may have their membership privileges and/or association membership revoked if the LUSA board unanimously determines that a member has violated the policies or bylaws of LUSA
 - i) Any LUSA member may bring forward a motion to have another member's membership revoked provided they have just cause and evidence to do so
 - (1) This must be presented to the LUSA board for consideration where the motion will be voted on and further action will be decided
 - ii) Any individual who has had their membership privileges revoked will

be banned from all LUSA functions and will be unable to be voted in or hold a place on the LUSA board

V. Organization and Structure

- 1) General Council
 - a) Are directly responsible to the LUSA membership
 - b) Shall be responsible for the initiation of all LUSA programs, activities, and representations within the membership of LUSA
 - i) Including social and academic events, and representation with faculty, staff, and the greater University of Regina population
 - c) All council members must be provided with written estimates of all costs before any function is implemented
 - i) These will be created and presented by the Chief Financial Officer
 - d) Must approve all legally binding agreements before they can be signed
 - i) Must be presented to and voted upon by the council prior to signing
 - e) May appoint Luther members to fulfill specific functions as necessary
 - i) Appointments may be temporary and must be voted on and appointed by the current council
 - f) Determines LUSA policy regarding relations with:
 - i) Luther College Administration
 - ii) Luther College Faculty and Staff
 - iii) University of Regina Students' Union
 - iv) Between members
 - v) All other external bodies
- 2) LUSA General Council Members
 - a) President
 - i) Shall be the central coordinator of the LUSA General Council and the spokesperson for the council and members at large
 - ii) Will be the primary chair at all council and general meetings
 - (1) Creates and distributes agenda items for meetings
 - iii) Shall be the executive official on all ad hoc committees within the council
 - iv) Will ensure that there is representation of LUSA membership at all external levels including:
 - (1) Luther Faculty and Staff meetings
 - (2) University of Regina Students' Union (URSU)
 - (3) With regard to any efforts made by council to increase student representation on the College Board of Regents, President Council, or similar existing bodies
 - (4) Shall act as a liaison to the Luther College President, Dean, and other faculty and staff
 - (5) Maintains communication with other student groups and promotes collaborative opportunities with groups
 - v) Acts as one of the primary signing officers on the LUSA bank account

- vi) Oversees the duties of the other council members and ensures that responsibilities are being fulfilled
- b) Vice President
 - i) Shall assist the President in their duties when required
 - ii) Ensures that attendance of members at council meetings is satisfactory
 - iii) Act as one of the primary signing officers on the LUSA bank account
 - iv) Oversees and provides support with event planning
 - v) Attends and reports on AAC meetings
- c) Chief Financial Officer
 - i) Prepares the annual LUSA budget and presents this budget at the Annual General Membership (AGM) in the Fall semester
 - (1) Will provide an update on the budget during the Winter semester AGM
 - ii) Provides updates on financial standing at LUSA Council meeting
 - iii) Acts as one of the primary signing officers on the LUSA bank account
 - iv) Responsible for the maintenance of LUSA transactions
 - (1) File of such records shall be at the immediate disposal of any active member upon request
 - (2) Maintains updated records of transactions with chartered bank or credit union
 - v) Applies for funding opportunities
 - vi) Ensures that the LUSA Council has adequate funds for proposed events and projects
- d) Executive Administrator
 - i) Responsible for keeping detailed, well-written, well-organized minutes for all association meetings
 - (1) Ensure that copies of meeting minutes are accessible to all council members no less than four (4) days after each meeting
 - (2) Responsible for the distribution of additional meeting minute copies to active members at their request
 - ii) Oversees the scheduling of meeting dates, times, and locations
 - iii) Secures the booking of desired location(s) for events
 - iv) Primary monitor of the official LUSA email account (lusa@uregina.ca) and of incoming physical mail
 - (1) Flows incoming communication to the necessary LUSA Council members
 - v) Oversees the general organization of the official LUSA Google Drive Account (lusa.sask@gmail.com)
- e) Public Relations
 - i) Heads the planning and execution of social and academic events
 - ii) Relays necessary information to the Chief Financial Officer, Executive Administrator, and Communication Representative regarding needed assets and booking
 - iii) Maintain contact and relationships with other groups and committees

on campus including:

- (1) Residence Life Committee
 - (2) Luther Chaplaincy
 - (3) URSU
 - (4) Luther Residence Assistants
 - (5) Luther Alumni
- f) Communications Representative
- i) Maintains the social media accounts
 - (1) Creates content, maintain overall presentation, and engages with other accounts
 - ii) Designs posters, brochures, and other required print materials
 - iii) Ensures that all content reflects the events and standing of LUSA accurately
- g) Day Representatives
- i) Must be a Luther Day Student, cannot be living in Luther residence
 - (1) Can be a part-time or full-time Luther student
 - ii) Communicates LUSA information and promotes events and announcements to daytime students
 - iii) Reports feedback from the daytime students to the LUSA Council
 - iv) Assists in event execution
 - v) Maximum of one (1) Day Student Representative for every one hundred (100) registered Day Student
- h) Quad Representatives
- i) Must be living in the Luther residence
 - ii) Communicates LUSA information and promotes events and announcements to the Luther residents
 - iii) Reports feedback from the Luther residents to the LUSA Council
 - iv) Assists in event execution
 - v) Maximum of two (2) representatives for each active quad

VI. LUSA Summer Operations

- 1) The period following April thirtieth (30th) of each year to the first day of classes for the Fall semester is designated as the summer operations period
- 2) During summer operations the newly elected council is responsible for all the LUSA council responsibilities
 - a) May be a brief period of overlap with the previous council members for orientation and information passing purposes

VII. Meetings

- 1) Council Meetings
 - a) LUSA General Council will conduct a minimum of two (2) meetings each semester
 - i) An increase in meeting frequency as is deemed necessary by the current active council members may be determined

- ii) Dates, times, and locations of the meetings will be decided at the beginning of each semester
 - iii) Additional meetings may be scheduled later if deemed necessary
 - iv) Council members are required to attend every meeting and must provide adequate notice to the rest of the council if unable to attend
 - b) All members and other interested parties are welcome to attend and speak at these meetings
 - i) Only LUSA General Council Members may vote at these meetings
 - c) Proper conduct shall be observed at all council meetings
 - d) The Chairperson will abstain from voting on all motions except in the event of a tie
 - e) All meeting minutes must be made available upon request to all members following the adjournment of the meeting
- 2) General Assemblies
 - a) The LUSA General Council must hold at least one (1) General Assembly each Fall and Winter semester
 - i) The first must be held before or on September thirtieth (30th) of each year
 - ii) The second must be held before or on January thirty-first (31st) of each year
 - b) The President of LUSA will call an additional General Assembly:
 - i) Upon resolution of a majority of LUSA General Council members
 - ii) Upon written request of any two members of the LUSA Executive
 - iii) Upon written request of thirty (30) active LUSA members
 - iv) Upon majority resolution of a General Assembly
 - c) All General Assemblies must be well publicized a minimum of ten (10) days prior to its intended date
 - d) Proper conduct shall be observed at all General Assemblies
 - i) Individuals may be removed from the meeting at the discretion of the Chair if conduct practices are not respected
 - e) Only Active Luther Members may vote on presented motions
 - i) Other members such as General and Alumni may attend and speak but are not permitted to vote on motions presented

VIII. Quorum

- 1) Quorum for LUSA General Council shall be constituted by Roberts' Rule whereas two thirds ($\frac{2}{3}$) of the acting council must vote in favour of the motion presented
- 2) A minimum of fifteen (15) Active Luther Members and General Council, not including the meeting Chair, must be present to constitute quorum at LUSA General Assemblies
 - a) Two thirds ($\frac{2}{3}$) of present members must vote in favour for a motion to be passed
- 3) If Quorum is not achieved at a meeting the scheduled business of the association will be conducted as usual with all planned motions being tabled until the next meeting

IX. Elections

- 1) LUSA General Council shall appoint an officer who will be responsible for coordinating LUSA elections
 - a) This person will be known as the Electoral Officer
- 2) All members of the LUSA General Council will be elected in a general election
 - a) Must take place before March 31st of each year
 - b) Only Active Luther Members as defined by Article III may run for an elected position
- 3) Only Active Luther Members and LUSA General Council Members, exempting the Electoral Officer, may vote in an election
 - a) In the case of a tied vote, the Electoral Officer will cast the deciding ballot
- 4) The election date and the opening of nominations shall be announced at least two (2) weeks prior to the date of the election
 - a) All candidates must provide a signed nomination form, with three (3) signatures, to the Electoral officer five (5) business days prior to the election
- 5) Voting in an election will be done by an anonymous, secret ballot
 - a) This will be sent in an electronic format to all Active Luther Members via their registered uregina emails by the Electoral Officer
 - b) The Electoral Officer will be responsible for ensuring anonymity is maintained
- 6) All elected positions shall be filled for a twelve (12) month period commencing May 1st of each year and ending April 30th of the following year
- 7) If a member of the LUSA General Council resigns or a post is vacant for any other reason:
 - a) Before January 31st of a year - a bi-election must take place for that position
 - b) After January 31st of a year - the LUSA General Council may appoint to fulfill the position on an interim basis to complete the term
 - c) If any of the Executive positions: President, Vice President, Executive Administrator, or Chief Financial Officer, is vacant before January 31st of a year than the LUSA General Council must appoint an elected member of council to fill the position until a bi-election can be held to replace the vacant role
 - i) If an Executive position become vacant after January 31st of a year than a member of the General Council may be appointed upon a vote by the remaining General Council members
 - d) Bi-elections follow the rules governing General Elections

X. Vacancies

- 1) Any person on the LUSA General Council may be replaced under the following circumstances:
 - a) When sufficient grounds are provided dictating that a council member is improperly fulfilling their duties, a two thirds ($\frac{2}{3}$) resolution to that effect by council may remove any council member from office

- b) The council may be forced to vote on if a council member is improperly fulfilling their duties upon presentation of a petition with thirty (30) active members' signatures on it
- c) If sufficient grounds are given that a council member is improperly fulfilling their duties, a General Assembly may remove a General Council member from office through the following procedure:
 - i) The meeting shall be requested through a written letter signed by fifteen (15) Active Luther Members, enough to reach quorum at a General Assembly
 - ii) The meeting and its purpose must be advertised fourteen (14) days, two (2) weeks, prior to the date of the meeting
 - iii) A two third ($\frac{2}{3}$) majority vote by eligible voting members in attendance (provided there is quorum) at the meeting shall be required to unseat the LUSA General Council member

XI. Amending the Constitution

- 1) The constitution may be amended by a membership referendum
- 2) Amendments must be posted between ten (10) and twenty (20) days prior to the vote on the amendments
- 3) Amendments may be initiated by:
 - a) Any active LUSA member may provide a proposed amendment(s) accompanied by a minimum of twenty (20) signatures from Active Luther Members
 - i) Fifty per cent (50%) plus one (1) of the signatures must be from registered Luther students or Luther Residents
 - b) A majority of LUSA General Council
 - c) A majority at a General Assembly
- 4) An amendment must appear completely on a ballot with the question "Are you in favour of the proposed amendment?" followed by a space on the ballot to check 'Yes' or 'No' in response
- 5) For an amendment to be passed at least two thirds ($\frac{2}{3}$) of the Active voting members present at a General Membership meeting must vote in favour of the change
- 6) All constitutional rules regarding elections are followed regarding referendums
- 7) Amendments must be posted campus wide and a copy must be presented to the LUSA General Council at its next scheduled meeting detailing what was passed and what was not
- 8) To hold a referendum the LUSA General Council must appoint a Referendum Officer
 - a) Will act in a similar manner to the Electoral Officer
- 9) During summer operations, incoming and outgoing executives observing quorum may pass unanimous amendments

XII. Financial Procedures

- 1) If any active member wishes for reimbursement or compensation from LUSA for any reason, the individual must approach the LUSA General Council and:
 - a) Request to present their proposal for reimbursement or compensation at the next Council Meeting to provide explanation as to why the council should fulfill their request
 - b) Provide a written statement to the LUSA General Council detailing expense(s) and purpose for evaluation prior to the Council Meeting
- 2) LUSA General Council members may not receive payment for their work through cash payments or items paid for and presented to the individual for free
- 3) LUSA General Council members may receive reimbursement for items purchased for LUSA after the following steps have been completed:
 - a) The purchase is proposed at a Council Meeting for the purpose of furthering the planned proceedings that the council has decided upon to benefit the membership
 - b) After the purchase has been proposed it will be put forth to the General Council for a vote and must obtain two thirds ($\frac{2}{3}$) in favour to be passed
 - c) Once the purchase has been made, a receipt must be provided to the Chief Financial Officer before reimbursement will be permitted
 - d) Purchases of twenty-five dollars (\$25.00) or less does not need prior board approval to receive reimbursement from the LUSA General Council
- 4) Three members of the LUSA Executive will be authorized as signing authority for the bank account in the name of the association, this will include the President, the Vice President, and the Chief Financial Officer
- 5) The Chief Financial Officer and one (1) other signing officer must co-sign all cheques or approve virtual transfers
 - a) If the payment is being made to the Chief Financial Officer than the President and Vice President must take the necessary steps to approve the transaction

XIII. Constitutional Disputes

- 1) The Arbitrator in all constitutional disputes shall be the LUSA President
 - a) If the dispute is between the President and another LUSA member, the Vice President will act as Arbitrator
 - b) If the dispute is between the President and Vice President than the LUSA General Council shall appoint another council member to act as the Arbitrator
- 2) In the case of a dispute the Arbitrator must determine the correct interpretation of the constitution based on the circumstances involved in the issue and the intent of the constitution
- 3) After the constitutional dispute is settled, the LUSA council shall initiate an amendment to the constitution to clarify the section that caused the dispute to occur
- 4) The LUSA Constitution must be reviewed every four (4) years to maintain relevance
 - a) Changes may then be proposed at the next AGM as needed to ensure that appropriate changes are being made