

## The Constitution of LUSA

Passed  
LUSA General Assembly  
February 9<sup>th</sup>, 1983  
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Amended September 30<sup>th</sup>, 2015

### 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 the opportunity to gain valuable experience in various fields and areas of interest.
- 2) LUSA shall, when its membership deems it appropriate, represent the interests of its membership with regard to social and academic concerns.
- 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.

**III. Membership:** the three categories of membership

1) Active Members:

- a) An individual who is a student of the University of Regina (taking at least two credit classes) who is registered through Luther College.
- b) Any individual who is living in the Luther College residence who is a student of the University of Regina or another educational institution who is taking at least two credit classes.

2) Alumni Members:

- a) Any individual who was formerly an active member and wishes to continue membership on an alumni basis.

3) General Council Alumni

- a) Any former active general council member, who is a current post-secondary student who no longer meets the active member requirements.

**IV. Membership Privileges:**

1) Active Members: Active LUSA members shall have the following privileges:

- a) The right to vote in LUSA elections.
- b) The right to vote and speak during General Assemblies.
- c) The right to vote in LUSA referendums.
- d) The right to be elected to and hold LUSA office.
- e) The right to attend all LUSA functions.

2) Alumni Members: Alumni LUSA members shall have the following privileges:

- a) The right to speak during General Assemblies.
- b) The right to attend all LUSA functions.

3) General Council Alumni: General Council Alumni shall have the following privileges:

- a) The right to speak during General Assemblies.
- b) The right to attend all LUSA functions.
- c) The right to be elected to and hold LUSA office.

4) Revoking Membership Privileges:

- a) Any LUSA member may have his/her membership privileges and/or association membership revoked if LUSA General Council 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 the evidence to do so.
- b) Any individual who has had membership privileges revoked will be barred from all LUSA social and other functions.

## **V. Organization and Structure:**

1) The LUSA General Council:

- a) Consists of:
  - i. Six (6) Executive members.
  - ii. One (1) or two (2) Quad Representatives for each active quads. The number of active quads is to be determined by the Residence and Conference Service Manager.
  - iii. A minimum of two (2) Day Student Representatives.
- b) Is directly responsible to the LUSA membership.
- c) Shall be responsible for the initiation of all other LUSA programs, activities, and representations within the membership of LUSA.

- d) Shall be responsible for the initiation of all social events within the membership of LUSA.
- e) All council members must be provided with written estimates of all costs before any function is implemented.
- f) Must approve all legally binding agreements before they can be signed.
- g) May appoint any number of ex-officio non-voting members at large to fulfill specific functions.
- h) Shall determine the responsibility for:
  - i. Booking of facilities when needed.
  - ii. Booking entertainment when required.
  - iii. Purchase of food and refreshments at functions when required.
  - iv. Establishing committees needed for such functions.
- i) Shall determine LUSA policy with regard to relations with:
  - i. The Luther College Administration
  - ii. The Luther College Faculty
  - iii. The Luther College Residence Staff
  - iv. The University of Regina Student's Union
  - v. All other external bodies

## 2) **The LUSA Executive:**

### a) **The President:**

- i. Shall be the central coordinator of LUSA General Council and its spokesperson.
- ii. Shall have the priority of accepting or relinquishing the chair at all council and general meetings.
- iii. Shall be ex-officio on all ad hoc committees within the council.
- iv. Shall ensure representation of LUSA membership at all external levels including:
  - a. Luther Faculty and Staff meetings
  - b. With regard to the Students' Union
  - c. With regard to any efforts made by council to increase student representation on the College Board of Regents, President Council, or similar bodies.
  - d. Shall act as a liaison to the College President, Dean, and other College staff.

### b) **Vice President:**

- i. Shall assist the President in his or her duties.
- ii. Shall ensure that attendance of members at Council meetings is satisfactory.

### c) **Academic Representative:**

- i. Shall be a day student of Luther College at the time of election and during the term of office.
- ii. Shall specifically represent day students at Luther College Faculty and Staff meetings.

- iii. Shall represent Luther Students on the Luther College Academic Affairs Committee.
  - iv. Shall ensure representation of Luther Students on all faculty committees.
  - v. Shall be responsible for the encouragement of Day Student participation at LUSA functions.
  - vi. Shall be responsible for keeping day students well informed of LUSA functions and representations made on their behalf.
  - vii. Ensures there is a student voice on all STRAT Plan committees.
- d) Treasurer:
- i. Shall prepare the annual LUSA budget and shall present this budget at the first General Assembly in the fall semester.
  - ii. Shall be responsible for the maintenance of LUSA transactions; the file of such records shall be at the immediate disposal of any active members.
  - iii. Shall maintain updated accounts of transactions with chartered bank or credit union.
- e) Public Relations Representative:
- i. Shall be responsible for promoting LUSA functions and events.
  - ii. Shall be responsible for advertising by LUSA.
  - iii. Shall be responsible for the purchase, sales, and distribution of tickets for LUSA events.
  - iv. Shall initiate and maintain contact with Residence Life

Committee, Chaplain, University of Regina Students' Union, Residence Assistants, Alumni and all other committees that LUSA needs to communicate with.

f) The Secretary:

- i. Shall keep proper, well-written, well-organized minutes to all association meetings according to standard agenda procedure.
- ii. Shall ensure that copies of association minutes are distributed to all council members no less than four (4) days after such meetings and additional copies are available to active members upon request.
- iii. Shall co-ordinate publication and distribution of minutes and agenda publicly.

g) The Quad Representatives:

- i. Each of the active Luther College Residence quads are entitled to elect one (1) or two (2) representative(s) through procedure agreed upon by the quad.
- ii. Each Quad Representative(s) is responsible to represent his/her quad to LUSA council and report council proceedings back to the quads.
- iii. If a quad cannot find or elect a Quad Representative the responsibility then falls on the Resident Assistant of said quad to attend the weekly meetings.

**h) Luther Day Student Representatives:**

- i. Day Student Representatives are elected on the basis of the number of students registered in Luther faculty minus the number of Luther students living in the Residence. The following is the basis of the number of representatives to be elected:
  - a. In the fall semester the Academic Representative determines the number of Luther Day Students.

- b. One representative may be elected for each one hundred (100) Day Students or part thereof.
  - c. There must be in place a minimum of two (2) Day Student Representatives.
  - d. The procedure for election is to be determined by LUSA executive.
- ii. Each Day Student is a voluntary representative who is responsible to represent Day Students to LUSA executive and report council proceedings back to Day Students.
  - iii. A Day Student Representative must be a full-time or part-time Luther student who lives off campus.
  - iv. The membership of a Day Student Representative can be accepted with five (5) signatures from students who are currently attending the University of Regina on a LUSA Nomination form.

## **VI. LUSA Summer Operations:**

- 1) The period following April 30<sup>th</sup> of each year to the election of the Quad and Day Student representatives is designated as the LUSA summer operations period.
- 2) The Day Student and Quad Representatives must be chosen no later than October 1<sup>st</sup> of each year.
- 3) During summer operations the newly elected LUSA Executive is responsible for all the LUSA council's responsibilities.
- 4) The Executive may turn all or most council responsibilities to one or more Executive member for the summer period.
- 5) Over the summer period there must be at least one Executive member responsible for summer operations.
- 6) LUSA Council summer operations include:
  - a) Responsibility for Orientation planning.



- b) Making all necessary arrangements for smooth LUSA operations when summer operations end (i.e. summer workshop and a constitution review).

## **VII. Meetings:**

There shall be two kinds of LUSA Meetings.

### 1) Weekly Council Meetings:

- a) LUSA General Council will conduct weekly meetings throughout the year (excluding summer operations period). Council will decide the day, time, and location of the meetings at the beginning of each semester. If required, additional meetings will be called.
- b) All active association members and other interested parties will be welcome at these meetings of the association and may contribute to the discussion. 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 motions except in the event of a tie.

### 2) General Assemblies:

- a) The Association shall hold at least one General Assembly each of the Fall and Winter semesters, the first must be held within twenty-eight (28) days of the opening of the term.
- b) The President of the Association will call a General Assembly:
  - i. Upon resolution of a majority of LUSA General Council.
  - ii. Upon written request of any two members of LUSA Executive.
  - iii. Upon written request of thirty (30) active LUSA members.
  - iv. Upon majority resolution of a General Assembly.

- c) General Assemblies must be well publicized at least ten (10) days in the advance of the intended date.
- d) Proper conduct shall be observed at all General Assemblies.
- e) Only Active members, Alumni members and General Council Alumni members may speak at assemblies and only active members may vote. If a non-member wishes to speak at an assembly he/she must receive permission from the Chairperson.

#### **VIII. Quorum:**

- 1) Quorum for LUSA General Council shall be constituted by 50% +1 of its membership.
- 2) Twenty-five (25) active members shall constitute quorum at LUSA General Assemblies.
- 3) If Quorum is not achieved at a meeting the business of the association will be conducted as usual with all the 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; this person shall be known as the Electoral Officer.
- 2) All members of the LUSA Executive are elected in a general election, which must take place before the end of March.
- 3) Only active members and General Council Alumni as defined by Article III may run for office.
- 4) Only active members of the association, with the exception of the Electoral officer, may sign papers or vote in an election. At least six (6) signatures, including the signature of the candidate, are needed to nominate a candidate for a position on LUSA Council.
- 5) In the case of a tied vote, the Electoral officer will cast the deciding ballot.
- 6) The election date and the opening of nomination shall be announced at least two weeks prior to the date of the election.

- 7) Nominations must be filed with the Electoral officer five (5) business days prior to the election.
- 8) Voting in an election will be by secret ballot. Measure will be taken by the Electoral officer to ensure a maximum amount of secrecy in voting.
- 9) All elected positions shall be filled for twelve (12) months commencing May 1<sup>st</sup> of each year and ending April 30<sup>th</sup> of the following year.
- 10) The election of Quad and Day Student representatives must take place before October 1<sup>st</sup> of each year and the LUSA Executive is responsible for the coordination of this election.
- 11) If a member of LUSA General Council resigns or the post becomes vacant:
  - a) Before January 31<sup>st</sup> of a year, a by-election must take place for the position.
  - b) After January 31<sup>st</sup> of a year LUSA Council may appoint to fulfil the position on an interim basis to complete the term.
  - c) If the positions of President or Secretary are vacant than LUSA council must appoint an elected member of council to fill the position until a by-election can fill the position.
  - d) If that position of President is made vacant after January 31<sup>st</sup> the person appointed to complete the term must be an elected member of council.
- 12) By-elections follow the rules governing General Elections.

**X. Vacancies:**

Any person on LUSA General Council may be replaced under the following circumstances.

- 1) If sufficient grounds are given that a council member is improperly fulfilling his or her duties, a two thirds (2/3) resolution to that effect by council may remove any council member from office.

- 2) The council may be forced to vote on a council member improperly fulfilling his or her duties upon presentation of a petition with thirty (30) active members' signatures on it.
- 3) If sufficient grounds are given that a council member is improperly fulfilling his or her duties, a General Assembly may remove a council member from office through the following procedure:
  - a) The Meeting shall be petitioned by at least that number of members required for a quorum.
  - b) The Meeting and its purposes shall be advertised fourteen (14) days prior to the date of the meeting.
  - c) A two thirds (2/3) majority vote of those members in attendance (provided there is quorum) at the meeting shall be required to unseat the incumbent LUSA 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 before the vote on the amendments.
- 3) Amendments may be initiated by:
  - a) Any active LUSA member provided the proposed amendment(s) are signed by at least thirty (30) active members.
  - b) A majority of LUSA General Council.
  - c) A majority of a General Assembly.
- 4) An amendment must appear completely on a ballot with the question: "Are you in favour of the proposed Amendment?" with space on the ballot for a Yes or No answer.
- 5) For an amendment to be passed at least two thirds (2/3) of five (5) percent of the active membership must vote yes.
- 6) All Constitutional rules regarding elections are followed with regards to referendums.

- 7) Amendments must be posted campus wide and a copy presented to the LUSA General Council at its next meeting.
- 8) To hold a referendum LUSA General Council must appoint a referendum officer.
- 9) During summer operations, incoming and outgoing executives observing quorum may pass unanimous amendments.

## **XII. Compensations, Honorariums, and Payment:**

- 1) If any person, active LUSA member or otherwise, wishes reimbursement or compensation from LUSA for any reason, that individual must approach LUSA council him/herself.
- 2) LUSA council members may not receive payment for their work through such means as free alcohol or free anything else in payment for work done.

## **XIII. Signing Power:**

- 1) Three members of the LUSA General Council shall be authorized to sign cheques in the name of the association: the President, the Treasurer, and the Vice President.
- 2) The Treasurer and one (1) other signing authority must co-sign each cheque, unless the cheque is to be written out to the Treasurer.
- 3) Expenditures under fifty dollars (\$50.00) need not receive advance approval of LUSA General Council; however, all expenditures must be made known to council at the first meeting possible after the expenditure.
- 4) Expenditures over fifty dollars (\$50.00) must have prior approval of the LUSA General Council. Expenditures over fifty dollars (\$50.00) made without the prior approval of the LUSA council would make the two (2) LUSA council members who signed liable for the expenditure, if the LUSA Council does not deem it justified.

#### **XIV. Constitutional Disputes:**

- 1) The Arbitrator in all constitutional disputes shall be the LUSA President.
- 2) In the case that the dispute is between the President and another LUSA member, the Vice-President shall arbitrate.
- 3) In the case of a dispute between the President and the Vice-President the LUSA General Council Shall elect from its members an arbitrator.
- 4) In the case of disputes the arbitrator must determine the correct interpretation of the constitution, based on circumstances involved in the issue, and the intent of the constitution.
- 5) After the constitutional disputes the LUSA council shall initiate an amendment to the constitution to clarify the disputed points.