CONSTITUTION
OF THE
PACIFIC LUTHERAN THEOLOGICAL SEMINARY OF
CALIFORNIA LUTHERAN UNIVERSITY
STUDENT ASSOCIATION
As Amended on September 19, 2018

PREAMBLE

We, the students of Pacific Lutheran Theological Seminary (PLTS) of California Lutheran University (CLU), seek to lift up the interests and concerns of all PLTS of CLU students; to encourage the full participation of students in the PLTS of CLU community; and to affirm the diversity of the Student Body as it enriches the ministry of this institution. Toward the living of this vision, we hereby adopt this constitution.

ARTICLE I
Name and Purpose

Section 1: Name
The name of this organization shall be the PLTS of CLU Student Association.

Section 2: Purpose
The purpose of this organization is to continually uphold the vision articulated in the preamble stated above as it reflects the calling of the current PLTS of CLU community. The PLTS of CLU Student Association aims to build up the community of faith in which we all share.

Subsection 1: The Student Association supports PLTS of CLU students as well as their families and loved ones and represents the interests of said persons to the larger PLTS of CLU community, including faculty and staff, the Advisory Board, and the various peoples and institutions which support and are affiliated with PLTS of CLU.

ARTICLE II
Membership, Fees, and Meetings

Section 1: General Membership
General Membership of the PLTS of CLU Student Association shall consist of all students enrolled at PLTS of CLU, including on-campus students, Online/Distributed/Distance Learning students, Lutheran year students, and students on internship.
Subsection 1: General Members may attend meetings, serve on committees, and shall have voice and vote at all general and special meetings of the PLTS of CLU Student Association (as described in article II, section 4).

Section 2: Associate Membership
Associate Membership shall consist of TEEM students, Evangelical Lutheran Church in America (ELCA) students attending other schools within the Graduate Theological Union (GTU) and students at non-ELCA schools of theology who are entranced into candidacy and have affiliated with PLTS of CLU.

Subsection 1: Associate Members shall be accorded voice but no vote at regular and special meetings of the PLTS of CLU Student Association.

Section 3: Membership and Fees
Membership Fees shall be collected at the beginning of the Fall and Spring Semesters. This is to be collected from PLTS of CLU Student Association General Membership students only. Students enrolled in Online/Distributed/Distance Learning, TEEM students, and those on internship are not required to pay this fee.

Subsection 1: A majority vote of the PLTS of CLU Student Association may change the fee from the previous year; otherwise, the cost for membership shall remain the same. Associate members are not required to pay the membership fee.

Subsection 2: The exact amount of the membership fee shall be defined within the bylaws of this constitution.

Subsection 3: Any distribution of funds over $500.00 designated for purposes other than student programming or student groups/clubs must be approved by a majority vote of the PLTS of CLU Student Association.

Section 4: Meetings
Subsection 1: General meetings of the PLTS of CLU Student Association should be held once during each semester in September and May.

1. Announcement of general meetings must be made two weeks in advance by written notice to every student via seminary campus communication: email, on the PLTS Community Facebook page, Community Bulletin Board, and the PLTS Student Services Calendar.
2. General meetings shall be planned so that Online/Distributed/Distance Learning students and students on Internship may participate fully in the meeting.

Subsection 2: Special meetings may be called by the President of the PLTS of CLU Student Association with the consent of the Executive Committee or upon written
request or petition of one-fourth of the PLTS of CLU Student Association General Membership.

1. Announcement of special meetings must be made two weeks in advance by written notice to every student via seminary campus communication.
2. Special meetings shall be planned so that Online/Distributed/Distance Learning students and students on Internship may participate fully in the meeting.

Subsection 3: A quorum shall consist of twenty-five percent of the PLTS of CLU Student Association General Membership. A general meeting of the Student Association may conduct business if a legally constituted quorum of members is present.

1. In the event that a quorum is not achieved at a PLTS of CLU Student Association meeting, a special meeting shall then be called by the rule of subsection 2 above.

Subsection 4: Robert’s Rules of Order with an emphasis on providing space for all voices to be heard during discussion should govern parliamentary procedure in all matters not provided for by this constitution.

ARTICLE III
Principles of Organization

Section 1: Executive Committee

Subsection 1: The Executive Committee shall be empowered to act on behalf of the PLTS of CLU Student Association between general meetings of the PLTS of CLU Student Association.

Subsection 2: The Executive Committee should convene once a month during the academic year to conduct the business of the PLTS of CLU Student Association.

1. Announcement of Executive Committee meetings must be made one week in advance by written notice to every student via seminary campus communication.
2. Meetings of the Executive Committee are open to the General Membership.
3. The Executive committee will invite and hold meeting space once each semester for representatives from student organizations and community groups.
4. The President of the Student Association may call a closed meeting of the Executive Committee if there is need of confidentiality.
5. Meetings of the Executive Committee shall be planned so that Online/Distributed/Distance Learning students and students on internship may participate in the meeting.

Subsection 3: The voting members of the Executive Committee shall be: President, Vice-President, Secretary, Financial Secretary, Academic Advocate, Lutherans in the
Public Sphere (LIPS) Advocate, Community Life Coordinators, Being Well Liaison, and the Online/Distributed/Distance Liaison.

1. The members of the Executive Committee, except for the Financial Secretary and Online/Distributed/Distance Liaison, shall take office immediately after Election Day in the Fall Semester.
2. A member of the staff or faculty and a member of the Dean’s office shall attend Executive Committee meetings and shall have voice but no vote.

Subsection 4: The Executive Committee shall read together the Constitution of the PLTS of CLU Student Association at the first meeting of the Fall Semester.

Subsection 5: Upon vacancy in any Executive Committee position, except the office of President, the President shall designate someone to assume the respective duties until a special meeting (as specified in article 2, section 4, subsection 2) and election can be held or the officer can resume their duties.

Section 2: Duties of the Executive Committee Members

Subsection 1: President

1. Shall preside over all legally constituted meetings of the PLTS of CLU Student Association and all Executive Committee meetings.
2. Shall appoint, with the consent of the Executive Committee, members to committees to which election is not required.
3. Shall maintain regular communications with the Office of the Dean.
4. Shall appoint members to the Executive Committee upon vacancy of Executive Committee position.
5. Shall represent the PLTS of CLU Student Association at all general meetings of the PLTS of CLU Advisory Board.
6. Shall represent the PLTS of CLU Student Association at all Faculty meetings.
7. Shall maintain regular communication with the PLTS of CLU Administration.
8. Shall call all Executive Committee meetings and the General Student Association meeting in May of each academic year.
9. Shall facilitate access to all meetings for Online/Distributed/Distance Learning students and students on Internship.
10. Shall provide a document outlining role, duties, actions, and further insights or ideas regarding their year of service for the next in office.

Subsection 2: Vice-President

1. Shall perform all presidential functions in the absence of the PLTS of CLU Student Association President.
2. Shall, with the Financial Secretary, audit the financial records of the previous Financial Secretary, ensuring all financial transactions were documented and
legal, reporting the findings at the earliest subsequent Executive Committee meeting. If the Vice President served as Financial Secretary the previous year, they shall not participate in the audit.
3. Shall maintain regular communications with the Office of Seminary Relations.
4. Shall act as liaison between the PLTS of CLU Student Association and the Student Associations of GTU consortium schools.
5. Shall serve on the California Lutheran University Graduate and Professional Student Council as the representative of the PLTS of CLU Student Association.
6. Shall serve as a student representative to one of the Advisory Board's Subgroups.
7. Shall provide a document outlining role, duties, actions, and further insights or ideas regarding their year of service for the next in office.

Subsection 3: Secretary
1. Shall record the minutes of PLTS of CLU Student Association and Executive Committee meetings.
2. Shall distribute the minutes of PLTS of CLU Student Association and Executive Committee meetings and is responsible for upkeep of a binder of previous meeting minutes located in La Sala.
3. Shall maintain regular communications with the Office of the Dean.
4. Shall execute all necessary correspondence for the PLTS of CLU Student Association.
5. Shall communicate about events with the Office of Student Affairs to be put on the Student Services Calendar.
6. Shall announce all meetings of the PLTS of CLU Student Association through Seminary Student Communication.
7. Shall maintain an archive of Student Association artifacts.
8. Shall be the second party in the audit of the previous year’s financial records if there is a conflict of interest.
9. Shall act as webmaster for the Student Association section of the PLTS of CLU website.
10. Shall provide a document outlining role, duties, actions, and further insights or ideas regarding their year of service for the next in office.

Subsection 4: Financial Secretary
1. Shall keep accurate records of PLTS of CLU Student Association funds.
2. Shall give a financial report at each meeting of the Executive Committee.
3. Shall maintain regular communications with the PLTS of CLU Bookkeeper.
4. Shall, with the Vice-President, audit the financial records of the previous Financial Secretary, ensuring all financial transactions were documented and legal, reporting the findings at the earliest subsequent Executive Committee meeting. If the Financial Secretary served in this same role the previous year, they shall not participate in the audit.
5. Shall work with the Finance and Student Life Offices to allocate PLTS of CLU Student Association funds at the direction of the PLTS of CLU Student Association or Executive Committee.
6. Shall facilitate budget planning within the PLTS of CLU Student Association.
7. Shall assist Standing Committees and student groups/clubs with the creation and maintenance of their budgets.
8. Because of the depth and breadth of skills required of someone in this position the Financial Secretary shall be appointed by the Executive Committee. The Executive Committee shall distribute applications for this position in a timely fashion at the beginning of the academic year and shall have a Financial Secretary appointed no later than October 1st.
9. Shall provide a document outlining role, duties, actions, and further insights or ideas regarding their year of service for the next in office.

**Subsection 5: Academic Advocate**

1. Shall advocate for the best interest of students concerning academic matters in Executive Committee meetings and with the greater PLTS of CLU administration.
2. Shall attend regular meetings of the Faculty Academic Committee and serve as a liaison between the PLTS of CLU Student Association and the Faculty Academic Committee, bringing student concerns and questions.
3. Shall maintain regular communications with the Chair of the Academic Committee.
4. Shall assess the academic wellbeing of the PLTS of CLU Student Association through both formal gatherings and informal information sessions, offering students a person with whom to safely discuss matters of academic life at PLTS of CLU, and to better the PLTS of CLU academic community through appropriate initiatives.
5. Shall provide a document outlining role, duties, actions, and further insights or ideas regarding their year of service for the next in office.

**Subsection 6: Lutherans in the Public Sphere (LIPS) Advocate**

1. Shall facilitate opportunities for PLTS of CLU students, faculty and staff to live out their Lutheran identity in the greater public sphere and to be responsibly engaged world citizens through critical discussions of current events, social justice and ethically minded events, and community service.
2. Shall act as a liaison between the larger Bay Area—its nonprofits, ministries and social justice concerns—and the PLTS of CLU community.
3. Shall maintain regular communications with Chair of C4.
4. Shall act as a liaison between the PLTS of CLU Student Association and the CLU Community Service Center.
5. Shall sit on the PLTS of CLU C4 Committee.
6. Shall facilitate the formation of a leadership structure (e.g. a steering
committee or ad hoc meetings) they deem appropriate for the ongoing participation of PLTS of CLU community members in the public sphere.

7. Shall, in consultation with the Student Association Executive Committee and other campus leaders, facilitate the designation of monthly chapel offerings to a ministry and/or nonprofit deemed appropriate and meaningful to the community.

8. Shall provide a document outlining role, duties, actions, and further insights or ideas regarding their year of service for the next in office.

Subsection 7: Community Life Coordinators

1. Shall advocate for the best interest of the life of the PLTS of CLU Student Association in Student Association Executive Committee meetings and with the PLTS of CLU administration.

2. Shall communicate with PLTS of CLU Secretary regarding first Friday events so that the information is given through proper seminary campus communication networks to the PLTS of CLU Student Association.

3. Shall maintain regular communications with the Rector’s Office.

4. Shall coordinate monthly community events on the first Friday of each month, except in months where special events replace First Friday events.

5. The Community Life Coordinator position will be filled with two General Members of the PLTS of CLU Student Association.

6. Shall provide a document outlining role, duties, actions, and further insights or ideas regarding their year of service for the next in office.

Subsection 8: Being Well Liaison

1. Be in contact with the CLU Being Well Liaison to share ideas and communicate about how to best bring wellness to the students in the communities.

2. Shall maintain regular communications with the head of the PLTS Spiritual Care Team, bi-semesterly, to communicate student’s needs and concerns.

3. Responsible for maintaining and creating access to an updated list of student services such as counseling centers, food pantries, health clinics, etc. with the collaboration of faculty and the PLTS Spiritual Care Team.

4. Be responsible for maintaining and stocking the Living Bread food pantry for students.

5. Shall provide a document outlining role, duties, actions, and further insights or ideas regarding their year of service for the next in office.

Subsection 9: Online/Distributed/Distance Liaison

1. Shall be enrolled full- or part-time at PLTS as a Online/Distributed/Distance Learning student or have been a former Online/Distributed/Distance Learning student currently and is currently an on-campus student.

2. Shall communicate regularly with their Online/Distributed/Distance Learning colleagues, fielding concerns and questions.
3. Shall maintain regular communications with the Online Formation Group Facilitator.
4. Shall advocate for the best interest of Online/Distributed/Distance Learning students in Executive Committee meetings and the greater PLTS administration.
5. Because this position is unique to the PLTS community and may require additional advertisement, the Online/Distributed/Distance Liaison shall be appointed by the Executive Committee. The Executive Committee shall distribute applications for this position in a timely fashion at the beginning of the academic year and shall have an Online/Distributed/Distance Liaison appointed no later than October 1.
6. Shall provide a document outlining role, duties, actions, and further insights or ideas regarding their year of service for the next in office.

Section 3: Committees

Subsection 1: Committees may be formed at any time by the direction of the PLTS of CLU Student Association or the Executive Committee in order to address the specific and immediate needs of the PLTS of CLU community.
1. The Executive Committee shall appoint one of its members to serve as liaison to the newly formed committee.

Section 4: Elections

Subsection 1: Elections shall take place on the third Wednesday of the Fall Semester, following PLTS of CLU Wednesday community worship.
1. This event shall be known as Election Day.
2. Election day shall be scheduled by the SAEC before disbanding for the summer and shall be planned by the Summer Steering Committee.
3. Election Day shall be accessible to Online/Distributed/Distance students and to students who are on internship.
4. If Founders Day falls on the third Wednesday, the election will be moved to the fourth Wednesday of the Fall semester.

Subsection 2: Election Day shall serve as an opportunity for Members of the PLTS of CLU Student Association to elect new members to the Executive Committee, and recruit members to Committees.

Subsection 3: The Summer Steering Committee shall disseminate information concerning the positions to be filled by election.
1. All positions to be filled by election are described in article III, section 2 of this constitution.
2. At least two weeks prior to Election Day, the Summer Steering Committee shall distribute written descriptions of the positions through seminary campus
communication.

3. On Election Day, the Summer Steering Committee shall distribute written descriptions and explain orally all positions to be filled by election.

**Subsection 4:** Nominations and elections shall occur in this order: President, Vice-President, Secretary, Academic Advocate, Lutherans in the Public Sphere (LIPS) Advocate, Community Life Coordinators, and Being Well Liaison.

1. Nominations shall be taken from the floor.
2. The PLTS of CLU Student Association will strive to be inclusive in its nominations, striving for balance of gender identity, ethnicity, age, sexual orientation, academic plan of study, and academic year.

**Subsection 5:** Election shall be determined by a majority vote of those present and voting, provided there is a quorum (as defined by article II, section 4, subsection 3). If no nominee receives more than 50% of the vote, a run-off election shall be held between the two candidates with the highest vote counts.

1. All nominees shall leave the room during the vote for that position.
2. As soon as the President is elected, they shall run the rest of the meeting.
3. At least one member of the Executive Committee shall be a student who will return to the PLTS of CLU campus the following academic year, in order to provide continuity to the PLTS of CLU Student Association.
6. In the event that an officer cannot complete the year’s commitment, a provisional election shall be held according to the process described above in article III, section 1, subsection 5.
7. Newly elected members of the Executive Committee shall be installed during the next Wednesday community worship.

**Section 6: Groups/Clubs**

**Subsection 1:** Groups/Clubs shall be made of two or more General Members of the PLTS of CLU Student Association who have a shared interest, purpose, or identity and who meet regularly.

**Subsection 2:** All groups/clubs must submit a statement of purpose and a budget request form, if funding through the PLTS of CLU Student Association is desired, to the PLTS of CLU Student Association Secretary in order to become a recognized student group/club.

1. All statements of purpose must be consistent with the PLTS of CLU Mission Statement.
2. Statements of Purpose and Budgets must be approved by the PLTS of CLU Student Association Executive Committee.
Subsection 3: Groups/Clubs must be open to all General Members of the PLTS of CLU Student Association.

Subsection 4: To maintain the status of a group/club and to continue to receive funding through the PLTS of CLU Student Association, the group/club must submit a statement of purpose and budget request form annually.

1. For priority funding, requests should be sent to the Secretary of the PLTS of CLU Student Association no later than the April meeting of the Executive Committee.

Section 7: Summer Steering Committee

Subsection 1: The PLTS of CLU Student Association shall have a Summer Steering Committee which shall serve as the interim executive authority of the PLTS of CLU Student Association during the summer months.

Subsection 2: The Summer Steering Committee shall meet at least once during the summer, and as often as required to transact the business of the PLTS of CLU Student Association that is necessary and proper for student governance.

1. Meetings of the Summer Steering Committee shall be held in person on the PLTS of CLU Campus.
2. If members of the Summer Steering Committee cannot be physically present, members may participate in meetings via live, online communication tools.

Subsection 3: The Summer Steering Committee shall meet with the PLTS of CLU administrators, faculty, and staff as necessary for proper student representation.

Subsection 4: The Summer Steering Committee shall assist with Orientation by acquainting the incoming students with the PLTS of CLU Student Association.

1. Constitutions shall be made available to all new PLTS of CLU students.

Subsection 5: The Summer Steering Committee shall convene the PLTS of CLU Student Association at Election Day (see article III, section 4, subsection 1 for description of Election Day duties).

Subsection 6: The Summer Steering Committee shall provide a report of its business to the newly formed Executive Committee, including giving a financial report with supporting documentation, at their first meeting of the Fall Semester.
Section 8: Election of the Summer Steering Committee

Subsection 1: A Chairperson, Secretary/Financial Secretary, and two (2) At-Large members shall be elected from the General Membership of the PLTS of CLU Student Association at the Spring Semester General Meeting of the PLTS of CLU Student Association.

1. The students nominated for Chairperson and Secretary/Financial Secretary must be present during the summer to fulfill Summer Steering Committee obligations.
2. The students nominated for the At-Large positions may be remote during the summer and join the meetings through online communication.
3. The Student Association will strive to be inclusive in its nominations, striving for balance of gender identity, ethnicity, age, sexual orientation, academic plan of study, and academic year.

Subsection 2: The Summer Steering Committee shall become active on the last academic day of the Spring Semester and shall serve until the Student Association elects officers at Election Day.

ARTICLE IV
Amendments and By-Laws

Section 1: Amendments to the Constitution

Subsection 1: Proposed amendments to this constitution shall be introduced at a general meeting of the PLTS of CLU Student Association.

Subsection 2: Proposed amendments shall be distributed to the Members of the PLTS of CLU Student Association at least two weeks prior to voting.

Subsection 3: Amendments shall require a two-thirds majority of those present at a legally constituted meeting of the PLTS of CLU Student Association.

Section 2: Adoption of By-Laws

Subsection 1: The PLTS of CLU Student Association may adopt By-Laws that are not in conflict with this constitution.

Subsection 2: By-Laws may be adopted or amended by a majority vote of those present at a legally constituted meeting of the PLTS of CLU Student Association.
Section 1
Offerings
1.01 The Lutherans in the Public Sphere Advocate, with the consent of the PLTS of CLU Student Association Executive Committee, shall have the authority to determine recipients of offerings received during worship services.
1.02 Offerings shall be designated by month.
1.03 The funds from the offering may not be designated for the PLTS of CLU Student Association operating budget or expenses.
1.04 The funds shall be distributed among various organizations in need of financial support.
1.05 The funds may also be designated on special occasion to support individual members of the PLTS of CLU community in time of emergency or need.
1.06 Offering designations shall be posted on the Community Bulletin Board.

Section 2
PLTS of CLU Student Association Membership Fees
2.01 Membership Fees shall be set as described in 2.3 of the Constitution.
2.02 The Membership Fee is $150, and will be split into two payments of $75, one each semester.

Section 3
Disbursement of Student Association Funds
3.01 All requests for funding from the Student Association account must first be submitted to the Financial Secretary and approved by the Student Association Executive Committee.
3.02 The Financial Secretary will communicate approval of all expenditures from the Student Association account to those who can administer account funding and disbursement.
APPENDIX

Definition of Terms

Artifacts
Minutes, agenda, passwords, any documents pertaining to the Student Association body.

Community Bulletin Board
Bulletin board located in Zhen Shan Mei where the Executive Committee may post agendas, minutes, and convey any other important information to the PLTS of CLU Student Association.

PLTS Student Services Calendar
An online calendar monitored by the Administrative Assistant for Student Formation and Contextual Education.

Robert’s Rules of Order
Noting that Robert’s Rules of Order can discourage and silence full participation of all people it is recommended that community meetings are led with full participation. We recommend looking to further sources of organization for meetings; Eric’s Law and mutual invitation practices, practices from “Sharing Wisdom” by Mary Tenet McKinney, minutes should reflect the voices of the minority votes in any voting, keeping record to cultivate wisdom for the future. This can be opportunity for further research, cultivation and communication.

Seminary Campus Communication
Including email, posted on the PLTS Community Facebook page, Community Bulletin Board, the PLTS Student Services Calendar, and any other means.