

CONSTITUTION  
OF THE  
PACIFIC LUTHERAN THEOLOGICAL SEMINARY OF  
CALIFORNIA LUTHERAN UNIVERSITY  
STUDENT ASSOCIATION

As Amended on May 11, 2016

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.

1 NAME AND PURPOSE

1.1 The name of this organization shall be the PLTS of CLU Student Association.

1.2 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.

1.2.1 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.

1.2.2 The PLTS of CLU Student Association aims to build up the community of faith in which we all share.

2 MEMBERSHIP, FEES, AND MEETINGS

2.1 General Membership of the PLTS of CLU Student Association shall consist of all students enrolled at PLTS of CLU, including students studying at a distance and students on internship.

2.1.1 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 2.4).

2.2 Associate Membership shall consist of 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.

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

2.3 Membership Fees shall be collected at the beginning of the Fall Semester. This is to be collected from students only. Students enrolled in distance studies and those on internship are not required to pay this fee.

2.3.1 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.

2.3.2 The exact amount of the membership fee shall be defined within the bylaws of this constitution.

2.3.3 Any distribution of funds over \$800.00 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.

## 2.4 Meetings

2.4.1 General meetings of the PLTS of CLU Student Association should be held once during each semester.

2.4.1.1 Announcement of general meetings must be made one week in advance by written notice to every student via seminary campus communication.

2.4.1.2 General meetings shall be planned so that Flexible Life students and students on Internship may participate fully in the meeting.

2.4.2 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.

2.4.2.1 Announcement of special meetings must be made two days in advance by written notice to every student via seminary campus communication.

2.4.2.2 Special meetings shall be planned so that Flexible Life students and students on Internship may participate fully in the meeting.

2.4.3 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.

2.4.3.1 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 2.4.2.1 above. At that time, no quorum count shall be required prior to conducting business.

2.4.4 *Robert's Rules of Order* should govern parliamentary procedure in all matters not provided for by this constitution.

### 3 PRINCIPLES OF ORGANIZATION

#### 3.1 Executive Committee

3.1.1 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.

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

3.1.2.1 Meetings of the Executive Committee are open to the General Membership.

3.1.2.1.1 The President of the Student Association may call a closed meeting of the Executive Committee if there is need of confidentiality.

3.1.2.2 Meetings of the Executive Committee shall be planned so that Flexible Life students and students on internship may participate in the meeting.

3.1.3 The voting members of the Executive Committee shall be: President, Vice-President, Secretary, Financial Secretary, Academic Advocate, Lutherans in the Public Sphere (LIPS) Advocate, PLTS Being Well Liaison, the Community Life Coordinators, and the Flexible Life Liaison.

3.1.3.1 The members of the Executive Committee, except for the Financial Secretary and Flexible Life Liaison, shall take office immediately after Election Day in the Fall Semester (as specified in 3.5 below).

3.1.3.2 A member of the staff and a member of the Dean's office shall attend Executive Committee meetings and shall have voice but no vote.

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

#### 3.2 Duties of the Executive Committee Members

##### 3.2.1 President

3.2.1.1 Shall preside over all legally constituted meetings of the PLTS of CLU Student Association and all Executive Committee meetings.

3.2.1.2 Shall appoint, with the consent of the Executive Committee, members to committees to which election is not required.

3.2.1.3 Shall represent the PLTS of CLU Student Association at all general meetings of the PLTS of CLU Advisory Board.

3.2.1.4 Shall represent the PLTS of CLU Student Association at all Faculty meetings.

3.2.1.5 Shall maintain regular communication with the PLTS of CLU Administration.

3.2.1.6 Shall call all Executive Committee meetings.

3.2.1.7 Shall facilitate access to all meetings for Flexible Life students and students on internship.

### 3.2.2 Vice-President

3.2.2.1 Shall perform all presidential functions in the absence of the PLTS of CLU Student Association President.

3.2.2.2 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.

3.2.2.2.1 If the Vice President served as Financial Secretary the previous year, they shall not participate in the audit.

3.2.2.3 Shall maintain regular communications with the Office of Seminary Relations.

3.2.2.4 Shall act as liaison between the PLTS of CLU Student Association and the Student Associations of GTU consortium schools.

3.2.2.5 Shall serve on the California Lutheran University Graduate and Professional Student Council as the representative of the PLTS of CLU Student Association.

3.2.2.6 Shall serve as a student representative to one of the Advisory Board's Sub-groups.

### 3.2.3 Secretary

- 3.2.3.1 Shall record the minutes of PLTS of CLU Student Association and Executive Committee meetings.
- 3.2.3.2 Shall distribute the minutes of PLTS of CLU Student Association and Executive Committee meetings as needed.
- 3.2.3.3 Shall execute all necessary correspondence for the PLTS of CLU Student Association.
- 3.2.3.4 Shall announce all meetings of the PLTS of CLU Student Association.
- 3.2.3.5 Shall maintain an archive of Student Association artifacts.
- 3.2.3.6 Shall be the second party in the audit of the previous year's financial records if there is a conflict of interest as described in 3.2.2.2.1 or 3.2.4.3.1.
- 3.2.3.7 Shall act as webmaster for the Student Association section of the PLTS of CLU web site.

#### 3.2.4 Financial Secretary

- 3.2.4.1 Shall keep accurate records of PLTS of CLU Student Association funds.
- 3.2.4.2 Shall give a financial report at each meeting of the Executive Committee.
- 3.2.4.3 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.
  - 3.2.4.3.1 If the Financial Secretary served in this same role the previous year, they shall not participate in the audit.
- 3.2.4.4 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.
- 3.2.4.5 Shall facilitate budget planning within the PLTS of CLU Student Association.
- 3.2.4.6 Shall assist Standing Committees and student groups/clubs with the creation and maintenance of their budgets.

3.2.4.7 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.

### 3.2.5 Academic Advocate

3.2.5.1 Shall advocate for the best interest of students concerning academic matters in Executive Committee meetings and the greater PLTS of CLU administration.

3.2.5.2 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.

3.2.5.3 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.

3.2.5.4 Shall attend regular meetings of the PLTS Being Well Committee.

### 3.2.6 Lutherans in the Public Sphere (LIPS) Advocate

3.2.6.1 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.

3.2.6.2 Shall act as a liaison between the larger Bay Area—and its nonprofits, ministries and social justice concerns—and the PLTS of CLU community.

3.2.6.3 Shall act as a liaison between the PLTS of CLU Student Association and the CLU Community Service Center.

3.2.6.4 Shall sit on the PLTS of CLU C4 Committee.

3.2.6.5 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.

3.2.6.6 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.

### 3.2.7 Community Life Coordinators

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

3.2.7.2 Shall coordinate the PLTS of CLU Student Association Community Calendar.

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

3.2.7.4 Shall coordinate the provision of coffee and snacks before chapel each Wednesday.

3.2.7.5 The Community Life Coordinator positions shall be hourly employee positions.

3.2.7.5.1 The hourly pay rate and PLTS of CLU administrative oversight for the Community Life Coordinator positions shall be determined by the PLTS of CLU Student Association By-Laws.

3.2.7.5.2 The average workload for the Community Life Coordinators should be approximately five (5) hours per week including meetings, with the exception of weeks with special Community Life events.

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

### 3.2.8 PLTS Being Well Liaison

3.2.8.1 Shall meet regularly with the planning group of PLTS Being Well.

3.2.8.2 Shall be an active member of the PLTS Being Well, engaging in events and publicity, while also advocating for the best interest of PLTS Being Well in Student Association Executive Committee meetings and the greater PLTS administration.

### 3.2.9 Flexible Life Liaison

3.2.9.1 Shall be enrolled full- or part-time at PLTS through the Flexible Life: First Year M.Div. Online program.

3.2.9.2 Shall communicate regularly with their Flexible Life colleagues, fielding concerns and questions.

3.2.9.3 Shall advocate for the best interest of Flexible Life in Executive Committee meetings and the greater PLTS administration.

3.2.9.4 Because this position is unique to the PLTS community and may require additional advertisement, the Flexible Life 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 a Flexible Life Liaison appointed no later than October 1.

### 3.3 Committees

3.3.1 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.

3.3.1.1 The Executive Committee shall appoint one of its members to serve as liaison to the newly formed committee.

### 3.5 Elections

3.5.1 Elections shall take place by the third Wednesday of the Fall Semester, on a Wednesday, following PLTS of CLU Wednesday community worship.

3.5.1.1 This event shall be known as Election Day.

3.5.1.2 The Summer Steering Committee shall plan and schedule Election Day.

3.5.1.3 Election Day shall be accessible to Flexible Life students and to students who are on internship.

3.5.2 Election Day shall serve as an opportunity for Members of the PLTS of CLU Student Association to meet one another and elect new members to the Executive Committee, and recruit members to the Standing Committees.



3.5.3 The Summer Steering Committee shall disseminate information concerning the positions to be filled by election.

3.5.3.1 All positions to be filled by election are described in sections 3.1 and 3.2 of this constitution.

3.5.3.2 Prior to Election Day, the Summer Steering Committee shall distribute written descriptions through seminary campus communication.

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

3.5.4 Nominations and elections shall occur in this order: President, Vice President, Secretary, Academic Advocate, Lutherans in the Public Sphere Advocate, Community Life Coordinators, and PLTS Being Well Liaison.

3.5.4.1 Nominations shall be taken from the floor.

3.5.4.2 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.

3.5.5 Election shall be determined by a majority vote of those present and voting, provided there is a quorum (as defined by 2.4.3). 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.

3.5.5.1 All nominees shall leave the room during the vote for that position.

3.5.5.2 As soon as the President is elected, she/he shall run the rest of the meeting.

3.5.5.3 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.

3.5.6 In the event that an officer cannot complete the year's commitment, a provisional election shall be held according to the process described above.

3.5.7 Newly elected members of the Executive Committee shall be installed during the next Wednesday community worship.

### 3.6 Groups/Clubs

3.6.1 Groups/Clubs shall be made of 2 or more General Members of the PLTS of CLU Student Association who have a shared interest, purpose, or identity and who meet regularly.

3.6.2 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.

3.6.2.1 All statements of purpose must be consistent with the PLTS of CLU Mission Statement.

3.6.2.2 Statements of Purpose and Budgets must be approved by the PLTS of CLU Student Association Executive Committee.

3.6.3 Groups/Clubs must be open to all General Members of the PLTS of CLU Student Association.

3.6.3.1 Exceptions may be granted by the PLTS of CLU Student Association Executive Committee.

3.6.4 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.

3.6.4.1 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

### 3.7 Summer Steering Committee

3.7.1 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.

3.7.2 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.

3.7.2.1 Meetings of the Summer Steering Committee shall be held in person on the PLTS of CLU Campus.

3.7.2.1.1 If members of the Summer Steering Committee cannot be physically present, members may participate in meetings via Skype or other live, online communication tools.

3.7.3 The Summer Steering Committee shall meet with the PLTS of CLU President and other administrators, faculty, and staff as necessary for proper student representation.

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

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

3.7.5 The Summer Steering Committee shall convene the PLTS of CLU Student Association at Election Day (see 3.5 for description of Election Day duties).

3.7.6 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.

### 3.8 Election of the Summer Steering Committee

3.8.1 A Chairperson, Secretary/Financial Secretary, and two (2) At-Large members shall be elected at the Spring Semester General Meeting of the Student Association.

3.8.1.1 The students nominated for Chairperson and Secretary/Financial Secretary must be present during the summer to fulfill Summer Steering Committee obligations.

3.8.1.2 The students nominated for the At-Large positions may be remote during the summer and join the meetings through online communication.

3.8.1.3 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.

3.8.2 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.

## 4 AMENDMENTS AND BY-LAWS

### 4.1 Amendments to the Constitution

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

4.1.2 Proposed amendments shall be distributed to the Members of the PLTS of CLU Student Association at least one week prior to voting.

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

#### 4.2 Adoption of By-Laws

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

4.2.2 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.

## BY-LAWS

### B-1 Offerings

B-1.01 The Lutherans in the Public Sphere Advocate, with the consent of the Student Association Executive Committee, shall have the authority to determine recipients of offerings received during worship services.

B-1.02 Offerings shall be designated by month.

B-1.03 The funds from the offering may not be designated for the PLTS of CLU Student Association operating budget or expenses.

B-1.04 The funds shall be distributed among various organizations in need of financial support.

B-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.

B-1.06 Offering designations shall be posted.

### B-2 PLTS of CLU Student Association Membership Fees

B-2.01 Membership Fees shall be set as described in 2.3 of the Constitution.

B-2.02 The current Membership Fee is \$100.00 annually.

### B-3 Community Life Coordinator Payment and Oversight

B-3.01 The Community Life Coordinators shall be employed through the office of the Associate Dean for Student Formation.

B-3.02 The Community Life Coordinators' hourly pay rate shall be that of ***SPECIFY LEVEL*** student employees.

### B-4 Disbursement of Student Association Funds

B-4.01 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.

B-4.02 The Financial Secretary will communicate approval of all expenditures from the Student Association account to those who can administer account funding and disbursement.