

## CONSTITUTION

### Lutheran Campus Ministry at Northwestern

#### I. AGENCY NAME

The name of the agency shall be Lutheran Campus Ministry at Northwestern (LCM).

#### II. PURPOSE

LCM, representing the Evangelical Lutheran Church in America (ELCA) so that the witness to the Gospel of Jesus Christ may be fostered and the church's ministry in higher education enhanced, seeks to support and expand the ministries of the ELCA through a student run organization, accomplishing this goal through encouraged student participation throughout the higher education setting while encouraging leadership traits in students that they can carry on to ministries later in life.

#### III. GENERAL MEMBERSHIP

1. LCM members shall include students enrolled at Northwestern University, either fall, winter, or spring quarters of the current academic year, and who participate in the life of the LCM community, are considered members and have voting rights. A 2/3 majority of the registered membership shall be undergraduate students enrolled full-time at Northwestern.
2. As a recognized group of the Northwestern University Associated Student Government (ASG), we hereby state that this student organization does not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, gender identity and expression, parental status, marital status, disability, citizenship, or veteran status and is in compliance with the guidelines set forth by ASG.

#### IV. OFFICERS

1. The officers of LCM will be the President, Vice President, Secretary, and Treasurer and will comprise the Executive Committee.
2. The President, Vice President and Treasurer must be undergraduates.
3. All officers serve on the student leadership board and are held to the requirements in section IV.2.
4. The President will oversee the Executive Committee, preside at all meetings, act as the public representative of the club, prepare agendas for meetings, and work with ministry staff.
5. The Vice-President will assist the President whenever he or she needs help, work with student leadership board leaders to help them with various projects, in some cases act as a co-chair to committees, and oversee LCM's Associated Student Government club status at Northwestern University.
6. The Secretary will take minutes at all executive board meetings and all club meetings and will be responsible for distributing and filing minutes of meetings.

7. The Treasurer will be responsible for closely overseeing the club account, keeping track of all fundraised money, and completing financial forms related to club account, including annual financial reviews.
8. To remove an officer from his/her office a complaint needs to be brought to the Executive Committee. A special meeting will then be set with all club members notified one week in advance. At least two-thirds of members must be present for a quorum. At least two-thirds of members present at the meeting must be in favor of removing the officer from office. In the event of a petition to remove the President, there needs to be a two-thirds majority vote excluding the Vice-President, because the Vice-President will chair the vote.

#### V. STUDENT LEADERSHIP BOARD

1. To guide the ministry, a student leadership board shall be established.
2. Membership on the student leadership board shall include LCM's officers and additional leaders as defined annually by LCM.
3. LCM student leadership board members must be currently enrolled at Northwestern University and may not be on academic disciplinary probation. Student leadership board members should be role models for the Lutheran Campus Center. Additionally, members of the student leadership board must:
  - a. Participate in the life and ministry of the LCM community
  - b. Serve in a leadership role or leadership position, and
  - c. Attend regular meetings. All members who miss two out of three of previous student leadership board meetings will be put on probation and voting rights will be suspended until member meets the requirement of participating in two out of the last three student leadership board meetings.
4. Exceptions to leadership qualifications may be made by unanimous consent of the current LCM student leadership board members.

#### VI. ELECTIONS

1. Elections shall be held approximately one month prior to the end of winter quarter. If two or more people are running for a position, they will each get a chance to talk to the voting members for seven minutes. Once the new officers have been elected, they will shadow the current officers for the remaining month of winter quarter. The positions will officially be turned over to the new student leadership board at the beginning of the spring quarter.
2. All students who have been enrolled at Northwestern for one quarter prior to the election, and are currently enrolled at Northwestern, and will be enrolled at Northwestern through the end of the following winter quarter are eligible to run for student leadership board positions.
3. Two weeks prior to elections, there will be a public announcement that nominations are being received for leadership positions, and nominations will be received until the date of the election.
4. Vacancies of office will be filled by a special election, unless the Student leadership board decides that the position should be discontinued.

## VII. MEETINGS

1. The student leadership board will meet approximately twice a month and as they deem necessary.
2. Fifty percent of members need to be present for a quorum.
3. General votes in a student leadership board meeting are approved by a simple majority.
4. Robert's Rules of Order, Revised, the latest edition, shall be the governing parliamentary procedure of this club, unless otherwise stated in this constitution.

## VIII. FINANCES

1. There will be no dues charged.
2. The Executive Committee will be in charge of handling the budget.
3. The account will be managed according to ASG guidelines.

## IX. AMENDMENTS

1. This constitution may be amended by a majority vote of the voting members, provided that notice of the proposed amendment(s) shall be delivered to each voting member and advisory member at least ten days prior to the meeting at which they are to be considered. The adopted amendment(s) must be approved in writing by the appropriate person(s).
2. A two-thirds majority must pass the amendment.

The Constitution was ratified by the charter members on 1 June 2014.