Notre Dame Seminary Lay Student Association

Constitution

Article I
NAME

The name of the organization shall be Notre Dame Seminary Lay Student Association (LSA).

Article II
OBJECTIVE

The objective of the LSA is to provide adequate representation for non-seminarian students at Notre Dame Seminary, especially concerning administrative decisions and operations of the school. This guarantees a shared governance of the institution, and allows students to directly represent their concerns to the administration.

Article III
MEMBERSHIP

Membership and participation in the LSA is open to all non-seminarian students enrolled in programs offered at Notre Dame Seminary, including lay, religious and deacons. This includes the MA in Theological Studies, the MA in Philosophy, the MA in Pastoral Leadership, and the Institute for Lay Ecclesial Ministry. Membership is also governed by the non-discrimination policies articulated in the Catalogue for Notre Dame Seminary.

Article IV
REPRESENTATIVE OFFICERS

The LSA shall have an elected president, vice president and secretary. It shall have representatives on the following administrative boards of Notre Dame Seminary: Academic Affairs Committee; Library Committee; Institutional Effectiveness Committee and the NDS Blog Committee. The LSA President will serve as the representative to the Academic Affairs Committee (AAC); the LSA Vice President will serve as the Library Committee representative; the LSA Secretary will serve as the Institutional Effectiveness representative. Representatives to the Blog Committee will be solicited by the faculty moderator of the committee based on proven ability.

The AAC Representative/President shall:
1. Act as the chief executive officer of the LSA and will be the primary liaison between the LSA and the Director of the MA and the Administration of Notre Dame Seminary.
2. Attend meetings of the AAC, where the interests of the lay students will be represented. Subsequent to the meeting, the president will also be responsible for communicating any policies of interest to the members of the LSA.
4. Appoint officers to vacant positions in special cases.
5. Ensure that the duties and obligations of all other officers are being completed satisfactorily.

The Library Committee Representative/Vice President shall:
1. Attend meetings of the Library committee, and make recommendations on behalf of the lay student programs.
2. Act as the parliamentarian for the organization.
3. Assume the duties of the president should the office become vacant, or in the absence of the president.
4. Keep the available current copies of the constitution.
5. Be responsible for assisting other Chairs and committee members in completing their jobs.

The Institutional Effectiveness representative/Secretary shall:
1. Attend meetings of the IEC, and represent the concerns of the LSA and the lay student academic programs.
2. Keep a current record of all minutes and activities pertinent to the LSA.
3. Prepare yearly reports to the Officer of Institutional Effectiveness.

Article V
ELECTION OF OFFICERS

In September, officers for the current academic year will be elected. After taking nominations, each officer in turn will be elected by a simple majority. If no one candidate gains a simple majority, the candidate with the lowest percentage of the vote will be dropped from candidacy and the vote shall be retaken, until a candidate emerges with a simple majority.

If no candidate is nominated, the Director of the MA shall be empowered to appoint a candidate to the office.

Article VI
MEETINGS

1. A meeting of the officers will be held at least once a semester; it will be open to any LSA member interested in attending.
2. At least 14 days notice shall be given for each meeting, asking for agenda items from the rest of the LSA members.
3. Minutes from this meeting will then be distributed, via email, to the rest of the LSA.