

Pac-SW Regional Bylaws
Lutheran Student Movement-USA

ARTICLE I -DEFINITION OF "STUDENT"

A student is any person who is attending an institution of higher learning or fulfills one of the following requirements:

1. Cooperative education;
2. Graduation in the year prior to a retreat or assembly;
3. Leave of absence/deferral;
4. Student teaching/internship;
5. Matriculation (university paid student status).

ARTICLE II-DEFINITION OF "ASSOCIATE MEMBERS"

An associate member is any person who does not meet the requirements of the definition of a student, as defined in ARTICLE I of the Bylaws, but is still an active participant in campus ministry.

ARTICLE III-REGIONAL EXECUTIVE COMMITTEE

A. The regional representative shall perform the following duties as they are able:

1. be responsible for representing the region at National council meetings in Chicago twice a year;
2. attend two (2) national gatherings per year - one at the beginning of the representative's term and one at the end of the term;
3. keep in contact with LSM intern and the National President and inform him/her of what is happening within the region;
4. maintain contact with the executive committee, and the campuses/affiliated ministries in the region;
5. establish a strong relationship with the campus ministry staff person who serves as the Regional Advisor;
6. help insure the growth of LSM after the term in office is over - identify future leaders that may need some encouragement;
7. follow the guidelines set by the National Council in the Regional Representative Handbook

B. The regional representative-elect shall perform the following duties as they are able:

1. assist the regional representative;
2. know the finances of the region;
3. take the place of the regional representative when the regional representative is unable to fulfill his or her duties;

4. take over as regional representative after one (1) year of shadowing the regional representative;
5. be responsible for finding a location to host the retreats held twice a year, assist that location in organizing the retreat, and know logistical information for the retreat;
6. attend LYO (Lutheran Youth Organization) meetings;
7. help the regional representative to promote LSM and the region in all places

C. The secretary shall perform the following duties as they are able:

1. maintain the contact information for each school or affiliated ministry in the region;
2. maintain contact information for the regional board;
3. produce a newsletter three times a year (one following the annual National Gathering, and one in both the spring and fall);
4. take notes at regional meetings;
5. send the minutes of the meetings to the executive committee and/or the regional board as applicable

D. The treasurer shall perform the following duties as they are able:

1. maintain accurate records of money in the region's account;
2. reimburse money to people with proper receipts (this includes money used for supplies for mailing, regional retreats, etc.)
3. deposit checks received for dues or donations into the region's account;
4. send out letters in February to remind the region of dues in March;
5. keep track of schools/affiliated ministry's dues;
6. keep track of donations;
7. write letters of support to alumni;
8. write letters of support and letters of thanks to donors;

E. The SIM-C shall perform the following duties as they are able:

1. work closely with the National SIM-C to help LSM become a more inclusive group and facilitate ecumenical and international relations;
2. help coordinate the spring service retreat;
3. provide resources to campus ministries about the spring service retreat;
4. work with Lutherans Concerned and individual campus ministries to live out our involvement in the Reconciling in Christ Program;
5. encourage racial and ethnic minorities to attend LSM events;
6. help the region become more welcoming of people from different faith traditions;
7. refer to guidelines set forth by the national council for other suggestions of duties.

F. The webmaster shall perform the following duties as they are able:

1. make updates to the region's website as needed;
2. keep contact information current on the website;
3. make a list of affiliated schools;
4. post the newsletter on the website;
5. announce retreats and provide information on the website;
6. list service projects on the website;
7. put national LSM information on region's website, including a link to the national website;
8. post pictures from various campus ministries and regional retreats;
9. create and maintain a list serve of the regional board.

ARTICLE IV-VOTING

A. At the annual National Gathering, each voting member shall have one vote in the election of officers, and a majority determine who is elected;

B. Each voting member shall have one vote in all matters presented to him or her by the executive committee, including but not limited to, matters of finance and legislation.

ARTICLE V-DUES

Dues shall be used to pay for the operation of the Pac-SW region of LSM-USA. These operation costs include:

1. regional retreats;
2. representative's travel to National Council Meetings;
3. supplies for newsletters and other mailings;
4. phone calls for regional officers;
5. promotion of LSM;
6. additional expenses approved by the executive committee and staff/advisors.

ARTICLE VI-QUORUM

The members at a deliberative session shall constitute a quorum.

ARTICLE VII-AUTHORITY

A. The Constitution and Bylaws of LSM-USA shall supersede the authority of these Bylaws;

B. In all matters not covered by the Constitution and Bylaws, Robert's Rules of Order as most recently revised shall govern the Pac-SW.

ARTICLE VII-AMENDMENTS

All amendments to these bylaws must have a two-third's (2/3) vote of the quorum as defined in ARTICLE VI of the Bylaws, provided that notice of each proposed amendment shall have been given in writing to all members schools.