

**A LUTHERAN MINISTRY SOCIAL (ALMS) AT UC SAN DIEGO CONSTITUTION
2023–2024 ACADEMIC YEAR**

ARTICLE I. NAME OF STUDENT ORGANIZATION

The organization shall be called A Lutheran Ministry Social (ALMS) at UC San Diego.

ARTICLE II. STATEMENT OF PURPOSE

The purpose of ALMS is to allow students of all backgrounds to come together and form a Lutheran-based community where they can make friends, have fun and share ideas. For students who choose, we strive to become a source of stability and strength in their lives as they experience transition and explore their spirituality in a fun, sociable, supportive setting.

ARTICLE III. NONPROFIT STATEMENT

A Lutheran Ministry Social (ALMS) at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

Membership is defined as any student that fully attends five social events, not including finals' week dinners, for the last 10 consecutive in-session weeks, based on the UC San Diego calendar, excluding summer sessions. Failure to attend the minimum number of events for a quarter labels the student as an 'inactive member,' but they will still receive all club news and be considered an active member once they begin attending the required number of meetings. Failure to attend any meeting or event for two quarters will remove the student from membership. Additionally, any person may obtain the non-voting title 'honorary member' via general vote. Such title may only be revoked via general vote as well. No membership dues are required, but for some events members will be asked to pay for themselves if there is a cost associated.

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

ALMS will meet every week during evenings on the day decided upon, preferably midweek near Wednesday, around 5:30 and being consistent throughout each quarter. Organizational meetings regarding club policy and future events will be held in a general assembly made with two weeks notice. Location and time will be

disclosed weekly via Discord and Google Calender. All events and meetings will be planned by members and then announced via the official ALMS communication method, Discord and monthly email, at least three days prior to its occurrence. Additional meetings of necessity may also be held so long as they adhere to the disclosure requirements and are not of egregious time or location. Minutes will be taken at meetings in which elections, club policy and amendments or major decisions are considered.

ARTICLE VI. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.

There will be one officer titled Administrator who is a registered UC San Diego student and an active member for a least two quarters, that serves for one academic year starting in the beginning of Fall Quarter. The Administrator's responsibilities are the following:

- ▢ **Manage the club's administrative work**, including but not limited to:
 - o Handle communications as a representative of ALMS with UC San Diego and LCMS.
 - o Manage registration of ALMS as a student organization.
 - o Manage the internal aspects of the ALMS website, Discord and email.
- ▢ Assist in the planning and creation of events.
- ▢ Handle all CMC relationships.
- ▢ Handle the spirituality of all officers.
- ▢ Present, for vote, bylaws and amendments.
 - o Organize and facilitate general meetings.
 - o Follow up on items officially voted and decided.

There will be one officer titled Head of Social Outreach who is a registered UC San Diego student and an active member for a least two quarters, that serves for one academic year starting in the beginning of Fall Quarter. The Head of Social Outreach's responsibilities are the following:

- **Promote ALMS to fellow students.**
 - Create, design, and present for vote, promotional materials.
 - Distribute said promotional materials.

- Secure rights to table.
- Converse with students the benefits of joining ALMS.
- Manage the official ALMS Instagram and the public aspects of the ALMS Website and Discord.
- Welcome new students and encourage membership.
- Manage the ALMS Google Drive photo collection.
- Monitor ALMS communication channels and answer the questions of prospective members.
- Present, for vote, ideas and events to help attract additional members.

There will be one officer titled General Secretary who is a registered UC San Diego student and an active member for a least two quarters, that serves for one academic year starting in the beginning of Fall Quarter. The General Secretary's responsibilities are the following:

- Record and upload minutes for public viewing.
- Archive ALMS materials.
- Ensure events are posted and announced to the LCMS
- Monitor the official ALMS email and respond to inquiries or route them to the proper officer.
- Prepare and present reports requested by vote.

There will be one officer titled Treasurer who is a registered UC San Diego student and an active member for a least two quarters, that serves for one academic year starting in the beginning of Fall Quarter. The General Secretary's responsibilities are the following:

- Manage the ALMS budget.
- Take care of payment for all events.
- Handle reimbursements.
- Record purchases for Church Treasurer.
- Handle matching fund payments.
- Present budget at General Meetings.

All officers shall also have the following responsibilities:

- **Always act in the best interests of ALMS.**
- **Attend all meetings and events, unless advanced notice is given or emergencies.**
- **Ensure all duties are properly performed and delegated.**

- **Ensure their duties and actions are in compliance with the ALMS constitution and bylaws and UC San Diego rules and regulations.**
- **Remain informed about the ongoings of ALMS.**
- **Fulfill the duties of any role vacant or nonexistent.**
- **Recognize the goal of ALMS is to advance the gospel to the UC San Diego community.**

Elections for officers will be held during the Spring Quarter in May at an established organizational meeting chosen by the current active members. All active members who are registered students are eligible to vote except students that are graduating the current quarter or do not plan to attend UC San Diego the following non-summer quarter. Roles are established by majority vote by those in attendance. An officer may be recalled with a $\frac{2}{3}$ majority vote if they have lost the confidence of the club members at an established organizational meeting. **No officer holds executive power, with all events and club decisions being established by active member majority vote.** The administrator may not hold significant position at any other student organization, club or team. If at some point a role becomes or will become vacant, a special election, in force for the remainder of said role, may be called, so long as it is announced three weeks in advance and 'interim' is prefixed before the title.

ARTICLE VII. RISK MANAGEMENT

A Lutheran Ministry Social (ALMS) at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

A Lutheran Ministry Social (ALMS) at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

Possible risks stem entirely from accidents, there will be no excessive risks or situations hosted by the club involving risk. In the case of accidental personal injury, first-aid kits will be present at all club gatherings.

ARTICLE VIII. COMMUNITY ADVISOR

A Lutheran Ministry Social (ALMS) at UC San Diego's community advisor shall be the officially designated Pastor or DCE chosen by the Lutheran Church Missouri Synod to represent the campus ministry efforts at University of California San Diego. The community advisor shall automatically gain the title 'honorary member,' not to be

revocable until they are no longer the designated Pastor/DCE.

ARTICLE IX. AFFILIATION WITH OTHER GROUPS

A Lutheran Ministry Social (ALMS) at UC San Diego is officially affiliated with the Campus Mission Coalition, a missionary effort for secular colleges in the Pacific Southwest District of the Lutheran Church Missouri Synod. Though ALMS is officially afflicted with CMC, members are not required to be part of LCMS nor at anytime will ALMS engage in any religious solicitation unless requested.