

LAKEHEAD UNIVERSITY CHAPTER

CONSTITUTION

[VERSION 1.0]

MARCH 2023

**CONSTITUTION OF PENTECOST STUDENTS AND
ASSOCIATES (PENSA) CANADA
PENSA LU CHAPTER**

SECTION 1: NAME, MISSION STATEMENT, AFFILIATIONS, VISION, GOALS AND OBJECTIVES

1.1 NAME

- A.** The name of this organization shall be **PENTECOST STUDENTS AND ASSOCIATES CANADA - LAKEHEAD UNIVERSITY CHAPTER.**
- B.** This name will also be known as **LAKEHEAD PENTECOST STUDENTS AND ASSOCIATES** or **PENSA LU CHAPTER.**
- C.** In this document the term “Students” refers to all members of the Club entering or already enrolled in part-time and full-time study at Lakehead University.
- D.** In this document the term “**Associates**” shall include individuals who have graduated from or completed post-secondary institutions or professionals; also referred to as “**Alumni**”, as well as individuals who have not attended university or college but are secondary school graduates over the age of 18 years.
- E.** In this document, **Lakehead University** will be referred to as **L.U.**
- F.** In this Document, The Church of Pentecost Canada will also be referred to as “the COP”, and “The Church of Pentecost”.

1.2 MISSION STATEMENT

- A.** PENZA LU will serve as a unifying body for all students and associates who are Christians and shares the doctrinal basis of COP both on and off the Lakehead Thunder Bay campus.
- B.** PENZA LU is a Christian faith based student, alumni and young professionals group that seeks to mobilize, equip and empower emerging leaders to influence society with Godly values and principles.
- C.** PENZA LU will be committed to bringing people of all cultures to the saving knowledge of Jesus Christ, strengthening the spiritual life of members, and training and equipping members to be agents of transformation in society and service in the Body of Christ.

1.3 AFFILIATION

PENZA LU shall be affiliated with and operate as the student ministry of the COP under the Youth Ministry as an affiliate for students, alumni, and professionals who are Christians and shares the doctrinal basis of the COP in Appendix 1.

1.4 GOVERNANCE

- A.** Membership of the PENZA LU Chapter does not preclude the right of any member of the organization to belong to any other organization on campus.
- B.** The Executive Body derives its authority from the executive leaders of The Church of Pentecost Canada, as well as Student Group Services and the Office of the Dean of Students of Lakehead University.

1.5 VISION

- A. Lead students and graduates towards a deeper commitment to God in lifestyle and service.
- B. Foster love, unity, and fellowship amongst the students, and associates.

1.6 GOALS & OBJECTIVES

PENSA LU Chapter shall operate under these objectives:

- A. Facilitate the mobilization of students, alumni, and professionals for evangelism, missions, and social impact.
- B. Provide opportunities among students and alumni for spiritual edification and encourage deeper commitment to God's work.
- C. Help members to identify and develop their ministries and leadership potentials.
- D. Organize programs and events to meet the needs of students, recent graduates, and associates such as Conferences, Workshops, Seminars, and Career Fairs.
- E. Create and support an informative and interactive network between the on-campus PENSA LU Clubs and off-campus fellowship groups within the COP and other institutions with the aim of encouraging fellowship and spiritual edification.
- F. Provide opportunities for Students and Associates to live their faith and continue in their Christian commitment everywhere.
- G. Facilitate professional networking among its members.

SECTION 2: MEMBERSHIP AND LEADERSHIP DEFINITIONS AND FUNCTIONS

2.1 MEMBERSHIP

The membership of PENZA LU shall comprise Students, Alumni, and Associates who subscribe to and share the basis of its faith.

- A. Membership of PENZA LU shall be open to:
 - i) All student members of COP enrolled in full-time or part-time studies at Lakehead University
 - ii) All LU students from other Christian denominations who express interest in PENZA LU and share our faith or doctrinal bases herein refer to as the “Associates” as described in Section 1, Article 1D).
- B. Alumni: In this document defined as any graduating member of LU who wishes to become or remain part of PENZA LU
- C. Any Christian who is affiliated with a post-secondary institution who shares the doctrinal basis of the COP and wishes to become a member of PENZA LU.
- D. Any person who fulfills the criteria above and wishes to be a PENZA LU chapter member shall fill out and sign a PENZA LU Membership Registration Form and adhere to the code of ethics and conduct of the PENZA LU Chapter.
- E. All members be **17 years old or above** and must meet any of the above-described criteria.

2.2: MEMBERSHIP PRIVILEGE

- A. Voting and running for executive positions shall be limited to members in ‘A’ Category.
- B. Registered PENZA LU members who fall under ‘A’ Category shall maintain their PENZA LU status throughout the years the maintain enrollment as PENZA LU students.
- C. Membership Categories ‘B’ to ‘E’ shall be renewed annually.

2.3: LEADERSHIP STRUCTURE

The Executive Body is the governing on-campus body of the PENZA LU Chapter and consists of the President, Vice-President, Treasurer, Secretary, and Public Relations Officer. **All members of the Executive Body shall be elected to serve for two years and can be re-elected to serve a maximum of two terms.** An executive member shall be held accountable for his/her conduct and duties during and for five years following the end of the term in office. Their duties are as follows:

- A. The **President** shall:
 - Work with the Executive Body in ensuring the implementation and monitoring of decisions made.

- Liaise with leadership from the Provincial/ National or Assigned PENZA Coordinators to share and/or obtain information and directives where necessary.
- Liaise and network with other organizations outside campus and outside the larger organization church body to promote the activities and programs of PENZA LU
- Serve as the head of the prayer machinery, by monitoring the spiritual standards and Bible study outlines used by membership of PENZA LU Chapter.
- be a member in good standing with strong leadership, negotiation, and communication skills.
- Possess a deep understanding of the Bible as well as the goals and objectives of PENZA LU.
- With the Treasurer, hold signatories to the associations' bank account

B. The Vice-President shall:

- Assist in the moderation of meetings and activities including overseeing the administrative duties of the Executive Body.
- Work with the Executive Body in ensuring the implementation and monitoring of decisions made.
- Liaise and network with other organizations outside campus and outside the larger organization church body to promote the activities and programs of PENZA LU.
- Perform any other functions as may be assigned by the President.
- Be a member in good standing with good communication and strong leadership skills.
- Possess a deep understanding of the Bible as well as the goals and objectives of PENZA LU Chapter.

C. The Treasurer shall:

- Be responsible for the collection and recording of Offerings and donations of the Club
- Hold a signing authority to the associations' bank account

- keep up to date accounts of the Clubs financial records and budgets and will be involved in the monitoring, disbursement, and receipt of any funds coming into and leaving the Club.
- present a financial statement to the Club at least once a year.
- be a member in good standing with an accounting /finance background.

D. The **Secretary** shall:

- Be responsible for maintaining all administrative documents pertaining to the Club.
- Be responsible for producing all meeting minutes and agendas and writing reports with the help of the Executive Body where possible.
- be a member in good standing with above-average computer skills as well as possess good communication skills, both orally and written.

E. The **Public Relations Officer** shall:

- Work with the Executive Body as well as both on and off campus leadership with regards to the distribution of advertising materials.
- Promote the activities and programs of PENSALU

2.4. ASSOCIATE OFFICER(S) OF THE EXECUTIVE BODY

A. Chief Returning Officer (CRO) and Electoral Assistants

Every two years, a CRO will be elected in order to independently and neutrally conduct elections. He or she will oversee one or two Electoral Assistants (depending on the need) who will also be elected to administer and count ballots. They will work to ensure that the electoral process meets a high level of professionalism and confidentiality. The CRO and the assistant will work with the Executive Body to ensure a high standard for the electoral **process** is being met

B. Ad-Hoc Committees

The Executive Body, with the approval of the PENSALU Chapter membership, may setup ad-hoc committees with specified terms of reference as and when deemed necessary.

SECTION 3: ELECTIONS

3.1 ELECTION PROCEDURES

- A. Elections will be held every two years in the month of September.
- B. Members will declare their candidacy by submitting a formal written notice to the Chief Returning Officer, the Executive Committee and the assigned PENSA Coordinator or Travelling Secretary of the jurisdiction one month prior to voting, or by receiving two nominations at a special candidacy meeting
- C. All eligible members will be given an opportunity to vote by secret ballot. The voting logistics will be determined by the CRO and Electoral Assistants and will be communicated to all members on the nomination deadline. Candidates will be given one month to campaign prior to voting.
- D. A candidate must receive a simple majority (50% with one additional vote or more) to be elected. If an unopposed candidate does not receive a simple majority, that position is considered vacant.

3.1 APPEALS AND BY-ELECTIONS

- a) A candidate or General Member may appeal election results within one week of the CRO announcing them.
- b) Should an executive position not be filled or become vacant partway through the year, the Executive body will, with 2/3 majority, appoint a member to that position.
- c) In the event that there is a tie between votes, there should be an immediate revote. In the event that another tie ensues the President must assume authority and assert a decision. If this occurs during the election of a new President, then that duty falls to the Vice-President.

SECTION 4: MEETINGS

4.0 MEETING PROCEDURES

- A. Meetings occur weekly or bi-weekly
- B. The President has the responsibility of calling and directing the bi-weekly meetings.
- C. The Executive Body will determine the general curriculum for the meetings where possible. The general membership has a right to make suggestions and voice concerns.
- D. The Secretary in consultation with the Executive Body sets the agenda for each meeting, and also records the minutes for each meeting. Should the Secretary be unavailable for a meeting, someone else will be given this task.
- E. Members are informed about meeting times and dates at least one week in advance; this is the duty of the Secretary.
- F. All members have voting and speaking privileges at meetings.

4.1 QUORUM

- A. Quorum for decision-making meetings by the general membership is 2/3 Substantive majority.
- B. Quorum for executive meetings is 2/3 substantive majority.

**SECTION 5:
ANNUAL GENERAL MEETINGS**

- A. The Annual General Meeting will be held in February of every year. All members will be notified in writing one month prior.
- B. Quorum required for the Annual General Meeting is a substantive majority of 2/3 the membership body.

SECTION 6 FINANCES

7.1 FREE-WILL OFFERINGS

Donations may be taken at meetings. Such funds shall be recorded by the Treasurer and used towards furthering the objectives of the Club.

7.2 FISCAL TIMELINES

- A. The **PENSA LU Chapter**'s fiscal year runs from May 1 to April 30.
- B. The Treasurer will be responsible to make deposits every two weeks, or when an amount greater than \$100 has accumulated in the cash box, whichever is sooner.
- C. Bank statements and other financial documents are to be kept in a secure location for seven years before being shredded.
- D. An independent auditor may be brought in to review the accounts and any relevant bookkeeping.

7.3 BUDGETS

The Treasurer is responsible for creating and presenting the fiscal year's budget at the AGM. The budget will require a 2/3 vote to pass.

7.4 EXPENSES AND REIMBURSEMENT

- A. The Treasurer and President must approve all expenses under **PENSA LU Chapter** name prior to any funds changing hands.

- B. Members may be reimbursed for approved expenses by cheque/cash as long as their reimbursement requests are made, with original receipts, within eight weeks of the transaction.

7.5 SIGNING AUTHORITY

The President and the Treasurer shall have signing authority for the group's bank account.

SECTION 8

AMENDMENTS TO CONSTITUTION

8.1 AMENDMENTS

Amendments to the constitution can be proposed by any General or Executive Member in good standing at a regular meeting. A super majority of 3/4 of the members present must vote in favour of the amendment for it to be passed. The amendments shall also be approved by the assigned PENZA CANADA Coordinator or Travelling Secretary of that particular jurisdiction. Once amended, constitutions should be re-filed with Student Group Services.

8.2 DISSOLUTION

- A. The group may be dissolved by a 2/3 majority vote at a Special General Meeting convened for the purpose of which 90 days notice must have been given in writing to all members. The group is automatically dissolved upon membership dropping to 1/3 the membership body or if membership drops below 10.
- B. Special exemption would be given in the event that the membership is affected by a majority being graduating students. In that case, the groups will be given a month to recruit new members.
- C. Upon dissolution, the Executive Body is responsible for ensuring that the general membership is made aware of any lingering costs and resources. Decisions concerning what to do with leftover monies, resources or group assets will be made by the general membership body with a simple majority vote.

SECTION 9

DISCIPLINARY ACTIONS

PENSA strongly upholds Lakehead's University **Codes of Conduct and Residence Community Standards**. Failure to fulfill duties and gross moral, behavioural and/or illegal misconduct will result in disciplinary action. Misconduct also includes teaching contrary to the tenets of the church or renouncing the tenets of the church as a member.

Any allegations of misconduct by Club members will be reviewed by the Executive Body which establishes and upholds the Mandate, Vision, Objectives and Doctrinal bases of all PENSA CANADA chapters.

Any allegations of misconduct will be reviewed by the Executive Body who will also administer any decision or outcomes. The Executive reserves the right to send a file for review to another governing body such as the PENSA LU Student Group Services or PENSA Canada Governing Committee where appropriate or appoint an ad-hoc Disciplinary Committee to investigate the issue and recommend necessary sanctions.

If an Executive Member fails to fulfill the duties of their position, any General or Executive Member may petition for their impeachment. The Returning Officer and Electoral Assistant(s) will be responsible to present the evidence and petition to the group's membership at its next meeting, and the impeachment will pass with a 2/3 vote.

Disciplinary actions may include:

- a) verbal warning
- b) written warning
- c) counseling
- d) removal of an Executive Member from office
- e) suspension of Club membership for a specific period
- f) revocation of membership from the Club.

SECTION 10

CONFLICT OF INTEREST

A conflict of interest exists when a member's personal or financial interest conflicts with the duties and responsibilities of their position and the obligations they owe the group.

If there are ever any conflicts of interest between members concerning decisions, it is up to the Executive Body to make a final decision considering what is most beneficial and appropriate course of action to take in light of the vision and the standards of the organization.

Any conflict of interest involving an Executive Member will be reviewed by an ad-hoc Disciplinary Committee approved by the Club under Section 3.2.2. B, with consultation of the PENZA Canada Governing Committee and the PENZA LU Student Group Services if deemed necessary.

APPENDIX 1: DOCTRINAL BASIS

The members of PENSA shall uphold the following basic fundamental truths of Christianity:

A. THE BIBLE:

We believe in the divine inspiration and authority of the Holy Scriptures. That the Bible is infallible in its declaration, final in its authority, comprehensive and all-sufficient in its provisions (2 Timothy 3:16; 2 Peter 1:20, 21)

B. THE ONE TRUE GOD:

We believe in the existence of the One True God, Elohim, maker of the whole universe; undefinable, but revealed as Triune God- the Father, Son, and the Holy Spirit (Genesis 1:1; Matthew 3:16-17; 28:19, 2 Corinthians 13:14; Genesis 1:26), one in nature, essence, and attributes- omnipotent (Deuteronomy 6:4; Job 42:2; Revelations 19:6; Isaiah 46:9, 10); omnipresent (Psalm 139:7-12; 147:5); omniscient (Isaiah 46:9-10; Job 42:2; Acts 5:4, 5).

C. MAN'S DEPRAVED NATURE:

We believe that all men have sinned and come short of the glory of God (Romans 3:23; Genesis 3:1-19; Isaiah 53:6), and are subject to eternal punishment (Romans 6:23; Matthew 13:41, 42), and need repentance (Acts 2:38; 17:30; Matthew 4:17; Acts 20:21) and regeneration (John 3:3, 5; Titus 3:5).

D. THE SAVIOR:

We believe man's need of a Savior has been met in the person of Jesus Christ (Matthew 1:21; John 4:42; Ephesians 5:23; Philippians 2:6-11), because of His Deity (Acts 2:36; John 1:1; 20:28; Romans 9:5; Titus 2:13, 14; Isaiah 9:6), Virgin Birth (Isaiah 7:14; Matthew 1:18; Luke 1:25-26), Sinless life (John 8:46; Hebrews 4:15; 2Corinthians 5:21), Atoning Death (Romans 3:25; Hebrews 9:22; 1John 2:2), Resurrection (Acts 2:36; 10:39-40; Matthew 28:5-7; Acts 2:24; 1Corinthians 15:3-4) and Ascension (Acts 1:9-11; 2:33-36); His abiding intercession (Hebrews 7:25; Romans 8:34) and His Second coming to judge the living and the dead (Revelations 22:12, 20; 1 Thessalonians 4:16-18; 2Timothy 4:1; Acts 1:11; 10:42).

E. REPENTANCE, JUSTIFICATION, SANCTIFICATION:

We believe all men have to repent and confess their sins before God (Acts 2:38; 3:19; 17:30; Luke 15:7), and believe in the vicarious death of Jesus Christ before they can be justified before God (Romans 4:25; 5:1). We believe in the sanctification of the believer through the working of the Holy Spirit (1Corinthians 1:30; 6:11) and God's gift of eternal life to the believer (Romans 6:23b; John 17:2, 3; 10:27, 28; 1John 5:11-13).

F. THE SACRAMENTS OF BAPTISM AND THE LORD'S SUPPER OR COMMUNION:

We believe in the sacrament of Baptism by immersion as a testimony of a convert who has attained a responsible age of 13 years (Matthew 3:16; Mark 1:9, 10; 16:16; Matthew 28:19; Acts 2:38). Infants and children are not baptized, but are dedicated to the Lord (Luke 2:22-24, 34; Mark 10:13-16). We believe in the Sacrament of the Lord's Supper or Holy Communion which should be partaken by all members who are in full fellowship (Luke 22:19-20; Matthew 26:21-29; Acts 20:7; 1 Corinthians 11:23-33).

G. BAPTISM, GIFTS AND FRUIT OF THE HOLY SPIRIT:

We believe in the Baptism of the Holy Spirit for believers with the initial evidence of speaking in tongues (Joel 2:28, 29; Acts 2:3, 4, 38-39; 10:44-46; 19:1-6); and in the operation of the gifts and fruit of the Holy Spirit (1 Corinthians 12:8-11; 28-30; Romans 12:6-8 and Galatians 5:22, 23).

H. NEXT LIFE:

We believe in the Second Coming of Christ and the Resurrection of the dead, both the saved and the unsaved. They that are saved to the resurrection of life and the unsaved to the Resurrection of damnation (Acts 1:11; 10:42; Mark 13:26; John 5:28-29; Daniel 12:2; Romans 2:7-11; 6:23).

I. TITHES AND OFFERINGS:

We believe in tithing and in the giving of freewill offerings towards the cause of carrying forward the Kingdom of God. We believe that God blesses a cheerful giver (Genesis 14:18-20; Malachi 3:6-10; Hebrews 7:1-4; Matthew 23:23; Acts 20:35; 1 Corinthians 16:1,2).

J. DIVINE HEALING:

We believe that the healing of sickness and disease is provided for God's people in the atonement (Isaiah 53:4-5; Matthew 8:7-13; 16,17; James 5:14-16; Luke 13:10-16; Acts 10:38; Mark 16:17,18). However, the Church is not opposed to medication by qualified medical practitioners.