

Landscape Architecture Student Association

CONSTITUTION

Amended December 2020

MISSION:

The Landscape Architecture Student Association (LASA) at the University of Manitoba serves to maintain, encourage, and promote an enthusiastic and amenable environment for students of the Master of Landscape Architecture program and Bachelor of Environmental Design – Landscape & Urbanism students, while exhibiting thoughtful representation and assertive engagement of faculty, professionals and the greater community.

LASA is committed to:

- Serving and addressing ongoing, day-to-day student needs.
- Fostering relations between undergraduate and graduate students.
- Representing graduate and undergraduate students' concerns and initiatives to the department, faculty and University.
- Engaging students in the professional and greater community.

This mission shall be executed in accordance with greater university and department policy and reflect the highest degree of professional and ethical commitment to promote both an enriching and enjoyable educational environment.

Article 1: Name

This association shall be named the Landscape Architecture Student Association, and its acronym LASA.

Article 2: Purpose

To represent students of Landscape Architecture and of Landscape & Urbanism, and provide a positive educational and cultural environment. This involves:

- Representing the students at faculty meetings, hiring committees, and all matters regarding student curriculum and program within the faculty;
- Representing the students in dealings with the Faculty of Graduate Studies;
- Hosting social events for students to interact with other students, faculty and professional members;
- Involving students in open council meetings and transparent decision-making;
- Developing a LASA website/blog/publication which can be utilized as a forum to gain student input, promote events and liaise with the other students represented by LASA;
- Facilitate exchange between LASA, IDAS, UMAAS, UMAPS and SAS council's to ensure dialogue amongst students of various departments;
- Facilitate elections to appoint members to run the council for the succeeding year;
- Facilitating a relationship between the professional community and students.

Article 3: Membership

- i) Students registered at the University of Manitoba in the Master of Landscape Architecture program, as well as undergraduate Environmental Design – Landscape & Urbanism students are eligible to be members of LASA.
- ii) LASA council may require a membership fee, which would be used to support council activities. The fee structure for the upcoming year will be determined by the previous years Executive Council.
- iii) All graduate students have voting rights in referendums.

Article 4: Government of the Association

LASA Council positions and elections:

Notes:

Graduate students are offered an opportunity to run for Executive Council, prior to opening up a position to undergraduate students. Graduate students can vote in Executive Council elections.

Graduate and Undergraduate students can vote in LASA Communications Team elections.

Positions may be shared by 2 students, however they only have 1 vote on council.

Brief descriptions of each position can be found in Article 5.

- iv) LASA Executive Council
 - a. President
 - i. Graduate student position
 - ii. Vice-President becomes President in second year
 - b. Vice-President
 - i. Graduate student position, ED4 accepted to UM Masters permitted should no graduate student apply
 - ii. 2 year commitment, becomes President in second year
 - c. Secretary
 - i. Graduate student position, undergraduate permitted should no graduate student apply
 - d. Treasurer
 - i. Graduate student position, undergraduate permitted should no graduate student apply
 - e. Student Innovation and Enrichment Fund Representative
 - i. Graduate student position, undergraduate permitted should no graduate student apply
 - f. Graduate Student Association (GSA) Representative
 - i. Graduate student position
 - g. Senior Manitoba Association of Landscape Architects (MALA) Representative
 - i. Jr. MALA Rep becomes Sr. MALA in second year
 - h. Junior Manitoba Association of Landscape Architects (MALA) Representative
 - i. Graduate student position, ED4 accepted to UM Masters permitted should no graduate student apply
 - ii. 2 year commitment, becomes Sr. MALA Rep in second year

- v) LASA Class Representatives and Liaisons
 - a. Thesis-Practicum Representative
 - i. Graduate student who has completed a minimum of 2 full-time M3 semesters.
 - b. M3 Class Representative
 - i. M3 student elected by incoming M3 class
 - c. M2 Class Representative
 - i. M2 student elected by incoming M2 class
 - d. M1 Class Representative
 - i. M1 student elected by incoming M1 class
 - e. L&U 4 Class Representative
 - i. L&U4 student elected by incoming L&U4 class
 - ii. L&U4 Class Reps are also elected to SAS (Students' Architectural Society) – Committees to discuss elections process.
 - f. L&U 3 Class Representative
 - i. L&U3 student elected by incoming L&U3 class
 - ii. L&U3 Class Reps are also elected to SAS (Students' Architectural Society) – Committees to discuss elections process.
 - g. International Student Representative
 - i. Graduate or undergraduate student registered as an international student.
 - h. Indigenous Design and Planning Student Association (IDPSA) Liaison
 - i. Graduate or undergraduate student enrolled in the Department of Landscape Architecture appointed by the IDPSA. **This is not an elected position.*

- i) LASA Communications Team
 - a. Graphics Representative
 - i. Graduate or undergraduate student position
 - b. Events Representative 1
 - c. Events Representative 2
 - i. Graduate or undergraduate student position
 - ii. Events Reps to run as a team of 2 students.
 - d. Social Media Representative
 - i. Graduate or undergraduate student position

- ii) All members must be registered full-time students.
- iii) All decisions must be consistent with the mission and purpose of LASA as outlined in Article 2.
- iv) Leadership and decisions will be provided by consensus of the LASA Executive, who in turn represent and act for the benefit of all Master of Landscape Architecture students. Should no clear consensus be reached, a vote may be called for within the whole of LASA Council. The decision will be final when a majority vote is reached. If it is felt that a matter with all members may be called, in which any LASA member may vote.

Financial Structure

- i) All funds shall be deposited to the Landscape Architecture Student Association account at CIBC.
- ii) There must be ONE signing authority for all withdrawals and cheques made in the name of LASA. The eligible signers within the association shall be the President, Vice-President, or Treasurer.
- iii) Reimbursements approved in LASA Council meetings may be made through e-transfer (preferred) or cheque by the Treasurer.
- iv) Information regarding the ongoing LASA budget may be made available to any LASA member upon request.
- v) Allocation of funds must be approved by the Executive Council.

Article 5: Council Position Descriptions

- i) LASA Executive Council
 - a. President
 - i. Schedule and Chair LASA council on a monthly basis;
 - ii. Participate on the following committees:
 1. Faculty Executive Council;
 2. Faculty Council;
 3. Department of Landscape Architecture;
 4. Student Innovation and Enrichment Fund (SIEF); and
 5. Faculty of Architecture Students Association (FASA).
 - iii. Maintain open lines of communication between students in the department of landscape architecture (undergraduate or graduate) and the Department Head.
 - iv. Meet with the Department Head at least once a semester to discuss needs from LASA members.
 - v. Encourage students to apply and benefit from the Student Innovation and Enrichment Fund (SIEF).
 - vi. Communicate with student representatives on the Indigenous Design and Planning Student Association (IDPSA) when necessary. At the beginning of each academic year, the incoming LASA President will be responsible to reach-out to the incoming IDPSA Chair to find out who IDPSA has appointed as the LASA IDPSA Liaison.
 - vii. Prepare year end report with VP to facilitate role transition.
 - b. Vice-President
 - i. Support the work of the President;
 - ii. Occasionally participate as a proxy for the President in various committee obligations.
 - c. Secretary
 - i. Minute-taking during LASA council meetings;
 - ii. Share minutes with LASA council within 24hrs of LASA council meetings.
 - d. Treasurer
 - i. Maintain LASA Bank Account and LASA Treasury spreadsheet (google sheets);
 - ii. Complete reimbursements approved in LASA council.
 - iii. Prepare brief year end report
 - e. Student Innovation and Enrichment Fund Representative

- i. Attend SIEF Committee meetings when scheduled;
 - ii. Encourage LASA students to actively participate and apply to the SIEF.
 - f. Graduate Student Association (GSA) Representative
 - i. Attend GSA meetings regularly and report to council on events and initiatives set by GSA.
 - g. Senior Manitoba Association of Landscape Architects (MALA) Representative
 - i. Attend monthly MALA Council meetings.
 - ii. Organize networking events for students and professionals.
 - iii. Prepare year end report
 - h. Junior Manitoba Association of Landscape Architects (MALA) Representative
 - i. Support the work of the Senior MALA Representative.
 - ii. Attend monthly MALA Council meetings and/or act as alternate representative if Senior Rep is unavailable.
- ii) LASA Class Representatives and Liaisons
 - a. Thesis-Practicum Representative
 - i. Communicate LASA Council discussions, decisions, initiatives and events to their respective peers.
 - b. M3 Class Representative
 - i. Communicate LASA Council discussions, decisions, initiatives and events to their respective peers.
 - c. M2 Class Representative
 - i. Communicate LASA Council discussions, decisions, initiatives and events to their respective peers.
 - d. M1 Class Representative
 - i. Communicate LASA Council discussions, decisions, initiatives and events to their respective peers.
 - e. L&U 4 Class Representative
 - i. Communicate LASA Council discussions, decisions, initiatives and events to their respective peers.
 - f. L&U 3 Class Representative
 - i. Communicate LASA Council discussions, decisions, initiatives and events to their respective peers.
 - g. International Student Representative
 - i. Communicate LASA Council discussions, decisions, initiatives and events to their respective peers. Represent the concerns of International students in LASA meetings.
 - h. Indigenous Design and Planning Student Association (IDPSA) Liaison
 - i. Communicate LASA Council discussions, decisions, initiatives and events to IDPSA. Represent concerns, activities and initiatives put on by the IDPSA in LASA meetings.
- i) LASA Communications Team
 - a. Graphics Representative
 - i. Prepare graphics in print and digital form for LASA Events and initiatives;

- ii. Share digital graphics with the Social Media Representative for sharing online.
- b. Events Representatives
 - i. Plan and coordinate LASA events;
 - ii. Encourage the student body to attend LASA events;
 - iii. Prepare year end report to facilitate role transition
- c. Social Media Representative
 - i. Share and promote student work on social media (Instagram and Facebook).

Article 6: Elections

- i. LASA Elections will be held during the last two (2) weeks of the Winter Term. A call for candidates will be sent to the LASA Students. It will be the responsibility of the entire LASA Council to promote council positions to all LASA students.
- ii. Should more than one (1) candidate express interest in a position on LASA Council, a vote shall be held. The vote must have more than 51% of the LASA Student body participation. This vote can be held through paper ballots or through an online platform (SimplyVoting).
- iii. At the end of the Winter Term, any vacant positions will be fulfilled by the incoming President as soon as practicable in the following Fall Term.
- iv. The Junior MALA Representative will be selected by the incoming Senior MALA Representative and President. Interested candidates for the Junior MALA position will forward their names for consideration to the President during the election period.