

**Constitution and By-Laws of  
Lakehead Association of Biology Students (“LABS”)**

**Article I**

1. The name of the Club shall be Lakehead Association of Biology Students (hereinafter “Club” or “LABS”).
2. The Club shall conduct its operations under the constitution and by-laws of the Lakehead University Student Union (LUSU).
3. The purpose of the Club shall be the following, and all activities of the Club shall be conducted in the furtherance of this purpose:

The Lakehead Association of Biology Students (LABS) provides an opportunity for students and faculty to interact and connect with one another. It aims to provide both academic and socially relevant events for both groups to participate in.

**By-Law I — Membership**

1. At least one-half of the members of the Club shall be Lakehead University students.
2. All Club members shall have the right to bring forward motions and cast a vote at the Club’s Annual General Meeting(s).
3. The membership of the Club shall be limited to the following:

Any Student taking a biology course or interested in biology.

**By-Law II — Meetings of the Members**

1. The Club shall hold an Annual General Meeting at least once per academic year between the months of January and April, inclusively.
2. The date, time, and location of the Annual General Meeting shall be set by the President in consultation with the other Officers and announced to the Club members at least two (2) weeks before the meeting is to take place.
3. At an Annual General Meeting, at least ten (10) Club members or ten percent (10%) of Club members, whichever is more, must be present in order for the meeting to be able

to proceed. If this minimum is not achieved (“quorum”), no vote taken will be considered valid.

4. The President shall chair the Annual General Meeting.
  1. The Club members may consider and vote upon any item during the Annual General Meeting. Any motion decided in this way is valid and binding upon the Club and the Officers.
  2. At any time, a petition of ten percent (10%) of Club members, or ten (10) Club members whichever is more, can call a Special General Meeting, during which the Club members may make any decision affecting the operation of the Club, including replacing any or all of the existing Officers or amending this Constitution. The petition must be served to the Officers at least five (5) days in advance of when the Special General Meeting is to take place, and must include the exact date, time, and location of the meeting. The Officers must then e-mail all of the Club members and notify them of the Special General Meeting at least four (4) days in advance of the scheduled meeting date.
1. The Executive Team (or Officers) will meet weekly throughout the academic year as required. These meetings will be called by the President in consultation with the Vice President and Secretary with appropriate notice.
1. The Representative Team (not Officers) will meet biweekly throughout the academic year as required. These meetings will be called by the President in consultation with the Vice President and Secretary with appropriate notice.

#### **By-Law III — Executive Team [Club Officers]**

1. **President:** The President is the chief executive of the Club and in that capacity is able to make decisions affecting the Club and its operations. So long as those decisions are made in furtherance of the Club's purpose and do not violate this Constitution or the LUSU Governing Documents, they shall be considered valid and enforceable. Regardless of that, the President cannot make any decisions that are reserved for the Club members (such as amending this Constitution), nor may the President make decisions about items that are reserved for other Officers in this Constitution, unless voted upon by the majority of executive members. The president is responsible for social media and promotion. The president helps out with planning events and collectively with the Vice President has the ability to veto events if deemed unreasonable, unfeasible, and unsafe.
1. **Vice President:** In charge of making sure all Officers are on schedule with their events,

and assist when necessary. The Vice President takes responsibility for outreach for the club. The President and Vice President collectively have the ability to veto any event if determined unreasonable, unfeasible or unsafe.

2. **Secretary:** In charge of setting meeting times in conjunction with the President and Vice President and ensuring attendance. Takes minutes and action items during the meeting. Also in charge of updating the LABS bulletin board in the Centennial Building. Plans the cocktail party, including: obtaining the venue and menu and handling logistics.

1. **Departmental Liaison:** Plans events within the faculty, including but not limited to the Meet and Greet and Research Symposium. This member also advertises all graduate seminars, honours presentation etc. that students may be interested in attending. They are also responsible for attending any/all Biology Department meetings as per the Chair in the given year.

1. **Treasurer:** Plans fundraising events such as the Outpost pub night, Bake sales, clothing sale, etc. Responsible for assisting with event budgets, and maintaining/managing the Club account with LUSU.

1. **Media Relations Executive:** maintaining social media accounts (instagram) and responsible for the creation of posters and promotional material (social media promotion and coverage, etc.).

1. **Year Reps:** Responsible for relaying club information and events to their respective classes, and representing those years at club meetings.

1. All Club Officers must be currently registered students at Lakehead University.

2. The Officers shall be elected via application at the end of the academic term by the Club's President, Vice President and Secretary and they shall hold office from the end of their predecessors' terms until April 30 or until their successors are elected.

3. Any Officer is allowed to resign their position within the Club. The resigning Officer must notify LUSU and the remaining Officers of their decision before the resignation becomes valid. Resigning does not absolve the Officer of their responsibilities to LUSU or their Club members if there remain unpaid debts of the Club.

#### **By-Law IV — Representative Team**

1. **First Year Representative:** A voice for first year students. They are responsible for relaying information and event updates to first year biology classes. Not an officer of the

club.

1. **Second Year Representative:** A voice for second year students. They are responsible for relaying information and event updates to second year biology classes. Not an officer of the club.
1. **Third Year Representative:** A voice for third year students. They are responsible for relaying information and event updates to third year biology classes. Not an officer of the club.
1. **Fourth Year Representative:** A voice for fourth year students. They are responsible for relaying information and event updates to fourth year biology classes. Not an officer of the club.
1. **International Student Representative:** A voice for international students. They are responsible for relaying information and event updates to international students and the Lakehead International Office. Not an officer of the club.
1. **Indigenous Student Representative:** A voice for indigenous students. They are responsible for relaying information and event updates to indigenous students, LUSU's Aboriginal Awareness Centre and Lakehead Aboriginal Initiatives. Not an officer of the club.
1. **Graduate Student Representative:** A voice for graduate students. They are responsible for relaying information and event updates to graduate classes, graduate students, and the Graduate Students' Association. Not an officer of the club.
1. The Representative Team shall be elected via application and selected by the Executive Team at the beginning of the academic year and they shall hold office from the date of their selection notification until April 30.

#### **By-Law V — Amendments**

1. This document may be amended by the Club's members at any General Meeting that has met quorum (this includes the Annual General Meeting or any Special General Meeting). A motion to amend this document must be passed by two-thirds (2/3) of members present.
2. Any amendments take effect immediately after the General Meeting is over.

## **By-Law VI — Club Election Procedures**

1. Club Officers shall be elected at the end of the school year. Executive members leaving that year will make the selections.
2. Members who are interested in becoming an Officer shall declare their candidacy at the time the nomination forms are released and when the deadline is set. The vote shall be counted by secret ballot, in which case the ballots shall be collected and recorded by the Secretary and another Club member who will verify the vote's fairness.

## **Operational Policy I — Statement of Accountability**

1. All Club Officers shall abide by this document as well as the LUSU Governing Documents and the Lakehead University Student Code of Conduct. Officers shall make a good-faith effort to ensure that all their decisions are made in furtherance of the Club's purpose and in the best interest of the Club's members.
2. All Club Officers shall be responsible for all of their collective acts and deeds as well as the conduct of the Club members.
3. All Club Officers shall honour all agreements to which they or their predecessors agreed to, and shall endeavour to fulfill every obligation owed under those agreements.

## **Operational Policy II — Membership Dues**

1. As a condition of Club membership, all prospective members shall make payment to the Club of the following:

There shall be no dues charged to any member.