

Constitution and By-Laws of the Lakehead University English Student Association

Article I

1. The name of the Club shall be Lakehead University English Student Association (hereinafter “ESA” or “the club”).
2. The club shall conduct its operations under the constitution and by-laws of the Lakehead University Student Union (LUSU).
3. All activities of the club will be conducted in the furtherance of its stated purpose and the will of the members

By-Law I — Membership

1. At least one-half of the members of the Club will 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.
3. There shall be no limitation on who may be a member.

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 or Vice-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, no vote taken will be considered valid. The Officers shall call a new General Meeting for the purposes of electing their replacements as soon as possible if quorum is not met.
 - a. If, after a second attempt at calling a General Meeting, the meeting is not able to achieve quorum, the Officers shall appoint their replacements for the next term.
4. The Annual General Meeting shall be chaired by the President or Vice-President.

5. During the Annual General Meeting, the Club members shall appoint the Officers of the Club, who shall begin their terms on May 1.

6. The Club members may consider and vote upon any other item during the Annual General Meeting. Any motion decided in this way is valid and binding upon the Club and

7. 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 email all of the Club members and inform them of the Special General Meeting at least four (4) days in advance of the scheduled meeting date.

By-Law III — Club Officers

1. **President.** The President is the chief executive of the Club and is able to make decisions that affect the Club and its operations, as 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, the President cannot make any decisions that are reserved for the Club members (such as amending this Constitution or electing Officers), nor may the President make decisions about items that are reserved for other Officers in this Constitution, unless the President has attempted to make contact through email with those Officer(s) and has been unsuccessful. The President is responsible for the status of all communications within the club (such as emailing the members of the club, the keeping of minutes within the Club's meetings, recording the result of all votes taken) and passing them on to their successor. They must make these communications available to LUSU on demand by any LUSU Executive. The President should administrate the social media pages associated with the group, but they may opt to share this responsibility with the Vice-President and other Officers as the need arises. The President must be available for communication via e-mail with club Officers and establish this communication with all current club Officers before the Annual General Meeting. Other forms of communication (such as texting, calling, using an app) may be used in addition of e-mail but may not replace e-mail as the prominent form of communicating significant changes within the Club operations to other Officers.

2. **Vice-President.** The Vice-President is the Officer that is second to the President in determining Club operations and can operate in the role of secondary executive. The Vice-President is tasked with assisting the President in matters of Club communications (such as e-mailing the members of the club, the keeping of minutes within the Club's meetings, recording the result of all votes taken) and should have an executive role on the Club's social media pages. The Vice-President must pass these communications on to their successor and must make them available to LUSU on demand by any LUSU Executive. With

the approval of the President and other Officers, the Vice President is able to make decisions that affect the Club and its operations. As 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.

3. Treasurer. The Treasurer is the Officer that shares responsibility of the Club's finances and shared resources with the President and Vice-President. Along with the President and Vice-President, the Treasurer is allowed to deposit and withdraw funds from the Club's accounts. The Treasurer may consult the President and Vice President regarding decisions that involve Club resources. If requested by the President or Vice President, the Treasurer shall prepare a report to the Club's members about the state of the Club's finances for presentation at the Annual General Meeting. This position is not wholly necessary to the Club's functioning, and can be vacant if no member has expressed interest in filling it.

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

5. Unless otherwise allowed for within this document, the Officers shall be elected at the Club's Annual General Meeting by the Club's members and they shall hold office from the end of their predecessors' terms until April 30 or until their successors are elected.

6. 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 — 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 V — Club Election Procedures

1. Unless otherwise allowed for in this document, Club Officers shall be elected at the Club's Annual General Meeting by the Club members present.

2. Members who are interested in becoming an Officers shall declare their candidacy at the General Meeting and the Club members present shall vote for one (1) candidate for each position. The vote shall be counted by a showing of hands, unless any Club member requests that it be done by secret ballot, in which case the ballots shall be collected and recorded by the Vice-President and another Club member who will verify the vote and make the results known.

By-Law VI — Club Member Conduct

1. No member of the club will act in a way that is harmful in any way to another member. An activity can be considered “harmful” at the discretion of any club officer.
2. Depending on the severity of the action, club officers may choose to either issue a warning or remove a member from the club.
3. These expectations will be stated at the first meeting of the year, and at every general meeting thereafter.

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, but voluntary donations will be accepted.