

Constitution and By-Laws of Lakehead Engineering UAV Design Team By MAKERSPACE (“LUAV”)

Article I

1. The name of the Club shall be Lakehead Engineering UAV Design Team By MAKERSPACE (hereinafter “Club” or “LUAV”).
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 purpose of this team is to gather all engineering students looking to challenge their design skills with the scope of pushing the limits of unmanned aerial vehicles.

Our goals include gathering the resources necessary to create the prototypes for each design challenge, allowing the interdisciplinary teams to be formed and letting these teams compete.

With sufficient support, we aim to send our teams to compete in international design challenges.

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.
3. The membership of the Club shall be limited to the following:

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 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 at least five (5) if this Club is based in Orillia) 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. 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.
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 the Officers.
7. At any time, a petition of ten percent (10%) of Club members, or ten (10) Club members (or at least five (5) if this Club is based in Orillia), 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.

By-Law III — 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 or electing Officers), nor may the President make decisions about items that are reserved for other Officers in this Constitution, unless the President has made good efforts to get in touch with those Officer(s) and has been unable to..

2. **Treasurer.** The Treasurer is the Officer in charge of the Club's finances, and in that capacity, along with the President, is allowed to deposit and withdraw funds from the Club's accounts. The Treasurer shall prepare a report to the Club's members about the state of the Club's finances at for presentation at the Annual General Meeting..
3. **Secretary.** The Secretary is the Officer in charge of keeping the minutes of the Club's meetings, including the Annual General Meeting. The Secretary must record the result of all votes taken and pass them on to his/her successor and must make them available to LUSU on demand by any LUSU Executive..
4. All Club Officers must be currently registered students at Lakehead University.
5. In order to allow members access to all Lakehead Engineering Makerspace's resources, and to ensure safety of all involved parties, Students looking to become Officers are required to attain at least Level 1 Clearance from Makerspace, one M, and demonstrate consistency when working on projects related to the club.
6. Once conditions are met, Officer Candidates will be required to meet with the current Officers, as well as an Executive Member from Lakehead Engineering Makerspace
7. If several Officer Candidates meet the minimum conditions and demonstrate interest in becoming Officers, then 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.
8. If physical presence is not possible during the Club's Annual General Meeting, then the members will be required to submit their vote by the end of the day.
9. 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.
10. Officers who request resignation will be required to find a suitable replacement prior to their request.
11. if no Officer Candidates are available, then the current Officers will be required to find a potential replacement and train them to become suitable Officers. If this is not possible, then Current Officers will be required to meet with LUSU and Makerspace Executive Members in order to discuss the most suitable option for the upcoming Academic Year.

By-Law IV — Amendments

1. A request to amend this document can be made at any time in order ensure sustainable operation of this club. This requests will first need to be communicated and approved by both the Current Officers and the Makerspace Executive team before it can proceed.
2. Once approved, the amendments can be presented and discussed by the Club's members at any General Meeting that has met quorum (this includes the Annual General Meeting or any Special General Meeting).
3. 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 from the Candidates at the Club's Annual General Meeting by the Club members present.
2. Officer Candidate must meet the minimum requirements and inform Officers of their intent to be a candidate at least a week prior to the Annual General Meeting.
3. 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 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.