

Constitution and By-Laws of Education Student Teachers Association of Orillia

Revised: March 15, 2023

ARTICLE I: NAME & PURPOSE

1. The name of this Club shall be Education Student Teachers Association of Orillia (hereinafter may be referred to as “ESTA-O”)
2. This Club shall conduct its operations under the constitution and by-laws of the Lakehead University Student Union (LUSU).
3. The purpose of this club shall be the following, and all the activities of the Club shall be conducted in furtherance of this purpose: The Education Student Teachers’ Association of Orillia represents the interests of all students in the Faculty of Education at Lakehead University – Orillia. As an association, ESTA-O aims to create an educational experience that supports student teachers attending the Orillia campus at Lakehead University. In coordination with all members, as well as faculty and staff at Lakehead University – Orillia, ESTA-O will work towards hosting all events in a professional manner.

BY-LAW I: MEMBERSHIP

1. All 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, or any meeting in which 50% or more members are in attendance (this must include all club officers).
3. The membership of the Club shall be limited to the following: a. Students who are not members of the Faculty of Education may not 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 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 (10) Club members 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 notify them of the Special General Meeting at least four (4) days in advance of the scheduled meeting date.

BY-LAW III: CLUB OFFICERS

III.i EXECUTIVE POSITIONS

1. President (Chief Executive Officer)

The President is the chief executive of the Club and in that capacity is able to make decisions affecting the Club and its operation. 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. The President is responsible for:

- a. Training all delegates within ESTA-O, including their successors following the Annual General Meeting (AGM).
- b. Actively communicating all pertinent updates with the Lakehead University Student Union (LUSU) and the Faculty of Education, including Executive election results from the AGM and Cohort Representative Elections.
- c. Wherever possible, attending and participating in meetings with the Faculty of Education throughout the year. These meetings include:
 - i. (1) Faculty Council, (2) Undergraduate Studies in Education (USE), (3) Teacher Education Advisory Committee, (4) Meetings with the Dean of Education, (5) Cohort Representative Meetings with the Chair of Undergraduate Studies.
 - ii. Summarizing and sharing information from the aforementioned meetings with Club Members during monthly meetings.
- d. Bringing visibility to the club by running membership drives at various student events at the University, such as: (1) LUSUFest (August/September), (2) Professional Development Sessions (coordinated with the Professional Experiences Counsellor), etc.
- e. Coordinating with the Vice President and Director of Operations prior to monthly ESTA-O meetings; cooperate in the planning and execution of monthly meetings.

- f. Communicating in a timely manner within established Club chat groups and/or other communication formats.

2. Vice President (Chief Financial Officer)

The Vice President will assist the President with the management of the Club. If the President is absent, the Treasurer shall take their place. The Vice President is responsible for:

- a. Monitoring other Club Officers and ensuring that all club activities are functioning.
- b. Managing Club finances, and communicating with LUSU regarding Club funding and/or other initiatives requiring additional financial support. Primary communication with LUSU should be conducted through email or via the LUSU Club Officers portal.
- c. Supporting the President by attending monthly meetings with various groups, keeping notes on items of importance, and presenting important information at monthly ESTA-O meetings.
- d. Coordinating with the president prior to monthly ESTA-O meetings; cooperate in the planning and execution of monthly meetings
- e. Communicating in a timely manner within established Club chat groups.

3. Director of Operations (Chief Operations Officer)

The Director of Operations is the Officer in charge of keeping minutes of the Club's meetings, including the Annual General Meeting. The Director of Operations must record the results of all votes taken and pass the results on to their successor and must make them available to LUSU on demand by any LUSU Executive. The Director of Operations is responsible for:

- a. Working with the President and Vice-President to keep a record of all club activities, including meeting minutes, vote tallies, receipts, and forms.
- b. Organizing monthly Club meetings and communicating the timing of said meetings with Club members via the LUSU Club Officers Portal.
- c. Monitoring and maintaining other Club communication platforms, including Social Media and the Club's website.
- d. Coordinating with the President and Vice-President prior to monthly ESTA-O meetings; cooperating in the planning and execution of monthly meetings.
- e. Communicating in a timely manner within established Club chat groups.

III.ii AFFILIATED POSITIONS

4. Cohort Representatives (minimum one representative per cohort)

The Cohort Representatives are the uniquely elected representatives of each cohort in the Undergraduate Studies in Education program(s). They operate as advocates on behalf of

their cohorts to bring awareness to student body concerns, with the goal of facilitating positive changes within the program. These positions are elected in the Fall of each new school year, and each elected official will hold their term for one (1) full year. Duties include:

- a. Registering as members of ESTA-O and attending meetings regularly throughout the year to ensure proper communication between Faculty, ESTA-O, and the cohorts.
- b. Attending monthly Cohort Rep meetings with the Chair of Undergraduate Studies in Education as available. Proactively contributing to the collective concerns documents to ensure student voices are wholly and consistently represented.
- a. Communicating in a timely manner within applicable Club chat groups.

III.iii QUALIFIERS

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

6. Unless otherwise allowed within this document, the Executive 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 predecessor's terms until April 30 or until their successors are elected.

7. 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 Executive Officers shall be elected at the Club's Annual General Meeting by the Club members present.

2. Members who are interested in becoming Executive Officers shall declare their candidacy prior to the Annual General Meeting, and the Club members present shall vote for one (1) candidate for each position. The vote shall be counted by secret ballot, which shall be collected and recorded by the Director of Operations and another Club member who will verify the vote's fairness.

3. Cohort Representatives are not considered Executive Officers, and therefore do not need to be elected during the Annual General Meeting. Elections for Cohort Reps are conducted by each individual cohort; election formats should be determined and facilitated independently of ESTA-O. Upon their election, the Representatives must apply for membership of ESTA-O and contact the Executive Committee to have themselves added to communication forums. Cohort Reps must be formally elected within the first month of the program, after which the Executives should meet with them to coordinate their roles and expectations within the Club.

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 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 endeavor 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: a. There shall be no dues charged to any member.