

Constitution and By-Laws of Friendship for Overseas College and University Students (FOCUS CLUB)

Article I

1. The name of the Club shall be Friendship for Overseas College and University Students (hereinafter "FOCUS").
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:
 - A. To provide friendship, assistance, social interaction, and an introduction to Canadian culture and the local community in a safe and supporting environment to international post-secondary students at Lakehead University.
 - B. To provide English as second language training and an introduction to Christian faith ethics in a non-denominational environment to overseas students as requested and without proselytizing.

By-Law I — Membership

1. There shall be a minimum membership of 20 Lakehead University students.
2. At least one-half of the members of the Club shall be Lakehead University students.
3. Active membership shall be based on an individual registration with the Focus club, and reported to the LUSU Vice-President Finance.
4. All Club members shall have the right to bring forward motions and cast a vote at the Club's Annual General Meeting.
5. There is no membership due charged to all members.
6. There are no limitations on who can hold membership within the Club

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, Vice-President or Executive-at-Large.
5. During the Annual General Meeting, the Club members shall appoint the Officers of the Club, who shall begin their terms on Sep. 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. The president is also in charge of contacting LUSU, and arranging meeting, consulting with advisors. 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. **Vice-President.** The Vice-President is the Officer in charge of keeping the minutes of the Club's meetings, co-ordinating off campus activities, managing the Club's finances, and functioning for club president in his or her absence, and in that capacity, along with the President, is allowed to deposit and withdraw funds from the Club's accounts. The Vice-President 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. **Executive-at-Large.** The Executive-at-Large is the Officer in charge of assisting the club executive on an ad-hoc basis in general matters requiring advice, consultation and other specific club related tasks.
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 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.

Certification and Ratification

We hereby certify that this Constitution has been duly adopted by the Club's members (or, if this is a new Club, that the majority of the prospective members have agreed to be bound by this Constitution):

I hereby certify that, to my best knowledge, this Constitution has been duly adopted by the Club's members and that the Constitution does not contain any clause or statement that conflicts with the LUSU Governing Documents or any other resolution of the LUSU Board of Directors:

Shiwei Han
Signature of President

Yingjie Le
Signature of Vice-President

Haoxuan Xu
Signature of Executive-at-Large

2022/14/07
Date

Date