

**Constitution & By-Laws of  
Lakehead University French Club  
September 2024  
2024-2025 Academic Year**

Article I

1. The name of the Club shall be: Lakehead University French Club.
  - a. hereinafter referred to as "Club" or: LUFC.
2. This club shall conduct its operations under the constitution and by-laws of the Lakehead University Student Union (LUSU).
3. To provide a fun and welcoming environment for both Lakehead University students and Thunder Bay locals to engage and immerse in the French language.

By-Law I

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. Only Lakehead University students can vote in Club Elections or become Club Officers.
4. This club has no membership restrictions.

By-Law II

1. The Club shall hold an Annual General Meeting at least once per academic year between January and April, inclusively.
2. In consultation with the other Officers, the date, time, and location of the Annual General Meeting shall be set and announced to club members at least two (2) weeks before the meeting is to take place, by the President.
3. At an Annual General Meeting, at least 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 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/Co-Presidents.
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 ensure all of the Club members are notified at least four (4) days in advance of the scheduled meeting date.

#### By-Law III

1. All Club Officers must be registered students of Lakehead University.
2. Unless otherwise allowed 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.
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.
4. The Club shall be headed by Executive Officers which will be composed of:
  - a. President: The Chief Executive Officer 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, they cannot make any decisions that are reserved for the Club members (such as amending this Constitution or electing Officers), nor may they make decisions about items that are reserved for other Officers in this Constitution, unless they have made good efforts to get in touch with those Officer(s) and has been unable to.
  - b. Vice-President: The Vice-President will assist the President/Chief Executive Officer with all of their duties.
  - c. 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 for presentation at the Annual General Meeting.
  - d. 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 their successor and must make them available to LUSU on demand by any LUSU Executive. The Secretary will be the principal officer to make club bookings (with outside organizations, for rooms/spaces for events, etc.)
  - e. Social Media Coordinator: The Social Media Coordinator will communicate all club events and promotions via social media (Instagram, Facebook, email). They will also make and distribute all club posters, as well as fulfill other duties related to social media communications.

#### By-Law IV

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

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 Officer 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 or electronic 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

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

1. There shall be no Club membership dues.