**Constitution and By-Laws of**

**Lakehead University Scientista (“LUS”)**

**Article I**

1. The name of the Club shall be Lakehead University Scientista (hereinafter “Club” or “LUS”).
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 our club is to provide empowerment and inspiration for women pursuing science, technology, engineering, math and medicine. As well as, providing useful resources throughout interactive methods to expand knowledge and understanding of STEMM, and valuable opportunities of personal growth both academically and individually.

**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.

**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 Co-Directors 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.  
   1. 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 Co-Directors.
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. **Co-Directors**. The Co-Directors 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 Co-Directors cannot make any decisions that are reserved for the Club members (such as amending this Constitution or electing Officers), nor may the Co-Directors make decisions about items that are reserved for other Officers in this Constitution, unless the Co-Directors has made good efforts to get in touch with those Officer(s) and has been unable to..
2. **Secretary**. The Secretary is the Officer in charge of keeping the minutes of the Club's meetings, including the Annual General Meeting and ensuring all club documents are organized. 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. They will also manage mailing list and develop a monthly newsletters that will consist of the current months activities, events and important dates to keep in mind.
3. **Media Chair**. The Media Chair is the officer that is responsible for the club’s social media and making weekly updates/developing graphics, concepts and designs for the club. This officer also responds to any messages we may get on our social media platforms.
4. **Events Chair**. The Event Chairs are responsible for organizing events and activities for the club. They plan and execute club events along with considering budget and safety. These officers also communicate with vendors and other clubs at Lakehead University in collaboration for events.
5. **First Year Representative**. The First Year Representative is responsible for promoting club activities and events. Their role also includes to collect feedback from peers to promote club activities and events.
6. All Club Officers must be currently registered students at Lakehead University.
7. 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.
8. 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. The Co-Directors shall pass on their position to an Executive member that has shown interest in the position at the end of the school year. The new Co-Directors shall then recruit executive members for the following school year through applications of those interested.

**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.