**Constitution and By-Laws of**

**Lakehead University Pre-Med Society (“LUPMS”)**

**Article I**

1. The name of the Club shall be Lakehead University Pre-Med Society (hereinafter “Club” or “LUPMS”).
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 Lakehead University Pre-Med Society is to facilitate communication amongst the people who wish to pursue medical school after their undergrad. So many people want to attend medical school but are unsure about the process of applying, MCAT's, etc. so this club will help to get everyone on the same page, and create a community of people with similar interests to all share their knowledge about the different areas.

**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 at the Club’s Annual General Meeting. Only members who have been part of the club for at least one full year are able to vote at the clubs Annual General Meeting regarding electoral procedures and/or vote to approve expenses coming out of the clubs account.
3. The membership of the Club shall be limited to the following:

There shall be no limitation on who may be a member (more the merrier).

**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 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.  
   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.
4. The Annual General Meeting shall be chaired by the President.
5. During the Annual General Meeting, 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. (NOTE: For a special meeting to be called, the members calling such meeting must have been part of the club for one full year).

8. Once a month the members of the club will meet to discuss operations within the club.

**By-Law III — Club Officers**

1. **Co-Presidents**. The Co-Presidents are 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 (Maximum of 2 per year).
2. **Treasurer**. The Treasurer is the Officer in charge of the Club's finances, and in that capacity, along with the President and Secretary 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..
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. **Event Coordinator(s).** The Event Coordinator is responsible for planning and executing various club events throughout the year, including club day. The Event Coordinator must organize the promotion of club events. (Maximum of 2 event coordinators per year)
5. **1**-**4 Year Reps**. The year reps are responsible for recruitment and retention by promoting the club in a way that represents the club’s interests. (Maximum of 2 reps per year)
6. **International Student Rep.** The International Student Reps are responsible for recruitment and retention by promoting the club in a way that represents the club’s interests. (Maximum of 2)
7. All Club Officers must be currently registered students at Lakehead University.
8. 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.
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.

**By-Law IV — Amendments**

1. This document may be amended by the Club’s members who have been part of the club for at least one full year 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. Until a time that there are members who have been part of the club for one full year, a vote of 2/3 amongst the founding officers is required to amend this document.
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.
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.
3. The elected officer (president, secretary, treasurer, etc..) reserves to the right to allow a co-officer. This co-officer must be elected, as the officer was. A max of one co-officer is allowed, unless the council votes otherwise.
4. In order to be elected as an officer (President, Secretary or Treasurer) a person must be part of the club for one full year previously to ensure their commitment to the club.
5. Until members have been part of the club for one full year, the electoral procedures will be performed amongst the founding officers.

**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.