

Constitution and By-Laws of Lakehead University Applied Life Sciences Club (“LUAPLSC”)

Article I

1. The name of the Club shall be Lakehead University Applied Life Sciences Club (hereinafter “Club” or “LUAPLSC”).
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:

To promote the vast career and research opportunities for Applied life Sciences graduates in areas such as biotechnology, forensics, diagnostic laboratories and the health sector in addition to providing resources and opportunities for members to work, volunteer, learn and study as part of an inter-professional team.

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.
3. All Club Executives and Representatives shall have the right to cast a vote at the Club’s Annual General Meeting.
4. The membership of the Club shall be limited to the following:

There shall be no limitation on who may 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 September 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.
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. **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. 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. The president will manage the club's email, aid in media and marketing development, and help coordinate and oversee all events.
2. **Vice President.** The vice president serves as a leadership figure alongside the club president, assisting with decisions and providing guidance. One of the key responsibilities of this role is assuming the presidential duties when necessary, including chairing meetings and making decisions during the president's absence. This individual is

also seen as the leading advisor to the president, and may be called for input on thoughts or ideas regarding the clubs operations. The Vice President assumes a central role in cultivating a sense of unity and engagement among club members, often assisting with organizing and promoting club events, meetings, and activities. The Vice President serves as a conduit between club members and the executive board, actively seeking input and insights from the club's membership to help mold the club's direction and aspirations.

- 3. Logistics Coordinator.** The logistics coordinator is the Officer in charge of keeping the minutes of the Club's meetings, including the Annual General Meeting. The administrative assistant 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. The logistics coordinator will also be in charge of booking all rooms for meetings and events and following up with individual members to ensure they complete their assigned tasks for the club.
- 4. Director of Finance.** The director of finance is the club's financial officer, who oversees the money flowing in and out of the club. They are in charge of helping the club's budget, its events and raising money to fund its activities. The treasurer will also oversee and help develop fundraisers and is in charge of counting and reporting the total account value at each meeting when necessary.
- 5. Events Director.** The events director(s) are responsible for the planning and execution of various club events in collaboration with other club members. They are responsible for arranging the event date and location, as well as creating advertisements to promote the event.

6. **Year Representatives.** Are responsible for performing class talks and participate in the facilitation of club events, including proposing and planning events as well as other assorted tasks. Representatives are also in charge of reporting to the executive club members with the comments, questions, and concerns of 1st, 2nd, 3rd, or 4th year students in the APLS program.
7. **Director of Merchandising.** The director of merchandising is the individual responsible for overseeing the production and distribution of the club's merchandise to the Lakehead population. This includes submitting design ideas to manufacturers, deciding on styles, following up on timelines, receiving the order, as well as the process of distribution.
8. **Director of Marketing.** This individual is responsible for the assembly of advertisement production, as well as recruitment for the club. This may include producing and designing posters or social media posts, attending recruiting events such as club days, or putting up posters around campus.
9. **Director of Media Relations.** The director of media relations is responsible for coordinating with all the other officers of the club and ensuring the clubs aspirations and goals are accurately portrayed by both media produced by the club, as well as from other sources. Responsibilities may include, assisting forming social media posts, collaborating on advertisements, and communicating with LUSU, other clubs, and the media regarding the club.

Positions may have dual occupancy should it be determined that there are two candidates of equal eligibility and if it is agreed upon by the executive team.

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

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.

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.

3. If an adequate amount of Club members cannot attend a formal Annual General Meeting (AGM), the Club Officers may be elected at the beginning of the academic year.

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 their collective acts when acting on behalf of the club.
3. All Club Officers shall honor 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:

There shall be no dues charged to any member.