

# **Constitution and By-Laws of Queer Safe Space (“QSS”)**

## **Article I**

1. The name of the Club shall be Queer Safe Space (hereinafter “Club”).
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:

Create and offer inclusive events, supports, and educational opportunities for Two Spirit, Lesbian, Gay, Bisexual, Trans, and Queer (2SLGBTQ+) students, as well as their allies;

Promote safer and inclusive spaces for 2SLGBTQ+ students through advocacy and community-building.

## **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.
3. The membership of the Club shall be limited to the following:

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 September and April, inclusively.
2. The date, time, and location of the Annual General Meeting shall be set by the Executive Officer 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 five (5) 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.
  - 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 Executive Officer. If the Executive Officer is not available, an alternate shall be appointed from within the Club by the Club Officers or an alternate Chair.
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 at least five (5) Club members, 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 email 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. **Executive Officer.** The Executive Officer 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 Executive Officer cannot make any decisions that are reserved for the Club members (such as amending this Constitution or electing Officers), nor may the Executive Officer make decisions about items that are reserved for other Officers in this Constitution, unless the Executive Officer has made good efforts to get in touch with those Officer(s) and has been unable to.

2. **Financial Officer.** The Financial Officer is the Officer in charge of the Club's finances, and in that capacity, along with the Financial Officer, is allowed to deposit and withdraw funds from the Club's accounts. The Financial Officer 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. **Administrative Officer.** The Administrative Officer is the Officer in charge of keeping the minutes of the Club's meetings, including the Annual General Meeting. The Administrative Officer 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.
4. All Club Officers must be currently registered students at Lakehead University.
5. 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.
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 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 two (2) Club members not seeking election who will verify the vote.

### **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 payable as a condition of full membership within the Club.

**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:

\_\_\_\_\_  
Signature of Executive Officer

\_\_\_\_\_  
Signature of Vice-President Orillia

\_\_\_\_\_  
Signature of Financial Officer

\_\_\_\_\_  
Signature of Administrative Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date