

# **Constitution and Bylaws of Lakehead University Education Graduate Student Association**

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## **Article I**

1. The name of the Club shall be Lakehead University Education Graduate Student Association (hereinafter “Club” or “LUEGSA”).
2. The Club shall conduct its operations in accordance with the constitution and bylaws 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 Lakehead University Education Graduate Student Association (LUEGSA) seeks to represent the interests and needs of graduate students within the Faculty of Education at Lakehead University. The LUEGSA aims to encourage and foster collaboration while facilitating networking, learning, and mentorship opportunities.

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## **Bylaw I — Membership**

1. All members of the Club must 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:

Only graduate students within the Faculty of Education at Lakehead University are allowed to be members.

## **Bylaw II — Meetings of the Members**

1. The Club shall hold an Annual General Meeting at least once per academic year, between January and April, inclusive.
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 for the meeting 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 a quorum is not met.
  - a. If, after a second attempt at calling a General Meeting, the meeting is unable to achieve a quorum, the Officers shall appoint replacements for the next term.
4. The Annual General Meeting shall be chaired by the President.
5. During the Annual General Meeting, Club members shall appoint the Club's officers, who will 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 the Special General Meeting, and it 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.

### **Bylaw III — Club Officers**

1. **President.** The President is the chief executive of the Club and, in that capacity, is empowered to make decisions that affect 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 reasonable efforts to get in touch with those Officer(s) and has been unable to.

2. **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.
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 results of all votes taken and pass them on to their successor, and must make them available to LUSU upon 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 from 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 are unpaid debts of the Club remaining.

#### **Bylaw 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.

#### **Bylaw 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. A showing of hands (in person or virtual) shall count the vote, unless any Club member requests that it be done by secret ballot, in which case the votes shall be collected and recorded by the Secretary and another Club member who will verify the vote's fairness.

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## **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, 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.