

**Article I:**                    **Name and Acronym**

- a. The name of the student club shall be “The Lakehead University of Music Association” (herein after “the Club”).
- b. The acronym of the student club shall be “LUMA”.

**Article II:**                    **Purpose**

- a. The purpose of the Club shall be:
  - i. to unite the students of the Lakehead University’s Department of music, and any other students who identify with said group, as a cohesive body and functional organisation, capable of providing an informed opinion on issues relating to them and supporting the individual goals of the members.
  - ii. to facilitate and organise social events which both engender and friendship between the members and engage students in discipline-specific activities.
  - iii. To expand students’ skill, knowledge, and experience in the field of study of the Department of Music through the organization and facilitation of performance opportunities.

**Article III:**                    **Membership**

- a. The membership of the Club will be composed of any individuals with official student status at Lakehead University (Students) or any individuals without official student status at Lakehead University (Non-Students or community members).
  - i. Student members will have full voting rights
  - ii. Non-Student members will not have full voting rights
- b. The membership of the Club shall be composed of no more than fifty (50) percent Non-Student members.
- c. Membership of the Club shall be inclusive of all, irrespective of
  - i. age, sex, sexual orientation, religious belief, political views, creed, colour, nationality, ethnicity, ability, etc.
  - ii. program of student at Lakehead University;
  - iii. interest or participation in music or music-related activities
- d. In order to be considered an official member, individuals must sign the official membership roster.
  - i. The membership roster shall be maintained and updated by the Executive Committee and held by the LUSU VP Finance and Operations.

- ii. Any changes made to the membership list will be reported to the LUSU Vice-President Finance and Operations within (7) days of said changes.
- e. The Club shall not charge membership dues or levy any other kind of fee as a requirement of official membership.
- f. The Club is required to maintain a minimum of twenty (20) students to be eligible for funding through LUSU's club budget.

**Article IV:**                    **Executive Committee**

- a. The number of officers sitting on the Executive Committee shall be three (3) and shall consist only of students currently enrolled at Lakehead University.
- b. The positions constituting the Executive Committee shall be:
  - i. President
  - ii. Vice-President (Secretary)
  - iii. Vice-President (Treasurer)
- c. Individuals must be elected to office in each of the three (3) Executive Committee positions.
- d. The duties of the President shall be:
  - i. To act as a signing authority for the Club;
  - ii. To act as the primary contact person for the Club;
  - iii. To renew the Club's status at the beginning of each school year and keep the Club in good standing.
  - iv. To chair all meetings of the Executive committee and the general membership;
  - v. To generally manage the affairs of the Club and 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 the LUSU Governing Documents.
  - vi. To prepare a Presidents report on the activities of the club over the last year and present it to the membership and the LUSU VP Finance and Operations.
  - vii. To maintain the appropriate contact information with the LUSU VP Finance and Operations.
- e. The duties of the Secretary shall be:
  - i. To act as signing authority for the Club;

- ii. To take minutes during meetings of the Executive Committee and of the general membership, and to prepare the meeting minutes for dissemination among the membership, prior to the date of the subsequent meeting;
- iii. To prepare all advertisements for the affairs of the Club and prepare announcements and communications with the membership and the public;
- iv. to maintain the appropriate contact information with the LUSU VP Finance and Operations.

f. The duties of the Treasurer shall be;

- i. To act as signing authority for the Club;
- ii. To manage the financial affairs of the Club;
- iii. To prepare financial statements regarding expenditures and revenues, and present them to the membership and the LUSU VP Finance and Operations;
- iv. to oversee the transfer of funds from the Clubs accounts to all other parties;
- v. to maintain the appropriate contact information with the LUSU VP Finance and Operations.

g. The term for each elected official shall be one year, beginning once the results of an election are ratified and ending on April 30<sup>th</sup>, or once new officers supplant them, whichever comes first.

h. The executive committee shall be responsible for all of their collective acts and deeds as well as the conduct of Clubs members.

i. The elected executive committee assumes full responsibility for any unresolved issues from previous years, and is fully accountable for all actions taken in the current year of their term.

j. any officer is allowed to resign their position within the Club. The resigning officer must notify LUSU and the remaining executive committee 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 remaining unpaid debts.

**Article V:**                    **Additional Officers**

a. In addition to the executive committee, other positions may be created and defined by the executive committee on an add-hoc basis in order to share responsibilities among willing LUMA members, and may include, but are not limited to..

- i. Vice. President (external).
- ii. Vice President (internal)
- iii. Events Coordinator

iv. Communications Officer

b. In addition to the executive committee, four (4) Year Representatives will serve on the Executive Committee to support and advise the Executive Committee.

c. The Year Representatives shall be appointed by the Executive Committee on the basis of willingness and experience, and shall be chosen to represent each year level of the Honours Bachelor of Music Program, or the Honours Bachelor of Arts (music).

d. the duties of the Year Representatives shall be..

i. To advise the Executive Committee and assist in the affairs of the club;

ii. To disseminate information to the students in their respected year levels.

e. If members are elected by the membership to fill positions created and defined by the Executive Committee on an Ad-hoc basis, said members shall not be signing authorities for the club.

f. Year Representatives shall not be signing authorities for the Club.

**Article VI:**            **Elections**

a. Elections shall be held each year, after the beginning of the Winter Term, but before the Annual General meeting of the Club.

b. Elections shall utilise secret ballots and positions will be elected through majority vote.

c. Each position of the Executive committee shall be voted on at each election period.

d. any member wishing to serve on the executive committee shall declare their candidacy to the current Executive Committee at least two (2) weeks prior to the election, and declare their candidacy to the membership during the campaign period.

e. prior to the election, any individual wishing to serve as a Year Representative shall make their desire known to the general membership, and appointment of Year Representatives will take place immediately after the results of the election are made known.

i. Article V.d. does not strictly apply in cases of the appointment of a Representative, from first year, at the time of the election, new students have not yet arrived on campus.

f. The results of the Election shall be made known to the membership at the Annual General Meeting.

g. The results of the election and any changes made to the Executive Committee will be reported to the LUSU Vice President Finance and Operations within seven (7) days of said changes.

**Article VII:**            **Meetings**

- a. Executive Committee meetings shall be held at the discretion of the Executive Committee Officers and attendants at said meetings shall be open to all members.
- b. At least one Annual General Meeting shall be held each year, after elections have taken place but before April 30<sup>th</sup>.
  - i. The date of the Annual General Meeting shall be reported to the membership and the LUSU Vice President Finance and Operations two (2) weeks prior to the meeting.
  - ii. Quorum of the Annual General Meeting shall be at least ten (10) members or ten (10) percent of the total membership, whichever is more.
- c. All meetings shall be governed by Roberts Rule of Order and shall be chaired by the President.
- d. All official members of the Club have the right of vote on motions brought before the Executive Committee at meetings and Annual General Meetings.
- e. At any time, a petition of ten percent (10%) of club members, or ten (10) 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 executive Committee or amending this Constitution. The petition must be served to the Executive Committee at least five (5) days in advance of when this special general meeting is to take place. It must include the exact date, time, and location of the meeting. The executive committee must email all of the club members and notify them of this special general meeting at least four (4) days in advance of the scheduled meeting date.

**Article VIII:**            **Amendments**

- a. Amendments to the Clubs Constitution bylaws, policies, and standing resolutions, shall be conducted by the Constitutional Review Committee and any amendments must be voted on by the general membership of the Club, then by LUSU Board of Directors.
  - i. The Constitutional Review Committee shall consist of at, minimum, the current members of the Executive Committee.
  - ii. In addition to the minimum membership listed in vii.a.i, any number of other interested members may join the Constitutional Review Committee.
- b. Constitutional Amendments must be voted on by annual general meeting quorum.
- c. amendments to the constitution bylaws, policies and standing resolutions shall not take affect until ratified by the LUSU Board of Directors.
- d. A history of amendments to the constitution shall be written into a separate section of the constitution, placed at the beginning of the constitution, outlining what changed where made, in what year the changes where made, and whom made the changes.

## **Article IX**

## **Other Rules**

### **a. Governing Document**

The Documents Governing this Constitution, and any other bylaws enacted by the Clubs membership, shall be the LUSU constitution, statement of principles, and bylaws, and it is understood that the club's membership, executive, and Constitution shall abide by the rules therein.

### **b. Complaints.**

Any member of the club who feels the original intent of the constitution is not being represented by the present members of the club shall have the opinion of filing a complaint with the LUSU Vice President Finance and Operations. If no resolution can be reached through the efforts of the Vice President Finance and Operations, the complaint will then be passed onto the LUSU chief Justice for arbitration by the LUSU Judicial Review Committee.

### **c. Conflict of Interest**

Members for the Club and Officers representing the Club shall not use any monies or profit for personal gain

### **d. Financial Access**

- i. in order to access monies in the LUSU Clubs account, two (2) of the signing authorities must be present.
- ii. in order to access monies in the individual Club fund, all receipts must be submitted to the LUSU Vice President Finance of Operations, and, in the absence of said Vice President, receipts shall be submitted to the General Manager.
- iii. in order to access the club discretionary fund, requests will be made through the LUSU Vice President Finance and Operations.

### **e. LUSU Auditing**

Lakehead University Students Union reserves the right to review and audit the Clubs financial activity at any time.

