

Constitution and By-Laws of CSEB Lakehead Chapter (“CSEB”)

Article I

1. The name of the Club shall be CSEB Lakehead Chapter (hereinafter “Club” or “CSEB”).
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 encourage participation and increase awareness of Epidemiology and Biostatistics, with special interest in rural, remote & Northern research.

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 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 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 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 July 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. The president, along with the treasurer, will have the capacity to withdraw and deposit funds that have been allocated for specific purposes, decided by the Club's members.

2. Director of Finance

The Director of Finance is the officer in charge of the club's finances. In coordination with the club's president, this officer will be responsible for managing the club's budget, providing a short annual financial report, and for organizing fundraisers that all members of the executive will support. The Director of Finance will work with the club president to obtain sponsorship for the 2nd annual CSEB Student Research Showcase/CSEB National student conference. As an executive team member, this individual will be responsible for attending brief executive team meetings.

3. Director of Professional Development

The Director of Professional Development is the officer responsible for shaping CSEB-LU's professional development strategy. In coordination with the club's president, this officer will organize once-monthly workshops/professional talks. These professional talks must be made accessible to off-campus students through WebEx conferencing, and should represent a mix of epidemiologists, public health professionals, faculty and expert speakers. As an executive team member, this individual will be responsible for supporting the club's fundraisers and attending brief executive team meetings

4. Co-Directors of Communication

The Co-Directors of Communication are the officers most involved in the club's communication with its members and the public. In coordination with the club's president, these officers will be responsible for managing the club's communications including social media and posters. The Co-Directors of Communication will work with the club president to communicate with student presenters in the months leading up to the 2nd annual CSEB Student Research Showcase/CSEB National student conference. As executive team members, these individuals will be responsible for supporting the club's fundraisers and attending brief executive team meetings.

5. Director of Outreach

The Director of Outreach is the officer in charge of the club's outreach into the university and greater community. In coordination with the club's president, this officer will shape recruitment strategy for the CSEB-LU chapter and lead outreach efforts. The Director of Outreach will work with the club president to promote the 2nd annual CSEB Student Research Showcase/CSEB National student conference. As an executive team member, the Director of Outreach will be responsible for supporting the club's fundraisers and attending brief executive team meetings.

6. External Ambassador (s)

External Ambassadors are CSEB members not present on the Thunder Bay campus who commit to promoting and supporting CSEB's activities from afar. These officers will assist the executive in applying promotional materials such as posters on university campuses near to them, encouraging students from other universities to attend CSEB 2018 in Thunder Bay, and may be asked to meet with off-campus experts or professionals. External Ambassadors are encouraged to attend executive meetings when possible.

7. NOSM Liaison(s)

The NOSM Liaison will be a CSEB member and NOSM student who commits to promoting and supporting CSEB's activities. This officer will assist the executive in promoting CSEB activities to NOSM students and encouraging NOSM students' involvement in the club. The NOSM liaison is encouraged to attend executive meetings when possible.

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 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.

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.