

# **Constitution and By-Laws of Lakehead University Community Outreach Association (“LUCO”)**

## **Article I**

1. The name of the Club shall be Lakehead University Community Outreach Association (hereinafter “Club” or “LUCO”).
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 volunteer work by University students and work to bettering both the campus and community as a whole.

## **By-Law I — Membership**

1. All members of the Club shall be Lakehead University students or faculty members.
2. All Club members shall have the right to bring forward motions and cast a vote at the Club’s Annual General Meeting, which will take place once during each school year (September-April).
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 September to April, inclusively. The purpose of the general meeting will be to outline the goals of the club and duties of its members, take recommendations for possible events and activities, and answer any questions.
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. The Annual General Meeting shall be chaired by the President.
4. 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.
5. At any time, a petition of twenty-five percent (25%) of Club members, or 20 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. **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.
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 at for presentation at the Annual General Meeting.
3. **Vice President.** The Vice President is in charge of advocacy, recruitment, and coordinating positions. The Vice President will provide support to other executive positions to ensure their duties are performed. Additionally, the Vice President will engage with community members to coordinate volunteer positions.
4. **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 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.

5. **Director of Advocacy.** The Director of Advocacy organizes outreach activities and provides support to community initiatives.
6. **Director of Public Relations.** The Director of Public Relations communicates with any outside inquiries, including requests for volunteers and answers any questions about the club. The Director of Public Relations also engages in advertising and promotion of the Association.
7. **Recruitment Officer.** The Recruitment Officer is responsible for recruiting new members/volunteers for the Association. Their main role will be to talk to other students about LUCO, show them how to sign up on clubs.lusu.ca, and answer questions. They will work closely with the Director of Public Relations to advertise and increase awareness about the Association.
8. **Committee Members.** Committee member(s) take on large volunteer projects and manage their progress. They are responsible for organizing the event(s), reporting back to the other executive members, and managing any volunteers assigned to help.
9. All Club Officers must be currently registered students at Lakehead University.
10. Vacant or new positions will be announced to club members through email. Interested parties will complete the application, and if selected, will participate in an interview. New Club Officers will be appointed by majority vote of existing Officers. If a vote cannot be reached or there are no existing Officers, new positions will be elected by the club members at the Annual General Meeting by majority vote (greater than 50%)
11. 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.
12. Club Officials retain their positions until they graduate from the University, resign their position, take on a new position within the club, or can be removed from their position if all present club officials vote in favour of the removal during a Executive Meeting.

#### **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.

## **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**

As a condition of Club membership, all prospective members shall make payment to the Club of the following:

1. In order to retain membership for the subsequent year, all club members including the executive members, must engage in a minimum of one (1) coordinated volunteer activity of a duration of at least three (3) hours per year.
2. Proof of completed activity must be submitted upon request of an executive member. The President will monitor completed activities and decide whether or not to grant membership for the following year.
3. Failure to complete the requirement outlined in (1), shall result in termination of membership and the ability to list the club on their co-curricular record until such member can provide proof of a completed volunteer activity.