

# Lakehead University Society of Chemists (LUSC)

## Constitution 2016-2017

Effective: October 15<sup>th</sup>/ 2016

### Policy I: Name and Purpose

- i. The name of the club shall officially be the Lakehead University Society of Chemists, hereafter referred to as the LUSC.
- ii. The purpose of the LUSC is to organize extracurricular activities to ensure a high level of cohesion among all members, as well as to promote student-teacher relationships. Developing an interest in chemistry and chemical professions, aiding in the understanding of the field of chemistry and providing interaction among people engaged in the study of chemistry, are also important purposes of the club.

### Policy II: Membership Requirements

- i. There shall be a minimum membership of twenty (20) Lakehead University students.
- ii. Active membership shall be based on an individual's enrolment in BSc Chemistry program, BSc Chemistry/Biology program, or BSc Applied Life Sciences program at Lakehead University. All students not enrolled in one of these programs at Lakehead University can become members upon providing their name, student number, and email.
- iii. Any non-students who wish to join LUSC may join as non-voting members, and may not exceed forty (40) percent of the club's total membership.
- iv. Any changes in the club membership list shall be reported to the LUSU Vice-President Finance within seven (7) days of said changes.
- v. LUSC may choose to acknowledge Lakehead University faculty, staff, or alumni as consultants and/or advisors for the club.

### Policy III: Club Officer Positions

- i. The executive shall consist of 7 members of equal status.
- ii. The executive shall consist of only students currently enrolled at Lakehead University.
- iii. Any changes in the club executive list must be reported to the LUSU Vice-President Finance, within seven (7) days of said changes.
- iv. Executive Positions and Duties
  - a. President
    - i. The LUSC President is in charge of the general management and supervision of the LUSC.
    - ii. The President must serve as the Chairpersons for all meetings of the LUSC Executive Committee.
    - iii. The President shall be responsible for establishing the goals and objectives of the LUSC Executive Committee.

- iv. The President shall be responsible for maintaining a line of communication with Lakehead University Chemistry Faculty.
  
- b. Vice-President (x2)
  - i. The LUSC Vice-President acts as a consultant to the President and gives his/her opinions on desired activities and events to be promoted and created by the LUSC.
  - ii. The Vice-President can also act as leader of the LUSC in the absence of the President.
  
- c. Treasurer
  - i. The LUSC Treasurer shall be responsible for preparing and presenting financial statements to LUSC Executive Committee, and advising the LUSC on proper allocation of finances.
  
- d. Secretary
  - i. The LUSC Secretary is responsible for taking minutes at club meetings, taking attendance and keeping track of timeframes and deadlines within the club and LUSU.
  
- e. Events Commissioners (x2)
  - i. The LUSC Events Commissioner will assist in the planning, organization and execution of events and activities proposed by the club.
  
- f. First Year Representative
  - i. The 1<sup>st</sup> Year Rep will represent the first year chemistry students to LUSC Executive Committee. Additionally, they will communicate LUSC events and information from LUSC to their classmates.

#### Policy IV: Liability of Officers

- i. The LUSC, its Executive, and its constitution will abide by the Lakehead University Student Union Constitution, Statement of Principles, and Policies.
- ii. The 2016-2017 LUSC Constitution takes precedent over any and all previous LUSC Constitutions.
- iii. The Executive is accountable for all its actions this year, and in previous years. The Executive understands that they will assume full responsibility for any unresolved issues of the club from years past.
- iv. Any member of LUSC who feels the original intent of the Lakehead University Society of Chemists is not being represented by the present members of organization shall have the option of filling out a complaint with the Vice-President Finance of the Lakehead University Student union (LUSU). If no resolution can be reached through the efforts of the Vice-President Finance, the LUSU Judicial Review Committee (JRC) will then pass on the complaint to the LUSU Chief of Justice for arbitration.

#### Policy V: Budgeting and Membership Dues

- i. LUSC, its Executives, and its members shall not use any monies or profit for personal gain.
- ii. LUSC shall charge no membership dues.

#### Policy VI: Amendments to the Constitution

- i. Any proposed amendment to this constitution must be submitted to the Vice-President Finance two (2) weeks prior to the general meeting when voting on the amendment shall occur.
- ii. Any amendment to the LUSC Constitution shall be voted on by the general membership of the club and the LUSU Board of Directors.
- iii. Two-thirds ( $\frac{2}{3}$ ) of the LUSC voting members must be present in order for proposed amendments to be voted on.
- iv. Any amendments shall not take effect until ratified by the LUSU Board of Directors.

#### Policy VII: Club Meeting Procedures

- i. LUSC shall hold at least one (1) general meeting throughout the academic year. The meeting date shall be reported to the LUSU Vice-President Finance two (2) weeks prior to the meeting.
- ii. Quorum shall be met with attendance of two-thirds ( $\frac{2}{3}$ ) of the voting members of the club present.

#### Policy VIII: Club Election Procedures

- i. The LUSU Chief Returning Officer shall act as the supervisor of club elections, if requested.
- ii. Unless otherwise stated by the LUSU Vice-President Finance or the LUSU Chief Returning Officer, all club elections shall be regulated by LUSU Constitution Act Article #10 and the Ontario Elections Act.
- iii. Club Elections shall be either held in March, at the end of the academic year, or in October, at the beginning of the academic year.