

Constitution and By-Laws of The Lakehead University Historical Society (“LUHS”)

Article I

1. The name of the Club shall be The Lakehead University Historical Society.
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:

The Lakehead University Historical society is all about promoting the study of history, connecting you with your fellow like-minded students, and building strong connections which you can use throughout your life and future career. We produce many events throughout the semester which are geared to be educational, group oriented, and most importantly **Fun!!**

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:

History Majors, Minors, Affiliates, Interest, Hobby, Undergraduate Student

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.
 1. 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.

2. The Annual General Meeting shall be chaired by the President.
3. During the Annual General Meeting, the Club members shall appoint the Officers of the Club, who shall begin their terms on May 1.
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 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. 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 the Officer in charge of club maintenance, communication, event planning support, and shall serve as President in a short term or permanent absence of the elected President.
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. **1-4 Year Representative.** The 1-4 Year Representative is the officer elect from each year level of the History Undergraduate Program. They shall serve as the point of contact for students in their respective year level. They shall endeavour to attend meeting, help plan events, promote activities of the society, and act as a liaison between the Executive and the students.
6. **Education Liaison.** 1) This liaison will be given the title of "Education Representative." 2) This position will be responsible for informing students registered for their "Professional Year" in the

Teacher's Program of the Department of Education at Lakehead University about upcoming events in the History Society. This representative will also be responsible to investigate and communicate the expectations, needs, and wants of their constituents in the history society. 3) This position will be by appointment only. Appointment will be the responsibility of the LUHS President. In the event of the President's position being vacant, the responsibility will lie with the Vice-President and subsequently a majority vote by remaining LUHS executives. 4) This position will have only 1 vote per agenda item in any scheduled meeting of the society executive.

7. All Club Officers must be currently registered students at Lakehead University.
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 Officer 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.

By-Law VI – Penalties for Inappropriate Behaviour

1. Absence a) An executive shall not miss two consecutive meeting without prior approval of the president at least 24 hours in advance of the meeting. b) If an executive breaks this by-law then termination from office shall be considered by the board.
2. Tarnishing The LUHS a) Every executive, whether in agreement or not, shall act in accordance with the decisions of the LUHS. An executive shall not publicly voice negative opinions of the Society. [Negative opinions shall be considered a complaint which should be immediately be forwarded, in writing, to the vice-president who will take immediate and appropriate action.] b) If an executive does not comply with the aforesaid items then anything

from a verbal warning to termination can be considered by the President, Vice-President, or Faculty Liaison (who is appointed by the History Department Chairperson).

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 payable as a condition of full membership within the Club.

Certification and Ratification

We hereby certify that this Constitution has been duly adopted by the Club's members	I hereby certify that, to my best knowledge, this Constitution has been duly adopted by
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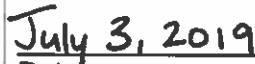
(or, if this is a new Club, that the majority of the prospective members have agreed to be bound by this Constitution):



Signature of President



Signature of Vice-President



Date

the Club's members and that the Constitution does not contain any clause or statement that conflicts with the LUSU Governing Documents or any other resolution of the LUSU Board of Directors:

Signature of Vice-President Advocacy

Date