

Constitution and By-Laws of Lakehead University Pre-Law Society (“LUPLS”)

Article 1

1. The name of the Club shall be Lakehead University Pre-Law Society (hereinafter “Club”).
2. The Club shall conduct its operations under the constitution, by-laws, and policies 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:
 - a. Our mandate is to assist individuals with the process leading up to and including the application of law school. We strive to assist individuals with this process through free courses, access to books and materials, one-on-one review sessions, Q&A sessions, and individualised assistance of almost any means.
4. The executive may create a new chapter at any Lakehead University campus

By-Law I - Membership

1. Membership shall be open to:
 - a. Active Members
 - b. Honorary Members
2. The Active Members of the Club shall be Lakehead University students
3. The Honorary Members of the Club shall be any interested parties that are not current Lakehead University students
4. The membership of the Club shall be limited to the following:
 - a. There shall be no limitation on who may be a member

By-Law II - Member’s Rights, Duties, and Voting

1. All Active Members shall have the right to raise questions, discuss and/or express their opinions and, in doing so, contribute to the activities of the Club.
2. Any Active Member who is also a student of the Lakehead Faculty of Law is eligible to run for an executive office position, unless otherwise allowed for in this document.
3. All Active and Honorary Members shall abide by the decisions made by the Executive Officers.

4. Voting
 - a. All Active Members shall have the right to cast a vote at Club meetings and elections.
 - b. All Active Members shall have one vote and each vote shall be considered equal.
 - c. A vote will be considered valid if quorum is achieved.
 - i. Quorum is reached with 50% + 1 person in attendance at a meeting.

By-Law III - 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. The Annual General Meeting shall be chaired by the President.
4. During the Annual General Meeting, the Club members shall appoint the Officers of the Club, who shall begin their terms on May 1.
5. 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.
6. At any time, a petition of ten percent (10%) of Club members 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 IV - Club Officers

1. President:
 - a. Act as Chief Executive of the Club.
 - b. Act as liaison between the Club members and the Lakehead University Administration, Staff, and Faculty Members.
 - c. Manage Club membership
 - d. Serve as Chairperson for all Club meetings.

- e. Oversee all Club activities and ensure all Officers fulfill their duties and obligations.
 - f. Record the minutes of the meetings and record the result of all votes taken and pass them on to his/her successor and make them available to LUSU upon request.
 - g. 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. 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. Vice-President Communications
- a. Responsible for sending out all press releases on behalf of the Club through means including but not limited to e-mail, Facebook, and website.
 - b. Responsible for updating all Club social media outlets.
 - c. Responsible for answering all email inquiries or forwarding them to the appropriate Executive member(s).
 - d. Responsible for notifying all members of meetings.
3. Vice-President Operations
- a. Responsible for the planning and coordination of all social events.
 - i. LSAT Prep Courses
 - 1. Responsible for organizing and communicating with volunteers to teach the courses.
 - 2. Responsible for booking a room as well as confirming and printing material to be used.
 - 3. Responsible for overseeing each session.
 - 4. Responsible for confirming attendance of members and communicating attendance with volunteers.
 - 5. Responsible for briefing volunteers on duties.
 - ii. Mock LSATs
 - 1. Responsible for booking rooms and printing material.
 - 2. Responsible for overseeing each session or delegating to another executive officer.
 - 3. Responsible for confirming attendance of members.
 - b. Responsible for representing Club at any Lakehead main campus events
4. Vice-President Finance

- a. Oversee all deposits and withdrawals and handle all other Club banking business.
 - b. Oversee funding applications.
 - c. Accompany any member, requiring reimbursement through LUSU, to the LUSU office in order to authorize the reimbursement.
5. Vice-President Library
- a. Responsible for organizing and managing LSAT prep material.
 - b. Responsible for purchasing new material using Club funds.
 - c. Responsible for collecting donations of material.
 - d. Responsible for cataloguing material.
 - e. Responsible for maintaining the section of the library in which the materials are located in.
 - f. Responsible for making the material available to members.
6. Undergraduate Representatives
- a. This position is open to any current undergraduate active members
 - b. No less than one (1) and no more than three (3) students shall hold this position.
 - c. Responsible for all advertising of Club events on Lakehead's main campus.
 - i. Advertising includes:
 1. Printing and posting posters
 2. Speaking with classes
 3. Relaying communications to various departments
 - d. Responsible for accompanying VP Operations in representing the Club at any Lakehead main campus events.
7. Any other Officers or Volunteers as the Executive deems necessary.
8. All Club Officers must be currently, unless otherwise allowed for in this document, must be currently registered students at Lakehead University Bora Laskin Faculty of Law.

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.

3. Voting may take place by email or any other means necessary for members exercise their right to vote.
4. A vote will be considered valid if quorum is achieved.
 - a. Quorum is reached with 50% + 1 person in attendance at a meeting.

By-Law VI - 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 VII - Accommodations

1. Participants requiring accommodations for any events hosted by the Club shall inform the Club at least seven (7) days prior to the date of the event.
2. Accommodations include what is set out by the Law School Admission Council, to the point of creating undue hardship of the Club and the Club members.
3. Guaranteed available accommodations provided by the Club for participants of events include:
 - a. The use of a reader
 - b. The use of a scribe
 - c. Extended reading and/or writing time
 - d. Additional rest time for breaks
 - e. Breaks between sections
 - f. Private testing rooms
 - g. Magnification tool
 - h. Scratch paper

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:
 - a. There shall be no dues charged to any member.