

# **Constitution and By-Laws of Faculty of Business Students' Association ("FoBSA")**

## **Article I**

1. The name of the Club shall be Faculty of Business Students Association (hereinafter "Club" or "FoBSA").
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:
  - i. The Faculty of Business Students' Association (FoBSA) seeks to represent business students and create an inclusive and engaging environment for both undergraduate and graduate students at the Faculty of Business Administration (FOBA), Lakehead University.
4. The objectives of the Club shall be the following, and all the objectives of the Club shall be conducted in the furtherance of FoBSA's purpose:
  - i. FoBSA encourages and develops among its members a high degree of interest and involvement in the university and overall society.
  - ii. FoBSA establishes strong lines of communication within the business faculty.
  - iii. FoBSA develops community spirit and interaction through the promotion and direction of extracurricular activities that support the Faculty of Business Administration's overall mission and strategy.
  - iv. FoBSA facilitates both academic and socially relevant networking opportunities for all business students between their peers and industry professionals.
  - v. FoBSA represents students' interests, ideas, and concerns through the nomination of students in administrative committees and the creation of forums for discussion.

## **Article II – Definitions**

1. *FoBSA*: The Faculty of Business Students' Association.
2. *LUSU*: Lakehead University Student Union.

3. *FOBA*: Faculty of Business Administration.
4. *Member*: Any person who has been approved as a member through LUSU and has paid any dues associated with the membership.
5. *Executive Team*: Also known individually as Office Holders, Executive Officers, or Club Officers; all positions outlined in By-Law III that carry responsibilities and act on behalf of the Club.
6. *Representative*: Not a Club Officer, all positions outlined in By-Law IV that support the Club's functions.
7. *FoBSA Coordinator*: Member of the FOBA acting as a non-voting advisor to the Club.
8. *Executive Meetings*: Open to the Executive and Representative Team, discussion and planning of Club events, opportunities, etc.
9. *General Meetings*: Open to all members of FoBSA, including but not limited to the purpose of sharing information relative to the club and give members the opportunity to present any concerns about the club including but not limited to removing officers, challenging operational decisions made by the club, and making amendments to the constitution.
10. *Annual General Meeting*: Yearly gathering of all members of FoBSA, including but not limited to annual reports, amendments to the constitution, and the elections of Officers.
11. *Special General Meetings*: Open to the Executive Team only; called when making special considerations to the Club, including but not limited to amendments to the constitution and the removal of Officers.

### **By-Law I – Membership**

1. All of the Members of the Club shall be current full-time or part-time Lakehead University Students within the Faculty of Business Administration.
2. All Club members shall have the right to bring forward motions and the right to vote for the upcoming Executive Team members at the Club's Annual General Meeting(s).
3. Executive Team members will vote on the activities of the Club.
4. A Student Faculty Liaison will act as a non-voting advisor to FoBSA under the title of "FoBSA Coordinator"

5. Non-members may attend FoBSA meetings at the invitation of the President. Such an invitation may apply to a whole meeting or to any specific part of a meeting. Non-members may also participate in discussion and debate at the invitation of the President.
6. In the event that a member has violated Lakehead University's Student Code of Conduct and all other policies outlining appropriate student behaviour in a matter that deems them as a liability to the Club, the Executive Team holds the right to remove them as a member of the Club and ban said member from all future events held by FoBSA. The member deemed as a liability must sign a "Forfeiture of Membership Declaration" form and acknowledge that they are no longer permitted to associate themselves with FoBSA in any form.

### **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 March and May, 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. All members of the Club will be invited to attend the Annual General Meeting.
4. Elections for the Office Holders will be held during the Annual General Meeting and the annual report shall be presented by prior Office Holders. The Club members may consider and vote upon any item during the Annual General Meeting. Any motion decided in this way is valid and binding upon the Club and the Officers.
5. At an Annual General Meeting, at least ten (10) Club members 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.
6. 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.
7. The President shall chair the Annual General Meeting. In the event of the President being unable to attend the Annual General Meeting, the Vice President shall chair the meeting.
8. The Executive Team will meet monthly throughout the academic year as required. These meetings will be called by the President in consultation with the Vice President and Secretary with appropriate notice.

9. Club Officers hold the right to vote to cancel or postpone meetings during final exams or special circumstances.
10. There must be four (4) student members in attendance to establish a quorum for regular FoBSA meetings. If quorum is not met, issues may still be discussed, and urgent votes may be conducted between meetings electronically.
11. The Representative Team (not Officers) will meet monthly throughout the academic year as required. The Vice President must be present at these meetings and call the meetings with appropriate notice. These meetings will not be considered formal and no minutes will be taken. Representatives may be called to attend Executive Meetings at the discretion of the Executive Team.
12. At any time, an Executive Officer can petition a Special General Meeting, during which the Club Officers 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. The Officers will coordinate a time and place for such Meeting. Special General Meetings are exclusively for Executive Officers. Any alterations to the Club or its Officers will be voted upon and will require two-thirds ( $\frac{2}{3}$ ) majority vote. No more than three (3) days after the Special General Meeting, the Club will inform its members of the changes made. Within fourteen (14) days of receiving the summary of amendments, any members may express concerns or questions about the changes made and a General Meeting will be held to address and potentially overturn the changes.

### **By-Law III – Executive Team [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 is not able to override decisions that are reserved for other Officers in this Constitution or decisions that are voted on by the Officers, but may advise accordingly. The President must also uphold the following responsibilities:
  - i. Supervise the affairs, planning, and activities of FoBSA.
  - ii. Upholds the right to refuse any events or activities that are not in line with FoBSA policies or are deemed unreasonable, unfeasible, or unsafe with input from the Vice President.
  - iii. Chair all Executive Meetings, General Membership Meetings, the Annual General Meeting, and Special General Meetings.

- iv. Perform all duties of the Secretary when the Secretary is unable to attend meetings or the position is temporarily vacant.
- v. Act as liaison between FoBSA and the Dean of the Faculty of Business Administration and relay any important information to the Dean as required.
- vi. Provide counseling on FoBSA's policies and procedures. Reinforce observations of the By-Laws, policies, and code of ethics of FoBSA and undertake all presidential duties described therein.
- vii. Must attend the Faculty Council Committee meetings, or appoint another Executive member to attend if the President is predisposed.
- viii. Work alongside the Public Relations Officer with the preparation of job descriptions, job postings and manage the hiring process if ever required.
- ix. Must sign off on all cheques in coordination with the Treasurer.
- x. Maintains access to FoBSA's bank account.

2. **Vice President:** The Vice President is the Officer that shall assist the President with the operation of the Club and, in the event the President is unable, assume the rights and responsibilities of the President as stated above. The Vice President is also responsible for the following duties:

- i. Ensure that all Officers are on schedule with their assigned tasks and responsibilities, and assist when necessary.
- ii. Must communicate with the President to ensure that all planned events are in line with the outlined policies and by-laws, and are deemed as reasonable, feasible, and safe.
- iii. Reinforce observations of the By-Laws, policies, and code of ethics of FoBSA and report any infractions to the President to be handled accordingly.
- iv. Must attend the Undergraduate Study Committee meetings, or appoint another Executive member to attend if the Vice President is predisposed.
- v. Responsible for managing the Representative Team.

3. **Secretary:** The Administrative VP must abide by the following responsibilities:

- i. Reinforce observations of the By-Laws, policies, and code of ethics of FoBSA and report any infractions to the President to be handled accordingly.

- ii. Responsible for keeping the minutes of all Club Meetings with the exception of informal meetings.
- iii. Maintains custody of all FoBSA documents, including minutes, policies, amendments, etc.
- iv. Must take attendance during all events, meetings, and activities.
- v. Must record the results of all votes taken and publish the results as required.
- vi. Must ensure that the minutes are recorded and available for review by Officers at least three (3) days proceeding Executive, Special, or General Meetings. Minutes must be available to members upon request.
- vii. Must create an agenda for every formal meeting and distribute the agenda four (4) days prior to the meeting in question.
- viii. Must attend the IT Committee meetings, or appoint another Executive member to attend if the Secretary is predisposed.
- ix. Must release any voting results or club documents to LUSU upon the request of any LUSU Executive.

4. **Event Coordinator:** The Event Coordinator is primarily responsible for the planning and coordination of social gatherings, conferences, galas, or any other event held by the club. The Event Coordinator must abide by the following responsibilities:

- i. Responsible for planning and coordinating events held by the Club.
- ii. In charge of contacting, advertising to, and soliciting to any other parties involved in the events held by FoBSA.
- iii. Maintains the freedom to propose any event or activity they like, so long as it aligns with the policies and by-laws of the club. Any events that are deemed as unreasonable, unfeasible, or unsafe by the President and Vice-President must be vetoed or adjusted.
- iv. Responsible for compiling a list of members that will work/volunteer at planned events and train them accordingly on any applicable operations.
- v. Must host all events with the health and safety of participants in mind.
- vi. Reinforce observations of the By-Laws, policies, and code of ethics of FoBSA and report any infractions to the President to be handled accordingly.

- vii. Responsible for creating task forces for event planning and assigning Club Members or Officers to task forces at their own free will, as well as managing the progress of those task forces.

5. **Treasurer:** The Finance VP is responsible for all financial operations of FoBSA as outlined in the following duties:

- i. Responsible for compiling a budget for each year by a specific date to be set out by the Executive Team, in compliance with Executive suggestions. This budget must be approved by all Executive members.
- ii. Responsible for collecting all membership dues and reporting the acquisition of dues to the Head of Human Resources.
- iii. Oversees all financial operations of FoBSA in conjunction with the President.
- iv. Ensure that the financial statements of the Club are current and accurate at all times.
- v. Prepare all financial statements required for the Annual General Meeting.
- vi. Report on the financial state of the club at all Executive and General Membership Meetings.
- vii. Maintain a realistic perspective of what the Club can and cannot do in respect to event planning with the funds that are available.
- viii. Continuously research any funding opportunities that may be available to the Club, present any findings to the Executive Team, and apply to those opportunities upon the approval of the Executive Team.
- ix. Must sign off on all cheques in coordination with the President.
- x. Reinforce observations of the By-Laws, policies, and code of ethics of FoBSA and report any infractions to the President to be handled accordingly.

6. **Head of Public Relations:** The Marketing VP is responsible for all media outreach. This individual must oversee public relations activities to ensure effective communication with all students and stakeholders. This individual must possess creative abilities and excellent communication skills. The Public Relations Officer additionally must take on the following duties:

- i. Inform students and the media of FoBSA's events, news, decisions and policies while cultivating a positive group image.

- ii. Manage FoBSA's social media profiles including but not limited to a website, Facebook, Twitter, LinkedIn, and Instagram.
  - iii. Develop promotional strategies and campaigns, along with a yearly marketing plan.
  - iv. Collaborate with the Executive Team and maintain open communication regarding the activities of all media outlets.
  - v. Must address all inquiries from the media and other parties in a timely and respectful manner.
  - vi. Seek marketing and advertising opportunities while following industry trends.
  - vii. Reinforce observations of the By-Laws, policies, and code of ethics of FoBSA and report any infractions to the President to be handled accordingly.
7. All Club Officers must be currently registered students at Lakehead University.
8. Unless otherwise allowed within this document, the Officers shall be elected at the Club's Annual General Meeting as determined by voting Members.
9. Any Officer is allowed to resign from their position within the Club. The resigning Officer must notify the President as soon as the decision has been made to resign and must submit a formal resignation in letter format to the club for documentation. Resignation does not absolve the Officer of their responsibilities to the Club or its members if there remain unpaid debts (tangible and intangible) of the Club.
10. The Executive Team holds the right to hold a Special General Meeting to vote to remove an Officer from office. At this meeting, both the Executive Team and the Officer in question must present their sides for consideration. At least two-thirds (2/3) of the Executive Team (minus the Officer in question) must agree with the decision to remove the Officer from their position.
11. In the event that a President and Vice President are unable to agree that an event or activity in question violates by-laws, policies, or is deemed as unreasonable, unfeasible, or unsafe, a vote will be conducted between the Executive Team in which a majority vote will rule.
12. Executive Team members have the responsibility to participate in and be present at all Club functions and meetings unless otherwise discussed prior to the event or unforeseen events arise.
13. The Officer's term of office begins on May 1 and ends on April 30 of every year unless the election of new Officers must take place after April 30.

#### **By-Law IV – Representative Team**

1. **First-Year Representative:** A voice for first-year students. They are responsible for relaying information and event updates to first-year business classes. Not an Officer of the Club.
2. **Second Year Representative:** A voice for second-year students. They are responsible for relaying information and event updates to second-year business classes. Not an Officer of the Club.
3. **Upper Year Representative:** There will be two positions available under this title. A voice for upper-year (3rd and/or 4th) students. They are responsible for relaying information and event updates to upper-year classes and identifying general business-related opportunities for FoBSA to engage with. Not an Officer of the Club.
4. **International Student Representative:** A voice for international students. They are responsible for relaying information and event updates to international students and the Lakehead International Office. They need to identify as an international student according to Lakehead University Policy and Guidelines. They will need to be registered for both Fall and Winter semesters. Not an Officer of the Club.
5. **Graduate Student Representative:** There will be two positions available under this title. A voice for graduate students. They are responsible for relaying information and event updates to graduate classes, graduate students, and the Graduate Students' Association. They will attend both the Faculty of Graduate Studies Student Council and Graduate Studies Committee meetings and are to report any important information back to the Club. Not an Officer of the Club.
6. The Representative Team shall be elected via an application and selected by the Executive Team at the beginning of the academic year and they shall hold office from the date of their selection notification until April 30.
7. The Executive Team holds the right to hold a Special General Meeting to vote to remove a Representative from the Representative Team. At this meeting, both the Executive Team and the Representative in question must present their sides for consideration. At least two-thirds (2/3) of the Executive Team (minus the Representative in question) must agree with the decision to remove the officer from their position.

#### **By-Law V – 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).
2. The President will call upon whoever proposed said amendment to explain terms; amendment is then discussed. Secretary and VP of HR count votes of present members in method of their discretion, e.g. Over Zoom, use of polls; In person, paper voting.

3. A motion to amend this document must be passed by two-thirds (2/3) of members present. Any amendments take effect immediately after the General Meeting is over.
4. Amendment requests can be made by the Executive Team through the Google Drive document labeled "Amendment Requests". Members of the Club may request amendments through one of the Officers, and once an amendment request has been made a formal meeting must be called to vote on the amendment.
5. Succeeding the meeting to approve the amendment requests, the Secretary must adjust the Constitution and send a copy to the Executive Team for approval no later than two weeks after the meeting. The Secretary holds the power to make any grammatical and formatting changes at their discretion, but all changes must be approved by the Executive Team.
6. All versions of the Constitution must be archived by the Secretary, but only the most recent version should be referred to by Executive Members and Members.

#### **By-Law VI – 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 by majority vote.
2. Members who are interested in becoming an Officer shall declare their candidacy to a club Executive within 30 days leading up to the Annual General Meeting.
3. Current Club Executives shall have the ability to run for a different position or re-election for their current position if they are returning to Lakehead for the following academic year.
4. During the election, all Members of the Club shall vote for one (1) candidate for each position. The vote will be counted by a secret ballot, which will be counted and collected by the Secretary and Head of Human Resources.

#### **By-Law VII - Vacant Positions**

1. In the event of an Executive position becoming vacant, the remaining members on the Executive Team will appoint a new member via a vote where the majority vote rules. Executive Officers must advertise the vacant position to all Club members for a minimum of twenty-four (24) hours.
2. The current members of the Executive Team can not leave their active position to fill a vacant position within the Club except for the following circumstances:
  - i. The Vice President will assume the position of President if it becomes vacant.

- ii. Any one (1) Executive Team member can assume the position of Vice President if it becomes vacant.

### **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.