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# LAZARIDIS STUDENTS' SOCIETY

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## CONSTITUTION

## PREAMBLE

This constitution serves as the principal guide for the administration, governance, and operations of the Lazaridis Students' Society (a.k.a., LazSoc, or simply the "Society"). Previous versions of this document are hereby fully repealed.

In the event that any part of this Constitution is in conflict with other policies of LazSoc, then this constitution shall take precedence.

In the event that any part of this Constitution is in conflict with the constitutions and by-laws of member groups, then this constitution shall take precedence.

## DEFINITIONS

The following terms will be used throughout this document and are hereby defined:

<u>Term</u>	<u>Definition</u>
Wilfrid Laurier, Laurier, WLU, or the "University":	Refers to Wilfrid Laurier University as a whole institution
Lazaridis School, or the "School":	Refers specifically to the Lazaridis School of Business & Economics
LazSoc, Lazaridis Society, Students' Society, or simply the "Society":	Refers to the Lazaridis Students' Society
Students' Union, SU, or simply the "Union":	Refers to the Wilfrid Laurier University Students' Union
Vice President Team, VPs	Refers to the Lazaridis Students' Society President & Vice President Team
Member Groups	Refers to any organization under the jurisdiction of the Lazaridis Students' Society or WLU organization that oversees the actions of the Lazaridis Students' Society

## **ARTICLE I. OBJECTIVES OF THE LAZARIDIS STUDENTS' SOCIETY**

**I.1.** **The Lazaridis Students' Society** is a student-run organization that strives to enhance the student experience of every Lazaridis School of Business & Economics student by providing opportunities for students to discover and pursue their passions.

**I.2.** The “ends” of the organization are defined as follows:

### **I.2.1. Promoting diverse social interaction within the Lazaridis School**

The society promotes social interaction and collaboration between students of the Lazaridis School that belong to different academic concentrations, academic years, social and economic backgrounds, and that display a variety of interests. The society holds regular meetings and events to encourage this, and caters to evolving student needs by modifying its programming on a regular basis.

### **I.2.2. Connecting Lazaridis students to the community at large**

The society works to connect Lazaridis students with local community partners, as well as national and international organizations through a variety of means. These include the hosting of events on and off-campus, and attendance at external events including conferences and competitions.

### **I.2.3. Building strong Lazaridis graduates by providing immersive experiences**

The society, with its partners and affiliates, hosts a wide variety of extracurricular programs and events that aim to provide Lazaridis students with opportunities to experience real-life business situations, meet with key industry leaders, and develop crucial soft skills.

## **ARTICLE II. MEMBERSHIP**

**II.1.** There are several different membership classes in the organization. Members may transfer their membership status between different classes at any time, as long as all membership conditions for a particular class are met.

**II.2.** Membership status is automatically evaluated at the beginning of each academic term (Fall, Winter, and Spring) and at regular intervals throughout each term. Organizational databases are updated to reflect changes in membership status.

### **II.3. General Membership (also known as Fee-Paying Membership)**

**II.3.1.** Any individual who meets **all** of the following criteria (2.3.1.1 through 2.3.1.3) is automatically considered a general member of the organization for a particular academic term.

**II.3.1.1.** The member is a student currently registered at Wilfrid Laurier University

**II.3.1.2.** The member is a student registered in an undergraduate academic program within the Lazaridis School of Business & Economics on the Waterloo campus

- II.3.1.3. The member is a student who pays the Lazaridis School of Business & Economics Faculty-based Activity Fee
- II.3.2. Students who meet the above criteria 2.3.1.1 and 2.3.1.2 but not 2.3.1.3 as a result of being considered to be on a non-academic term (defined as a term where the student is not registered in at least one 0.5-credit academic course) continue to be society general members so long as they are registered to return to the school for an academic term within the next twelve (12) months and will be meeting criteria 2.3.1.3 at that time.
- II.3.3. General members may cast one (1) ballot each for every question posed at an Annual General Meeting (AGM), Term General Meeting (TGM) or Special General Meeting (SGM).
- II.3.4. General members are entitled to apply for LazSoc funding, subsidy, and financial support opportunities (if and when they are offered), subject to the terms and conditions defined for each opportunity.

#### **II.4. Associate Membership (also known as Non-Fee-Paying Membership)**

- II.4.1. Any individual who meets **at least one** of the following criteria, **and is not already considered a general member of the organization**, is automatically considered an associate member of the organization for the particular academic term:
  - II.4.1.1. The member is a student who is a fee-paying “premium” member of a Lazaridis Students’ Society Club or Association.
  - II.4.1.2. The member is a student who serves in an executive or leadership capacity on a Lazaridis Students’ Society Club or Association.
  - II.4.1.3. The member is a student who is enrolled in a Lazaridis School academic program on the Waterloo campus of Wilfrid Laurier University which does not require the payment of the Lazaridis School of Business & Economics Faculty-based Activity Fee.
- II.4.2. Associate members may **not** hold any elected position on the organization.
- II.4.3. Associate members may **not** take advantage of any of the society’s financial incentive programs (e.g., subsidies, financial awards), as they do not pay into the faculty-based activity fee.
- II.4.4. Associate members may be asked to pay an additional fee to attend a society event or purchase an item from the society in recognition of the fact that they have not contributed to the faculty-based activity fee.
- II.4.5. The society shall operate in the best interest of its general members, and in cases where a conflict arises between the interest of general and associate members, the society shall decide in the favor of general members.
- II.4.6. Associate members do not hold any voting rights at society AGM, TGM, or SGM meetings – they cannot vote in elections, nor can they vote on referendum questions concerning the society.

#### **II.5. Vice President Team Membership**

II.5.1. Any individual who meets **at least one** of the following criteria is considered a Vice President Team Member of the organization for a particular academic term:

II.5.1.1. A general member who has been elected by the voice of general members of the organization to serve in a leadership role that has decision-making capabilities and authority over the team members of the organization subject to elections and appointments policies as described within this constitution and bylaws

II.5.1.2. A general member who has been appointed to a Vice President role by the elected president of the organization, provided that the appointment met the terms and conditions outlined in this constitution and its bylaws

II.5.1.2.1. If no suitable general member is found then the elected President may appoint an associate member for a Vice President role

## **II.6. Executive Team Membership**

II.6.1. Any general or associate member who has been hired or appointed to serve a specific role or function on the organization that is not classified as "Vice President" in nature (i.e., does not meet one of the conditions 2.5.1.1 or 2.5.1.2) is considered to be an executive team member for the duration specified by the President of LazSoc or their respective LazSoc Vice President.

II.6.1.1. Academic Terms will fall within the Lazaridis Students' Society's fiscal year from May 1st to April 31st

II.6.1.2. In the event that no general or associate member is found then any student on the Waterloo campus of Wilfrid Laurier University may be appointed

# **ARTICLE III. AFFILIATE ORGANIZATIONS**

III.1. In the regular course of operation, the society partners with other organizations in order to achieve its ends. The following shall govern and define the relationship between the society and its partner organizations.

## **III.2. Lazaridis Students' Society Clubs and Associations**

III.2.1. A partner organization is considered a Lazaridis Students' Society club or association if it is officially registered and approved by the Vice President Team of the society. In the normal course of operations, status as a club or association is granted and revoked by the society's VP of Clubs & Associations, as per the operating policy, found in the supporting document(s) to this constitution.

III.2.2. Clubs and associations are governed by the Vice President Team of the society, and all final decisions regarding the governance and operations of these organizations shall be in the hand of the society's President or designate.

III.2.2.1. As a general principle, the society wishes to allow clubs and associations free domain to operate to their own constitutional ends, and the society will provide resources and support to aid each partner organization in achieving those goals.

## **III.3. Lazaridis Students' Society Advisory Board**

- III.3.1. The Lazaridis Students' Society Advisory Board is composed of a set of students, alumni, and/or faculty advisors that serve in a support role for the society. The Board provides strategic advice and analysis to the executives of the organization by means of governance and operations proposals.
- III.3.2. The Board Chair shall be appointed by the President of the society for a minimum term of one fiscal year.
- III.3.3. Although the Members of the Board do not have an explicit oversight role, they must act in the best interest of the society's general members at all times.
- III.3.4. The Board shall conduct day-to-day operations in accordance with the bylaws of the society.

## **ARTICLE IV. APPOINTMENTS AND ELECTIONS**

### **IV.1. Lazaridis Students' Society President**

- IV.1.1. The society's President must be elected by a simple majority vote of general members, in accordance with the society's elections policies. Detailed election procedures are outlined in the bylaws to this constitution.
- IV.1.2. Eligibility is determined subject to this constitution and in accordance with the detailed election and appointment procedures outlined in its bylaws.
- IV.1.3. The term of the incoming president shall be defined in the society's election policies.
- IV.1.4. The incoming President is considered to be active in a supporting capacity immediately following their election. In the intermediate period between election day and the beginning of their term, the incoming President is to engage in planning activities, and shall be provided with access to the knowledge and resources of the organization as required to execute their duties.
  - IV.1.4.1. The outgoing President has a duty, as part of their role, to support and transition the incoming President into their role throughout the intermediate period.

### **IV.2. Lazaridis Students' Society Vice President Team**

- IV.2.1. The remaining members of the Vice President team shall be appointed following the election of the President by the incoming President within 30 days of election.
- IV.2.2. Eligibility is determined subject to this constitution and in accordance with the detailed election and appointment procedures outlined in its bylaws.
- IV.2.3. The term of the incoming Vice President team shall be defined in the society's election policies.

### **IV.3. Lazaridis Students' Society Executive Team**

- IV.3.1. The society's executive team shall be appointed following the appointment of the Vice President team by the incoming Vice Presidents. All efforts should be made to hire and appoint the incoming executive team in a timely manner that allows for a minimum 30 days "overlap period". The overlap period is defined as a time where the outgoing team

member is still active in their role, while the incoming team member has been hired and is able to participate in transition activities.

IV.3.2. Eligibility for the executive team is determined subject to this constitution and in accordance with the detailed election and appointment procedures outlined in its bylaws.

IV.3.3. The term of the incoming executives team shall be defined in the society's hiring and appointment policies.

#### **IV.4. Lazaridis Students' Society Executive Vice President**

IV.4.1. The society's Executive Vice President serves as the successor to the President in the event that the President is deemed unable to fulfill their duties, as defined in 4.4.1.1. The Executive Vice President shall assume the role of President for the remainder of the President's elected term if fewer than 180 days in office remain, or only until a by-election can be called if greater than 180 days in office remain. By-election procedures are to be outlined in the bylaws to this constitution.

IV.4.1.1. A President shall be deemed unable to fulfill their duties upon one or more of the following: (a) grave illness, (b) resignation, (c) dismissal or impeachment, (d) death (e) or if they are no longer enrolled in any classes at Wilfrid Laurier University.

IV.4.2. The incoming society president must appoint an Executive Vice President prior to taking office, and may not assume office until an Executive Vice President has been appointed.

IV.4.2.1. Until such time that an incoming Executive Vice President has been named, should the incoming President be deemed unable to fulfill their duties, the outgoing President will act in a dual role pending a by-election.

IV.4.3. Only members of the incoming President's Vice President team are eligible to be appointed for the role of Executive Vice President.

IV.4.4. The term of the Executive Vice President shall be the lesser of: (1) the length of their term as an executive member on the society; or (2) the length of the President's term of elected office on the society.

IV.4.5. Should the Executive Vice President for any reason no longer be able to fulfill their duties, the President must appoint a new Executive Vice President (per the eligibility criteria defined in 4.4.3) within 7 calendar days.

### **ARTICLE V. AMENDMENTS**

V.1. An amendment to the constitution is termed a "proposed amendment" while under consideration, and an "effective amendment" once it has passed, come into effect, and been adopted into the constitution. Amendments to the constitution are categorized into two types: (1) Major Amendments, and (2) Friendly Amendments.

V.2. A major amendment to the society's constitution is a proposed amendment which a reasonably objective general member would consider to have significant governance and/or operational impact on the society. These amendments include, but are not limited to:

V.2.1. Revisions to the "ends" of the organization – its mission, vision, and purpose

V.2.2. Changes in the membership structure or qualifications required for a membership class

- V.2.3. Changes in the election and appointment processes
  - V.2.4. Changes to the structure of Article III
  - V.2.5. Revisions to the amendments section of the constitution
- V.3. Major amendments should be drafted by the Vice President team and in consultation with the Advisory Board. Partner organizations may also be consulted as needed and if relevant. Once an amendment has reached two-thirds (2/3) majority support within the Vice President team, it can be considered a “proposed” amendment for the purpose of qualifying to be communicated and advertised to the general members of the organization. The bylaws of the organization shall define a detailed drafting procedure.
- V.4. The overall goal of the society is to have its general members be aware of, and engaged with, the governance process. As such, due to the potential impact of major amendments, strict communication procedures are set in place.
- V.5. The proposed major amendment must be prominently posted within a document on all of the society’s communication channels – at its office(s) and through electronic means – for a minimum of 15 calendar days prior to voting; this period may not begin or conclude within 7 days of an examination, academic break, or election / general meeting period. It shall be repeatedly communicated during this period, meeting the following criteria:
- V.5.1. The document posted must highlight the changes the amendment proposes by showing the original passage from the constitution and the revised passage.
  - V.5.2. The document posted must also display a brief comment from the society’s Vice President team and advisory board that discusses the rationale behind the proposed amendment, why it would be beneficial to general members, and what the precise predicted impacts might be.
  - V.5.3. In addition, the society’s executive team must hold at least one town hall-style meeting no later than 7 calendar days into the 15-day communication period. The following criteria shall be met:
    - V.5.3.1. The meeting time, location, agenda, and other pertinent details shall be heavily communicated through the society’s print and electronic communication channels.
    - V.5.3.2. The meeting must be held on the Waterloo campus of Wilfrid Laurier University, in a location that is easily accessible and holds sufficient capacity for attendees. The meeting should be held on a convenient day, and at a convenient time that would allow general members to participate (i.e., not during a school break, holiday, or final examination period).
    - V.5.3.3. Should turnout for the meeting be unexpectedly low due to scheduling conflicts, inclement weather, etc., the meeting should be re-scheduled to a new time and date without delay, and any vote on the proposed amendment should be delayed accordingly.
    - V.5.3.4. The President of the society, and, at minimum, two other Vice President team members must be present at the meeting.

- V.5.3.5. The proposed amendment must be discussed in detail at the meeting, including a presentation of the current constitutional section in question, and the revisions proposed in the amendment.
  - V.5.3.6. This discussion must take place in a bias-free manner that does not compel general members to view the proposed amendment one way or another.
  - V.5.3.7. A minimum 30-minute question period for the audience must follow. The question period can be ended if no questions have been asked by the audience within a 3-minute period.
  - V.5.3.8. Minutes and attendance must be recorded for the meeting, and must then be distributed to general members via e-mail or other communication channel within 24 hours of the conclusion of the meeting.
- V.5.4. Any general member of the organization may appeal a proposed amendment by demonstrating that no less than 15% of general members are in support of blocking the proposed amendment.
- V.5.5. The general member must collect the student's full name, student ID, myLaurier email address, their degree program, the date of their signature, and the signature itself and present it to the President and LazSoc Faculty Advisor no later than 1 calendar day prior to the closing of the 15-day communication period. A template form will be provided and publicly posted for this purpose.
- V.5.6. The LazSoc Faculty Advisor must verify that the signatures presented are those of qualifying general members as described in 5.5.4.
- V.5.7. Should a general member be successful in demonstrating the above, the proposed major amendment will automatically be referred to the alternate voting procedure outlined in 5.9.
- V.6. All proposed major amendments must be brought to a vote by the Vice President team, no sooner than 15 calendar days (or longer in the case of communication delays) after the proposed major amendment was first communicated to the general members of the society.
- V.7. Major amendments that have not been successfully appealed and have passed the Advisory Board's two-thirds voting majority can then be passed by the Vice President team with another two-thirds majority, at which point they will be considered ratified, and the constitution will be updated.
- V.8. Major amendments that have not been successfully appealed and have not passed the Advisory Board's two-thirds voting majority can only become ratified by a unanimous vote of the Vice President Team.

## **V.9. Alternative Voting Procedure for Appealed Amendments:**

Major amendments that have been appealed by the general member body must be passed by unanimous vote of both the Advisory Board and Vice President team in order to be ratified.

If the major amendment fails to garner unanimous support of both bodies, it is considered failed. Should the Vice President team wish to pass the amendment, it must be sent to student referendum at the organization's next general meeting, or a special meeting must be called, in line with the process for membership meetings.

Likewise, if the amendment is passed by unanimous vote of both bodies, but the general membership wishes to veto it, the general members shall strive to meet the requirements outlined in the constitution for bringing forth a referendum question at a general members' meeting, as outlined in this constitution.

V.10. Friendly amendments are considered to be those which the Vice President team of the organization find to be trivial in nature, and that do not qualify under the characteristics outlined in 5.2. For example, these could include: (a) correction of spelling or grammar mistakes in the constitution; and (b) updating of names, locations, or acronyms as necessary to maintain the accuracy of the constitution. Any amendments that would change the intended meaning of the constitution in whole or in part cannot be considered friendly amendments.

V.10.1. Friendly amendments can be passed by a unanimous vote of the Vice President team, without the need for the communication procedures established in 5.5.

V.10.2. However, the results of a ratified friendly amendment shall be communicated to all general members of the organization through all the society's communication channels within 24 hours of the passing of said amendment.

## **ARTICLE VI. REVISIONS**

VI.1. This constitution must be reviewed, at minimum annually, by the incoming Vice Presidents. The first review shall occur no later than 30 calendar days prior to the start of an incoming executive team's role, as part of the planning process for the upcoming fiscal year.

Amendments (both friendly and major) shall be proposed and discussed in a formal meeting setting which is mandatory for all Vice Presidents to attend (the meeting shall occur even if no amendments have been proposed). During the revision process, the constitution will be read aloud by the President or designate, in its entirety, while pausing for questions and discussion amongst the Vice Presidents; all Vice Presidents must be present for the reading of the constitution.

VI.1.1. It is imperative that the Vice President team and executive team of the society read the governance functions of their roles with utmost importance, and that every effort is made to ensure that the constitution of the organization is followed both in spirit and in letter.

## **ARTICLE VII. RESIGNATIONS, VACANCIES & REMOVAL FROM OFFICE**

VII.1. All members of the executive team and operations team have the right to resign from their position at any time.

### **VII.2. Vice President or Executive Member Resignation**

VII.2.1. To resign, the member must submit a written letter of resignation to the President and if applicable, the Vice President of their portfolio and their immediate supervisor at least two weeks prior to their date of resignation. When the letter of resignation has been submitted, the member will be considered '*In Transition*' and a final date of resignation will be set, in discussion with the member's supervisor(s).

VII.2.2. While the member is in transition they will work with their immediate supervisor to finalize outstanding tasks and prepare transition material if their position is to be filled. Once the resignation date has passed, the position held by the member will be considered

vacant and will follow the appointment and election guidelines as outlined in this constitution.

### **VII.3. President Resignation**

- VII.3.1. In the case that the President chooses to resign, they must provide a written letter of resignation to the society's Faculty Advisor and the society's Vice Presidents at least 30 days prior to their date of resignation.
- VII.3.2. When the letter of resignation has been submitted, the member will be considered '*In Transition*' and a final date of resignation will be set. If their date of resignation occurs after elections have been completed, and the President for the upcoming year has been selected, then the incoming President will take over immediately following the date of resignation. Otherwise, the Executive Vice President will step in as the President immediately following the date of resignation.
- VII.3.3. While in transition, the resigning President will work to finalize outstanding tasks and transition the incoming President to their role. During this transition period, a meeting of the Advisory Board will be called where the advisors will discuss whether a new election should be held and if so, when it would be and how it would be conducted.
- VII.3.4. This recommendation is then sent to the Vice Presidents where all Vice Presidents excluding the resigning President and incoming President will vote on whether to follow the recommendation from the Advisory Board. A two-thirds (2/3) majority vote is required for a decision to be made. This vote must be held within the two (2) weeks following the date of resignation.

### **VII.4. Vice President or Executive Member Vacancy**

- VII.4.1. It is the responsibility of the President, Vice President and the direct supervisor ("Responsible Parties") of the vacant role to fill the vacancy as quickly as possible. The Responsible Parties may appoint an Executive Team Member as an interim replacement until the position can be filled permanently.
- VII.4.2. In the event that the vacancy is an executive team role then the interim replacement can be appointed as the permanent replacement. However, if the vacancy is a Vice President position then a permanent replacement must be hired within two (2) weeks in accordance with the hiring policies outlined in this constitution.

### **VII.5. Removal from Office**

- VII.5.1. Any member of the Vice President or executive team may be removed from office by the successful passing of a motion of non-confidence.
- VII.5.2. A motion of non-confidence is defined as a written document containing the student numbers, full names and signatures of all those who support the motion, along with the reason behind the motion, detailing the individual in question and naming a representative who will be asked to speak on behalf of those who brought forth the motion in the event that a meeting to determine the outcome of the motion is called.

#### **VII.5.3. Removal of the President**

**VII.5.3.1.** The motion for the removal of the President must be brought forth by at least 15% of the Lazaridis Student Body to the society's Faculty Advisor.

**VII.5.3.2.** Once the motion has been brought forth, the society's Faculty Advisor will send a copy of all signatures attached to the motion to the Lazaridis Undergraduate Advisor's Office for validation of all signatures.

**VII.5.3.3.** If the number of valid signatures is at least 15% of the Lazaridis Student Body, then it will be considered valid, otherwise it will be considered invalid and expunged. Once the motion has been deemed valid, the Faculty Advisor will call an urgent meeting of the following faculty members:

**VII.5.3.3.1.** Dean of the Lazaridis School of Business & Economics, or the Associate Dean(s) as designates in the absence of the Dean

**VII.5.3.3.2.** Undergraduate Programs Director(s) of the BBA and Economics programs

**VII.5.3.3.3.** Any other faculty or staff member from the University, as the Dean of the School deems fit

**VII.5.3.3.4.** A minimum of one past president of the SBESS or Lazaridis Students' Society

**VII.5.3.3.5.** President of the Wilfrid Laurier University Students' Union and Vice-President of Clubs and Associations on the Wilfrid Laurier University Students' Union

**VII.5.3.4.** The meeting will be held within 5 calendar days of the motion being validated. The meeting will be chaired by the Dean or a representative selected by the Dean, and both the President and motion representative will be present to present their case.

**VII.5.3.5.** Once both parties have had a chance to speak, the Faculty Advisor and invited faculty members will conduct a vote by secret ballot on whether to remove the President. The motion must receive two-thirds support in order for the result to be binding.

#### **VII.5.4. Removal of a Vice President or an Executive Team Member**

**VII.5.4.1.** The motion for the removal of a Vice President member must be brought by at least one third (1/3) of the executive team members or two thirds (2/3) of Vice Presidents, while the motion for removal of an executive team member must be brought forth by at least one fourth (1/4) of the executive team members or at least two (2) Vice Presidents.

**VII.5.4.2.** Once the motion has been received and validated following the procedures outlined in 7.5.3.2, it will be discussed at the next Vice President meeting (within 7 calendar days at most). The member in question along with the motion representative will be notified at least one (1) week prior to the meeting. Both will be present at the Vice President meeting with the motion is discussed and will have a chance to present their case. When the motion is debated, the member in question along with the motion representative shall retain all privileges accorded to him / her, except the right to vote on the motion.

**VII.5.4.3.** The vote will be conducted by secret ballot, and be counted by the President, who will chair the meeting and not vote unless in the event of a tie. If a vote of non-confidence receives the support of two thirds (2/3) of the eligible voters, then the member in question will tender a written resignation to the President within five (5) calendar days following the meeting.

**VII.5.4.4.** If the member in question does not submit a written resignation within the allocated time frame, their position shall be considered vacant.

## **ARTICLE VIII. MEETINGS**

VIII.1. Quorum at meetings of the Vice Presidents shall be defined as the presence of 2/3 of total voting members.

VIII.2. Votes will be passed with a simple majority of voting members present, unless otherwise outlined in the bylaws of the organization (any other threshold shall always be higher than simple majority; never lower).

VIII.3. Regularly scheduled meetings of the organization must be held as follows:

VIII.3.1. Vice President Team: bi-weekly at minimum throughout all academic terms

VIII.3.2. LazSoc Executive Team: once per month, at minimum, throughout Fall and Winter academic terms

### **VIII.4. Term General Meeting**

VIII.4.1. The executives shall call, once per academic term, a Term General Meeting of all general members. The President (or designate) shall preside over the meeting. At least two thirds (2/3) of the Vice President team must be present at the meeting; the President shall be in attendance in all cases other than emergencies.

VIII.4.2. The notice of a general meeting must be provided to the general membership of the organization at minimum 30 days prior to it taking place.

VIII.4.3. Meeting minutes must be recorded and made available to the general membership within two (2) calendar days of the conclusion of the meeting.

