

I. NAME

The name of the Club shall be The Shlub – The Speech and Hearing Club

II. OBJECTIVES

1. To promote and represent student interests in Speech-Language Pathology and Audiology;
 2. To provide social and educational activities for the membership;
 3. To undertake projects and activities to benefit the members; and
 4. To undertake other activities that the members may decide to pursue.
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III. MEMBERSHIP

Membership in the Club shall extend to:

1. All Simon Fraser University undergraduate and graduate students
 2. All students with an interest in pursuing Speech-Language Pathology and Audiology at a graduate level
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IV. STRUCTURE

There shall be the following committees in the Club:

1. Executive committee
 - a. This committee shall consist of:
 - i. The President
 - ii. The Vice President
 - iii. The Recording Secretary
 - iv. The Treasurer
 - v. The Forum and Communications Officer
 - b. The Powers and Duties of the Executive Committee shall be limited to the following:
 - i. Convening all General Meetings, having ensured that an agenda has been prepared and due notice has been given;
 - ii. Ensuring that the directives of this Constitution and that decisions made in General Meetings are carried out;

- iii. Maintaining communications between the Club and the SFSS, other Clubs or Student Societies, and organizations.
2. Ad hoc committees
 - a. Ad hoc committees will be struck as needed at quorate General Meetings or weekly meetings. These committees shall consist of all interested members of the Club.
 - b. The Executive Committee shall appoint a chairperson if deemed necessary or above four members.
 - c. The powers and duties of ad hoc committees shall be to plan, organize and implement any plan or project approved by the membership. The structure and functions of ad hoc committees will be defined prior to their implementation.

V. OFFICERS

1. All members of the Executive Committee are *officers* of the Club.
2. Only the President, Treasurer, and one other officer appointed by the Executive Committee shall be *signing officers*.
 - Cheques shall require the signature of the Treasurer and one other signing officer.

The Powers and Duties of Officers shall be:

1. PRESIDENT
 - a. To prepare agendas with Secretary, chair meetings, and co-ordinate the activities of the Club;
 - b. To ensure that the requirements of the Constitution and the decisions of the Club are carried out;
 - c. To represent the Club where the Forum and Communications Officer cannot attend;
 - d. To keep all relevant Club documents with Treasurer and Secretary;
 - e. To act as a signing officer; and
 - f. To delegate duties to the Vice President.
2. VICE PRESIDENT
 - a. To act in lieu of the president by performing the appropriate duties when the president is absent; and
 - b. To assist the president by performing duties delegated to him or her by the president.

3. SECRETARY

- a. To keep minutes of meetings;
- b. To post and make public the minutes of previous meetings within forty-eight hours;
- c. To collect and maintain integral club documentation; and
- d. To help organize and contribute to internal functioning where necessary.

4. TREASURER

- a. To maintain all financial records of the Club, including an account of all funds received and spent;
- b. To prepare budgets, to have the books available for inspection, and to fill cheque requisitions; and
- c. To act as a signing officer.

5. FORUM AND COMMUNICATIONS OFFICER

- a. To conduct all forms of campus advertisement;
- b. To maintain social media platforms and use social media to promote Club activities; and
- c. To act as liaison between the Club and relevant external bodies as seen fit by the Executive.

The Powers and Duties of Signing Officers shall be:

1. SIGNING OFFICERS

- a. To sign cheques and make cash withdrawals, having first determined that the particulars are correct, and that the expenditure is duly authorized.

VI. MEETINGS

- 1. There shall be at least one regular general meeting per semester.
- 2. Notice of all general meetings shall consist of at least one announcement on Facebook, over email, on campus-wide posters, or through Departmental email, no less than one week in advance of the first meeting.
- 3. A meeting can be called at any time by one or more members of the Executive.
- 4. If at any time, no member of the Executive is able or willing to call a general meeting at the request of membership, any member may do so, providing:

- a. Proper notice is given; and
- b. The SFSS is informed of the particulars.

VII. QUORUM

1. Quorum for general and weekly meetings shall be four (4) members of the Club when membership exceeds thirty (30) persons and three (3) members of the Club otherwise.
 - No proxy votes should be allowed.
2. The Executive Committee shall meet once every month, or more frequently if required, at the call of the President or any other two members.
 - Quorum shall be a majority of the Executive positions filled.

VIII. ELECTIONS

1. This section shall apply to officers, but the requirements of the SFSS Constitution regarding eligibility, election, by-election, and removal from office shall supersede this section.
2. Terms of office for all officers, shall be for two semesters (eight months). This term may continue over Summer Semester if need permits, until the first General Meeting of the fall semester.
3. Elections shall take place at the first General Meeting of the fall semester. The notice of this meeting shall contain notice of elections.
4. Nominations are open until the election is conducted. If the Club is inactive in the fall, elections will take place at the first subsequent General Meeting.
5. Any member of the Club is eligible for any position.
6. Voting will be by a show of hands and the person who receives a majority vote is elected to the position. If there is no majority, then the person receiving the fewest votes shall be eliminated, and a new vote shall be held. In case of a tie, there will be one revote, and then a method agreed to by those present will be used.
7. In the event that a vacancy occurs in the Executive Committee positions, a majority of the Committee shall appoint a replacement until the next General Meeting, at which time a replacement shall be elected.

8. The members may recall any person elected to represent them by a two-thirds vote of members present at a quorate meeting called for this purpose. Notice of the meeting must contain the purpose.

IX. AMENDMENTS

1. This constitution may be amended.
2. The proposed amendment must be posted prominently, for a minimum of two weeks prior to the General Meeting, and copies of the amendment must be readily available.
3. Amendments require a two-thirds majority of those present and voting at a quorate General Meeting called for this purpose.

X. DISSOLUTION

1. In the event that the members decide to dissolve the Club, or in the event that this Club becomes inactive, all assets of the Club become the property of the SFSS, to be held in trust for a minimum of two years.
2. If, during this period, a new Club is formed to represent the interests of students, or if this association becomes active, the trust shall be dissolved, and all assets shall become the property of the Club.
3. After two years, if the trust has not been dissolved, the SFSS may dispose of the assets as it sees fit.
4. For the purpose of this Article, the Club will be considered inactive if, for two consecutive semesters, membership does not hold the minimum number of quorate general meetings as required by this constitution.

XI. RATIFICATION AND AMENDMENTS

1. This Constitution was ratified January 2019