

The Constitution for the Law Students' Association of the University of Saskatchewan, 2025

AMENDMENTS

March 15, 2025, Samuel Riendeau

New Constitution drafted by the Constitutional Reform Task Force – Amy Bjarnason, Ayden Cummins, Emily Reaume, Jetta Bilsky, and Samuel Riendeau – ratified by a General Meeting of the Association; the previous Constitution, as amended March 27, 2024, is appended hereto.

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PREAMBLE

WHEREAS the students of the College of Law at the University of Saskatchewan have united to form the Law Students' Association, founded on principles recognizing the rule of law and the fundamental rights and freedoms guaranteed by the Constitution of Canada and *The Saskatchewan Human Rights Code*;

AND WHEREAS they have established a governing body, the Council, to represent and lead the Association;

AND WHEREAS the Council is entrusted with the following objectives: to advocate for student interests in all forums; to engage in activities benefiting the public and community; to promote and organize programs and initiatives that serve the social and academic interests of the Association's members; to act in the welfare of its members in all matters; and to undertake any activities reasonably connected to or supporting these objectives;

AND WHEREAS, in pursuing these objectives, the Council shall uphold the inherent dignity and equality of all individuals, striving to avoid discrimination on the basis of sex, race, national or ethnic origin, colour, religion, sexual orientation, age, or mental or physical disability;

AND WHEREAS the affairs of the Association shall be governed by this document, *The Constitution of the Law Students' Association of the University of Saskatchewan, 2025*:

DEFINITIONS

Association means the Law Students' Association.

Chief Returning Officer means the individual tasked with administering all aspects of LSA elections in accordance with this Constitution and any applicable policies.

College of Law means the University of Saskatchewan College of Law.

Constitution is the short title for *The Constitution of the Law Students' Association of the University of Saskatchewan, 2025*.

Council means the entire council and consists of all duly elected voting and speaking members of the LSA, as stipulated in Article 2.1.

Council Year means the period beginning on the date the incoming Council assumes office, which is April 30, and ending on April 29 of the following year, when that Council leaves office.

Deputy Returning Officer means the individual tasked with assisting the Chief Returning Officer in administering all aspects of LSA elections in accordance with this Constitution and any applicable policies.

Executive means the Executive Council, as stipulated in Article 2.2.

ILSA means the Indigenous Law Students' Association.

LSA means the Law Students' Association.

Member means any undergraduate or graduate student enrolled at the College of Law who has paid the prescribed

membership fee in full for the applicable Council Year and remains in good standing under this Constitution.

Membership Number corresponds with a Member's locker number in the College of Law building unless otherwise prescribed.

Their may be used to refer to an individual or multiple individuals, and its usage shall be interpreted as singular or plural depending on the context.

USSU means the University of Saskatchewan Students' Union.

Quorum is defined in Article 9.1 and refers to the minimum number of Members required to conduct business in a particular type of meeting – General Meeting, Special General Meeting, Council Meeting, or Executive Meeting, as defined in Article 10.

ARTICLE 1 – SCOPE

1.1 Scope

The Constitution applies to all Members.

1.2 Fee

The membership fee shall be set from time to time by Council and collected in a manner determined by Council.

1.3 Membership Number

Members shall receive a Membership Number.

1.4 Subsidized Prices

Members shall be entitled to subsidized prices at social functions organized by the LSA.

1.5 Financial Support

Members shall be entitled to request the financial support of the LSA for the purpose of participating in academic, educational and social events deemed appropriate by Council.

ARTICLE 2 – COUNCIL, EXECUTIVE AND APPOINTEES

2.1 Council:

Subject to the provisions of this Constitution, the Council shall consist of the following voting and speaking members:

2.1.1 President

- 2.1.2 Vice-President, Academic
- 2.1.3 Vice-President, Finance
- 2.1.4 Vice-President, External and Community Relations
- 2.1.5 Vice-President, Student Affairs
- 2.1.6 Vice-President, Indigenous Relations
- 2.1.7 Vice-President, Administration
- 2.1.8 Two (2) Third-Year Class Representatives
- 2.1.9 Two (2) Second-Year Class Representatives
- 2.1.10 Two (2) First-Year Class Representatives
- 2.1.11 Member of the Students' Council of the USSU
- 2.1.12 Publicity Director
- 2.1.13 Professional Services Representative
- 2.1.14 Community Outreach Coordinator
- 2.1.15 Indigenous Relations Representative
- 2.1.16 Social Coordinator
- 2.1.17 Athletics Coordinator
- 2.1.18 Wellness Coordinator
- 2.1.19 Family Coordinator

2.2 Executive

The Executive shall consist of those positions in Article 2.1 that are denoted as "President" or "Vice-President". For greater certainty, these positions are:

- 2.2.1 President
- 2.2.2 Vice-President, Academic
- 2.2.3 Vice-President, Finance
- 2.2.4 Vice-President, External and Community Relations
- 2.2.5 Vice-President, Student Affairs
- 2.2.6 Vice-President, Indigenous Relations
- 2.2.7 Vice-President, Administration

The Executive shall also consist of the President of the Indigenous Law Students' Association, who is a non-voting *ex officio* member.

2.3 Appointees

Appointees include:

- 2.3.1 Chairperson
- 2.3.2 Chair of Student Representatives
- 2.3.3 Members of Standing Committees

Subject to the provisions of this Constitution, Appointees do not have any voting or speaking powers except as follows:

- 2.3.4 the Chairperson shall have the authority to cast a deciding vote in the event of a tie; and
- 2.3.5 the Chairperson shall have speaking power solely to address questions of interpretation

regarding the Constitution.

2.4 Eligibility and Qualifications for Council

- 2.4.1** Subject to any contrary provision in this Constitution, all positions outlined in Article 2.1 are open to any Member.
- 2.4.2** Subject to any contrary provision in this Constitution, all Council members shall be elected, subject to Article 8.3.
- 2.4.3** At the first regular Council Meeting following the September by-elections, all elected Members shall sign a written statement affirming that they have read the Constitution and understand their responsibilities, including the rules governing meeting attendance.
- 2.4.4** Subject to Article 2.4.5, Executive positions must be held by a second- or third-year student.
- 2.4.5** If no eligible candidate from second- or third-year runs for an Executive position, Council may permit a candidate from another year to fill the role by a simple majority vote.
- 2.4.6** Subject to Article 2.4.7, positions designated for a specific class year must be held by a student corresponding to that particular year.
- 2.4.7** If no eligible candidate from the specific year runs for a position designated therefor, Council may permit candidate from another year to fill the role by a simple majority vote.

ARTICLE 3 – GENERAL POWERS AND DUTIES OF MEMBERS, COUNCIL, AND EXECUTIVE

3.1 Powers and Duties of the Members

The Members May:

- 3.1.1** attend and address all Council Meetings, subject to Article 3.2.8;
- 3.1.2** speak, introduce and vote on any motion brought to a duly called General Meeting or Special General Meeting;
- 3.1.3** seek any one (1) elected position within the LSA provided that they meet the eligibility requirements therefor;
- 3.1.4** apply for any appointed position within the LSA provided that they meet the eligibility requirements therefor; and
- 3.1.5** vote in all referenda, general elections or by-elections held by the LSA.

The Members Shall:

- 3.1.6** subject to any contrary provisions, not vote at any Council or Executive Meeting;
- 3.1.7** not hold more than one (1) elected position within the LSA, unless otherwise expressly provided in

this Constitution;

3.1.8 not vote by proxy in any LSA election, by-election, referenda, or General Meeting; and

3.1.9 act in accordance with the Law Society of Saskatchewan's *Code of Professional Conduct*, as amended from time to time, and particularly ensure compliance with sections respecting discrimination and harassment.

3.2 Powers and Duties of Council

The Council Shall:

3.2.1 operate under the strategy and policy implemented by their associated Executive member pursuant to Article 4;

3.2.2 act in the best interests of the Members in dealing with bodies and committees, internal and external to the College, which make decisions that may directly or indirectly affect the academic life of Members;

3.2.3 approve and ratify the disbursement of monies on behalf of the LSA;

3.2.4 determine in session all other policies of the LSA subject to the provisions and objects of this Constitution;

3.2.5 establish committees with the delegated authority of Council as is necessary to carry out the functions and policies of the LSA;

3.2.6 ensure that its members carry out such additional duties as may be assigned from time to time;

3.2.7 ensure that all Council Meetings are open and accessible to any Member;

3.2.8 reserve the right to deem specific issues to be of a sensitive nature and conduct such discussions *in-camera*. Council may invoke an *in-camera* discussion by a simple majority vote;

3.2.9 set quorum for Council meetings at fifty percent plus one (50% + 1) of the total Council membership;

3.2.10 be the final interpreter of the Constitution subject to the powers of the Chairperson stipulated in Article 7.1;

3.2.11 serve a term of one Council Year;

3.2.12 subject to express provisions in this Constitution, use the latest edition of *Robert's Rules of Order* to govern Council Meetings;

3.2.13 not vote by proxy in meetings of the Council;

3.2.14 attend all regularly scheduled Council Meetings, Special General Meetings, emergency meetings, and General Meetings, and actively contribute to discussions and initiatives related to the fulfilment of their Duties articulated in Article 6;

- 3.2.15** comply with all LSA policies;
- 3.2.16** have the power to create, modify, and abolish policies and/or by-laws as deemed necessary by a simple majority vote at a regularly scheduled meeting;
- 3.2.17** abide by the Conflict of Interest requirements in Article 3.4;
- 3.2.18** abide by organizational reporting procedures pursuant to Article 4; and
- 3.2.19** produce a comprehensive transition document no later than April 25 detailing actions undertaken with respect to the performance of their duties and advice therefor.

3.3 Powers and Duties of the Executive

The Executive Shall:

- 3.3.1** implement the strategy and policy for the operations of their associated positions outlined in Article 4.2;
- 3.3.2** ensure that all operational aspects align with the overall goals and objectives of the LSA;
- 3.3.3** transact such minor business that would not warrant the calling of a Council Meeting;
- 3.3.4** carry out business of an emergent and confidential nature, and any such decisions must be affirmed by Council as soon as is practicable, subject to Article 8.10.5;
- 3.3.5** not vote by proxy at Executive Meetings;
- 3.3.6** complete diversity training available through the USSU's club ratification requirements;
- 3.3.7** abide by the Conflict of Interest requirements in Article 3.4;
- 3.3.8** serve as signing authority for the LSA;
- 3.3.9** chair student committees where required as an Executive member;
- 3.3.10** work with other Executive members to facilitate efficient governance processes;
- 3.3.11** ensure the smooth coordination of events, meetings, and initiatives within the LSA;
- 3.3.12** collect and document reports from their associated positions; and
- 3.3.13** produce a comprehensive transition document no later than April 25 detailing actions undertaken with respect to the performance of their duties and advice therefor.

3.4 Conflicts of Interest

3.4.1 Definition of a Conflict of Interest

A conflict of interest exists when a Council or Executive member's personal, financial or professional interests could influence, or reasonably appear to influence, their decision-making or actions on behalf of the LSA. A conflict of interest also exists when a Council or Executive member holds membership in, or has an affiliation with, an organization that is directly affected by a motion under consideration, unless the motion is intended to benefit the LSA as a whole without further qualification.

3.4.2 Duty of Disclosure

A Council or Executive member shall disclose any actual or potential conflicts of interest that may arise in connection with their duties. Such disclosure shall be made as soon as the conflict arises or becomes apparent.

3.4.3 Abstention from Discussion and Voting

Upon disclosure of a conflict of interest, the Council or Executive member shall abstain from participating in any discussion or decision related to the matter and shall not vote on the issue. The disclosure, abstention, and any resulting actions shall be recorded in the minutes of the meeting.

3.4.4 Disputed Conflicts

If there is a question as to whether a conflict of interest exists, the Chairperson shall make a determination. The Chairperson's decision may be overturned by a two-thirds (2/3) majority vote of those Council or Executive members in attendance, who are not in, or reasonably perceived to be in, conflict.

3.4.5 Conflicts Impacting Quorum

If the number of members recusing themselves due to a conflict of interest results in fewer than Quorum being present to vote, the remaining non-conflicted members may proceed to discuss the issue but must defer the vote to a future meeting, subject to Article 9.1, Quorum for Meetings.

3.5 Failure to Discharge Duties

A Member's failure to discharge any of the duties outlined in Article 3 may result in the termination of their membership. For greater certainty, Article 3.5 is principally concerned with those provisions of the Law Society of Saskatchewan's *Professional Code of Conduct*, as amended from time to time, relating to discrimination and harassment.

ARTICLE 4 – REPORTING PROCEDURES AND ASSOCIATED POSITIONS

4.1 Interim Reports

4.1.1 Council members are to provide to the Executive associated with their position a monthly report regarding matters under their purview deemed reasonably necessary for discussion and/or action.

4.1.2 Executive members are to provide to the President a monthly report regarding matters under their purview deemed reasonably necessary for discussion and/or action.

- 4.1.3 In the event no material information is considered necessary for discussion and/or action, Council members and Executive members may issue a documentable 'No Report', provided the 'No Report' is issued honestly and in good faith.
- 4.1.4 Interim Reporting requirements can be satisfied through monthly meetings so long as they are documented in meeting minutes or alternative written form.

4.2 Executional Reports

- 4.2.1 Executives associated with each Council position reserve the right to request reasonable reports on the execution of Council tasks and associated communications of the Council member.
 - 4.2.1.1 Such requests can be initiated as deemed necessary by the Executive member.
 - 4.2.1.2 Council members are to respond to requests for Executional Reports within a reasonable time given the nature of the request.
 - 4.2.1.3 Nothing herein is to dispose of a Council member's right to respond 'No Report' to any and all reporting requests.

4.3 Portfolios and Associated Positions

For the purposes of the LSA, the Executive and Council members shall have organized affairs and portfolios of the following nature. For greater certainty, the absence of a position or committee does not preclude the Executive or Council members from undertaking responsibility therefor:

- 4.3.1 The President shall be associated to, and responsible for, the following positions and Committees:
 - 4.3.1.1 Vice-President, Academic
 - 4.3.1.2 Vice-President, Finance
 - 4.3.1.3 Vice-President, External and Community Relations
 - 4.3.1.4 Vice-President, Student Affairs
 - 4.3.1.5 Vice-President, Indigenous Relations
 - 4.3.1.6 Vice-President, Administration
 - 4.3.1.7 The Selections Committee
 - 4.3.1.8 The Elections Committee
 - 4.3.1.9 The Finance Committee
 - 4.3.1.10 The Diversity, Equity, and Inclusion Committee
- 4.3.2 The Vice-President, Academic, shall be associated to, and responsible for, the following Council positions and Committees:
 - 4.3.2.1 Chair of Student Representatives
 - 4.3.2.2 First-Year Section One Representative
 - 4.3.2.3 First-Year Section Two Representative
 - 4.3.2.4 Second-Year Representatives
 - 4.3.2.5 Third-Year Representatives
 - 4.3.2.6 Member of Students' Council of the USSU
 - 4.3.2.7 The Selections Committee
 - 4.3.2.8 The Election Committee

4.3.2.9 The Diversity, Equity, and Inclusion Committee

4.3.3 The Vice-President, Finance, shall be associated to, and responsible for, the following Council positions and Committees:

4.3.3.1 Finance Committee

4.3.4 The Vice-President, External and Community Relations, shall be associated to, and responsible for, the following Council positions and Committees:

4.3.4.1 Professional Services Representative

4.3.4.2 Community Outreach Coordinator

4.3.5 The Vice-President, Student Affairs, shall be associated to, and responsible for, the following Council positions and Committees:

4.3.5.1 Social Coordinator

4.3.5.2 Athletics Coordinator

4.3.5.3 Wellness Coordinator

4.3.5.4 Family Coordinator

4.3.5.5 The Social Committee

4.3.5.6 The Athletics Committee

4.3.5.7 The Wellness Committee

4.3.5.8 The Family Committee

4.3.6 The Vice-President, Indigenous Relations, shall be associated to, and responsible for, the following Council Positions and Committees:

4.3.6.1 Indigenous Relations Representative

4.3.6.2 The Diversity, Equity, and Inclusion Committee

4.3.7 The Vice-President, Administration, shall be associated to, and responsible for, the following Council positions and Committees:

4.3.7.1 Publicity Director

4.3.7.2 The Elections Committee

4.3.8 The Chair of Student Representatives shall be associated to, and responsible for, the following Council positions and Committees:

4.3.8.1 First-Year Section One Representative

4.3.8.2 First-Year Section Two Representative

4.3.8.3 Second-Year Representatives

4.3.8.4 Third-Year Representatives

4.3.9 The Social Coordinator shall be associated to, and responsible for, the following Council positions and Committees:

4.3.9.1 The Social Committee

4.3.10 The Athletics Coordinator shall be associated to, and responsible for, the following Council positions and Committees:

4.3.10.1 The Athletics Committee

4.3.11 The Wellness Coordinator shall be associated to, and responsible for, the following Council positions and Committees:

4.3.11.1 The Wellness Committee

4.3.12 The Family Coordinator shall be associated to, and responsible for, the following Council positions and Committees:

4.3.12.1 The Family Committee

ARTICLE 5 – DUTIES OF EXECUTIVE MEMBERS

5.1 Duties of the President

The President Shall:

- 5.1.1** be responsible to the Members;
- 5.1.2** oversee the execution of all duties of the Executive;
- 5.1.3** document all reports from the Executive;
- 5.1.4** call all Executive Meetings;
- 5.1.5** chair all Executive Meetings;
- 5.1.6** chair Council Meetings when required, subject to Article 7.1, Duties of the Chairperson;
- 5.1.7** call a Council Meeting within three (3) business days upon receipt of a written request from no less than four (4) Council members;
- 5.1.8** call at least one (1) General Meeting annually, at a time determined in consultation with Council and subject to Article 10.1, General Meetings;
- 5.1.9** call a Special General Meeting within sixteen (16) business days upon receipt of a written petition from no less than thirty (30) Members, subject to Article 10.2, Special General Meetings;
- 5.1.10** be an *ex officio* member of all LSA committees;
- 5.1.11** serve as the official spokesperson for the LSA and represent the LSA at meetings, functions, and events of other organizations as required;
- 5.1.12** act as Chief Returning Officer for the General Election and any by-election, subject to Article 8.3, Elections Committee;

5.1.13 ensure that each individual serving on Council produces a transition document detailing their duties and advice therefor, and compile these documents for distribution to the incoming Council no later than April 25; and

5.1.14 host two (2) Presidential Town Halls during the Fall Term and two (2) Presidential Town Halls during the Winter Term, for a total of four (4) Town Halls per Council Year, to solicit feedback from Members, address concerns, and provide updates on LSA initiatives and activities.

5.2 Duties of the Vice-President, Academic

The Vice-President, Academic, Shall:

5.2.1 coordinate all student representatives to ensure that all LSA positions and policies are appropriately observed;

5.2.2 coordinate the formation, direction and functioning of all student-faculty committees;

5.2.3 act as the chair of the Internal Disciplinary Committee, subject to Article 8.10;

5.2.4 act as the chair of the Selections Committee, subject to Article 8.2;

5.2.5 serve as a liaison between the Executive and associated committees pursuant to Article 4;

5.2.6 act as a Deputy Returning Officer for the LSA general election and any by-election, subject to Article 8.3, Elections Committee;

5.2.7 sit as a student representative on the faculty Curriculum Committee;

5.2.8 sit as a student representative on the faculty Speakers Committee;

5.2.9 collaborate with student groups and faculty to address concerns and initiatives related to diversity, accessibility, and inclusivity within the College of Law; and

5.2.10 work with the Wellness Coordinator to ensure wellness initiatives are inclusive and consider the needs of diverse student populations, including students with disabilities, racialized students, 2SLGBTQI+ students, and students with caregiving responsibilities;

5.3 Duties of the Vice-President, Finance

The Vice-President, Finance, Shall:

5.3.1 serve as the Chief Financial Officer of the LSA and maintain accurate records of all income and expenditures through proper accounting procedures;

5.3.2 act as the chair of the Finance Committee, subject to Article 8.4;

5.3.3 ensure that all individuals or entities responsible for preparing budgets submit their proposed events and budgets for tentative approval on or before June 15 of the Council Year;

- 5.3.4** review proposed events and budgets to ensure alignment with the LSA’s financial policies and strategic priorities;
- 5.3.5** issue a tentative approval of proposed events and budgets on or before July 1 of the Council Year;
- 5.3.6** provide to the Vice-President, External and Community Relations, the tentatively approved events and budgets for use in fundraising efforts on or before July 1 of the Council Year;
- 5.3.7** submit financial reports to Council at every meeting;
- 5.3.8** submit an annual budget based on the budgets prepared by the LSA Executives and Council members to be presented at the first Council Meeting of the Council Year;
- 5.3.9** submit a revised annual budget at the first Council meeting of the second semester, reflecting any material changes to the financial position of the LSA;
- 5.3.10** submit a year-end financial report to be presented to all Members prior to the election of the new Council;
- 5.3.11** ensure all financial transactions of the LSA are completed in accordance with the LSA Financial Policy;
- 5.3.12** work with all Executive members to ensure financial planning aligns with the LSA’s overall strategic goals and sustainability;
- 5.3.13** provide financial education or updates to Council members to ensure responsible financial decision-making; and
- 5.3.14** maintain financial records in a secure and organized manner, ensuring accessibility for audits and future reference.

5.4 Duties of the Vice-President, External and Community Relations

The Vice-President, External and Community Relations, Shall:

- 5.4.1** promote the College of Law and the Association at institutional, provincial, and national levels;
- 5.4.2** coordinate the collection and maintenance of graduating members’ contact information for alumni relations;
- 5.4.3** oversee and/or execute all external fundraising initiatives of the Association;
- 5.4.4** serve as the primary liaison between the Association and College of Law alumni, Student Services, and the Development Office;
- 5.4.5** submit detailed monthly reports to Council on external engagement and outreach efforts; and
- 5.4.6** prepare and submit a proposed budget for the Council Year to the Vice-President of Finance before the first official LSA meeting.

5.5 Duties of the Vice-President, Student Affairs

The Vice-President, Student Affairs, Shall:

- 5.5.1** oversee LSA student engagement initiatives, including but not limited to social events, athletics, family-friendly programs, and student wellness initiatives;
- 5.5.2** supervise and provide direction to the Social Coordinator, Athletics Coordinator, Wellness Coordinator, and Family Coordinator;
- 5.5.3** ensure the Association provides inclusive, accessible, and engaging activities for all members;
- 5.5.4** advocate for student well-being and inclusion in coordination with other executive members and external stakeholders;
- 5.5.5** serve as the first point of contact between students and the Associate Dean Academic regarding mental health concerns;
- 5.5.6** conduct an annual Equity and Inclusion Needs Assessment, gathering input from students to identify systemic barriers and areas for improvement in student life, academics, and access to resources. Provide a summary of findings and recommendations to the President, and College administration;
- 5.5.7** regularly meet with College of Law administration and faculty to discuss equity-related concerns, including with respect to the establishment and maintenance of a “care room”, and ensure follow-up actions are taken. Provide updates on these discussions to the LSA Council;
- 5.5.8** submit monthly reports to Council outlining engagement activities, student feedback, and program development;
- 5.5.9** submit prospective events and the associated budget therefor for student life activities to the Vice-President of Finance on or before, June 15 of the pertinent year, outlining anticipated programming, projected expenditures, key dates, and logistical considerations. This plan and budget shall be for information purposes only and shall not bind the LSA; and
- 5.5.10** produce and post an events calendar prior to September 1 in The Official LSA Facebook Group for events booked for the entire Council Year. The calendar must be as complete as reasonably possible at the time of posting but may be amended throughout the year as needed.

5.6 Duties of the Vice-President, Indigenous Relations

The Vice-President, Indigenous Relations, Shall:

- 5.6.1** be elected pursuant to the governing documents of the ILSA;
- 5.6.2** promote greater Indigenous cultural acceptance and awareness within the LSA and its membership;
- 5.6.3** act as liaison between the ILSA and the LSA;

- 5.6.4** act as liaison between various Indigenous groups and organizations and the LSA;
- 5.6.5** submit monthly reports to the LSA Council and the ILSA Council to ensure both are informed about each other's initiatives;
- 5.6.6** subject to the governing documents of ILSA, may serve on the Diversity, Equity, and Inclusion Committee; and
- 5.6.7** be appointed to the Graduation Committee in a consultation capacity in order to better coordinate the ILSA graduation banquet and the LSA general graduation banquet as well as aid the Committee in the cultural components of the LSA general graduation banquet.

5.7 Duties of the Vice-President, Administration

The Vice-President, Administration, Shall:

- 5.7.1** oversee the administrative and logistical functions of the LSA;
- 5.7.2** organize and supervise the annual College of Law Clothing Sale in conjunction with the Publicity Director;
- 5.7.3** provide administrative and strategic assistance to the President, ensuring Council initiatives align with long-term goals;
- 5.7.4** oversee LSA Member registration for the Council Year, including the assignment of Membership Numbers and corresponding locker assignments, keeping a running list of the Members;
- 5.7.5** keep an accurate record of proceedings and attendance at all Council, Executive, and General Meetings (collectively, the "minutes");
- 5.7.6** post the minutes of any such meeting within forty-eight (48) hours of their approval on 'The Official U of S LSA Social Group' on Facebook;
- 5.7.7** notify members of regular Council meetings by posting notices at least twenty-four (24) hours prior to the meeting;
- 5.7.8** notify members of Council of any special meeting as soon as possible after the calling of such a meeting.
- 5.7.9** notify all LSA members of a General Meeting, subject to Article 10.1.
- 5.7.10** act as a resource for Executive members, offering guidance and support on operational matters;
- 5.7.11** monitor council initiatives and projects, ensuring they remain on track and consistent with the LSA's mission and objectives;

- 5.7.12** facilitate communication between executive members to promote collaboration and organizational efficiency;
- 5.7.13** act as a Deputy Returning Officer for the LSA general election and any by-election, subject to Article 8.3;
- 5.7.14** submit prospective events and the associated budget therefor, especially with respect to membership shirts and the membership sale to the Vice-President of Finance on or before, June 15 of the pertinent year, outlining anticipated programming, projected expenditures, key dates, and logistical considerations. This plan and budget shall be for information purposes only and shall not bind the LSA; and
- 5.7.15** provide regular reports to the President, detailing executive operations, strategic initiatives, and council coordination efforts, while identifying challenges, progress, and recommendations for improved efficiency.

ARTICLE 6 – DUTIES OF COUNCIL MEMBERS

6.1 First-Year Class Representatives: Two (2)

The First-Year Class Representatives Shall:

- 6.1.1** provide a recommendation to the Vice-President, Academic, for the appointment of an applicant to the position of Chair of Student Representatives;
- 6.1.2** represent the first-year class on Council and advocate for their interests in all Council discussions and decisions;
- 6.1.3** ensure that first-year students are apprised of all LSA decisions, initiatives, and upcoming events; and
- 6.1.4** gather student feedback and concerns regarding academic, wellness, or engagement matters and present them to the Chair of Student Representatives, who shall bring them forward at Faculty Council meetings.

6.2 Second-Year Class Representatives: Two (2)

The Second-Year Class Representatives Shall:

- 6.2.1** provide a recommendation to the Vice-President, Academic, for the appointment of an applicant to the position of Chair of Student Representatives;
- 6.2.2** represent the second-year class on Council and advocate for their interests in all Council discussions and decisions;
- 6.2.3** ensure that second-year students are apprised of all LSA decisions, initiatives, and upcoming events;

- 6.2.4** gather student feedback and concerns regarding academic, wellness, or engagement matters and present them to the Chair of Student Representatives, who shall bring them forward at Faculty Council meetings;
- 6.2.5** assist in the planning and execution of the Career Forum and other career-related programming and networking opportunities; and
- 6.2.6** oversee the Valedictorian Elections for the third-year class, ensuring they are conducted fairly and anonymously in accordance with any LSA policy related hereto, soliciting advice from Council where needed.

6.3 Duties of the Third-Year Class Representatives: Two (2)

The Third-Year Class Representatives Shall:

- 6.3.1** provide a recommendation to the Vice-President, Academic, for the appointment of an applicant to the position of Chair of Student Representatives;
- 6.3.2** represent the third-year class on Council and advocate for their interests in all Council discussions and decisions;
- 6.3.3** ensure that third-year students are apprised of all LSA decisions, initiatives, and upcoming events;
- 6.3.4** serve as co-chairs of the Graduation Committee, responsible for overseeing all graduation-related activities, including event logistics, fundraising, and liaising with faculty and administration; and
- 6.3.5** gather student feedback and concerns regarding academic, wellness, or engagement matters and present them to the Chair of Student Representatives, who shall bring them forward at Faculty Council meetings.

6.4 Duties of The Member of Students' Council of the USSU

The Member of Students' Council of the USSU Shall:

- 6.4.1** represent the LSA at all USSU Students' Council meetings and act as the primary liaison between the LSA and the USSU;
- 6.4.2** ensure that the LSA Council is informed of all USSU decisions, policies, and initiatives that may impact law students;
- 6.4.3** present concerns, proposals, and feedback from the LSA Council to the USSU Council, advocating for the interests of law students; and
- 6.4.4** facilitate collaboration between the LSA and USSU initiatives, including student governance, university affairs, and advocacy efforts that impact the College of Law.

6.5 Duties of the Publicity Director

The Publicity Director Shall:

- 6.5.1** be responsible for managing the LSA’s communications, social media, and promotional materials to ensure timely and effective engagement with the student body and alumni;
- 6.5.2** organize and supervise the annual College of Law Clothing Sale in conjunction with the Vice-President, Administration;
- 6.5.3** manage the LSA’s public communications, including all social media accounts, event promotions, and official announcements;
- 6.5.4** oversee the maintenance and updates of the LSA website, ensuring information is accurate, relevant, and accessible to students;
- 6.5.5** supervise the LSA Google Calendar, ensuring all events, meetings, and deadlines are updated in a timely manner;
- 6.5.6** advertise and promote all LSA events, including student activities, academic initiatives, and networking opportunities;
- 6.5.7** author and send weekly email updates to the LSA membership, which shall include:
 - 6.5.7.1** LSA events,
 - 6.5.7.2** LSA announcements,
 - 6.5.7.3** Club events,
 - 6.5.7.4** Club announcements,
 - 6.5.7.5** College events, and
 - 6.5.7.6** College announcements;
- 6.5.8** maintain and update the Alumni Facebook Page, including:
 - 6.5.8.1** posting relevant volunteer opportunities and an up-to-date calendar on a monthly basis, and
 - 6.5.8.2** posting on the LSA’s official Facebook page before the end of the Council Year, including an invitation for graduating law students to join the Alumni Facebook group; and
- 6.5.9** ensure consistent branding and messaging across all LSA promotional materials.

6.6 Duties of the Professional Services Representative

The Professional Services Representative Shall:

- 6.6.1** serve as the liaison between students and professional organizations, including but not limited to the Canadian Bar Association, Saskatchewan Trial Lawyers Association, and Lawyers Financial;
- 6.6.2** represent the LSA at meetings of the Canadian Bar Association – Law Students Section, ensuring that student interests are communicated and represented;
- 6.6.3** ensure that LSA members are informed of the activities of the Canadian Bar Association, the Saskatchewan Trial Lawyers Association, and Lawyers Financial by providing updates on events, networking opportunities, and advocacy initiatives; and

- 6.6.4** facilitate engagement between law students and professional organizations, including coordinating information sessions, networking events, and student membership initiatives.

6.7 Duties of the Community Outreach Coordinator

The Community Outreach Coordinator Shall:

- 6.7.1** chair the Community Outreach Committee, providing leadership and oversight to ensure the successful planning and execution of community engagement initiatives;
- 6.7.2** submit a prospective plan for community outreach events and the budget associated thereto for the Council Year to the Vice-President, External and Community Relations, and the Vice-President, Finance, prior to June 15 of the Council Year, outlining anticipated programming, projected expenditures, key dates, and logistical considerations. This plan and budget shall be for information purposes only and shall not bind the LSA;
- 6.7.3** ensure the continued maintenance and development of philanthropic endeavours that reflect the mandate of the Community Outreach Committee by:
 - 6.7.3.1** holding regular meetings to plan and coordinate outreach initiatives,
 - 6.7.3.2** communicating events and volunteer opportunities to the student body, and
 - 6.7.3.3** ensuring that projects and initiatives are effectively executed and completed;
- 6.7.4** strengthen partnerships with community organizations, facilitating student involvement in legal and non-legal volunteer opportunities that benefit the broader community; and
- 6.7.5** promote student engagement in community service, including organizing charity events, fundraising efforts, and awareness campaigns.

6.8 Duties of the Indigenous Relations Representative

The Indigenous Relations Representative Shall:

- 6.8.1** be elected pursuant to the governing documents of the ILSA;
- 6.8.2** advocate for and support Indigenous students within the College of Law by promoting inclusivity, cultural awareness, and engagement with Indigenous communities;
- 6.8.3** assist in the coordination of events and initiatives that celebrate and promote Indigenous culture, history, and perspectives within the College of Law;
- 6.8.4** subject to the governing documents of ILSA, may serve on the Diversity, Equity, and Inclusion Committee; and
- 6.8.5** provide updates to the LSA Council on Indigenous-focused initiatives and concerns, ensuring that Indigenous perspectives are represented in council discussions and decisions.

6.9 Duties of the Social Coordinator

The Social Coordinator Shall:

- 6.9.1** plan and execute all LSA social activities, ensuring a diverse range of events that foster student engagement, inclusivity, and community-building;
- 6.9.2** submit a prospective plan for social events and the budget associated thereto for the Council Year to the Vice-President, Student Affairs, and the Vice-President, Finance, prior to June 15 of the Council Year, outlining anticipated programming, projected expenditures, key dates, and logistical considerations. This plan and budget shall be for information purposes only and shall not bind the LSA;
- 6.9.3** collaborate with the Vice-President, External and Community Relations to seek sponsorships, partnerships, and external support for LSA events;
- 6.9.4** chair the Social Committee, consisting of at least two (2) appointed Social Directors, providing leadership and coordination for social programming;
- 6.9.5** include within their Interim Reports, pursuant to Article 4.1, detailing in respect of event planning, execution and student participation, while also gathering post-event feedback from attendees through surveys or informal input to improve future programming;
- 6.9.6** include within their transition document, pursuant to Article 3.2.19:
 - 6.9.6.1** a record of events executed, including attendance numbers and engagement metrics,
 - 6.9.6.2** list of vendors, venues, and budget breakdowns for future reference, and
 - 6.9.6.3** best practices, challenges, and recommendation for improving planning in future years.

6.10 Duties of the Athletics Coordinator

The Athletics Coordinator Shall:

- 6.10.1** plan and execute athletic and recreational activities for students, alumni, and faculty of the College of Law, fostering engagement in sports and wellness programs;
- 6.10.2** submit a prospective plan for athletic events and the budget associated thereto for the Council Year to the Vice-President, Student Affairs, and the Vice-President, Finance, prior to June 15 of the Council Year, outlining anticipated programming, key dates, and logistical considerations. This budget shall be for informational purposes only and shall not bind the LSA;
- 6.10.3** collaborate with the Vice-President, External and Community Relations, to seek sponsorships, partnerships, and external support for LSA events;
- 6.10.4** chair the Athletic Committee, consisting of at least the Men's and Women's Athletics Representatives, providing leadership and coordination for athletic programming;

- 6.10.5** subject to the governing documents of any club responsible for organizing the Law Games team, may act as a member thereof, undertaking primary responsibility for, including but not limited to, overseeing team organization, fundraising, and logistical planning for the annual Law Games competition;
- 6.10.6** include within their Interim Reports, pursuant to Article 4.1, detailing in respect of event planning, execution, and student participation, while also gathering post-event feedback from attendees through surveys or informal input to improve future programming; and
- 6.10.7** include within their transition document pursuant to Article 3.2.19:
 - 6.10.7.1** a record of events executed, including attendance numbers and engagement metrics,
 - 6.10.7.2** a list of vendors, venues, and budget breakdowns for future reference, and
 - 6.10.7.3** best practices, challenges, and recommendations for improving planning in future years.

6.11 Duties of the Wellness Coordinator

The Wellness Coordinator Shall:

- 6.11.1** receive mental health training from the Student Wellness Centre at the USSU at the beginning of each school year and work with the Wellness Centre to open the training to the LSA student body;
- 6.11.2** organize and hold mental health breaks for students on a weekly or monthly basis, ensuring accessible and inclusive wellness initiatives;
- 6.11.3** submit a prospective plan for wellness events and the budget associated thereto for the Council Year to the Vice-President, Student Affairs, and the Vice-President, Finance, prior to June 15 of the Council Year, outlining anticipated programming, key dates, and logistical considerations. This budget shall be for informational purposes only and shall not bind the LSA;
- 6.11.4** collaborate with the ILSA to provide mental health smudges and culturally supportive wellness initiatives;
- 6.11.5** collaborate with the Vice-President, External and Community Relations, to seek sponsorships, partnerships, and external support for LSA events;
- 6.11.6** chair the Wellness Committee, providing leadership and coordination for wellness programming;
- 6.11.7** actively gather and advocate for student wellness concerns, ensuring accessibility to mental health resources and bringing concerns to the Vice-President, Student Affairs, when necessary;
- 6.11.8** facilitate wellness training for LSA members and distribute a Wellness Resource Guide, ensuring students are informed about available mental health and well-being services;
- 6.11.9** develop, implement, and monitor a Wellness Action Plan, delegating committee actions as necessary and ensuring continued progress throughout the Council Year;

- 6.11.10** include within their Interim Reports, pursuant to Article 4.1, detailing in respect of event planning, execution, and student participation, while also gathering post-event feedback from attendees through surveys or informal input to improve future programming;
- 6.11.11** include within their transition document pursuant to Article 3.2.19:
 - 6.11.11.1** a record of events executed, including attendance numbers and engagement metrics,
 - 6.11.11.2** a list of vendors, venues, and budget breakdowns for future reference,
 - 6.11.11.3** best practices, challenges, and recommendations for improving planning in future years, and
 - 6.11.11.4** a final review of the Wellness Action Plan and recommendations for the incoming Wellness Coordinator.

6.12 Duties of the Family Coordinator

The Family Coordinator Shall:

- 6.12.1** plan and execute inclusive programming for students, alumni, and faculty of the College of Law, working with the Family Committee, Social Coordinator and Social Committee to organize at least two family-friendly, non-drinking events per semester or ensure that existing events include family-friendly components;
- 6.12.2** serve as a liaison between law students with children and family responsibilities and the LSA, ensuring their concerns and needs are represented in LSA discussions and decision-making;
- 6.12.3** submit a prospective plan for family events and the budget associated thereto for the Council Year to the Vice-President, Student Affairs, and the Vice-President, Finance, prior to June 15 of the Council Year, outlining anticipated programming, key dates, and logistical considerations. This budget shall be for informational purposes only and shall not bind the LSA;
- 6.12.4** include within their Interim Reports, pursuant to Article 4.1, detailing in respect of event planning, execution, and student participation, while also gathering post-event feedback from attendees through surveys or informal input to improve future programming; and
- 6.12.5** include, within their transition document, pursuant to Article 3.2.19:
 - 6.12.5.1** a record of events executed, including attendance numbers and engagement metrics;
 - 6.12.5.2** a list of vendors, venues, and budget breakdowns for future reference; and
 - 6.12.5.3** best practices, challenges, and recommendations for improving planning in future years.

ARTICLE 7 – APPOINTMENTS AND DUTIES OF APPOINTED MEMBERS

7.1 Chairperson

Qualifications and Appointment

- 7.1.1 Must be a Member.
- 7.1.2 Shall be selected through an application process by the Executive prior to the first Council Meeting of the Council Year.
- 7.1.3 In the event no Chairperson is selected for the Council Year, the Executive, not including the Vice-President, Administration, will establish an order, at their discretion, for chairing Council Meetings and select one Executive to chair Special General Meetings and General Meetings.
- 7.1.4 At the first regular Council Meeting following the September by-elections, the Chairperson shall sign a written statement affirming that they have read the Constitution and understand their responsibilities, including the rules governing meeting attendance.

Duties

- 7.1.5 Shall attend every Council Meeting and General Meeting.
- 7.1.6 Shall be responsible for running Council and General Meetings in accordance to *Roberts Rules of Order*. In extraordinary circumstances, may request that Council members present at a meeting elect a Chairperson *pro tempore* by a simple majority vote.
- 7.1.7 Shall only have voting power if there is a tie, otherwise the Chairperson will not partake in voting.
- 7.1.8 Shall be responsible for upholding and interpreting the Constitution, and if necessary, acting on that interpretation, subject to final review by Council. Such a review may overturn the Chairperson's interpretation or action by a simple majority vote.
- 7.1.9 Convene every Council Meeting with a land acknowledgement that recognizes and respects Indigenous Peoples as original stewards of this land.
- 7.1.10 Produce a comprehensive transition document at the end of the Council Year, which shall, at a minimum, describe the actions undertaken regarding Council operations, meeting procedures, and election oversight to ensure continuity.

7.2 Chair of Student Representatives

Qualifications and Appointment

- 7.2.1 Shall be a second- or third-year law student who at the time of appointment holds one of the six (6) representative positions.
- 7.2.2 It is advisable that the Chair of Student Representatives has prior experience in an associated student representative position.

- 7.2.3** Members applying for the position shall send a brief resume and cover letter to the Vice-President, Academic, outlining their experience and qualifications for the position.
- 7.2.4** Shall be appointed by the Vice-President, Academic.
- 7.2.5** The Vice-President, Academic, shall solicit recommendations for the appointment of the Chair of Student Representatives prior to the first meeting of Council.
 - 7.2.5.1** Recommendations shall be solicited from the First-Year Section One Representative, the First-Year Section Two Representative, the two (2) Second-Year Representatives, and the two (2) Third-Year Representatives.
 - 7.2.5.2** Recommendations shall be made only in respect of prospective appointees who have duly applied.
 - 7.2.5.3** The Vice-President, Academic, shall review the recommendations and applications of prospective appointees before making a final appointment.
- 7.2.6** The Vice-President, Academic, reserves the right to appoint the Chair of Student Representatives on their own accord after taking due consideration from the recommendations.
- 7.2.7** The appointment of the Chair of Student Representatives shall be affirmed by Council at the first Council Meeting.

Duties

- 7.2.8** Oversee all student representatives, ensuring consistency in advocacy, academic support, and career development initiatives.
- 7.2.9** Organize regular meetings with student representatives to discuss academic updates, student concerns, and student-driven initiatives;
- 7.2.10** Provide leadership, mentorship, and training to student representatives, particularly first-year representatives, to ensure they understand and fulfill their responsibilities effectively;
- 7.2.11** Act as the primary liaison between student representatives and faculty, meeting with faculty to convey student concerns related to academics, student experience, and policy matters;
- 7.2.12** Maintain active communication with the Career Development Director to advocate for student interests and integrate career support programming into student engagement initiatives;
- 7.2.13** Act as a point of contact for student concerns, ensuring issues are properly escalated to faculty, Career Development, or the executive team as needed;
- 7.2.14** Consolidate feedback from student representatives into a structured report for the Director of Operations and the executive council to ensure transparency and alignment with broader student priorities;

- 7.2.15** Produce a comprehensive transition document at the end of the Council Year, which shall, at a minimum, describe the actions undertaken regarding student advocacy, faculty collaboration, and career development initiatives to ensure continuity for future representatives.

7.3 Appointments to Standing Committees

- 7.3.1** Subject to the provisions of this Constitution, all Standing Committee members must be Members as defined in this Constitution.
- 7.3.2** Subject to Article 8, all Members are entitled to apply for an appointment to a Standing Committee. Members may apply for appointment by directly expressing their interest to the chair of the Standing Committee.
- 7.3.3** Subject to the provisions of this Constitution, all Standing Committee members shall be appointed by the chair of the Standing Committee.
- 7.3.4** The chair of a particular Standing Committee may solicit recommendations for the appointment of the Standing Committee members at any point in the Council Year, as deemed necessary.
- 7.3.4.1** Recommendations shall be made only in respect of prospective appointees who have duly applied.
- 7.3.4.2** In the event recommendations are solicited and made, the chair of the particular Standing Committee shall review the recommendations and applications of prospective appointees before making a final appointment.
- 7.3.5** The chair of the particular Standing Committee reserves the right to appoint the Standing Committee members on their own accord after taking due consideration from the recommendations if so solicited.
- 7.3.6** Subject to Article 8, the appointment of the Standing Committee members shall be affirmed by Council at the forthcoming Council Meeting.

ARTICLE 8 – STANDING COMMITTEES

8.1 Standing Committees

Standing Committees are permanent committees established to support the LSA in fulfilling its mandate.

- 8.1.1** Standing Committees shall be struck at the first Council Meeting of each Council Year.
- 8.1.2** Each Standing Committee's respective chair shall report the Committee's plans, progress and initiatives at Council Meetings as required from time to time.
- 8.1.3** For greater certainty, Council retains the power to strike *ad hoc* committees.

Appointment and Term

8.1.4 Appointments to Standing Committees shall be made pursuant to Article 7.3.

8.1.5 Subject to the provisions of this Constitution, appointments of Standing Committee members shall be affirmed by Council at the forthcoming Council Meeting.

8.1.6 Members shall serve for one (1) Council Year, with the option to be reappointed in the subsequent Council Year.

8.2 Selections Committee

Responsibilities:

8.2.1 Shall call for applications for vacant positions and appoint qualified Members to fill them, subject to contrary provisions of this Constitution.

Composition:

8.2.2 Shall consist of, at minimum, any three (3) Members, one of whom must be the Vice-President, Academic, who shall serve as the chair.

8.2.3 If the Vice-President, Academic, is unable to act as chair, the President shall serve as interim chair.

8.2.4 Upon the election or selection of a Member to the position of Vice-President, Academic, that Member shall re-assume the position of chair from the interim chair.

8.2.5 The two (2) additional Members selected by Council may not apply for any committee position chosen by the Selections Committee.

8.3 Elections Committee

Responsibilities:

8.3.1 Shall conduct all LSA elections and referenda, ensuring that only eligible Members vote in elections or by-elections.

8.3.2 Shall conduct by-elections in September for unfilled Council positions or positions vacated over the summer.

8.3.3 If positions remain vacant after September by-elections, Council may fill them per the Selection Committee procedures.

8.3.4 If positions remain vacant following the Spring General Elections, they may remain vacant until the incoming Council assumes power on April 30 of the subsequent Council Year.

Composition:

8.3.5 Shall consist of the President as Chief Returning Officer and the Vice-President, Academic, and Vice-President, Administration, as Deputy Returning Officers.

8.3.6 If any member of the Elections Committee is seeking an elected position, their role on the Elections Committee shall be filled by another Council member not seeking election per Selections Committee procedures.

8.4 Finance Committee

Responsibilities:

8.4.1 Shall oversee the accounting of the LSA finances.

8.4.2 Shall meet, at minimum, once per semester.

8.4.3 Shall review LSA Financial Policy for effectiveness and update as needed.

Composition:

8.4.4 Shall be chaired by the Vice-President, Finance.

8.4.5 Shall consist of the President, Vice-President, Finance, and a minimum of two (2) other Members.

8.5 Social Committee

Responsibilities:

8.5.1 Shall aid the Social Coordinator in planning and organizing social events and activities. This includes, but is not limited to, implementing the Social Coordinator's slate of events and activities.

Composition:

8.5.2 Shall be chaired by the Social Coordinator.

8.5.3 Shall consist of, at minimum, two (2) members, with at least one (1) member being a second-year student in the College of Law.

Appointment:

8.5.4 The initial two (2) appointed committee members shall be appointed prior to the first Council Meeting of the Council Year.

8.6 Wellness Committee

Responsibilities:

8.6.1 Shall aid the Wellness Coordinator in promoting mental health, well-being, and wellness initiatives for the LSA. This includes, but is not limited to, implementing the Wellness Coordinator's slate of events and activities.

Composition:

8.6.2 Shall be chaired by the Wellness Coordinator.

8.6.3 Shall consist of, at minimum, two (2) members.

8.7 Family Committee

Responsibilities:

8.7.1 Shall aid the Family Coordinator and Vice-President, Student Affairs, in advocating for and supporting students with family responsibilities, ensuring their inclusion in LSA activities and decision-making. This includes, but is not limited to, organizing family-friendly events and addressing systemic barriers.

Composition:

8.7.1 Shall be chaired by the Family Coordinator.

8.7.2 Shall consist of, at minimum, two (2) members.

8.7.3 Shall have, at minimum, one (1) member who self-identifies as a parent or caregiver.

8.8 Diversity, Equity, and Inclusion (“DEI”) Committee

Responsibilities:

8.8.1 Shall aid in the advancement of diversity, equity, and inclusion initiatives within the LSA. This includes, but is not limited to, supporting equity-seeking student groups, organizing events, and amplifying the voices of equity-seeking groups.

8.8.2 Shall seek to empower its constituent student groups in hosting and administering events.

Composition:

8.8.3 The DEI Committee shall be chaired by the Vice-President, Academic.

8.8.4 Subject to the governing documents of ILSA, one (1) representative from the ILSA.

8.8.5 One (1) representative from the Black Law Students’ Association (“BLSA”).

8.8.6 One (1) representative from the Federation of Asian Canadian Lawyers - Western Chapter (“FACL”).

8.8.7 One (1) representative from each other equity-seeking, duly ratified USSU student groups that primarily serves students attending the College of Law.

Appointment:

8.8.8 Subject to this Constitution, DEI Committee members shall be appointed and affirmed by their respective student groups.

8.9 Athletics Committee

Responsibilities:

- 8.9.1** Shall aid the Athletics Coordinator in coordinating all athletic activities for the LSA, including, but not limited to, planning intramural teams and organizing sporting events.
- 8.9.2** Subject to the governing documents of any club responsible for organizing the Law Games team, may act as a member thereof, undertaking primary responsibility for, including but not limited to, overseeing team organization, fundraising, and logistical planning for the annual Law Games competition;

Composition:

- 8.9.3** Shall be chaired by Athletics Coordinator.
- 8.9.4** Shall consist of, at minimum, two (2) members.
- 8.9.5** Shall have, at minimum, one (1) female member.

Appointment:

- 8.9.6** The initial two (2) appointed committee members shall be appointed prior to the first Council Meeting of the Council Year.

8.10 Internal Disciplinary Committee

Responsibilities:

- 8.10.1** Shall ensure that Members, including Council, Executive, and Appointees, comply with their duties as outlined in this Constitution.
- 8.10.2** Shall oversee internal dismissal procedures and address breaches of conduct, including but not limited to violations of the Law Society of Saskatchewan's *Code of Professional Conduct*, as amended from time to time, particularly with respect to those provisions relating to discrimination and harassment.
- 8.10.3** Shall investigate alleged breaches of duties by Members, including Council, Executive, and Appointees.
- 8.10.4** Shall conduct fair and impartial hearings, providing the affected Member with an opportunity to respond to allegations;
- 8.10.5** Shall recommend appropriate disciplinary actions to the Council, including but not limited to rehabilitative measures, warnings, suspension, a ban from events, dismissal from their position on the Council, Executive, or as an Appointee, or termination of Membership;
- 8.10.6** Shall create and recommend policy to guide it and Council's actions, especially with respect to rehabilitative measures and other disciplinary actions;

- 8.10.7** Subject to Article 8.10.15, shall have any recommended disciplinary action affirmed by Council, by a majority vote as soon as practicable. For greater certainty, recommendations to Council are advisory in nature, and Council may resolve to pursue another disciplinary action;
- 8.10.8** Shall maintain confidentiality throughout the disciplinary process, except where disclosure is required or necessary to implement or impose disciplinary actions; and
- 8.10.9** Shall report annually to the Council on the Committee's activities, including the number and nature of cases reviewed and actions taken.

Procedures:

- 8.10.10** Disciplinary proceedings may be initiated by written complaint from any Member or by resolution of the Executive or Council.
- 8.10.11** The Committee shall investigate the complaint, gather evidence, and seek to interview relevant parties.
- 8.10.12** The accused Member shall be notified in writing of the allegations and given at least seven (7) days to respond.
- 8.10.13** The Committee shall notify the accused Member of its recommendation that will be passed along to Council and specify the Council Meeting at which it will be discussed.
- 8.10.14** The accused Member may appeal the decision of Council at the Council Meeting subsequent to the meeting where the disciplinary action was imposed.
- 8.10.15** The accused Member reserves the right to submit to the Committee's recommendation(s), in confidence, should they not want to challenge the recommendation.

Composition:

- 8.10.16** Shall be chaired by Vice-President, Academic.
- 8.10.17** Shall consist of two (2) additional members of the Executive, the President and Vice-President, Students Affairs.
- 8.10.18** In the event of a conflict of interest or if a member of the Committee is otherwise unavailable, the Committee shall replace the impugned member with another suitable member of the Executive.
- 8.10.19** If no suitable Executive member is available, the Committee shall be reconfigured to include a member of Council, appointed by the Selections Committee.

8.11 Graduation Committee

Responsibilities:

8.11.1 Shall oversee the planning, coordination, and execution of graduation-related events and activities, including, but not limited to, the graduation banquet and associated ceremonies.

8.11.2 Shall prepare a budget and financial disclosure to be submitted at the last General Meeting of the Council Year.

Composition:

8.11.3 Shall be co-chaired by the two (2) Third Year Representatives.

8.11.4 Shall include the Vice-President, Indigenous Relations, in a consultative capacity.

8.11.5 May consist of any additional members, as needed.

8.12 Community Outreach Committee

Responsibilities:

8.12.1 Shall aid the Community Outreach Coordinator in planning and organizing philanthropic endeavours. This includes, but is not limited to, implementing the Community Outreach Coordinator's slate of events and activities.

Composition:

8.12.2 Shall be chaired by the Community Outreach Coordinator.

8.12.3 Shall consist of, at minimum, two (2) members.

ARTICLE 9 – INTERNAL PROCEDURES OF THE LSA

9.1 Quorum for Meetings

9.1.1 Quorum for Council Meetings shall be fifty percent (50%) plus one (1) of the total Council elected.

9.1.2 Quorum for Executive Meetings shall be four-sevenths (4/7) of the Executive.

9.1.3 Quorum for General Meetings and Special General Meetings shall be thirty (30) members of the LSA.

9.2 Dismissal from Office

9.2.1 Notwithstanding the role of the Internal Disciplinary Committee, any thirty (30) members of the LSA may petition the Council for a Special General Meeting to seek the impeachment of a Council member.

9.2.2 At least one of the petitioners must be eligible to run for the position(s) in question.

- 9.2.3** The Council member shall be dismissed upon a two-thirds (2/3) vote of those Members attending the Special General Meeting.

ARTICLE 10 – MEETINGS

10.1 General Meetings

- 10.1.1** There must be no less than one (1) General Meeting per Council Year.
- 10.1.2** Voting at a General Meeting shall be by a show of hands unless requested to be by secret ballot by a majority of Members present at the meeting.
- 10.1.3** All Members will be notified of a General Meeting at least fourteen (14) days prior to a General Meeting via:
- 10.1.3.1** a posting of special notice in “The Official U of S LSA Social Group” on Facebook; and
 - 10.1.3.2** an email sent to all LSA members.
- 10.1.4** Members will be notified at least seven (7) days prior to a General Meeting of any proposed amendments.
- 10.1.5** Any Member may propose an amendment by providing a written copy of the proposed change to the Vice-President, Administration, no less than ten (10) days before a General Meeting.
- 10.1.6** The Constitution and any by-laws may be amended by a two-thirds (2/3) majority of Members present at a General Meeting.

10.2 Special General Meetings

- 10.2.1** Any thirty (30) Members may petition the Council for a Special General Meeting.
- 10.2.2** A Special General Meeting shall be held within sixteen (16) days of receiving an aforesaid petition.
- 10.2.3** A Special General Meeting shall be subject to the same voting and procedural requirements as a General Meeting.

10.3 Council Meetings

- 10.3.1** Council Meetings shall be held once (1) per month during the Council Year and at any additional time as needed from time to time.
- 10.3.2** Notice of Council Meetings shall be provided to all Members at least twenty-four (24) hours prior to the meeting, unless otherwise agreed by a majority of Council in cases of urgency.
- 10.3.3** Voting at a Council Meeting shall be by a show of hands unless requested to be by secret

ballot by a majority of members present at the meeting.

- 10.3.4** The agenda for a Council Meeting shall be circulated to all Members at least six (6) hours prior to the meeting.
- 10.3.5** Minutes of each Council Meeting shall be recorded by the Vice-President, Administration, and posted on “The Official U of S LSA Social Group” on Facebook within forty-eight (48) hours of the minutes being approved in a subsequent Council Meeting.
- 10.3.6** Council Meetings shall be open to all Members, except for *in-camera* discussions, which may be invoked by a majority of the Council members present.

10.4 Executive Meetings

- 10.4.1** Executive Meetings shall be held once per month during the Council Year and at any additional time as needed from time to time.
- 10.4.2** Notice of Executive Meetings shall be provided to all Executive members at least twenty-four (24) hours prior to the meeting, unless otherwise agreed by a majority of Executive members in cases of urgency.
- 10.4.3** Voting at an Executive Meeting shall be by a show of hands unless requested to be by secret ballot by a majority of members present at the meeting.
- 10.4.4** The agenda for an Executive Meeting shall be circulated to all Executive members at least six (6) hours prior to the meeting.
- 10.4.5** Minutes of each Executive Meeting shall be recorded by the Vice-President, Administration, and posted on “The Official U of S LSA Social Group” on Facebook within forty-eight (48) hours of the minutes being approved in a subsequent Executive Meeting.

ARTICLE 11 – REPLACEMENT OF COUNCIL MEMBER

11.1 Replacement of Council Member (Except President)

- 11.1.1** Upon the resignation or removal of any Council member (except President), a Council Meeting must be held within seven (7) calendar days, where Council may:
 - 11.1.1.1** elect to hold a by-election to fill the vacant Council position (except President); or
 - 11.1.1.2** decide to leave the position vacant for the remainder of the Council Year.
- 11.1.2** Upon a Council decision to hold a by-election to fill the vacant Council position, the Elections Committee shall call a by-election to fill the vacant position pursuant to Article 8.3.
- 11.1.3** Upon a Council decision to hold a by-election to fill the vacant Council position (except President), it shall:

11.1.3.1 appoint an existing Council member to hold the position on an interim basis until the by-election is completed. The interim Council member shall retain their original position during this period; however,

11.1.3.2 if Council is unable to appoint an interim Council member within seven (7) calendar days of the resignation or removal, the position shall remain vacant until the by-election is held.

11.1.4 Where a position remains vacant following the Spring General Election, the incoming Council may elect to hold a by-election to fill the vacant Council position or decide to leave the position vacant.

11.1.5 If the vacant position is required to sit as a member of the Elections Committee, but is not the President, Council may:

11.1.5.1 leave the Elections Committee position vacant; or

11.1.5.2 appoint an Executive member to fill the vacant Elections Committee position.

11.1.6 Upon ratification of the by-election results, the interim Council member, if appointed, will immediately cease to hold the interim position.

11.1.7 Decisions pursuant to this Article shall require a majority vote of the Quorum present.

11.2 Replacement of President

11.2.1 Subject to Article 11.2.2, upon the resignation or removal of the President, a Council Meeting must be held within fourteen (14) calendar days to appoint an Executive member to hold interim office of the President for the period until a replacement is elected. The Elections Committee shall call a by-election to fill the vacant position pursuant to Article 8.3.

11.2.2 If the resignation or removal occurs less than two (2) months before a General Election, the Vice-President, Administration, shall retain their current duties and assume the duties of the President until the end of the Council Year.

11.2.3 If the President was the Chief Returning Officer, the Election Committee may:

11.2.3.1 leave the Chief Returning Officer position vacant, in which case the Vice-President, Administration, shall act as Chief Returning Officer and the Vice-President, Academic, shall act as the sole Deputy Returning Officer; or

11.2.3.2 appoint an Executive member to serve as interim Chief Returning Officer.

11.2.4 Decisions pursuant to this Article shall require a majority vote of the Quorum present.

ARTICLE 12 – WINDING UP

12.1 Winding Up

Subject to the *Non-Profit Corporations Act*, in the event of dissolution of the LSA, its property and assets shall, after paying all liabilities (including graduation subsidies) be donated to one or more recognizable charitable organizations in Canada as may be decided by the LSA in a General Meeting.

ARTICLE 13 – RECORDING CONSTITUTIONAL CHANGES

13.1 Recording Constitutional Changes

Any amendment to the Constitution shall be recorded at the front of the Constitution, outlining the Article(s) amended, the sitting President, and the date of the amendment.

ARTICLE 14 – REVERSION

14.1 Reversion to Previous Constitution

14.1.1 Any motion to revert to the previous constitution, as amended March 27, 2024, may be proposed by a Member and shall be subject to the same procedure as a Special General Meeting under Article 10.2, including notification, voting, and Quorum requirements.

14.1.2 Reversion shall require a two-thirds (2/3) majority of the votes cast at the Special General Meeting. If the motion passes, the previous constitution, as amended March 27, 2024, shall be reinstated immediately, and any actions, policies or amendments enacted under this Constitution shall remain valid to the extent they do not conflict with the reinstated Constitution. Council shall ensure an orderly transition within thirty (30) days of the referendum results being certified.

ARTICLE 15 – COMING INTO FORCE

15.1 Adoption of the Constitution

This Constitution shall be deemed adopted upon its ratification by the mechanism of amendment provided for in the previous constitution of the LSA, as amended March 27, 2024.

15.2 Implementation Timeline

The positions outlined in this Constitution shall come into effect immediately upon adoption for the purpose of conducting the election process, as overseen by the Elections Committee. The newly elected Council shall assume office on April 30, 2025.

15.3 Transitional Provisions

The outgoing Council shall remain in office until April 29, 2025, to ensure an orderly transition of responsibilities, including transfer of records, finances, and other relevant materials to the incoming Council.

Any discrepancies between the outgoing and incoming governance structures shall be resolved by the outgoing Council, acting in good faith and in the best interests of the LSA. The outgoing Council shall consult with the incoming Council where practicable.

15.4 Coming Into Force

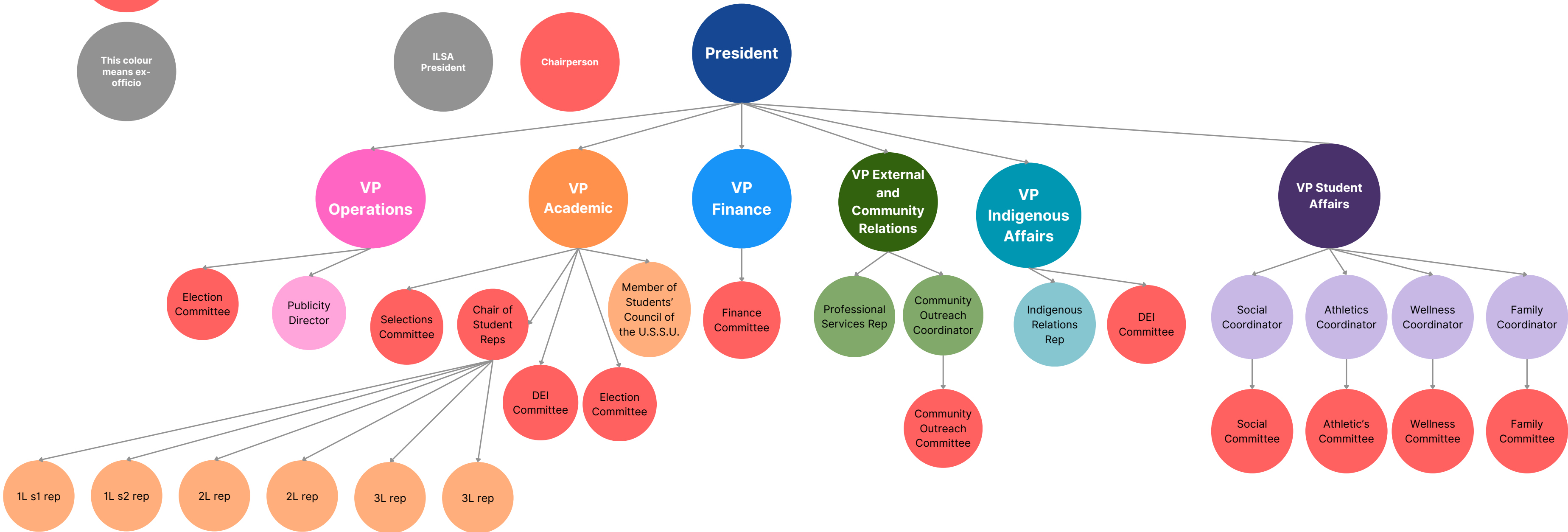
This Constitution shall come into full force and effect on April 30, 2025, upon the assumption of office by the incoming Council. Upon its coming into force, this Constitution shall supersede and replace the LSA's previous constitutional document, as amended March 27, 2024.

APPENDIX A – CONSTITUTIONAL STRUCTURE, A DIAGRAM

Colour Legend

This colour means the position is appointed

This colour means ex-officio



APPENDIX B – PREVIOUS CONSTITUTION, AS AMENDED MARCH 27, 2024

Constitution of the Law Students' Association of the University of Saskatchewan

Amendments ratified by a General Meeting of the Law Students' Association:

March 27, 2024 Graham Black

Art II s. 1(A) Amended; Art. II s. 2(A) Amended; Art. V s. 4(G) Introduced; Art. V s. 11 Repealed; Art. VI s. 3 Amended; Art. VI s. 13 Introduced.

March 8, 2023 Phoenix Howe

Art II s.2(B) Introduced; Art VII s.3 Repealed; Art IV Additional Duties Introduced; Art V Additional Duties Introduced; Art V s.2(D) Amended; Art II s.1(C) Introduced; Art II s.1 Amended; Art VI s.3 Amended; Art VI s.4 Amended; Appendix A Amended; Art VI s.12 Amended.

April 8, 2022 Karim Ismail

Art V s.15(I) Introduced; Art V s.6(D) Amended; Art III s.3(E) Introduced; Art III s.2(O) Introduced.

March 23, 2021 Gabriel Simons

Art, IV s. 7 Amended; Art. II s. 1, A (17) Repealed; Art. IV s. 10, I (i) Repealed; Art. IV s.10, K Amended; Art. IV s.10, A Repealed; Art. VI s. 11 Amended; Art VIII C Amended; Art. V s. 4 Amended; Art. V s. 8 Amended; Art. V s. 9 (a) Amended; Art. IV s. 3 Amended; Art. IV s. 3 Amended; Art. VI s. 12 Introduced.

March 13, 2020 Erik Heuck

Art III s. 1(B); Art IV s. 1, s. 1(D) Introduced, s. 3 (B) Repealed, s.3 (C) Repealed, s. 5 (C) Introduced, s. 10 (B) Repealed, s. 10 (C) Repealed; Art V s. 2(C) Repealed, s. 2 (D) Introduced, s. 2 (E) Introduced, s. 5 (C) Introduced, s. 6 (C) Introduced, s. 7 Repealed, s. 14 (C) Introduced, s. 15 (D) Introduced.

March 21, 2019, Brett Maerz

***At the discretion of the Executive Members, the numbering in the Qualifications and Duties sections of Article IV to Article V has been changed to follow a sequential order for flow and clarity reasons;** Art. II s. 1(A) Amended; Art. II s. 1(A) Introduced 10, 26, 27, 28, and 29; Art. II s. 1(A) Repealed 25. Art. II s. 1(B) Introduced; Art. II s. 2 Amended; Art. II s. 2 Introduced 10. Art. III s. (2) & (3) Amended; Art. III s. 1(G) repealed; Art IV Amended; Art. IV s. 1(E) Amended; Art. IV s. 1(F) Introduced; Art. IV s. 1(J) Repealed; Art. IV s. 1(O) Introduced; Art. IV s. 2(B) Introduced; Art. IV s. 2(I) Amended; Art. IV s. 2(J) Introduced; Art. IV s. 3(H) & (I) Repealed; Art. IV s. 3(L) Introduced; Art. IV s. 3(M) Introduced; Art. IV s. 4(J) Introduced; Art. IV s. 4(K) Amended; Art. IV s. 4 (L) Introduced; Art. IV s. 5 Amendment; Art. IV s. 5(C) Amendment; Art. IV s. 5(E) Amendment; Art. IV s. 5(H) Introduced; Art. IV s. 5(J) Introduced; Art. IV s. 7(E) –(H) Introduced; Art. IV s. 8(C) Amended; Art. IV s. 8(F) Introduced; Art. IV s. 9(C) Amended; Art. IV s. 9(F) Introduced; Art. IV s. 10 Introduced; Art. IV s. 10A Introduced; ***A constitutional amendment was approved to introduce a new Art. V: General Council Qualifications and Duties. Subsequent articles following this new addition (Art. V-Art. XII) were**

- re-labeled as Art. VI-Art. XIV.** Art. V Amended; Art. V s. 1 Amended; Art. V s. 1(B) Repealed; Art. V s. 1(C) Amended; Art. V s. 3 Amended; Art. V s. 3(B) Repealed; Art. V s. 3(C) Introduced; Art. V s. 3 (H) Amended; Art. V s. 6 (D) & (E) Introduced; Art. V s. 13 Introduced; Art. V s. 14 Introduced; Art. V s. 15 Introduced; Art. VI s. 4 (D) Amended; Art. VI s. 9 Amended; Art. VI s. 10(C) Amended; Art. VI s. 11 Introduced; Art. VII s. 1(B) Amended; Art. VII s. 4(D)(iv) Amended; Art. VII s. 4(D)(vii) Amended; Art. VII s. 4(D)(viii) Amended; Art. XIII D Amended; Art. XIII D(1) Repealed; Art. XIII D(2) Amended; Appendix A Introduced.
- March 16, 2018, Lindsey Knibbs**
Art. IV s. 9(F); Art. IV s. 6(B); Art. IV s. 20 Introduced.
- March 10, 2017, Tom Richards**
Art. III, s. 2(N) Introduced; Art. III, s. 3(D) Introduced; Art. IV, s. 2(F); Art. IV, s. 3(G) Repealed; Art. IV, s. 4(H) Repealed; Art IV, s. 5(A), (B) Introduced, (B), (E) Repealed, (F) Introduced; Art. IV, s. 6(G) Repealed; Art. IV, s. 7(C); Art. IV, s. 8(D) Repealed; Art. IV, s. 9(D) Repealed; Art. IV, s. 9A(B) Repealed; Art. IV, s. 11(B) Repealed; Art. V, s. 4 (A), (B), (C) Introduced, (D) Introduced; Art. V, s. 5 Repealed; Art. V, s. 7 Repealed; Art. V, s. 10 Introduced; Art. VII(A) Repealed;
- March 18th, 2016, Paul Fedoroff**
Art. IV, s. 19; Art. XIII; Art. IV, s. 2(c); Art. IV, s. 10(b); Art. V s.5(d); Art. XI, s. A; Art. IV, s. 18;
- March 11, 2015, Pierre Hawkins.**
Art. IV, ss.10, 14, 15.
- March 7, 2014, Galen Richardson**
Art. IV, s.15
- February 13, 2011, Peter Kazman**
Art. III, s. 1, ss. G; Art. IV, s. 9 Introduced; Art. IV, s.9a; Art. IV, s. 10
- March 28, 2011, Sheri Yakashiro**
Art. II, s. 1, s.17; Art IV, ss. 2, 8, 10, 17, 18; Art. XII Introduced,
- March 15, 2010, Troy Baril**
Art. I, s. 1, s. 2; Art. II, s. 1; Art. IV, ss. 2, 4, 8, 9, 10, 16; Art. V, ss. 6, 9
- March 16, 2009, Steve Kambeitz**
Art. V, s.9
- March 3, 2008, Jodi Roach**
Art. IV ss.2, 3, 4, 5, 6, 7; Art. IV s.11
- March 28, 2007, Adrienne Perrot.**
Art. II ss. 1, 2; Art. III s. 1; Art. IV ss. 4, 5, 6, 12; Art. V ss. 3, 4, 5, 6, 7; Art. V s. 8 Repealed; Art. VIII Introduced; Art. IX; Art. X; Art. XI.
- April 3, 2006, Jeff Howe.**
Art. IV ss. 12, 13; Art. V s. 2; Art. IX Repealed.
- March 30, 2005, Reché McKeague.**
Art. II ss. 1, 2; Art. IV ss. 2, 3, 4, 5, 7; Art. V ss. 1, 2, 4, 6, 7; Art. VI ss. 1, 4; Art. X.
- March 31, 2003, Shawn E. Blackman.**
Art. IV s. 15; Art. V ss. 6, 7; Art. IX.

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Preamble

BE IT HERETOFORE KNOWN that the students of the College of Law of the University of Saskatchewan have joined in an association known as the Law Students' Association (L.S.A.), founded upon principles that recognize the rule of law and the fundamental rights and freedoms guaranteed to all individuals by the Constitution of Canada and set out within the Saskatchewan Human Rights Code;

AND THAT they have created a body to govern and represent the Association, which is a Council;

AND THAT they have entrusted the Council with the objects of their Association, which are to represent student interests at all venues; to engage in activity of public or community benefit; to promote and institute programs and activities which are in the social and academic interest of the members of the Association; to act for the welfare of the members of the Association in every way; and, to partake in all such other activity that can be reasonably carried on in connection with or ancillary to the above mentioned objects of the Association;

AND THAT in furthering the objects of the Association, the Council shall recognize the inherent dignity and inalienable right to equality of all persons, and in particular shall strive not to discriminate on the basis of sex, race, national or ethnic origin, colour, religion, sexual orientation, age, mental or physical disability;

AND THAT they desire their affairs in the Association should be regulated according to this document, which is the Constitution of the Law Students' Association.

Article I: Membership and Entitlement to Benefit

- A. Membership of the L.S.A. shall consist of all duly registered undergraduate or graduate students at the College of Law who pay a prescribed membership fee to be set from time to time by the Council.
- B. The membership fee shall be collected in a manner determined by Council.
- C. Members will be entitled to subsidized prices at L.S.A. sponsored social functions.
- D. Members shall be entitled to request the financial support of the L.S.A. for the purpose of participating in academic, educational and social events deemed appropriate by Council.

Article II: Council and Executive

Section 1 Entire Council

- A. The Council shall consist of the following voting and speaking members:
 - 1. President
 - 2. Vice-President of Internal Affairs
 - 3. Vice-President of Academic Affairs
 - 4. Vice-President of External Affairs
 - 5. Vice-President of Indigenous Relations
 - 6. Vice-President of Administration
 - 7. Vice-President of Finance
 - 8. Vice-President of Athletics
 - 9. Vice-President of Social Affairs
 - 10. Vice-President of Student Wellness
 - 11. Vice-President of Family Relations
 - 12. Social Directors (2)
 - 13. Publicity Director
 - 14. Men's Athletic Representative
 - 15. Women's Athletic Representative
 - 16. Canadian Bar Association Student Representative
 - 17. Member of Students' Council of the U.S.S.U.
 - 18. One 3rd Year Representative to Faculty Council
 - 19. One 2nd Year Representative to Faculty Council
 - 20. Two 1st Year Representatives to Faculty Council
 - 21. Two 3rd Year Class Representatives
 - 22. Two 2nd Year Class Representatives
 - 23. Two 1st Year Class Representatives
 - 24. One Community Outreach Coordinator
 - 25. Logistics Administrative Director

- 26. Saskatchewan Trial Lawyers Association Representative
- 27. Indigenous Relations Representative

- B. The Council shall consist of a Chairperson who does not have voting or speaking powers, subject to Article V Section 15.
- C. The L.S.A. Council may additionally consist of a single ex-officio L.S.A. member of any representative of an equity seeking group ratified by the L.S.A. and the U.S.S.U. that does not yet have an elected position on council in the current academic year.

Section 2 Executive Council

- A. The Executive shall consist of the following voting and speaking members:
 - 1. President
 - 2. Vice-President of Internal Affairs
 - 3. Vice-President of Academic Affairs
 - 4. Vice-President of External Affairs
 - 5. Vice-President of Indigenous Relations
 - 6. Vice-President of Administration
 - 7. Vice-President of Finance
 - 8. Vice-President of Athletics
 - 9. Vice-President of Social Affairs
 - 10. Vice-President of Student Wellness
 - 11. Vice-President of Family Relations
- B. The Executive Council shall also consist of the following non-voting ex-officio member(s):
 - 1. President – Indigenous Law Students' Association

Article III: General Powers and Duties of Members, Council and Executive
--

Section 1 – Powers and Duties of L.S.A. Members

- A. Members may attend and address all meetings of the L.S.A. Council, subject to Article III, Section 2 F.
- B. Members may not vote at any regular meeting of the L.S.A. Council or Executive.
- C. Members may speak, introduce and vote on any motion brought to a duly called General Meeting of the L.S.A.

- D. A member may seek any one (1) elected position within the L.S.A. provided s/he meets the requirements of qualification for that position. A member may apply for any appointed position within the L.S.A. subject to the qualifications of the position.
- E. Members may vote in all referenda, general elections or by-elections held by the L.S.A.
- F. Voting by proxy will not be allowed at any L.S.A. election, by-election, referenda or General Meeting.
- G. [Repealed, March 2019].
 - 1) [Repealed, March 2019].
 - i) [Repealed, March 2019].
 - ii) [Repealed, March 2019].
 - iii) [Repealed, March 2019].
 - 2) [Repealed, March 2019].
 - i) [Repealed, March 2019].
 - ii) [Repealed, March 2019].
 - iii) [Repealed, March 2019].
 - iv) [Repealed, March 2019].

Section 2 – L.S.A. Council and Duties

THE COUNCIL SHALL:

- A. Act in the best interests of the membership in dealing with bodies and committees, internal and external to the College, which make decisions that may directly or indirectly affect the academic life of members of the L.S.A.
- B. Approve and ratify the disbursement of monies on behalf of the L.S.A.
- C. Determine in session all other policy of the L.S.A. subject to the provisions and objects of this Constitution.
- D. Establish committees with the delegated authority of Council as is necessary to carry out the functions and policies of the L.S.A.
- E. Ensure that its members carry out such additional duties as may be assigned from time to time.
- F. Ensure that all meetings of the Council are open and accessible to any member of the L.S.A.

- G. May deem specific issues to be of a sensitive nature and conduct such discussions *in-camera*. Council may invoke an *in-camera* discussion by a simple majority vote.
- H. Set quorum for Council meetings at fifty percent plus one (50% + 1) of the total Council membership.
- I. Be the final interpreter of the Constitution subject to Article V, Section 15, F.
- J. Serve a term beginning on April 30 of one academic year to April 29 of the following academic year.
- K. Subject to express provisions in this Constitution, use the latest edition of *Robert's Rules of Order* to govern Council meetings.
- L. No Council member may vote by proxy in meetings of the Council.
- M. Attend all regularly scheduled meetings of the L.S.A. Council, including special general meetings, emergency meetings, and the annual general meeting.
- N. Comply with LSA Financial Policy (Appendix A).
- O. Have the power to create, modify, and abolish policies and/or bylaws as deemed necessary by a simple majority vote at a regularly scheduled meeting.”

Section 3 – L.S.A. Executive and Duties

THE EXECUTIVE SHALL:

- A. Transact such minor business that would not warrant the calling of a Council meeting.
- B. Carry out business of an emergent and confidential nature. Any decisions must be ratified by Council as soon as is practicable.
- C. No Executive member may vote by proxy at meetings of the Executive.
- D. Comply with LSA Financial Policy (Appendix A).
- E. Complete diversity training available through the USSU's club ratification requirements.

Article IV: Executive Members Qualifications and Duties

Section 1 – President

QUALIFICATIONS:

- A. Must be a member as stipulated in Article I, Section 1, A.
- B. Must be in his/her second or third year.
- C. Shall be elected in a general election of the L.S.A., subject to Article VI, Section 2.
- D. Must sign an affidavit swearing he/she has read the L.S.A. Constitution upon obtaining his/her position to understand the responsibilities of his/her role and rules around attending meetings at the first full regular council meeting after the September by-elections.

DUTIES:

- E. Call all meetings of the L.S.A. Executive.
- F. Chair all meetings of the Executive of the L.S.A.
- G. May be required to chair one or more L.S.A. Council meeting, subject to Article V, Section 15, C.
- H. Call a meeting of Council within three (3) days upon receipt of a written request from four (4) Council members.
- I. Call at least one General Meeting annually at a time determined in consultation with the Council subject to Article VIII.
- J. Call a special General Meeting upon receipt of a written petition from no less than thirty (30) members subject to Article VIII.
- K. [Repealed, March 2019].
- L. Shall be a signing authority for the L.S.A.
- M. Shall be an ex-officio member of all L.S.A. committees.
- N. Act as the official spokesperson for the L.S.A. and represent the L.S.A. at such meetings and functions of other organizations as require the presence of such a representative.
- O. Act as Chief Returning Officer for the L.S.A. general election and any by-election subject to Article VI, Section 2.
- P. Shall submit a prospective budget for the full academic year to the Vice President of Finance prior to the first official LSA meeting of the year. This prospective

- budget shall in no way bind the LSA and shall be used purely for informational purposes.
- Q. Shall produce transition documents each semester. Transition documents shall at a minimum describe the actions undertaken with respect to events, activities, and advocacy.
 - R. Shall ensure transition documents are produced by all LSA Executive members. Transition documents pertaining to the fall semester are to be collected by January 1st. Transition documents pertaining to the winter semester are to be collected by April 25th.

Section 2 –Vice-President of Internal Affairs

QUALIFICATIONS:

- A. Same requirements as the President.

DUTIES:

- B. May be required to chair one or more L.S.A. Council meeting, subject to Article V, Section 15, C.
- C. [Repealed]
- D. [Repealed]
- E. Shall act as head of the Internal Disciplinary Committee, subject to Article VII, Section 4.
- F. Shall chair student committees, as executive member, where required.
- G. Shall be a signing authority for the LSA.
- H. Act as a Deputy Returning Officer for the L.S.A. general election and any by-election subject to Article VI, Section 2.
- I. Shall work in conjunction with the Vice-President of External Affairs and Logistics Administrative Director to organize and supervise the annual College of Law Clothing Sale.
- J. Shall submit a prospective budget for the full academic year to the Vice President of Finance prior to the first official LSA meeting of the year. This prospective budget shall in no way bind the LSA and shall be used purely for informational purposes.
- K. Shall produce transition documents each semester. Transition documents shall at a minimum describe the actions undertaken with respect to events, activities, and advocacy.

Section 3 –Vice-President of Academic Affairs

QUALIFICATIONS:

- A. Same requirements as the President.
- B. [Repealed, March 2020]
- C. [Repealed, March 2020]

DUTIES:

- D. Co-ordinate the formation, direction and functioning of all student-faculty committees.
- E. Serve as the Chief L.S.A. representative to the Faculty Council.
- F. Supervise all L.S.A. committees, in consultation with the Executive, and determine the progress of these committees is adequately reported to the Council.
- G. Co-ordinate all student representatives on Faculty Council sub-committees to ensure that all L.S.A. positions and policies are appropriately observed.
- H. [Repealed, March 2019]
- I. [Repealed, March 2019]
- J. [Repealed, March 2017]
- K. Shall sit as a student representative on the faculty Curriculum Committee.
- L. May be required to chair one or more L.S.A. Council meeting, subject to Article V, Section 15, C.
- M. Shall submit a prospective budget for the full academic year to the Vice President of Finance prior to the first official LSA meeting of the year. This prospective budget shall in no way bind the LSA and shall be used purely for informational purposes.
- N. Shall sit as a student representative on the faculty Speakers Committee.
- O. Shall organize and supervise the bi-annual College of Law Used Textbook Sale.
- P. Shall organize and supervise “Calm Week,” the week prior to final exams, with discretion to organize “Calm Week” annually or bi-annually.
- Q. Shall produce transition documents each semester. Transition documents shall at a minimum describe the actions undertaken with respect to events, activities, and advocacy.

Section 4 – Vice-President of External Affairs

QUALIFICATIONS:

- A. Same requirements as the President.

DUTIES:

- B. Co-ordinate external promotion of the University of Saskatchewan College of Law and the L.S.A. within the university, province, country, and with fellow law schools.
- C. Co-ordinate the collection and compilation of graduating L.S.A. members' contact information.
- D. Shall be responsible for coordinating and overseeing all external fundraising efforts by the L.S.A.
- E. Act as liaison between the University of Saskatchewan College of Law alumni and the L.S.A.
- F. Act as liaison between the University of Saskatchewan College of Law Student Services Officer and the L.S.A.
- G. Act as liaison between the University of Saskatchewan College of Law College Development Officer and the L.S.A.
- H. Shall submit monthly reports to Council.
- I. [Repealed, March 2017]
- J. May be required to chair one or more L.S.A. Council meeting, subject to Article V, Section 15, C.
- K. Shall work in conjunction with the Vice-President of Internal Affairs and Logistics and Administrative Director to organize and supervise the annual College of Law Clothing Sale – including the advertisement and sale of clothing to University of Saskatchewan, College of Law Alumni.
- L. Shall submit a prospective budget for the full academic year to the Vice President of Finance prior to the first official LSA meeting of the year. This prospective budget shall in no way bind the LSA and shall be used purely for informational purposes.
- M. Shall produce transition documents each semester. Transition documents shall at a minimum describe the actions undertaken with respect to events, activities, and advocacy.

Section 5 – Vice-President of Indigenous Relations

QUALIFICATIONS:

- A. As determined by the Indigenous Law Students' Association (I.L.S.A.).
- B. Shall be elected by I.L.S.A voting members in a general election of the I.L.S.A.
- C. Must sign an affidavit swearing he/she has read the L.S.A. Constitution upon obtaining his/her position to understand the responsibilities of his/her role and rules around attending meetings.

DUTIES:

- D. Promote greater Indigenous cultural acceptance and awareness within the L.S.A and its membership.
- E. Act as liaison between the Indigenous Law Students' Association and the L.S.A.
- F. Act as liaison between various Indigenous groups and organizations and the L.S.A.
- G. Shall submit monthly reports to the L.S.A Council and the I.L.S.A. Council to ensure both are informed about each other's initiatives.
- H. [Repealed, March 2017]
- I. May be required to chair one or more L.S.A. Council meeting, subject to Article V, Section 15, C.
- J. Shall be appointed to the Grad Committee in a consultation capacity in order to better coordinate the I.L.S.A. graduation and the L.S.A. general graduation ceremony as well as aid the Committee in the cultural components of the L.S.A general graduation.
- K. Shall submit a prospective budget for the full academic year to the Vice President of Finance prior to the first official LSA meeting of the year. This prospective budget shall in no way bind the LSA and shall be used purely for informational purposes.
- L. Shall produce transition documents each semester. Transition documents shall at a minimum describe the actions undertaken with respect to events, activities, and advocacy.

Section 6 – Vice-President of Administration

QUALIFICATIONS:

- A. Same requirements as the President.

DUTIES:

- B. Keep an accurate record of proceedings and attendance at all Council, Executive and General Meetings.
- C. Post the minutes of any such meeting within forty-eight (48) hours of the approval of those minutes on 'The Official U of S LSA Social Group' on Facebook.
- D. Notify members of regular Council meetings by posting notices at least twenty-four (24) hours prior to the meeting.
- E. Notify members of Council of any special meeting as soon as possible after the calling of such a meeting.
- F. Notify all L.S.A. members of a General Meeting subject to Article VIII.
- G. Act as a Deputy Returning Officer for the L.S.A. general election and any by-election subject to Article VI, Section 2.
- H. [Repealed, March 2017]
- I. Shall produce transition documents each semester. Transition documents shall at a minimum describe the actions undertaken with respect to events, activities, and advocacy.

Section 7 – Vice-President of Finance**QUALIFICATIONS:**

- A. Same requirements as the President.

DUTIES:

- B. Shall be the Chief Financial Officer of the Association and shall keep an account of all income, and expenditures through proper accounting procedures.
- C. Shall be a signing authority for the L.S.A.
- D. Shall submit financial reports to Council at every meeting.
- E. May be required to chair one or more L.S.A. Council meeting, subject to Article V, Section 15, C.
- F. Shall submit an annual budget based on the budgets prepared by the L.S.A. Executives, Family Representative(s) and Community Outreach Coordinator to be presented at the first Council meeting of the academic year.

- G. Shall submit a revised annual budget to be presented at the first Council meeting of the second semester. This budget will reflect any material changes to the financial position of the LSA that have transpired during the first semester.
- H. Shall submit a year-end financial report to be presented to all members prior to the election of the new Council.
- I. Ensure all financial transactions of the LSA are completed in accordance with the LSA Financial Policy as set out in Appendix A.
- J. Shall produce transition documents each semester. Transition documents shall at a minimum describe the actions undertaken with respect to events, activities, and advocacy.

Section 8 – Vice-President of Athletics

QUALIFICATIONS:

- A. Same requirements as the President.

DUTIES:

- B. Shall promote athletic activities for students, alumni, and faculty of the College of Law.
- C. Shall Chair the Athletic Council, consisting of the Vice-President of Athletics and the Men's and Women's Athletics Representative.
- D. Shall provide monthly reports to Council.
- E. [Repealed, March 2017]
- F. May be required to chair one or more L.S.A. Council meeting, subject to Article V, Section 15, C.
- G. Shall submit a prospective budget for the full academic year to the Vice President of Finance prior to the first official LSA meeting of the year. This prospective budget shall in no way bind the LSA and shall be used purely for informational purposes.
- H. Shall produce and submit an approximate overview of athletic expenditures and events for the school year of which they hold office, to the incoming Vice President of Athletics prior to the last day in which they hold office.
- I. Shall produce transition documents each semester. Transition documents shall at a minimum describe the actions undertaken with respect to events, activities, and advocacy.

Section 9 – Vice-President of Social Affairs

QUALIFICATIONS:

- A. Same requirement as the President.

DUTIES:

- B. Plan and execute all L.S.A. social activities.
- C. Shall Chair the Social Council, consisting of the Vice-President of Social Affairs, the two Social Directors and the Family Representative.
- D. Shall Provide Monthly reports to council.
- E. [Repealed, March 2017]
- F. May be required to chair one or more L.S.A. Council meeting, subject to Article V, Section 15, C.
- G. Shall submit a prospective budget for the full academic year to the Vice President of Finance prior to the first official LSA meeting of the year. This prospective budget shall in no way bind the LSA and shall be used purely for informational purposes.
- H. Shall produce and post prior to September 1 an events calendar for events that are booked for the entire current Academic Year in ‘The Official LSA Facebook Group’. For greater certainty, the events calendar may be amended throughout the Academic Year as needed but the first version of the calendar must be as complete as reasonably possible.
- I. Shall produce transition documents each semester. Transition documents shall at a minimum describe the actions undertaken with respect to events, activities, and advocacy.

Section 10 – Vice-President of Student Wellness

QUALIFICATIONS:

- A. Same requirements as the President.
- B. [Repealed, March 2020]
- C. [Repealed, March 2020]

DUTIES:

- D. Receive mental health training from the Student Wellness Centre at the USSU at the beginning of each school year. Work with the Student Wellness Centre to open the training up to the rest of the LSA student body.
- E. Organize and hold mental health breaks for students on a weekly or monthly basis.
- F. Be the first point of contact between students and the Associate Dean Academic for mental health concerns in the college.
- G. Work together with the ILSA to provide mental health smudges.
- H. Shall provide a prospective budget for the full academic year to the Vice President of Finance prior to the first official LSA meeting of the year. This prospective budget should in no way be binding on the LSA and should be used purely for informational purposes.
- I. Any other duties, activities, and events within the scope of the position.
 - a. [Repealed, March 2021]
- J. Oversee the formation, direction and functioning of all Student-Wellness Committee members.
- K. Shall chair the Wellness Committee.
- L. Shall develop a Wellness Action Plan, and delegate committee action to that end.
- M. Shall be responsible for monitoring the implementation of the Wellness Action Plan.
- N. Shall create a report that takes stock of the effectiveness of the current year's activity, and make proposals to the incoming Vice-President of Student Wellness.
- O. Shall communicate with the delegated faculty member (should one be delegated) for the purposes of implementing the Wellness Action Plan.
- P. May be required to chair one or more L.S.A. Council meeting, subject to Article V, Section 15, C.
- Q. Shall submit a prospective budget for the full academic year to the Vice President of Finance prior to the first official LSA meeting of the year. This prospective budget shall in no way bind the LSA and shall be used purely for informational purposes.
- R. Shall produce transition documents each semester. Transition documents shall at a minimum describe the actions undertaken with respect to events, activities, and advocacy.

Section 10A – [Repealed, March 2021]

Section 11 - Vice-President of Family Relations

QUALIFICATIONS:

- A. Same requirements as the President.

DUTIES:

- B. Provide an open line of communication between law students with children and family responsibilities and the LSA. Be the voice of these students at LSA meetings.
- C. Work with Vice-President Social and the social committee, attempt to plan two family friendly events each semester that are non-drinking and kid friendly, or to include a family friendly aspect to a regular social event.
- D. Shall attend meetings regularly
- E. Communicate the concerns of students with families to staff at the College.
- F. Shall produce transition documents each semester. Transition documents shall at a minimum describe the actions undertaken with respect to events, activities, and advocacy.

Article V: General Council Qualifications and Duties

Section 1 – Social Directors (2)

QUALIFICATIONS:

- A. Same requirements as the President.
- B. [Repealed, March 2019].

DUTIES:

- C. Support the Vice-President Social Affairs with all social activities for the L.S.A.
- D. [Repealed, March 2017]

- E. Shall produce transition documents each semester. Transition documents shall at a minimum describe the actions undertaken with respect to events, activities, and advocacy.

Section 2 – Member of Students’ Council of the U.S.S.U.

QUALIFICATIONS:

- A. Must be a member as stipulated in Article I, Section 1, A.
- B. [Repealed]
- C. [Repealed, March 2020]
- D. Shall be elected in the general election of the L.S.A., subject to Article VI, Section 2.
- E. The online PAWS election must be open to all undergraduate law students.

DUTIES:

- F. Shall act as liaison between the University Students’ Council and the L.S.A.
- G. Shall produce transition documents each semester. Transition documents shall at a minimum describe the actions undertaken with respect to events, activities, and advocacy.

Section 3 – Athletic Representatives (2)

QUALIFICATIONS:

- A. Same requirements as the President.
- B. [Repealed, March 2019].
- C. Shall consist of one Men’s Athletic Representative and one Women’s Athletic Representative

DUTIES:

- H. Co-ordinate all athletic activities for the L.S.A.

- I. [Repealed, March 2017]
- J. The Athletic Representatives (2) shall serve as standing members of the Canada Student Law Games Committee, subject to Article VI, Section 6.
- K. Shall produce transition documents each semester. Transition documents shall at a minimum describe the actions undertaken with respect to events, activities, and advocacy.

Section 4 – Publicity Director

QUALIFICATIONS:

- A. Same requirements as the President.

DUTIES:

- B. Advertising and promotion of all L.S.A. events.
- C. Maintenance of the L.S.A.'s website
- D. Supervisory maintenance of the L.S.A. Google calendar.
- E. Authoring and sending weekly email updates to L.S.A. membership. Emails to contain times and descriptions of all of the following during the coming week:
 - i. L.S.A. events
 - ii. L.S.A. announcements
 - iii. Club events
 - iv. Club announcements
 - v. College events
 - vi. College announcements
- F. Shall produce transition documents each semester. Transition documents shall at a minimum describe the actions undertaken with respect to events, activities, and advocacy.
- G. "The Alumni Facebook Page":
 - a. The Publicity Director shall update the Alumni Facebook page monthly with relevant volunteer opportunities and an up-to-date calendar.
 - b. The Publicity Director shall post on the Law Students' Association's official Facebook page before the end of the academic school year, which will include an opportunity for graduating law students to join the Alumni Facebook group.

Section 5 – Class/Section Representatives

QUALIFICATIONS:

- A. Representatives must be registered in the year of the named position.
- B. Class Representatives may be elected only by members registered in the same year as the representative (only first year members may vote for the first year representatives, only current first year members may vote for the incoming second year representatives, and only current second year members may vote for the incoming third year representatives).
- C. Must sign an affidavit swearing he/she has read the L.S.A. Constitution upon obtaining his/her position to understand the responsibilities of his/her role and rules around attending meetings.

DUTIES:

- D. Represent his/her class section on the L.S.A. Council.
- E. Ensure that his/her section is apprised of all L.S.A. decisions and upcoming events.
- F. The 3rd Year Class Representatives will serve as the Co-Chairs of the Graduation Committee.
- G. The 2nd Year Class Representatives will serve as members of the Career Forum Committee.
- H. The 2nd Year Class Representatives shall oversee Valedictorian Elections pursuant to Article 5, Section 3.
- I. Shall produce transition documents each semester. Transition documents shall at a minimum describe the actions undertaken with respect to events, activities, and advocacy.

Section 6 – Faculty Council Representatives

QUALIFICATIONS:

- A. Representatives must be registered in the year of the named position.
- B. Faculty Council Representatives may be elected only by members registered in the same year as the representative (i.e. Only first year members may vote for the first-year faculty council representative, only current first year members may vote

for the incoming second year faculty council representatives, and only current second year members may vote for the incoming third year faculty council representative.

- C. Must sign an affidavit swearing he/she has read the L.S.A. Constitution upon obtaining his/her position to understand the responsibilities of his/her role and rules around attending meetings.

DUTIES:

- D. Represent the LSA at meetings of faculty council, and provide an update to their respective year after such meetings have taken place.
- E. Assist the Vice-President of Student Wellness as they undertake the development of a Wellness Action Plan, administrative duties, and communication with classmates of their respective years
- F. Pursuant to the roles specified in Article II, Section 1 (A) 18, 19, and 20, will constitute de facto members of the proposed Wellness Committee.
- G. Shall produce transition documents each semester. Transition documents shall at a minimum describe the actions undertaken with respect to events, activities, and advocacy.

Section 7 – University Council Student Representative [Repealed, March 2020]

QUALIFICATIONS:

- A. [Repealed, March 2020]

DUTIES:

- B. [Repealed, March 2020]
- C. [Repealed, March 2020]

Section 8 – Canadian Bar Association Student Representative

QUALIFICATIONS:

- A. Same requirements as the President.

DUTIES:

- B. Represent the L.S.A. at meetings of the Canadian Bar Association – Law Students Section.
- C. Ensure that members are informed of the activities of the Canadian Bar Association.
- D. Shall produce transition documents each semester. Transition documents shall at a minimum describe the actions undertaken with respect to events, activities, and advocacy.

Section 9 – Community Outreach Coordinator

QUALIFICATIONS:

- A. [Repealed, March 2021]
- B. Must be a member as stipulated in Article I, Section 1, A.
- C. Shall be elected in a general election of the L.S.A., subject to Article VI, Section 2.
- D. Must sign an affidavit swearing he/she has read the L.S.A. Constitution upon obtaining his/her position to understand the responsibilities of his/her role and rules around attending meetings at the first full regular council meeting after the September by-elections.

DUTIES:

- F. Chair the Community Outreach Committee
- G. Ensure the continued maintenance and development of philanthropic endeavors that reflect the mandate of the Community Outreach Committee through:
 - i. Holding regular meetings
 - ii. Communicating events and opportunities with Community Outreach to the student body
 - iii. Ensuring that projects are completed
- H. Shall produce transition documents each semester. Transition documents shall at a minimum describe the actions undertaken with respect to events, activities, and advocacy.

Section 10 – Community Outreach Co-coordinator

[Repealed]

Section 11 – Family Representative

[Repealed, March 2024]

Section 12 – Logistics & Administration Director

QUALIFICATIONS:

- A. Same requirements as the President.

DUTIES:

- B. Assist the Vice-President of External Affairs with the execution of external fundraising efforts, promotional activities, and administrative duties.
- C. Assist the Vice-President of Internal Affairs with the execution of LSA Member registrations, the annual College of Law Clothing Sale, and administrative duties.
- D. Shall produce transition documents each semester. Transition documents shall at a minimum describe the actions undertaken with respect to events, activities, and advocacy.

Section 13 – Saskatchewan Trial Lawyers Association Student Representative

QUALIFICATIONS:

- A. Same requirements as the President.

DUTIES:

- B. Ensure that members are informed of the activities of the Saskatchewan Trial Lawyers Association.
- C. Shall produce transition documents each semester. Transition documents shall at a minimum describe the actions undertaken with respect to events, activities, and advocacy.

Section 14 – Indigenous Relations Representative

QUALIFICATIONS:

- A. As determined by I.L.S.A.

- B. Shall be elected by I.L.S.A. voting members in a general election of the I.L.S.A.
- C. Must sign an affidavit swearing he/she has read the L.S.A. Constitution upon obtaining his/her position to understand the responsibilities of his/her role and rules around attending meetings.

DUTIES:

- D. To assist the Vice-President Indigenous Relations in the course of their duties.
- E. Shall produce transition documents each semester. Transition documents shall at a minimum describe the actions undertaken with respect to events, activities, and advocacy.

Section 15 – Chairperson

QUALIFICATIONS:

- A. Must be a L.S.A. member as stipulated in Article I, Section 1, A.
- B. Can be in his/her first, second or third year.
- C. Shall be selected through an application process by the L.S.A. Executive prior to the first full council meeting of the academic year.
 - i. In the event no Chairperson is selected for the academic year, the Executive, not including Vice-President Administration, will establish an order, at their discretion, for chairing L.S.A. Council meetings and select one Executive to chair the Annual General Meeting.
- D. Must sign an affidavit swearing he/she has read the L.S.A. Constitution upon obtaining his/her position to understand the responsibilities of his/her role and rules around attending meetings.

DUTIES:

- E. Shall attend every L.S.A. Council and General Meeting
- F. Shall be responsible for running Council and General Meetings in accordance to Roberts Rules of Order. In extraordinary circumstances, may request that Council or members present at a meeting elect a Chairperson pro tempore by a simple majority vote.

- G. Shall be responsible for upholding and interpreting the Constitution, and if necessary, acting on that interpretation, subject to final review by Council. Such a review may overturn the Chairperson's interpretation or action by a simple majority vote.
- H. Shall only have voting power if there is a tie, otherwise the chairperson will not partake in voting.
- I. Convene every LSA Council meeting with a land acknowledgement that recognizes and respects Indigenous Peoples as original stewards of this land.
- J. Shall produce transition documents each semester. Transition documents shall at a minimum describe the actions undertaken with respect to events, activities, and advocacy.

Article VI: Standing Committees

Section 1 – Selections Committee

- A. Shall consist of any three (3) members of the Council, one of which must be the Vice-President of Academic Affairs who shall serve as Chairperson.
- B. The Committee will be struck as the first official act of the new Council.
- C. The Committee shall call for applications for vacant positions, and will, for each of these positions, appoint a member of the L.S.A.
- D. Should the Vice-President of Academic Affairs be unable to act as Chairperson of the Selections Committee, or where there is no Vice-President of Academic Affairs in place through the procedures of the Elections Committee, the President shall serve as interim Chairperson in all matters.
- E. Upon election/selection of a qualified member to the position of Vice-President of Academic Affairs, that member shall re-assume the Chairperson duties of the Selections Committee from the interim Chairperson.
- F. The two students selected by the LSA Council to sit on the Selections Committee may not apply for any committee position chosen by the Selections Committee.

Section 2 – Elections Committee

- A. Shall consist of the President as Chief Returning Officer, and the Vice-President of Internal Affairs and Vice-President of Administration as Deputy Returning Officers.

- B. Should any of the persons described in Article VI, Section 2, A, be seeking an elected position on the L.S.A. Council, their position on the Elections Committee will be filled by another Council member who is not seeking an elected position on the Council.
- C. The Committee shall conduct all elections and referenda of the L.S.A.
- D. Any positions left vacant, due to no nominations or declarations of candidacy, following the Spring General Elections conducted by the outgoing Elections Committee, shall remain vacant until the incoming L.S.A. Council assumes power on April 30 of the subsequent L.S.A. Council year.
- E. The incoming L.S.A. Elections Committee shall conduct by-elections for any unfilled positions, due to no nominations or declarations of candidacy during the Spring General Election period of the previous year, or for positions vacated by incoming elected/acclaimed Council members over the summer period. These by-elections shall take place at the beginning of the new academic year in September.
- F. Should any positions remain vacant, due to no nominations or declarations of candidacy during the fall by-election period, the new L.S.A. Council shall fill these vacancies as per Selections Committee procedures outlined under Article VI, Section 1, C.
- G. The Committee shall ensure that only appropriate members as outlined under Article V, Section 5(B) and Section 6(B), vote for said representatives in any election and/or by-election.

Section 3 – Valedictorian Elections Committee

- A. Shall consist of the 2nd Year Class Representatives. If one or both of these positions is vacant, Council shall fill the Committee position(s) with other current 2nd year Council member(s) via appointment.
- B. The Committee shall conduct all affairs relating to Valedictorian nominations and elections. The Committee shall seek advice from Council for any decisions above and beyond simple administrative tasks.

Section 4 – Finance Committee

- A. Shall consist of the President, the Vice-President of Finance who shall be Chairperson, one (1) member of the L.S.A. Council, and a minimum of two (2) other members of the L.S.A.
- B. The Committee shall oversee the accounting of L.S.A. finances.

- C. Shall meet a minimum of once per semester.
- D. Shall review LSA Financial Policy (Appendix A) for effectiveness and update as needed.

Section 5 – CANS Committee

[Repealed, March 2017]

Section 6 – Canada Student Law Games Committee

- A. Shall consist of the Athletic Council of the L.S.A., comprising the Vice-President of Athletics, the Men's Athletic Representative, and the Women's Athletic Representative, with Chairperson to be determined at the first Committee meeting. The Committee shall be struck at the first fall meeting of the L.S.A. Council.
- B. Committee membership shall consist of members of the General L.S.A. membership, with size to be determined on a yearly basis by the Athletic Council in accordance with Committee requirements.
- C. The Committee shall be responsible for the organizational, and operational initiatives required to advance participation of College participants in the Canada Student Law Games, in order to ensure national representation of the University of Saskatchewan College of Law at this event.
- D. The Committee shall report back to the L.S.A. Council on Committee activities and progress.

Section 7 – Alumni & Support Committee

[Repealed, March 2017]

Section 8 – Law Students' Association Bursary Committee

- A. Repealed. (March 2007)

Section 9 – Community Outreach Committee

- A. Committee membership shall consist of members of the General L.S.A. membership, with no restrictions on the size of the committee.

- B. The Committee shall foster philanthropic endeavors within the community on the part of the L.S.A., its membership and the College of Law.
- C. The Committee shall report back to the L.S.A. Council on Committee activities and progress.
- D. The individual responsible for reporting to the L.S.A. Council on Committee activities and progress shall be the Community Outreach Coordinator.

Section 10 – Graduate Committee

- A. The Committee shall not consist of more than four members
- B. The Committee shall be co-chaired by the two 3rd year representatives.
- C. Unless otherwise specified by Council, the Committee will be deemed struck at the Joint Council Meeting consisting of the VP Finance, VP Indigenous Relations and the two 3rd year representatives.
- D. The Committee shall organize a graduate banquet for the benefit of the members.
- E. The Committee shall prepare a budget and financial disclosure to be submitted during the Annual General Meeting.

Section 11 – Wellness Committee

- A. The Wellness Committee shall consist of the Vice-President of Student Wellness, who shall be Chairperson, and the Faculty Council Representatives.
- B. The Committee shall coordinate wellness activities for the LSA.

Section 12 – Anti-Racism Task Force Committee

- A. The membership of the Anti-Racism Task Force shall consist of at minimum: one (1) member of the I.L.S.A, one (1) member of the B.L.S.A, and five (5) other members of the L.S.A.
- B. A member of the LSA and/or ILSA will serve as Chair of the ARTFC as selected by the Council members of the LSA and ILSA. The Chair will schedule meetings, administer the agenda, monitor progress of ARTFC objectives, and have reporting responsibilities to Council. The Chair will be chosen based on acknowledgement of the ARTFC Selection Criteria.

- C. The Chair will solicit applications for non-Council and Council LSA & ILSA members to serve on the ARTFC. The ARTFC LSA Council, ILSA Council, and ARTFC Chair will select the remaining applicants to serve on the ARTFC based on relevant past experience (i.e., anti-racism and anti-oppression education, community relations, policy analysis, etc.) and interest.
- D. In accordance with the ARTFC Subject Matter, the ARTFC will document, examine, and make recommendations to address anti-racism and anti-oppression at the University of Saskatchewan's College of Law.
- E. The ARTFC will meet as necessary to undertake its purpose, at a minimum of twice in Semester 1 and twice in Semester 2. Meetings will be scheduled by the ARTFC Chair in accordance with ARTFC members' availability, to the extent possible.
- F. The ARTFC Chair will report to Council on the ARTFC progress at the Council meeting immediately following each ARTFC meeting. The report will detail ARTFC initiatives (pending and concluded) and present issues for discussion where necessary.
- G. The ARTFC will develop, in line with identified best practices, and for ongoing use:
 - i. a procedure and supporting documentation for relationship management with representatives stated in the ARTFC Subject Matter.
 - ii. a procedure and supporting documentation for measurement, evaluation, and recommendations stated within the ARTFC Subject Matter.

Section 13 – Family Committee

- A. The Family Committee shall consist of the Vice-President of Family Relations, and 3 general members of the LSA. One member must self identify as a parent or caregiver.
- B. The Family Committee shall coordinate family activities for the LSA and deal with family matters.

Article VII: Internal Procedures of the L.S.A.
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Section 1 – Quorum for Meetings

- A. Quorum for Council meetings shall be fifty (50%) percent plus one (1) of the total Council elected.
- B. Quorum for Executive meetings shall be six-tenths (6/10) of the Executive.

- C. Quorum for General Meetings shall be thirty (30) members of the L.S.A.

Section 2 – Dismissal from Office

- A. Any thirty (30) members of the L.S.A. may petition the Council for a Special General Meeting to seek the impeachment of a member of Council.
- B. At least one of the petitioners must be eligible to run for the positions in question.
- C. The member of Council shall be deemed dismissed upon a two-thirds (2/3) vote of those members attending the Special General Meeting.

Section 3 – [Repealed March, 2023]

Section 4 – Internal Disciplinary Committee

- A. Shall exist as a Standing Committee of the L.S.A., as per Article VI, related to the internal discipline of L.S.A. Council members.
- B. Shall consist of the Executive members of the L.S.A. Council, and shall be chaired by the Vice-President of Internal Affairs, as per his/her duties under Article IV, Section 2.
- C. Shall be in relation to such matters as Council member attendance, duties, and general Council member conduct of a nature detrimental to the operation and function of the L.S.A. Council.
- D. Shall be responsible for internal dismissal procedures of Council members, in addition to existing procedures under Article VII, Section 2, in a manner consistent with the following:

Attendance at Council Meetings

- i. L.S.A. Council members shall be permitted three absences from attendance at meetings in one council term, with consideration of official absences to be at the discretion of the Vice-President of Internal Affairs.
- ii. Upon 2 absences, the Vice-President of Internal Affairs shall speak to said member(s).
- iii. Upon 3 absences, and at the discretion of the Vice-President of Internal Affairs, the Executive, in response to the absences, shall draft a letter.

This letter shall serve as a written warning and must be signed by 4 of 7 Executive members at an Executive Meeting.

- iv. Following a 4th absence, the Executive Committee may, by a six/tenths (6/10) vote, decide to dismiss the Council member from their duties on Council. This decision shall be ratified by the L.S.A. Council, via majority vote as soon as is practicable.
- v. The vacant position shall be filled by by-election, subject to Article VI, Section 2, or alternatively, by selection, subject to Article VI, Section 1, C, should no candidates declare for the vacancy.

Council Member Misconduct/Neglect of Duties

- vi. Dismissal procedures related to member misconduct and/or neglect of duties, as deemed detrimental to the policies, Constitution, and general good standing of the L.S.A. Council, shall be reviewed by the Executive Committee on a case-by-case basis.
 - vii. Executive Council decisions to dismiss a Council member on these grounds shall be undertaken by a sixth-tenths (6/10) vote, with verbal notice provided to the affected member by the Vice-President of Internal Affairs. All decisions shall be ratified by the L.S.A. Council, via majority vote as soon as is practicable. The affected member may appeal their dismissal at this Council meeting.
 - viii. The Council member in question shall be notified by letter of any dismissal decisions of the L.S.A. Council, which shall be signed by 6 out of 10 Executive members of Council.
 - ix. The vacant position shall be filled by by-elections, subject to Article VI, Section 2, or alternatively, by selection, subject to Article VI, Section 1, C, should no candidates declare for the vacancy.
- E. In the event of Executive misconduct or absence, members of the L.S.A. Council, including Executive members, may present a written motion, signed by two thirds (2/3) of all Council members, to any Executive member for review in conjunction with the above procedures. All decisions shall be ratified by the L.S.A. Council, via majority vote as soon as is practicable. The Executive member may appeal their dismissal at this Council meeting.
- F. Should the Vice-President of Internal Affairs or other Executive member, be unavailable to perform these duties, or be the subject of dismissal proceedings, a Committee of the remaining Executive members, subject to Article II, Section 2, shall perform them, with all decisions to be ratified by the L.S.A. Council, via majority vote as soon as is practicable.

- G. Any vacancies created by dismissal of an Executive Council member shall be filled by by-election, subject to Article VI, Section 2.

Article VIII: General Meetings

- A. [Repealed, March 2017]
- B. Voting at a General Meeting shall be by a show of hands unless requested to be by secret ballot by a majority of members present at the meeting.
- C. All L.S.A members will be notified of a General Meeting at least fourteen (14) days prior to a General Meeting via:
- i. A posting of special notice in the Library at the College of Law;
 - ii. A posting of special notice in “The Official U of S LSA Social Group” on Facebook; and
 - iii. An email sent to all L.S.A members.
- D. All L.S.A. members will be notified at least seven (7) days prior to a General Meeting of any proposed amendments.
- E. Any member may propose an amendment by providing a written copy of the proposed change to the Vice-President of Administration no less than ten (10) days before a General Meeting.
- F. Any thirty (30) members may petition the Council for a Special General Meeting. Such a meeting will then be called subject to the notification provisions in Article VII.
- G. By-laws and the Constitution may be amended by a two-thirds (2/3) majority of L.S.A. members present at a General Meeting.

Article IX: Resignation of Council Member

Section 1 – Resignation of Council Member

- A. Upon the resignation of any Council member (except President), a quorum of fifty percent plus one (50%+1) of Council members must meet within seven (7) calendar days to either:
 - a. appoint a Council member to hold interim office of that position for the period during a by-election to fill that position, or
 - b. decide to leave the position vacant for the remainder of the current year.
- B. Upon the resignation of President, a quorum of fifty percent plus one (50%+1) of Council must meet within 7 calendar days to appoint an Executive member to hold interim office of the position for the period during a by-election to fill that position.

Section 2 – Decision to Fill Position of Council Member (except President)

- A. Upon a Council decision to hold a by-election to fill the vacant Council position (except President), the Council must appoint an existing Council member to fill that position in the interim (said Council member to also remain in their elected position). If the Council is unable, for any reason, to appoint an interim Council member within 7 calendar days of the said resignation, the position shall remain vacant until the position is filled via by-election.
- B. Upon a Council decision to hold a by-election to fill the vacant Council position (except President), the Elections Committee (as per Article V, Section 2) shall call a by-election within 14 calendar days to subsequently fill that position.
- C. If the resigning Council member would have normally sat on the Elections Committee as per Article VI, Section 2, (*i.e.* Vice-President of Internal Affairs or Secretary), Council has the option to leave the Elections Committee position vacant or to fill the Elections Committee position by appointing an Executive member to fill that position. A decision of this nature must be made at the meeting required by Section 1, A.
- D. Upon ratification of the position's by-election results, the interim Council member (as per Section 2, A, if appointed) will immediately cease to hold that position.

Section 3 – Filling Position of Council Member (President)

- A. Upon a Presidential resignation, the Executive member appointed to fill that position pursuant to Section 1, B shall also remain in their elected position.
- B. Upon a Presidential resignation, the Elections Committee (as per Article VI, Section 2) shall call a by-election within 14 calendar days to subsequently fill that position unless the resignation is made less than two (2) months prior to a General Election, in which case the Vice-President of Internal Affairs shall fill both the

President and Vice-President of Internal Affairs positions until the incoming Council takes office pursuant to Article III, Section 2, J (i.e. on April 30).

- C. Because the President would normally sit on the Elections Committee as Chief Returning Officer, Council has the option to leave that Elections Committee position vacant (at which point Vice-President of Internal Affairs would act as Chief Returning Officer and Secretary would act as sole Deputy Returning Officer) or to fill that Elections Committee position by appointing an Executive member to fill the Committee position of Chief Returning Officer. A decision of this nature must be made at the meeting required by Section 1, B.
- D. Upon ratification of the Presidential by-election results, the interim Executive member (as per Section 1, B) will immediately cease to hold the Presidential position.

Article X: Winding Up

- A. Subject to the Non-Profit Corporations Act, in the event of dissolution of the Association, its property and assets shall, after paying of all liabilities (including graduation subsidies) be donated to one or more recognized charitable organizations in Canada as may be decided by the L.S.A. in a General Meeting.

Article XI: Law Students' Association Bursary

- A. Repealed. (April 2006)

Article XII: Recording Constitutional Changes

- A. Any amendment to the constitution shall be recorded at the front of the constitution, outlining the section(s) amended, the sitting President, and the date of the constitutional amendment.

Article XIII: Conflict of Interest

- A. No member of council may vote on a motion where they have a conflict of interest
- B. Members must self-identify conflicts of interest

C. A conflict of interest exists where a member of council has an interest in a motion other than their interest in their capacity as a member of the LSA

1. This includes membership in an organization that is affected by the motion in question, or an interest as an individual
2. For greater certainty, it is not a conflict of interest if the motion in question is intended to benefit members of the LSA as a whole without any further qualification, and the member has no additional interest except as they have in their capacity as an LSA member

D. If a question is raised as to whether or not a conflict of interest exists the matter will be determined at the discretion of the Chairperson, who may allow or disallow members with a conflict from voting

1. [Repealed, March 2019].
2. A decision of the Chairperson may be overturned by a two-thirds majority of those members not in or reasonably perceived to be in conflict.

E. In the event that the number of council members on the LSA are in a position of conflict, resulting in a number less than quorum being available to vote on the issue, those members who are not in a position of conflict shall meet at a separate time to make a determination on the issue

Article XIV: Legal Follies

- A. The Law Students' Association will no longer fund specific acts for legal follies. From now on, the funding of acts for legal follies will be the responsibility of the Legal Follies Board. The Board may approach the LSA with a funding request no later than two months before the event. The Board may use the cost of acts from previous years to estimate an amount of funds that will be needed. The LSA will then discuss the request and vote on the amount as they would for any other funding request. The funds, if granted, would then be provided to the legal follies board to distribute amongst acts that request them.

APPENDIX A: LSA Financial Policy

General

1. The President, VP Finance, and VP Internal are to be signing authorities over the LSA bank account.
2. One of the signing authorities shall maintain possession of the cheque book, deposit slips, and deposit stamp at all times.
3. Access to online banking information shall be maintained exclusively by the signing authorities.
4. Access to the LSA office safe (including keys and access code) shall be maintained exclusively by the signing authorities. Access may be given to other executives on a temporary basis as may be required from time to time.

Annual budgeting

1. The LSA Executives, Family Representative, and Community Outreach Coordinator must prepare and deliver an annual budget with respect to their portfolio to the VP Finance prior to August 31st.
2. All LSA Executives, Family Representatives, and Community Outreach Coordinators must prepare and deliver a revised annual budget with respect to their portfolio to the VP Finance prior to January 7th.
3. Annual budgets are not required to be exhaustive, but should reflect reasonable expectations of revenue and expenses for the academic year.

Direct LSA Payment of Expenses

1. Unpaid expenses incurred by an LSA Member, club or committee for LSA purposes or in the course of an authorized LSA event may be paid by the LSA directly to the creditor subject to this policy, provided the expense is pursuant to a budget or other resolution passed by the LSA Council.
2. No direct payment shall be made by the LSA without proof, taking the form of an unpaid invoice or similar, of the expenditure in question.
3. A payment request describing the nature of the expense and the documentary proof of the expense must be delivered in hard copy or online to the VP Finance prior to any payment being issued.

Funding Requests

1. LSA Members may fund or continue clubs and/or committees for any purpose not inconsistent with the objects of this Constitution and apply to the LSA Council for funds for that club and/or committee once it is deemed to be officially recognized by the LSA Council.
2. LSA Members seeking funding for a club and/or committee in accordance with this policy must complete a Funding Request Form (available on LSA website), including a financial breakdown/budget of the group's expenses and how the LSA

funds would be allocated, and deliver it to the President or VP Finance at least 2 days prior to the next LSA Council meeting.

3. At least one LSA Member must present the funding request on behalf of the club or committee to the LSA Council. LSA Council will then consider and approve or reject the funding request in full or in part.
4. Any expense incurred pursuant to an approved funding request will subsequently be reimbursed or paid in accordance with this policy.

Reimbursement of Personal Funds Expended for LSA Purposes

1. Funds personally expended by an LSA Member for LSA purposes or in the course of an authorized LSA event shall be reimbursed subject to this policy, provided the expenditure of funds is pursuant to a budget or other resolution passed by the LSA Executives or LSA Council.
2. No reimbursement requests in excess of \$500 shall be expended without the express prior permission of the LSA Executive or LSA Council.
3. No reimbursements shall be issued without proof, taking the form of a receipt or paid invoice, of the expenditure in question.
 - a. If an LSA Member has personally expended funds not exceeding \$200.00 in accordance with paragraph 1 but is reasonably unable to provide a receipt or equivalent documentary proof, they are to fill out and sign the Missing Receipt Declaration located in the Reimbursement Request Form.
 - b. The declaration may be rejected by the LSA Executives or LSA Council.
 - c. If the above conditions are not met, an LSA Member may seek reimbursement via a direct LSA Council resolution.
4. The Reimbursement Request Form (available on the LSA website), with all original receipts or paid invoices attached, must be completed and delivered in hard copy or electronic form to the VP Finance prior to any funds being reimbursed.
5. Upon receipt of the Reimbursement Request Form, subject to the Form meeting the requirements as set out by this policy, if the VP Finance chooses to complete the reimbursement via e-Transfer, the VP Finance is to follow the procedure set out in the E-Transfer Authority & Confirmation Form as set out below.

Procedure and Steps for Reimbursement of Expenses Via E-Transfer

1. VP Finance receives reimbursement request or invoice.
2. VP Finance shares the request or invoice with President and/or VP Internal and attaches it to the E-Transfer Authority and Confirmation Form.
3. President and/or VP Internal makes a statement authorizing the payment.
 - a. (e.g. I authorize you to e-Transfer a payment to *Jane Smith* in the amount of *\$100.00* for the purpose of *purchasing snacks for a family movie night.*)
4. VP Finance screenshots the statement and attaches it to the E-Transfer Authority and Confirmation Form.
5. VP Finance sends the e-Transfer and indicates in the “notes” of the e-Transfer what the payment is for.
6. VP Finance screenshots the confirmation of e-Transfer and attaches it to the E-Transfer Authority and Confirmation Form.

7. VP Finance saves the E-Transfer Authority and Confirmation Form as a PDF to sign and sends to the second signing authority (President or VP Internal).
8. Second signing authority returns the signed PDF and VP Finance files the authority with a code that corresponds to the master ledger.

Procedure for Receiving Student Money Via E-Transfer

1. The LSA email is to be used to receive money from students via e-transfer.
2. As the LSA has “auto-deposit” set up with its online banking, students are to indicate in the “message” what the e-Transfer is for.
3. The VP Finance, or other designated Council Member, is to cross reference all received e-Transfers with the appropriate event list to confirm payment.
 - a. A Council Member in charge of student payments made to the LSA for a specified purpose may gain temporary access to the LSA Gmail account to take charge of the cross referencing.
 - b. The temporary access may be granted by the VP Finance or the President.
 - c. The Council Member with access will file the auto-deposit emails corresponding to the event or purpose in an appropriately named folder in the Gmail account.
 - d. After receiving all student payments for the event or purpose, the Council Member with temporary access will sign out of the LSA Gmail account on all devices.
4. For smaller-scale events, where less than thirty (30) participants are anticipated, the organizer may choose to collect the money themselves and then send an e-transfer to the LSA email with all monies collected. If this method is elected, the organizer must keep a list of the students who provided payment and the details of each payment and provide this list upon request.