

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

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

### **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Art II s.2(B) Introduced; Art VII s.3 Repealed; Art IV Additional Duties Introduced; Art V Additional Duties Introduced; Art V s.2(D) Amended; Art II s.1(C) Introduced; Art II s.1 Amended; Art VI s.3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 II s. 1, A (17) Repealed; Art. IV s. 10, I (i) Repealed; Art.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 IV s.10, A Repealed; Art.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Art III s. 1(B); Art IV s. 1, s. 1(D) Introduced, s. 3 (B) Repealed, s.3 (C) Repealed, s. 5 (C) Introduced, s. 10 (B) Repealed, s. 10 (C) Repealed; Art V s. 2(C) Repealed, s. 2 (D) Introduced, s. 2 (E) Introduced, s. 5 (C) Introduced, s. 6 (C) Introduced, s. 7 Repealed, s. 14 (C) Introduced, s. 15 (D) Introduced.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 II s. 1(A) Repealed 25.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 III s. 1(G) repealed; Art IV Amended; Art.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Repealed; Art.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 IV s. 3(H) & (I) Repealed; Art.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 18<sup>th</sup>, 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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<b>Preamble</b>
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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. Social Directors (2)
  - 12. Publicity Director
  - 13. Men's Athletic Representative
  - 14. Women's Athletic Representative
  - 15. Canadian Bar Association Student Representative
  - 16. Member of Students' Council of the U.S.S.U.
  - 17. [Repealed, March 2021]
  - 18. One 3<sup>rd</sup> Year Representative to Faculty Council
  - 19. One 2<sup>nd</sup> Year Representative to Faculty Council
  - 20. Two 1<sup>st</sup> Year Representatives to Faculty Council
  - 21. Two 3<sup>rd</sup> Year Class Representatives
  - 22. Two 2<sup>nd</sup> Year Class Representatives
  - 23. Two 1<sup>st</sup> Year Class Representatives
  - 24. One Community Outreach Coordinator
  - 25. [Repealed, March 2019]

26. Logistics Administrative Director
  27. Saskatchewan Trial Lawyers Association Representative
  28. Family Representative
  29. 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
- B. The Executive Council shall also consist of the following non-voting ex-officio member(s):
1. President – Indigenous Law Students’ Association

<h2><b>Article III: General Powers and Duties of Members, Council and Executive</b></h2>
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### **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 1<sup>st</sup>. Transition documents pertaining to the winter semester are to be collected by April 25<sup>th</sup>.

## **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.
  - i. [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]

**QUALIFICATIONS:**

- A. [Repealed, March 2021]
- B. [Repealed, March 2021]

**DUTIES:**

- C. [Repealed, March 2021]
- D. [Repealed, March 2021]

<b>Article V: General Council Qualifications and Duties</b>
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**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.

### **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 3<sup>rd</sup> Year Class Representatives will serve as the Co-Chairs of the Graduation Committee.
- G. The 2<sup>nd</sup> Year Class Representatives will serve as members of the Career Forum Committee.
- H. The 2<sup>nd</sup> 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**

#### **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.

### **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 3<sup>rd</sup> Year Class Representatives. If one or both of these positions is vacant, Council shall fill the Committee position(s) with other current 3<sup>rd</sup> 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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.

<b>Article VII: Internal Procedures of the L.S.A.</b>
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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 4<sup>th</sup> 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.