**Law Students’ Society Constitution and Bylaws**

**Table of Contents**

Definitions

Objectives

Article 1- Name

Article 2- Membership

Article 3- Members’ Rights and Duties

Article 4- Finance

Article 5- Financial Regulations

Article 6- The LSS Board of Directors

Article 7- Functions of the LSS Board of Directors

Article 8- Non-Voting Board Positions

Article 9- Executive Group Changes

Article 10-Meetings

Article 11- Quorum

Article 12- Resolutions

Article 13- Elections

Article 14- Amendments

Article 15- Referenda

By-law 1- Responsibilities of Executive officers

By-law 2- Clubs

**Definitions**

Active Member- All registered students within the Lakehead University Faculty of Law.

Honorary Member- All alumni of the Lakehead University Faculty of Law, students who are on leave of absence, and others by invitation.

LSS- Law Students’ Society

BOD- Board of Directors

LSS BOD- The democratically elected representative group of the LSS. It is responsible for the organization and duties of the LSS.

CRO- Chief Returning Officer

**Objectives**

The objective of the Law Students’ Society is to enhance academic excellence and social growth by including, but not limiting the following:

1. Acting as a representative voice of the student body on all issues, including but not limited to, academic and social needs;
2. Acting as a liaison between the student body and faculty and administration;
3. Acting as a liaison between the student body and all external organization at regional, provincial and national levels;
4. Engaging in the community environment;
5. Encouraging a supportive community environment among all members.

**Article 1- Name**

The Organization shall be known as the “Law Students’ Society,” hereinafter referred to as the LSS.

**Article 2- Membership**

Membership shall be open to:

1. Active Members
2. Honorary Members

**Article 3- Members’ Rights and Duties and Voting**

Members’ rights and duties are outlined in the Constitution & Bylaws of the Law Students’ Society. Rights and duties may be subject to change and shall include the following:

1. All Active Members in good standing as defined by the LSS Bylaw 3, shall be eligible to elect or be elected to any office of the LSS Board of Directors, committees and/or external organizations.
2. Active Members may be nominated to run for executive offices and the Board of Directors by Active Members only.
3. In the event that an election is not possible the Board of Directors with a majority vote has the right to appoint or be appointed to any office.
4. All Active Members shall have the right to raise questions, discuss and/or express their opinions and in doing so contribute to the activities of the LSS.
5. All Active Members shall abide by the decisions made by the Board of Directors (as defined in Article 6)

**Voting**

1. Only Active Members shall be entitles to vote at LSS meetings and elections.
2. Active Members shall have one vote and each vote shall be considered equal.

**Article 4- Finance**

1. Council may levy a fee on all Students, the amount of which, including any surcharge for late payments, must be approved by a two-thirds majority of Faculty of Law student body. This fee shall be established prior to the conclusion of the academic session in which the established Council is elected.

**Article 5- Financial Regulations**

1. Council shall appoint auditors to perform an annual audit of Student Legal Society activities, if necessary.
2. A summary of L.S.S. finances shall be published within two weeks of the ratification of the budget. The summary shall include the amounts allocated to each Club and Committee. It may also include other relevant financial information provided by the VP Finance.
3. The President and the VP Finance may authorize expenditures of up to $300 against allocations approved in the budget. The Core may authorize expenditures of up to $1000 against allocations approved in the budget. The BOD may authorize expenditures against allocations approved in the budget. Expenditures against allocations not previously approved by the LSS must be approved at a meeting of the LSS BOD.
4. The signing officers of the LSS shall be the President and the VP Finance, and the signatures of both officers shall be required in order to bind the Society. In the event that the President or Vice-President Finance is unavailable, the Vice-President Academic shall be a signing officer and the unavailable officer shall be notified. The BOD may delegate to any member of the LSS the power to undertake contractual obligations on behalf of the LSS but no member shall purport to give such undertaking without the permission of the BOD given at a BOD meeting and specifying the extent of the financial obligation, which may be undertaken.

**Article 6- The LSS Board of Directors**

1. Elected by the Active Members of the LSS;
2. Accountable to the LSS as outlined in LSS Constitution Objectives;
3. Consist of 16 director voting positions:
4. President
5. Vice President Finance
6. Vice President Academic
7. Vice President Operations
8. Vice President External Affairs
9. Vice President Fundraising
10. Vice President Communications
11. Vice President of Student Wellness and Engagement
12. Director of Indigenous Issues
13. Director of Northern and Rural Issues
14. Director of 1L Issues (2 positions)
15. Director of 2L Issues (2 positions)
16. Director of 3L Issues (2 positions)
17. Consist of two (2) director non-voting positions
18. LSS General Manager
19. Past President
20. In the circumstance where the Director 2L and/or 3L positions remain vacant due to the inexistence of members; these positions will be open for members of 1L and/or 2L to be eligible to be nominated for.

**Article 7- Functions of the LSS Board of Directors**

1. The Board of Directors will be composed of the following: two members from each year of the J.D. Program, those will have a voting role. There will also be two voting directors representing various groups of student interest.
2. The Board will also be composed of members of the executive committee.
3. The executive committee is composed of the following: President and the Vice Presidents of each respective category.
4. All members of the Board of Directors voting and non-voting must maintain their status and good standing as full-time and part-time students in the J.D. program
5. 5 In the event of the introduction of additional curriculum, such as a J.D-M.B.A, where students might be in a fourth year or higher, those will be eligible to be directors of the board serving in the third year category.
6. The spirit and intent of the Board of Directors is to have representation that is adequate for each year of the program.

**Article 8- Non-Voting Board Positions**

1. Non-voting members are those as outlined in Article 6.4.
2. The Board of Directors shall have a Law Students’ Society General Manager whose Responsibilities will include:
3. Taking minutes at all meetings held by the Law Students’ Society
4. These minutes will be subject to the view of the Board and may be amended by request and approval of the Board;
5. Maintaining a current copy of the LSS Constitution and advising the Board of Directors on its rules and regulations when requested;
6. Coordinating the relaying of information from student members of Committees of Faculty Council to the Board of Directors of the Law Students’ Society
7. Overseeing the collection and storage of all documents of the Law Students’ Society
8. Such other administrative tasks not provided for specifically shall be under the role of the General Manager.
9. The Board of Directors shall allow any and all past Presidents acting in good faith to provide insight and special advice to the council

**Article 9- Executive Group Changes**

1. It is the expectation of members of the executive committee that they will make good faith efforts to attend to all matters as required by the Law Students Society.
2. Failure by members of the executive committee to perform their role or incapacitate to do the same shall be dealt with by a motion of removal.
3. The Board of Directors of the Law Students Society may elect to either remove said person from the position or impose disciplinary action deemed reasonable in circumstances.
4. Removal from office will be appropriate on the grounds of offensive misrepresentation of the Law Students Society; removal may also result from failure to uphold principles and ethics both explicitly and implicitly outlined in this Constitution.
5. Removal must be done by a vote of a clear majority, constituting 2/3 directors.
6. Members shall be automatically removed from the executive committee if they no longer maintain part-time or full-time status at the J.D. Program at Lakehead University.
7. In the case of a member’s incapacity to perform their duties, the voting discretion of the Board shall determine appropriate action.

**Article 10- Meetings**

1. LSS BOD Meetings shall convene at the following times:
2. Biweekly, or at the recommendation of the President wherever it is deemed fit after consultation with the LSS BOD.
3. At the insistence, in writing, to the VP Communications, of 25% of Active Members within 30 days.

1. LSS General Assembly shall convene at the following times:
2. At least one time in each academic year. One meeting in the month of October;
3. At such date and time as determined by a majority vote of the LSS BOD; and
4. Within 30 day of receipt, by the VP Communications, of a written request by at least 25% of Active members.
5. The notice of meetings shall be posted by the VP Communications one week prior to the meeting date.
6. In the case of an emergency meeting, forty-eight hours notice is required.

**Article 11- Quorum**

Quorum is achieved by the following:

1. At LSS General Assembly with a 25% attendance of Active Members.
2. At LSS BOD meetings; with 50% + 1 person attendance of LSS BOD members.

**Article 12- Resolutions**

1. All decisions at LSS General Assembly shall be arrived at with the support of a simple majority (50% + 1) of members at any meeting with quorum.
2. All decisions at LSS BOD meetings shall be arrived at with the support of a simple majority (50% + 1) of members at any meeting with quorum.
3. All motions shall be presented and seconded.
4. The President will call votes on a motion.
5. Voting on motions shall occur by the raising of hands and/or role call (teleconference) and each member shall have only one vote. No secret ballots will be allowed.

**Article 13- Elections**

**1. Elections**

1.1 The LSS shall oversee elections as outlined within the LSS By-laws, and policies set within the LSS Governing Documents that may be amended from time to time.

**2. Dates**

2.1 The Board shall be responsible for the electoral process during the following:

2.1.1. Director Election during the Fall semester;

2.1.2. Executive Election during the Winter semester;

2.1.3. Any other election that may be specified by the Board under the authority granted by this By-law.

**3. Process**

3.1 the Board shall appoint at Chief Returning Officer (“CRO”) and his or her Deputy Returning Officer (“DRO”) from among the Board of Directors. The Board may also instruct the CRO and DRO to use the assistance of an *Ad-Hoc* Election Committee. Together they will be responsible for:

3.1.1. Overseeing the entire election process;

3.1.2. Following the Board approved Terms of Reference;

3.1.3. Creating and implementing a nomination package;

3.1.4. Holding a meeting of all electoral candidates to provide them with approved rules and regulations;

3.1.5. Implementing and overseeing the voting process including acting as poll clerks and counting of the ballots in the presence of all the candidates’ Scrutineers;

3.1.6. Enforcing reasonable sanctions on any such candidate as may be determined, dependent on the severity of their actions when measured against any applicable LSS or Lakehead University and/or Human Resource policies

4. If at the close of nominations, there is only one candidate for any of the Director or Executive positions, an Affirmation Vote must be held for that position.

5. If there is no candidate for a position, the nomination period will be extended for an additional five (5) days starting immediately following the close of regular nominations only for the position or positions that remain vacant for the purpose of receiving nomination packages.

5.1. A shortened campaigning period for the vacant positions will start after the extended five (5) days have run their course.

5.2. If no nomination package is received for the position needing filled after the extended nomination period has closed, the Board shall hold a by-election once an individual expresses interest in the vacant position and presents a nomination package.

**6. Term**

6.1. The term of the Board members will be as follows:

6.1.1. The Director term shall be from the ratification of the fall semester Director election results of the current year until such a time as the rightly elected successor election results have been ratified the following year or until a duly appointed replacement has been elected in accordance with the LSS By-laws and Governing Documents.

6.1.2. The Executive term shall be from the first day of May of the current year until such time as the rightly elected successor takes office on the first day of May of the following year or until a duly appointed replacement has been selected in accordance with the LSS By-laws and Governing Documents.

**Article 14- Amendments**

1. Amendments to the Constitution shall be made only by Constitutional referendum, unless, it is classified as a “Special Amendment” by a majority vote of the BOD.
2. A Constitutional referendum may be held on any proposed amendment or amendments supported by a two thirds majority of the voting members of both the Student Affairs Committee and the Student Caucus or on any proposed amendments supported by a petition for amendment signed by at least ten percent of the members of the Society indicating the amendment to be considered.
3. Proposed Constitutional amendments will be posted publicly along with a copy of the existing Constitution for a minimum of five days prior to the date of the referendum.
4. The Constitutional referendum shall be held within one month of either the proposed amendment or amendments being passed by the Student Affairs Committee and the Student Caucus, or within two weeks of a valid Constitutional petition being received by the Society.
5. The Constitutional referendum shall be administered by the CRO in accordance with the LSS By-laws and the requirements herein.
6. A two-thirds majority LSS members vote will only ratify the proposed amendment(s).

**Article 15- Referenda**

1. A referendum may be held on any issue upon a majority vote of the Student Affairs Committee or the Student Caucus, and one must be held on presentation to the President of a petition for referendum signed by at least ten percent of the members of the LSS and indicating the issue to be considered.
2. A referendum must be held within two weeks of the presentation of such a petition to the President.
3. All referenda shall be administered by the CRO, in accordance with the Society’s By-laws and the requirements herein.
4. The LSS shall be bound only by a majority vote in a referendum in which at least sixty votes are cast by members of the LSS.

**By-law 1- Responsibilities of Executive Officers and Directors**

**Executive Officers:**

1. **President:**
2. Act as the political face of the LSS.
3. Act as liaison between the LSS members and the Faculty of Law Administration, Staff and Faculty Members.
4. Serve as Chairperson for all LSS meetings.
5. Attend functions on behalf of the LSS, or delegate another Executive member to attend.
6. Guide and delegate all responsibilities to the BOD.
7. Act as a voting member of the BOD,
8. **Vice President Finance:**
9. Ensure funds are managed in a fiscally responsible manner and ensure transparency through the maintenance of up-to-date and accurate LSS records.
10. Ensure proper signage of all cheques for the LSS.
11. Oversee all deposits and withdrawals and handle all other LSS banking business.
12. Produce an official LSS budget to be produced to the LSS BOD and student body.
13. Serve as Acting President in the absence of the President.
14. Act as a voting member of the BOD.
15. **Vice President Academic**
16. Receive and compile student feedback regarding curriculum.
17. Receive and compile student feedback regarding academic resources.
18. Receive and compile student feedback regarding academic faculty.
19. Represent students as a member of the Law Faculty Council.
20. Deal with all student issues of academic nature.
21. Act as a voting member of the BOD.
22. **Vice President Operations**
23. Responsible for the planning and coordination of all social events.
24. Responsible for the planning and coordination of clothing orders.
25. Responsible for the planning and coordination of intramural athletics.
26. Assist the Law Games Captain, if so needed.
27. Act as a voting member of the BOD.
28. **Vice President External Affairs**
29. Act as liaison between the LSS members and all external organizations.
30. Attend all conferences on behalf of LSS members.
31. Create student awareness by coordinating beneficial campaigns.
32. Liaise with other Law School Student Societies.
33. Act as a voting member of the BOD.
34. **Vice President Fundraising**
35. Responsible for reaching out to external organizations for donations to the LSS.
36. Coordinate all charity fundraisers on behalf of the LSS.
37. Responsible to maintain positive relationships with all donors.
38. Assist students in any fundraisers they bring forward.
39. Act as a voting member of the BOD.
40. **Vice President Communications**
41. Responsible for sending out all press releases on behalf of LSS.
42. Responsible for updating all LSS social media outlets.
43. Disperse all meeting agenda and minutes to the LSS members in a timely manner.
44. Responsible for notifying students of all BOD, general and special LSS meetings.
45. Act as a voting member of the BOD.
46. **Vice President of Student Wellness and Engagement**
47. Promote physical and mental wellness at the Bora Laskin Faculty of Law
48. Coordinate student outreach events for an on-campus or online context
49. Responsible for planning and coordinating wellness events
50. Liaise with the student body, BOD and school administration to ensure students receive adequate accessibility support and resources
51. Act as a voting member of the BOD

**Directors:**

1. **Director of Indigenous Issues**
2. Represents the needs and awareness issues of all First Nations, Metis, and Inuit students. Ensures all decisions brought to the BOD are made with these groups in mind
3. **Director of Northern and Rural Issues**
	1. Represents the legal issues of northern and rural areas. Ensures all decisions brought to the BOD are made with these issues in mind.
4. **Director of 1L Issues (2 positions)**
5. Represents the needs and awareness issues of all 1L students. Ensures all decisions brought to the BOD are made with this group in mind.
6. **Director of 2L Issues (2 positions)**
	1. Represents the needs and awareness issues of all 2L students. Ensures all decisions brought to the BOD are made with this group in mind.
7. **Director of 3L Issues (2 positions)**
8. Represents the needs and awareness issues of all 3L students. Ensures all decisions brought to the BOD are made with this group in mind.
9. One 3L will be elected from the students who are in their academic term, and one 3L will be elected from the students who are on placement.

**By-law 2- Clubs**

The club constitution, mandate, events and individuals representing the club must not violate the freedoms and rights of other persons as outlined in the Canadian Charter of Rights and Freedoms.

Namely:

1. Freedom of conscience and religion;
2. Freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication;
3. Freedom of peaceful assembly; and
4. Freedom of association.

Club status will be determined as outlined in the LSS Club Status Application Package.