Lakehead Law Students' Society Constitution

Amended: April 30th, 2026

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LSS Constitution

Article I - Definitions

In these Governing Documents, unless the context otherwise requires:

1.1 "**Active Member**" refers to all registered students within the Lakehead University Faculty of Law.

1.2 "**Acting President**" refers to the title held on default by the elected VP Finance. If in the event the VP Finance refuses assignment as Acting President, an Executive member decided by a majority vote of the BOD, will serve as Acting President and Chairperson if the President is absent or unable to perform their presidential duties.

1.3 "**All Candidates Meeting"** refers to a mandatory meeting of all Candidates, which concludes the Nomination Period and sets out timelines and guidelines that pertain to the upcoming Director or Executive Election.

1.4 "**Annual General Meeting"** or "**AGM**" refers to the annual general meeting open to all Active Members.

1.5 "**By-Laws**" refer to the by-laws of the LSS, as they may be amended from time to time.

1.6 "**BOD**" refers to the Board of Directors, which is comprised of members of the elected Executive team and the elected Director team. The BOD is responsible for the organization of the LSS.

1.7 "**Campaigning**" means, but is not limited to:

a) The distribution or conspicuous display of Campaign Materials;
b) speaking to classes or individuals for the purpose of presenting a platform as a representative of a Candidate;
c) electioneering; and
d) actively promoting a Candidate;

1.8 "**Campaign Materials**" means all materials that are published or distributed by Candidates or their agents during an Elections Period.

1.9 "**Campaign Period**" means the period of Campaigning directly following the Nomination Period, the dates of which are determined by the CRO and DRO.

1.10 "**Candidate**" means a candidate that has been nominated for either an Executive position or a Director Position on the BOD.

1.11 "**Chairperson**" means the Chairperson of the BOD. The President is the default Chairperson unless a General Manager is elected by the BOD. Alternatively, the Acting President acts as the Chairperson if the President or General Manager is not present, unable to act, or has a conflict of interest.

1.12 "**Clubs**" refer to student clubs, societies, associations, or groups that operate on the Bora Laskin Faculty of Law campus, and which have been ratified by the BOD.

1.13 "**Constitution"** refers to the constitution of the LSS, as it may be amended from time to time.

1.14 "**CRO**" refers to the Chief Returning Officer, typically the sitting LSS President, who is responsible for overseeing the election period for the incoming Executive team, during the Winter semester.

1.15 "**Director**" refers to an elected Director of Student Issues serving on the BOD.

1.16 "**Director Election**" refers to the election of the LSS Directors of Student Issues, held in the Fall Semester.

1.17 "**DRO**" refers to the Deputy Returning Officer, who will assist the CRO with the Director and Executive elections.

1.18 "**Executive Committee**" refers to the elected Vice Presidents serving on the BOD.

1.19 "**Executive Election"** refers to the election of the LSS Executive Committee, held in the Winter Semester.

1.20 "**General Manager"** refers to an Active Member elected by the BOD to serve as Chairperson for all BOD meetings.

1.21 "**Good Standing**" means a student who has paid their fees and who is enrolled as a student at the Bora Laskin Faculty of Law.

1.22 "**Honorary Member**" refers to all alumni of the Lakehead University Faculty of Law, students who are on leave of absence, or any others by invitation of the BOD.

1.23 "**LSS**" refers to the Organization known as the Lakehead Law Students' Society.

1.24 "**LUSU**" refers to the Lakehead University Student Union, to which the LSS is a recognized Student Club.

1.25 "**Meeting**" or "**Board Meeting**" means any Board Meeting or General Meeting being held by the BOD.

1.26 "**Nomination Package**" means the package prepared by the CRO which must be sent to all students during the Nomination Period. All potential candidates must fill out the corresponding forms in their entirety and must submit them to either the CRO on or before the set closing date of the Nominations Period as per By-Law #1.

1.27 "**Nomination Period**" means the period for Nominating potential candidates for either an Executive or Director position, the dates of which are determined by the CRO and DRO.

1.28 "**Referendum**" means the process by which any General or Special Constitutional Amendments are considered by the BOD and by the Active Members pursuant to Article VIII.

1.29 "**Scrutineer"** means an individual selected by a Candidate during the Nomination Period, who is to attend the mandatory ballot counting on behalf of the Candidate during the Voting Period.

1.30 "**Working Group**" means a group of BOD members, led by a Director, and which can include members of the Executive Committee and honorary members, who together work to address student issues and/or concerns.

1.31 "**Vote of Confidence**" means a vote by the LSS BOD Members following a Removal Hearing for a Director or Executive member, in which a two-thirds majority votes of "Yes" shall cause the Director or Executive to be removed from their role on the LSS BOD.

1.32 "**Voting Period**" means the period during which Active Members will vote for a Director or Executive directly following the Campaign Period, the dates of which are determined by the CRO and DRO.

LSS Constitution

Article II - Objectives and Functions of the LSS

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1 Preamble

1.1 Article II of the Constitution outlines the general objectives and functions of the LSS.

2 Statement of Objectives

2.1 The LSS is an elected student government, committed to enhancing academic excellence, social growth, and student participation for all Active Members at the Bora Laskin Faculty of Law.

2.2 The LSS acts on behalf of, and represents, the Active Members of the Bora Laskin Faculty of Law, and advocates on behalf of the Active Members to the Law Faculty regarding any matters, issues, or concerns pertaining to the Active Students.

2.3 The LSS also acts as a liaison between the Active Members and external organizations at regional, provincial and/or national levels.

2.4 The LSS is qualified as an Official Club of LUSU.

LSS Constitution

Article III - Active and Honorary Members' Rights

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1 Preamble

1.1 Article III of the Constitution outlines the rights and responsibilities of Active and Honorary Members of the LSS and establishes the rules and appropriate conduct of those Members at AGMs and Meetings.

2 Membership

2.1 Membership to the LSS shall be open to Active Members and Honorary Members.

3 Active Members

3.1 Any student enrolled at the Bora Laskin Faculty of Law shall be considered an Active Member of the LSS and shall be entitled to the associated rights, and bear the associated responsibilities, as set out in this Constitution.

3.2 The BOD may levy a fee on all Active Members, the amount of which, including any surcharge for late payments, must be approved by a two-thirds majority of Faculty of Law student body. Active Members shall pay this yearly fee in their tuition to LUSU, which is then deposited into the LSS bank account.

3.3 All Active Members shall pay the dues levied by the LSS in accordance with its By-Laws, which shall be paid to LUSU as an agent for the LSS.

3.3.1 The levy dues of the LSS may increase without the requirement of a Referendum to confirm the requested increase.

3.3.2 All Active Members must be in Good Standing as defined in Article I section 1.21.

3.4 All Active Members are entitled to:

a) nominate or be nominated for any position of the BOD, committees and/or external organizations;
b) vote at any AGM, Election, or General Meeting;
c) raise questions, commence discussions and/or express their opinions to the LSS and in doing so, contribute to the activities of the LSS;
d) abide by the decisions made by the governing BOD, as defined in Article V.

4 Honorary Members

4.1 An individual may be appointed as an Honorary Member of the BOD by a majority vote of the BOD.

4.2 Honorary Members shall not have any of the rights afforded to the Active Members, with exception to the following:

a) Honorary Members hold a standing invitation to any AGM but shall not be afforded any voting rights.

5 Quorum at AGM's

5.1 Quorum is achieved at AGMs with a 25% attendance of Active Members.

6 Annual General Meeting

6.1 An Annual General Meeting (AGM) shall convene at the following times:

a) at least once per academic year;
b) at such date and time as determined by the BOD; and
c) within 30 days of receipt to the VP Communications, of a written request by at least 25% of Active Members.

6.2 The notice of meeting for the AGM shall be posted by the VP Communications one week prior to the meeting date. In the case of an emergency meeting, forty-eight hours' notice is required.

6.3 Only the following business shall be transacted at any Annual General Meeting:

a) presentation, consideration and approval of the audited financial statements produced by the VP Finance for the most recently completed Fiscal Year;
b) presentation, consideration and approval of the VP Finance's report produced for the most recently completed Fiscal Year; and
c) any other business of the LSS that has been expressly set out in the notice for the Annual General Meeting.

6.4 All decisions at AGM shall be arrived at with the support of a simple majority (50% + 1) of Active Members at any meeting with Quorum.

7 Special General Meeting of the Active Members

7.1 A Special General Meeting:

a) May be called at any time by the BOD; or
b) Shall be called by the BOD following a successful petition by Active Members to call a Special General Meeting.

7.2 The business transacted at any Special General Meeting shall be the business set out in the notice for such Special General Meeting. No additional substantive business or issues of the LSS shall be conducted unless reasonable notice has been provided in advance to Active Members and Honorary Members.

LSS Constitution

Article IV - Financial Regulations

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1 Preamble

1.1 Article IV of the Constitution outlines the Financial Regulations that must be adhered to by the BOD.

1.2 The BOD shall appoint auditors to perform an annual audit of LSS activities, if necessary.

1.3 A summary of LSS 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.

1.4 The President and the VP Finance may authorize expenditures of up to $300 against allocations approved in the budget. The BOD 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 Board Meeting.

1.5 The signing officers of the LSS shall be the President and the VP Finance, and the signatures of both officers shall be required to bind the LSS. In the event that the President or VP Finance is unavailable, the VP Academic shall be the signing officer and the unavailable officer shall be notified.

1.6 The BOD may delegate to any member of the BOD the authority to undertake contractual obligations on behalf of the LSS.

LSS Constitution

Article V - The BOD Members of the LSS

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1 Preamble

1.1 Article V of the Constitution describes the rights and responsibilities of the BOD and establishes the rules surrounding the power of each member and the rules related to the conduct of Board Meetings.

1.2 The BOD is accountable to Active Members and Honorary Members as outlined in Article I of the Constitution.

1.3 The spirit and intent of the BOD is to have adequate representation for Active Members within each year of the program, and to have adequate representation to address various student issues.

1.4 All members of the BOD, including voting or non-voting Members, must maintain their status and Good Standing as full-time and part-time students in the J.D. program.

2 Composition of the BOD: Executive

2.1 The BOD shall consist of the following Executive positions, as elected by the Active Members of the LSS;

a) President;
b) Vice President Finance;
c) Vice President Academic;
d) Vice President Operations (2 positions);
e) Vice President External Affairs;
f) Vice President Fundraising;
g) Vice President Communications;
h) Vice President of Student Wellness and Engagement; and
i) Vice President of Equity.

2.2 Executive Members of the BOD shall be in their second year of studies in the J.D program at the Bora Laskin Faculty of Law.

2.2.1 In the event of the introduction of additional curriculum, such as a J.D-M.B.A program, where students may be in a fourth year or higher, those Active Members will be eligible to be members of the BOD.

2.3 The responsibilities of the Executive are so provided under By-Law 4.

3 Composition of the BOD: Directors

3.1 The BOD shall consist of the following Director positions, who represent various groups of student interest, as elected by the Active Members of the LSS;

a) Director of Indigenous and Northern Issues;
b) Director of 1L Issues (2 positions);
c) Director of 2L Issues (2 positions); and
d) Director of 3L Issues (2 positions).

3.2 In the event where one or both Director of 2L and/or 3L Issues positions remain vacant, these positions will be open for eligible 1L and/or 2L Active Members to be nominated and be granted the corresponding voting rights, as mentioned in Article VI of the Constitution.

3.3 The responsibilities of the Directors are so provided under By-Law 5.

4 Composition of the BOD: Non-Voting Roles

4.1 The BOD may consist of the following non-voting positions:

a) a previous serving LSS President/Executive Representative;
b) a General Manager, elected by the existing BOD to act as Chairperson for all BOD meetings.

5 Term of Office

5.1 The term of office for the Executive members begins on May 1st following their successful nomination and ends on April 30th of the following year.

5.2 The term of office for the Directors of Student Issues begins during the Fall semester following their successful nomination and ends the subsequent Fall semester at the commencement of the Nomination Period for the Director election.

6 Quorum of the BOD

6.1 Quorum for a BOD meeting shall be met when the Chairperson and a simple majority of 50% + 1 person attendance of BOD members.

7 Notice for Board Meetings

7.1 Notice for Board Meetings shall be delivered by the Chairperson by email or an alternative means of contact.

LSS Constitution

Article VI - Functions and Responsibilities of the BOD

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1 Preamble

1.1 Article VI of the Constitution outlines the functions and responsibilities of the BOD.

1.2 The BOD holds the authority to make day-to-day decisions and take action on matters in a timely manner.

1.3 Without in any way derogating from or limiting the duties of the BOD pursuant to the Constitution, all actions of the BOD shall be carried out in the best interests of the Active Members.

1.4 All actions of the BOD are valid, subject to the Constitution and any applicable Lakehead University and/or Human Resource policies.

1.5 The BOD shall have the power to enter into, amend, or dissolve, any form of agreement or By-Law within the Constitution, including but not limited to the Student Levy or any other agreements that levy a fee from Active Members for the purpose of financing LSS affairs.

2. BOD Meetings

2.1 The BOD shall meet bi-weekly, or at the recommendation of the President and/or Chairperson wherever it is deemed fit after consultation with the BOD.

2.2 The Director of Issues shall also meet bi-weekly, in addition to the BOD bi-weekly meeting, or at the recommendation of the President and/or Chairperson wherever it is deemed fit after consultation with the BOD.

2.3 BOD meetings shall be limited during the:

a) month of December; or
b) month of April

2.4 Executives and Directors shall endeavour to adhere to the determined meeting times.

2.5 If an Executive or Director is unable to attend a scheduled Board Meeting in person, they shall endeavour to attend the meeting either by videoconference or teleconference.

3 Voting at BOD Meetings

3.1 All decisions at BOD meetings shall be arrived at with the support of a simple majority (50% + 1) of members at any meeting with quorum.

3.2 The Chairperson or President will call votes on a motion. All motions shall be presented and seconded.

3.3 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.

LSS Constitution

Article VII - Coming into Force

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1 Preamble

1.1 The purpose of Article VII of the Constitution is to ensure the proper transition between this amended Constitution and the previous LSS Constitution amended in 2021.

2 Immediate Effect

2.1 All the Articles and By-Laws in this amended Constitution shall immediately take effect upon its ratification.

2.2 This amended Constitution was taken into effect on April 6, 2023 via BOD vote.

3 Exceptions

3.1 Upon the ratification of this amended Constitution:

a) all Executives in office prior to the ratification of the Constitution shall continue to remain in office until their term expires; and

b) all Directors in office prior to the ratification of the Constitution shall continue to remain in office until their term expires.

LSS Constitution

Article VIII - Referenda and Amendments

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1 Preamble

1.1 The purpose of Article VIII of the Constitution outlines the rules and regulations that govern all Referenda.

2 Referenda to the Constitution

2.1 A Referenda may be proposed on any issue.

2.2 A Referenda can be classified as either:

a) a General Constitutional Amendment; or
b) a Special Constitutional Amendment

2.3 A Referenda for a General Constitutional Amendment must be held when directed to do so by:

a) one (1) LSS BOD member through an LSS Meeting; or
b) a Petition Form bearing 25 signatures of Active Members.

2.4 A Referenda for a Special Constitutional Amendment must be held when directed to do so by the LSS BOD.

2.5 A Referenda will be considered initiated on the day after such a direction is received by the CRO.

2.6 Within seven days of the initiation of a Referenda, the CRO will draft an appropriate yes or no question to be asked. The question shall be drafted, as much as possible, to follow the intent of the initiating body.

2.7 Notice of the referendum and the referendum question shall be posted publicly along with a copy of the existing Constitution to the Active Members at least five (5) days in advance of the opening of the polls, and the Referenda must be held within two (2) weeks of the initiation, in accordance with the LSS By-laws and the requirements herein.

2.8 For a General Constitutional Amendment, the BOD shall be bound:

a) by a simple majority vote of the LSS Active Members in which at least sixty votes are cast.

2.9 For a Special Constitutional Amendment, the BOD shall be bound:

a) by a two-thirds (2/3) majority vote of the LSS BOD in which ninety percent (90%) of all BOD members cast a vote.

LSS Constitution

By-Law #1 - Elections and By-Elections Procedure

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1 Preamble

1.1 By-Law #1 outlines the procedures that govern all Elections of the LSS.

1.2 The BOD shall be responsible to ensure that the electoral process commences as required.

1.3 The Board may also instruct the CRO and DRO to use the assistance of an *Ad-Hoc* Election Committee.

2 Timing of Executive Elections and Director Elections

2.1 The Executive Election shall commence during the Winter semester, and the Director Election shall commence during the Fall semester.

2.2 The Board shall make every effort to ensure the commencement of any other by-election that may be specified by the BOD under the authority granted under this By-Law.

3 Timing of Notice

3.1 The Active Members shall be notified of the Director Elections and Executive Elections at least one week prior to the proposed election date.

4 Content and Method of Delivery of Notice

4.1 Notice of any Election shall be delivered to the Members by, but not limited to, e-mails and/or via social media (e.g., Facebook, Instagram, etc.).

4.2 The notice shall include the following information:

a) the available position(s);
b) the duties, responsibilities, and expectations of each available position;
c) contact information for the CRO and DRO; and
d) the date, time, and locations of the Nomination Period, All Candidates Meeting, Campaign Period, and Voting Period.

5 Chief Returning Officer (CRO)

5.1 There shall be one (1) CRO that represents the BOD for the purposes of elections. The CRO is by default the President of the BOD, however, the role can be delegated to another Executive or Director, if required.

5.2 The CRO shall:

a) be responsible, and report directly, to the BOD;
b) be familiar with, and adhere to the rules, procedures, policies, and guidelines set out in the Constitution;
c) be responsible for carrying out Elections in accordance with By-Law #1;
d) be charged with enforcing compliance with By-Law #1 by Candidates and other parties;
e) receive complaints and make any applicable rulings as required;
f) exercise general direction and supervision over the administrative conduct of any Election and enforce compliance with the Election regulations;
g) ensure that all Elections are carried out as per the Elections procedure;
h) approve all Campaign Materials, in conjunction with the DRO;
i) holding a meeting of all electoral candidates to provide them with approved rules and regulations;
j) implementing and overseeing the voting process including acting as poll clerks and counting of the ballots in the presence of all the candidates' Scrutineers;
k) 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; and
l) without limiting and foregoing, carry out all other duties and responsibilities identified as duties and responsibilities of a CRO as per By-Law #1.

6 Deputy Returning Officer (DRO)

6.1 There shall be one (1) DRO that represents the BOD for the purposes of elections. The DRO can be an Executive or Director of the BOD.

6.2 The DRO shall:

a) be responsible, and report directly, to the CRO;
b) be entrusted to be familiar with and adhere to the rules, procedures, policies, and guidelines set out in the Constitution;
c) during an Election, under direction of the CRO, be charged with enforcing compliance with By-Law #1 by Candidates and other parties;

d) at the discretion of the CRO, be charged with assisting the CRO in employing and administrating polls
e) assist the CRO in approving Campaign Materials;
f) Fulfill the duties of the CRO in the absence of the CRO and shall be vested with the same authority as the CRO during this time; and
g) without limiting and foregoing, carry out all other duties and responsibilities identified as duties and responsibilities of a CRO as per By-Law #1.

7 Nominations Procedure for Executive Elections and Director Elections

7.1 The Nomination Package shall:

a) be prepared and circulated to Active Members by the CRO and DRO;
b) be available to all Active Members; and
c) with respect to Executive and Director Elections, include the following:
    i. a calendar and/or timeline of all dates relevant to the particular Election;
    ii. the date, time, location, and agenda of the All Candidates Meeting;
    iii. a copy of the LSS Constitution and all By-Laws and Operational Policies relevant to the particular Election, or relevant parts thereof;
    iv. the Nomination Form, which must be completed in full by the Candidate, and which must list the Candidate's full and common name; preferred Candidate name that shall be printed on the ballots; signature; primary phone number; lakeheadu.ca email address; and a designation for the position of candidacy;
    v. the Candidate's Acknowledgement Form, which must be completed in full by the Candidate, and which must pledge compliance with and understanding of the rules of the Election; and
    vi. include a signed Scrutineer form, which must have the name of the Candidate's designated Scrutineer.

8 Eligibility

8.1 All Candidates will be Active Members and shall properly complete and submit to the CRO and DRO the Nomination Package for the desired position by the deadline set out in the Nomination Package.

8.2 Current Directors who have or are about to complete one term in a Director position may stand for election of an Executive or Director position for another term.

8.3 Current Executives cannot be re-elected for an Executive position but are eligible to be elected as a Director.

8.4 Scrutineers must be an Active Member; however, a Scrutineer cannot be a current standing member of the BOD or be a Nominated Candidate for that election period.

8.5 Scrutineers must attend the mandatory meeting to tabulate the voting, the date for which will be provided by the CRO and DRO. A failure of the Scrutineer to be present will result in the disqualification of the candidate they are representing.

8.6 Scrutineers may only nominate one individual during an Election.

9 All Candidates Meeting ("ACM")

9.1 The ACM shall be held at the conclusion of the Nomination Period.

9.2 All Candidates must be present at the start and throughout the ACM, unless their absence is reasonable at the discretion of the CRO. The Candidate then must meet with the CRO or DRO at their earliest convenience to

9.3 A failure to inform either the CRO or DRO of a potential absence at the ACM will result in invalidation of the potential Candidate's nomination.

9.4 The CRO shall:

a) announce the potential Candidates who have attained candidacy;
b) present the timeline of the Election to all those in attendance; and
c) answer any questions from Candidates regarding the electoral process

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

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

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

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

10 Withdrawal

10.1 A Candidate may withdraw at any time after nomination and prior to the opening of polls by delivering to the CRO notice of their decision to withdraw. Once the notice has been received by the CRO, the Candidate may not reverse their decision to withdraw.

10.2 If a Candidate withdraws, the CRO or DRO shall remove the Candidate's name from the poll.

10.3 If, after the withdrawal, there are no remaining Candidates for an Executive or Director position, the CRO shall call a By-Election for the position(s) in question.

11 Campaign Period

11.1 The Campaign Period will take place during the timeline as provided in the Nomination Package.

11.2 The CRO and DRO have the discretion to extend the Campaign Period if required.

11.3 All Campaign materials must be submitted and approved by the CRO or DRO and cannot be posted until they have been approved (by email response to the CRO or DRO).

11.4 Candidates are limited to a total of 75 regular sized (8.5" by 11") posters. Posters that are larger will be taken into consideration and their size will be calculated.

11.5 Each candidate is limited to $75.00 for the cost of campaigning materials. These monies should be from the candidate's own personal fund. Your scrutineer must hand in all receipts from campaign purchases before ballot counting (pictures of receipts emailed to CRO/DRO will be accepted). Items that a candidate already has in their possession will be calculated accordingly at the discretion of the CRO and DRO.

11.6 Campaigns must be conducted in a suitable manner, subject to the discretion of the CRO and DRO. Campaigning must not harm others, the LSS or Lakehead University's reputation or property.

11.7 No candidates may slander another candidate or be libelous to each other.

11.8 No campaign shall run jointly where two or more candidates run for office as a team.

11.9 The Lakehead University or LSS logos, Lakehead University Staff, and members of the BOD are **not** to be used on any campaign materials (ex. posters, social

media, email, t- shirts). Using these implies that Lakehead University and/or the LSS are endorsing your campaign.

11.10 Candidates may use any platform of campaigning, including but not limited to, email, social media, clothing, posters, and class talks. All campaign materials must fall in line with By-Law #1. If a candidate is unsure of a campaigning method, they may ask the CRO and DRO for guidance.

11.11 Any rule violations will be counted as a “strike”. If a candidate has three “strikes” they will be disqualified.

11.12 Any student and staff member are free to inform the CRO or DRO of any complaints and concerns they have with any Candidate. All complaints and concerns will be dealt with on a case-by-case basis by the CRO and DRO. The CRO and DRO will be making all decisions together.

12 Voting Period

12.1 The Campaign Period will take place during the timeline as provided in the Nomination Package. The CRO and DRO have the discretion to extend the Campaign Period if required.

12.2 All voting shall be executed using an electronic voting system (ex. Google Forms), which shall be administered to Active Members by email.

12.3 The CRO and DRO must ensure the privacy, anonymity, and confidentiality of every vote cast.

12.4 The CRO and DRO must prevent voter and election tampering and must be able to certify the results of every poll at the request of the BOD.

12.5 The voting poll must be accessible to all Active Members, including students with disabilities.

12.6 Each ballot shall state the name and position for which the Election is being held for, along with the following:

a) each Candidate’s name who is running for the position;
b) an option to abstain; and
c) an option to reopen nominations, implying a vote of no confidence in the Candidates listed.

12.7 The CRO or DRO will send an email to all Active Members at the start of the Voting Period, providing a link to the electronic voting system and a formal announcement declaring the start of the voting period.

13 Electronic Tabulation

13.1 Electronic Tabulation will occur when the delegated Scrutineers meet with the CRO and DRO, either in person or by Zoom, to tabulate the voting. Scrutineers shall attend this tabulation, or else their represented Candidate will be disqualified from the Election.

13.2 The results for Elections will be decided by a simple majority of the votes cast by eligible voters.

13.3 In the event of a tie in an Election it is under the discretion of the CRO and DRO on how to proceed.

13.4 In the event a Candidate declines their elected position within five (5) business days of their successful candidacy, the Candidate with the second-most votes for the position in question shall be certified as the Candidate-elect by the CRO.

14 Election Quorum

14.1 Quorum for all Elections and applicable By-elections shall be ten percent (10%) of all Active Members. A failure to not meet the quorum will deem the election invalid.

15 By-Elections

15.1 By-elections shall occur only when there is a vacancy on the Executive Committee, the minimum number of seats on the BOD has not been filled, a position is not filled during the Nomination Period, or a Re-vote has failed to be ratified.

15.2 The process of By-elections is further explained under By-Law #3.

16 Results of Elections and By-Elections

16.1 Once the Electronic Tabulations have concluded, and any applicable disputes are resolved, the CRO shall prepare and deliver the results of the election to the BOD, and then the rest of the Active Members.

17 Re-vote

17.1 Should a re-vote be required, notice shall be delivered to the Active Members through the print, web, and public announcements potentially including but not limited to mass emails and via social media (e.g., Facebook) and shall include information pertaining to available position(s), contact details of the CRO, and the date, time, and locations of the polls.

18 Enforcement and Complaints

18.1 Any formal Election complaints must be made in writing and given to the CRO and DRO within 24 hours.

18.2 Any formal appeals to Election results must be made in writing and given to the CRO and DRO within 24 hours.

18.3 Any formal appeals of the decisions made by the CRO and DRO regarding the Elections procedures must be made in writing and sent to the President within 24 hours for the Election

19 Rulings

19.1 Depending on the availability of facts, the CRO may elect to make an immediate Ruling, or may make further inquiries of the Complainant or other parties before making a Ruling.

19.2 The CRO shall use best efforts to ensure that all Rulings are made within 24 hours of being submitted by the Complainant. If the CRO is not able to make a Ruling within 24 hours, the CRO shall advise the Complainant accordingly

19.3 All Rulings shall be communicated by email to the Complainant, the affected Candidate (if applicable), and shall include:

a) a summary of the complaint;
b) an account of all of the facts relevant to the complaint;
c) the final ruling of the CRO; and;
d) detailed reasons for the ruling.

19.4 The CRO is entitled to disqualify a Candidate if they deem it to be just.

19.5 In the event a winning Candidate in any election is disqualified, the runner-up will take the place of the disqualified winner.

20 Appeals

20.1 Candidates not satisfied, acting reasonably, with a ruling by the CRO may appeal to the BOD. Eligible voters, acting reasonably may also submit complaints. Any complaint must be sent in writing to the President.

20.2 All alleged violations of the Election Rules shall be investigated and ruled upon, in the first instance, by the CRO, pursuant to the following guidelines:

a) any Candidate, or any member entitled to vote is entitled to submit a complaint to the CRO;
b) any complaints to the CRO complaint must include the following:

i. the specific provision in the Bylaws or the Elections Policy that is alleged to have been violated;
ii. if known, the specific Candidate or individual that is alleged to have committed the violation; and
iii. the specific facts which constitute the alleged violation, and where appropriate, evidence for these facts.

20.3 Penalties available to the CRO include but are not limited to:

a) the confiscation or destruction of campaign materials;
b) limits, restrictions and prohibitions on any type of campaigning, for any period of time; and
c) disqualification of the Candidate in question.

LSS Constitution

By-Law #2 - Clubs

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1 Preamble

1.1 By-Law #2 outlines the procedures that govern all Club, association, society, or group of the LSS.

1.2 LSS Clubs shall be open for membership to all Active Members at the Bora Laskin Faculty of Law.

1.3 Club status will be determined as outlined in the LSS Club Status Application Package, found on the LSS website.

2 General

2.1 The constitution of an LSS endorsed Club, mandate, events and individuals representing the Club must not violated the freedoms and rights of other persons as outlined in the Canadian *Charter of Rights and Freedoms*, namely:

a) freedom of conscience and religion;
b) freedom of thought, belief, opinion and expression including freedom of the press and other media of communication;
c) freedom of peaceful assembly; and
d) freedom of association.

2.2 The mandate of every LSS endorsed Club should be to enrich the student life and/or the community at the Bora Laskin Faculty of Law. Recognizing the diversity of the students at the Bora Laskin Faculty of Law, student life shall not be narrowly construed.

2.3 All active LSS endorsed Clubs agree to adhere to the LSS constitution and all other related regulations. It is the responsibility of the executive members of the Club to be familiar with these documents.

2.4 All active LSS endorsed Clubs may:

a) request funding as outlined herein;
b) participate in Clubs Day;
c) request to post their advertising through official LSS communication channels with the approval of the VP Communications; and
d) may post their events to the Bora Laskin Faculty of Law student Facebook group.

2.5 It is the responsibility of the VP Finance to organize Clubs Day, which shall consist of the following:

a) Clubs Day must occur in September at the commencement of the academic year;
b) Clubs Day shall occur before the deadline for renewal applications;
c) Clubs Day shall take place in a convenient locating for students and faculty;
d) any Active and proposed Clubs that participate in Clubs Day are permitted to bring Club marking materials and signage if appropriate; and
e) a representative from any Club participating in Clubs Day must be available at the event.

2.6 In response to failure to act pursuant to the provision of By-Law 3 or any Club related guidelines as put out by the current VP Finance, the LSS may:
a) withhold funding;
b) refusal to process reimbursement requests;
c) move to de-ratify the Club; or
d) impose any other penalty deemed appropriate, as approved by a two third majority of the LSS.

2.7 A list of all active LSS endorsed Clubs, with a Club description shall be made available on the LSS website with the contact for the Club.

2.8 Active LSS endorsed Clubs may create their own Club emblem, but should the Club wish to use LSS identifiers, they must contact the VP Communications for approval.

3 Ratification Application and Process

3.1 A proposed Club shall submit an application for Club status. The application for Club status shall be made available by the LSS on the LSS website (if active) or some other LSS communication base if the LSS is no longer using the website.

3.2 A proposed Club may apply for ratification at any time during the academic term, and the ratification will be valid until the renewal process begins in late August.

3.3 The application for ratification shall include:
a) the name of the proposed Club;
b) the date of the application;
c) a list of a minimum of three (3) Founding Executive Members including the name, position and email of the founding member;
d) all Executive members must certify that they have read and understood the current LSS Constitution;
e) a brief description of the proposed Club's objectives;
f) a copy of the proposed Club's constitution (if available); and

g) evidence of thirty (30) signatures from Active Members, which contains the students' names, academic year of study, and signature.

3.4 A proposed Club may participate in Clubs Day in order to obtain signatures for ratification.

3.5 Students who sign the application for Club status are not automatically deemed to be members of the proposed Club if the Club is ratified. The Club shall manage membership separately from this exercise.

3.6 A majority vote of the LSS BOD will ratify a proposed Club and will render the Club active.

3.7 Any person who is a Founding Executive Member on the Application Form, who is also a voting member of the LSS BOD, shall be precluded from voting in the proposed Club's ratification.

3.8 If a proposed Club is denied ratification, the Founding Executive Members shall be notified by email which shall contain the reasons for the denial.

3.9 If a proposed Club is denied ratification, the proposed Club may modify their Application in accordance with the reasons provided for the denial, and may reapply and may appeal directly to the LSS and the next LSS BOD meeting.

3.9 The LSS retains the right to deny Clubs for ratification should they not be in line with the objectives of LSS Clubs as outlined herein.

4 Renewal Application and Process

4.1 The VP Finance shall make Club renewal applications available to the student body in August prior to the upcoming academic year.

4.2 The VP Finance shall set strict deadlines for renewal.

4.3 LSS Clubs which had been active in the previous academic term must renew the Club in accordance with the timeline set by the current VP Finance.

4.4 Any person who is an Acting President on a Club that has applied for a renew of Active Status, who is also a voting member of the LSS BOD, shall be precluded from voting on the said Club's Renewal.

5 Funding Application and Process

5.1 Only active LSS endorsed Clubs may apply for Club funding.

5.2 No Club will automatically be granted funding.

5.3 The VP Finance will determine the Club funding applications timeline, in accordance with the entirety of By-Law #2.

5.4 Funding Applications must include:

a) An explanation of what the funding will be used for, and should indicate how the funding will benefit the students within the Club, within the Faculty of Law, and the community (if applicable);
b) a list of all Club members and other participants (if applicable);
c) budget detailing forms of anticipated revenues and expenses (excluding anticipated funding from the LSS)
d)
e) any other information as the VP Finance or LSS deems pertinent to assess the application; and
f) information regarding whether the Club has LUSU status and whether the Club has applied, or has received, any LUSU funding.

5.5 Funding applications shall be available for one (1) week following the Club Ratification and Renewal process, and shall again be available during the first month of the Winter semester, closing February 1.

5.6 A Club member who initiates a Funding Application may indicate to the VP Finance of their intention to address the LSS BOD at the next Board Meeting to support their Application, which shall subsequently take place at the next Board Meeting.

5.7 Funding is subject to approval by the VP Finance and on occasion the BOD when the VP Finance seeks direction.

5.8 The VP Finance and the BOD reserve the right to deny funding following a review of the funding application submission.

5.9 Any person who initiates a Funding Application for a Club, who is also a voting member of the LSS BOD, shall be precluded from any voting relating to their Funding Application.

5.10 The information/form to apply for Club funding shall be available on the LSS website (if active) or some other LSS communication base if the LSS is no longer using the website.

5.11 It will be to the discretion of the VP Finance to determine the amount that each Club may apply for. Each Club must have the ability to apply for the same amount. (ie. $300.00 for the academic year if the amount available as set by the VP Finance is $300.00).

5.12 If a Club is approved for funding:

a) the approved funds will be held in trust by the VP Finance for the benefit of the Club;
b) the funds will be used solely for the purpose of which funding was provided, as indicated in the Funding Application;
c) is precluded from being used to purchase alcohol or drugs of any kind;
d) the President of the Club must provide the VP Finance with receipts of any purchases which shall be reviewed in alignment with the reasons for funding outlined in the Club's Funding Application;
e) in the event of a lost receipt, the President of the Club must complete a lost receipt form; and
f) if a receipt does not comply with the reasons for funding outlined in the Club's Funding Application, or is false, misleading or inaccurate, the LSS may require the recipient to repay all the funds remitted to them.

6 Reimbursement

6.1 Reimbursement request shall be made in the form of a receipt submission. Receipts shall be submitted to the VP Finance through a forum chosen by the current VP Finance. The forum for submission shall be available on the LSS website (if active) or some other LSS communication base if the LSS is no longer using the website.

6.2 The reimbursement request shall contain:
a) the name of the LSS Club;
b) the name and position of the individual submitting the form on behalf of the LSS Club;
c) the date of the submission;
d) the amount claimed;
e) the receipt attached;
f) a brief description of the expense;
g) an email for the e-transfer to be sent to (this is to the discretion of the current VP Finance to determine how funds will be repaid);
h) a signature (can be electronic) of the individual submitting the form; and
i) a confirmation by the individual submitting the form that they understand the LSS funding guidelines laid out in this Constitution as well as any funding request guidelines as issued by the current VP Finance.

6.3 The VP Finance will approve reimbursement requests on a rolling monthly basis.

6.4 The lost receipt form shall be available on the LSS website (if active) or some other LSS communication base if the LSS is no longer using the website.

6.5 External funding requests must be approved by VP External before requests are made. Clubs must be cleared by the VP External to approach local law firms or organizations to request funding.

6.6 The VP Finance has the discretion to issue funding request guidelines that shall be relied on in conjunction with the LSS Constitution. The funding request guidelines information shall be available on the LSS website.

LSS Constitution

By-Law #3 - BOD Expectations and Disciplinary Procedures

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1 Preamble

1.1 By-Law #3 outlines the powers of the BOD to make changes pertaining to the Executive and Directors of the BOD.

2 Conduct of Executives and Directors

2.1 It is expected that BOD Members will make good faith efforts to attend all events and matters organized by the LSS.

2.2 Each Executive and Director agrees to:

a) personally observe high standards of conduct at all times;
b) preserves the integrity, dignity, and values of the LSS;
c) utilize the prestige of their LSS position solely in the interests of the LSS;
d) not allow personal relationships to affect their conduct or judgement as an LSS Member;
e) ensure that all official decisions taken, and judgements exercised, support the best interests of the LSS;
f) appropriately and diligently delegate additional responsibilities as required;
g) support an environment conducive to the professional growth of all Active Members, the general public, and Faculty of Law Staff;
h) maintain the integrity of the BOD by only exercising authority as a member when acting on behalf of the BOD and ensure that all actions reflect the will of the BOD;
i) abide by all decisions of the BOD; and
j) to not misappropriate, damage, or possess without authorization any property of the LSS.

3 Disciplinary Procedures for Misconduct

3.1 Without derogating from the authority of the BOD, failure to adhere to this By-Law #3 shall result in progressive disciplinary measures, resulting in the following measures in accordance with the severity of the infraction:

a) verbal warning issued by the President, after consulting with the remaining Executives and Directors;
b) written warning issued by the President, after consulting with the remaining Executives and Directors, sent to the BOD, who shall decide if the offence warrants a censure; and

c) written recommendation from the President, after consulting with the remaining Executives, to the BOD for a Removal Hearing, who shall review the recommendation at the next BOD meeting.

3.2 The BOD may elect to either remove said person from the position or impose disciplinary action deemed reasonable in circumstances.

3.3 In the case of a member's incapacity to perform their duties, the BOD shall determine the appropriate action.

3.4 In the event the President is the party committing misconduct contrary to By-Law #3, the Acting President shall consult with the remaining Executives and Directors to determine a just disciplinary action.

4 Removal Hearing

4.1 Removal from the LSS BOD will be appropriate on the following grounds:

a) offensive misrepresentation of the LSS;
b) a failure to uphold principles and ethics both explicitly and implicitly outlined in this Constitution;
c) disclosing confidential information to any person that is not a member of the BOD, unless otherwise authorized by the BOD;
d) if an Executive or Director no longer maintains part-time or full-time status of the J.D. Program;
e) insubordination and related issues such as dishonesty;
f) attendance issues, such as frequent absences or chronic tardiness; and
g) not performing their role and responsibilities as an Executive or Director.

4.2 A Vote of Confidence to remove an LSS BOD Member following a Removal Hearing must have a clear majority ruling, constituting a two-thirds majority of the BOD to remove the Member from the LSS BOD

5 Resignation

5.1 Directors and Executives are entitled to resign at any time during their term in office by giving (7) days' notice, in writing, to the President. Said resignation shall take effect once it has been received by the President and read into public record at a BOD meeting.

5.2 If the President is the individual resigning from their Executive position, they are to provide notice in writing to the Acting President.

6 Replacement of an Executive or Director

6.1 Should a vacancy on the Executive Committee arise prior to November 1, a By-Election shall occur. The CRO shall begin the By-Election process within five (5) days of the resignation or removal of the LSS BOD Member.

6.2 Should a vacancy on the Executive Committee occur after November 1, or if the By-election process is unsuccessful, the BOD shall fill the vacant position.

6.3 Should a vacancy on the Director Committee arise prior to March 1, a By-Election shall occur. The CRO shall begin the By-Election process within five (5) days of the resignation or removal of the LSS BOD Member.

6.4 Should a vacancy on the Director Committee arise after March 1, or if the By-election process is unsuccessful, the BOD shall fill the vacant position.

6.5 The process to fill the vacant position, following an unsuccessful By-election, shall be pursuant to the following procedure:

a) the Active Members shall be notified of the vacancy by the CRO;
b) Notice must be done in accordance with By-Law #1;
c) the CRO shall prepare nomination packages pursuant to By-Law #1;
d) upon receiving complete Nominee Applications, the CRO shall present the Nominee Applications to the BOD at the next Board Meeting;
e) if the CRO has received a single complete Nominee Application, the nominee in question shall be brought before the BOD for ratification; and
f) if the CRO has received multiple complete Nominee Applications, a majority vote by secret ballot shall be conducted by the BOD, and the successful candidate shall be ratified by the BOD.

7 No Other Removal

7.1 Notwithstanding any other provision of the Constitution, removal of Directors or Executives shall only be affected by way of the procedures as set out in this By-Law #3.

LSS Constitution

By-Law #4 - Responsibilities of the Executives of the LSS

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1 Preamble

1.1 By-Law #4 outlines the powers and responsibilities of the Executive members of the BOD.

2. Responsibilities of the Executive Team

2.1 The Executive Team is composed of 9 members who, as a unit, are responsible for promoting and supporting the student community by providing Active Members with opportunities to engage with the student body, faculty, and both the legal and local community, to enhance the students' academic and social experience during law school.

2.2 The Executive Team will work with the Director Team to promote the student body, and to address students' concerns.

3 Election of Executives

3.1 The Executive team shall be elected during the Winter semester, and their terms shall commence on May 1st and will end April 30th of the subsequent academic year, lasting for one (1) year.

4 President

4.1 The President of the LSS in their capacity:

a) is charged with the general management and supervision of the BOD;
b) acts as the Chief Executive of the BOD;
c) shall establish the goals and objectives of the BOD in conjunction with the other Executives and Directors;
d) is expected to act as the primary liaison between the BOD and the Faculty of Law's Administration, and Faculty Members;
e) serves as the default Chairperson for all BOD meetings;
f) attends functions on behalf of the LSS or has the authority to delegate another Executive to attend;
g) guides and delegates all responsibilities to the BOD.
h) is required to sit on the Bora Laskin Faculty of Law Council, which meets on a monthly basis; and
i) is required to sit on the Law Student Society of Ontario Council, which meets on a monthly basis.

4.2 Unless otherwise expressly set out in the Governing Documents, the President is authorized to make unilateral decisions on behalf of the LSS, subject to the following criteria:

a) after diligent and reasonable efforts, the President is unable to convene a meeting of the BOD;
b) it is unavoidable and absolutely necessary that the decision be made before a meeting of the BOD can be convened, such that, failing to make an immediate decision would result in irreparable harm to the LSS;
c) the President is not in a conflict of interest with respect to the decision in question; and
d) the decision is reported to the BOD, and the Executive at the next meeting of each entity.

4.3 The President is responsible for maintaining a line of communication with:

a) the Faculty of Law; and
b) the Law Student Society of Ontario ("LSSO") council

4.4 The President shall attend all general meetings of the LSSO council, alongside another chosen LSS Executive.

4.5 The President shall endeavour to fill all seats on any and all student committees.

4.6 The President shall be responsible for engaging and communicating with the Active Members.

4.7 The President is a voting member of the BOD.

4.8 The President will attend and assist with all events organized by the LSS.

5 Vice President Finance

5.1 The VP Finance in their capacity shall:

a) ensure funds are managed in a fiscally responsible manner as per Article IV;
b) ensure transparency through the maintenance of up-to-date and accurate LSS records;
c) oversee decisions with respect to finances of the LSS;
d) serve as chairperson for meetings in the event the President and/or Chairperson is not present, or are in a conflict of interest;
e) endorse and ensure proper signage of all cheques received and sent by the LSS;
f) oversee all deposits and withdrawals and handle all other LSS banking business;
g) prepare a draft budget to be confirmed by the BOD;

h) produce an official LSS budget outlining financial statements and the budget of the LSS, to be presented to Active Members at the Annual General Meeting;
i) using their VP Finance email, send out communications to the Active Members when providing information relevant to their position;
j) attend and assist with all events organized by the LSS;
k) shall be responsible for organizing Club day; and
l) shall be responsible for ensuring the proper operation of all LSS endorsed Clubs.

5.2 During the absence or inability of the President, presidential duties become the responsibility of the Vice-President Finance, who will thereby serve as Acting President, unless otherwise agreed to by majority vote of the BOD as per Article I section 1.2.

5.3 The VP Finance is a voting member of the BOD.

6 Vice President Academic

6.1 The VP Academic in their capacity shall:
a) receive and compile student feedback regarding the law school curriculum;
b) receive and compile student feedback regarding academic resources;
c) receive and compile student feedback regarding academic faculty;
d) shall be part of the Appeals committee and coordinate with the Dean of Law regarding student appeals;
e) using their VP Academic email, send out communications to the Active Members when providing information relevant to their position
f) deal with all student issues of academic nature; and
g) attend and assist with all events organized by the LSS.

6.2 The VP Academic acts as a voting member of the BOD.

7 Vice President Operations

7.1 The VPs of Operations in their capacities shall:
a) be equally responsible for overseeing the planning, coordination, and operation of all social events;
b) using their VP Operations email, send out communications to the Active Members when providing information relevant to their position;
c) ensure that any Risk Management documentation is submitted on behalf of the LSS to the Director of Risk Management at Lakehead University;

d) ensure that all LSS Clubs submit any Risk Management documentation is submitted to the Director of Risk Management at Lakehead University;
e) attend and assist with all events organized by the LSS;
f) share all duties and responsibilities required of these positions; and
g) ensure that all decisions related to the shared position be made with the full knowledge, consultation, and mutual agreement of both individuals sharing the role.

7.2 The VPs of Operations are voting members of the BOD.

8 Vice President External Affairs

8.1 The VP External Affairs in their capacity shall:

a) attend external conferences and events on behalf of the LSS;
b) liaise with other Law School Student Societies;
c) be the Thunder Bay Law Association ("TBLA") student contact;
d) be a member of the LSSO alongside the President; and
e) liaise with any external organizations.
f) using their VP External Affairs email, send out communications to the Active Members when providing information relevant to their position; and
g) attend and assist with all events organized by the LSS.

8.2 The VP External Affairs is a voting member of the BOD.

9 Vice President Fundraising

9.1 The VP Fundraising in their capacity shall:

a) be responsible for organizing and facilitating two fundraising events. The fall fundraising event will raise money to support an LSS event; the winter fundraising event will raise money to support the Thunder Bay community;
b) coordinate any and all charity fundraisers on behalf of the LSS;
c) be responsible for any merchandise endeavours brought forth by the LSS;
d) assist students in any fundraisers they bring forward;
e) using their VP Fundraising email, send out communications to the Active Members when providing information relevant to their position; and
f) attend and assist with all events organized by the LSS.

9.2 The VP Fundraising is a voting member of the BOD.

10 Vice President Communications

10.1 The VP Communications in their capacity shall:

a) be responsible for sending out one monthly newsletter, at the beginning of each month, to Active Members on behalf of the LSS, outlining the upcoming events being organized by the LSS;
b) be responsible for drafting minutes at any and all BOD meetings;
c) be responsible for updating all LSS operated social media accounts;
d) disperse all meeting agenda and minutes to the LSS members in a timely manner;
e) using their VP Operations email, send out communications to the Active Members when providing information relevant to their position;
f) be responsible for notifying students of all BOD, general and special LSS meetings; and
g) attend and assist with all events organized by the LSS.

10.2 The VP Communications is a voting member of the BOD.

11 Vice President of Student Wellness and Engagement

11.1 The VP of Student Wellness and Engagement in their capacity shall:

a) work with the BOD and the Law Faculty to promote physical and mental wellness at the Bora Laskin Faculty of Law;
b) coordinate with the VP Operations for the planning of wellness and student outreach events;
c) using their VP Student Wellness and Engagement email, send out communications to the Active Members when providing information relevant to their position;
d) liaise with the student body, BOD, and school administration to ensure students receive adequate accessibility support and resources; and
e) attend and assist with all events organized by the LSS.

11.2 The VP of Student Wellness and Engagement is a voting member of the BOD.

12 Vice President Equity

12.1 The VP Equity in their capacity shall:

a) advance the interests of Active Members from marginalized communities;
b) ensure the BOD represents the interests of all Active Members in an equitable and accessible manner;
c) using their VP Equity email, send out communications to the Active Members when providing information relevant to their position;

d) serve as the Equity Officer for the Equity Advisory Board of the LSSO;
e) serve as a liaison alongside any other elected or appointed members of the BOD with external and internal organizations; and
f) attend and assist with all events organized by the LSS.

12.2 The VP Equity is a voting member of the BOD.

LSS Constitution

By-Law #5 - Responsibilities of the Directors of the LSS

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1 Preamble

1.1 By-Law #5 outlines the powers and responsibilities of the Director members of the BOD.

2 Responsibilities of the Director Team

2.1 The Director Team is composed of 7 members who, as a unit, are responsible for canvassing, collecting, and addressing students' concerns by advocating on behalf of the Active Members in order to promote the students' experience during law school.

2.2 The Director Team will work with the Executive Team to promote the student body, and to address students' concerns.

2.3 Each Director will be responsible for communicating with the Active Members and faculty using their respective Director email account.

3 Election of Directors

3.1 The Director team shall be elected during the Fall semester, and their term shall commence no later than October 15th and will end no later than October 14th of the subsequent academic year, lasting for one (1) year.

4 Directors of Student Issues

4.1 The Directors of Student Issues shall be composed of:

a) 2 active members of the 1L cohort;
b) 2 active members of the 2L cohort;
c) 1 active member of the 3L cohort who is completing their final semester during the Fall; and
d) 1 active member of the 3L cohort who is completing their final semester during the Winter.

4.2 The Directors of Student Issues in their capacity shall:

a) represent the needs of, and shall bring awareness to, the issues affecting Active Members within each academic cohort;
b) ensure all decisions made by the BOD respect and consider issues affecting their respective academic cohort;

c) ensure Active Members are provided with opportunities to express their feedback or concerns pertaining to their respective academic cohort which affect their academic or social experience at law school;
d) be responsible for compile, organizing, and managing the feedback and concerns of Active Members within their respective academic cohort;
e) be responsible for raising any feedback or concerns which have been raised by Active Members within their respective cohort, at the BOD Meetings; and
f) be responsible for creating, organizing, and leading the advocacy efforts of the Working Groups;

4.3 Each Director of Student Issues is a voting member of the BOD.

5 Director of Indigenous and Northern Issues

5.1 The Director of Indigenous and Northern Issues in their capacity shall:
a) represent the needs of, and shall bring awareness to, the issues affecting Active Members pertaining to Indigenous issues;
b) represent the needs of, and shall bring awareness to, the issues affecting Active Members pertaining to northern, rural and small communities;
c) ensure all decisions made by the BOD respect and consider Indigenous cultures and issues;
d) ensure all decisions made by the BOD respect and consider issues relating to northern, rural and small communities;
e) ensure Active Members are provided with opportunities to express their feedback or concerns pertaining to Indigenous issues and issues relating to northern, rural and small community issues which affect their academic or social experience at law school;
f) be responsible for compile, organizing, and managing the feedback and concerns of Active Members regarding Indigenous issues and issues relating to northern, rural and small community issues;
g) be responsible for raising any feedback or concerns which have been raised by Active Members regarding these issues, at the BOD Meetings; and
h) be responsible for creating, organizing, and leading the advocacy efforts of the Working Groups that target Indigenous issues and issues relating to northern, rural and small community issues that are raised by Active Members;

5.2 The Director of Indigenous and Northern Issues is a voting member of the BOD.

LSS Constitution

By-Law #6 - Responsibilities of Non-Voting Members of the LSS

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1 Preamble

1.1 By-Law #6 outlines the responsibilities of the non-Voting members of the BOD.

2 Past President

2.1 The BOD shall allow any and all past Presidents acting in good faith to provide insight and special advice to the BOD.

2.2 Any Past President serving on the BOD will not have any voting power while serving in this capacity on the BOD.

2.3 The Past President who served on the BOD in the previous academic year shall endeavour to attend LSS BOD Meetings and shall provide guidance to the Active President and the sitting BOD Members.

3. Responsibilities of the General Manager

3.1 The BOD may elect a General Manager whose Responsibilities can include:

- a) taking minutes at all meetings held by the Law Students' Society;
    - i. These minutes will be subject to the view of the Board and may be amended by request and approval of the Board;
- b) maintaining a current copy of the LSS Constitution and advising the BOD on its rules and regulations when requested;
- c) overseeing the collection and storage of all documents of the LSS;
- d) such other administrative tasks not provided for specifically shall be under the role of the General Manager.

3.2 A General Manager, if elected, will not have any voting power while serving in this capacity as a member of the BOD.