

**ASSOCIATION DES ÉTUDIANTS ET  
ÉTUDIANTES EN DROIT DE L'UNIVERSITÉ  
MCGILL  
LAW STUDENTS' ASSOCIATION OF MCGILL  
UNIVERSITY CONSTITUTION  
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# lsa

McGill Law Students Association

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Association des étudiant.e.s  
en droit de McGill

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## PURPOSE

The purpose of the Law Students' Association is to represent, inform, and develop the educational, cultural, political, and social interests of its members.

## DEFINITIONS

**"Corporation"** means the LSA and is used to emphasize the corporate nature of the LSA for added clarity in individual sections;

**"Faculty"** means the Faculty of Law of McGill University;

**"LSA"** means the corporate body of the students of the Faculty of Law of McGill University, also known as the Law Students' Association of McGill University (LSA)

**"LSA Council"** is the legislative body of the LSA, its constituency is determined by Part VII.

**"LSA Executive"** is the executive body of the LSA; its constituency is determined by the Constitution.

**"LSA Groups"** means all committees, activities and other groups whose funds are administered by the LSA, either according to the Constitution and By-Laws or by mutual agreement, or who are affiliated with the LSA.

## PART I: AMENDING THE CONSTITUTION AND BY-LAWS

1. (1) The LSA may amend the constitution subject to the approval of the LSA members in a referendum with a two-thirds (2/3) majority and in which at least ten percent (10%) of LSA members vote;

(2) The LSA may amend the By-Laws subject to a simple majority vote of LSA Council or a majority vote of LSA members at an Annual General Meeting, Special General Meeting or referendum.

## PART II: EQUAL OPPORTUNITY AND NON-DISCRIMINATION

2. The LSA Council adopts these statements of equal opportunity, believing them to be an accurate reflection of the character of its members. They help define the LSA as a cosmopolitan association, in which a diversity of people can learn, participate, and work together.

3. The LSA Council adopts the following statements of equal opportunity:

a. The LSA affirms that everyone has the right to equal treatment and equal access to services, goods, facilities, accommodation, participation and employment without harassment or unlawful discrimination;

b. The LSA recognizes that excellence can flourish only in an environment in which its members can work, study and participate free from harassment and unlawful discrimination;

c. The LSA affirms the necessity of providing all of its members with equal rights and opportunities;

d. The LSA obliges itself as a provider of services to ensure, where possible, that all its services are available and accessible to all members;

e. The LSA recognizes its responsibility to remove barriers that may be presented by organizational complexity, language differences, political differences,

cultural insensitivity, racial intolerance, citizenship, and discriminatory attitudes and practices;

f. The LSA will not tolerate harassment or unlawful discrimination on any basis, including but not limited to race, creed, colour, national origin, language, political or religious affiliations, sex, sexual orientation, age, class, marital status, family relationship, gender identity, or disability.

4. The LSA Constitution and By-Laws are to be interpreted and applied in a manner that is consistent with the aforementioned declarations.

5. (1) Any allegation of violations under Part II of this Constitution shall be directed, at first instance, to the President. If the allegations are against the President, they should be addressed directly to the Judicial Board.

(2) The President, in conjunction with two Vice-Presidents (selected by the President), shall address the allegation and take appropriate action, in consideration of the wishes of the complainant. Such allegations shall be dealt with in consultation with both parties, and a report presented to the LSA Executive.

### **PART III: LANGUAGE RIGHTS**

6. English and French are the official languages of the LSA.

7. At all meetings of the LSA members may use either official language.

8. The Speaker of LSA Council must be able to conduct meetings in both official languages.

9. Resolutions of the LSA may be adopted in either or both official languages.

10. Official notices regarding elections, referenda, budgets of the LSA, nominations and applications, as well as any other official notices addressed to the student body at large, shall include both official languages.

11. The Constitution and By-Laws of the LSA must be available and shall be equally authoritative in both official languages.

### **PART IV: MEMBERSHIP**

12. (1) The membership of the LSA shall consist of all persons enrolled in the undergraduate law program of the McGill University Faculty of Law. This includes full-time and part-time students.

(2) Visiting and exchange students are associate members for the length of their time at McGill.

13. Only members, and not associate members, can hold office or vote in any LSA election, referendum, Annual General Meeting (AGM), or Special General Meeting.

14. (1) Any member may withdraw from the Corporation by delivering to the Vice-President Internal a written resignation.

(2) No fees will be reimbursed to individuals who withdraw from the LSA.

## **PART V: MEETINGS OF MEMBERS**

15. The LSA shall hold at least one Annual General Meeting per academic year, during the Fall term.
16. (1) The LSA Council shall decide the date of the Annual General Meeting.  
(2) Each member of the LSA shall be given written notice of the Annual General Meeting and its preliminary agenda not less than ten (10) calendar days before the meeting by email through the use of the electronic listserv.
17. The Annual General Meeting shall consist of:
- receiving the annual report of each member of the LSA Executive;
  - reviewing the financial status of the Corporation, including but not limited to the balance sheet, general statement of income, and expenditures of the Corporation and all LSA Committees;
  - reviewing the report of the auditor or auditors of the Corporation.
18. (1) The Annual General Meeting shall have a quorum of five percent (5%) of all members. Each member of the LSA is allowed only one vote on each issue. No proxy voting is allowed.  
(2) Motions to adopt, repeal or amend By-Laws or resolutions at an Annual General Meeting require a special quorum of ten percent (10%) of all members.  
(3) Any substantive motions must be given at least 48 hours before the meeting to the Vice-President Internal.  
(4) The Speaker of the LSA Council shall preside over the Annual General Meeting. The Speaker shall not vote at the Annual General Meeting. If no speaker or deputy speaker is available, a speaker will be elected among the LSA members present at the AGM by a simple majority vote.
19. (1) Any item in section 18 that requires approval and does not gain approval at the meeting shall be tabled to a supplementary Annual General Meeting to be held within ten (10) days of the original meeting.  
(2) The members may, if they suspect financial mismanagement, appoint an auditor or auditors for auditing and verifying the accounts of the Corporation. The Auditor shall not be a director or an officer of the Corporation.
20. (1) A Special General Meeting may be called at any time during the academic year so long as the Special General Meeting has a predetermined objective.  
(2) A Special General Meeting may be called by the President, two Vice-Presidents, a two-thirds majority of LSA Council or upon written request of not less than ten percent (10%) of the members of the LSA addressed to LSA Council.  
(3) Within ten (10) days of receiving the Special General Meeting request, a meeting shall be called by the President.  
(4) Each member of the LSA shall be given written notice of the Special General Meeting not less than ten (10) days before the meeting by email through the use of the electronic listserv.  
(5) Special General Meetings shall have a quorum of five percent (5%) of all members. Each

member of the LSA is allowed only one vote. No proxy voting is allowed.

(6) Motions to adopt, repeal or amend By-Laws or policies at a Special General Meeting require a special quorum of ten percent (10%) of all members.

(7) The Speaker of the LSA Council shall preside over the Special General Meeting. The Speaker shall not vote at Special General Meetings. If no speaker or deputy speaker is available, a speaker will be elected among the LSA members present at the AGM by a simple majority vote.

21. Votes taken at an Annual General Meeting or Special General Meeting shall not compel the disbursement of LSA funds or bring about the impeachment of a member of the LSA Council or the LSA Executive.

## **PART VI: THE LSA EXECUTIVE**

22. The LSA Executive shall manage the daily affairs of the Corporation, may hold their meetings *in-camera*, and shall fulfill their responsibilities as set out in the By-Laws.

23. The LSA Executive shall be the President, Vice-President Academic, Vice-President Clubs and Services, Vice-President Communications, Vice-President External, Vice-President Finance, Vice-President Internal, Vice-President Ongoing Events, Vice-President Special Events, and the Vice-President Partnerships.

24. The Signing Officers of the Corporation shall be the President, Vice-President Finance and the Vice-President Partnerships, any two of which shall be required to sign any given instrument of the Corporation.

25. The President shall be the Chief Executive Officer of the Corporation and shall be responsible for managing and supervising the LSA Executive.

26. The LSA Executive shall be the Board of Directors of the Corporation for the purposes of the Régie des Entreprises.

27. The LSA Executive shall have full power and authority to administer and manage the affairs of the Corporation, subject to the results of any referendum. It may from time to time appoint committees and subcommittees from amongst its member or the members at large and may delegate to or vest the same with such powers as may be deemed advisable.

28. Without prejudice to the general powers set out in the Constitution and By-Laws and the powers conferred by statute, it is hereby expressly provided that the LSA Executive shall have the following powers and when applicable, the following responsibilities:

- a. To purchase or otherwise acquire for the Corporation any property, rights, privileges, or securities which the Corporation is authorized to acquire, at such price or consideration and generally on such terms and conditions as they think fit;
- b. To borrow money upon the credit of the Corporation;
  - i. To issue bonds or debentures and pledge or sell the same for such sums and at such prices as maybe deemed expedient;
  - ii. To hypothecate immovable and moveable property or otherwise affect the moveable property of the Corporation;
- c. To sell, lease or otherwise dispose of any property, real or personal assets, interests or effects of the Corporation for such price or consideration and generally on such terms and conditions as the LSA Executive may think fit;
- d. To appoint any person or corporation to accept and hold in trust any property belonging to the Corporation or in which it is interested or for any other purpose, and to execute and do all such deeds and things as may be required concerning any such trust;
- e. To ratify any appointment made by the LSA Executive, at the first meeting following such appointment. If such an appointment is not so ratified, the matter shall be referred back to the LSA Executive, with the reasons for non-ratification clearly stated;
- f. To adopt a preliminary budget of the Corporation for the academic year before October 30th;
- g. To exercise a supervisory function over the student members of Faculty Council Committees, LSA Groups, the Chief and Deputy Returning Officers. In this supervisory role, the LSA Executive shall have the authority to remove any of these individuals from their office. Such removal may only be undertaken for the non-performance of duties or misfeasance in office and is subject to ratification by a majority resolution of three-fourths ( $\frac{3}{4}$ ) of LSA Council to take effect;
- h. To determine the membership fee of each member of the Corporation subject to ratification by the membership in a referendum.

## **PART VII: INDEMNIFICATION OF LSA EXECUTIVE**

29. Every LSA Executive, his or her heirs, legatees, liquidators, assigns, mandataries and other legal representatives, estate and effect, respectively, shall at all times be indemnified and saved harmless out of the funds of the Corporation from and against:

- a. all costs, charges and expenses whatsoever which such director or officer sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him or her, for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him or her, in or about the execution of the duties of his or her office; and
- b. all other costs, charges and expenses which he or she sustains or incurs in or about or concerning the affairs, thereof, except such costs, charges or expenses as are occasioned by his or her willful neglect or default.

## **PART VIII: LSA COUNCIL**

30. LSA Council shall consist of the President, the Vice-President Academic, the Vice-President Clubs and Services, Vice-President Communications, the Vice-President External, the Vice-President Finance, the Vice-President Ongoing Events, the Vice-President Internal, the Vice-

President Special Events, the Vice-President Partnerships, the five Student Members (at Large) of Faculty Council, the Class Presidents, and the Law Senator.

31. (1) LSA Council shall invite a Graduate Student Representative Liaison to be present at Council meetings.  
(2) The Graduate Student Representative shall have full speaking rights but shall not have voting rights and shall not be counted for quorum.
32. Meetings of the LSA Council may be called by order of the Council, by the President or by two (2) Vice-Presidents of the LSA on five (5) academic days' notice. Each member of the LSA Council shall be given written notice of any such meeting.
33. (1) LSA Council shall meet at least once between the beginning of classes in the Fall Term and October 15th, and thereafter at least once every two weeks during the period while classes are in session.  
(2) A meeting may only be delayed once by a week, by a motion with a two-thirds (2/3) majority of LSA Council.  
(3) If it is clear that quorum will not be reached, the President and the Vice-President Internal may delay the meeting by one week.
34. (1) Members of the LSA Council who will be absent from a meeting of the LSA Council shall give advance notice to the Vice-President Internal, except in circumstances where this is not possible.  
(2) Members of the LSA Council who are absent from three (3) or more LSA Council meetings during the academic year shall forfeit their positions unless the reasons for such absences are accepted by a motion by a majority of the LSA Council.  
(3) Where a member of the LSA Council fails to be present at two (2) meetings of LSA Council, the Vice-President Internal shall send that member a notice, without prejudice, alerting him or her that one (1) additional absence may give rise to removal from office pursuant to section 34(2).  
(4) Where a member of the LSA Council fails to be present at three (3) meetings of LSA Council, the Vice-President Internal shall send a notice to this party, without prejudice, alerting them to the number of absences and of the ensuing Council procedures.
35. Quorum shall be two-thirds (2/3) of the voting members of the LSA Council.
36. Resolutions require a simple majority vote of the LSA Council. Amendments to the Constitution or By-Laws may be made according to the procedure in section 1 of the Constitution.
37. During the period from May 1st until the first meeting of the newly elected Board of Directors, the powers of the LSA Council shall be exercised by the Executive, as is reasonably necessary.
38. In the Winter Term, following the election of the new LSA Council, if possible, there shall be a joint meeting between the incoming LSA Council and the retiring LSA Council. At that meeting, the outgoing LSA Executive members shall present their year-end reports.
39. If the office of a member of the LSA Council becomes vacant, the runner up for that position in the latest election, provided that he or she obtained at least twenty-five percent (25%) of the votes,

shall fill the vacancy subject to approval. In the event that there is no runner up or if this person refuses the position, or if he or she has not obtained at least twenty-five percent (25%) of the votes, the LSA Council shall make a general call for applications and appoint a person subject to approval.

The Chief Returning Officer shall initiate a yes/no approval vote as soon as it is practicable. If the person is not approved in the yes/no approval vote, the Chief Returning Officer shall initiate a by-election to fill the vacancy.

#### **PART IX: TERM OF OFFICE OF LSA COUNCIL MEMBERS**

40. The following members of the LSA Council shall be elected in the Winter Term for a period of one year beginning on May 1 of each year and ending on April 30 in the following calendar year:

- a. the members of the Executive; and
- b. subject to section 41, the Class Presidents.

41. The two Class Presidents for the first-year class and the five Student Members (at Large) of Faculty Council shall be elected in the Fall Term for a period beginning on the date of their election and ending on April 30 of the following calendar year.

42. Outgoing LSA Executives shall maintain those residual powers necessary to facilitate a transition between executives during the month of May.

43. The representative of the LSA to the University Senate shall be the student Senator of the Faculty who is a member of the LSA Council for terms correlative to their elected terms.

#### **PART X: LSA COUNCIL SPEAKER AND RULES OF PROCEDURE**

44. (1) The Speaker shall be elected by the LSA Council. The election shall take place at the beginning of the first meeting of the LSA Council of the academic year.

(2) The Speaker shall not hold any other position on the LSA Council, shall not have voting rights at meetings of the LSA Council, and is not a member of the LSA Council.

(3) If no speaker presents, the Council may appoint a temporary speaker on a meeting-by-meeting basis. This person shall not vote on any motion but shall be counted for quorum. LSA Council shall continue to make reasonable efforts to recruit a Speaker as soon as possible.

(4) Up to two (2) deputy speakers may be elected from among those candidates who presented their candidacy but were not elected to the post of speaker. This election shall take place immediately following the election of the Speaker and shall follow the same procedure.

45. The Speaker presides at all meetings of the LSA Council. If the Speaker is not present, the Deputy Speaker shall be interim Speaker.

46. To the extent judged necessary by the Speaker, the rules of procedure contained in the most recent edition of Robert's Rules of Order shall be adopted for meetings of LSA Council.

## PART XI: THE LSA JUDICIAL BOARD

47. The Judicial Board shall:

- a. consist of a Chair and two (2) other members, all of whom are members of the LSA;
- b. be independent of LSA Council;
- c. be the final arbiter in matters relating to:
  - i. the interpretation and application of the Constitution and by-laws of the LSA; and
  - ii. the interpretation and application of all rules and regulations relating to elections, referenda, Annual General Meetings and Special General Meetings of the LSA;
  - iii. the Judicial Board shall resolve disputes and answer questions according to the Constitution and bylaws of the LSA, and any other rules governing the LSA.

48. The Judicial Board shall:

- a. follow the principles of natural justice;
- b. provide written reasons for its decisions within a reasonable time; and
- c. if necessary, establish its own rules of practice and procedure.

49. (1) The decisions of the Judicial Board are final and binding subject to sections 49(2) and 49(3).

(2) The LSA Executive may stay all or part of a judgement of the Judicial Board until the next LSA Council meeting, but only for a serious reason. The LSA Executive shall publicize the serious reason in the Quid Novi and by listserv. Council may approve the stay until the next Special General Meeting with a two-thirds majority. If the stay is approved, a Special General Meeting on the topic shall be held at the next possible opportunity.

(3) A judgement of the Judicial Board may be overturned subject to section 1.

50. (1) Any member or associate member of the LSA may refer questions or disputes to the Judicial Board.

(2) Any member or associate member of the LSA has, per the principles of natural justice, the right to be heard on any matter before the Judicial Board.

(3) No claim of any LSA member or associate member may not be denied on standing, but it may be denied on lack of merit.

51. A member of the Judicial Board may be removed only for the non-performance of Judicial Board duties or misfeasance in office by a majority resolution of three-fourths (3/4) of the LSA Council.

## PART XII: FINANCES

52. The fiscal year-end of the Corporation shall be the thirtieth (30th) day of April of each year.

53. All funds collected or earned by LSA Committees are funds of the Corporation.

54. The financial statements and budget of the Corporation shall be available to members of the LSA by written request. This request is satisfied by making a copy of the statements and budget available to be viewed by the member for a fixed period. The member will not receive a permanent copy of the document.

55. All LSA Groups shall have their funds administered through the LSA account, subject to the following:

- a. The creation of any new account independent of the LSA shall require a majority of no less than two-thirds (2/3) of LSA Council;
- b. Any LSA Group's bank account that is independent of that of the LSA may be merged with the LSA accounts by a vote of no less than a two-thirds (2/3) majority of LSA Council, where there is demonstrated mismanagement or another serious and legitimate reason.

### **PART XIII: ELECTORAL OFFICERS**

56. The Chief Returning Officer shall:

- a. preside over all elections and referenda as provided for in the Constitution and ensure they are conducted in the interests of democracy and fairness;
- b. rule in the first instance on protests relating to the elections and referenda filed under the provisions outlined in the Constitution and By-Laws;
- c. initiate by-elections for LSA Council vacancies at the request of the LSA Council;
- d. present a written report at the Annual General Meeting on the results and integrity of all referenda and elections, if requested by any member of the LSA.

57. The Deputy Returning Officers shall:

- a. assist the Chief Returning Officer in the performance of electoral duties;
- b. replace the Chief Returning Officer should the said Officer not be able to fulfil his/her duties.

58. Decisions of the Chief Returning Officer or the Deputy Returning Officer may be appealed to the Judicial Board of the LSA.

### **PART XIV: REFERENDA**

59. A referendum may be initiated by a resolution of LSA Council, or by a petition signed by at least ten percent (10%) of the members of the LSA.

60. With respect to referenda, the CRO shall have the following duties and powers:

- a. call a referendum in accordance with the Constitution;
- b. set the dates for campaigning and voting of referenda; and
- c. ensure the clarity of all referendum questions and the authenticity of the signatures in a member-organized referendum.

61. (1) A public notice stipulating the referendum question shall be posted at least five (5) academic days in advance of a referendum and shall include the time, date, and place to vote on the referendum question.

(2) Online voting shall be adopted at the discretion of the Chief Returning Officer in consultation with the LSA President.

62. (1) Approval of a referendum question shall require a simple majority voting in a referendum in which at least ten percent (10%) of the members of the LSA must vote, with a simple majority voting in favour unless otherwise provided for in the Constitution.

63. The results of a referendum are binding and take precedence over decisions of the LSA Executive or LSA Council.

63.1. Notwithstanding anything else in the Constitution or the by-laws, a student strike vote may only be held through a referendum.

63.2. Anytime during the 5 working days preceding the opening of the referendum, there shall be a special general assembly where there will be a debate on the strike vote. The special general assembly will be held for discussion and dialogue purposes only.

## **PART XV: ELECTIONS**

64. The President, the Vice-President Academic, Vice-President Clubs and Services, Vice-President Communications, Vice-President External, Vice-President Finance, Vice-President Internal, Vice-President Ongoing Events, Vice-President Special Events, Vice-President Partnerships and the five Student Members (at Large) of Faculty Council shall be elected by all eligible LSA members.

65. The Class Presidents shall be elected exclusively by the constituency that they represent. The Class Presidents shall be members of the constituencies they represent. There shall be two Class Presidents per class except for the 4L class which may have only one Class President if, after all reasonable measures have been taken, only one person has been nominated for such a position.

65.1. No person may run for more than one position during the same election period.

66. To be valid, an election requires at least ten percent (10%) of eligible voters to exercise their franchise.

67. In the event that the minimum number of voters does not exercise their voting rights, re-election shall take place within five (5) academic days of the initial election date.

68. In elections for the LSA Executive, a preferential ballot system as permitted by the online voting software shall be used. In the occurrence that an online preferential ballot system is not available, each voter shall be awarded one vote and the winning candidate shall be the one with the most votes.

69. In elections for Class Presidents and the five Student Members (at Large) of Faculty Council, eligible voters may cast as many votes as there are contested positions. The winning candidates shall be the ones with the most votes, subject to section 69.1.

69.1. With the goal of promoting 1L involvement in Faculty Council, there shall be one Student Member (at Large) of Faculty Council position reserved to 1Ls. If five upper-year students are elected to faculty council, the upper-year student with the least votes will be deemed not to have been elected, and the 1L with the most votes will be deemed to have been elected instead. If one 1L candidate would have been elected notwithstanding this section, this section does not apply. If there is no 1L candidate, this section does not apply.

70. In the event of a tie, a second election will take place within five (5) academic days of the initial election date involving only those candidates who tied with the most votes.

71. (1) Elections for the First-Year Class Presidents and the Student Members (at Large) of Faculty Council shall take place in the Fall Term no later than September 30<sup>th</sup>.

(2) Elections for all other positions shall take place in the Winter Term no earlier than February 14<sup>th</sup> and no later than the last day of classes.

72. Online voting as governed by the By-Laws shall be made available to voters as long as it respects principles of democracy and fairness.

73. The Chief Returning Officer and the Deputy Returning Officer shall not vote in any election of the LSA. Neither the Chief Returning Officer nor the Deputy Returning Officer shall be candidates in any election of the LSA for the term of their office.

#### **PART XVI: REMOVAL FROM OFFICE**

74. Any member of the LSA Council or the LSA Executive may be removed from office for impropriety, violation of the Constitution, non-performance of duties or misappropriation of Corporation funds. A person against whom a motion to remove is directed shall have the opportunity to respond to the allegations made in LSA Council.

75. (1) A motion to remove a member of the LSA Council must be signed by at least fifty percent (50%) of the members of the LSA Council or twenty-five percent (25%) of the member's constituency.

(2) The motion shall be distributed to all members of the LSA Council and be inscribed on the agenda of the next regular meeting of the LSA Council.

(3) The member who is affected by the impeachment motion shall not vote on the motion, nor be present in the room during the vote.

76. Passage of a motion to remove shall require a two-thirds (2/3) majority vote of LSA Council.

77. Anyone removed from office shall have the right to appeal to the Judicial Board.

#### **PART XVII: FINAL AND TRANSITORY PROVISIONS**

78. These sections of the Constitution shall come into force immediately upon ratification by referendum.

79. Upon coming into force, these sections shall replace and make obsolete all previous Constitutions of the LSA.

**By-Law 1: REPORTING RESPONSIBILITIES**

1. Each member of LSA Council and each LSA Committee will publish, during the months of March or April and no later than April 30<sup>th</sup>, an annual report in the Quid Novi or in a The Brief e-mail if the Quid Novi does not publish near enough to the deadline, detailing the projects undertaken during the year and recommendations pertaining to their portfolios. This is subject to the specific reporting requirements within the various LSA Council positions and LSA Committee By-Laws.

**By-Law 2: EXECUTIVE PORTFOLIOS AND RESPONSIBILITIES**

**PRESIDENT**

2. The President, and in his/her absence the Vice-President Internal, will preside at all meetings of the LSA Executive and will exercise general supervision and management of the affairs of the LSA.
3. The President shall:
  - a. distribute and delegate duties to the LSA Executive as they arise;
  - b. report about the affairs of the Corporation to the members regularly;
  - c. serve as an *ex-officio* member of Faculty Council;
  - d. serve as the Chair of the LSA Awards Committees;
  - e. hold weekly office hours at the LSA office;
  - f. staff all LSA activities, as needed; and
  - g. be responsible for ensuring that LSA Council's decisions are carried out.
  - h. prepare a portfolio budget which will be given to the VP Finance no later than August 15<sup>th</sup>.

**VICE-PRESIDENT ACADEMIC**

4. The Vice-President Academic shall:
  - a. be responsible for representing all LSA students in academic matters in coordination with the President;
  - b. be responsible for advising the Associate Dean Academic and Assistant Dean Student Life and Learning on matters of an academic nature including course selection procedures, curriculum changes, course scheduling, exams and other forms of evaluation, grading, and any other student concerns of an academic nature;
  - c. serve as an *ex-officio* member of Faculty Council;
    - i. shall serve as Chair of the Official Languages Committee;
  - d. be responsible for organizing the Law Partners Program in collaboration with the Orientation Committee;
  - e. serve on the LSA Awards Committee;
  - f. be responsible for his/her weekly office hours at the LSA;
  - g. be responsible for helping staff all LSA activities.
  - h. prepare a portfolio budget which will be given to the VP Finance no later than August 15<sup>th</sup>.

5. The Vice-President Academic will perform all duties incidental to his/her office, and such other duties as may be assigned from time to time by the LSA Council or the President.

**VICE-PRESIDENT CLUBS AND SERVICES**

6. The Vice-President Clubs and Services shall:
  - a. act as a liaison and promote all activities with LSA clubs and committees for the LSA Executive and LSA Council;
  - b. be responsible for developing, distributing, and collecting all forms related to clubs and committees, including but not limited to, Club and Committee Registration and Funding Application Forms, Coffeehouse

Application Forms, and Alumni Student Engagement Fund (ASEF) Forms;

- c. create a club and committee email list and use this list to inform LSA clubs and committees of the rules related to advertising, organizing and running events in the Faculty;
- d. as directed by the Vice-President Finance, prepare and maintain files documenting the use of LSA club and committee funds;
- e. be responsible for helping to organize and run Club and Committee Coffeehouses with the Vice-President Ongoing Events;
- f. serve as Chair of the Alumni Student Engagement Fund Committee;
- g. be responsible for creating the online student directory;
- h. be responsible for organizing, advertising, and running Clubs Day, which must be held before September 30th each year.
- i. hold weekly office hours at the LSA;
- j. be responsible for helping staff all LSA activities; and
- k. prepare a portfolio budget which will be given to the VP Finance no later than August 15<sup>th</sup>.

7. The Vice-President Clubs and Services will perform all duties incidental to his/her office and such other duties as may be assigned from time to time by LSA Council and/or the President.

#### **VICE-PRESIDENT COMMUNICATIONS**

8. The Vice-President Communications shall:

- a. be responsible for all LSA matters related to marketing, promotion, LSA branding, communications, digital media, graphic design, and products (such as, but not limited to, LSA Boutique clothes);
- b. maintain and update the LSA website regularly during the fiscal year;
- c. maintain, update, and act as the principal LSA voice on all LSA digital platforms, including, but not limited to, Facebook, Instagram, Twitter;
- d. write, edit, and publish The Brief, the official LSA newsletter, once a week during the fall and winter semesters;
- e. reasonably support all other executives' marketing needs including, but not limited to, the events managed by VP Ongoing Events and VP Special Events;
- f. manage the purchase, sale, inventory, and distribution of LSA Boutique apparel and other products;
- g. maintain and update the LSA clothing store website;
- h. promote and coordinate bilingual communication with the Corporation and with students at large
- i. coordinate the production of class graduation mosaics with the McGill photographer;
- j. publish, following direction and information provided by the Vice-President External, a notice regarding fee opt-outs on all official LSA digital platforms as well as in The Brief at least seven (7) days prior to the opt-out deadline.
- k. hold weekly office hours at the LSA office;
- l. prepare a portfolio budget which will be given to the VP Finance no later than August 15<sup>th</sup>.

9. The Vice-President Communications will perform all duties incidental to his/her office and such other duties as may be assigned from time to time by LSA Council and/or the President.

#### **VICE-PRESIDENT EXTERNAL**

10. The Vice-President External shall:

- a. represent the LSA on the Council of the Students' Society of McGill University (SSMU) and report to the LSA Council on SSMU activities;

- b. maintain and promote relations with other faculties, student associations, inter-faculty organizations, and administrative bodies of McGill University in coordination with the President;
- c. be responsible for LSA external relations with government and other student lobby groups;
- d. inform law students of all relevant information concerning the SSMU Health Plan including opt-out dates, and claim requirements;
- e. manage the purchase, sale and distribution of LSA apparel, including but not limited to, hooded sweatshirts;
- f. be responsible for his/her weekly office hours at the LSA;
- g. be responsible for helping staff all LSA activities; and
- h. prepare a portfolio budget which will be given to the VP Finance no later than August 15<sup>th</sup>.
- i. Inform law students of the opt-out deadlines and the process for opting out of optional restricted fees prior to the opt-out deadline for opt-outable fees. This shall be done by way of providing the information to the VP Communications at least ten (10) days prior to the opt-out deadline.

11. The Vice-President External will perform all duties incidental to his/her office and such other duties as may be assigned from time to time by LSA Council and/or the President.

#### **VICE-PRESIDENT FINANCE**

12. The Vice-President Finance shall:

- a. have charge and custody of, and be responsible for, all funds, securities, books, and vouchers of the Corporation and deposit all such funds and securities in the name of the Corporation in such bank, trust company or other depositories as may be designated by the Directors of the LSA;
- b. be responsible for administering all the financial accounts of all LSA Committees in coordination with the President;
- c. render a detailed report of the conditions of the finances of the LSA at the regular meeting of LSA Council preceding the Annual General Meeting of members and render such other reports, audited or otherwise, as the LSA Council may require from time to time;
- d. be responsible for preparing the Corporation's annual budget together with the LSA President and based on the portfolio budgets provided by each member of the LSA Executive;
- e. arrange for the transfer of signing authorities on the LSA bank account before May 30<sup>th</sup>;
- f. be responsible for renegotiating or renewing the LSA's insurance policy;
- g. be responsible for ensuring the preparation of interim (in January) and projected end of year (in late March) financial statements (income statement and balance sheet);
- h. be responsible for ensuring the maintenance and updating regularly the financial books of the LSA;
- i. evaluate and respond to requests for additional funding for clubs, activities and other events in coordination with the President;
- j. solicit applications for the Director of Finance position no later than September 30<sup>th</sup> and, if applications are received, conduct candidate interviews and fill the position of Director of Finance no later than October 15<sup>th</sup>.
- k. ask the Vice-President in charge of the particular event to look after the timely collection of all participation fees;
- l. be responsible for ensuring at the completion of each major student activity that the individual(s) in charge provide a detailed financial summary of revenues and expenses for the activity indicating if any amounts remain to be collected or remain to be paid;
- m. be responsible for refunding clubs, committees, associations or their student representatives (up to their allocated budgetary limits) for their incurred activity expenses upon the presentation of receipts

or other reasonable evidence of expenditure;

- n. be responsible for selecting an Auditor for the Corporation;
- o. be responsible for his/her weekly office hours at the LSA;
- p. be responsible for helping staff all LSA activities; and
- q. prepare a preliminary budget of the Corporation, a draft of which will be given to the President by September 25<sup>th</sup>.

13. The Vice-President Finance will perform all duties incidental to his/her office and such other duties as may be assigned from time to time by LSA Council.

#### **VICE-PRESIDENT INTERNAL**

14. The Vice-President Internal shall:

- a. be responsible for representing all LSA students in administrative matters in coordination with the President;
- b. be responsible for the LSA Committee appointment process, including advertising positions and ensuring that interview times are organized as outlined in By-Laws 7 and 8, and ensure that LSA Committees are reporting to LSA Council following By-Laws 1 and 9;
- c. call for nominations for the position of Speaker no later than October 8th;
- d. notify the members of the LSA Executive and LSA Council of their respective meetings;
- e. prepare the agenda for meetings of the Annual General Meeting of the LSA, meetings of LSA Council, and meetings of the Executive and distribute copies to the members of LSA Council, at least two (2) academic days in advance;
- f. ensure proper publicity for the Annual General Meetings, Special General Meetings, town halls, and meetings of LSA Council;
- g. record and prepare the minutes of meetings of LSA Council, Executive, Annual General Meetings, and Special General Meetings;
- h. distribute an electronic copy of LSA Council, Annual General Meeting and General Meeting minutes to each member of LSA Council by the following meeting and make them available to students at large;
- i. will serve as a member of the Awards Committee and be responsible for advertising and receiving nominations;
- j. be responsible for buying and maintaining office supplies;
- k. be responsible for the maintenance of all LSA IT equipment;
- l. hold weekly office hours at the LSA office;
- m. be responsible for helping staff all LSA activities.
- n. prepare a portfolio budget which will be given to the VP Finance no later than August 15<sup>th</sup>.

15. The Vice-President Internal will perform all duties incidental to his/her office and such other duties as may be assigned from time to time by LSA Council and/or the President.

16. In the event of the President leaving office for any reason, the Vice-President Internal will assume the duties of the President until a new President is elected. If the Vice-President Internal cannot or will not assume the duties of the LSA President, another executive may act as interim President, conditional on ratification by a majority of the LSA Executive.

#### **VICE-PRESIDENT ONGOING EVENTS**

17. The Vice-President Ongoing Events shall

- a. organize and run all non-sponsored Coffeeshouses;
- b. recruit and coordinate volunteers, including members of LSA Council, to staff non-sponsored coffeeshouses;
- c. organize, run, and staff all Mardi or Mercredi Moka events;

- d. be responsible for ordering products for those events falling within the portfolio of the Vice-President Ongoing Events such as alcohol, food and any other products as required;
- e. serve on Skit Nite and Law School of Rock committee and serve as a liaison between the committees and LSA Council;
- f. be responsible for organizing other recreational activities as they may arise;
- j. serve on the Awards Committee;
- k. hold weekly office hours at the LSA;
- l. be responsible for helping staff all LSA activities; and
- m. prepare a portfolio budget which will be given to the VP Finance no later than August 15<sup>th</sup>.

18. The Vice-President Internal shall work with the Vice-President Special Events and, with mutual agreement and consent of the LSA President, may transfer, exchange or accept responsibilities from the Vice-President Special Events portfolio.

19. The Vice-President Ongoing Events will perform all duties incidental to his/her office and such other duties as may be assigned from time to time by LSA Council and/or the President.

#### **VICE-PRESIDENT PARTNERSHIPS**

20. The Vice-President Partnerships shall:

- a. be responsible for establishing partnerships with businesses, law firms and other entities for the purpose of raising funding and other benefits for the LSA;
- b. update, with the assistance of the LSA President, and distribute the sponsorship package to prospective partners no later than June 1;
- c. organize, by assigning tasks and responsibilities to LSA Council members, and coordinate all sponsored events, including but not limited to, coffeehouses with the sponsoring organization;
- d. ensure collection of sponsorship funds by sending invoices for all sponsored events;
- e. update any spreadsheets tracking partnership invoices as provided by the Vice-President Finance;
- f. serve on the CDO Advisory Board to coordinate activities;
- g. hold weekly office hours at the LSA office;
- h. be responsible for helping staff all LSA activities; and
- i. prepare a portfolio budget which will be given to the Vice-President Finance no later than August 15<sup>th</sup>.

21. The Vice-President Partnerships will perform all duties incidental to his/her office and such other duties as may be assigned from time to time by LSA Council.

#### **VICE-PRESIDENT SPECIAL EVENTS**

22. The Vice-President Special Events shall:

- a. serve as Chair or co-Chair of the Frosh Committee and shall manage, supervise, and coordinate all Frosh Activities;
- b. prepare a Frosh budget and submit it to the Vice-President Finance and LSA President for approval on or before July 15<sup>th</sup>;
- c. submit a final Frosh Report to LSA Council during the Fall semester which details all aspects of that year's Orientation for use in future planning of Frosh;

d. be responsible for organizing social and academic events for the benefit for the LSA student body, such as, but not limited to, a Halloween party, parties celebrating the beginning or end of academic semesters, trips to other cities, and any other major events;

e. promote all social and academic events of the LSA in coordination with the Vice-President Communications in addition to the member(s) of LSA Council or the Committee responsible for the activity;

f. be responsible for ordering products for those events falling within the portfolio of the Vice-President Special Events such as alcohol, food and other products, as required;

g. serve as Chair of the Law Games Committee and act as a liaison between the committee and LSA Council;

h. coordinate activities with the Vice-President Partnerships and the Vice-President Ongoing Events;

i. be responsible for obtaining liquor permits for all activities falling within this portfolio;

j. hold weekly office hours at the LSA;

k. be responsible for helping staff all LSA activities; and

l. prepare a portfolio budget which will be given to the Vice-President Finance by August 15<sup>th</sup>.

23. The Vice-President Internal shall work with the Vice-President Ongoing Events and, with mutual agreement and consent of the LSA President, may transfer, exchange or accept responsibilities from the Vice-President Ongoing Events portfolio.

24. The Vice-President Special Events will perform all duties incidental to his/her office and such other duties as may be assigned from time to time by the LSA Council.

### **By-Law 3: RESPONSIBILITIES OF STUDENT MEMBERS (AT LARGE) OF FACULTY COUNCIL**

25. Student members (at Large) of Faculty Council shall:

a. serve on Faculty Council;

b. serve on the Faculty Council Committees as determined by the LSA President;

c. report regularly to LSA Council on the activities of their respective Faculty Committees, if any

d. serve on LSA Council;

e. as delegated by an LSA Executive, assist with the organization, staffing and promotion of LSA events, and any other matters of interest to students;

f. present to their respective Faculty Council Committees or Faculty Council any relevant issues discussed, or motions adopted at LSA Council; and

g. publish, as a group, during the months of March or April and no later than April 30<sup>th</sup>, an annual report of at least 750 words pursuant to By-Law 1, detailing the projects undertaken in the year and recommendations pertaining to their portfolios.

26. Student members (at Large) of Faculty Council shall perform all duties incidental to the office of a Student Member (at Large) of Faculty Council and such other duties as may be assigned from time to time by LSA Council or LSA President.

**By-Law 4: RESPONSIBILITIES OF CLASS PRESIDENTS**

27. There will be two (2) Class Presidents of each year.

28. The Class Presidents shall:

- a. act as liaisons between their Classes and the LSA Executive;
- b. represent their Classes at meetings of the LSA Council;
- c. hold at least one (1) Class Town Hall per year;
- d. be responsible for recruiting and organizing volunteers for Coffee Houses and other social activities as delegated by the Vice-Presidents Internal;
- e. volunteer regularly for LSA coffeehouses and social events as delegated by the Vice-Presidents Internal;
- f. as delegated by the Vice-President Ongoing Events and Special Events, promote LSA events to members of their year, through social media, by in-class announcements, the Brief, the Quid Novi; and
- g. organize at least two (2) social, educational or cultural events per academic semester for their respective classes.

29. One (1) third-year and one (1) fourth-year Class President will serve on the Graduation Committee, subject to By-Law 52.

30. Each year's Class President(s) will publish, during the months of March or April and no later than April 30<sup>th</sup>, an annual report pursuant to By-Law 1, detailing the projects undertaken during the year and recommendations pertaining to their portfolios.

31. The Class Presidents will perform all duties incidental to the office of a Class Representative and such other duties as may be assigned from time to time by LSA Council.

**By-Law 5: RESPONSIBILITIES OF THE LAW SENATOR**

32. The Senator shall:

- a. act as the liaison between LSA members, the LSA Council, the University Senate, and any other body incidental to the office of a Senator;
- b. represent the views of the LSA at meetings of the University Senate; and
- c. disseminate information pertaining to the portfolio and of interest to students through circulating e-mails, making class announcements, and publishing articles in the Quid Novi.

33. The Senator will publish, during the months of March or April and no later than April 30<sup>th</sup>, an annual report, detailing the projects undertaken during the year and recommendations pertaining to the portfolio subject to By-Law 1.

34. The Senator will perform all duties incidental to the office of a Senator and such other duties as may be assigned from time to time by LSA Council.

**By-Law 6: RESPONSIBILITIES OF THE SPEAKER**

35. The Speaker shall:

- a. preside over meetings of LSA Council, the Annual General Meeting and any Special General Meeting;
- b. as delegated by the LSA President, preside over town halls;
- c. notify the Vice-President Internal at least five (5) academic days in advance if he is unable to attend a meeting of LSA Council, the Annual General Meeting, and any Special General Meeting;
- d. communicate all relevant information and coordinate replacement by the Deputy Speaker if he is unable to attend a meeting of the LSA Council, and any Special General Meeting;
- e. perform all duties incidental to the office of the Speaker and such other duties as may be assigned from time to time by the LSA Council;

36. The Speaker shall:

- a. be removed from his/her duties and replaced by the Deputy Speaker upon more than two inexcusable absences from meetings of the LSA Council; and
- b. be removed from his/her duties upon a two-thirds (2/3) majority vote of LSA Council.

**By-Law 7: APPOINTMENTS OF THE LSA**

37. The Vice-President Internal shall:

- a. post, no later than June 1<sup>st</sup>, a list of all non-Executive positions open for appointment;
- b. provide a time for the opening and closing of applications;
- c. receive applications for appointments; and
- d. schedule interview times and places to be held after the election of the LSA Executive.

38. Interviews will be conducted by at least two (2) interviewers who will be composed of at least one LSA Council member (either incoming or outgoing) and outgoing members of the LSA Committee where possible.

39. The two (2) interviewers will choose a candidate and present the candidate's name to the LSA Executive for approval.

40. The LSA Executive, upon approval, will bring the list of candidates to LSA Council for approval at the earliest time possible.

41. Summer appointments to LSA Committees whose work is completed prior to the first meeting of the LSA Council need not be ratified by LSA Council.

42. Committees may include more than one (1) Chair.

43. This By-Law will apply to all student members of the following committees:

- (i) All standing committees of Faculty Council;
- (ii) Chair(s) of the Graduation Committee;
- (iii) Chair(s) of Skit Nite Committee;
- (iv) Chair(s) of the Frosh Committee;
- (v) Three (3) Awards Committee positions;
- (vi) Three (3) Judicial Board members;
- (vii) One (1) Chief Returning Officer (CRO); and one (1) DRO
- (viii) Two (2) members of the Career Advisory Board Committee;
- (ix) At least two (2) Translation Committee positions;
- (x) Chair(s) of the Student Well-Being Committee;
- (xi) Two (2) Alumni Student Engagement Fund Committee positions;
- (xii) At least three (3) Law Games Committee positions;
- (xiii) One (1) Director of Finance;
- (xiv) At least one (1) Coffeehouse Committee position;
- (xv) Such other committees as LSA Council may from time to time create.

43.1 The positions of CRO and DRO shall be awarded an honorarium, the amount of which shall be determined by the Vice-President Finance.

43.2 The Chief Returning Officer position may be awarded to any SSMU or PGSS member and the position shall be advertised through these organizations.

#### **By-Law 8: STUDENT REPRESENTATIVES ON FACULTY COUNCIL COMMITTEES**

44. (1) Student representatives will sit on the following standing committees of Faculty Council:

- (i) Curriculum Committee;
- (ii) Admissions Committee;
- (iii) Evaluations Committee;
- (iv) Staff Appointments Committee;
- (v) Library Committee;
- (vi) Prizes and Scholarships Committee;
- (vii) Promotions, Tenure and Renewal Committee; and
- (viii) Such other committees on which Faculty Council may from time to time require student membership.

(2) Student members of Faculty Council Committees shall be selected in the same manner as members of LSA Committees.

#### **By-Law 9: LSA COMMITTEES**

45. The LSA Committees include:

- (i) Awards Committee (46);
- (ii) Graduation Committee (52);
- (iii) Frosh Committee (60);
- (iv) Career Development Office Advisory Board (61);
- (v) Skit Nite and Law School of Rock Committee (62);
- (vi) Green Law Committee (66);
- (vii) Translation Committee (67);

- (viii) Student Well-Being Committee (68);
- (ix) Official Languages Committee (70.1);
- (x) Alumni Student Engagement Fund Committee (71);
- (xi) Art Committee (73.1);
- (xii) Yearbook Committee (73.2);
- (xiii) Law Games Committee (73.3);
- (xiv) Mental Health Committee (73.4);
- (xv) Director of Finance (73.5);
- (xvi) Coffeehouse Committee (73.6).

46. The Awards Committee shall:

- a. be responsible for the administration and distribution of all LSA awards including:
  - i. The *LSA Teaching Excellence Award*, awarded to a Professor every academic year who has excelled in teaching and demonstrated a considerable commitment to his/her students;
  - ii. The *Alan Neil Ash Award*, awarded to any student, up to a maximum of four (4), who has contributed to sporting endeavours of the Faculty during the year of the award;
  - iii. The *Patricia Allen Awards for Participation* will be awarded to any student, up to a maximum of six (6), who has contributed to the Faculty community through participation in extracurricular and co-curricular activities in the year of the award;
  - iv. The *LSA Graduating Student Award* will be awarded annually to a maximum of four (4) students in their graduating year, who have made outstanding contributions to the life of the Faculty during their years of study.
- b. not grant an award to a member of the LSA executive or a member of the Awards Committee.

47. The Chair of the Awards Committee (the LSA President) will decide in consultation with the other members of the Awards Committee the opening and closing of nominations.

48. The Vice-President Internal will be responsible for advertising and receiving nominations.

49. The Vice-President Internal will, after consulting with the other members of the Awards Committee, prepare a nomination form before the opening of nominations.

50. Notwithstanding the foregoing, the Vice-President Academic will perform the functions of the Vice-President Internal and the President with respect to the *LSA Teaching Excellence Award*.

52. The Graduation Committee will be comprised of one (1) 3rd and one (1) 4th year Class Presidents and up to four (4) other students, who need not be members of the graduating class. Failing agreement on the part of which Class Presidents, both shall serve on the Graduation Committee.

53. The Graduation Committee may organize itself as it deems necessary, including the creation of sub-committees, subject to approval by the LSA Council.

54. The Graduation Committee shall:

- a. be responsible for the administration of the Valedictorian process along with the Chief Returning Officer, pursuant to By-Law 15;
- b. organize and publicize the graduation ball;

- c. assist the faculty in the Convocation ceremony as necessary;
56. The Graduation Committee shall, if interest warrants:
- publish the annual Faculty yearbook;
  - promote the annual Faculty yearbook;
  - regularly report to the Vice-President Internal on all matters regarding the yearbook.
57. (1) The Graduation Committee shall submit a report on its activity at every alternate LSA Council meeting and remain in regular contact with the LSA Executive regarding its progress.  
(2) Should the Committee miss two reporting requirements after its formation, the LSA Council may appoint a supervisor to oversee the Graduation Committee's work.
58. The Graduation Committee shall regularly update students on its progress and initiatives.
59. The Graduation Committee shall document its work in a report to be given to the incoming LSA Executive before the Fall semester begins for its delivery to the subsequent Graduation Committee.
60. The Frosh Committee shall:
- organize and staff activities during the Frosh period under the supervision of the Vice-President Special Events;
  - prepare a preliminary budget for Frosh and submit it to the Vice-President Finance by July 15th
  - submit a final report, which will include a financial summary, during the Fall term following orientation;
  - raise funds for the activities planned under the direction of the Vice-President Partnerships;
  - find volunteers to staff Frosh activities; and
  - help organize the Law Partners Program and incidental events in collaboration with the Vice-President Academic.
61. The Career Development Office Advisory Board shall:
- co-ordinate with the Career Development Office Director and the LSA Council with respect to all Career and Placement related activities at the Faculty;
  - be responsible for organizing and coordinating volunteers for Career Days;
  - be responsible for reporting regularly to the LSA Council;
  - meet at least twice in both the Fall and Winter Terms;
  - consist of the Vice President Partnerships, and two student members at large, in addition to faculty and administration membership; and
  - provide an annual report at or before the last council meeting. Alternatively, the Committee will send a written report of at least 500 words to the Vice-President Internal to be read at the final council meeting subject to By-Law 1.
62. The Skit Nite and Law School of Rock Committee shall:
- raise money for charities by organizing a variety show and a concert, both presented by the students of the Faculty.
  - donate funds raised to a charity which must be approved by a two-thirds (2/3) majority of the LSA Council.
63. The Skit Nite and Law School of Rock Committee Chair(s) will be responsible for making all Committee appointments.
64. The Skit Nite and Law School of Rock Committee may consist of the Chair(s), Treasurer, Music Director,

Social Coordinator, Stage Manager, Production Manager, Fundraising Manager, and any other committee members as determined by the Chair(s).

65. The Skit Nite and Law School of Rock Committee will provide detailed reports of all expenditures and monies raised in relation to Skit Nite and Law School of Rock to the Vice-President Finance.

66. The Green Law Committee shall:

- a. consist of two student members at large, and the VP Internal
- b. be responsible for facilitating dialogue with students, administration, food services, clubs and groups, and other relevant parties in our desire to address and improve issues of sustainability at the Law Faculty.

67. The Translation Committee shall translate in due time documents provided by the Vice-President Internal from one official language to the other.

68. The Student Well-Being Committee shall:

- a. co-ordinate with the LSA Executive and the Associate or Assistant Deans, mental and physical well-being related activities at the Faculty of Law of McGill University.
- b. meet at least two (2) times in each of the Fall and Winter Terms;
- c. provide an annual report at or before the last council meeting. Alternatively, the Committee will send a written report of at least 500 words to the Vice-President Internal to be read at the final council meeting subject to By-Law 1.

69. The Student Well-being Committee Chair(s) will be responsible for making all Committee appointments.

70.1 The Official Languages Committee shall:

- (a) be chaired by the VP Academic;
- (b) be responsible for
  - (i) reviewing the Faculty's Linguistic Policy;
  - (ii) reviewing the use of English and French by the LSA; and
  - (iii) studying the use of English and French at the Faculty generally.

70.2 The Official Languages Committee shall, whenever appropriate or necessary, consult with students in fulfilling its mandate under paragraph 70.1(b).

71. The Alumni Student Engagement Fund (ASEF) Committee, if the Dean continues to support, shall:

- a. meet regularly during the semester as determined by Vice-President Clubs and Services and be responsible for allocating the Alumni Student Engagement Fund when applications are submitted;
- b. report to the Dean and the Faculty's Financial Officers on an annual basis;

c. be composed of the Vice-President Finance, the Vice-President Clubs and Services, only one of whom will hold a vote and two (2) members of LSA Council elected by a majority of LSA Council.

72. The committee will publish guidelines previously approved by the Dean in May.

- a. The Art Committee shall:
  - a. consist of three (3) student members at large, and the VP Internal
  - b. be responsible for advertising, reviewing and selecting artwork for faculty premises.
- b. The Yearbook Committee shall:
  - a. consist of one (1) Editor-in-Chief, and three (3) editors
  - b. be responsible for designing, publishing and promoting the annual Faculty yearbook.
- c. The Law Games Committee shall:
  - a. consist of at least two (2) student members at large
  - b. be chaired by the Vice-President Special Events
  - c. be responsible for fundraising for the McGill Law team, raising awareness about Law Games, and finding team members.
- d. The Mental Health Committee shall:
  - a. consist of at least one (1) member of the Student Well-Being Committee and at least one Student Representative to Faculty Council;
  - b. be tasked with facilitating further discussion and promotion of mental health-oriented reforms among all relevant stakeholders including but not limited to the student body, administration, and Faculty Council.
- e. The Director of Finance shall:
  - a. consist of one (1) student named to the position by the Vice President Finance following the interview process specified in By-Law 12(j);
  - b. report to the Vice-President Finance;
  - c. be responsible for supporting Vice-President Finance in the day-to-day finance operations of the LSA;
  - d. be tasked with reviewing student payment requests and cross-referencing of receipts to these requests;
  - e. perform any other reasonable duties, in a supporting role, as determined by the Vice-President Finance.
- f. The Coffeehouse Committee shall:
  - a. consist of at least one (1) student member at large;
  - b. report to the Vice-President Ongoing Events;
  - c. be responsible for supporting Vice-President Ongoing Events in the weekly administration of Coffeehouse;
  - d. be tasked with procurement, purchasing of supplies and other supporting duties that may reasonably arise before, during, and after Coffeehouse;
  - e. perform any other reasonable duties, in a supporting role, as determined by the Vice-President Ongoing Events.

**By-Law 10: THE QUID NOVI**

74. The staff of the Quid Novi is charged with the production and distribution of a student newspaper in the Faculty.

75. The Quid Novi shall present an annual budget to LSA Council, and if this budget is approved, then the Corporation will assume that portion of the Quid Novi's printing costs that are not covered by advertising revenues.

76. LSA Council shall not interfere with the funding of the Quid Novi, except for the following reasons:
- mishandling of funds collected from the student body;
  - failure to publish at least once per month between September and April, inclusive; and
  - refusal to publish student notices that comply with the Editorial Policy of the Quid Novi
  - failure to publish an end-of-year report and financial statement.

**By-Law 11: RULES FOR ELECTIONS AND REFERENDA OF THE LSA**

77. Any decisions to be made concerning all aspects of elections and referendum, including nominations, campaigning and balloting, will be deemed to be within the exclusive jurisdiction of the Chief Returning Officer, except where otherwise provided in these rules and regulations and in the Constitution and By-Laws of the LSA.

78. Nomination Rules:

- the Chief Returning Officer will post a list of all positions open to nomination and election, by mass emails and in any other way deemed appropriate, at an appropriate time, giving sufficient notice of at least two weeks to all students;
- the Chief Returning Officer will post a time for the opening and closing of nominations, and these dates and times will be determined by the CRO in consultation with the LSA President;
- nomination papers submitted after 17h00 of the closing date of nominations will not be accepted;
- all nominations must contain the words, "We, the undersigned, nominate \_\_\_\_\_, for the position of \_\_\_\_\_, for the \_\_\_\_ academic year"
- all nominations must contain the words, "I, the undersigned candidate, acknowledge that I have read the LSA bylaws which describe the responsibilities of the position for which I seek election."
- the Chief Returning Officer will determine the eligibility of candidates pursuant to the Constitution and By-Laws;
- with respect to the election of Class Presidents, all nominations must be signed by ten (10) students eligible to vote. Only members of the same class as the candidate may vote for that candidate;
- with respect to the election of all LSA Council members (except Class Presidents), all nominations must be signed by twenty (20) students eligible to vote;
- with respect to the election of the LSA executive; before submitting their nomination forms, candidates shall meet with the outgoing executive member of the position for which they seek election. The executive member must make best efforts to accommodate candidates who cannot be present at the office hours during the nomination period. The candidate must inform the CRO of the occurrence of this meeting and the CRO must confirm with the outgoing executive member that such a meeting occurred.
- nominations must be submitted to the Chief Returning Officer in conformity with these regulations. Delivery to a person and/or place designated by the Chief Returning Officer will constitute delivery to the Chief Returning Officer;
- the Chief Returning Officer will validate the nominations and publicize them by mass emails and any other way deemed appropriate twelve hours after the closing of nominations;
- if at the close of nominations, any position is such that it would result in a vacancy or an acclamation, the Chief Returning Officer will re-open nominations for that position for two academic days; and
- the Chief Returning Officer will organize and promote an information meeting for all candidates before the start of the election campaign period. The purpose of this meeting will be to inform candidates about electoral regulations and of important times and dates. All candidates and referenda committee chairs absent from this meeting will be deemed to be in full knowledge of the information communicated at this meeting. The LSA Executive shall attend this meeting to inform candidates of each position's duties and responsibilities.

79. Campaign Rules:

- a. campaigning will not begin before the close of nominations. The campaign period will last for three days. Campaigning will cease at 23h00 of the day before voting begins. At this time, all posters, notices and signs pertaining to the campaign must be removed from the Faculty;
- b. candidates will conduct a fair campaign that respects their opponents. This includes, but is not limited to, refraining from interfering with the distribution of campaign material and engaging in slanderous campaigning;
- c. campaigning will only be carried out by the members of the LSA;
- d. candidates will be deemed responsible for the actions of all supporters;
- e. candidates are limited to a maximum of five (5) posters in campaigning. The placing of these notices and signs must conform to the general rules of McGill University concerning the placing of such materials on Faculty premises. No other physical material distributed in the course of the campaign is allowed;
- f. the Chief Returning Officer has the authority to remove all campaign materials where the Chief Returning Officer believes the materials to be inappropriate;
- g. the Chief Returning Officer has the discretion to disqualify, publicly censure, or otherwise sanction a candidate for serious infractions of the electoral By-Laws. Before a candidate is sanctioned the Chief Returning Officer must warn that candidate to cease the infraction. Disqualification of a candidate is a last resort and must only occur after all other measures have been exhausted;
- h. disciplinary decisions of the Chief Returning Officer may be appealed to the Judicial Board as per section 58 of the LSA Constitution. The Chief Returning Officer must make this known at the information meeting for the candidates described in section 78.m of these By-Laws. The appeal must be filed within 48 hours of the decision as per section 82.e of these By-Laws;
- i. Subject to subsection (j), candidates may not use the Internet or any other electronic means, including mass emails, for the purposes of campaigning;
- j. Notwithstanding subsection (i), the Chief Returning Officer shall create and administer one or more publicly accessible online group(s), on the platform or platforms of the Chief Returning Officer's choice, that will serve as a public forum for election in which the candidates may participate;
- k. Notwithstanding subsection (i), candidates shall send a blurb to the CRO to be uploaded on the LSA online platform in time for the beginning of the campaigning period. The CRO will have discretion as to the format and whether it should be sent by mass email.
- l. candidates may not form slates but may endorse one another. Similarly, candidates are prohibited from promoting one another on their posters as described in 79.e;
- m. candidates may make class announcements to promote their candidacy, for a maximum of one (1) minute with the authorization of the class instructor;
- n. candidates shall not show videos to promote their candidacy;
- o. The CRO shall organize a public forum at the Faculty during one universal break of the campaigning period. Candidates will be allowed to set up booths and/or debate in the form deemed appropriate by the CRO; and
- p. forms of campaigning other than those expressly permitted in section 79 of these By-Laws are prohibited unless they are explicitly approved by the Chief Returning Officer.

79.1 Referenda Campaign Rules:

- a. Upon announcement of a referendum as per section 61 of the LSA Constitution, the CRO shall call upon the LSA membership for referenda committee chairs of a "Yes" and "No" campaign. If any student comes forward to create a campaign within five (5) academic days, three (3) additional academic days will be added before the vote for the purpose of campaigning.
- b. the Chief Returning Officer will organize and promote an information session for the referenda committee chairs as per section 78.m of these By-Laws.
- c. the organizers and participants of the "Yes" and "No" campaigns are subject to the same electoral rules as provided in section 79 of these By-Laws.

80. Balloting Rules:

a. after the closing date of nominations, the names of all candidates duly nominated will be put on the ballot in alphabetical order by last name.

81. Voting Rules:

a. the time and method for voting will be widely published, sufficiently in advance of the election, by the Chief Returning Officer through a variety of mechanisms including, but not limited to mass emails, posters, articles in the Quid Novi, and class announcements;

b. in the event the Online Voting System is not functional, or an eligible elector does not have access to the Online Voting System, paper ballots will be made available to them;

c. paper ballot polls are to operate for 3 days; and

d. all ballots shall be bilingual.

82. Recounts and Protests:

a. the Chief Returning Officer will retain the ballots in a sealed container for five (5) days after the results of the election are announced;

b. if the margin of victory is less than five percent (10%) of the total votes cast for any office, there will be an automatic recount for the office;

c. all protests concerning any elections or referenda will be served to the Chief Returning Officer within twenty-four (24) hours after the closing of the polls;

d. any candidate in an election of the LSA or any voter having an interest in the outcome of a referendum of the LSA who is not satisfied with the counting procedures of the vote may request a recount by the Chief Returning Officer. Upon the request being granted at the Chief Returning Officer's discretion, the recount will take place immediately, or at a mutually convenient time, in the presence of the unsatisfied nominee, the Chief Returning Officer and any other interested party; and

e. applications for review of a decision of the Chief Returning Officer must be received by the Judicial Board within forty-eight (48) hours of the decision.

82.1. Duties of the Chief Returning Officer During Elections:

a. during elections and referenda, the Chief Returning Officer must maintain an active presence on campus, diligently monitor the campaigns, and be available to members of the McGill community in the case of electoral grievances or disputes.

**By-Law 12: EXECUTIVE VACANCIES**

a. if any LSA Executive position remains vacant following the elections period, the LSA President shall appoint a student (the "Appointee") at large to fill the position on an acting, interim basis, until the fall election period.

b. The relevant authorities and responsibilities conferred by these Bylaws and the LSA Constitution shall vest in this Appointee for the duration of his/her tenure;

c. The Appointee shall serve in his/her duties up until the end of the fall election period;

d. Notwithstanding subsection (c), the Appointee may be removed from his/her duties upon a two-thirds (2/3) majority vote of LSA Council.

e. Should the Appointee be removed from his/her duties pursuant to the procedure outlined in subsection (d), the LSA President shall submit to LSA Council the candidacy of a new Appointee, who may be confirmed to position upon a two-thirds (2/3) majority vote of LSA Council.

f. The Appointee may run for permanent election to the vacant position during the fall election period, pursuant to the requirements set forth by the Chief Returning Officer and governed by By-Law 11

### **By-Law 13: STUDENT INITIATED FEES**

#### **DEFINITIONS**

“Designated Student Group” means a student group, club, association or other entity operating at the Faculty of Law at McGill University who does not possess a Memorandum of Understanding (“MoU”) with McGill University to collect student fees on its behalf, and who requests the LSA to use its own MoU to collect specifically targeted fees on behalf of the Group following a referendum to the LSA student body to that effect.

83. Any referendum regarding a student fee to be collected for the exclusive use of a Designated Student Group that is initiated by LSA Council will conform to the following requirements:
- a. the proposed term of collection of the fee will not exceed three (3) years;
  - b. approval of the proposed referendum according to 82.e must be considered at an open meeting of the LSA Council for which notice has been provided to the entire membership of the LSA within the regular notice requirements of the LSA Constitution;
  - c. a budget including detailed projections of the proposed use of the collected funds will be provided to the LSA Council prior to LSA Council’s consideration of the referendum;
  - d. at the meeting referred to in 82.b, the individuals or group proposing the referendum will be accorded speaking rights to address the following considerations:
    - i. short and long-term objectives of the Designated Student Group;
    - ii. evidence of a long-term need for or interest in the activities of the Designated Student Group;
    - iii. the necessity of a student fee as the means to raise funds
    - iv. the justification for the amount sought;
    - v. the existence of internal and external accountability and oversight mechanisms for the use of funds; and
    - vi. the presence of appropriate governance structures within the Designated Student Group;
  - e. after considering the factors referred to in section 82, LSA Council may approve the initiation of the referendum.

84. Any Designated Student Group receiving a student fee collected by the Corporation for its exclusive use shall publish in the Quid Novi by April 30<sup>th</sup> of each year an annual report including financial statements and information on activities undertaken during the preceding academic year. This report will be endorsed by the most senior officer of the Designated Student Group.

85. Any subsequent referendum to renew an existing student fee collected for the exclusive use of a Designated Student Group will be governed by this chapter.

### **By-Law 14: ACCESS TO INFORMATION**

86. The following documents will be made publicly available on the LSA website:
- a. Memorandum of Understanding with the University
  - b. Constitution
  - c. Bylaws
  - d. Minutes of Council
  - e. Reports by Executives to Council
  - f. Reports by members of Council
  - g. Reports by Committees struck by Council
  - h. Reports of Standing Committees

- i. Decisions of the Judicial Board
  - j. Cheque Requisition Form
  - k. Club Funding Guidelines
  - l. Club Registration Form
  - m. Club Budget Form
  - n. Annual General Meeting Motions
  - o. LSA Election Nomination Form
  - p. Alumni Student Engagement Fund Guidelines
  - q. Alumni Student Engagement Fund Application Form
  - r. All other LSA policies or documents the Executives sees fit to publish
87. The following documents will be made privately available to any LSA member in an appointment with an Executive, but should not be published:
- a. LSA Budget
  - b. Frosh Budget
  - c. Event budgets
  - d. Reports produced as a result of any event or project
  - e. Submitted cheque requisition forms and receipts
  - f. Cheque stubs
  - g. Audits
  - h. Account statements
  - i. General financial documents
  - j. Contracts
  - k. Club Budgets
  - l. Alumni Student Engagement Fund allocations
88. The following documents will be made available only to members of Council:
- a. Minutes of all *in-camera* sessions of Council
89. The following documents will be made available only to members of the Executive:
- a. Minutes of Executive meetings
90. Any emails received by any LSA email accounts will be kept strictly confidential unless the operator of the account deems otherwise.
91. Notwithstanding the foregoing, no documents will be made available where
- a. Contractual obligations require them to remain confidential, or
  - b. Where the Executive deems, as a matter of fact, that their contents require them to remain confidential.
    - i. Such decisions will be reviewable in a confidential session by the Judicial Board.

#### **By-Law 15: BUDGETING PROCEDURE**

92. Notwithstanding any of the foregoing, the following procedure will govern the creation and approval of the LSA budget
93. After September 30th, the VP Finance will hold a consultation session open to all LSA members ("First Consultation") at which he or she will:
- a. Make available and explain
    - i. The audited financial statements or a suitable substitute;
    - ii. The LSA budget from the previous year;
    - iii. Any proposed changes to the previous year's budget; and
    - iv. The draft portfolio budgets created by the other Executives.
  - b. Accept and consider any suggestions or comments from LSA members regarding the coming year's budget.
94. At least three (3) days after the First Consultation, the VP Finance will hold a consultation session open to all LSA members ("Second Consultation") at which he or she will

- a. Make available and explain the first draft of the current year's LSA budget
  - b. Accept and consider any suggestions or comments from LSA members regarding the draft budget.
95. At the AGM, the VP Finance will present the LSA budget.
96. The AGM may, by majority vote, reserve any item in the budget, and refer those items to the LSA Council for consideration (s. 100)
- a. The AGM may only reserve items, it may not amend the budget in any other way.
97. Once there are no further motions on the floor at the AGM to reserve items in the budget, the AGM will vote to approve the budget, excluding the reserved items.
98. After the AGM, the VP Finance will present the budget to Council, along with any AGM resolutions related to the budget, and the results of the final vote on the budget excluding any reserved items.
99. If the AGM did not pass the budget according to s. 97, Council will vote on the budget at the next meeting, excluding any items the AGM reserved, considering any amendments Council may make subject to s. 100.
- a. If 4/5 members of Council vote in favour of the budget, excluding any items the AGM reserved, the budget is approved subject to s. 100
  - b. If 4/5 members of Council do not approve the budget all LSA activities will cease, and the VP Finance will present a new budget to Council at an emergency meeting no later than ten (10) academic days later than the vote against the budget, subject to a 4/5 majority vote.
100. If the AGM passed the budget, Council will vote on each item the AGM reserved
- a. If a majority of Council votes in favour of an item the AGM reserved, it will be included in the budget
  - b. If a majority of Council rejects an item the AGM reserved, it will be excluded from the budget
101. When Council discusses the budget, only the President or VP Finance may propose amendments to the budget, but amendments will be addressed in the same manner Council addresses any other amendments to motions.

#### **By-Law 15: VALEDICTORIAN**

102. Notwithstanding By-Law 11, The Valedictorian nomination and election process shall take place according to this By-Law;
103. The Chief Returning Officer (CRO) shall, in collaboration with the Graduation Committee, oversee the administration of the Valedictorian nomination and election process;
104. The Graduation Committee shall obtain access to [valedictorian.law@mail.mcgill.ca](mailto:valedictorian.law@mail.mcgill.ca) from the Vice President Internal no later than the beginning of the winter elections period;
105. Nominations
- a. The CRO shall publicly solicit nominations for Valedictorian from students pursuant to the following instructions.
    - i. Students may nominate up to three (3) of their peers by sending one (1) email from their official McGill email address to both [cro.law@mail.mcgill.ca](mailto:cro.law@mail.mcgill.ca) and [valedictorian.law@mail.mcgill.ca](mailto:valedictorian.law@mail.mcgill.ca);
    - ii. This email must contain the name(s) of the nominees in addition to the McGill ID number of the student emailing the nomination;
    - iii. Emails that do not conform to the requirements of subsection (a) shall be null and void and will not be subject to tabulation pursuant to this By-Law.
  - b. Students may only send one Valedictorian nomination email – subsequent emails shall be disregarded and will not be subject to tabulation.
106. Tabulation and Permission

- a. Upon closing of the winter elections nomination period, the CRO and Graduation Committee shall tabulate the results of the Valedictorian nomination emails;
- b. The CRO and Graduation Committee shall inform the students receiving the five (5) most nominations that they have been nominated to appear on the winter elections ballot as a Valedictorian candidate;
- c. The CRO and Graduation Committee must seek permission from any student before placing his/her name on the winter elections ballot;
  - i. Should any student decline to appear on the winter elections ballot, the CRO and Graduation Committee will proceed to contact and seek permission from the next highest tabulated nominee pursuant to this section 106.
  - ii. The CRO and Graduation Committee must inform the nominee that, should they be elected Valedictorian, they will be required to provide a public speech at Convocation.

107. Election

- a. Subject to section 106, the CRO shall ensure that the top (5) nominees appear on the winter elections ballot as Valedictorian candidates.