



**CONSTITUTION OF
THE UNIVERSITY OF ALBERTA
LAW STUDENTS' ASSOCIATION**

As amended

April 2009

November 2013

April 2020

November 2021

March 2023

PART I – NAME

1.1 The name of the society to which this Constitution applies is the University of Alberta Law Students' Association (hereinafter referred to as "the Association").

PART 2 – PURPOSES

2.1 The purposes of the Association are:

- (a) to represent the interests of law students at the University of Alberta;
- (b) to provide events, programs and services that enhance the physical, social, cultural, emotional and mental well-being of law students at the University of Alberta;
- (c) to advocate for an education for law students at the University of Alberta which is of high quality, affordable, accessible, serves the needs of a diverse student population and adequately prepares students for a successful career in law;
- (d) to act as the political representative of law students at the University of Alberta to the Faculty of Law, the University administration, the University of Alberta Students' Union, the Government of Alberta and any other relevant external organization;
- (e) to support the efforts of law students at the University of Alberta to contribute to the Faculty's sense of community;
- (e) to raise funds in any way to achieve the objects of the Association, including collecting a membership fee and soliciting sponsorships from law firms; and
- (f) to be credible, democratic, accountable, transparent, open and fiscally prudent in the operations of the Association.

PART 3 – COMPLIANCE

3.1 The Association operates at the University of Alberta, subject to University of Alberta and Students' Union policies and procedures. The Association will also comply with all local, provincial, and federal laws and procedures.

PART 4 – MEMBERSHIP

4.1 There shall be one (1) class of membership in the Association: active members.

4.2 An student enrolled in the Faculty of Law at the University of Alberta is an active member.

4.3 All members shall be entitled to attend general meetings of the Association.

4.4 All members shall abide by the by-laws of the Association as they exist.

4.5 A member may resign their membership status by giving written notice of such surrender to a member of the Executive. The surrender of membership shall be effective from the date of receipt of such notice by a member of the Executive.

4.6 Any member who resigns from the Association shall forfeit all rights, claims, and interests arising from or associated with membership in the Association.

4.7 Membership status shall terminate automatically when a student is no longer enrolled in the Faculty of Law at the University of Alberta.

4.8 Every member shall be entitled to one (1) vote on each matter on which members are entitled to vote. No member may vote by proxy.

PART 5 – FEES

5.1 The Association shall have the power to levy fees in accordance with the pertinent Bylaw of the of the University of Alberta Students' Union.

PART 6 – MEMBERSHIP MEETINGS

6.1 Membership meetings may only be held during the academic year (September to April) while classes are in session. There are three types of membership meetings.

6.2 An Annual General Meeting shall:

(a) be held once a year in March at a place, date, and time determined by the Executive; and

(b) include a presentation on behalf of the Executive of the year-end report, the audited financial statements of the Association.

6.3 A General Meeting shall:

(a) be held once a year in October at a place, date, and time determined by the Executive; and

(b) include a presentation on behalf of the Executive of the Association's annual budget and the audited financial statements for the previous year.

6.4 A Special Meeting may be held at any point during the academic year.

6.5 A Special Meeting may be called by a requisition signed by one-third (1/3) of the membership. The requisition shall clearly describe the specified topic the special meeting is being held for.

6.6 A Special Resolution may be considered during any membership meeting, so long as the process in Part 7 is followed.

6.7 The Executive shall give at least seven (7) days' notice of any membership meeting to members by posting a notice of the meeting in a conspicuous place in the Law Centre and distributing an electronic notice to members via email.

6.8 The Executive shall make the agenda of any membership meeting publicly available at least three (3) days' before the meeting by posting the agenda in a conspicuous place in the Law Centre and by distributing an electronic version of the agenda to members via email.

6.9 Membership meetings, then referenda, shall be the highest authority for all motions. The exception to this is the composition of membership fees, which may only be set or altered by the process provided within the pertinent Bylaw of the University of Alberta Students' Union.

6.10 Quorum for a membership meeting is 8% of the total membership and no membership meeting shall proceed unless quorum is met.

6.11 If a quorum is not met after half an hour from the time appointed for the membership meeting, the meeting shall be dissolved.

PART 7 - SPECIAL RESOLUTIONS

7.1 A Special Resolution means a resolution passed in accordance with the procedure created within this Constitution for the purposes listed within this Constitution.

7.2 A Special Resolution successfully passes at a membership meeting where more than 75% of those members in attendance vote in favour of the resolution.

7.3 If any Special Resolutions are to be considered within a membership meeting, the Executive shall give 21 days' notice by posting a notice of the Special Resolution in a conspicuous place in the Law Centre and sending an electronic notice of the Special Resolution out via Email.

PART 8 – THE EXECUTIVE

8.1 There shall be 13 members of the Executive (referred to as “the Executive”), including the;

- (a) President;
- (b) Vice-President Governance;
- (c) Vice-President Finance;
- (d) Vice-President Justice, Equity, Diversity, and Inclusion;
- (e) Indigenous Law Students’ Association Representative;
- (f) Vice-President Communications;
- (g) Vice-President Events;
- (h) Vice-President Community,
- (i) Vice-President Academic;
- (j) Vice-President Sports and Wellness; and
- (k) Three 1L Cohort Representatives.

8.2 All members of the Executive shall make up the board of directors of the Association. The President, VP Finance and VP Governance shall be officers of the Association.

8.3 Each Executive member shall be registered in at least 9 credits of course weight in both the fall and winter terms of the academic year, for a total of at least 18 credits of course weight in the fall and winter terms combined. This requirement is waived for students who have received a reduced course load as an accommodation from the University and the Faculty of Law due to a disability, health condition or responsibility as a primary caregiver for a family member.

8.4 The President shall be a student who will be in the process of completing their final year of their Juris Doctor during their term. No person can serve as President for more than one term of office.

8.5 All Cohort Representatives shall be first-year students in the Faculty of Law.

8.6 A member shall hold only one (1) Executive position.

8.7 No Executive member shall receive any remuneration from the Association for services rendered as an Executive member of the Association.

PART 9 – ELECTION OF THE EXECUTIVE MEMBERS

9.1 The positions within the Executive shall be filled in via the procedures set out in the Association's Election Policy.

9.2 The Executive shall appoint a Chief Electoral Officer in February who shall facilitate the annual Executive Elections. The Chief Electoral Officer shall;

(a) not be a candidate within the Executive Elections; and

(b) be in their final year enrolled in the Faculty of Law at the University of Alberta.

9.3 The annual Executive Elections shall be held in March for such positions as set out in the Association's Election Policy. Alternate processes for election will be specified for the VP Justice, Equity, Diversity, and Inclusivity, ILSA Representative, and 1L Cohort Representatives.

9.4 The individuals elected via the annual Executive Elections shall assume office on the first day of May for a period ending April 30 of the following year.

9.5 Individuals elected via alternative processes outlined in the Association's Election Policy shall assume office in accordance with that policy, for a period ending April 30 of the following year.

PART 10 – REMOVAL OF EXECUTIVE MEMBERS

10.1 An Executive member may be removed from office by way of a Special Resolution.

10.2 An Executive member may resign by giving written notice of their resignation to the President or the VP Governance. Any such resignation shall be effective from the date of the receipt of written notice.

10.4 An Executive member who ceases to be enrolled in the Faculty of Law in the academic year during which they hold office shall be declared to have resigned.

PART 11 – REPLACEMENT OF EXECUTIVE MEMBERS

11.1 Nothing in the Constitution shall be construed as preventing the Executive from exercising its powers merely because there are fewer than seven (7) Executive members.

11.2 In the event that any Executive member:

- (a) resigns their office;
- (b) without reasonable excuse is absent from three (3) or more Executive Meetings;
- (c) is no longer enrolled in the Faculty of Law; or
- (d) for reasons of health is unable to perform the duties of his or her office.

the remaining Executives shall declare their office vacated and may hold a by-election to elect a successor who will take office immediately and remain in office until the end of the Executive term. The By-Election will be held in accordance with the Association's Election Policy.

PART 12 – POWERS AND DUTIES OF THE EXECUTIVE

12.1 The affairs of the Association shall be managed by the Executive.

12.2 The Association shall act through Executive Resolutions passed by a majority of the Executive members at Executive meetings.

12.3 Each Executive member shall each have one (1) vote per Executive Resolution. The Executive members shall exercise their vote in good faith with regard to the purposes of the Association, the Constitution and its Policies.

12.4 Executive members shall be deemed to have assumed office on the express understanding that every Executive member and their executor or administrator shall be indemnified out of the general funds (which shall include all funds) of the Association for all costs, charges and expenses whatsoever which such Executive members sustains or incurs in or about any action which is brought against him in respect of any matter done or permitted by him or any other Executive members in the execution of the duties of his or her office, provided that such Executive members have acted in good faith and in the best interest of the Association at all material times.

12.5 The Executive shall have authority to enter contracts on behalf of the Association by Executive Resolution. All such contracts must be signed by at least two signing authorities of the Association.

12.6 The duties of the President shall include:

- (a) acting as the formal representative of the Association;
- (b) when present, chairing all meetings of the members of the Association and of the Executive;
- (c) giving all notices required to be given to members and to Executives;
- (d) acting as the Chief Electoral Officer for any elections;
- (e) supervising the affairs of the Association; and
- (f) acting as a primary signing authority of the Association.

12.7 The duties of the VP Governance shall include:

- (a) preparing and administering executive and membership meeting documentation and scheduling;
- (b) communicating with and sharing updates from the General Faculty Council Law representative, and Law Students' Union Councillor;

(c) reviewing and preparing any required amendments to LSA constitution, policy and other governing documents;

(e) during the absence or inability of the President to fulfill his or her duties and powers, exercising such duties and powers of the President; and

(f) acting as a signing authority of the Association.

12.8 The duties of the VP Finance shall include:

(a) keeping full and accurate accounts of all receipts and disbursements of the Association;

(b) meeting with the Justice, Equity, Diversity, and Inclusivity Committee once a year to discuss the disbursement of monies of the Association for the purposes that support justice, equity, diversity, and inclusion within the Faculty;

(c) meeting with the Indigenous Law Students Association Representative once a year to discuss the disbursement of monies of the Association for the purposes of events and initiatives that support First Nations, Metis and Inuit Students within the Faculty.

(d) receiving and depositing all monies of the Association related to fees and sponsorship in such bank or banks designated by the Executive;

(e) only disbursing monies of the Association upon authorization of a resolution of the Executive;

(f) preparing the financial records of the Association for the annual audit;

(g) presenting the audited financial statements at the annual general meeting; and

(h) acting as a primary signing authority of the Association.

12.9 The duties of the VP Justice, Equity, Diversity, and Inclusion shall include:

(a) advocating for improvements to the curriculum, programming and in resources within the Faculty of Law for communities traditionally under-represented in the legal profession; and

(b) co-chairing the Justice, Equity, Diversity, and Inclusivity Committee.

12.10 The duties of the Indigenous Law Students Association Representative shall include:

- (a) providing a social and supportive network for First Nations, Metis and Inuit Students within the Faculty of Law;
- (b) advocating for improvements to the curriculum, programming and resources within the Faculty of Law;
- (c) raising awareness of legal issues that impact First Nations, Metis and Inuit Students at the Faculty of Law and in the broader legal community;
- (d) facilitating a successful and positive law school experience of First Nations, Metis and Inuit Students;
- (e) meeting with the VP Finance once per year to discuss the disbursement of monies of the Association for the purposes of events and initiatives that support First Nations, Metis and Inuit Students within the Faculty.

12.11 The duties of the VP Communications shall include:

- (a) updating the Association's website and social media accounts;
- (b) distributing the Association's regular electronic student newsletter;
- (c) coordinating any external communications of the Association; and
- (d) providing such services as the Executive considers appropriate.

12.12 The duties of the VP Events shall include:

- (a) organizing the Association's major social events; and
- (b) providing such services as the Executive considers appropriate.

12.13 The duties of the VP Community shall include:

- (a) creating an annual calendar of Association and law student club events;
- (b) providing resources and support for law student clubs; and
- (c) facilitate access to any student spaces in coordination with the Faculty and the University; and
- (d) co-chairing the Justice, Equity, Diversity, and Inclusivity Committee.

12.14 The duties of the VP Academic shall include:

- (a) coordinating and organizing academic resources and events

- (b) sitting as the Associations' representative on the Law Faculty Council and reporting to the Executive the minutes of the Law Faculty Council meetings; and
- (c) providing any other academic services as the Executive considers appropriate.

12.15 The duties of the VP Sports and Wellness shall include:

- (a) organizing initiatives and events that support physical and mental health; and
- (b) providing such services as the Executive considers appropriate.

12.16 The duties of the First Year Representatives shall include:

- (a) informing the first-year student body of the Association's events and communicating any concerns from the first year class to the Association; and
- (b) providing such services as the Executive considers appropriate.

BYLAW 13 – EXECUTIVE MEETINGS

13.1 The Executive shall meet at least once every two weeks during the academic term. The President shall provide the Executive at least two days notice prior to any Executive meeting.

13.2 Executive meetings may be held without formal notice if all Executive members are present, or those who are absent have had notice and have consented to a meeting being held in their absence.

13.3 At Executive meetings, a quorum will consist of 50%+1 of the Executive.

PART 14 – COMMITTEES

14.1 The Executive shall have the power to strike committees to address any matter of concerns the Association.

14.2 The procedure for striking, operating, and disbanding a committee shall be set out in the Association's Committee Policy.

14.3 Without limiting the Executive's authority to strike any other committee, the Association shall at all times have a Justice, Equity, Diversity, Inclusivity (JEDI) Committee. The JEDI Committee shall be comprised of those law student groups whose focus is on enhancing the academic, professional, and personal experience of students.

14.4 The JEDI Committee shall be co-chaired by the VP JEDI and the VP Community.

14.5 The JEDI Committee shall meet at least once in Fall and Winter semester and may meet over the Spring/Summer semester.

14.6 The duties of the JEDI Committee shall include:

- (a) providing a social and supportive network for communities within the Faculty of Law;
- (b) raising awareness of legal issues that impact communities at the Faculty of Law and in the broader legal community;
- (c) facilitating a successful and positive law school experience for communities who have traditionally been under-represented in the make-up of the legal profession; and
- (e) meeting with the VP Finance once per year to discuss the disbursement of monies of the Association for the purposes of events that support justice, equity, diversity, and inclusion within the Faculty.

PART 16 – DIRECTORS

16.1 The Executive may appoint Directors, who will work under the supervision of the Executive to implement the duties of a specific Executive position.

16.2 The procedure for appointing, managing, and removing Directors shall be set out in the Association's Director Policy.

16.3 Any process established for the appointment of a Director shall be application-based and selection determined by Executive Resolution.

PART 17 – POLICY

17.1 Policy of the Association may be established by:

- (a) a two-thirds vote of the Executive on an Executive Resolution, or
- (b) a two-thirds vote of those eligible to vote at a membership meeting where a quorum has been established.

17.2 All policy of the Association remains in force until changed or rescinded by a vote of the same or higher authority as that which established the policy, or until its expiry date if an expiry date is specified within the policy.

17.3 The Association shall have the following policies:

- (a) an Elections Policy;
- (b) a Committee Policy; and
- (c) a Directors Policy.

PART 18 – AUDITORS

18.1 The Association's books, accounts and financial records shall be audited at least once each year in accordance with the pertinent Bylaw of the of the University of Alberta Students' Union.

18.2 The fiscal year end of the Association in each year shall be April 30.

PART 19 – INSPECTION

19.1 The Executive shall allow any member to inspect the books, records and accounts of the Association at the registered office of the Association within seventy-two (72) hours of that member delivering a written request to the Executive of his or her intention to inspect the books, records and accounts of the Association.

PART 20 – DISSOLUTION

20.1 The Association may be dissolved by Special Resolution.

20.2 Upon the winding up or dissolution of the Association, any assets remaining after the satisfaction of its debts and liabilities shall be transferred to the Law Faculty to be used for the purpose of student financial aid.

20.3 Upon dissolution, the Association shall inform the University that the club is disbanded via Student Group Services.

PART 21 – AMENDMENTS

21.1 This constitution may be rescinded, altered or added to by way of Special Resolution.