

Present: Meyer, Gupta, Park, Foster, Prizent, Walker, Lekas, De Klerk, Jordan, Cloutier

Meyer called the meeting to order at 12:17pm

Discussion of special project for accumulated surplus savings. We should not spend over \$20,000.

Ideas proposed:

- New furniture for Gavel; ball hockey table
- Furniture, setting up of clubs room/individual cards for club execs
- New Logo for Sports
- Charging station in the Gavel: unnecessary?
- Couch?!

Do we want to keep budgeting \$1500 per semester for clubs? What do we do with leftover \$1000?

Put it toward the clubs room?

If they can all use it, that's 30 to 40 people and doesn't make any sense to have individual swipe cards.

Dhillon entered at 12:32pm

LSA sponsoring a table for Grad - \$1000?

Decide after reading week

Discussion of proposed bylaw changes (attached)

Suggestion that only President and VP Finance should be signing authorities rather than three (President, VP Finance, VP General)

Suggestion that system is more secure if VP Finance signs all cheques. VP Finance needs to know how much money is in the budget on an ongoing basis.

Suggestion that candidates for third year positions should have a minimum number of credits rather than replacing this with a minimum number of years of enrolment

Concerns that otherwise students who failed first year and had to repeat it would be eligible to run for third year positions.

These two issues will be decided on at a later date.

Adjourned at 12:55pm

DF/df

UNIVERSITY OF ALBERTA LAW STUDENTS' ASSOCIATION CONSTITUTION AND **BYLAWS**

ARTICLE BYLAW I – NAME

1.1 The name of the society to which this constitution ~~and bylaws applies~~ **apply** is the University of Alberta Law Students' Association (hereinafter referred to as “the Association”).

ARTICLE BYLAW II – 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 psychological 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 their community through educational and charitable endeavours;
- (e) to raise funds in any way to achieve the objects of the Association, including the acceptance of gifts, donations, grants, legacies, bequests and inheritances;
- (f) to borrow funds and lease, mortgage, sell and dispose of property of the Association and establish a line of credit to achieve the objects of the Association; and

~~2.1 The Association strives to represent the concerns of law students at the University of Alberta Faculty of Law.~~

~~2.2 The Association shall have a standing process consisting of broad and non-exclusive representation across the Faculty.~~

~~2.3 The Association shall advocate law students' concerns to the Faculty of Law on faculty related issues.~~

~~2.4 The Association shall act as a liaison between faculty clubs and the Students' Union.~~

~~2.5 The Association strives to be the faculty association for the Faculty of Law, and the representative of law students to the Faculty of Law, the University of Alberta, and the University of Alberta Students' Union.~~

(g) ~~2.6 The Association recognizes the need to be credible, democratic, accountable, transparent, open and fiscally prudent in our~~ **the operations of the Association.**

ARTICLE BYLAW III – MEMBERSHIP

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

3.2 A student enrolled in the Faculty of Law at the University of Alberta is an active member.

~~3.3 All members will be offered a benefits package for consideration, which will allow members benefits that will include, but are not limited to:~~

~~(a) swipe card access to the Gavel and locker room;~~

~~(b) access to Condensed Annotated Notes (“CANs”)~~

~~(c) the option to play on a Faculty of Law sports team through the University of Alberta Campus Recreation program.~~

~~3.4 A student described in clause 2.2, who has paid the annual privileged benefits fee, is, for the purposes of this constitution, considered a privileged member.~~

~~3.5 For the purposes of this constitution, there is no differentiation between an active member (or member) and a privileged member, unless so distinguished herein.~~

~~3.6 All members shall be entitled to participate in any distribution of the property of the Association upon dissolution of the Association.~~

3.3 All members shall be entitled to attend at general meetings of the Association and to participate in all of the Association functions.

~~3.8 The fees payable by privileged members, if any, shall be fixed from time to time by a majority vote of the Executive of the Association.~~

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

~~3.10 Privileged membership shall be evidenced by a certificate authenticated by a current member of the Executive.~~

3.5 A member may surrender his or her 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.

3.6 No member shall be expelled from the Association ~~unless expelled~~ **except** by special resolution pursuant to the *Societies Act*, e.S-14, R.S.A. 2000 **RSA 2000 c S-14**, as amended from time to time (hereinafter referred to as “Special Resolution.”)

3.7 Any member who withdraws or is expelled from the Association shall forfeit all rights, claims, and interests arising from or associated with membership in the Association.

3.8 Membership status shall terminate automatically at midnight on the first day of May of each calendar year.

3.9 Notwithstanding section 3.8, members of the Association Executive shall continue to be members of the Association throughout their term of office but shall not make any decisions reserved to the membership of the Association by these bylaws or by the *Societies Act* during the months of May to August inclusive.

ARTICLE IV—VOTING

~~4.1~~ 3.10 Every member shall be entitled to one (1) vote on each matter on which members are entitled to vote. ~~4.2 All voting is to be in person only;~~ No member may vote by proxy.

BYLAW IV – FEES

4.1 The Association shall charge a basic membership fee paid by all members. This membership fee may only be altered by majority vote of the membership via a referendum held in accordance with these Bylaws and the Association's Electoral Policy.

BYLAW V – MEMBERSHIP MEETINGS

5.1 Membership meetings (including the annual general meeting, general meetings and special meetings), then referenda shall be the highest authority for all motions, except the composition of membership fees which may only be set or altered by referendum.

5.2 Membership meetings may only be held during the academic year (September to April) while classes are in session.

~~5.3 All meetings that are not the annual general meeting are general meetings or special meetings. In addition to the annual general meeting, general and special meetings may be convened from time to time as may be determined by the Executive. A general or special meeting may also be called by the Executive when a member presents to the President a petition~~ a requisition signed by one-third (1/3) of the membership touching on a matter of importance or significance to the Association.

5.4 Items may be added to the agenda of an annual general meeting or general meeting either by majority vote of the Executive or by requisition of 10% of the membership. The agenda of a special meeting called by the Executive shall be limited to the item(s) added by the Executive when calling the meeting. The agenda of a special meeting called by a requisition of the membership shall be limited to the item(s) specified in the requisition. Any Special Resolutions added to the agendas of general or special meetings require 21 days' notice of the meeting and the Special Resolution(s) to be considered.

5.5 The Executive shall call and hold one (1) annual general meeting during the school term ~~between September and April of each year~~ month of October. The Executive shall give at least seven (7) days' notice to the members by posting a notice in a conspicuous place announcing the annual general meeting. If any Special Resolutions are to be considered, the Executive shall give 21 days' notice of the annual general meeting and of the Special Resolution(s).

5.6 At every annual general meeting, in addition to any other business that may be transacted, there shall be the report of the Executive, the audited financial ~~report~~ statements, the report of the auditors, and the appointment of the auditors for the next year.

5.7 The Executive shall give at least five (5) days' notice of a general or special meeting to the members by posting a notice thereof in a conspicuous place in the Law Centre announcing the general meeting. The notice shall state the purpose of the general or special meeting ~~and in particular shall set out the exact working of any resolution or resolutions that are proposed to be voted upon, and no resolution shall be voted upon that does not meet the requirements of this clause~~ and all agenda items or resolutions to be considered. If any Special Resolutions are to be considered, the Executive shall give 21 days' notice of the annual general meeting and of the Special Resolution(s).

5.8 No general or special meeting shall proceed unless quorum is met. Quorum is defined as at least twenty-five (25) members. ~~are present at the commencement of the meeting.~~ If quorum is not met after half an hour from the time appointed for a general or special meeting, the meeting shall be dissolved. If quorum is not met for the annual general meeting, the meeting shall be permitted to continue only for the purpose of receiving the report of the Executive, the audited financial statements and the auditor's report, and appointing the auditors for the next year.

~~11.8 If within half an hour from the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of a member, shall be dissolved. In any other case it shall stand adjourned to the same day in the next week, at the same time and place, and, if at the adjourning meeting a quorum is not present within half and hour, from the time appointed for the meeting the members present shall be a quorum.~~

BYLAW VI – REFERENDA

6.1 A referendum of the Association's membership may be held with at least two (2) weeks' notice upon majority vote of the Executive or a requisition of ten (10) percent of the membership.

6.2 A referendum may only be held during the academic year (September to April) while classes are in session.

6.3 Quorum for a referendum shall be thirty (25) percent of the membership.

6.4 Referenda shall be conducted by the same process as Executive Elections following the Electoral Policy of the Association.

~~ARTICLE~~ BYLAW VII – THE EXECUTIVE

7.1 There shall be thirteen (13) members of the Executive, including the President, the Vice-President General, the Vice-President Finance, the Vice-President External, the Vice-President Academic, two (2) Vice-Presidents Services, two (2) Vice-Presidents Social, two Vice-Presidents Sports (one male and female) and two (2) First Year Representatives (hereinafter collectively referred to as “the Executive”).

7.2 All members of the Executive shall make up the board of directors of the Association. The President, Vice-President Finance and Vice-President General shall be officers of the Association.

7.3 Each member of the Executive 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.

7.4 The President shall be a student who has completed, or is in the process of completing 35 54 credits or more toward their degree in the Faculty of Law. ALTERNATIVE: The President shall be a student who has been enrolled for at least two full academic years in the faculty of law.

7.5 The Vice-President General shall be a student who has completed, or is in the process of completing between 17 32 and 54 credits or more towards their degree in the Faculty of Law. ALTERNATIVE: The Vice-President General shall be a student who has been enrolled for at least one

full academic year in the faculty of law.

7.6 The Vice-President Finance shall be a student who has completed, or is in the process of completing ~~between 17 32 and 54 credits~~ or more towards their degree in the Faculty of Law.

ALTERNATIVE: The Vice-President Finance shall be a student who has been enrolled for at least one full academic year in the faculty of law.

7.7 The Vice-President External shall be a student who has completed, or is in the process of completing ~~between 17 32 and 54 credits~~ or more towards their degree in the Faculty of Law.

ALTERNATIVE: The Vice-President External shall be a student who has been enrolled for at least one full academic year in the faculty of law.

7.5 The Vice-President Academic shall be a student who has completed, or is in the process of completing ~~between 17 32 and 54 credits~~ or more towards their degree in the Faculty of Law.

ALTERNATIVE: The Vice-President Academic shall be a student who has been enrolled for at least one full academic year in the faculty of law.

7.7 One Vice-President Services shall be a student who has completed, or is in the process of completing ~~between 17 32 and 54 credits~~ or more toward their degree, and the other Vice-President Services shall be a student who has completed, or is in the process of completing 35 54 credits or more toward their degree in the Faculty of Law.

7.8 One Vice-President Social shall be a student who has completed, or is in the process of completing between 17 32 credits or more toward their degree, and the other Vice-President Social shall be a student who has completed, or is in the process of completing 35 54 credits or more toward their degree in the Faculty of Law.

7.5 The Vice-Presidents Sports shall both be students who have completed, or are in the process of completing ~~between 17 32 and 54 credits~~ or more towards their degree in the Faculty of Law.

ALTERNATIVE: The Vice-Presidents Sports shall both be students who have been enrolled for at least one full academic year in the faculty of law.

7.9 Both First Year Representatives shall be ~~full-time~~ first year students ~~entering their first academic school year~~ in the Faculty of Law.

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

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

ARTICLE BYLAW VIII – ELECTION OF THE EXECUTIVE MEMBERS

8.1 Executive members, with the exception of the two First Year Representatives and the Vice-President Finance, shall be elected at elections (hereinafter referred to as the “Executive Elections”) in each school year, and shall assume office on the first day of May for a period ending April 30 of the following year.

8.2 Each of the two First Year Representatives shall be elected at a By-Election in September of each year, or as soon thereafter as is practical, and shall assume office immediately for a period ending April

30 of the following year.

8.3 The Vice-President Finance shall be appointed by the Executive ~~and a representative of the Faculty of Law.~~

~~6.4 Each Executive member at the time of his or her election and throughout his or her term of office shall be a privileged member of the Association.~~

8.4 Each Executive member shall be elected by secret ballot. ~~unless he or she is elected by acclamation.~~

8.5 All members may cast a ballot in the Executive Elections.

8.6 The Executive shall, prior to the Executive Elections, appoint a Returning Officer who shall receive nominations in writing of candidates contesting the offices of the Executive and who shall conduct the election ~~of officers.~~

8.7 If only one candidate is nominated for an Executive position, the membership shall have the opportunity to vote to approve or disapprove that candidate in the election.

8.8 The procedure for the Executive Election and the By-Election is set out in the ~~accompanying LSA Association's~~ Election Policy.

~~6.9 Either a general or a privileged member of the student body may participate as a candidate in the LSA's Executive elections.~~

ARTICLE BYLAW IX – REMOVAL OF EXECUTIVE MEMBERS

9.1 Each elected ~~and appointed~~ Executive member shall cease to hold their executive position on the last day of April in the year following his or her election ~~or appointment.~~ ~~The Vice-President Finance shall cease to hold their executive position on the last day of April two years following his or her appointment.~~

9.2 An Executive member may only be removed from office by way of Special Resolution.

9.3 An Executive member may resign by giving written notice of his or her resignation to the President or the Vice-President General and such resignation shall be effective from the date of the receipt of such notice by the Executive member.

9.4 An Executive member who ceases to be enrolled in the Faculty of Law in the academic year in which he or she holds office will be declared to have resigned.

ARTICLE BYLAW X – REPLACEMENT OF EXECUTIVE MEMBERS

10.1 Nothing in this constitution shall be construed as preventing the Executive from exercising its powers merely because there are fewer than eleven (11) Executive members.

10.2 In the event that any Executive member:

- (a) resigns his or her office;
- (b) without reasonable excuse is absent from three (3) or more Executive Meetings;
- (c) is expelled under Article 7.2 of this constitution; or

(d) for reasons of health is unable to perform the duties of his or her office; the remaining Executives shall declare his or her office vacated and may ~~appoint a successor in his or her place to hold office until the next Executive Election~~ **hold a by-election to elect a successor who will take office immediately and remain in office until the end of the Executive term.**

ARTICLE ~~BYLAW~~ XI – POWERS AND DUTIES OF THE EXECUTIVE

11.1 The affairs of the Association shall be managed by the Executive who may exercise all the powers of the Association except such powers are required by law or by ~~this~~ its **Constitution and Bylaws** to be exercised ~~in a general meeting~~ **by the membership.**

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

11.3 The Executives shall each have one (1) vote per Executive Resolution. The Executive shall exercise their vote in good faith, having regard to the objects of the Association, the **Constitution and its Bylaws** as amended from time to time ~~by the Executive,~~ and the *Societies Act*.

~~9.4 In the event that a matter voted upon by the Executive receives an equal number of votes, then the President shall have a casting vote in addition to his or her regular vote to have the matter decided.~~

11.4 Every Executive of the Association shall be deemed to have assumed office on the express understanding that every Executive of the Association and his 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 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 in the execution of the duties of his or her office, provided that such Executive or Executives have acted in good faith and in the best interest of the Association at all material times.

11.5 **The Executive has the authority to enter into contracts on behalf of the Association by majority resolution of the Executive. All such contracts must be signed by at least two signing authorities of the Association.**

11.6 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; ~~and~~
- (d) supervising the affairs of the Association;
- (f) acting as a signing authority of the Association.**

11.7 The duties of the Vice-President General shall include:

- (a) acting as the clerk of the Executive;
- (b) recording all minutes of all meetings of the members and of the Executive ~~in books kept by him or her for that purpose~~ **or delegating this task to another member of the Executive;**
- (c) maintaining a **the** membership register;
- (d) collecting the annual fees levied by the Association;
- (e) maintaining the yearly programming calendar;
- (f) being available to act as the chief returning officer (CRO) and therefore not running as a candidate in the fall or winter elections;

(g) In the event the Vice President General expresses a desire to be a candidate in the winter elections, section 9.7 (g) will not apply. Instead the role of CRO will be delegated to another executive member not participating as a candidate in the winter elections.

~~i. The role of CRO will be delegated to another member of the executive based on their availability during the election.~~ If there is no other executive member available, the role of CRO will be delegated to the President.

(h) during the absence or inability of the President to fulfil his or her duties and powers, exercising such duties and powers of the President; ~~and~~

(i) being the custodian of the Seal of the society and of all books, papers, records, correspondence, contracts, and other documents belonging to the society; ~~and~~

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

11.8 The duties of the Vice-President Finance shall include:

(a) keeping full and accurate accounts of all receipts and disbursements of the Association ~~in proper books of account;~~

(b) receiving and depositing all monies of the Association in such bank or banks designated by the Executive;

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

~~(e) rendering to the members of the Association at the general meetings an account of all his or her transactions as Vice-President Finance and of the financial position of the Association; and~~ **hiring the auditors chosen at the annual general meeting;**

~~(f) make a financial report to the Students' Union within six months of the end of the fiscal year's end~~ **preparing the financial records of the Association for the annual audit;**

(g) presenting the audited financial statements and the auditor's report at the annual general meeting;

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

11.9 The duties of the Vice-President External shall include:

(a) monitoring all external affairs of Law Students;

(b) keeping the Law Students' Association website up-to-date and accurate;

(c) giving regular updates from the General Faculty Council Law representative;

(d) giving regular updates from the Law Students' Union Councillor;

(e) in the event that the LSA wishes to advocate for a policy that is contrary to Students' Union political policy, **providing a presentation to Students' Union Council as mandated by Students' Union bylaw** ~~Students' Union policy mandates a presentation be made to council. The presentation may be made by the VP External in this event;~~

(f) providing contact information to the Students' Union each year; and

(g) providing such services as the Executive considers appropriate.

11.10 The duties of the Vice-Presidents Social shall include:

(a) organization and supervision of all social functions of the Association; ~~and~~

(b) assisting law student clubs in organization of their social events.

11.11 The duties of the Vice-Presidents Services shall include:

(a) ongoing maintenance of the common room facilities and locker room ~~for privileged members;~~

(b) providing general services as the Executive considers appropriate; ~~and~~

(c) providing resources and support for law student clubs; and

(d) producing a Student Directory ("Who's Who") in the Fall academic semester.

11.12 The duties of the Vice-President Academic shall include:

- (a) compiling and making available ~~to the privileged members of the Association~~ Condensed Annotated Notes (“CANs”);
- (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.

11.13 The duties of the Vice-Presidents Sports shall include:

- (a) organization and supervision of all sports functions of the Association.

11.14 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.
- ~~(b) acting as the informal first year graduate committee, and organizing any events for that committee;~~
- (b) providing such services as the Executive considers appropriate.

ARTICLE BYLAW XII – EXECUTIVE MEETINGS

12.1 Executive meetings may be held at such times and at such places as the Executive may from time to time determine and such a meeting may be convened by the President alone or any other two (2) Executives at any time with two (2) clear days’ notice of such a meeting being given to each Executive.

12.2 Executive meetings may be held without formal notice if all of the Executives are present, or those absent have had notice and have consented to the meeting being held in their absence.

12.3 At Executive meetings, quorum will consist of six (6) of the Executives.

BYLAW XIII – COMMITTEES

13.1 The Executive has the power to strike committees to address any matter which concerns the Association or its membership.

13.2 A committee struck by the Executive shall be either a standing committee or ad-hoc committee.

13.3 A Standing Committee must have its terms of reference established in policy of the Association, and will exist until such policy is rescinded.

13.4 An ad-hoc committee will be struck to perform a particular task, and will be disbanded when that task is completed, or, if it is not disbanded, will cease to exist at the end of the term of office of the Executive under which it was established.

13.5 The Executive may appoint Executive members or general members of the Association to committees.

13.6 Membership in a Standing Committee shall expire at the end of the Executive term of office. Membership in an ad-hoc committee shall expire either when the committee is disbanded or at the end of the Executive term of office.

BYLAW XIV – POLICY

14.1 Policy of the Association may be established by:

- (a) a two-thirds vote of the Executive, or

- (b) a two-thirds vote of those voting at a quorate membership meeting, or
- (c) a majority vote of a quorate referendum.

14.2 All policy remains the policy of the Association until changed or retracted 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 in the policy.

ARTICLE BYLAW XV – BORROWING POWER

15.1 For the purpose of carrying out the objects of the Association, the Executive, by way of Executive Resolution, may cause the Association to borrow or raise or secure the payment of money in any manner the Executive thinks fit, except that in no case shall a general security agreement, mortgage or other security document be executed without the sanction of a Special Resolution.

15.2 For the purpose of carrying out the objects of the Association, the Executive, by way of Executive Resolution, may cause the Association to draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange and other negotiable or transferable instruments.

15.3 All cheques or other orders of payment of money issued in the name of the Association shall be signed by ~~the Vice-President Finance or the President and any other Executive member who is approved by the majority of the Executive~~ **at least two of the signing authorities.**

ARTICLE BYLAW XVI – AUDITORS

16.1 The Association shall have an independent body audit the Financial Statements and ensure that the budget and financial administration rules are accountable.

16.2 No Executive of the Association shall hold the position of auditor or audit the Financial Statements of the Association.

16.3 The membership of the Association shall, ~~at the time of each Executive Election,~~ appoint an auditor or auditors **at the annual general meeting.** ~~who will audit the books of the out-going Executive~~

16.4 The remuneration of the auditor or auditors, if any, shall be paid by the Association.

16.5 The books, accounts and records of the Association shall be audited at least once each year by a duly qualified chartered accountant or accountants. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor or auditors at the annual general meeting of the Association.

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

ARTICLE BYLAW XVII – INSPECTION

17.1 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.

ARTICLE BYLAW XVIII – SEAL

18.1 The Executive may adopt a seal which shall be the common seal of the Association and shall be in the custody of the Vice-President General.

BYLAW XIX – DISSOLUTION

19.1 The Association may be dissolved by special resolution pursuant to the *Societies Act*.

19.2 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.

~~ARTICLE~~ BYLAW XX – AMENDMENTS

20.1 This constitution may be rescinded, altered or added to by way of Special Resolution pursuant to the *Societies Act*.