



Queen's  
LSS  
Law Students' Society

**CONSTITUTION**

**OF**

**THE LAW STUDENTS' SOCIETY**

**OF**

**QUEEN'S UNIVERSITY**

Table of Contents

DEFINITIONS..... 2

1. ARTICLE 1: NAME ..... 3

2. ARTICLE 2: OBJECT ..... 3

3. ARTICLE 3: MEMBERS ..... 3

4. ARTICLE 4: LAW STUDENTS' SOCIETY OF ONTARIO (LSSO) ..... 3

5. ARTICLE 5: DUTIES OF OFFICERS..... 4

6. ARTICLE 6: LSS MEETINGS..... 8

7. ARTICLE 7: LSS COUNCIL ..... 9

8. ARTICLE 8: THE LSS CORE ..... 12

9. ARTICLE 9: FACULTY BOARD REPRESENTATION..... 12

10. ARTICLE 10: REMOVAL FROM OFFICE..... 13

11. ARTICLE 11: REMOVAL FROM A COMMITTEE ..... 15

12. ARTICLE 12: YEAR AND ALUMNI ASSEMBLIES ..... 16

13. ARTICLE 13: CLUBS ..... 18

14. ARTICLE 14: ELECTIONS AND TERMS OF OFFICE ..... 18

15. ARTICLE 15: REFERENDA..... 23

16. ARTICLE 16: CAMPAIGNING ..... 25

17. ARTICLE 17: ELECTIONS REVIEW COMMITTEE ..... 26

18. ARTICLE 18: FINANCE ..... 27

19. ARTICLE 19: TRANSPARENCY ..... 30

20. ARTICLE 20: POLICIES OF THE LSS..... 31

21. ARTICLE 20: PARLIAMENTARY AUTHORITY..... 31

22. ARTICLE 22: AMENDMENTS ..... 32

## DEFINITIONS

**“BAGM”** means a general meeting of the LSS membership as defined in Article 6.1 (also known as “LSS Bi-Annual General Meeting”);

**“Ballot”** means a paper ballot OR an electronic ballot where students are provided with a receipt of their vote and there is an accountability mechanism for the elections committee to ensure votes have been properly counted.

**“Budget”** means the LSS budget approved at the March BAGM, or as amended by an LSS Meeting;

**“Class”** means all the students who are registered in the Faculty of Law in the same year (i.e., 1L, 2L, 3L);

**“Faculty Board”** means the Faculty Board of the Faculty of Law;

**“Faculty Board Student Caucus”** means the group of student representatives who are members of the Faculty Board;

**“Faculty of Law”** means the Faculty of Law at Queen’s University;

**“LSS”** means the Law Students’ Society of Queen’s University;

**“LSS Club”** means a student club ratified by the LSS according to this Constitution and/or other rules adopted by the LSS;

**“LSS Core”** means the committee of the Officers of the LSS as defined in Article 8;

**“LSS Council”** means the council of the LSS as defined in Article 7;

**“LSS Council Meeting”** means any meeting of the LSS Council;

**“LSS Meeting”** means any BAGM or any LSS Special Meeting;

**“LSS Member”** means a member of the LSS as defined in Article 3.1;

**“LSSO”** means the Law Students’ Society of Ontario;

**“LSSO Council”** means the council governing the affairs of the LSSO;

**“LSS Position”** means any elected position within the LSS;

**“LSS Special Meeting”** means a special meeting of the LSS membership as defined in Article 6.2;

**“LSS Website”** means any website managed or operated by the LSS Council (e.g. [students.queenslaw.ca](http://students.queenslaw.ca));

**“Portal”** means the Faculty of Law’s internal website (i.e., “QLaw”);

**“School Year”** means the term beginning on September 1 and ending on April 30 of each calendar year.

**“SGPS”** means the Society of Graduate and Professional Students at Queen’s University;

**“Student Activity Fee”** has the meaning attributed to it by the Registrar of Queen’s University;

**“Officer”** means the officers of the LSS Core as defined in Article 5;

**“Official LSS Communication Mechanism”** means the email list created by the Faculty of Law comprising of the emails of all students registered in the Faculty of Law;

**“University Policies”** means any rules formally adopted by Queen’s University or the Faculty of Law; and

**“Year Assembly”** means the council of a Class as defined in Article 3.

## **1. ARTICLE 1: NAME**

### **1.1 Name**

The name of this Society shall be the Law Students’ Society of Queen’s University (the “LSS”).

## **2. ARTICLE 2: OBJECT**

### **2.1 Object**

The object of the LSS shall be to promote the interests of the students in the Faculty of Law in accordance with this Constitution.

### **2.2 Authority**

The LSS adopts parliamentary authority from a democratic process of student elections and the recognition of the Queen’s Faculty of Law.

## **3. ARTICLE 3: MEMBERS**

### **3.1 Membership**

All students registered in the Faculty of Law shall be LSS Members.

### **3.2 Joint Students**

All students registered in a joint-degree program with the Faculty of Law shall be deemed to be full LSS Members in each year of their program, with all the rights of an LSS Member except where limited in this Constitution.

### **3.3 Dues**

The annual dues shall be administered as a Student Activity Fee and collected by Queen’s University as part of the registration charge.

## **4. ARTICLE 4: Law Students’ Society of Ontario (LSSO)**

### **4.1 Membership**

The LSS is a member society of the Law Students’ Society of Ontario and affirms the ability of the officers of the LSSO to represent the interests of and advocate for the LSS and the other member societies.

#### 4.2 Representation

The LSS President and LSS Student Senator will serve as the representatives for the LSS on the LSSO Council for the duration of their terms. The President and Student Senator will keep the LSS Council informed of LSSO actions and initiatives.

### 5. ARTICLE 5: DUTIES OF OFFICERS

#### 5.1 Officers and Duties

The Officers of the LSS shall be:

- (i) the President;
- (ii) the Vice-President Academic;
- (iii) the Vice-President Administrative;
- (iv) the Vice-President Finance;
- (v) the Vice-President Activities;
- (vi) the Vice-President Communications; and
- (vii) the Student Senator.

These Officers shall perform the duties prescribed by this Constitution and any other applicable rules adopted by the LSS.

#### 5.2 President

The President shall:

- (i) be the official spokesperson of the LSS;
- (ii) supervise and coordinate the duties of the Officers of the LSS;
- (iii) be, ex officio, a member of the Faculty Board;
- (iv) be, ex officio, a member of the LSSO Council;
- (v) chair the Faculty Board Student Caucus;
- (vi) attend, on behalf of the LSS, regular meetings with the senior administrators of the Faculty of Law;
- (vii) Chair all LSS Meetings and LSS Council Meetings, or delegate this duty to another LSS Member, when both the Speaker and Deputy Speaker are not yet elected or otherwise unavailable;
- (viii) together with the Vice-President Finance, be a co-signor on all agreements entered into on behalf of the LSS;
- (ix) hold weekly office hours of two hours in duration;
- (x) if necessary, submit to the Speaker a maximum one-page written progress report to be distributed with the agenda of each LSS Meeting and each LSS Council Meeting;
- (xi) submit to the Speaker a written annual report to be distributed with the agenda of the March BAGM;
- (xii) create and update transitional documents;
- (xiii) attend one KAIROS Blanket exercise during their tenure; and
- (xiv) attend one positive safe space exercise.
- (xv) organize a 'Responding to Student Disclosures training' for the LSS Council during the fall semester

#### 5.3 Vice-President Academic

The Vice-President Academic shall:

- (i) begin fulfilling duties of the office immediately following their election;
- (ii) assist the President in all the President's functions;
- (iii) serve as the LSS Core representative on the Faculty Board;
- (iv) attend on behalf of the LSS, regular meetings with the senior administrators of the Faculty of Law;
- (v) chair the Teaching Awards Committee and the Nominations Committee and the Constitutional Review Committee;
- (vi) hold weekly office hours of two hours in duration;
- (vii) if necessary, submit to the Speaker a maximum one-page written progress report to be distributed with the agenda of each LSS Meeting and each LSS Council Meeting;
- (viii) submit to the Speaker a written annual report to be distributed with the agenda of the March BAGM;
- (ix) create and update transitional documents;
- (x) attend one KAIROS Blanket exercise during their tenure;
- (xi) attend one positive safe space exercise; and
- (xii) solicit applications for and populate the following LSS Committees and Faculty Board Committees with LSS Members (for general positions and co-chair positions), in carrying out the Vice-President Academic's duty as Chair of the Nominations Committee:
  - 1. Alumni Relations Committee;
  - 2. Club Governance Committee;
  - 3. Elections Committee;
  - 4. Elections Review Committee, on an *ad hoc* basis;
  - 5. Constitutional Review Committee;
  - 6. The Denis Marshall Award Committee;
  - 7. Law Games Committee;
  - 8. Lawlapalooza Committee;
  - 9. LSS Awards Committee;
  - 10. Sustainability Committee;
  - 11. Semi-Formal Committee;
  - 12. Stanley M. Corbett Teaching Awards Committee;
  - 13. Academic Standing and Policies Committee;
  - 14. Admissions Committee;
  - 15. Competitive Moot Court Committee (to be filled before the end of the winter semester);
  - 16. Curriculum Committee;
  - 17. Faculty Appointments Advisory Committee;
  - 18. Renewal, Tenure and Promotion Committee;
  - 19. Adjunct Appointments Committee; and
  - 20. Yearbook Committee.

#### **5.4 Vice-President Administrative**

The Vice-President Administrative shall:

- (i) maintain a complete record of all LSS correspondence;
- (ii) manage the operation of the LSS office;
- (iii) set up the email accounts for each LSS Officer and ensure these email accounts are used for all official LSS correspondence;
- (iv) oversee the solicitation process of teaching evaluations;
- (v) oversee the solicitation process of course outlines in Fall and Winter semesters;

- (vi) coordinate and enforce office hours for all of the Officers of the LSS;
- (vii) prepare, each semester, a draft schedule for the LSS Meetings and LSS Council Meetings;
- (viii) coordinate room bookings for all LSS Meetings and all LSS Council Meetings;
- (ix) when the Deputy Speaker is unable to do so, record the minutes of all LSS Meetings and LSS Council meetings;
- (x) work with the Speaker to ensure the agenda for all LSS Meetings and LSS Council Meetings are made available to all LSS Members at least 24 hours in advance;
- (xi) work with the Speaker to ensure notice of all LSS Council Meetings are provided at least 7 days prior to the LSS Council Meeting;
- (xii) hold weekly office hours of two hours in duration;
- (xiii) ensure that all Officer transitional documents are uploaded into the LSS hard drive by the end of each Academic Year;
- (xiv) if necessary, submit to the Speaker a maximum one-page written progress report to be distributed with the agenda of each LSS Meeting and each LSS Council Meeting;
- (xv) submit to the Speaker a written annual report to be distributed with the agenda of the March BAGM;
- (xvi) create and update transitional documents;
- (xvii) attend one KAIROS Blanket exercise during their tenure and oversee that all other Officers attend one KAIROS Blanket exercise during their tenure; and
- (xviii) attend one positive safe space exercise and oversee that all other Officers attend one safe space exercise.

### 5.5 Vice-President Finance

The Vice-President Finance shall:

- (i) control the funds, assets and property of the LSS;
- (ii) maintain an accurate record of all LSS financial accounts;
- (iii) disburse funds according to the budget or as otherwise directed by the LSS;
- (iv) oversee the club funding process;
- (v) act as an advisor to the Secretary-Treasurers of each Year Assembly;
- (vi) advise the Club Governance Committee;
- (vii) organize a bi-annual Clubs Caucus;
- (viii) provide a report of expenditures and a Budget (year-to-date) at the BAGMs in October and March;
- (ix) prepare the new Budget in consultation with the Vice-President Finance-Elect and present it for approval at the March BAGM;
- (x) hold weekly office hours of two hours in duration;
- (xi) if necessary, submit to the Speaker a maximum one-page written progress report to be distributed with the agenda of each LSS Meeting and each LSS Council Meeting;
- (xii) submit to the Speaker a written annual report to be distributed with the agenda of the March BAGM;
- (xiii) announce a call for Early Club Applications by the end of February of every School Year;
- (xiv) announce a call for Club Application Forms 2 weeks prior to the beginning of the School Year;
- (xv) create and update transitional documents;
- (xvi) attend one KAIROS Blanket exercise during their tenure; and
- (xvii) attend one positive safe space exercise.

### 5.6 Vice-President Activities

The Vice-President Activities shall:

- (i) coordinate all LSS social activities;
- (ii) organize the following LSS events: a clubs' day, a 1L welcome night and an LSS Core transition dinner;
- (iii) organize a bi-annual Clubs Caucus;
- (iv) be responsible for the maintenance and bookings of the lounge in Queen's University's Sir John A. Macdonald Hall building;
- (v) be, ex officio, a member of Lawlapalooza Committee, Semi-Formal Committee and Law Games Committee;
- (vi) organize and allocate Smokers per the LSS Smoker Policy;
- (vii) serve as liaison between the SGPS and the LSS for matters concerning event sanctioning;
- (viii) act as advisor to all LSS Members applying for SGPS event sanctioning;
- (ix) be responsible for updating the LSS Calendar of Events on the LSS Portal;
- (x) hold weekly office hours of two hours in duration;
- (xi) if necessary, submit to the Speaker a maximum one-page written progress report to be distributed with the agenda of each LSS Meeting and each LSS Council Meeting;
- (xii) submit to the Speaker a written annual report to be distributed with the agenda of the March BAGM;
- (xiii) will make best effort to ensure that no major LSS events are scheduled on any major religious or cultural holiday; and
- (xiv) create and update transitional documents;
- (xv) attend one KAIROS Blanket exercise during their tenure; and
- (xvi) attend one positive safe space exercise.

### 5.7 Vice-President Communications

The Vice-President Communications shall:

- (i) in consultation with the LSS Council, determine the rules and regulations governing LSS Council, Committee, and Club communications;
- (ii) oversee all official LSS Council, Committee, and Club communications with the student body, including communications found on the Official LSS Communication Mechanism, bulletin boards, and LSS Website;
- (iii) manage and update the LSS Website, including updating LSS Council, club, and committee information at the beginning of each Academic Year;
- (iv) work with the Speaker to ensure minutes of all LSS Meetings and LSS Council Meetings are posted on the relevant section of the LSS Website within one week of the meeting in question;
- (v) ensure that the updated LSS Constitution, Policy Manual, and Standing Orders are uploaded on the relevant section of the LSS Website within two weeks of amendments;
- (vi) organize, maintain, and submit the LSS Newsletter;
- (vii) organize a bi-annual Clubs Caucus;
- (viii) hold bi-monthly meeting with the Assistant Dean of Students to discuss communication strategies;
- (ix) hold weekly office hours of two hours in duration;
- (x) if necessary submit to the Speaker a maximum one-page written progress report to be distributed with the agenda of each LSS Meeting and each LSS Council Meeting;
- (xi) submit to the speaker a written annual report to be distributed with the agenda of the LSS General Meeting in March;



- (xii) create and update transitional documents;
- (xiii) attend one KAIROS Blanket exercise during their tenure; and
- (xiv) attend one positive safe space exercise.

### **5.8 Student Senator**

The Student Senator shall:

- (i) represent the LSS on the Queen's University Senate and report to the LSS on the activities of the Senate at each LSS Meeting and each LSS Council Meeting;
- (ii) be, ex officio, a member of the Faculty Board;
- (iii) be, ex officio, a member of the SGPS Council;
- (iv) be, ex officio, a member of the LSSO Council;
- (v) attend on behalf of the LSS, regular meetings with the senior administrators of the Faculty of Law;
- (vi) hold weekly office hours of two hours in duration;
- (vii) if necessary, submit to the Speaker a maximum one-page written progress report to be distributed with the agenda of each LSS Meeting and each LSS Council Meeting;
- (viii) submit to the Speaker a written annual report to be distributed with the agenda of the March BAGM;
- (ix) create and update transitional documents;
- (x) attend one KAIROS Blanket exercise during their tenure; and
- (xi) attend one positive safe space exercise.

### **5.9 Communication between Officers of the LSS and Year Assembly Members**

Officers and Year Assembly Members are encouraged to hold a minimum of 1 monthly meeting between the following members:

- (i) the President, Vice President Administrative, and the Presidents and Vice-Presidents of each Year Assembly;
- (ii) the Vice-President Academic and the Faculty Board Representatives of each Year Assembly;
- (iii) the Vice-President Finance and the Secretary-Treasurers of each Year Assembly;
- (iv) the Vice-President Activities, Vice-President Communications, and the Wellness Coordinator and Social Coordinator of each Year Assembly; and
- (v) the Student Senator and the SGPS Representatives.

The monthly meetings are separate from LSS Council Meetings, and shall serve as an opportunity for members to share updates and advice on developments and matters relating to Faculty of Law.

## **6. ARTICLE 6: LSS MEETINGS**

### **6.1 LSS Bi-Annual General Meetings (BAGM)**

General Meetings of the LSS membership shall be held during the months of March and October at a time and place selected by the President after consultation with the Vice-President Administrative and LSS Council. The Speaker shall post notice of BAGMs at least one week in advance of the meeting on the Official LSS Communication Mechanism.

### **6.2 LSS Special Meetings**

A Special Meeting of the LSS Membership may be held at the discretion of LSS Council to deal with important matters that require urgent action before the next BAGM. In addition, an LSS Special Meeting shall also be called by the President at the written request of not less than thirty LSS Members. In either case, the Speaker shall post notice of an LSS Special Meeting at least forty-eight hours in advance of the meeting on the Official LSS Communication Mechanism.

### **6.3 Voting Rights**

Each LSS Member shall have voting rights at LSS Meetings.

### **6.4 Quorum**

Twenty-five LSS Members shall constitute a quorum at LSS Meetings. BAGMs may proceed without a quorum and the decisions taken are valid, unless overridden by an LSS Special Meeting called within two weeks of the BAGM in question. An LSS Special Meeting may not proceed without a quorum.

### **6.5 First LSS Council Meeting**

The first LSS Council Meeting will be held on or before the week of the second Smoker in order to ratify LSS Clubs in time for Smoker allocation.

### **6.6 Territorial Acknowledgement**

Upon commencement of all LSS Meetings, the Speaker will make the following oral announcement: The LSS would also like to acknowledge that Queen's University is situated on traditional Anishinaabe and Haudenosaunee Territory.

## **7. ARTICLE 7: LSS COUNCIL**

### **7.1 LSS Council's Duties and Powers**

The LSS Council shall:

- (i) have general supervision of the affairs of the LSS subject to orders made by the LSS membership at any LSS Meeting;
- (ii) make recommendations for approval at LSS Meetings; and
- (iii) perform such other duties as may be assigned to it by the LSS from time to time.

The LSS Council shall be subject to orders made at LSS Meetings, and none of its acts shall conflict with such orders.

### **7.2 Council Composition**

The LSS Council shall be comprised of the following LSS Members:

- (i) the Officers of the LSS;
- (ii) the members of each Year Assembly;
- (iii) two Senior SGPS Representatives;
- (iv) a Junior SGPS Representative;
- (v) a Part-Time Student Representative;
- (vi) a Joint Program Student Representative;
- (vii) a Common-Civil Law Program Student Representative;

- (viii) a Graduate Student Representative;
- (ix) an Indigenous Student Representative;
- (x) Transfer-Student representative;
- (xi) the Speaker; and
- (xii) the Deputy Speaker.
- (xiii) There shall be two Equity & Diversity Commissioners. Equity & Diversity Commissioners will serve a maximum of a two-year term. New Equity & Diversity Commissioners will be chosen by the following process: the existing Equity & Diversity Commissioners will make a call for applications. Candidates will be chosen from those applicants, together by the existing Equity & Diversity Commissioners, the Vice-President Academic and at least one additional member of the LSS Core. The chosen candidate or candidates must be approved by simple majority of the LSS at an LSS Council meeting. The duties of the Equity & Diversity Commissioners include, but are not limited to:
  - a. soliciting applications for and populating the Equity & Diversity Committee
  - b. organizing and chairing the Equity & Diversity Committee;
  - c. participating in LSS Council Meetings, the Nominations Committee, and other Committee meetings as required, in order to encourage that meetings are conducted, and decisions made in an equitable manner;
  - d. submitting a written and oral report at the fall and winter BAGMs;
  - e. each attending one KAIROS Blanket exercise and one positive safe space exercise during their tenure, with exceptions for either exercise made where an Equity & Diversity Commissioner has attended the same exercise before beginning their tenure

### **7.3 Voting Rights**

Each member of the LSS Council, with the exception of the Speaker and the Deputy Speaker, shall have voting rights at LSS Council Meetings. Each LSS Council member shall have only one vote. For clarification, in the event that one person holds multiple positions at an LSS Council Meeting, that LSS Council member shall not receive two votes by virtue of holding two positions (e.g. a person who is both an Equity and Diversity Commissioner and a member of a Year Council can only cast one vote on matters at LSS Council Meetings).

### **7.4 LSS Council Meetings**

Unless otherwise ordered by LSS Council, LSS Council Meetings shall be held every two weeks during the academic year, except that there shall be no meetings scheduled during the months of December or April. Additional LSS Council Meetings may be called by the President or shall be called at the request of three or more members of LSS Council.

### **7.5 Quorum for LSS Council Meetings**

A total of 50% of LSS Council plus one member shall constitute quorum for LSS Council Meetings. At least one of the members constituting quorum must be an Officer of the LSS. Only voting members of the LSS Council shall count towards quorum.

### **7.6 Territorial Acknowledgement**

Upon commencement of all LSS Council Meetings, the Speaker will make the following oral announcement: The LSS would also like to acknowledge that Queen's University is situated on traditional Anishinaabe and Haudenosaunee Territory.

### 7.7 Virtual Meetings of LSS Council

The Speaker may circulate electronically for approval a motion pertaining to a matter or matters that may appropriately be dealt with by a virtual meeting. All such motions must contain the names of the mover and seconder, and indicate clearly a deadline for responses, by which time responses must have been received by at least the minimum number of LSS Council members constituting a quorum for the vote to be binding. Responses shall be sent to the entire LSS Council. Minutes of the virtual meeting must be taken. If at any point in the process of a virtual meeting the Speaker determines that the matter should be dealt with at a non-virtual LSS Council meeting, the Speaker may stop the virtual meeting and put the matter on the agenda for the next LSS Council Meeting.

### 7.8 Speaker

In March, the LSS Council shall elect a Speaker for the subsequent year or, if no suitable candidate is available, as soon as practical after that. The Speaker shall:

- (i) preside over all LSS Meetings and all LSS Council Meetings;
- (ii) chair the Elections Review Committee on an *ad hoc* basis;
- (iii) be, ex officio, a member of the Elections Committee;
- (iv) provide notice of all LSS Council Meetings at least one week prior to the meeting subject to Article 19.4.3;
- (v) provide notice of all BAGMs at least one week in advance of the meeting on the Official LSS Communication Mechanism;
- (vi) provide notice of all LSS Special Meetings at least forty-eight hours in advance of the meeting on the Official LSS Communication Mechanism;
- (vii) compile an agenda prior to each LSS Meeting and each LSS Council Meeting, to be released with at least twenty-four hours' notice for review;
- (viii) arrange to have attendance taken at each LSS Council Meeting and posted with the minutes after the meeting, making allowance for regrets received at least twelve hours prior to the meeting; and
- (ix) conduct a training session for LSS Council on parliamentary procedure no later than the October BAGM.

### 7.9 Deputy Speaker

The LSS Council shall elect a Deputy Speaker at the first LSS meeting of the year, if no suitable candidate is available, as soon as practical after that. The Deputy Speaker shall:

- (i) exercise the duties of the Speaker when the Speaker is unable to do so;
- (ii) when not performing the duties of the Speaker, record the minutes of all LSS Meetings and all LSS Council Meetings;
- (iii) when any changes to LSS rules are adopted at an LSS Meeting or LSS Council Meeting (e.g., amendments to this Constitution, amendments to LSS Policies), update the appropriate documents as soon as practicable after the meeting in question and send the updated document(s) to the Vice-President Administrative; and
- (iv) assist the Speaker in the Speaker's duties.

When the Deputy Speaker is required to act as Speaker or is otherwise unavailable, the responsibilities of recording the minutes fall to the Vice-President Administration as outlined in Article 5.4.

### **7.10 Equity and Diversity Commissioners**

Equity & Diversity Commissioners will serve a two-year term. Each year, a new Equity & Diversity Commissioner will be chosen from those students entering their second year. New Equity & Diversity Commissioners will be chosen by the following process: the existing Equity & Diversity Commissioners will make a call for applications. One candidate will be chosen from those applicants, together by the existing Equity & Diversity Commissioners, the Vice-President Academic and at least one additional member of the LSS Core. The chosen candidate must be approved by simple majority of the LSS at an LSS Council meeting.

The duties of the Equity & Diversity Commissioners include, but are not limited to:

- (i) organizing and chairing the Equity & Diversity Committee;
- (ii) participating in LSS Council Meetings, the Nominations Committee, and other Committee meetings as required, in order to encourage that meetings are conducted, and decisions made in an equitable manner;
- (iii) submitting a written and oral report at the fall and winter BAGMs;
- (iv) each attending one KAIROS Blanket exercise and one positive safe space exercise during their tenure, with exceptions for either exercise made where an Equity & Diversity Commissioner has attended the same exercise before beginning their tenure.

## **8. ARTICLE 8: THE LSS CORE**

### **8.1 LSS Core Duties and Powers**

The LSS Core shall:

- (i) have general supervision of the affairs of the LSS subject to orders made by LSS Council or the LSS membership at any LSS Meeting;
- (ii) make recommendations to LSS Council; and
- (iii) perform such other duties as may be assigned to it by the LSS from time to time.

The LSS Core shall be subject to orders made at LSS Meetings or LSS Council Meetings, and none of its acts shall conflict with such orders.

### **8.2 LSS Core Composition**

The Officers of the LSS, listed in Article 5.1, shall constitute the LSS Core.

### **8.3 Meetings of the LSS Core**

The LSS Core shall meet at the discretion of the President.

## **9. ARTICLE 9: FACULTY BOARD REPRESENTATION**

### **9.1 Student Representatives to Faculty Board**

The LSS Representatives to Faculty Board shall be:

- (i) the President;
- (ii) the Vice-President Academic;
- (iii) the Student Senator;
- (iv) 3L Faculty Board Representatives (2);

- (v) 2L Faculty Board Representatives (2);
- (vi) 1L Faculty Board Representatives (2); and
- (vii) the Indigenous Student Representative.

## **9.2 Faculty Board Summary Reports**

After every Faculty Board meeting, two Faculty Board Representatives of a Year Assembly shall prepare a summary report of the items discussed at Faculty Board to be circulated to all LSS Members. The summary report must be sent to Vice-President Communications to be circulated on the Official LSS Communication Mechanism. The two Faculty Board Representatives will also be responsible for providing an oral summary report to LSS Council at the LSS Council Meeting or LSS Meeting following the Faculty Board meeting.

### **9.2.1 Rotation of Representatives Responsible for Summary Reports**

The two Faculty Board Representatives responsible for preparing a summary report shall rotate by Year Assembly. In the event both Faculty Board Representatives are unable to attend the Faculty Board meeting for which they are responsible for providing a summary report, they shall notify the Vice-President Academic in advance. The Vice-President Academic will then coordinate another two Faculty Board Representatives to prepare a summary report for that Faculty Board meeting.

If the Vice-President Academic is unable to coordinate another two Faculty Board Representatives to prepare a summary report, the Vice-President Academic shall request any LSS Member attending the Faculty Board to prepare the summary report in lieu of the Faculty Board Representatives. If the Vice-President Academic is unable to find a student attending the Faculty Board Meeting to prepare the summary report, Vice-President Academic shall prepare the summary report.

## **10. ARTICLE 10: REMOVAL FROM OFFICE**

### **10.1 Absences from Council Meetings**

#### **10.1.1 Notice of reasonable extenuating circumstances**

Any LSS Council members who will be absent from an LSS Council Meeting must send notice of reasonable extenuating circumstances to the Vice-President Administrative 6 hours in advance of the meeting. Reasonable extenuating circumstances include but are not limited to: illness, conflicting class, club or career-related obligations, and pressing personal circumstances.

#### **10.1.2 Disclosure of Absences during Council Meetings**

The Vice-President Administrative shall disclose the names of absent LSS Council members who have not provided notice of their absence and the number of their absences without notice at each LSS Council Meeting.

#### **10.1.3 Failure to give Notice**

If any LSS Council members miss 3 or more LSS Council Meetings in an academic year without giving notice, the LSS Council member shall orally submit reasons to LSS Council for their absences without notice at the next LSS Council Meeting. The LSS Council member shall also submit written reasons for their absences without notice, which will be included in the next LSS Meeting Minutes circulated to the entire LSS body.

### **10.2 Dismissal by Absenteeism**

LSS Council members who miss a total of 3 or more LSS Council Meetings from September through to end of March, without giving notice of reasonable extenuating circumstances pursuant to Article 10.1.1 shall be required to relinquish their seat on LSS Council. When an LSS Council member fails to attend 2 meetings from September through to end of March, the Speaker shall send a warning message via the email address on file with the LSS, indicating that the LSS Council member may lose their seat should they miss a third meeting. The LSS Council member will be given an opportunity to provide notice of reasonable, extenuating circumstances explaining their prior absence. In the absence of these circumstances, and the LSS Council member misses another meeting, the LSS Council member shall be required to vacate their seat. The dismissal must be approved by a vote of the LSS Council. This seat may then be filled by the LSS in accordance with standard practice, and may not be filled again by the outgoing LSS Council member, regardless of selection practices.

### **10.3 Dismissal Initiated by Motion**

Dismissal from any LSS Council position may be initiated by LSS Council through a motion presented in an *in camera* session at an LSS Council Meeting.

### **10.4 Content of Dismissal Motion**

The motion for dismissal must name the LSS Council member who is the target of dismissal, outline the specific reasons that warrant dismissal, and should outline any alleged infractions of this Constitution and/or LSS Policies, and/or University Policies, if such infractions are forming the basis for suggested removal. The LSS Council member named in the motion must be notified of the motion at least one week before the meeting where that motion will arise.

### **10.5 Opportunity to Respond**

The LSS Council member named in the motion must have an opportunity to respond to each charge and any questions LSS Council members have about the motion presented.

### **10.6 Right to Call Witnesses**

The mover and the LSS Council member named in the motion have the right to call witnesses to speak. These witnesses will be given a reasonable opportunity to present and be asked questions by any LSS Council member present.

### **10.7 Debate**

A debate of the motion for dismissal must follow questioning of witnesses. The LSS Council member named in the motion must be invited to be present during such a debate. The LSS Council may *move in camera* during this discussion period, although the vote count will remain public.

### **10.8 Voting on Dismissal**

After all such debate is finished, LSS Council will vote on the motion by secret ballot. A motion to dismiss requires a two-thirds majority.

Where a motion to dismiss an LSS Council member who has membership in another body (e.g., the Student Senator on the Queen's Senate) is passed, the LSS Council member shall resign from the membership to the other body, and the LSS will have a by-election to replace the empty office.

### **10.9 Proceedings to Remain Confidential**

For greater certainty, the debate surrounding a motion to dismiss and the contents of such a motion, outside the basic contents noted below, shall remain confidential to all non-LSS Council members and will only be disclosed to non-LSS Council members:

- (i) as required by the above noted proceedings;
- (ii) on the recommendation of legal counsel; or
- (iii) with the written permission of the individual dismissed.

The basic motion (i.e., MOVER/SECONDER MOVE THAT XXXXX be dismissed from LSS Council) and the count of the vote shall be public.

## **11. ARTICLE 11: REMOVAL FROM A COMMITTEE**

### **11.1 Removal from an LSS Committee**

A member of an LSS Committee may submit to a member of the LSS Core a request to remove a member of that LSS Committee, including the Chair. The LSS Core may, and ought to remove the Committee member named in the request if there is sufficient evidence that the member has:

- (i) been significantly absent from or unresponsive to the rest of the Committee;
- (ii) repeatedly acted unilaterally or without notifying the rest of the Committee;
- (iii) made a misrepresentation to the other members of the Committee or to a third party while acting on behalf of the Committee;
- (iv) collected or distributed funds on behalf of the Committee without consulting or notifying the other members of the Committee;
- (v) violated the Student Code of Conduct in their capacity as a Committee member, or
- (vi) exhibited a pattern of disrespect or incivility toward other members of the LSS Committee of while acting on behalf of the Committee

The evidentiary threshold and severity of the transgression shall be determined by the LSS Core while considering the request. If a member of the LSS Core is the member named in the request, the matter shall be referred to the LSS Council and decided following the procedure outlined in Article 10.

### **11.2 Opportunity to Respond**

The LSS Committee member named in the request must have a reasonable opportunity to submit a response to the LSS Core and an opportunity to answer any questions the LSS Core may have about the request.

### **11.3 Right to Call Witnesses**

The requesting LSS Committee member and the named LSS Committee member have the right to call witnesses. These witnesses will be given a reasonable opportunity to present their evidence and be asked questions by core.

### **11.4 Voting on Dismissal**

The Core will vote to remove the Committee member by secret ballot. The removal of an LSS Committee member shall require two-thirds majority. The LSS Core's decision must be delivered to the requesting Committee member and the named Committee member.



### **11.5 Proceedings to Remain Confidential**

For greater certainty, the debate surrounding a decision to dismiss and the contents of such a request, outside the basic contents noted below, shall remain confidential to all non-LSS Core members and will only be disclosed to LSS Council or Non-LSS Council members:

- (i) as required by the above noted proceedings;
- (ii) on the recommendation of legal counsel; or
- (iii) with the written permission of the individual dismissed.

### **11.6 Appeal to Council**

The dismissed committee member may appeal the decision of the LSS Core to the LSS Council. If so, the appeal will follow the same procedure found in Article 10. The requesting LSS Committee member may not appeal the LSS Core's decision LSS Council.

### **11.7 Replacing a Dismissed Committee Member**

The LSS Committee, after a member is removed, need not replace the dismissed member, if the Committee meets the minimum Committee requirements without a replacement. If the dismissed member is the Committee Chair, the Committee may elect a new chair from the remaining Committee members. If the dismissed member is replaced, the Vice-President Academic must circulate a call for LSS Committee members to the student body and the Nominations Committee will select a new member following the standard procedure.

## **12. ARTICLE 12: YEAR AND ALUMNI ASSEMBLIES**

### **12.1 Composition of Year Assemblies**

Each Class shall elect by ballot a Year Assembly composed of:

- (i) a President;
- (ii) a Vice-President;
- (iii) a Secretary-Treasurer;
- (iv) a Social Coordinator;
- (v) two Wellness Coordinators; and
- (vi) two Faculty Board Representatives.

### **12.2 Duties of Year Assemblies**

Year Assemblies shall represent the interests of their respective Class within the LSS and shall have the duties and powers prescribed by this Constitution.

The following are non-exhaustive duties of the general assemblies:

#### Duties of First Year Assembly

Arrange Cover the Crest

Smokers

Coolers

Fridge Cleaning

Duties of Second Year Assembly

Smokers  
Coolers  
Fridge Cleaning  
Intramurals  
Re-Paint Crest  
Winter Clothing Sale

Duties of Third Year Assembly

Grad Formal  
Smokers  
Coolers  
Fridge Cleaning  
Intramurals  
Fall Clothing Sale

Profit generated by Year Assemblies shall be carried over until the Year Assembly's graduating year, whereby the funds will be allocated for Graduation Formal and the Graduation Gift of that Class.

**12.3 Quorum for Meetings of Year Assemblies**

Upon election, each Year Assembly should establish via majority vote a quorum for its meetings, which will be followed for the duration of that election term. If a Year Assembly does not establish its own quorum, a default quorum of fifty percent plus one of the members of a Year Assembly shall apply.

**12.4 Commencement of Second Year and Third Year Assembly Presidential Duties**

The Presidents of the Second Year and Third Year Assemblies begin their duties in the winter term following their election as sitting members of the Nominations Committee.

**12.5 Alumni Assembly**

In its final year of study, each graduating Class shall elect by ballot an Alumni Assembly composed of:

- (i) a President;
- (ii) a Class Correspondent;
- (iii) a Reunion Coordinator; and
- (iv) a Reunion Giving Chair.

**12.6 Duties of Alumni Assembly**

It shall be the duty of the Alumni Assembly to coordinate communications among members of the graduating Class and to maintain relations with the Faculty of Law on behalf of the Class following graduation.

## 13. ARTICLE 13: CLUBS

### 13.1 General

The mandate of every LSS Club should be to enrich student life at the Faculty of Law. Recognizing the diversity of interests and choices at the Faculty of Law, student life shall not be narrowly construed. LSS Clubs must be open for membership to all LSS Members.

### 13.2 Regulations

LSS Council shall issue regulations for the ratification and governance of LSS Clubs and their members and to define the role of the Club Governance Committee with respect to those regulations.

### 13.3 Sanctions

LSS Council shall have the authority to impose appropriate sanctions on any LSS Club and its officers for violation of any regulations issued pursuant to Article 13.2. Those sanctions may include:

- (i) loss of privileges;
- (ii) denial of funding;
- (iii) suspension from office; and
- (iv) de-ratification.

#### 13.3.1 SGPS Sanctioning Violations

If any member of the LSS Council receives a complaint from the SGPS stating that an LSS Club organizer has violated the terms of that club's event sanctioning, that LSS Council member shall communicate that complaint to the President immediately. If the President receives the SGPS complaints related to two or more events organized by a single LSS Club, that LSS Club will be de-ratified, effective immediately. After receiving the first complaint, the President and Vice-President Activities shall request a meeting with the club executives to discuss the complaint. After the second complaint, the President shall notify the club's executives and the Club Governance Committee of the de-ratification within 3 business days. The President will inform the LSS Council of the de-ratification at the following LSS Council Meeting. An LSS Club may appeal to the SGPS, but will not be re-ratified unless the SGPS withdraws their complaint.

### 13.4 LSS Authority Maintained

Nothing in Article 13 shall be construed as limiting the power of the general LSS membership, through an LSS Meeting, to alter or strike down any regulation or sanction issued by LSS Council or to issue its own regulations or sanctions pursuant to Articles 13.2 and 13.3.

## 14. ARTICLE 14: ELECTIONS AND TERMS OF OFFICE

### 14.1 Elections Committee

The Elections Committee, composed of one Chair or two Co-Chairs as determined by the Nominations Committee, and up to five additional members, shall be nominated by the Nominations Committee. The outgoing Chair or Co-Chairs may recommend the incoming Chair or Co-Chairs to the Nominations Committee. The Elections Committee shall be confirmed by a unanimous vote of the Nominations Committee.

#### **14.1.1 Duties of the Elections Committee**

It shall be the duty of the Elections Committee to conduct all elections and referenda in accordance with this Constitution. The Elections Committee shall notify the student body of all elections and referenda before the nomination and campaign periods begin and shall work to increase student engagement throughout each election or referendum. The Elections Committee is encouraged to work with the Vice-President Communications to achieve these ends. The Election Committee shall provide an annual report to LSS Council in the winter semester that review election policies and offers recommendation on how to improve student engagement in elections.

#### **14.1.2 Voting Mechanism for the Academic Year**

The Elections Committee must decide on the ballot mechanism before the first election period of the School Year. This decision must be made by a majority of the Elections Committee. This mechanism must be approved by the LSS Council at a meeting before the first elections period. Changes to the decided ballot mechanism must be brought to the LSS Council for approval.

#### **14.2 Time of Elections**

The time of elections shall be as follows:

- (i) elections for the Officers of the LSS shall be held during the month of February at a date and time proposed by the Elections Committee and ratified by LSS Council;
- (ii) elections of the Year Assembly for the first year Class, the Graduate Student Representative, the Part-Time Student Representative, the Transfer-Student Representative, the Junior SGPS Representative and the Common-Civil Law Program Representative shall be held by the end of the sixth week of the fall semester; and
- (iii) elections for the Year Assembly for upper year Classes, the Alumni Assembly, the Senior SGPS Representatives, the Joint Program Representative, and the Indigenous Student Representative shall be held after the LSS Officer Elections but prior to the March BAGM.

#### **14.3 Nomination Period**

The nomination period shall consist of three to five school days as proposed by the Elections Committee and ratified by LSS Council. The nominations shall be submitted by 4:00 pm on the last day of the nomination period in the Elections Committee folder or by any means included on the nomination form. There shall be at least five school days between the end of the nomination period and the day of the elections in order to allow for campaigning. However, the Chair(s) of the Elections Committee have the discretion to extend the nomination period in the event no nominations are tendered.

If the nomination period is extended and no nominations are submitted, the Elections Committee shall conduct a Special Election to fill the remaining positions within a reasonable time after the simultaneous election end. This Special Election must occur before or at the same time as the next scheduled election.

#### **14.4 Nomination Procedure**

Nominations shall be written and signed by five LSS Members. The nomination shall indicate the candidate and the position sought, and shall be signed by the candidate to indicate the candidate's acceptance of the nomination and acknowledgement that said candidate has read any campaigning rules provided for in this Constitution. A list of names of all candidates shall be posted on the

official LSS online communication mechanism within twenty-four hours following the close of the nomination period. A candidate may withdraw any time before the end of the election in question.

### **14.5 Eligibility of Candidates**

Candidates must be enrolled as full-time or part-time students in the Faculty of Law to be eligible for elected office.

#### **14.5.1 Joint Program Candidates**

Students enrolled in any of the joint-degree programs are eligible to run for LSS Positions subject to the restrictions outlined in Articles 14.5.1.1 and 14.5.1.2.

##### **14.5.1.1 JD/MIR, JD/MPA, and JD/MA Economics**

Students in the JD/MIR, JD/MPA, and JD/MA Economics programs are eligible to hold office any year during their joint program, including any year during which they are registered as Graduate Students.

##### **14.5.1.2 JD/MBA**

Students in the JD/MBA program may run for the Year Assembly of the Class they enter with in their first two years of the program. In their final year of the program they may run for the Year Assembly of the Class they graduate with. While enrolled in the joint program, JD/MBA students may run for any other LSS Council position for which they qualify, except during the year they are enrolled full-time at the School of Business. During that year, they may not hold any elected position, except for the following:

- (i) Joint Program Representative;
- (ii) Senior SGPS Representative; or
- (iii) Student Senator.

#### **14.5.2 Exchanges/Letters of Permission**

Students going away on an exchange or pursuant to a letter of permission for one or more semesters may not hold an LSS Council position in that year.

##### **14.5.2.1 Exception for Multi-Year Positions**

Students holding a multi-year position may hold office while on exchange or away pursuant to a letter of permission for one semester provided that they continue to fulfill their LSS duties remotely via teleconference or other effective means of communication. Should the individual be unable to fulfill their duties remotely they must step down and a new representative shall be selected in accordance with the provisions outlined in Article 14.

##### **14.5.2.2 Exception for Vacant & Unfillable Positions**

Subject to approval at an LSS Council Meeting, if a position on a Year Assembly remains vacant after at least two calls for nominations, LSS Members otherwise restricted from running for a Year Assembly position under Article 14.5.2 may be appointed to fill the vacant position. LSS Members appointed under this Article may hold office while on exchange or away pursuant to a letter of permission for the semester in which they are in Kingston, or for the full term provided that they continue to fulfill their LSS duties remotely via teleconference or other effective means of communication.

## **14.6 Eligible Voters**

All LSS Members are eligible to vote, except as limited in Article 14. This includes full-time and part-time students registered in the JD program, students in the LLM or Law PhD programs, and students in any portion of a Joint JD degree program. This also includes students in their final year of study and exchange students studying at the Faculty of Law.

### **14.6.1 LSS Core and SGPS Elections**

All LSS Members may cast a ballot to elect the LSS Core and SGPS Representatives.

### **14.6.2 Year and Alumni Assembly Elections**

LSS Members may cast a ballot to elect representatives only for the Year or Alumni Assembly by which they will be represented.

### **14.6.3 Joint Program, Common-Civil Law Program, and Graduate Student Representatives**

Only LSS Members who are registered in a Joint Program, the Common-Civil Law Program, or a Graduate Program may vote for the representatives of these programs or run as a representative of these programs.

### **14.6.4 Part-Time Student Representative**

Only LSS Members registered as part-time students in the Faculty of Law may vote for the Part-Time Student Representative or run as the Part-Time Student Representative.

### **14.6.5 Indigenous Student Representative**

The Indigenous Law Student Alliance (ILSA) will nominate a self-identified Indigenous student to serve as the LSS Indigenous Student Representative. The nominated individual must then be confirmed by a majority vote of the LSS Council. ILSA should provide Council with their nomination during the Council meeting closest to the LSS General Elections in the winter semester.

### **14.6.6 Referenda**

All LSS Members can vote on LSS referenda.

## **14.7 Ballot Election**

Subject to Article 14.7.1, all representatives shall be elected by ballot. A position is filled by a candidate who receives the most votes cast for that particular position, or who receives a majority of 'yes' votes where a candidate is running unopposed.

### **14.7.1 Exchanges/Letters of Permission Votes**

LSS Members registered in the Faculty of Law who are away on an exchange or pursuant to a letter of permission may email their vote to the Chair(s) of the Elections Committee.

## **14.8 Term of Office**

All elected representatives shall serve a one-year mandate, beginning on May 1 and ending on April 30 of the following year, unless otherwise stated in this Constitution.

### **14.8.1 SGPS Representatives**

Two of the three representatives, hereafter the Senior SGPS Representatives, will serve alternating two-year terms. The third representative, hereafter the Junior SGPS Representative, will serve a one-year term. Should a Senior SGPS Representative be unable to complete their two-year term, a

replacement will be elected in the next scheduled LSS election or in a by-election to complete the remainder of that Senior SGPS Representative's term (and thus maintain the Senior SGPS Representative rotation), in accordance with the elections procedure set out in Article 14.

#### **14.8.2 First Year Assembly, Graduate Student, Common-Civil Law Program and Part-Time Student Representatives**

Members of the Year Assembly for the first-year Class, the Graduate Student Representative, the Common-Civil Law Program Representative, and the Part-Time Student Representative shall serve a mandate that begins on the date that the member is elected and ends on the following April 30.

#### **14.8.3 Alumni Assembly**

Members of the Alumni Assembly shall serve a mandate that begins on the date the member is elected and continues indefinitely.

#### **14.8.4 Special Election**

Any individual elected during a Special Election, in accordance with Article 14.12, shall serve a mandate that begins on the date that the individual is elected and ends on the date prescribed for the position held, as stated in Article 14.8.

#### **14.9 Voting**

Voting will be held over a period of two consecutive days and must not be held on a Monday or a Friday. Voting shall be during regular class hours and the polls shall be open continuously for a minimum of five hours each day. LSS Members may be required to show their student identification card at the voting booth.

##### **14.9.1 Religious and Cultural Holidays**

The two consecutive days of voting shall not both fall on a religious or cultural holiday.

#### **14.10 Run-off Elections**

In the event of a tie, a run-off election between the tied candidates must be held. The run-off election shall be held within two weeks of the election. Campaigning shall be allowed unless the run-off candidates choose otherwise.

#### **14.11 Non-confidence**

Where a candidate is running uncontested and receives a majority of 'no' votes, a Special Election shall be called within two weeks to fill that position.

#### **14.12 Special Elections**

Subject to Articles 14.12.1–14.12.3, when any elected position is vacated, the Chair(s) of the Elections Committee shall conduct a Special Election no later than two weeks after the vacancy occurs. The vacant position shall be filled in accordance with the procedures set out in Article 14. If the nomination period closes for a Special Election and only one nomination has been submitted, the nominee shall be acclaimed to the position.

##### **14.12.1 Interim Officer**

If an Officer position becomes vacant less than six weeks before a scheduled election, the LSS Council can appoint an LSS member to fill the position. The appointee shall hold the position only until the date of the next scheduled election. If the position is not filled at that election, the

appointed may remain in the position until the position is filled or the term of office for vacated position ends, whichever comes first.

#### **14.12.2 Interim Year Assembly Member**

If a position on a Year Assembly becomes vacant less than six weeks before a scheduled election, the President of the Year Assembly can appoint someone to fill the position. In the event that the President of the Year Assembly steps down, the Vice President can appoint someone to fill the position. The appointee will hold the position only until the date of the next scheduled election.

#### **14.12.3 Appointments to Positions**

If a position of a Year Assembly remains vacant after a special election has been attempted to fill that position, the President of the Year Assembly can appoint an LSS Member to fill the position. The appointment must be approved by all other members in the Year Assembly and approved by simple majority vote at an LSS Council meeting. The appointed LSS Member will hold the position for remainder of the given term.

In addition, following an election where no candidate puts their name forward for a given position, the LSS President *may*, with the approval of the Student Senator and Vice-President Academic, nominate an eligible LSS Member to fill any vacant position, excluding positions on the LSS Core. The nominated student must then be approved by simple majority at an LSS Council meeting. The appointed LSS Member will hold the position for the remainder of the given term.

#### **14.13 Referenda Elections**

When directed to do so through the procedures outlined in Article 15, the Chair(s) of the Elections Committee shall conduct a referendum. If there is an election already scheduled to occur within thirty days of the initiation of a referendum, or if so directed by the body initiating the referendum, the Elections Committee shall combine the referendum with the election already scheduled. If there is not an election already scheduled to occur within thirty days of the initiation of a referendum, the Elections Committee shall conduct a referendum within two weeks of the referendum initiation. Subject to Article 15, such election will follow the process of a Special Election except that there will be no acclamation or nomination period.

#### **14.14 Recount**

If the number of votes counted for each position falls within a margin of 15 votes, there must be a recount.

#### **14.15 Results**

Election results will be distributed on the official LSS Online Communication Mechanism by the Elections Committee a maximum of 2 hours after the election results have been determined. The results must be determined within 3 hours of polls closing.

### **15. ARTICLE 15: REFERENDA**

#### **15.1 Initiation of a Referendum**

The Elections Committee must hold a referendum when so directed by:



- (i) the LSS Council;
- (ii) a petition bearing 50 signatures of LSS Members; or
- (iii) by the general LSS membership through an LSS Meeting;

A referendum will be considered initiated on the day after such an order is received by the Chair(s) of the Elections Committee. Within seven days of the initiation of a referendum, the Constitutional Review Committee will draft an appropriate yes or no question to be asked. The question shall be drafted, as much as possible, to follow the intent of the initiating body.

### **15.2 Notice of Referendum**

Notice of the referendum and the referendum question shall be posted by the Elections Committee at least seven days in advance of the opening of the polls.

### **15.3 Campaigning**

Campaigning shall be conducted in accordance with Article 16. An LSS Member wishing to represent a side of a referendum may register to do so by sending notice to the Chair(s) of the Elections Committee upon initiation of the referendum and no later than two days after notice of the referendum has been given. Such notice shall indicate the name of the LSS Member, the side they seek to represent, and will also include an acknowledgement that said LSS Member has read any campaigning rules provided for in this Constitution. The Chair(s) of the Elections Committee shall then register such LSS Member as a candidate representing a side of a referendum.

#### **15.3.1 Only One Candidate Per Side Permitted**

There may only be one registered candidate per side for any given referendum. If more than one LSS Member provides notice of intent to represent a given side of a referendum, the official candidate shall be the individual nominated by the body initiating the referendum or, if no such nomination is received, the LSS Member who provided notice first. A candidate may withdraw any time before the end of the election in question.

### **15.4 Elections Committee May Nullify Results**

Should the Elections Committee determine that a violation of Article 16 occurred during the course of a referendum that risks severely tainting the results of said referendum, the Elections Committee retains a discretion to cancel the referendum or nullify the results. Such discretion, however, must be exercised before the referendum ballots are counted.

### **15.5 Referendum to be Determined by Simple Majority**

The outcome of a referendum question will be decided by a simple majority of the votes cast. The results shall be binding on the LSS, unless the number of LSS Members who cast votes does not exceed one-half of the total membership of the LSS.

### **15.6 Referendum Required to Join or Withdraw from External Organizations**

The decision for the LSS to join or withdraw from any external organization shall be subject to a referendum.

## 16. ARTICLE 16: CAMPAIGNING

### 16.1 General

All campaigning and campaign materials must reflect the overall mandate and spirit of the LSS.

### 16.2 Campaign Period

Campaigning is permitted between 8:00 am on the day following the close of nominations and 6:00 pm on the day prior to voting. Campaigning may take place on weekends. All campaign materials must be removed and all campaigning must cease by 6:00 pm on the day prior to voting.

#### 16.2.1 Campaign Period for Referendums

The first day of campaigning for a referendum shall be set by the Elections Committee subject to the requirements outlined in Articles 14 and 15. Campaigning for referendums is permitted between 8:00 am on the first day and 6:00 pm on the day prior to voting and may take place on weekends. All campaign materials for referendums must be removed and all campaigning must cease by 6:00 pm on the day prior to voting.

### 16.3 Campaign Restrictions

Campaigning shall not be restricted except as provided for by this Constitution.

#### 16.3.1 Spirit of Collegiality

Candidates must refrain from defamatory conduct against other candidates.

#### 16.3.2 Campaigning Interfering with the Functioning of the Law School

Campaigning that interferes with the functioning of the law school, including campaigning in the classroom, the library and clinical programs is prohibited. However, all first-year students running for a position on their Year Assembly may (subject to the approval of the Assistant Dean of Students and relevant professors) be invited to briefly campaign during a specified class.

#### 16.3.3 E-mail and Official LSS Messages

Campaigning on the official LSS Online Communication Mechanism, or any other official LSS online communication mechanism created or maintained by the Faculty of Law or the LSS, is prohibited except for messages authorized by the Elections Committee.

#### 16.3.4 Online Campaigning

All online campaign materials, including campaign content on social networking sites, shall be subject to the approval of the Elections Committee. Materials may be posted without prior approval of the Elections Committee, but the Elections Committee has the right to order the immediate removal at any time of any online campaign materials they deem inappropriate. Websites, social media postings, and other online campaign materials may remain available after the campaign period has ended, however the content may not be altered after the deadline referred to in Articles 16.2–16.2.1.

#### 16.3.5 Location of Campaign Materials

Campaign materials shall not be placed in classrooms, and are restricted to placement on bulletin boards located within the law school in accordance with existing University Policies and any other restrictions issued by the Elections Committee.

**16.3.6 Campaign Spending**

No more than \$25 may be spent on the campaign of any candidate and candidates will be reimbursed for any campaign expenses up to \$25 provided receipts are provided and the expenses are deemed as legitimate campaign expenditures by the Chair of the Elections Committee. The Chair of the Elections Committee may ask for receipts at any time. Supplies that were purchased before the campaign period but used for campaigning will count towards the spending limit but will not be eligible for reimbursement. The Elections Committee will impute a reasonable value to these items and include that figure in the assessment of a candidate's expenses.

**16.3.7 Endorsements**

Any member of the Elections Committee and any member of the LSS Core shall not publicly endorse candidates, though they may sign a candidate's nomination form if they so choose.

**16.3.8 Food**

Anybody distributing food as part of a campaign must abide by all applicable University Policies and LSS rules.

**16.4 Violations**

The Elections Committee will investigate any alleged violation of campaign rules and, upon finding a violation, may issue a warning or a disqualification for a violation, taking into account the nature and frequency of any such violation(s).

**16.5 Debates**

The Elections Committee shall host a debate, or similar activity, during the relevant campaign period, following a format they determine, for the candidates seeking election as an Officer. The Elections Committee shall also host a debate, or similar activity, for candidates representing sides of a referendum. All relevant candidates must be invited to participate in these debates, or similar activities, and provided notice of said activity prior to the start of the relevant campaign period. The Elections Committee may also host debates, or similar activities, for any other LSS election where practicable.

**17. ARTICLE 17: ELECTIONS REVIEW COMMITTEE****17.1 Creation of the Elections Review Committee**

In the event a complaint is received by the Chair of the Elections Review Committee, the Elections Review Committee shall be populated by the Vice-President Academic and confirmed by the Nominations Committee within 2 business days. There shall be a maximum number of six Elections Review Committee members.

**17.2 Duties of the Elections Review Committee**

All candidate complaints and disputes about the elections process and results shall be forwarded to the Chair of the Elections Review Committee for resolution. If a complaint is submitted after an election has ended and the results have been circulated, the Elections Review Committee shall immediately notify the student body that a complaint has been received. The Elections Review Committee shall resolve the issue by conducting an evidence gathering process that is directly related

to the complaint filed. The Elections Review Committee must vote on the substantive matter brought forth in the complaint, not on whether to dismiss the complaint or not. The Elections Review Committee shall also use the LSS Constitution in resolving the dispute, and shall provide written reasons for their decisions. This written decision shall be issued within 5 weekdays of the complaint.

### **17.3 LSS Council Position**

Members of the Elections Review Committee may not also serve on the LSS Council in any capacity.

### **17.4 Elections Committee Position**

Members of the Elections Review Committee may not also serve on the Elections Committee. This excludes the Speaker since their position on the Elections Review Committee is non-voting.

### **17.5 Chair of the Elections Review Committee**

The Elections Review Committee shall be chaired by the Speaker. This will be a non-voting position. The Chair will be responsible for organizing meetings, receiving complaints, and disseminating complaints to the Elections Review Committee members as well as any other administrative function.

### **17.6 Decisions**

Decisions of the Elections Review Committee must be made by a majority vote. All members of the Elections Review Committee must be present for this vote. Where the Elections Review Committee is unable to resolve the dispute, the Elections Review Committee shall refer the issue to the LSS Core to be decided by a majority vote. If the LSS Core is unable to resolve the dispute, the LSS Core shall refer the issue to the LSS Council.

## **18. ARTICLE 18: FINANCE**

### **18.1 Fiscal Year**

The fiscal year of the LSS shall be from May 1 to April 30 (the "Fiscal Year").

### **18.2 Signing Authority**

The signing officers of the LSS shall be the President and the Vice-President Finance. The signatures of both Officers shall be required in order to bind the LSS. In the event that the President or Vice-President Finance is unavailable, the Vice-President Academic shall be a signing officer and the unavailable Officer shall be notified. LSS Council may delegate to any LSS Member the power to undertake contractual obligations on behalf of the LSS, but no LSS Member shall purport to give such undertaking without the permission of LSS Council given at an LSS Council Meeting and specifying the extent of the financial obligation which may be undertaken.

### **18.3 Budget**

The Vice-President Finance shall prepare the Budget, which must be approved by LSS Council prior to the March BAGM. The Budget shall be presented by the Vice-President Finance at the March BAGM for approval by the LSS Membership. Nothing in this Article shall be construed as prohibiting amendments to the Budget by a majority vote at an LSS Meeting.

### **18.4 Financial Audits**

The LSS books shall be audited if so directed by LSS Council or the general LSS membership, through an order made at an LSS Meeting. The report of the auditor should be made available to the LSS membership once prepared and approved by the Vice-President Finance. The report is to be made readily available to any LSS member in the LSS Office.

### **18.5 Spending Authority**

The following requirements shall apply for authorizing expenditures approved in the Budget, other than Discretionary Funding:

- i) The President and the Vice-President Finance may authorize expenditures of up to \$500;
- ii) The LSS Core may authorize expenditures of up to \$1,500;
- iii) LSS Council may authorize expenditures of any amount against allocations approved in the budget.

All expenditures against allocations not previously approved in the Budget must be approved at an LSS Meeting or an LSS Council Meeting.

For greater certainty, “expenditures approved in the Budget” are expenditures that fit within an allocation (i.e., a Budget line) of the Budget previously approved at an LSS Meeting. Such expenditures must fit within the spirit of said allocation (e.g., an expenditure for pizza for LSS Council meetings may not come out of the budget line for the Pro Bono Grant).

#### **18.5.1 Discretionary Funding**

Requests by LSS Members or LSS Clubs for expenditures against allocations for Discretionary Funding as approved in the Budget shall be assessed by the LSS Core or LSS Council in accordance with any criteria LSS Core or LSS Council may adopt.

#### **18.5.2 Discretionary Funding Spending Authority**

In addition to any criteria the LSS Core or LSS Council may adopt, the following requirements shall apply for authorizing Discretionary Funding expenditures:

- i) The President and the Vice-President Finance may authorize Discretionary Funding expenditures of up to \$150;
- ii) The LSS Core may authorize Discretionary Funding expenditures of up to \$250;
- iii) LSS Council may authorize Discretionary Funding expenditures of any amount.

#### **18.5.3 Reporting of Approved Discretionary Funding**

The Vice-President Finance shall report to LSS Council all requests for discretionary funding that are approved by the LSS Core.

### **18.6 Advances and Reimbursement**

Requests for advances or reimbursement shall be made to the Vice-President Finance in accordance with the appropriate forms and procedures that the Vice-President Finance may adopt. In all cases receipts shall be required for all purchases.

### **18.7 Year Assembly Finances**

Year Assemblies may raise funds and maintain their own accounts for purchases or services rendered for the exclusive benefit of their Class in accordance with this Constitution. Funds may not be used for any purpose that:

- (i) is primarily for the personal gain or benefit of any individuals outside of any LSS related activities;
- (ii) violates University Policies;
- (iii) violates municipal, provincial or federal laws; or
- (iv) brings the LSS into disrepute.

#### **18.7.1 Inspection of Year Assembly Finances**

Any member of a Class may request to inspect their Year Assembly's finances after two weeks' notice of such a request is submitted to the Secretary-Treasurer of the relevant Year Assembly. The financial ledger must be up-to-date at that time

#### **18.7.2 Limit on Year Assembly Expenditures**

No expenditure for one purpose or one event exceeding \$500 shall be made except in consultation with the Vice-President Finance.

#### **18.7.3 Presentation of Year Assembly Finances**

At the March BAGM, the Secretary-Treasurer of each Year Assembly shall present a report detailing the financial position of the Year Assembly, including:

- (i) the actual and estimated revenue for the fiscal year;
- (ii) the sources of such revenue;
- (iii) the actual and estimated expenditures for the fiscal year;
- (iv) the particulars of such expenditures; and
- (v) any financial commitments made by the Year Assembly which extend beyond the end of the fiscal year.

### **18.8 Minimum Account Balance**

The Law Student's Society bank account shall maintain a minimum balance of \$15,000 at the end of each Fiscal Year.

### **18.9 Surplus Spending Guidelines**

LSS Council shall have authority to authorize surplus expenditures not exceeding \$1,500. All surplus expenditures exceeding \$1,500 shall be subject to a referendum open to all LSS Members. All proposed surplus expenditures must be initially submitted to the Vice-President Finance and approved by LSS Core.

Surplus expenditures will be evaluated based on the following criteria:

- (i) whether the expenditure falls outside the scope of the allocations regularly covered in the Budget;
- (ii) whether the expenditure will benefit the broader Queen's Law student community;
- (iii) the number of LSS members who will directly benefit from the expenditure;
- (iv) the overall monetary value of the requested funding; and
- (v) other considerations appropriate in the circumstances.

## **18.10 Powers to Change the Budget in Exceptional Circumstances**

### **18.10.1 Revenue Exceeding Projected Budget Revenue**

All revenue exceeding the Budget's projected revenue (revenue as stated in the Budget approved at March BAGM) will be allocated to a sequestered fund. LSS Council may authorize reallocations in this sequestered fund up to \$2,000 to items already approved in the budget previously approved at an LSS Meeting, including Discretionary Funding. Any amount in excess of \$2,000 must be approved at an LSS Meeting. If the LSS Council wishes to allocate the sequestered funds to an item not already approved in the budget, it may go to the Discretionary Fund and dealt with using any policies the LSS Council may adopt.

### **18.10.2 Revenue Falling Short of Projected Budget Revenue**

LSS Council shall have the authority to reallocate or prioritize items already approved in the Budget if the LSS Council can reasonably determine that the revenues for the Fiscal Year may fall short of the revenues projected in the Budget approved at the previous March BAGM.

## **19. ARTICLE 19: TRANSPARENCY**

### **19.1 Mandate**

The following are the primary set of guidelines for the LSS in ensuring transparency with LSS Members. This Article shall be administered in accordance with any criteria LSS Core or LSS Council may adopt.

### **19.2 Definitions**

The following definitions apply to Article 18, in addition to the Definitions set out above:

“**LSS Agenda**” means the agenda for all LSS Council Meetings and all LSS Meetings;

“**LSS Minutes**” means the minutes from all LSS Council Meetings and all LSS Meetings;

“**Published**” means making available for immediate viewing by LSS Members, through the Portal, a publicly available website, or some other accessible means as determined appropriate by the LSS Core.

### **19.3 LSS Financial Transparency**

#### **19.3.1 Initial Disclosure**

The Vice-President Finance shall Publish the Budget for the upcoming Fiscal Year within 7 days of BAGM.

#### **19.3.2 Ongoing Disclosure**

The Vice-President Finance shall Publish an update to the Budget for the second week of January every Fiscal Year indicating where any funds have been spent or received thus far.

#### **19.3.3 Disclosure of Budget Amendments**

If LSS Council makes changes to the Budget under Article 18.10, the Vice-President Finance shall publish notice of the change within 7 days of the amendment.

#### **19.3.4 Final Report**

The Vice-President Finance shall Publish a final report on the Budget by the end of every Fiscal Year indicating where any funds have been spent or received thus far.

### **19.4 LSS Meeting Transparency**

#### **19.4.1 LSS Agendas**

The Speaker shall Publish a copy of LSS Agenda at least 24 hours before any LSS Meeting or LSS Council Meeting.

#### **19.4.2 LSS Minutes**

The Speaker shall Publish a copy of the draft LSS Minutes within 7 days of any LSS Meeting or LSS Council Meeting, and upload any changes to the LSS Minutes at least 24 hours after adoption.

#### **19.4.3 Notice of Meetings**

The Speaker shall Publish notice of all LSS Meetings or LSS Council Meetings at least 1 week prior to any LSS Meeting or LSS Council Meeting.

### **19.5 Club Governance Committee Transparency**

#### **19.5.1 Club Governance Committee Documents**

The Club Governance Committee shall provide copies of the reasons for decisions to the LSS Council, and provide any relevant documents upon request to the LSS Council.

#### **19.5.2 Club Governance Committee Decisions**

Upon request, reasons for decisions made by the Club Governance Committee shall be provided to the relevant club. The Club Governance Committee shall always provide reasons to a club when denying any request made to the Club Governance Committee.

## **20. ARTICLE 20: POLICIES OF THE LSS**

### **20.1 Creation, Amendment, and Repeal**

The LSS may create, amend, or repeal any policies or other rules it so chooses by a simple majority vote at an LSS Council Meeting or an LSS Meeting, so long as such rules are not inconsistent with:

- (i) this Constitution;
- (ii) University Policies; or
- (iii) municipal, provincial or federal laws.

## **21. ARTICLE 21: PARLIAMENTARY AUTHORITY**

### **21.1 Robert's Rules Govern**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the LSS in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the LSS may adopt.



## **22. ARTICLE 22: AMENDMENTS**

### **22.1 Constitutional Amendments**

This Constitution may be amended at any LSS Meeting by a two-thirds majority vote, provided that notice of the proposed amendment has been given no less than seven days prior to the meeting.