



Queen's  
**LSS**  
Law Students' Society

**POLICIES OF  
THE LAW STUDENTS' SOCIETY  
OF QUEEN'S UNIVERSITY**

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## **POLICY 1: SMOKERS**

### **1.1 Mandate**

The following are the primary set of LSS guidelines with respect to Smokers. Interpretation of these guidelines is at the discretion of the Vice-President Activities, subject to orders of the LSS Core or LSS Council.

This Policy shall be administered in accordance with the LSS Constitution, LSS policies and Queen's University Policies.

### **1.2 Definitions**

The following definitions apply to the LSS Smoker Policy:

**“Hosting Club”** means the LSS Club hosting a given Smoker; and

**“LSS Club”** means a Queen's Law student group ratified through the Clubs Governance Committee and the LSS Council.

### **1.3 Smoker Allocation for Year Assemblies**

Smokers will be allocated among Year Assemblies as follows:

- (i) the 3L Year Assembly will have no more than 2 Smokers per semester;
- (ii) the 2L Year Assembly will have no more than 3 Smokers per year; and
- (iii) the 1L Year Assembly will have no more than 3 Smokers per year.

Priority when assigning Smokers is to be given to Year Assemblies. Accordingly, Year Assemblies must be given the opportunity to choose their Smoker dates before opening available dates to LSS Clubs. Only LSS Clubs can be given a Smoker date.

If a Year Assembly's Social Coordinator fails to select a date prior to the deadline(s) provided by the Vice-President Activities, following the guidelines below, that Year Assembly forfeits the privilege of date priority. Date priority will also be forfeited if a Year Assembly wishes to change the date after the deadline(s) provided by the Vice-President Activities.

There can be at most two Smokers per weekend (Thursday-Friday-Saturday). There should be a minimum one-day separation, although this may be abandoned if circumstances warrant, at the discretion of the Vice-President Activities.

It is also at the discretion of the Vice-President Activities to cancel certain Smoker dates due to conflicts with other major events in order to address issues of attendance.

### **1.4 Year Assembly Smoker Selection Process for Fall Semester**

To allow time for LSS Club ratification and subsequent Smoker allocation, the first Smoker of the year will be hosted by the 2L Year Assembly (typically the Post-Orientation Gala) and the second Smoker will be hosted by the 3L Year Assembly. In addition, the 3L Year Assembly traditionally hosts the Halloween Smoker. These dates should be confirmed prior to the beginning of the school year.

Since the 1L Year Assembly is not elected until early October, once the 2L and 3L Year Assemblies have confirmed their Smoker dates, the Vice-President Activities should select and reserve a Smoker date for the 1L Year Assembly.

After the Smoker dates for Year Assemblies have been assigned, the Vice-President Activities is free to allocate the remaining Smokers to LSS Clubs for the fall semester.

### **1.5 Year Assembly Smoker Selection Process for Winter Semester**

The first Smoker after Reading Week and the St. Patrick's Day Smoker are traditionally split between the 2L and 3L Year Assemblies.

The Vice-President Activities should coordinate with all Year Assembly Social Coordinators to assign Smoker dates for the winter semester. These dates must be confirmed by the first week of the winter semester, at which point the remaining dates will be open for allocation to LSS Clubs.

### **1.6 Smoker Allocation Process for LSS Clubs**

The allocation process for Clubs is at the discretion of the Vice-President Activities. However, allocation must happen in a fair and non-discriminatory manner.

### **1.7 Compliance with Event Sanctioning Policies**

Hosting Clubs and Year Assemblies must adhere to the LSS Event Sanctioning Policy and the SGPS Event Sanctioning Policy when planning, advertising, and running Smokers. Questions regarding these Policies may be directed to the Vice-President Activities.

### **1.8 Smoker Themes & Promotional Materials**

Promotional materials may include, but are not limited to:

- (i) posters, tickets, or other printed materials;
- (ii) Facebook event or group pages, and commentary and/or photos contained therein;
- (iii) email communications to the Queen's Law student body over the Student Listserv.

Hosting Clubs and Year Assemblies should be mindful of the Queen's University Equity Policy while selecting a Smoker theme and during the promotion of that theme. The Vice-President Activities and the Equity & Diversity Commissioners reserve the right to request that promotional materials and language or the theme itself be amended or removed due to equity considerations. The Vice-President Activities will make the Equity & Diversity Commissioners aware of Smoker themes as they are decided. If a hosting LSS Club is concerned that their Smoker theme or promotional materials may present equity concerns, they are encouraged to contact the Vice-President Activities and/or the Equity Co-Commissioners.

## **POLICY 2: DISCRETIONARY FUNDING GUIDELINES**

### **2.1 Mandate**

The following are the primary set of guidelines for the LSS in assessing Discretionary Funding applications. Approval of any application for funding under the Discretionary Funding line of the Budget is at the discretion of the LSS Core and LSS Council.

This Policy shall be administered in accordance with the LSS Constitution, LSS policies and Queen's University Policies.

### **2.2 Definitions**

The following definitions apply to the LSS Policy on Discretionary Funding, in addition to the definitions in the LSS Constitution:

“**Applicant**” means the eligible party requesting the Discretionary Funding;

“**Discretionary Funding**” shall refer expenditures from the discretionary funding line of the Budget;

“**Exception**” means an exception granted by approval of two thirds (2/3) majority vote at the applicable Funding Authority meeting;

“**Funding Authority**” means the Vice-President Finance in deliberation with the LSS President, LSS Core, or LSS Council in accordance with the spending authority set out in the LSS Constitution;

“**Initiative**” means the event, project or expenditure for which the Applicant is requesting Discretionary Funding for.

### **2.3 Eligibility**

Any individual member of the LSS, LSS Club, or other Queen's Law student group may apply for Discretionary Funding from the LSS.

### **2.4 Funding Applications**

In order to receive Discretionary Funding, the Applicant shall submit the following materials to the Vice-President Finance:

- (i) a Discretionary Funding application (a letter or email) that includes:
  - a. the reason for the Discretionary Funding request;
  - b. a detailed description of the Initiative;
  - c. an explanation of why the LSS should grant Discretionary Funding for the Initiative;
  - d. the total sum requested from the LSS; and
  - e. the total number of expected LSS Member participants.
- (ii) a detailed, itemized budget for the Initiative. This budget can be an estimate but should be as detailed and precise as possible at the time of application;
- (iii) the current budget or financial statements of the Applicant, where applicable; and

- (iv) a description of any additional funding secured or applied for from sources other than the LSS, if applicable.

Funding applications must be received by the Vice-President Finance sufficiently in advance of the proposed Initiative as to allow for reasonable discussion and deliberation by the Funding Authority.

## **2.5 Funding Requests**

### **2.5.1 General Criteria**

In deciding whether to authorize Discretionary Funding, the following criteria will be considered by the Funding Authority:

- (i) whether the Initiative will benefit the broader LSS community;
- (ii) whether the Initiative will stimulate interest and participation widely among the LSS membership;
- (iii) the number of LSS Members who will directly benefit from the Initiative;
- (iv) whether there is an academic component to the Initiative;
- (v) the overall monetary value of the requested Discretionary Funding;
- (vi) the percentage of the project's overall cost that would be covered by the LSS;
- (vii) whether there have been demonstrated efforts to obtain funding from multiple sources;
- (viii) the Applicant's history of financial responsibility with respect to LSS activities;
- (ix) maintaining equity among the various individuals or groups requesting funding;
- (x) whether the Discretionary Funding would be used for charitable donations (for clarity, Discretionary Funding should not have the primary purpose of charitable donations);  
and
- (xi) other considerations appropriate in the circumstances.

These criteria are non-exhaustive.

### **2.5.2 Requirements**

Requests for Discretionary Funding and the associated Initiative must adhere to all of the following guidelines, unless the Funding Authority approves an Exception:

- (i) Applicants must be responsible for and involved in the overall coordination and production of the Initiative;
- (ii) The Initiative must have a demonstrable benefit for LSS Members;
- (iii) No LSS Member may be restricted from attending or participating in the Initiative, unless a distinction or preference is necessary for an Initiative that has as its object the amelioration of conditions of individuals or groups with specific needs;
- (iv) The amount requested must be reasonably proportionate to the number of expected attendees of the Initiative;
- (v) Discretionary Funding shall not be used for the primary purpose of Charitable Donations; and
- (vi) No Initiative without a projected budgetary deficit shall be granted Discretionary Funding.

### **2.5.3 Prohibited Uses**

Requests for funding from the Funding Authority must not fall under any of the following categories:

- (i) Salaries or stipends. Note that this article should not be interpreted to mean that honorariums for speakers, facilitators, and volunteers are ineligible;
- (ii) No Discretionary Funding applications may be approved if they span more than one (1) Academic Year; and
- (iii) No Applicant shall be granted Discretionary Funding in excess of the amount requested in their application(s).

### **2.5.4 Further Requirements**

The Funding Authority may establish any further requirements for Discretionary Funding applications provided they are consistent with the aforementioned requirements.

### **2.5.5 Previous Funding**

Past Discretionary Funding approvals do not guarantee current application approvals.

### **2.6 Payment Logistics**

The manner in which approved allocations for Discretionary Funding are to be distributed is at the discretion of the Vice-President Finance. Preferably, the LSS will reimburse the successful Applicant after the Applicant submits receipts demonstrating that the expenses incurred were in accordance with the pre-approved Initiative. If the Applicant requires funds up-front, the Vice-President Finance shall exercise discretion as to whether to grant this request. In the case of a funding advance, receipts must be submitted as soon as practicable. It is also possible to have third parties submit invoices directly to the LSS for payment.

The method of payment or reimbursement must be approved in advance by the Vice-President Finance before any expenses are incurred.

### **2.7 Funding Refusal and Appeals**

#### **2.7.1 Reasons for Refusal**

Unsuccessful Applicants have the right to request an explanation of the reasoning behind the decision of the Funding Authority.

#### **2.7.2 Appeals**

Groups may appeal any decision made by the Funding Authority by submitting their appeal to the Vice-President Finance within seven (7) days of their notification of the decision. Appeals will be reviewed by the Funding Authority. If the group is not satisfied by the decision of the Funding Authority regarding the appeal, they may further appeal the decision to the LSS Council. Groups may not appeal to either body more than once for a single application.

### **2.8 Funding Obligations**

#### **2.8.1 Publicity**

Publicity associated with all Discretionary Funded Initiatives must recognize LSS as a sponsor according to guidelines set by the Funding Authority. Failure to do so will result in loss of Discretionary Funding.

### **2.8.2 Ongoing Obligations**

Groups that apply for and receive Discretionary Funding are required to provide copies of:

- (i) their final budget, containing actual revenues and expenses; and
- (ii) receipts and invoices.

### **2.8.3 Unused Funding**

Discretionary Funding not used for the purpose it was granted must be returned to the LSS.

## **POLICY 3: CLUB REGULATIONS**

### **3.1 Mandate**

The mandate of every LSS Club should be to enrich student life at Queen's law. Recognizing the diversity of interests and choices at Queen's Law, student life shall not be narrowly construed.

### **3.2 Definitions**

The following definitions apply to the LSS Policy on Club Regulations, in addition to the definitions in the LSS Constitution

**"Applicant Club"** means a student group at Queen's Law applying for ratification;

**"CGC"** means the Clubs Governance Committee;

**"CGC Chair"** means one (1) individual member of the CGC who is elected the Chair of the committee for the School Year;

**"Club President"** means one (1) individual LSS Member who serves as the LSS Club's main point of contact with the LSS. Must be a different individual from the Head of Finance;

**"Executive Officer"** means any individual LSS Member who is listed on LSS Club materials submitted to the LSS and includes the Club President and the Head of Finance of an LSS Club;

**"Head of Finance"** means one (1) individual LSS Member who serves as the LSS Club's main point of contact with the bank. Must be a different individual from the Club President;

**"LSS Club"** means a Queen's Law student group ratified through the CGC and the LSS Council;

**"Signing Authority"** means the ability to have access to an LSS Club's bank account;

### **3.3 Membership**

Each LSS Club must be open for membership to all LSS Members.

### **3.4 LSS Club Privileges**

All LSS Clubs may:

- (i) Request funding;
- (ii) Participate in Clubs Day;
- (iii) Post their mandate and events on the Portal; and
- (iv) Advertise on the Official LSS Communication Mechanism.

### **3.5 Adherence to LSS Bylaws and LSS Club Regulations**

Any student group desiring LSS Club status agrees to adhere to the LSS Constitution, LSS Policies, and the LSS Club Regulations. It is the responsibility of all Executive Officer(s) to be familiar with the content of these documents.

### **3.6 Composition**

All LSS Clubs must have a Club President and Head of Finance, represented by two (2) different LSS Members. An LSS Club may choose to have additional Executive Officer(s) if desired.

### **3.7 LSS Club Responsibilities**

All LSS Clubs shall:



- (i) Provide the CGC with the names and email addresses of the Club President, Head of Finance, and any other Executive Officer(s);
- (ii) Update the CGC of any changes to the Club President, Head of Finance, and any other Executive Officer(s);
- (iii) Coordinate the dates of planned events with the Vice-President Activities;
- (iv) Comply with the SGPS Event Sanctioning Process;
- (v) Update their bank account information with the names of their signing authorities; and
- (vi) Keep originals or copies of all receipts, invoices, or accounts for at least one (1) calendar year from the date of each expense.

### **3.8 Early LSS Club Ratification**

#### **3.8.1 Early LSS Club Ratification**

One round of early club ratification will be made available in the winter term for groups wishing to be an LSS Club in the following School Year. The timing for this will be determined by the Vice-President Finance. Groups will submit an application form to the CGC by way of the Vice-President Finance. Groups will need to have at least two members of their new executive selected prior to applying. Groups that miss the application deadline will not be able to apply for ratification until the following School Year. Early club ratification will void the assumption of ratification expiration at the end of the current school year.

(Note: Early Club Ratification forms will be made available by the Vice-President Finance outside the LSS office)

The CGC will review each completed application and provide its recommendation to LSS Council. The recommendation will include the following information:

- (i) the name of the club;
- (ii) whether the club has been previously ratified; and
- (iii) a recommended funding level.

The Chair of the CGC (or the Chair's designate) must attend all LSS Council Meetings at which recommendations are to be discussed.

Student groups that do not obtain the recommendation of the CGC may apply to LSS Council for ratification.

#### **3.8.2 Early Ratified LSS Club Regulations**

LSS Clubs who have received early ratification will not be allowed to spend their new budget prior to September of the following School Year. No LSS funds may go toward events or expenses during the summer period (from May 1st to August 31st). LSS Clubs may not host events during the summer period without following regular SGPS sanctioning requirements.

### **3.9 LSS Club Ratification**

#### **3.9.1 Call for LSS Club Application Forms**

The Vice-President Finance shall make a call for *Club Applications Form* submissions two (2) weeks prior to the beginning of each School Year.

### **3.9.2 Application**

Applicant Clubs must submit a *Club Application Form* to the CGC at least one week prior to the LSS Council Meeting at which they would like to be ratified. Ratification expires at the end of each School Year and LSS Clubs must re-apply for LSS Club status for each year in which they operate. (Note: *Club Application Forms* will be made available by the Vice-President Finance outside the LSS Office.)

### **3.10 Ratification Process**

#### **3.10.1 CGC Review and Recommendation**

The CGC will review each completed application and provide its recommendation to the LSS Council. Any uncompleted application, as defined in the *Club Application Form*, cannot be reviewed by the CGC and will be returned to the Applicant Club. The recommendation will include the following information:

- (i) The name of the Applicant Club;
- (ii) Whether or not the CGC recommends ratification;
- (iii) Whether the Applicant Club has previously been ratified; and
- (iv) A recommended Funding Level.

#### **3.10.2 CGC Mandatory Meeting**

The CGC must meet to ratify any complete applications before the first LSS Council Meeting at the beginning of each School Year.

#### **3.10.3 CGC Attendance at LSS Council Meetings**

The CGC Chair (or his or her designate) must attend all LSS Council Meetings at which CGC recommendations are to be discussed.

#### **3.10.4 LSS Council Ratification**

Upon hearing the recommendation of the CGC, the LSS Council will vote on the ratification of the Applicant Club, and if ratified, the Funding Level of the Applicant Club. The LSS Council is in no way bound by the recommendation of the CGC.

#### **3.10.5 Notification of Ratification Status**

The CGC Chair will notify the Applicant Club of their ratification status within one (1) week of the LSS Council Meeting at which their ratification is voted on. The notification will be sent via email to the Executive Officers.

#### **3.10.6 Notification of Successful Ratification**

The notification email will include the following:

- (i) Notice of LSS Club ratification;
- (ii) Approved Funding Level;
- (iii) SGPS Event Sanctioning Guidelines;
- (iv) Link to the SGPS Event Sanctioning Form; and
- (v) Password to the SGPS Event Sanctioning Form.

#### **3.10.7 Notification of Denied Ratification**

The notification email will include the following:

- (i) Notice of denied LSS Club ratification;

- (ii) Any available reasoning for the denial;
- (iii) Guidelines for the appeal process.

### **3.10.8 Appeal to LSS Council**

Applicant Clubs that are denied ratification by the LSS Council may appeal the decision and have the LSS Council hear their application directly. The Applicant Club will need to submit to the Speaker a motion reopening their ratification status. The motion will need to be submitted before the deadline for agenda item submissions for the following LSS Council Meeting, provided by the Speaker.

### **3.10.9 Club Application Form Maintenance**

The CGC will prepare and submit an updated version of the Club Application Form to the Vice-President Finance by the end of each School Year.

## **3.11 LSS Club Finances**

### **3.11.1 LSS Club Funding**

Based on the LSS Club's Application, the CGC will recommend to LSS Council that each LSS Club be placed within a funding tier. The funding tier will be the amount of money available to the LSS Club for the current School Year (or upcoming School Year for Early Club Approval).

- (i) No Funding;
- (ii) \$150;
- (iii) \$250; or
- (iv) \$500.

The CGC will make its funding recommendation based upon the following criteria:

- (i) the availability of LSS resources;
- (ii) the potential benefits of the LSS Club's activities, events or initiatives to the student body, the Faculty of Law, and/or the greater community; and
- (iii) the financial need of the LSS Club as reflected by:
  - a. The funding level request submitted to the CGC; and
  - b. the anticipated budget submitted to the CGC.

### **3.11.2 Criteria for Additional LSS Funding Approval**

The CGC will review all Discretionary Fund Applications submitted by LSS Clubs, and will have the authority to make recommendations regarding Discretionary Fund approval and quantum to the LSS Core and LSS Council. The CGC will follow the guidelines for Discretionary Funds as laid out in Article 2.5 of LSS Policy 2 (Discretionary Funding Guidelines).

### **3.11.3 Bank Account**

Any LSS Club may request to open an LSS bank account. All LSS Club bank accounts must be opened and maintained through the Vice-President Finance.

### **3.11.4 Signing Authority**

All LSS Clubs that maintain a bank account must elect two Club executives to be Signing Authorities. Signing Authority must be arranged with the help of the Vice-President Finance. Each LSS Club has the option to include one (1) additional signing authority separate from the Club President and Head of Finance.

### **3.11.5 Closing of Bank Accounts**

If an LSS Club is not re-ratified for a given year, or has its LSS Club status removed, the Vice-President Finance may close the LSS Club's bank account and transfer any remaining balance to the LSS account.

## **3.12 LSS Club Funding Procedure**

### **3.12.1 Reimbursement**

An LSS Club, or any of its individual members, will automatically be reimbursed for the reasonable costs of their operations up to their approved Funding Level, including approved additional LSS Club Funding. The LSS Club, or any of its individual members, must submit an LSS *Club Reimbursement Form* to the Vice-President Finance in order to be reimbursed. Under no circumstances will the LSS reimburse an LSS Club for alcohol or contribute towards an LSS Club's charitable donation.

### **3.12.2 Receipts**

An LSS Club, or any of its individual members, must submit an original receipt to the Vice-President Finance in order to be reimbursed. No reimbursement will be given without an original receipt. No reimbursement will be given if the original receipt is submitted more than one (1) calendar year after the date on which the receipt was issued. The LSS Club, or any individual member, must keep a copy of the receipt for the LSS Club's records.

### **3.12.3 Advances**

In exceptional circumstances, the Vice-President Finance may issue an advance to a Club President or Head of Finance of an LSS Club in the amount of the purchase to be made on the condition that the original receipt(s) are delivered to the Vice-President Finance immediately after purchase.

### **3.12.4 Unused Advances**

Any unused portion of an advance shall be returned immediately to the Vice-President Finance.

### **3.12.5 Denial of Reimbursement**

If the Vice-President Finance denies reimbursement, the LSS Club or individual member seeking reimbursement may appeal the decision to the LSS Council.

## **3.13 Yearly LSS Club Auditing**

### **3.13.1 LSS Club Audit**

The Vice-President Finance shall direct the CGC to audit the finances and activities of all LSS Clubs each School Year.

### **3.13.2 Oral Presentation**

The Club President, Head of Finance or any other Executive Officer(s) of the audited LSS Club will have the opportunity to make an oral presentation to the CGC, if desired by the LSS Club.

### **3.13.3 Interviews**

The CGC may request an interview with any LSS Member in connection with the audit of any LSS Club.

### **3.13.4 Audit Submission Requirements**

The Club President and Head of Finance of an audited LSS Club must submit the following to the CGC:

- (i) A current bank account statement with all transactions from the Relevant Audit Period as defined in Article 3.13.5 below;
- (ii) Copies of receipts or accounts for all LSS Club expenses paid for with LSS Club monies, whether from the LSS or outside sources, accompanied by a specific description of the item or service and the way in which it was used;
- (iii) A list of any and all LSS Club assets purchased by the LSS Club prior to or during the current School Year, including:
  - (a) A description of each item;
  - (b) The cost of each item;
  - (c) The date the item was acquired by the LSS Club; and
  - (d) The location each item is currently being stored.
- (iv) A description of each event organized by the LSS Club during the current School Year; and,
- (v) A list of the LSS Club's members and supporting faculty members, if applicable.

### **3.13.5 Relevant Audit Period**

The audit year will be the calendar year, the 2nd half of which is the current School Year (i.e. January 20XX – December 20XX).

### **3.13.6 Results**

The CGC will present the results of any audit conducted to the LSS Council. The result will be posted to the LSS portal for the consultation of LSS students. The LSS Council will determine the outcome for any LSS Club who does not pass the CGC Audit.

### **3.14 Clubs Caucus**

In order to establish communication and feedback between LSS Council and LSS Clubs, the Vice-President Finance, Vice-President Activities, and Vice-President Communications will hold two Clubs Caucuses every academic year.

One Clubs Caucus will be held in the Fall semester and the other Clubs Caucus will be held in the Winter semester.

Each ratified club will be allowed to send a maximum of two representatives to attend each Clubs Caucus.

The agenda of each Clubs Caucus will be set by the Vice-President Finance, Vice-President Activities, and Vice-President Communications in advance of the caucus. The agenda may include soliciting feedback and discussion on:

- (i) Smoker allocations;
- (ii) Ratification procedures;
- (iii) Communication policies;
- (iv) Event calendar management; and
- (v) Clubs regulations.

## **POLICY 4: STANDING COMMITTEES**

### **4.1 Mandate**

This Policy shall be administered in accordance with the LSS Constitution, LSS policies and Queen's University Policies.

### **4.2 Definitions**

The following definitions apply to the LSS Policy on Standing Committees:

“**FBSC**” means Faculty Board Student Caucus; and

“**Clubs' Day**” means the LSS clubs' day event organized by the Vice-President Activities.

### **4.3 Faculty Board Student Caucus**

The student members of the Faculty Board shall constitute the FBSC. The LSS President shall chair the FBSC. The FBSC shall coordinate student representation on the Faculty Board and its committees.

The chair of the FBSC, the outgoing third year Faculty Board Representatives and the Equity & Diversity Commissioner(s) shall select the student members of the Faculty Board committees by the end of March each year.

### **4.4 Nominations Committee**

The Vice-President Academic-elect, acting as chair, President-elect, Vice-President Administrative-elect, Vice-President Activities-elect, Vice-President Finance-elect, Student Senator-elect, Vice-President Communications-elect, and two (2) Equity and Diversity Commissioners shall constitute the Nominations Committee. It shall be the duty of this Committee to select the membership of those standing committees as prescribed in this Policy. Committee members shall be selected for a one-year term of office beginning on May 1, except where otherwise stated in this Article. Members entering second or third year should be selected by March 31st and members in first year should be selected by October 31st.

However, the Committee shall not make any choices until the Elections Committee has been chosen, in accordance with the LSS Constitution. Nominations shall be made by application, shall be open to all members of the LSS, and shall be advertised for at least one week prior to selection. The selection process shall take into account the size of each committee, diversity and equity in committee composition, and the preference of the applicants where possible. The Nominations Committee should also seek to ensure that there is representation from each Class (i.e., 1L, 2L, 3L) on every committee where possible.

### **4.5 Equity & Diversity Committee**

The Equity & Diversity Committee shall be composed of students who submit applications in a procedure as predetermined by the Equity & Diversity Commissioners. Once the applicants have been accepted and approved for membership on the committee by the Equity & Diversity Commissioners, the Equity & Diversity Commissioners shall submit a list of approved students for the Equity & Diversity Committee to the Vice-President Academic. Thereafter, the Nominations Committee shall have 7 days to review and recommend changes to the list of members on the

Equity & Diversity Committee. If the Nominations Committee remains silent in the process, the Equity & Diversity Committee shall be deemed to have been approved.

#### **4.5.1 Duties**

It shall be the duty of the Equity & Diversity Committee to:

- (i) promote diversity and inclusivity within the Faculty of Law;
- (ii) educate and advise the students and the LSS—including its committees and clubs—on equity issues, policies and procedures at Queen's;
- (iii) bring equity issues to the attention of the Faculty;
- (iv) act as a liaison with the Faculty Equity Advisor;
- (v) uphold the integrity of the Queen's University Equity Policy;
- (vi) highlight, and develop strategies to address issues relating to equity experienced by members of the Queen's Law community including, but not limited to, race, gender, sexuality, religion, culture, socio-economic status and age. To this end, this Committee's responsibilities include, but are not limited to:
  - a. identifying and publicizing non-traditional career paths available to law students at Queen's;
  - b. identifying and publicizing non-law related activities available to law students at Queen's; and
  - c. convening to address any issue(s) referred to the Committee by the Faculty Equity Advisor.
- (vii) organize at least one event per semester.

The Equity & Diversity Committee may be divided into subcommittees as determined necessary by the Equity & Diversity Commissioner(s).

#### **4.6 Constitutional Review Committee**

The LSS Vice-President Academic, acting as chair, and other members selected by the Nominations Committee shall constitute the Constitutional Review Committee. The number of members constituting the Constitutional Review Committee shall be at the discretion of the Nominations Committee. The Constitutional Review Committee shall oversee the proper function of the LSS Constitution, shall report any constitutional infringements to the LSS at a LSS Meeting, and shall advise LSS Council regarding the interpretation of the LSS Constitution. It shall also be the duty of this Committee to review the LSS Constitution and make recommendations to the LSS regarding amendments. The Committee shall provide a written report at the LSS General Meeting in March.

#### **4.7 Club Governance Committee**

The Club Governance Committee shall consist of five members selected by the Nominations Committee. Members of the Club Governance Committee may not have Signing Authority for any LSS Club. The chair of the Club Governance Committee shall be appointed from among the five newly selected Committee members by a consensus of the Committee. The Club Governance Committee Chair shall appoint a secretary who will have the responsibility for recording minutes and reasons for decisions made by the Club Governance Committee. It shall be the duty of this Committee to implement regulations promulgated by the LSS and LSS Council with respect to LSS Clubs, in accordance with the latest approved version of the LSS Club Regulations Policy.



In advance of Clubs' Day, the Committee and in particular the chair or co-chairs, shall:

- (i) contact LSS Club Executive Officers for updated contact and Club (description) information;
- (ii) put together an LSS Clubs Handbook or some other tool that contains the LSS Club descriptions and contact information; and
- (iii) work with the Vice-President Activities to facilitate Clubs' Day (as needed).

#### **4.8 Alumni Relations Committee**

An Alumni Relations Committee of between six and twelve members shall be selected by the Nominations Committee. It shall be the duty of this Committee to develop the relationship between current law students and the Queen's Law Alumni, in consultation with the Faculty of Law Assistant Dean of Career Services and Alumni Relations, and the Assistant Dean of Students.

#### **4.9 Athletics Committee**

The Vice-President Administrative, acting as chair, and the Year Assembly Wellness Coordinators shall constitute the Athletics Committee. It shall be the duty of this Committee to organize and promote LSS participation in the Queen's Intramural Program and coordinate all LSS athletic activities and events. The committee shall meet at the discretion of the Vice-President Administrative.

#### **4.10 Lawlapalooza Committee**

The Vice-President Activities and other members selected by the Nominations Committee after consultation with the outgoing chairperson shall constitute the Lawlapalooza Committee. The number of members constituting the Lawlapalooza Committee shall be at the discretion of the Nominations Committee. The chair of the Lawlapalooza Committee shall be appointed from among the selected Committee members by a consensus of the Committee. It shall be the duty of this Committee to organize Lawlapalooza. The committee shall submit reports to LSS Council from time to time as necessary or at the request of LSS Council.

#### **4.11 Law Games Committee**

The Vice-President Activities, acting as chair, and other members selected by the Nominations Committee shall constitute the Law Games Committee. The number of members constituting the Law Games Committee shall be at the discretion of the Nominations Committee. This Committee should be selected no later than April 30<sup>th</sup>. It shall be the duty of this Committee to organize the Queen's Law delegation to Law Games. The Committee shall submit reports to LSS Council from time to time as necessary or at the request of LSS Council.

#### **4.12 LSS Awards Committee**

The Manager, Records and Registration and Communications, acting as chair, the Assistant Dean of Students or their delegate, the Equity & Diversity Commissioners and two members of from each of Class (i.e., 1L, 2L, 3L), selected by the Nominations Committee, shall constitute the LSS Awards Committee. The LSS Awards Committee shall select the recipients for the Spark Award, the LSS Millennium Award, the Gavel Award, the M.A. Murray Awards, the Spirit Award, the LSS Camaraderie Award, and the LSS Professional Excellence Award. Nominations for awards shall be open throughout the month of February. The six student members shall be the voting members of the LSS Awards Committee. For the purpose of providing continuity, appointments of the 1L Class members shall continue until graduation. If a member of the selection committee is nominated for an award or has nominated a student for an award, they must refrain from participating in the



selection process for that specific award. Recipients shall be selected by a majority vote of the committee no later than March 15th.

#### **4.13 Denis Marshall Contribution Awards Selection Committee**

The Denis Marshall Contribution Award Selection Committee shall consist of a minimum of 2 and a maximum five members of the 3L Class selected by the Nominations Committee. It shall be the duty of this Committee to select the recipients of the Denis Marshall Contribution Award.

Nominations for this award shall be open throughout the month of February. If a member of the Committee is nominated for this Award, they must withdraw from the Committee. Recipients shall be selected by a majority vote of the Committee no later than March 30th.

#### **4.14 Stanley M. Corbett Awards for Excellence in Teaching Joint Committee**

The Vice-President Academic and three LSS Members selected by the Nominations Committee, and Associate Dean (Academic) shall constitute the Stanley M. Corbett Awards for Excellence in Teaching Joint Committee. The three LSS Members must be expected to remain accountable for the Committee in the Fall Term of the following Academic Year, when the committee begins its selection process. The presiding Vice-President Academic (“presiding Vice-President Academic”) during the selection process shall be the acting Vice-President Academic at the time the solicitation for nominations begins. If the presiding Vice-President Academic is not able to contribute to the selection process, the incumbent Vice-President Academic elected in the Winter Term of presiding Vice-President’s office shall assume the position of the presiding Vice-President Academic.

It shall be the duty of this Stanley M. Corbett Awards for Excellence in Teaching Joint Committee to select a professor and sessional lecturer to receive the award for each Academic Year in which the solicitation for nominations started. Nominations for the awards shall be solicited from the student population by the administration. The recipients of the awards shall be selected by a majority vote of the Stanley M. Corbett Awards for Excellence in Teaching Joint Committee in the Fall Term of the following Academic Year, and the awards shall be conferred thereafter accordingly. The Stanley M. Corbett Awards for Excellence in Teaching Joint Committee is encouraged to refer to the Committee information available on Queen’s University Faculty of Law website (<https://www.queensu.ca/ctl/awards/internal-awards/faculty-law>).

#### **4.15 Med-Law Games Organizing Committee**

The members of the Med-Law Games Organizing Committee (Faculty of Law) will work in conjunction with the representatives of the Med-Law Organizing Committee (School of Medicine) to organize the annual Med-Law Games sports tournament and social. The members of the Med-Law Games Organizing Committee will be selected by the outgoing Committee and should include some of the Year Council Wellness Coordinators. The number of members constituting the Med-Law Games Organizing Committee (Faculty of Law) shall be at the discretion of the outgoing Committee.

#### **4.16 Reconciliation Committee**

The Reconciliation Committee will be chaired by the LSS President or another member of the LSS Core as selected by the LSS President. The Committee shall consist of the chair, the Aboriginal Student Representative, and a maximum of two additional students from each Class (i.e., 1L, 2L, 3L) as selected by the Nominations Committee. The Reconciliation Committee will be tasked with assisting the Faculty of Law in responding to the Truth and Reconciliation Commission’s calls to

action. Specifically, the Committee will be responsible for:

- (i) reviewing LSS policies and activities to explore opportunities for incorporating the calls to action;
- (ii) working with the Faculty of Law to assist in faculty initiatives related to the calls to action;
- (iii) engaging students in the calls to action;
- (iv) producing a report of recommendations to be presented to Faculty Board and LSS Council in March of each year;
- (v) maintaining regular contact with the entire LSS Core—with at least one meeting per semester—in order to ensure ongoing improvements to LSS policies and activities;
- (vi) working closely with the Equity and Diversity Co-Commissioners; and
- (vii) working with the Provost's Truth and Reconciliation task force as much as possible.

#### **4.17 Jacket Standing Committee**

The Jacket Committee shall be comprised of at least four members selected by the Nominations Committee. It shall be the duty of this Committee to organize and promote a Queen's Law faculty jacket sale once per school year. The Committee shall begin organizing the annual sale no later than November 1st. Jacket sales shall include at least one leather jacket option, and at least one non-leather jacket option (usually a windbreaker). The Committee exists to promote a longstanding Queen's Law tradition, alumni relations, and faculty spirit. A key value of this Committee shall be the financial accessibility of faculty jackets, and as such, this Committee is not intended to be a significant source of fundraising revenue and is to be operated on a not-for-profit basis.

#### **4.18 Semi-Formal Committee**

The Vice-President Activities and other members selected by the Nominations Committee after consultation with the outgoing chairperson shall constitute the Semi-Formal Committee. The number of members constituting the Semi-Formal Committee shall be at the discretion of the Nominations Committee. The chair of the Semi-Formal Committee shall be appointed from among the selected Committee members by a consensus of the Committee. The outgoing chair will act as an advisor to the new Committee and provide support as needed.

#### **4.19 Yearbook Committee**

The Yearbook Committee shall be selected by the VP Academic in consultation with the LSS President and shall be comprised of at least two 3L students, one 1L student, and one 2L student. The Committee shall begin organizing the yearbook, including entering into a contract with a publishing company, no later than the end of September. The aim of the Committee shall be to create a physical memento that reflects images and memories from law students in all years, with a slightly larger focus on the graduating class. Any proceeds generated from the sale of the yearbook shall be put towards Law Ball for the academic year in which the yearbooks are sold.

## **POLICY 5: AWARDS**

### **5.1 Mandate**

The following are the primary set of guidelines for assessing LSS awards. This Policy shall be administered by the appropriate LSS Committee as established in the LSS policy on Standing Committees.

This Policy shall be administered in accordance with the LSS Constitution, LSS policies and Queen's University Policies.

### **5.2 Gavel Award**

The Gavel Award shall be presented annually to a student in their graduating year who contributed the most to student affairs during the student's time at Queen's Law. The qualifying criteria shall be participation, dedication, leadership and excellence in such areas as:

- (i) student and faculty government;
- (ii) social activities;
- (iii) extracurricular clubs, societies and organizations;
- (iv) athletic competition; and
- (v) academic achievement.

Outstanding contribution in any combination in these areas is sufficient for receipt of this Award, but weight shall be given to all-around achievement. Any student may submit nominations for the Award.

### **5.3 Spirit Award**

The Spirit Award shall be presented annually to a student in their graduating year who has most contributed to the spirit of Queen's Law in a positive way. The qualifying criteria shall be:

- (i) readiness to participate in Queen's Law activities;
- (ii) readiness to volunteer assistance where assistance is needed; and
- (iii) general enthusiasm to enter into the community of Queen's Law.

The recipient of the Spirit Award cannot receive any other awards in the same year. Any student may submit nominations for the award.

### **5.4 Mary Alice Murray Awards**

These Awards shall be presented annually to two students, one male and one female, in their graduating year who contributed most to the athletic life of the law school during their three years. Any student may submit nominations for the Awards.

### **5.5 Denis Marshall Contribution Awards**

These Awards shall be presented annually to five students in their graduating year whose outstanding contributions to the life of the faculty, the university or the broader community have left a memorable imprint. Any student may submit nominations for the Awards.

### **5.6 Spark Award**

This Award shall be presented annually to a student in their first year who has best demonstrated commitment to the Queen's Law. The qualifying criteria shall be participation and dedication in such as areas as:

- (i) student and faculty government;
- (ii) social activities;
- (iii) extracurricular clubs, societies and organizations;
- (iv) athletic competition;
- (v) readiness to participate in law school activities;

- (vi) readiness to volunteer assistance where needed; and
- (vii) general enthusiasm to enter into the community of Queen's Law.

Any student may submit nominations for this Award. Upon determining the recipient, the LSS President will contact an individual at the Law Society of Upper Canada who is the trustee for the funds awarded to the recipient and provide the trustee with the name and address of the recipient in order to forward them the monetary component of the Award.

### **5.7 Millennium Award**

This Award shall be presented annually to a student in their second year who has demonstrated a contribution and participation in the events and activities that defined the 2L Class. Any student may submit nominations for the Award.

### **5.8 Camaraderie Award**

This Award shall be presented annually to an organized group of law students who has best demonstrated initiative, contribution, participation and organization of events and activities to further the Queen's Law community spirit. The qualifying criteria shall be:

- (i) working hard to establish familiarity and sociability within the law school; and
- (ii) establishing a feeling of goodwill and light-heartedness between peers.

Recognition can be for a single event or multiple events held throughout the academic year. Any student group shall be eligible for consideration and the term 'student group' shall be interpreted broadly, but where group members received academic credit and/or financial compensation, the group may be excluded at the discretion of the Awards Committee. Any student, staff, or faculty members within the law school may submit nominations.

### **5.9 Professional Excellence Award**

This Award shall be presented annually to an organized group of law students who has best demonstrated initiative, contribution, participation and involvement in activities and events that promote educational and professional excellence. Emphasis shall be placed on initiatives that have worked hard to go beyond the status quo. Recognition can be for a single event or multiple events held throughout the academic year. Any student group shall be eligible for consideration and the term 'student group' shall be interpreted broadly, but where group members received academic credit and/or financial compensation the group may be excluded at the discretion of the Awards Committee. Any student, staff, or faculty members within the law school may submit nominations.

## **POLICY 6: EVENT SANCTIONING**

### **6.1 Mandate**

The following are the primary set of LSS guidelines with respect to Event Sanctioning. Interpretation of these guidelines is at the discretion of the Vice-President Activities, subject to orders of the LSS Core, LSS Council, Queen's Hospitality Services or the Society of Graduate and Professional Students.

This Policy shall be administered in accordance with the LSS Constitution, LSS policies, Society of Graduate and Professional Students Policies, Queen's Hospitality Services Policies and Queen's University Policies.

### **6.2 Definitions**

The following definitions apply to the Event Sanctioning Policy:

**“CDO & LSS Club Event Partnership Form”** means the Career Development Office & LSS Club Event Partnership form administered by the Career Development Office;

**“Event Sanctioning Form”** means the online event sanctioning application form administered by the SGPS;

**“Food Service Request Form”** means the food service request form administered by the Queen's Hospitality Services Office;

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

**“LSS Club”** means a group ratified in accordance with the LSS Club Regulations;

**“On-Campus Caterer”** means any food vendor that is part of Queen's Hospitality Services including both Dining Halls and Retail Food Outlets (i.e., vendors in the Athletics Recreation Centre, the Grad Club, etc.);

**“Off-Campus Caterer”** means any food vendor that is not part of Queen's Hospitality Services;

**“SGPS”** means the Society of Graduate and Professional Students;

**“SGPS Event Sanctioning”** means the status of an SGPS sanctioned event; and

**“Student Listserv”** means the email list created by the Faculty of Law comprising of the emails of all students registered in the Faculty of Law.

### **6.3 Eligibility**

Only LSS Clubs may apply for SGPS Event Sanctioning.

### **6.4 Event Sanctioning Application**

Upon ratification, the LSS Club will receive the link to the Event Sanctioning Form as well as the password.

The Vice-President Activities must be listed as the Primary Contact on every Event Sanctioning Form. One of the members of the LSS Club hosting the event must be listed as the Sober Contact as defined in the Event Sanctioning Form.

#### **6.4.1 Submission Deadline**

The Event Sanctioning Form must be completed and submitted a minimum of four weeks in advance of the event.

#### **6.5 Event Sanctioning Compliance**

All requirements imposed by the SGPS in regards to the sanctioning of an event must be adhered to in order maintain SGPS Event Sanctioning.

#### **6.6 Failure to Obtain and/or Maintain SGPS Event Sanctioning**

If an LSS Club chooses to proceed with an event without obtaining SGPS Event Sanctioning or fails to comply with the requirements imposed by the SGPS to maintain SGPS Event Sanctioning, the following will result:

- (i) no Queen's or LSS channels of communications can be used to advertise the event, including the Student Listserv;
- (ii) the event can in no way be connected to the Faculty of Law or the LSS, including use of the LSS Club's name;
- (iii) the LSS will not reimburse the hosting LSS Club for any food, services or supplies; and
- (iv) the members of the hosting LSS Club will be exposed to personal liability for any issues that arise from the unsanctioned event.

#### **6.7 Off-Campus Events**

Any events held off-campus will require that the hosting LSS Club provide copies of the insurance certificate for the venue to the SGPS, unless the SGPS already has that venue's insurance certificate on file.

##### **6.7.1 Off-Campus Events Travel Waiver**

Advertising for off-campus events must include the following waiver: "The SGPS accepts no responsibility for any injuries or damages caused during travel."

##### **6.7.2 Transportation**

If the hosting LSS Club plans to provide transportation to and/or from the event, only commercially insured transportation can be used. The hosting LSS Club will need to provide the SGPS with the transportation company's certificate of insurance, unless the SGPS already has that transportation company's insurance certificate on file.

##### **6.7.3 Events Outside of Ontario**

The SGPS will not sanction out-of-province events.

#### **6.8 Events Involving Food**

If an event involves food from an Off-Campus Caterer or pre-packaged food, the hosting LSS Club must complete and submit a Food Service Request Form to the Queen's Hospitality Services Office either by email or in person a minimum of two weeks in advance of the event. The hosting LSS Club will need to provide Queen's Hospitality Services with the caterer's certificate of insurance,



unless Queen's Hospitality Services already has that caterer's insurance certificate on file. The SGPS will not grant SGPS Event Sanctioning until they have received confirmation of approval by Queen's Hospitality Services.

If an event involves food from an On-Campus Caterer, a Food Service Request Form need not be submitted.

### **6.9 Events Involving Alcohol**

LSS Clubs may organize events involving alcohol however, the LSS will not reimburse LSS Clubs for any type of alcoholic beverage.

### **6.10 Waiver for Events at Venues Serving Alcohol**

If an LSS Club hosts an event at a venue that serves alcohol, the following waiver must be instituted and accepted by every attendee:

“By registering for this event you declare your intentions to participate in the above listed activity/activities at your own understanding and risk. You specifically release on behalf of yourself, your heirs, personal representatives and next of kin, and hold harmless the Society of Graduate and Professional Students at Queen's University, its employees and volunteers from any responsibility regarding any loss or damage that you might suffer during your participation in these activities. You also agree to indemnify and hold the Society of Graduate and Professional Students at Queen's University harmless from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of your involvement in the above listed activity/activities and to reimburse them for any such expenses incurred.”

### **6.11 Events Involving Sports**

LSS Clubs are allowed to organize events involving sports, subject to the requirements imposed by the SGPS, assessed on a case-by-case basis. This may include the need for Queen's First Aid Services.

### **6.12 Events That Pose Unique Risks**

Events posing unique risks will likely require additional permissions and/or requirements from the SGPS, to be assessed on a case-by-case basis.

### **6.13 Career-Related Events**

Hosting LSS Clubs may choose to coordinate with the Career Development Office to organize career-related events. Hosting LSS Clubs should obtain SGPS Event Sanctioning before filling out and submitting the CDO & LSS Club Event Partnership Form. Proof of SGPS Event Sanctioning must be submitted with the CDO & LSS Club Event Partnership Form.

### **6.14 Sober Volunteers**

The SGPS requires a certain number of sober volunteers in order to grant SGPS Event Sanctioning. The number of sober volunteers required is dependent on the event and the contingencies in place, and will be assessed by the SGPS on a case-by-case basis.

If a sober volunteer becomes intoxicated, SGPS Event Sanctioning will be voided and the members of the hosting LSS Club will be exposed to personal liability for any issues that arise from the unsanctioned event.

### **6.15 Contracts**

If an event involves any type of contract, the hosting LSS Club must submit the contracts to the SGPS before they are signed. SGPS Event Sanctioning will not be granted or will be revoked if any contracts are signed without SGPS approval. In addition, the SGPS will notify all parties involved that the event has not been sanctioned and, therefore, the members of the hosting LSS Club will be exposed to personal liability for any issues that arise from the unsanctioned event.