

**The Constitution of  
The University of Waterloo  
Legal Studies Society**

**Short Title**

This constitution may be cited as the *LSS* Constitution.

**Article 1-Name**

- I. The name of this society shall be known as the Legal Studies Society of the University Of Waterloo

**Article 2. Interpretation**

- I. For all purposes of this Constitution, unless as otherwise expressly provided or unless the context requires otherwise:
  - a. *Legal Studies Society* refers to the organization to which this constitution represents; refers to the official representation to the faculty, staff, students, and other clubs and services of the University of Waterloo and affiliated Collages and Universities, and external bodies to the former former and later.
  - b. *LSS* shall be used in place of the Legal Studies Society.
  - c. *By-Law* shall consist of policies set out by the Executive members of the Legal Studies Society, as permitted by the Legal Studies Society Constitution.
  - d. *Official Copy* refers to the copy that is held by the Vice President Internal.
  - e. *Voters List* shall be a written list of the names and student numbers of each Legal Studies Society member who votes in a general election.
  - f. *Legal Studies Society website* refers to [lss.uwaterloo.ca](http://lss.uwaterloo.ca) exclusively.

**Article 2-Objectives**

- I. The Legal Studies Society officially represents all undergraduate Legal Studies students enrolled at the University of Waterloo and its affiliated Colleges & Universities and shall:
  - a. Provide resources for members to pursue academic and professional aspirations.
  - b. Create a forum that members may share ideas.
  - c. Maintain open lines of communication between undergraduates and faculty, as well as maintain communication between the Faculty of Arts and students.

- d. Arrange social events and academic activities to create a sense of community and collective maturity among members.

### **Article 3-Membership**

- I. A member of the Legal Studies Society shall be any person who in the given term has paid the Arts Student Union fee and who has not requested a refund.
- II. The members shall comprise of and be open to every student who is enrolled through the University of Waterloo and its affiliated Colleges and Universities within the Legal Studies program.
- III. 'Associate members' are students from another department, graduates, faculty, or staff-associate members and are required to pay the equivalent fee set by the Arts Student Union.
- IV. Both full members and associate members are entitled to:
  - a. Participate respectfully, and in accordance with the rules of conduct set forth in this charter, in "general meetings"
  - b. Vote in any election
  - c. Run for any office position within the Legal Studies Society for which they do so, and are qualified to do so, in accordance with election practices set forth in this charter.
  - d. To see any or all business and books of the Legal Studies society in the presence of an officer in charge of said books, given seventy two (72) hours prior notice.
  - e. The use of any resources and services provided by the Legal Studies Society.
- V. Life Membership
  - a. All persons receiving undergraduate degrees from the Faculty of Arts from the University Of Waterloo, and participated in the Legal Studies Society during their studies, subject to Article 3, may be life members.
  - b. Life members shall retain the privileges of non-term undergraduate members who may join in general, executive meetings and share input and services, save that they shall not vote or hold office.
- VI. Removal of Membership

- a. A member may be removed if:
  - i. There is proof beyond a reasonable doubt that the member has violated any point within Article 10
  - ii. Removal of Membership will require a the vote of all executives by secret ballot.

#### **Article 4- Honorary Membership**

- I. Distinguished persons eminent in the Legal Studies major, society, or faculty may be nominated for honorary membership by any member of the Legal Studies Society.
- II. Candidates for Honorary Membership shall be approved by a majority vote among the council of all members and office executives.
- III. Honorary members shall receive the same privileges as life members.

#### **Article 5- Executive Positions**

- I. There shall be six elected executive officers of the Society. These positions are:
  - President
  - Vice President External
  - Vice President Internal
  - Vice President Education
  - Vice President Finance
  - Vice President Communications
  - a. These six Officers are to rule unbiased, and in the best interest of the society by a majority vote on all matters of the society whereby each executive position, with the exception of the President, counts as one vote. In the event of a tie, the President would then hold the deciding vote.
  - b. Any executive officer, at any time, of any executive meeting, may call a vote to any issue they may have.
  - c. Every topic before vote within executive meetings must be documented.
  - d. This section is subject to Section III,H) .
- II. Qualifications of the Executive Office are as follows:
  - a. An elected executive must be an undergraduate member of the Society

- b. If, following an academic term, an elected executive officer is required to withdraw from the Legal Studies major or required to repeat a term parallel to the academic regulations of the Faculty of Arts, that officer shall resign his or her position.
- c. To be eligible to run for an elected position within the Society, a person must:
  - i. Have been successfully promoted from their academic term and not be on academic probation
  - ii. Presently be a full time, registered, undergraduate legal studies major and a member of the society who, according to their academic program, intends to be a full time, registered, undergraduate, legal studies major and member of the society for the following two consecutive on-stream terms.
- d. Students who are enrolled in Cooperative Education may:
  - i. Run for VP Education, VP Internal, VP Finance, and VP Communication.
  - ii. Not run for the position of President, unless he or she will be on-campus for both the Fall and Winter academic terms.
  - iii. Run independent or with another individual. If in the event only one person runs and is elected, a by-election will take place in November to replace and transition the office in question.

### III. Presidential Duties and Qualifications:

- a. The President must, during their first full on-term of office, be in at least their 3A term.
- b. The President of the Society shall:
  - i. Be the official representative of their society
  - ii. Be responsible for the administration and actions of their Society
- c. The President is to conduct the office in the best interest of the Legal Studies Society and be accessible to members at regular and reasonable hours.
- d. The President will delegate responsibilities for general meetings and be responsible for the formalities therein.

- e. The President has the authority to remove a disruptive member from a general meeting if they have the proper consent of the other Executives subject to Section I, A), and only after two warnings have been issued.
- f. To respond to members inquiries relating to constitutional, diplomatic, and parliamentary procedures and the inquiries of members to factual information bearing on business of the Legal Studies Society.
- g. To authenticate by signature when necessary, all acts including financial orders and proceedings of the Legal Studies Society. All cheque writing and budget balances or changes will be double endorsed with the Vice President Finance.
- h. The President will be responsible for the handling of all member grievances, concerns, and issues relating to the inner workings of the Legal Studies Society.
- i. The President, when confronted with decisions of a pressing or substantial matter, may, subject to full post-council review subject to Article 3, IV, D), make executive decisions in the best interest of the society when such pressing or substantial matters are unable to be heard by a vote of all six executive officers within a reasonable time.

#### IV. Vice President External Duties and Responsibilities

- a. The Vice President External must, during their first full on-term of office, be in at least their 2A term.
- b. The Vice President External shall:
  - i. Be the Official Liaison of their Society to organizations external to the Society and University
  - ii. In the President's absence, the Vice President is to be charged with the responsibilities and powers of that office in conjunction with the VP Internal, VP Education, VP Finance, VP Communications.
  - iii. Be responsible for, and coordinate, the activities of those directors reporting to the VP External.
- c. If the office of the VP External is left vacant, the President, VP Education, VP Internal, VP Finance, VP Communications shall take on the duties of the VP External until the office is filled.

#### V. Vice President Education Duties and Responsibilities

- a. The VP education must, during their first full on-term of office be in at least their 2A term.
- b. The VP Education shall:
  - i. In the Presidents absence, be charged with the responsibilities and powers of that office in conjunction with the VP Education, VP Internal, VP Finance, VP External.
  - ii. Be responsible for, and coordinate, the activities of those directors reporting to the VP Education
  - iii. Be responsible for representing the academic, education, and cooperative education interests of the students of the University of Waterloo-Legal Studies.
  - iv. Manage all resources relating to present and post educational pathways within the University of Waterloo and abroad and answer all inquiries therein.
- c. If the office of the VP Education is left vacant, the President, VP External, VP Internal, VP Finance, VP Communications shall take on the duties of the VP Education until the office is filled.

## VI. Vice President Internal Duties and Responsibilities

- a. The VP Internal must, during their first full on-term of office be in at least their 2A term.
- b. The VP Internal shall:
  - i. Be the Official Liason of their Society to other organizations internal to the university.
  - ii. Be responsible for, and coordinate, the activities of those directors reporting to the VP Internal.
  - iii. Keep a copy of the Constitution as amended, and be responsible for the publications of constitutional review.
- c. If the office of the VP Internal is left vacant, the President, VP External, VP Education, VP Finance, VP Communications shall take on the duties of the VP Internal until the office is filled.

VII. Vice President Finance Duties and Responsibilities

- a. The VP Finance must, during their first full on-term of office be in at least their 2A term.
- b. The VP Finance shall:
  - i. Receive all monies of the Society
  - ii. Pay all accounts under the direction of the Executive Legal Studies Society Council.
  - iii. Be responsible for keeping accurate and complete records of all financial transactions of the Society.
  - iv. Prepare and submit a budget for councils approval by the third council meeting of each academic term
  - v. Present the books of the society for audit by a recognized auditor at the end of their term if required by I, B) or Article 3,II, D).
  - vi. Be responsible for, and coordinate, the activities of those directors reporting to the VP Finance.
- c. If the office of the VP Finance is left vacant, the President, VP External, VP Education, VP internal, VP Communications shall take on the duties of the VP Finance until the office is filled.

VIII. Vice President Communications Duties and Responsibilities

- a. The VP Communications must, during their first full on-term of office be in at least their 2A term.
- b. The VP Communications shall:
  - i. Be required to attend all Council, General Caucus and Arts Student Union meetings.
  - ii. Be responsible for all the recording and filing of the minutes of all Council, General Caucus and Arts Student Union meetings and the recording of I, C) and Article 5, C).

- c. If the office of the VP Communications is left vacant, the President, VP External, VP Education and VP Finance shall take on the duties of the VP Communications until the office is filled.
- IX. Directors
  - a. Directors are hired or appointed by the President with Council's approval to perform specific functions for the Legal Studies Society.
  - b. Each is independent within their own sphere but is ultimately accountable to the Council.
  - c. They may be removed by a two thirds (2/3) majority vote of the Council or by the President directly with an Executive simple majority vote.

#### **Article 6 – Situations of Prolonged Inactivity or Hiatus of the Legal Studies Society**

- I. In the event that the Society may experience times of prolonged inactivity, go on hiatus, or otherwise be found in a situation of unexpected inactivity, or of little interest, three or five positions may be filled, or created by students of the Legal Studies Major so long as they are:
  - a. Approved by the department chair
  - b. Enact the electoral process at least once every two terms
  - c. Remain subject to Articles 2 & 3.
  - d. Fulfill duties under Article 5.

#### **Article 7 – Elections**

- I. Elections for all the elected executive positions must be held by each Society during its every winter term
- II. These elections shall be administered by the Executive members
- III. In the event that there is a tie among the votes, the winner must be ratified by a majority vote among council.
- IV. In the event that no members run for an electorate position, a Legal Studies major may assume a position with a majority vote among council

If in the event a position is not fulfilled by the 1<sup>st</sup> (first) of November (for Fall term) and the first (1<sup>st</sup>) of March, the President may appoint a member to a position for the



remainder of the term with the full approval by all executive members and approval by a simple majority of the caucus.

- V. A “voters list” shall be taken at each election and sealed in the yearly election fills.

### **Article 8 – Impeachment**

- I. Impeachment procedures are to follow a strict model of due process. An executive shall be required to resign by the following:
- a) A member shall submit a formal, written, private complaint against the executive(s) to the Arts Student Union in accordance with the rules of procedures of the Arts Student Union.
  - b) A general meeting may be called right away or the impeachment notice may be brought up at the next general meeting of members.
  - c) An open forum addressing the issues among members may be discussed in a formal, round table discussion provided that:
    - i. The formal letter submitted by the member is to be read verbatim to all members by an Executive not in question.
    - ii. A Statement from the executive(s) under question will be read verbatim to all members by the executive in question.
    - iii. The member who brought the motion may not speak to the issue, or bring forward new opinions, facts or information.
    - iv. Each member, excluding the two parties, may have two, two minute, opportunities to speak to the issues among themselves.
    - v. Both parties must be present.
- II. The impeacher and impeachee must leave the room while voting takes place
- III. The vote shall be a secret ballot among members and Executives
- IV. The impeachment is to be ratified by a 2/3 vote by the majority in favour of impeachment.

### **Article 9 – Amending Formulae**

- I. Amendments Proposed by the Executive

- a. Amendments to this Constitution may be brought forth by any Executive or sponsored by an Executive on behalf of a Member..
- b. Proposed amendments brought forth under this section shall be considered at a separate meeting of the Executive called for that purpose (hereafter the “consideration meeting”).
- c. Proposed amendments shall be made publicly available to all members at least one week prior to the consideration meeting (hereafter “the time of publication”).
- d. Any member may present written representations respecting any amendment to the Executive any time from the time of publication to the day that is one day prior to the consideration meeting.
- e. For the purposes of a consideration meeting quorum shall constitute all executive members, and to be duly passed shall require an affirmative vote of all members present and voting, save one.

## II. Amendments Proposed by Members

- a) Any member may present for consideration an amendment to this Constitution at the general meeting of the society.
- b) For the purposes of an amendment presented at the general meeting of the society a quorum shall constitute at least 20 members, and to be duly passed shall require an affirmative vote of eighty percent (80%) of all members present and voting.

III. All constitutional amendments are dual of full force and affect

IV. Sections I, and II are subject to Article 5, I, C).

## **Article – 10 Codes of Conduct & Liabilities**

- I. All Members and Executives shall treat one another with dignity and respect.
- II. All Members and Executives shall conduct their business with due diligence, due process and privacy where reasonable privacy should be given.
- III. All Members and Executives shall promote and positively reflect upon, to the best of their capabilities, the Society in which they are a welcomed part of.
- IV. The Society and its members are not responsible for the negative actions of a ‘renegade’ person(s) who act outside the bounds of the Society and its Charter, publicly, and without approval of all members and Executives or otherwise bring ill fame to the Society and its functions.

- V. Members shall be entitled and encouraged to freedoms of expression and opinion within the limitations of this Charter and shall not be mocked, put down or otherwise scorned for their freedom to do so.

### **Article – 11 By-laws**

- I. The Executive shall have the authority to pass any By-law that is deemed necessary for the effective operation of the Legal Studies Society providing that such by-laws do not offend the jurisdiction of the Executive granted under this Constitution.
- II. Enactment of By-laws require a majority (4/6) vote.
- III. By-laws duly passed by the Executive are deemed in full force and effect under this Constitution.
- IV. By-laws must be written and attached to the Official Copy of the Legal Studies Society Constitution under the heading of “Official By-Laws of the Legal Studies Society”
- V. By-laws shall be written and posted immediately, after being deemed full force and effect, on the Legal Studies Society office door (if in the event the Legal Studies Society does not hold an office, the By-Law shall be posted on the Legal Studies Society website) for a period of two (2) weeks.

### **Article – 12 Supremacy of Constitution**

- I. In the event of a conflict between this Constitution and any duly passed By-Law of the Legal Studies Society this Constitution shall be paramount. A conflict shall be deemed to exist where any By-Law is repugnant or contrary to this Constitution. In such conflicts the offensive portion of the By-Law shall be deemed null, void, and of no effect; or if the conflict is of a pervasive nature the entire By-Law shall be deemed null, void, and of no effect.
- II. This Constitution shall be read harmoniously and within the scheme, objects and intents of the Legal Studies Society Constitution, as amended from time to time. The Legal Studies Society Constitution, as amended from time to time, shall form Schedule I of this Constitution, and be considered a governing constitutional document of the Legal Studies Society, equal in weight and authority to this Constitution.