

# University of Waterloo

## Legal Studies Society

### Constitution

#### **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 University of Waterloo Legal Studies Society.

#### **Article 2. Interpretation**

- I. For all purposes of this Constitution, unless otherwise expressly provided or unless the context requires otherwise:
  - a. The *Legal Studies Society* refers to the official representation of all undergraduate Legal Studies students enrolled at the University of Waterloo and its affiliated Colleges.
  - b. *LSS* shall be used in place of the Legal Studies Society.

#### **Article 3. Objectives**

- I. The Legal Studies Society officially represents all undergraduate Legal Studies students enrolled at the University of Waterloo and its affiliated Colleges and shall:
  - a. Provide resources for members to pursue academic and professional aspirations.
  - b. Arrange meaningful academic and social events to create a sense of community and collective maturity within the Department of Sociology and Legal Studies.
  - c. Maintain open lines of communication between Legal Studies undergraduates, faculty and staff, in addition to the Arts Student Union and the Faculty of Arts as a whole.
  - d. Be active during the Fall and Winter terms of each academic year.

#### **Article 4. Membership**

- I. The members shall comprise of and be open to every student who is enrolled in the Legal Studies program through the University of Waterloo and its affiliated Colleges.
- II. All members are entitled to:
  - a. Participate in termly general meetings.

- b. Run for positions within the Legal Studies Society for which they are qualified to do so, in accordance with the application process set forth in this Constitution.
- c. The use of any resources and services provided by the Legal Studies Society.

## **Article 5. Executive Team**

- I. There shall be nine Executive Officers of the Society. These positions are:
  - President
  - Vice President of Academics
  - Vice President of Events
  - Vice President of Outreach
  - Vice President of Communications
  - Vice President of Finance & Operations
  - Vice President of Marketing
  - Vice President of Community Engagement
  - Vice President of Student Life
- II. Qualifications of the Executive Office are as follows:
  - a. An Executive Officer must be an undergraduate Legal Studies major or minor and member of the Legal Studies Society.
  - b. If, following an academic term, an elected Executive Officer is required to withdraw from their Legal Studies major or minor, or repeat a term parallel to the academic regulations of the Faculty of Arts, that Officer shall resign from their position.
  - c. To be eligible to apply for an Executive position within the Society, a person must:
    - i. Presently be a full time, registered, undergraduate Legal Studies major or minor and a member of the Society who, according to their academic program, intends to be a full time, registered, undergraduate Legal Studies major or minor and member of the Society for the following two consecutive academic terms (Fall and Winter).
    - ii. Have been successfully promoted from their academic term and not be on academic probation.
    - iii. Be able to fulfill the duties and responsibilities of their respective position while on a co-op term.

## **Article 6. Executive Officer Positions**

- I. President - Duties, Responsibilities, and Qualifications:
  - a. The President must, during their first full on-term in office, be in at least their 3A term.
  - b. The President shall:
    - i. Be the official representative of their Society.
    - ii. Be responsible for the administration and actions of their Society.
    - iii. Be the official student representative at Sociology and Legal Studies Department meetings and at Joint UW/SJU Legal Studies Committee Meetings.

- iv. Maintain strong relations with faculty, staff, and undergraduate students.
    - v. Plan regular Executive Team meetings.
  - c. The President has the authority to respond to members' inquiries relating to constitutional, diplomatic, and parliamentary procedures, and the inquiries of members to factual information bearing on the business of the Legal Studies Society.
  - d. The President will authenticate by signature when necessary, all acts including financial orders and proceedings of the Legal Studies Society.
  - e. 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.
- II. Vice President of Academics - Duties, Responsibilities, and Qualifications:
  - a. The VP Academics must, during their first full on-term in office, be in at least their 2A term.
  - b. The VP Academics shall:
    - i. Be responsible for fulfilling the academic and cooperative education interests of Legal Studies students.
    - ii. Plan academic-related events such as law school information sessions, LSAT information sessions, LSAT workshops.
    - iii. Work alongside the Centre for Career Action to plan workshops.
    - iv. Work in partnership with the Princeton Review.
- III. Vice President of Events - Duties, Responsibilities, and Qualifications:
  - a. The VP Events must, during their first full on-term in office, be in at least their 2A term.
  - b. The VP Events shall:
    - i. Be responsible for fulfilling the non-academic, career related interests of Legal Studies students.
    - ii. Plan career-related events such as career networking panels.
    - iii. Organize event registration pages and details for both academic and non-academic related events, as well as coordinate with event registrants.
- IV. Vice President of Outreach - Duties, Responsibilities, and Qualifications:
  - a. The VP Outreach must, during their first full on-term in office, be in at least their 2A term.
  - b. The VP Outreach shall:
    - i. Be the official liaison of their Society to individuals and organizations external to the University of Waterloo.
    - ii. Recruit guest speakers for events and connect them with the appropriate Executive Team member. Namely, VP Academics or VP Events.
    - iii. Work alongside Alumni Relations to recruit University of Waterloo alumni.
- V. Vice President of Communications - Duties, Responsibilities, and Qualifications:
  - a. The VP Communications must, during their first full on-term in office, be in at least their 2A term.
  - b. The VP Communications shall:
    - i. Maintain strong communication between the Legal Studies Society, Legal Studies faculty and staff, and the undergraduate students the Society represents about the Society's events, initiatives, and resources.

- ii. Manage the Legal Studies Society's email account and respond to direct email inquiries.
  - iii. Record the minutes during Executive Team meetings.
  - iv. Fill in for the President at Sociology and Legal Studies Department meetings and Joint UW/SJU Legal Studies Committee Meetings.
- VI. Vice President of Finance & Operations - Duties, Responsibilities, and Qualifications:
  - a. The VP Finance & Operations must, during their first full on-term in office, be in at least their 2A term.
  - b. The VP Finance & Operations shall:
    - i. Be responsible for keeping accurate and complete records of all financial transactions of the Legal Studies Society.
    - ii. Create and maintain the Legal Studies Society's budget for the academic year.
    - iii. Oversee the activities of the Legal Studies Society to ensure the development and implementation of efficient, cost-effective operations.
- VII. Vice President of Marketing - Duties, Responsibilities, and Qualifications:
  - a. The VP Marketing must, during their first full on-term in office, be in at least their 2A term.
  - b. The VP Marketing shall:
    - i. Create promotional material for all Society events and resources that align with the Legal Studies Society's brand.
    - ii. Organize and design merchandise for Legal Studies students.
    - iii. Manage the Legal Studies Society website, which is known as [lss.uwaterloo.ca](http://lss.uwaterloo.ca), exclusively.
    - iv. Work alongside the VP Community Engagement to manage and oversee all Legal Studies Society social media platforms.
- VIII. Vice President of Community Engagement - Duties, Responsibilities, and Qualifications:
  - a. The VP Community Engagement must, during their first full on-term in office, be in at least their 2A term.
  - b. The VP Community Engagement shall:
    - i. Assist the VP Marketing in managing the Legal Studies Society social media platforms.
    - ii. Use the Legal Studies Society's social media platforms to engage with Legal Studies students by answering direct inquiries and comments, to promote other University of Waterloo clubs and programs, and to create an environment in which students can interact with the Society and their peers.
    - iii. Promote the Legal Studies Society through in-person classroom presentations.
    - iv. Fill in for the VP Student Life at Arts Student Union Council meetings.
- IX. Vice President of Student Life - Duties, Responsibilities, and Qualifications:
  - a. The VP Student Life must, during their first full on-term in office, be in at least their 2A term.
  - b. The VP Student Life shall:
    - i. Represent the Legal Studies Society at Arts Student Union Council meetings.
    - ii. Create and organize events that enrich the Legal Studies student experience.

- iii. Ensure that the implementation of Legal Studies Society events promote equity, inclusion, and diversity within the Department of Sociology and Legal Studies and the University of Waterloo at large.

### **Article 7. Extended Team**

- I. The Extended Team shall consist of one or two chosen Society Representatives per academic year.
- II. The Society Representatives shall:
  - a. Be in their first year.
  - b. Communicate about Society events and resources to their peers through classroom discussions and their social media channels.
  - c. Assist Executive Team members in their respective duties
- III. The Society Representatives will report to the President.

### **Article 8. Application Process**

- I. Applications for all Executive positions must be distributed during each Winter term.
  - a. These applications shall be created, administered, and selected by the President.
  - b. For eligibility, please refer to Article 5(II)(c).
  - c. The application process shall consist of an application form and interview.
- II. Applications for all Extended positions must be distributed during each Fall term.
  - a. These applications shall be created, administered, and selected by the President.
  - b. All undergraduate prospective Legal Studies majors are eligible to apply for these positions.
  - c. The application process shall consist of an application form.
- III. In the event that more than one person applies to be President:
  - a. If there are two applicants, the applicants can agree to a Co-President arrangement.
  - b. If there are more than two applicants or if the two applicants do not wish to proceed with a Co-President arrangement, an election must be held.
    - i. The Presidential election process will consist of an internal election.
    - ii. The election will be held in Winter term, no later than March.
    - iii. The voters will consist of all Executive and Extended Officers.
    - iv. An objective third-party member will be chosen to count the votes.
    - v. The type of vote required for election will be a majority vote.

### **Article 9. Disciplinary Measures**

- I. An Executive Officer may be subject to disciplinary actions, outside of impeachment, as unilaterally seen fit and executed by the President for neglecting duties, gross misconduct, or absenteeism, subject to review of the Executive Office at the next Executive meeting.
- II. An Executive Officer may be judged subject to impeachment, at the review of the Executive Office, for neglecting their duties, gross misconduct, or absenteeism, and then decided by a

clear majority vote of the Executive Office. The Executive Officer in question has the opportunity to state their case to the Executive Office before the vote takes place.

### **Article 10. Code of Conduct**

- 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. Members shall be entitled and encouraged to freedom of expression and opinion and shall not be mocked, put down, or otherwise scorned for their freedom to do so.

### **Article 11. Situations of Prolonged Inactivity 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, three to 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. Enacting the application process at least once every two terms.
  - c. Remain subject to Articles 2 & 3.
  - d. Fulfill duties under Article 5.

### **Article 12. Amending Formula**

- I. Amendments to this Constitution may be brought forth by any Executive or sponsored by an Executive on behalf of a Legal Studies undergrad, faculty, or staff member.
- II. Proposed amendments brought forth under this section shall be considered at an Executive meeting.
- III. For a proposed amendment to be duly passed, it is required that there be an affirmative vote of eighty percent (80%) of all Executive Officers present.

*Last Revised: April 2021*