

ALLARD LAW STUDENTS' SOCIETY

CONSTITUTION AND BYLAWS

BYLAW I NAME

The Name of the organization is the Allard Law Students' Society.

BYLAW II DEFINITIONS

Hereinafter:

“AALSS” refers to Allard Law Students' Society

“University” refers to the University of British Columbia Vancouver Campus

“Faculty of Law” refers to the Faculty and Administration of the Peter A. Allard School of Law

BYLAW III MEMBERS

Every undergraduate student who pays ALSS fees is a Member of the ALSS. Membership entails the right to vote in all elections and general meetings, and to run for and hold elected office in the ALSS. Membership starts on the first day of the semester in which the student is registered in a credit course or its equivalent.

BYLAW IV OBJECTS AND AIMS OF THE ALSS

1. The objects of the ALSS are to:
 - 1.1. promote the interests of its Members in respect to the University;
 - 1.2. provide for student representation on various boards, councils, and committees of the Faculty of Law;
 - 1.3. co-operate with other organizations having similar interests in promoting student activities and interests;
 - 1.4. consider and support activities which enhance the quality of life for students in Faculty of Law; and
 - 1.5. represent its Membership as required.
2. The ALSS shall strive to carry out its objects without discrimination as between its Members, and in particular on the basis of race, religion, colour, national or ethnic origin, sex, gender, sexual orientation, physical or mental disability, age, or political conviction. This Article shall not be interpreted to preclude any rule, program, or activity that has as its objects the amelioration of conditions that may hinder the full and equal participation of any group in the ALSS's activities or in the legal profession.
3. The ALSS shall make all reasonable efforts to schedule events, elections and meetings so as to not hinder participation by any religious, cultural, social, or other group to which Members belong.

BYLAW V EXECUTIVE

1. General

1.1. The ALSS Executive shall consist of:

- a) President;
- b) Vice President Academic;
- c) Vice President Social;
- d) Director of Finance;
- e) Senator;
- f) Vice President External Affairs;
- g) Director of Communications;
- h) Director of Wellness;
- i) Indigenous Director of Student Affairs; and
- j) Ombudsperson, who shall be a non-voting Member of the Executive.

1.2. The Executive shall administer the affairs of the ALSS, coordinate the Academic Council and Social Council, support and administer ALSS clubs and societies, liaise with the Faculty of Law, and generally serve as the representative of the Members to the Faculty of Law, University, and public.

1.3. Every Member of the Executive shall, in addition to the duties enumerated in these Bylaws, be responsible for such other duties as may be assigned by the Executive or included in the Regulations.

1.4. Every Member of the Executive shall hold office hours.

1.5. Every Member of the Executive shall use the provided ALSS email account for all relevant communications and shall maintain an organized inbox to be passed on to future Executives.

1.6. The Executive may create volunteer positions through which Members may aid in the duties of the ALSS.

1.7. Every Member of the Executive shall be mindful of existing and potential conflicts of interest, shall disclose such conflicts and shall strive to avoid any resulting harmful impacts.

2. **Term of Office**

2.1 The term of the Executive shall begin on Saturday of the last full week of March and end on the Saturday of the last full week of March of the next year.

2.2 No Member may hold more than one position on the Executive, Academic Council or Social Council, position concurrently.

3. **President**

The President shall:

- a) be the Chief Executive Officer of the ALSS;
- b) oversee the affairs of the ALSS and ensure that each Officer fulfills the duties of his/her job;
- c) be the official representative and chief spokesperson of the ALSS;
- d) be the primary liaison between the Members and the Faculty of Law;
- e) be an ex-officio Member of every committee and affiliated organization of the ALSS;
- f) delegate responsibilities as he/she sees fit;
- g) chair meetings of the Executive, supervise all aspects of its activities, and ensure it operates effectively, including casting the deciding vote in the event of a tie at meetings of the Executive; and
- h) strive to ensure compliance with this Constitution and Bylaws.

4. **Vice President Academic**

The Vice President Academic shall:

- a) chair meetings of the Academic Council, supervise all aspects of its activities, and ensure it operates effectively, including casting the deciding vote in the event of a tie at meetings of the Academic Council; and
- b) be the official representative of the Academic Council to any body, unless another Officer is specifically designated as a representative to that particular body.

5. **Vice President Social:**

The Vice President Social shall:

- a) chair meetings of the Social Council, supervise all aspects of its activities, and ensure it operates effectively, including casting the deciding vote in the event of a tie at meetings of the Social Council; and
- b) be the official representative of the Social Council to any body, unless another Officer is specifically designated as a representative to that particular body.

6. **Director of Finance:**

The Director of Finance shall:

- a) chair meetings of the Finance Committee, supervise all aspects of its activities and ensure it operates effectively, including casting the deciding vote in the event of a tie at meetings of the Committee;
- b) maintain the book of accounts, showing the receipts, and disbursements of the ALSS;
- c) prepare the budget of the ALSS in accordance with the ALSS policy by the end of September and present it for approval at the Annual General Meeting;
- d) disburse funds to clubs, event organizers, and sports teams;
- e) liaise with the AMS Business Office; and
- f) organize an orientation for treasurers of clubs and sports teams each year in conjunction with the Director of Wellness. .

7. **Senator:**

The Senator shall:

- a) represent the interests of Members to the University;
- b) execute his or her duties in accordance with such rules and procedures as the Senate may impose in accordance with the *University Act*;
- c) attend meetings of the University of British Columbia Vancouver Senate;
- d) make best efforts to serve as a Member of the Appeals on Academic Standing Committee and Student Appeals on Academic Discipline Committee; and
- e) attend meetings of the Student Senators' Caucus.

8. **Vice President External Affairs**

The Vice President External shall:

- a) serve as the Law representative to the UBC Alma Mater Society as one of its directors;
- b) attend AMS meetings as required by that body and report on its activities; and
- c) inform the student body of AMS activities, services and initiatives, and assist the ALSS and student body in communicating with the AMS.
- d) serve as the representative to the Canadian Bar Association's National Law Students Forum
- e) attend Forum meetings as required by that body and report on its activities; and
- f) inform the student body of Forum activities, services and initiatives and assist the ALSS and student body in communicating with the Forum

9. **Director of Communications:**

The Director of Communications shall:

- a) record the minutes of all Executive and Social Council meetings;
- b) post minutes of ALSS meetings to the ALSS website within seven (7) days of their approval; and
- c) be responsible for the ALSS communication with its Members.

10. **The Director of Wellness:**

The Director of Wellness shall:

- a) be responsible for the organization of intramural sports and social clubs under the ALSS;
- b) plan a recruitment opportunity for all ALSS sponsored clubs and sports teams in both September and January.
- c) maintain a list of contact names and email addresses for all ALSS sponsored sports and clubs;
- d) Shall organize an orientation for treasurers of clubs and sports teams each year in conjunction with the Director
 - a. of Finance, and;
- e) Chair meetings of the Wellness Committee, supervise all aspects of its activities and ensure it operates effectively, including casting the deciding vote in the event of a tie at meetings of the Committee.

11. **Indigenous Director of Student Affairs:**

The Indigenous Director of Student Affairs shall:

- a) provide an indigenous voice and perspective within the Academic Council, the Social Council and the ALSS Executive;
- a) work within the ALSS to create cultural and social inclusion for indigenous students in law school;
- c) work within the ALSS to develop initiatives that foster non-indigenous students' recognition and respect for indigeneity;
- d) work within the ALSS and the Academic Council to identify and eliminate barriers to indigenous students' academic success; and
- e) attend meetings of the Indigenous Legal Committee (ILC) and report to the Academic Council and the ALSS Executive on relevant issues.

12. **Ombudsperson**

The Ombudsperson shall:

- a) be responsible for investigating complaints of any Member related to: the ALSS, Social Council, Academic Council, or any other student groups within the school; the faculty; discrimination and harassment within the law school; the summer article and articling process; academic and grade appeals; exam schedule conflicts; and any other matter deemed relevant by the Ombudsperson;
- b) work with faculty and student groups to improve the law school resources and environment as they pertain to equity, and chair the ALSS Equity and Diversity Committee; and
- c) consult with student groups across the law school to provide perspective to the ALSS on student concerns, including informal consultation with indigenous students and formal consultation with the Indigenous Law Students' Association.

BYLAW VI ACADEMIC COUNCIL

1. Objects and Aims

The objects of the Academic Council are to represent student interests at Faculty Council and its committees, to promote communication and consultation between students and faculty on academic matters, and to improve student academic life generally.

2. Academic Council Officers

Academic Council shall consist of the following persons (hereinafter "Academic Council Officers"):

- a) President, who shall be a non-voting Member;
- b) VP Academic;
- c) VP External Affairs
- d) Senator;
- e) Four (4) Upper Year Directors of Academic Issues;
- f) Indigenous Director of Student Affairs;
- g) Ombudsperson, who shall be a non-voting Member serving in an advisory capacity; and
- h) Four (4) First-Year Representatives, one elected by and from each section of one course, of first year law.

3. Academic Council Officer Duties

3.1 In addition to any other duties listed elsewhere in these Bylaws, Academic Council Officers shall:

- a) attend all Academic Council meetings;
- b) work in the best interests of the Members;
- c) keep students informed of issues arising from Academic Council duties, consulting with students on issues before Academic Council, and encouraging students to approach Academic Council with issues of concern to them; and
- d) be responsible for such other duties as may be assigned by Academic Council or the regulations.

3.2 In addition to any other duties listed elsewhere in these Bylaws, the First Year Academic Council Representatives shall:

- a) liaise between first year law students and Academic Council;
- b) inform first year students of all initiatives and activities of Academic Council; and
- c) be responsible for such other duties as may be assigned by the ALSS Executive or Academic Council.

4. Faculty Council

4.1 Academic Council Officers and ALSS Executive Members shall be the student representatives on Faculty Council.

4.2 If the number of Academic Council Officers and Executive Members of the ALSS exceed the number of seats for student representatives of Academic Council, the VP Academic shall decide who shall occupy the positions available with preference given the Academic Council Officers.

4.3 If there are more seats for student representatives than Academic Council Officers and ALSS Executive Members, the VP Academic shall appoint Members of Social Council to fill the remaining seats. If there are still not enough students to fill the seats, the VP Academic shall appoint other Members of the ALSS.

4.4 Academic Council Officers shall attend all Faculty Council meetings including meetings of Faculty Council Committees of which they are a Member.

4.5 Membership in Faculty Council Committees shall be determined in a manner decided by the VP Academic.

BYLAW VII SOCIAL COUNCIL

1. Objects and Aims

The objects of Social Council shall be to promote, direct, sponsor, or coordinate such activities as shall benefit the

Members. In addition to promoting, directing, sponsoring, or coordinating ALSS events aimed at improving student life, Social Council shall also assist affiliated clubs and organizations in carrying out their mandates.

2. Social Council Officers

Social Council shall consist of the following persons (hereinafter "Social Council Officers"):

- a) President, who shall be a non-voting Member;
 - b) VP Social;
 - c) Director of Finance;
 - d) Director of Communications;
 - e) Director of Wellness;
 - f) Co-directors of the Graduation Committee;
 - g) Two (2) Student Affairs Coordinators
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- i) Indigenous Director of Student Affairs, who shall be a non-voting Member;
 - j) Ombudsperson, who shall be a non-voting Member serving in an advisory capacity; and
 - k) Four (4) or eight (8) First-Year Representatives, one elected by and from each section of one course or by and from each small group, of first year law as determined by the VP Social.

3. Social Council Officer Duties

3.1 In addition to any other duties listed elsewhere in these Bylaws, each Social Council Officer shall:

- a) work in the best interests of the Members;
- b) attend all Social Council meetings; and
- c) keep students informed of issues arising from Social Council duties, consulting with students on issues before Social Council, and encouraging students to approach Social Council with issues of concern to them.

3.3 The Co-directors of the Graduation Committee shall:

- a) select the Members of the Graduation Committee from a diverse cross-section of graduating students; and
- b) be responsible for the organization of all graduation activities.

3.4 The First Year Social Council Representatives shall:

- a) liaise between first year law students and the Social Council; and
- b) inform first year students of all activities and services offered by Social Council.

3.5 The Student Affairs Coordinators shall:

- a) oversee major social events;
- b) liaise between upper year law students, student groups and the Social Council; and
- c) inform upper year students of all activities and services offered by the Social Council.

BYLAW VIII STUDENT COMMITTEES

1. The ALSS shall constitute the following standing committees each year:

1.1 a Graduation Committee responsible for planning and executing graduation-related events, chaired by the Director of the Graduation Committee.

1.2 a Finance Committee responsible for preparing the budget, chaired by the Director of Finance. Its Members shall be the President, Director of Wellness, and two students at large, selected in a manner to be determined by the Director of Finance.

1.3 an Equity and Diversity Committee chaired by the Ombudsperson. The committee is responsible for aiding in the maintenance of an equitable and respectful environment at Peter A. Allard School of Law through education of the Members and inquiring into and advising on issues of equity and diversity relating to the ALSS. Its Members shall be the Ombudsperson, Indigenous Director of Student Affairs, President, and equal numbers of Members from each year selected by application.

1.4 a Wellness Committee responsible for planning and promoting wellness related matters, chaired by the Director of Wellness. Its Members shall be the President and two students at large, selected in a manner to be determined by the Director of Wellness.

2. The ALSS may form ad hoc committees as required:

2.1 Such *ad hoc* committees may be established by the:

- a) Executive;
- b) Academic Council, where the committee is primarily related to academic affairs; or
- c) Social Council, where the committee is primarily related to social affairs.

2.2 The chair of an *ad hoc* committee shall be either a Member of the Executive or an Officer of Academic Council or Social Council appointed by the body that created the committee.

BYLAW IX MEETINGS

1. Meetings of the ALSS Executive, Academic Council, and Social Council

The following sections shall refer equally to meetings of the ALSS Executive, Academic Council, and Social Council:

1.1. They shall meet at least once a month during the fall and spring terms excluding the first week and the last two weeks of each term and during the official examination period and shall meet at least once between May and August of each year.

1.2 Quorum shall be 50% of sitting Members of the Executive or Officers, whatever the case may be for the respective body.

1.3 Meetings shall be open to all Members. All Members shall have the right to speak. Only Members of the Executive or Officers, whatever the case may be for the respective body may move, second, and vote on motions.

1.4 Notice of meetings must be given to all Members of the Executive or Officers, whatever the case may be for the respective body, at least one week in advance, unless a lesser notification period for that specific meeting is agreed to by two-thirds of the Members of the Executive or Officers, whatever the case may be for the respective body. The agenda for meetings must be provided to all Members of the Executive or Officers, whatever the case may be for the respective body, at least twenty-four (24) hours in advance of the meeting, and shall include approval of minutes from previous meetings and any business arising from those minutes.

2. General Meetings

2.1 The Executive may call general meetings of the Members for the purpose of considering specific resolutions (hereafter referred to as "General Meetings").

2.2 All resolutions to be considered at a meeting must be included in the notice of meeting, which must be posted publicly at least fourteen days in advance.

2.3 Quorum for General Meetings shall be 10% of Members.

2.4 General Meetings shall be open to all Members of the ALSS, any of whom may speak to move, second, and vote on motions.

2.5 General meetings shall be chaired by the President, or another person of their choosing, if they are unable or unwilling

to do so.

3. General

3.1 All meetings referred to in this Constitution shall be governed by the most recent edition of Robert's Rules of Order. A secret ballot shall be held if 10 Members request such.

3.2 Minutes of all meetings shall be kept in a standard format, including the date, time, and location of the meeting as well as the names of all persons attending; and all resolutions and decisions of the relevant student government body, as well as any minute requested by a representative.

3.3 Voting by proxy is not permitted in any meeting referred to in this Constitution.

3.4 The Chair shall make all reasonable efforts to use gender parity when granting the floor.

BYLAW X ELECTIONS

1. Timing

1.1 By September 1, the Executive shall appoint a Chief Returning Officer (hereinafter "CRO").

1.2 The Executive and all Officers of Academic Council and Social Council except for the first year representatives shall be elected annually in the Annual General Elections, which shall take place between the second Friday of February and the second Friday of March.

1.3 First year representatives shall be elected by their respective first year sections in an election held during the month of September.

2. CRO

The CRO shall be responsible for conducting the election and shall have the authority to implement measures to ensure the fair and efficient operation of the ALSS election.

3. Eligibility

3.1 The CRO and any all other persons responsible for administering the election shall not be eligible to run for any positions in the election.

3.2 No student may run for more than one position within the ALSS election, except for candidates for VP Academic who may also run for a position of Upper Year Directors of Academic Issues positions and VP Social who may also run for a position of Upper Year Social Director. In the event that a candidate secures a position both as the VP Academic and as an Upper Year Director, the candidate shall be deemed to have declined their position as Upper Year Director and the position of Upper Year Director shall go to the candidate with the next highest number of votes. In the event that a candidate secures a position both as the VP Social and as an Upper Year Social Director, the candidate shall be deemed to have declined their position as Upper Year Social Director and the position of Upper Year Social Director shall go to the candidate with the next highest number of votes.

3.3 Students who have accepted a position with an externship, clinic, or academic exchange in the coming year, such that they shall not be able to be on campus more than two days each week, are not eligible to run for any position in the election.

3.4 Students who are elected to a position and later accept a position with an externship, clinic or academic exchange, such that they shall not be able to be on campus more than two days each week, shall be deemed to resign, unless the Executive allows otherwise by way of simple resolution.

3.5 Notwithstanding any other bylaw, the CRO has discretion to allow a student to run for any position.

4. Nominations

4.1 Nominations for all positions being elected in the Annual General Elections shall close one week after the CRO declares the nominations open.

4.2 To be nominated for a position a Member must submit to the CRO a nomination form with their name and signature and the name and signature of at least ten other Members.

4.3 All nomination shall be posted publicly by the CRO.

5. Election of positions

5.1 Elections for contested positions shall be held by secret ballot, for at least three days in the week after nominations close, and at least between the hours of 10:00 a.m. and 3:00 p.m.

5.2 Candidates shall be elected by acclamation if the available number of applications for a position is less than or equal to the available number of positions.

6. Referenda

6.1 Referenda may be called by the Executive to be held concurrently with elections, including to pose questions of general interest to the Membership and to amend the Bylaws.

6.2 Each Member shall have the right to cast one ballot for each referendum question.

6.3 Referenda shall be run in such a manner as set out by the Regulations or decided by the CRO, provided that it does not contradict these Bylaws or the Regulations.

7. Voting by proxy

7.1 No Member shall vote by proxy.

7.2 Notwithstanding article 7.1, the CRO may proscribe a process by which students who are on exchange, participating in an externship or clinic during the election, or who because of other, their vote by proxy.

7.3 Quorums for election and referenda shall be 10% of the ALSS Members.

BYLAW XI REMOVAL FROM OFFICE AND VACANCY

1. Removal of office by way of absence

1.1 Any Member of the Executive who is absent from two consecutive Executive Meetings without approval of the Executive may be removed from office.

1.2 Any voting Officer of Academic Council or Social Council who is absent from three consecutive, or five of eight consecutive, Council Meetings without the prior approval of the Chairperson of the respective Council may be removed from office.

1.3 An Executive Member or Officer of Academic Council or Social Council who has met the conditions of articles 1.1 or 1.2 of this Bylaw may be removed by a simple majority vote of the respective body on which they sit, provided that they have been provided notice of the time and place of the meeting at least one week in advance.

2. Removal by petition

2.1 Executive Members and Officers of Academic Council or Social Council may be removed from office by way of petition. The petition must clearly indicate that it is to remove the Member(s) or Officer(s) and must contain the names, signatures, and student numbers of 25 percent of the Members of the ALSS.

2.2 Upon receipt of the petition by the President and verification of it by the Dean of the Faculty of Law, the Member(s) and/or Officer(s) named are deemed to have resigned their position(s). If the President is the Member targeted for removal, the petition may be submitted to any other Member of the Executive not being removed of such a petition. If all Members of the Executive are being removed, it may be submitted to any Member of the Executive.

3. Procedure to fill a vacancy caused by removal from office

After a Member of the Executive or Officer of Academic Council or Social Council is removed from office and the Executive decides that the vacancy must be filled, the following procedure shall be followed:

3.1 The Executive shall appoint a CRO within two working days of the Executive or Officer's removal from office.

3.2 Nominations for the vacant position shall open two working days after the CRO has been appointed and close one week after the CRO declares the nominations open.

3.3 The CRO shall conduct the election, in all respects not mentioned in this Bylaw, in accordance with the policies and procedures of Bylaw X and the regulations.

3.4 Any Officer recalled under this Bylaw and duly re-elected in compliance with this Bylaw shall not be subject to further recall during that term of the office.

3.5 If a committee chair steps down, the remaining Members of the committee may vote to appoint an interim chair from among the elected Members of that committee. In the case that a new chair is not elected, the interim chair shall remain as chair.

4. Procedure to fill a vacancy caused by reasons other than recall

4.1 If a Member of the Executive or a position on the Academic Council or the Social Council becomes vacant for any reason other than a recall:

The Executive, in the case of a Member of the Executive;

The Academic Council, in the case of the vacancy of any of its positions who is not a Member of the Executive; and

The Social Council, in the case of the vacancy of any of its positions who is not a Member of the Executive

shall, in the case that a replacement is deemed necessary by the Executive, publicly post notice of a call for applications for a replacement immediately after the vacancy becomes known to the Chair of the respective body, or the acting Chair if the vacancy is that of the Chair. The call must include an open posting to the ALSS bulletin board and a notification to the student body using the electronic mailing list maintained by the Director of Communications.

4.2 Applications shall be accepted for one (1) week, and a replacement shall be appointed from among the applicants, as determined by a vote of the appropriate council (Academic Council or Social Council) unless the application is for an Executive position in which case a vote of the student body is required, within one (1) additional week after the expiry of the time allotted for applications.

BYLAW XII TRANSITION

1. Following elections and prior to completing his/her term in office, every Member of the Executive and Officer of the Academic Council and Social Council shall meet with the newly elected representative(s) to discuss the duties of the position. They shall make themselves available to answer any questions or concerns raised by the incoming representative in regards to the position.

2. Following elections and prior to completing his/her term in office, every Member of the Executive and Officer of the Academic Council and Social Council shall deliver a document ("the handover document") to their successor. The handover document should include instructions in enough detail to allow for the new Executive Member or Officer to have a thorough understanding of their role and duties.

3. Following elections and prior to completing his/her term in office, every Member of the Executive shall provide their successor with the login info for their respective ALSS email account.

BYLAW XIII REMUNERATION

No Member of the Executive or Officer of Academic Council or Social Council shall receive remuneration for their role from the ALSS or from any other source in connection with their duties, without the authorization of the Executive. Members may receive reimbursement of expenses incurred in performance of their duties, provided the expenses are authorized by Director of Finance.

BYLAW XIV REGULATIONS

The Executive may enact, amend or repeal regulations and resolutions which shall be binding on the ALSS including all of its

affiliated organizations, Officers, and all others under its authority. Regulations shall be policies of a permanent nature which may only be adopted, amended or rescinded by a two-thirds majority vote of the Executive at a meeting duly called for that purpose.

BYLAW XV INTERPRETATION

1. Disputes as to the interpretation of this constitution shall be submitted to the Equity and Diversity Committee for binding arbitration.
2. In the event of any conflict between the provisions of the Constitution and the provisions of the UBC Alma Mater Society, the latter shall take precedent.

BYLAW XVI AMENDMENTS TO THESE BYLAWS

1. Amendments to these Bylaws and the adoption of any new bylaw must be approved by a two-thirds majority vote of the Executive, and shall be in force and effect only after they have been confirmed by a simple majority of a quorum of the Members voting in a referendum or at a general meeting. Amendments are in force and effect upon approval by the Executive until the end of the term of office during which they are enacted, unless they are confirmed by the Members voting in a referendum or at a general meeting.
2. Notwithstanding Bylaw XI, Articles 1-2, if the President receives a petition containing the names and signatures of 30 Members requesting an amendment to the constitution by February 1 of a given year, the proposed amendment shall be put to the Members by way of referendum during the general elections of that year. To be valid, each page of the petition must contain the full text of the amendment and the text which it is replacing, if any.