

## FORM 3

### *SOCIETY ACT*

### CONSTITUTION

1. The name of the society is Victoria Law Students' Society, hereinafter the “Society.”
2. The purpose of the Society is
  - (a) to represent the Members in relations with the University of Victoria, the legal profession and the larger community, and
  - (b) to promote, direct, sponsor, and co-ordinate social, academic and sports activities which will benefit the Members.

### BYLAWS

Here set out, in numbered clauses, are the bylaws providing for the matters referred to in section 6(1) of the *Society Act*, and any other bylaws.

#### **Part 1 – Interpretation**

- 1 (1) In these bylaws, unless the context otherwise requires:
  - “**Members**” means all undergraduate students currently registered in the Faculty of Law and paying the Society's base membership fee at the University of Victoria;
  - “**Society Act**” means the *Society Act of British Columbia* from time to time in force and all amendments to it.
- (2) The definitions in the *Society Act* on the date these bylaws become effective apply to these bylaws.
- 2 Words importing the singular include the plural and vice versa.

#### **Part 2 – Membership**

- 3 The Society consists of all undergraduate students currently registered in the Faculty of Law and paying the Society's base membership fee at the University of Victoria, herein called “Members”.
- 4 A Member's year will be defined relative to the year in which they enrolled in the Faculty of Law, regardless of the amount of study terms or work terms they have completed. Students enrolled in or having completed three or more years will be considered part of the Third Year Class for all Society purposes.
- 5 Every Member must uphold the constitution and comply with these bylaws.

- 6 A person ceases to be a Member of the Society upon no longer paying the Society's base membership fee. All Members are in good standing until membership ceases.
- 7 There is no procedure by which a Member may be expelled from the Society.

### **Part 3 – Officers**

- 8 The “Officers” of the Society are the
  - (1) President,
  - (2) Vice-President Student Affairs,
  - (3) Vice-President Communications,
  - (4) General Secretary,
  - (5) Director of Finance,
  - (6) one or two Social Coordinator(s),
  - (7) Sports & Clubs Representative,
  - (8) two Co-op & Exchange Representatives,
  - (9) two Third Year Representatives,
  - (10) Second Year Representative, Articling,
  - (11) Second Year Representative, Career Options,
  - (12) two First Year Representatives,
  - (13) Indigenous Law Students’ Association Representative,
  - (14) Equity Representative,
  - (15) Health and Wellness Representative,
  - (16) Accessibility Representative, and
  - (17) Summer Term Representative.
- 9 Each Officer
  - (1) works in the best interest of the Society,
  - (2) makes every effort to assist with and attend Society functions, including those hosted by clubs and other law school related organizations, and
  - (3) strives to be open and accessible to each of the Members.
- 10 The affairs of the Society are administered by an Executive Council (the “Executive”), which consists of the Officers.
- 11 The Executive and Officers may exercise all the powers and do all of the acts and things that the Society may exercise and do and that are not by these bylaws, or by statute, or otherwise lawfully directed or required to be exercised or done by the Society in a General Meeting, but subject, nevertheless, to
  - (1) all laws affecting the Society,
  - (2) these bylaws, and
  - (3) rules, not being inconsistent with these bylaws, that are made from time to time by the Society in a meeting.
- 12 The Officers may delegate any, but not all of, their powers to committees as they see fit.
  - (1) A committee formed in the exercise of the powers so delegated must conform

to any rules imposed on it by the Officers.

- 13 The Executive may undertake and support advocacy efforts with the approval of the Executive and, wherever possible, in dialogue with the Members. For matters over which there is a greater diversity of opinion among Members, the Executive should adopt a robust consultation process. The Executive may consider conducting a referendum.
- 14 A rule, made by the Society in a General Meeting or other meeting, does not invalidate a prior act of the Officers that would have been valid if that rule had not been made.
- 15 An act or proceeding of the Officers is not invalid merely because there are less than the prescribed number of Officers in office at the time.
- 16 An Officer must not be remunerated for being or acting as an Officer, but an Officer must be reimbursed for all expenses necessarily and reasonably incurred by the Officer while engaged in the affairs of the Society.
- 17 No less than five Officers must be registered with BC Registry Services as the Directors of the Society. These five officers are the
  - (1) President,
  - (2) Vice-President Student Affairs,
  - (3) Director of Finance,
  - (4) Vice-President Communications, and
  - (5) General Secretary.
- 18 Officers are to conduct themselves in accordance with these bylaws, and in accordance with the following values of the Society:
  - (1) respect and equitable treatment for all,
  - (2) honesty and integrity, and
  - (3) professionalism.
- 19 In upholding these values, duties of all Officers include the following:
  - (1) Officers must avoid conflicts of interests. Not limited to the following,
    - (a) no Officer may exploit their position for private gain, and
    - (b) no Officer may allow their external employment or other activities to affect their ability to perform their duties and/or responsibilities associated with their position.
  - (2) Officers are required to refrain from using degrading or malicious statements or actions which in any way affects the membership or the integrity of the Society.
- 20 Any Member may at any time submit a complaint to the the Executive concerning any Officer in contravention of these values and duties. The Executive will review the complaint in confidence and speak with the Officer. If the President or other Officer deems fit, the Executive may also discuss the complaint in an Executive Meeting, open to all students. If the Executive deems fit, the Executive may initiate the recall processes contained in these bylaws.

- 21 Nothing in this Part prevents any Member from initiating the recall processes contained in these bylaws.
- 22 Officers must not speak on behalf of the Executive or the Society unless expressly authorized to do so by the Executive or the Society. Officers are permitted to report on and discuss the business and discussions of the Executive and the Society in carrying out their duties or in correspondence with Members, subject to subsection 1. Where appropriate, Officers should qualify that their reporting reflects their personal understanding and experience, and, unless expressly authorized to do so, does not necessarily represent the views of the Executive or Society.
  - (1) Any requests for statements or information from the media or any organization must be directed to the President.

#### **Part 4 – Elections & Referenda**

- 23 The Chief Electoral Officer is responsible for all elections and referenda, and resolving any conflicts or issues that arise therein.
  - (1) The Vice-President Student Affairs is the Chief Electoral Officer, unless they are running in the election at hand or are the subject of a recall referendum.
  - (2) If the Vice-President Student Affairs is running in the election at hand or are the subject of a recall referendum, the President becomes the Chief Electoral Officer, unless they are running in the election at hand or are the subject of a recall referendum.
  - (3) If the President is running in the election at hand or are the subject of a recall referendum, the Executive must appoint another Officer who is not running in the election at hand or is not the subject of a recall referendum as the Chief Electoral Officer.
  - (4) The Chief Electoral Officer is a non-voting position on the Executive.
- 24 Separate elections must be held for each office to be filled.
- 25 Nominations for Executive Positions will
  - (1) be called for in March, except for the election of the First Year Representatives,
  - (2) remain open for seven days,
  - (3) contain the signatures of at least two Members, and
  - (4) be posted on a bulletin board designated by the Executive.
- 26 Elections for Executive Positions will
  - (1) remain open for seven days,
  - (2) be held by secret ballot, and
  - (3) be held within one week of the day that nominations close.
- 27 Additional binding rules about nominations, elections, and referenda may be contained in an external document maintained by the Executive, subject to change by regular motion

of the Executive in a meeting of the Executive.

- 28 All Members will be eligible to run for any Executive position, except as otherwise outlined in these bylaws or in the external elections document outlined in these bylaws.
  - (1) All Members will be eligible to vote for President, Vice-President Student Affairs, Vice-President Communications, General Secretary, Director of Finance, Sports & Clubs Representative, Social Coordinator(s), Equity Representative, Health and Wellness Representative, Accessibility Representative, and Summer Term Representative.
  - (2) Only the outgoing first year class will be eligible to vote for the Second Year Representatives.
  - (3) Only the outgoing second year class will be eligible to vote for the Third Year Representatives.
  - (4) First Year Representatives will be elected by the First Year class in an election held at the end of September or beginning of October each year.
  - (5) Only co-op students will be eligible to vote for the Co-op & Exchange Representatives.
- 29 The Social Coordinator position may be filled by one or two Members. The number of students in the position will be determined by the number of Members running together on a unified slate.
  - (1) For greater clarity, two Members may run together on a unified slate, intending to hold the position together throughout both semesters. A single Member may also choose to run alone. Members may also run on split slates for this position if they intend to hold the position for one semester each. If a pair of Members wins the election on a unified slate, there will be two Social Coordinators. If a single Member wins the election or a split slate wins the election, there will be one Social Coordinator.
  - (2) In the event of two Social Coordinators, each one has a vote on the Executive.
- 30 Notwithstanding the provisions in this Part, the Indigenous Law Students' Association is responsible for the selection of the Indigenous Law Students' Association Representative.
- 31 Members who will be on a co-op term, on exchange, or in the Law Centre Clinical term during the fall or spring terms will not be eligible to run for the positions of President, Vice-President Student Affairs, Vice-President Communications or Director of Finance. Members who will be on a co-op term, on exchange, or in the Law Centre Clinical term during the fall or the spring term may run for all other positions on a split slate, except for the position of Co-op & Exchange Representative, for which they may fill one entire single-semester position if they are a co-op student. Only members who will be present on campus for the duration of the summer semester may run for the position of Summer Term Representative. Members who intend to run on a split slate must state at the outset of their campaign that they will be running on a split slate and with whom they will be running.
- 32 If an elected Officer who does not already have a counterpart in their position accepts an offer for an exchange, co-op term or Law Centre Clinical opportunity for the fall or spring terms, they must relinquish their office in the semester in which they accept a Law Centre, exchange, or co-op opportunity, and a by-election may be held to elect a new

Officer to that position in that semester. The new Officer will be considered to act on a split slate with the original Officer.

- 33 Student positions on Faculty-Student Committees will be filled, whenever possible, by election. Elections for these positions will be conducted in the following manner:
- (1) Nominations for student positions will remain open for one week;
  - (2) nominations require the signatures of at least two Members; and
  - (3) eligibility to nominate or vote for Faculty-Student Committee positions may be determined by the Executive.
  - (4) Where an election is not feasible, the Executive may appoint Members to a Committee.
- 34 A referendum must be called when
- (1) approved by the Executive by a 2/3 majority vote, or
  - (2) a petition containing the signatures of at least 10% of the Members is delivered to the President.

## **Part 5 – Duties of Officers**

- 35 The President, *inter alia*,
- (1) is the official representative of the Society,
  - (2) presides over and chairs Executive Meetings and all meetings of the Society,
  - (3) has the deciding vote at Executive Meetings and all meetings of the Society,
  - (4) strikes the committees deemed necessary by the Executive,
  - (5) is the chief executive officer of the Society and must supervise the other Officers in the execution of their duties,
  - (6) meets regularly with the Dean and Associate Dean to discuss student affairs,
  - (7) sits as an ex-officio member of Faculty Council, and the Provincial Council of the B.C. Branch of the Canadian Bar Association (“Provincial Council”), and
  - (8) oversees the annual transfer of the Society to a new Executive, including the exchange of transfer memos between Officers, the transfer of financial signing authorities, and the registration of new directors with BC Registry Services.
- 36 The Vice-President Student Affairs, *inter alia*,
- (1) carries out the duties of the President during the President's absence,
  - (2) is responsible for clubs and other student organizations of the Society,
  - (3) acts as liaison between the Society and Faculty committees,
  - (4) sits as an ex-officio member of Faculty Council, and
  - (5) performs functions delegated by the President.
- 37 The Vice-President Communications, *inter alia*,
- (1) is the official representative of the Society to the University of Victoria Students' Society and to the Canadian and Victoria Bar Associations,
  - (2) is responsible for relations with other law schools and other faculties or departments,
  - (3) is responsible for social media and the Society's online presence,

- (4) carries out the duties of the President during the President's absence at meetings of Provincial Council,
- (5) is responsible for the yearbook, Legal Who, and other publications, or delegating these responsibilities to others,
- (6) is responsible for liaising with UVic Law alumni, and
- (7) performs functions delegated by the President.

38 The General Secretary, *inter alia*,

- (1) posts notices and agenda of General Meetings of the Society at least one week in advance,
- (2) records minutes of Executive Meetings and General Meetings of the Society,
- (3) posts the minutes of Executive Meetings and General Meetings of the Society on the Society's website within three clear days of the meeting(s),
- (4) is responsible for maintenance and organization of the Society's virtual and physical notice boards, including the posting of the calendar of events,
- (5) has custody of all records and documents of the Society,
- (6) is responsible for the weekly email and other advertisements, and
- (7) performs functions delegated by the President.

39 In the absence of the General Secretary from a meeting, the Officers must appoint another person to act as General Secretary at the meeting.

40 The Director of Finance, *inter alia*,

- (1) is responsible for the financial affairs of the Society,
- (2) keeps full and accurate account of all receipts and disbursements in a proper book of accounting,
- (3) prepares and presents to the Executive the Society's budget each year,
- (4) disburses funds as directed by the Executive or by a majority at a General Meeting,
- (5) delivers the financial records of the Society to the incoming Director of Finance within two weeks of the incoming Director of Finance taking office, and
- (6) performs functions delegated by the President.

41 The Sports & Clubs Representative, *inter alia*,

- (1) is responsible for intramural teams,
- (2) is the liaison between the Society and the University Athletics and Recreation Department,
- (3) coordinates the sport and recreational activities of the Society,
- (4) works closely with the Vice-President Student Affairs to manage Members' clubs and other student organizations, and
- (5) performs functions delegated by the President.

42 The Social Coordinator(s), *inter alia*,

- (1) coordinates the social activities of the Society,
- (2) is the chair of the Social Committee,
- (3) assists in organizing and promoting inclusive social activities of clubs and

other organizations, and  
(4) performs functions delegated by the President.

- 43 The Co-op & Exchange Representatives, *inter alia*,  
(1) are responsible for communications with co-op students on work terms and students on exchange (incoming and outgoing),  
(2) sit as ex-officio members of the Co-op Committee,  
(3) work to improve the exchange experience,  
(4) collect and distribute statements from students on exchange about their experiences, and  
(5) perform functions delegated by the President.
- 44 The Equity Representative, *inter alia*,  
(1) is responsible for communication with all Members regarding issues of equity,  
(2) organizes events and activities to facilitate more equitable participation of Members within the law school,  
(3) sits as an ex-officio member of the Faculty's Equity & Diversity Committee and sits as an ex-officio member of Faculty Council, and  
(4) performs the functions delegated by the President.
- 45 The Health and Wellness Representative, *inter alia*,  
(1) is the liaison with the Faculty of Law to promote health and wellness amongst the student body,  
(2) is the liaison between the Society and the University of Victoria Counseling Services,  
(3) is responsible for organizing a Wellness Week, and  
(4) performs functions delegated by the President.
- 46 The Indigenous Law Students' Association Representative, *inter alia*,  
(1) is responsible for communicating the interests and concerns of the Indigenous Law Students' Association to the Society,  
(2) acts as a liaison between the Indigenous law Students' Association and the Society, and  
(3) performs the functions delegated by the President.
- 47 The Accessibility Representative, *inter alia*,  
(1) is responsible for facilitating and communicating the interests and concerns of Members with accessibility and mobility needs to the Society and Executive,  
(2) acts as a liaison between the Society and the UVic Society for Students with a Disability, and  
(3) performs functions delegated by the President.
- 48 The Third Year Representatives, *inter alia*,  
(1) are the co-chairs of the Graduation Committee,  
(2) are responsible for the design and sale of law school clothing and paraphernalia,

- (3) are responsible for coordinating grad photos and organizing the graduation celebration, and
- (4) performs functions delegated by the President.

- 49 The Second Year Representative, Articling, *inter alia*,
- (1) sits as Co-Chair of the Legal Career Options Group,
  - (2) is responsible for coordinating events and activities related to articling at small, mid-sized, and large firms,
  - (3) is an ex-officio member of the Career Development Committee responsible for the Career Development Office, and
  - (4) performs functions delegated by the President.

- 50 The Second Year Representative, Career Options, *inter alia*,
- (1) sits as Co-Chair of the Legal Career Options Group,
  - (2) is responsible for coordinating events and activities related to alternative legal careers,
  - (3) is an ex-officio member of the Career Development Committee responsible for the Career Development Office, and
  - (4) performs the functions delegated by the President.

- 51 The First Year Representatives, *inter alia*,
- (1) are responsible for the orientation activities of the next incoming class,
  - (2) are co-chairs of the First Year Orientation Committee,
  - (3) are responsible for communication with the First Year class,
  - (4) organize events and activities for First Years, and
  - (5) perform functions delegated by the President.

- 51.1 The Summer Term Representative, *inter alia*,
- (1) is responsible for organizing events and activities for summer students,
  - (2) is responsible for communication with the summer students class,
  - (3) works closely with the Vice-President Communications to manage relations with prospective students, and
  - (4) performs functions delegated by the President.

## **Part 6 – Executives' Term of Office**

- 52 Officers must retire from office when their successors are elected.
- 53 Officers will sit from the first Executive Meeting following an election in early March to the same meeting in the following calendar year.
- 54 Notwithstanding the provisions in this Part
- (1) First Year Representatives will sit from the first Executive Meeting following the election in September or October to the same meeting in the following calendar year,
  - (2) Each Co-op & Exchange Representative will sit for one semester,
  - (3) The Indigenous Law Students' Association Representative will sit from the first Executive Meeting following the selection in September to the same meeting in the following calendar year,

(4) Students on Faculty-Student Committees will sit from the date of election until the date of replacement the following year.

(5) The Summer Term Representative will sit for the Summer Term.

55 If an Executive position or student position becomes vacant for any reason, the Executive may appoint duties of that Officer or student to any Member, and a new election will be held as soon as it is convenient in accordance with Part 4.

56 The Co-op & Exchange Representatives must be active co-op students. If an elected Co-op & Exchange Representative withdraws from the co-op program, they may be permitted to remain in the position at the discretion of the Executive if they have completed a minimum of two co-op work terms.

57 If the Indigenous Law Students' Association Representative position becomes vacant for any reason, the Indigenous Law Students' Association may appoint duties of that Officer to any Member, and a new selection process will be held as soon as convenient in accordance with Part 4.

## **Part 7 – Recall of Officers**

58 Any Officer of the Executive will be recalled if

(1) a recall petition containing the signatures of at least 20% of the Members is delivered to the President, or if the recall is of the President, then to the Vice-President Student Affairs, who will then circulate notice, via email to all Members and on the Society's bulletin board, of a Recall Meeting to be held within one week, and

(2) a referendum on the recall of the Officer, commenced by the Chief Electoral Officer immediately following the Recall Meeting, is successful. The recall referendum will be successful if the referendum

(a) satisfies the quorum requirement of 25% of the Members, and

(b) at least 2/3 of the vote is in favour of removing the Officer.

59 The sole purpose of the Recall Meeting will be to consider the recall petition; no recall motion will be made or voted on at any meeting of the Members.

60 Any Officer recalled under this Part will be prohibited from re-running in the election to fill their vacated office.

61 If an Officer is recalled less than 4 weeks before the annual election period for the office, the Executive may appoint a Member to hold the office until the end of the annual election period for the office, when a new Officer will be duly elected.

## **Part 8 – Executive Meetings**

62 The Officers may meet at times and places they see fit to conduct business and may adjourn and otherwise regulate their meetings and proceedings as they see fit.

63 An Executive Meeting will

(1) be held, as far as reasonably possible, every week during the Fall and Spring terms, excluding exam periods,

(2) only satisfy quorum requirements if a majority of the Officers are present, and

(3) be open to all Members, but only Officers may move, second, and vote on motions.

- 64 If at an Executive Meeting the President is not present within 15 minutes after the time appointed for holding the meeting, the Vice-President Student Affairs must act as chair, but if neither is present the Officers present may choose one of their number to be the chair at that meeting.
- 65 Questions arising at an Executive Meeting must be decided by a simple majority of votes.
- 66 Each Officer shall attend Executive Meetings. If any Officer misses three (3) consecutive meetings without a valid excuse, either the President or Vice-President Student Affairs may initiate the recall provisions per Part 7 with respect to the absent Officer. For the purposes of this provision, a “valid excuse” does not include: being at the Law Centre, on a co-op work term or on exchange.
- (1) This section shall not apply to a maximum of one (1) Co-op & Exchange Representative on a work term.
- 67 In the case of the Indigenous Law Students’ Association representative, if the Officer misses three (3) consecutive meetings without a valid excuse, either the President or Vice-President Student Affairs may, in consultation with the Indigenous Law Students’ Association, initiate the recall provisions per Part 7 with respect to the absent Officer.

## **Part 9 – General Meetings of Members**

- 68 General Meetings are
- (1) to be held at a time and place, in accordance with the *Society Act*, that the Executive decides,
  - (2) open to all Members,
  - (3) to be held at the call of President, or
  - (4) to be held within two weeks after the President receives a written notice containing the signatures of at least ten Members requesting a General Meeting.
- 69 Notice of a General Meeting must specify the place, day and hour of the meeting.
- 70 The accidental omission to give notice of a General Meeting to, or the non-receipt of a notice by any of the Members entitled to receive notice, does not invalidate proceedings at that General Meeting.
- 71 All motions and special resolutions to be voted on in General Meetings are to be posted and circulated no less than 14 days in advance of the General Meeting.
- 72 Members
- (1) are empowered to move, second, and vote on all motions in a General Meeting, except recall motions,
  - (2) are empowered to bind the Executive on any motion passed by a simple

majority, provided that such a motion was posted on the Society's bulletin board and circulated via email to all Members for 14 days prior to the General Meeting, (3) may post motions on the Society's bulletin board, and (4) may send a motion to the Executive for circulation to all Members via email. The Executive must circulate such motions to all Members via email.

73 Quorum

- (1) is 25% of the Members;
- (2) if within 30 minutes from the time appointed for a General Meeting a quorum is not present, the meeting may be rescheduled to the next week, at which time the quorum requirement will be 10% but not less than 30 of the Members.

74 The President of the Society, the Vice-President Student Affairs or, in the absence of both, one of the other Officers present, must preside as chair of a General Meeting.

75 If at a General Meeting

- (1) there is no President, Vice-President Student Affairs or other Officer present within 15 minutes after the time appointed for holding the meeting, or
- (2) the President and all the other Officers present are unwilling to act as the chair, the Members present must choose one of their number to be the chair.

76 Voting

- (1) A Member in good standing present at a General Meeting of Members is entitled to one vote,
- (2) is by show of hands, and
- (3) by proxy is permitted,
  - (a) only Members may carry a proxy,
  - (b) each Member may carry no more than two (2) proxy votes,
  - (c) if a Member wishes to appoint a proxyholder, the Member must appoint the proxy holder in writing,
  - (d) a proxyholder may demand a ballot be taken.

77 Extraordinary Meetings

- (1) are meetings of the Members other than a General Meeting or an Executive Meeting, and
- (2) may be called by the Executive when they see fit.

78 A General Meeting must be held at least once in every calendar year and not more than 15 months after the preceding General Meeting. A General Meeting may also be referred to as an Annual General Meeting.

## **Part 10 – Finances**

### *General Provisions*

79 Funds for the Society are all monies that accrue to the Society from Membership Fees,

operations of the Society, gifts, bequests, and interest earned on Society monies.

80 Disbursement of the funds of the Society shall be as follows:

- (1) 10% of the Membership Fee shall be directed to fund a Society Student Bursary Fund for students in financial need, and
- (2) the remainder of Society funds shall be disbursed by the Executive.

81 The Executive shall accept submissions and requests for funds from clubs and other Society-affiliated organizations for the disbursement of funds.

82 The Director of Finance shall maintain the financial documents for the Society, including records of all monies received and disbursed. A copy of the Society's financial statements shall be posted to the Society's website at the end of each fiscal year.

83 The financial documents of the Society shall be available to Members by written request to the Director of Finance. This request is satisfied by making a copy of the financial documents available to be viewed by the member for a fixed period of time. The member will not receive a permanent copy of the documents.

84 The Executive shall not empower the Director of Finance to purchase or exchange securities on behalf of the Society.

85 The Executive shall not budget for a deficit.

86 The Executive shall not borrow funds on behalf of the Society.

- (1) For greater clarity, the Society is permitted to enter into short-term contracts which appear to advance funds. For example, contracts for which invoices are payable to an external party within 30 days.

87 The Executive should pass a resolution each year appointing signing authorities to its bank accounts. The signing officers of the Society shall be

- (1) the President,
- (2) the Vice-President Student Affairs,
- (3) the Director of Finance, and, if desired,
- (4) the First Year Representatives.

88 All cheques issued by the Society shall be signed by two signing officers. A cheque issued to a Member with signing authority shall not be signed by that Member.

89 All contracts entered into by the Society shall be signed by two signing officers, wherever practical.

90 In order to carry out the purposes and activities of the Society the Officers may, on behalf of and in the name of the Society, raise or secure the payment of money in the manner they decide, so long as doing so does not violate any of the rules contained in these bylaws or in other policy documents of the Society.

### *Budget of the Society*

- 91 The Executive shall approve by two-third's majority a budget of anticipated revenue and expenditures no later than November 1st of each year.
- 92 The budget shall be posted to the Society's website.
- 93 The Director of Finance shall prepare a budget update that is presented to the Executive no later than February 15th of each year.
- 94 The fiscal year end of the Society in each year shall be April 30th.

### *Membership Fee*

- 95 Each Member shall pay a Law Students' Society Fee of \$170 per term or such other amount as established by a Referendum of the Members. For the purposes of determining membership in the Society, the Law Students' Society Fee constitutes the base membership fee referred to in Part 2.
- 96 This Law Students' Society Fee is collected with tuition fees by the University of Victoria Students' Society and the University of Victoria according to their policies.
- 97 The Law Students' Society Fee includes \$160, which is automatically disbursed to fund the Law Careers Office at the University of Victoria Faculty of Law.
- 98 The residual amount that accrues to the Society constitutes the Membership Fee of the Society.

### *Wind-up of the Society*

- 99 Upon the winding up or dissolution of the Society, any assets remaining after the satisfaction of its debts and liabilities shall be transferred to the Faculty of Law at the University of Victoria to be held in trust to transfer to a subsequently created law students' society that includes all registered students in the University of Victoria's JD or similar degree program in the Faculty of Law as members, and broadly serves the academic and social interests of the community of law students.

## **Part 11 – Clubs and other Student Organizations**

- 100 The Executive may create rules regarding the creation, running, and wind-up of clubs and other student organizations created by Members.
- 101 These rules may be contained in external documents maintained by the Executive, subject to change by regular motion of the Executive in a meeting of the Executive. These documents may include:

- (1) written instructions on the LSS website,
- (2) the Club / Student Group Registration Form,
- (3) the LSS Funding Guide,
- (4) the LSS Funding Request Form, and
- (5) the External Sponsorship and Fundraising Guide.

## **Part 12 – Governing Documents & Amendment**

102 On being admitted to Membership, each Member is entitled to, and the Society must give the Member without charge, a copy of the constitution and bylaws of the Society.

103 These bylaws must not be altered or added to except by special resolution of the Members

- (1) at a General Meeting, subject to Part 9, provided that notice of the amendment was posted and circulated for 14 days prior to the meeting, or
- (2) by a Referendum, for which
  - (a) notice of the amendment was circulated for 14 days prior to the referendum,
  - (b) the quorum requirements of at least 25% of the membership is met, and
  - (c) at least 75% of the vote is in favour of the amendment.

