

BYLAWS of the Victoria Law Students' Society (the "Society")

Part 1 – Definitions and Interpretation

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(1) In these bylaws, unless the context otherwise requires:

“**Board**” means the directors of the Society.

“**Bylaws**” means these bylaws as altered from time to time.

“**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;

“**Societies Act**” means the *Societies Act* of British Columbia as amended or replaced from time to time.

(2) The definitions in the Societies Act 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 of the Society and comply with these Bylaws.

6 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 – Directors

8 All Members are entitled to vote for the election of Directors to the Board in accordance with Part 4 of these Bylaws.

9 Directors must be elected or appointed to the following positions on the Board of Directors (the “Board”), and a Director may not hold more than one position:

- (1) President,
- (2) Vice-President Student Affairs,
- (3) Vice-President Communications,

- (4) General Secretary,
- (5) Vice-President Finance,
- (6) two Social Coordinators,
- (7) Sports & Clubs Representative,
- (8) Co-op & Exchange Representative,
- (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) Indigenous Law Students' Association First Year Representative,
- (15) Equity Representative,
- (16) Health and Wellness Representative,
- (17) Accessibility Representative, and
- (18) Summer Term Representative.

10 Each Director

- (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.

11 The affairs of the Society are administered by the Board.

12 The Board may exercise all the powers and do all 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.

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- (1) As it sees fit, the Board may delegate any, but not all of, its powers to committees made up of Members.
- (2) A committee formed in the exercise of the powers delegated under section 13(1) must conform to any rules imposed on it by the Board.

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- (1) The Society may undertake and support advocacy efforts with the approval of the Board and, wherever possible, in dialogue with the Members.
- (2) For matters over which there is a greater diversity of opinion among Members, the Board should adopt a robust consultation process and may

consider conducting a referendum.

- 15 A rule, made by the Society in a General Meeting or other meeting, does not invalidate a prior act of the Directors that would have been valid if that rule had not been made.
- 16 An act or proceeding of the Directors is not invalid merely because there are less than the prescribed number of Directors in office at the time.
- 17 A Director must not be remunerated for being or acting as a Director, but a Director must be reimbursed for all expenses necessarily and reasonably incurred by the Director while engaged in the affairs of the Society.
- 18 Directors 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 Directors include the following:
 - (1) Directors must avoid conflicts of interests. Not limited to the following:
 - (a) no Director may exploit their position for private gain, and
 - (b) no Director may allow their external employment or other activities to affect their ability to perform their duties and/or responsibilities associated with their position.
 - (2) Directors 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
 - (1) Any Member may at any time submit a complaint to the Board concerning any Director in contravention of these values and duties.
 - (2) Where a complaint is made under section 21(1), the Board will review the complaint in confidence and speak with the Director.
 - (3) If the President or other Director deems fit, the Board may discuss a complaint made pursuant to section 21(1) in a Board Meeting, open to all students.
 - (4) If the Board deems fit, the Board 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.

- (1) Directors must not speak on behalf of the Board or the Society unless expressly authorized to do so by the Board or the Society.
- (2) Notwithstanding section 22(1), Directors are permitted to report on and discuss the business and discussions of the Board and the Society in carrying out their duties or in correspondence with Members, subject to section 22(4).
- (3) Where appropriate, Directors should qualify that their reporting activities under section 22(2) reflects their personal understanding and experience, and, unless expressly authorized to do so, does not necessarily represent the views of the Board or Society.
- (4) 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 Board must appoint another Director 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 Board.
- 24 Separate elections must be held for each position to be filled.
- 25 Nominations for Board Positions will
 - (1) be called for in March, except for the election of the First Year Representatives,
 - (2) remain open for five days,
 - (3) contain the signatures of at least two Members, and
 - (4) be posted on a bulletin board designated by the Board.
- 26 Elections for Board Positions will
 - (1) remain open for five 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 shall be contained in an external document maintained by the Board, subject to change by regular motion of the Board in a meeting of the Board.
- 28 All Members will be eligible to run for any Board 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, Vice-President Finance, Sports & Clubs Representative, Social Coordinators, 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 Representative.
- 29 Notwithstanding the provisions in this Part, the Indigenous Law Students' Association is responsible for the appointment of the Indigenous Law Students' Association Representative and the Indigenous Law Students' Association First Year Representative.
- 30 Position limitations and split slates.
- (1) Members who will be on a co-op term, on exchange, on a field school term, 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 Vice President Finance.
 - (2) Members may not run for the positions of President, Vice-President Student Affairs, Vice-President Communications or Vice President Finance on a split slate.
 - (3) Members who will be on a co-op term, on exchange, on a field school term, or in the Law Centre Clinical term during the fall or the spring term may run for any of the other Board positions on a split slate in accordance with this section.
 - (4) Only Members who will be present on campus for the duration of the summer semester may run for the position of Summer Term Representative.
 - (5) 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.
 - (6) A split slate is limited to two Members who will occupy a single position

for one semester per Member on the split slate.

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- (1) If a Director accepts an offer for an exchange, co-op term, field school term, or Law Centre Clinical opportunity for the fall or spring term, they must relinquish their office in the semester for which they accept that offer.
- (2) The position left vacant pursuant to subsection (1) will be filled in accordance with the procedure set out for vacancies in Part 6.
- (3) Subsections (1) and (2) apply to all Directors, notwithstanding Subsections 30(1) and (2).

32 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 five days;
- (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 Board.
- (4) Where an election is not feasible, the President may appoint Members to a Committee, subject to approval by the Board.

33 A referendum must be called when

- (1) approved by the Board 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 Directors

34 The President, *inter alia*,

- (1) is the official representative of the Society,
- (2) presides over and chairs Board Meetings and all meetings of the Society,
- (3) has the tie-breaking vote at Board Meetings and all meetings of the Society,
- (4) is responsible for supervising the Directors in the execution of their duties,
- (5) meets regularly with the Dean and Associate Dean to discuss student affairs,
- (6) 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
- (7) oversees the annual transfer of the Society to a new Board, including the exchange of transfer memos between Directors, the transfer of financial signing authorities, and the registration of new Directors with BC Registry Services.

- 35 The Vice-President Student Affairs, *inter alia*,
- (1) carries out the duties of the President during the President's absence,
 - (2) acts as liaison between the Society and Faculty committees,
 - (3) meets regularly with the Dean and Associate Dean to discuss student affairs,
 - (4) sits as an ex-officio member of Faculty Council, and
 - (5) performs functions delegated by the President.
- 36 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) meets regularly with the Dean and Associate Dean to discuss student affairs,
 - (7) is responsible for liaising with prospective students, and
 - (8) performs functions delegated by the President.
- 37 The General Secretary, *inter alia*,
- (1) Issues notices and agenda of General Meetings of the Society in accordance with the Societies Act,
 - (2) records minutes of Board Meetings and General Meetings of the Society,
 - (3) posts the minutes of Board Meetings and General Meetings of the Society on the Society's website within three clear days of the ratification of the minutes,
 - (4) is responsible for keeping the records of the Society in accordance with the Societies Act,
 - (5) is responsible for filing the annual report of the Society and making any other filings with the registrar under the Societies Act.
 - (6) is responsible for conducting the correspondence and advertisements of the Board, and
 - (7) performs functions delegated by the President.
- 38 In the absence of the General Secretary from a meeting, the Directors must appoint another person to act as General Secretary at the meeting.
- 39 The Vice-President Finance, *inter alia*,
- (1) is responsible for the financial affairs of the Society,
 - (2) receives and banks monies collected from the Members or other sources,

- (3) keeps full and accurate account of all receipts and disbursements in a proper book of accounting,
- (4) prepares and presents to the Board the Society's budget each year,
- (5) prepares and presents the Society's financial statements in accordance with the *Societies Act* and its regulations,
- (6) disburses funds as directed by the Board or by a majority at a General Meeting,
- (7) delivers the financial records of the Society to the incoming Vice-President Finance within two weeks of the incoming Vice-President Finance taking office, and
- (8) performs functions delegated by the President.

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

- (1) is responsible for clubs, intramural teams, and other student organizations of the Society,
- (2) is the liaison between the Society and the University Athletics and Recreation Department,
- (3) coordinates the sport and recreational activities of the Society, and
- (4) performs functions delegated by the President.

41 The Social Coordinators, *inter alia*,

- (1) coordinate the social activities of the Society,
- (2) assist in organizing and promoting inclusive social activities of clubs and other organizations, and
- (3) perform functions delegated by the President.

42 The Co-op & Exchange Representative, *inter alia*,

- (1) is responsible for communications with co-op students on work terms and students on exchange (incoming and outgoing),
- (2) sits as ex-officio member of the Co-op Committee,
- (3) works to improve the exchange experience, and
- (4) performs functions delegated by the President.

43 The Equity Representative, *inter alia*,

- (1) is responsible for communication with all Members regarding issues of equity,
- (2) organizes events, activities, and initiatives 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.

- 44 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 events, activities and initiatives to promote wellness among the Members, and
 - (4) performs functions delegated by the President.
- 45 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) may perform functions delegated by the President.
- 46 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 Board,
 - (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.
- 47 The Third Year Representatives, *inter alia*,
- (1) are responsible for the design and sale of law school clothing and paraphernalia,
 - (2) are responsible for coordinating grad photos and organizing the graduation celebration,
 - (3) are responsible for communication between the Third Year class and the Board, and
 - (4) perform functions delegated by the President.
- 48 The Second Year Representative, Articling, *inter alia*,
- (1) is responsible for coordinating events and activities related to articling opportunities,
 - (2) is responsible for coordinating with the Law Careers Office to plan, facilitate, and promote job-related events, alongside the Second Year Representative, Career Options, and
 - (3) performs functions delegated by the President.
- 49 The Second Year Representative, Career Options, *inter alia*,
- (1) is responsible for coordinating events and activities related to alternative

- legal careers,
 - (2) is responsible for coordinating with the Law Careers Office to plan, facilitate, and promote job-related events, alongside the Second Year Representative, Articling, and
 - (3) performs the functions delegated by the President.
- 50 The First Year Representatives, *inter alia*,
- (1) Work alongside the Indigenous Law Students' Association First Year Representative to organize the fundraising, sponsorship and event planning for the next incoming class' orientation week(s),
 - (2) are co-chairs of the First Year Orientation Committee, with the Indigenous Law Students' Association First Year Representative
 - (3) are responsible for communication between the First Year class and the Board, and
 - (4) perform functions delegated by the President.
- 51 The Indigenous Law Students' Association First Year Representative, *inter alia*,
- (1) works alongside the First Year Representatives to organize the fundraising, sponsorship and event planning for the next incoming class' orientation week(s),
 - (2) co-chairs the First Year Orientation Committee alongside the First Year Representatives, and
 - (3) may perform functions delegated by the President.
- 52 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.
- 53 Additional policies about Directors' duties shall be contained in an external document maintained by the Board, subject to change by regular motion of the Board in a meeting of the Board.

Part 6 –Directors' Term of Office

- 54 Directors must retire from office when their successors are elected.
- 55 Directors will sit from the first Board Meeting following an election in March or April to the same meeting in the following calendar year.
- 56 Notwithstanding the provisions in this Part
- (1) First Year Representatives, including the Indigenous Law Students'

Association First Year Representative, will sit from the first Board Meeting following their election or appointment in September or October to the same meeting in the following calendar year,

- (2) The Indigenous Law Students' Association Representative will sit from the first Board Meeting following their appointment in September or October to the same meeting in the following calendar year,
- (3) Students on Faculty-Student Committees will sit from the date of election until the date of replacement the following year.
- (4) The Summer Term Representative will sit for the Summer Term.

57

- (1) If a Board or Faculty Committee position becomes vacant for any reason, the position will be filled by an election in accordance with Part 4 if an election is practical.
- (2) If the President and Chief Electoral Officer determine that an election is not practical to fill a vacancy on the Board or a Faculty Committee, the President may appoint a Member to fill a vacant position, subject to the approval by the Board at their next meeting.
- (3) An appointed Board or Faculty Committee member shall only be eligible to serve until the next election.

58

- (1) The Co-op & Exchange Representative must be a co-op student.
- (2) Notwithstanding section 60(1), 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 Board if they have completed a minimum of one co-op work term.

59 Notwithstanding section 57, if either of the Indigenous Law Students' Association Representative positions become vacant for any reason, the Indigenous Law Students' Association shall undertake a new selection process as soon as convenient in accordance with Part 4.

Part 7 – Recall of Directors

60 Any Director 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 Director, commenced by the Chief Electoral Officer immediately following the Recall Meeting, is successful.
- (3) 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 Director.

- 61 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.
- 62 Any Director recalled under this Part will be prohibited from re-running in the election to fill their vacated office.
- 63 If a Director is recalled less than 4 weeks before the annual election period for the office, the Board may appoint a Member to hold the office until the end of the annual election period for the office, when a new Director will be duly elected.

Part 8 –Directors’ Meetings

- 64 The Directors 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.
- 65 A Directors’ 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 Directors are present, and
 - (3) be open to all Members, but only Directors may move, second, and vote on motions and Directors’ resolutions.
- 66 If at a Directors’ 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 Directors present may choose one of their number to be the chair at that meeting.
- 67 Questions arising at a Directors’ Meeting must be decided by a simple majority of votes.
- 68
- (1) Each Director shall attend Directors’ Meetings.
 - (2) If any Director 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 Director.
 - (3) For the purposes of this section, a “valid excuse” does not include being at the Law Centre, on a co-op work term or on exchange.
- 69 Notwithstanding section 68(2), in the case of the Indigenous Law Students’ Association representatives, if the Director 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 Director.

Part 9 – General Meetings of Members

- 70 General Meetings are
- (1) to be held at a time and place, in accordance with the Societies Act, that the Board 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.
- 71 Notice of a General Meeting must specify the place, day and hour of the meeting.
- 72 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.
- 73 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.
- 74 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 Board 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 Board for circulation to all Members via email. The Board must circulate such motions to all Members via email.
- 75 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.
- 76 The following individual is entitled to preside as the chair of a general meeting:
- (1) the President,
 - (2) the Vice-President Student Affairs, if the president is unable to preside as the chair, or
 - (3) one of the other Directors present at the meeting, if both the president and Vice-President Student Affairs are unable to preside as the chair.

- 77 If there is no individual entitled under these Bylaws who is able to preside as the chair of a general meeting within 15 minutes from the time set for holding the meeting, the voting Members who are present must elect an individual present at the meeting to preside as the chair.
- 78 A Member in good standing present at a General Meeting of Members is entitled to one vote. Voting
- (1) is by show of hands, and
 - (2) 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.
- 79 Extraordinary Meetings
- (1) are meetings of the Members other than a General Meeting or a Board Meeting, and
 - (2) may be called by the Board when they see fit.
- 80 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

- 81 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.
- 82 Disbursement of the funds of the Society shall be as follows:
- (1) 10% of the Membership Fee as defined in Section 101 shall be directed to fund a Society Student Bursary Fund for students in financial need,
 - (2) 45% of the Membership Fee shall be directed to fund the Indigenous Law Students' Association,
 - (3) No less than 10% of all funds raised through Orientation Week fundraising efforts shall be directed to fund the Indigenous Law Students' Association, and
 - (4) the remainder of Society funds shall be disbursed by the Board.
- 83 The Indigenous Law Students' Association shall:
- (1) Report on funds received from the Society to the satisfaction of the

- members of the Indigenous Law Students' Association, and
- (2) Be eligible to receive additional Society funds in addition to its share of the Membership Fee and Orientation Week fundraising upon approval by the Board.

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

85

- (1) The Vice-President Finance shall maintain the financial documents for the Society, including records of all monies received and disbursed.
- (2) The Vice-President Finance shall post a copy of the Society's financial statements to the Society's website after the budget is approved by the Board, and following the budget update due February 15.

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- (1) The financial documents of the Society shall be available to Members by written request to the Vice-President Finance.
- (2) A request made pursuant to subsection (1) is satisfied by making a copy of the financial documents available to be viewed by the member for a fixed period of time.
- (3) A member making a request pursuant to subsection (1) will not receive a permanent copy of the documents.

87 The Board shall not empower the Vice-President Finance to purchase or exchange securities on behalf of the Society.

88 The Board shall not budget for a deficit.

89

- (1) The Board shall not borrow funds on behalf of the Society.
- (2) 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.

90 The Signing Officers of the Society shall be

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

91 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.

- 92 All contracts entered into by the Society shall be signed by two Signing Officers, wherever practical.
- 93 To carry out the purposes and activities of the Society the Directors 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

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

Membership Fee

- 98
- (1) 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.
 - (2) For the purposes of determining membership in the Society, the Law Students' Society Fee constitutes the base membership fee referred to in Part 2.
- 99 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.
- 100 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.
- 101 The residual amount that accrues to the Society constitutes the Membership Fee of the Society.

Wind-up of the Society

- 102 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

- 103 The Board may create rules regarding the creation, running, and wind-up of clubs and other student organizations created by Members.
- 104 The rules referred to in section 103 may be contained in external documents maintained by the Board, subject to change by regular motion of the Board in a meeting of the Board. 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

- 105 On being admitted to Membership, each Member is entitled to, and the Society must give a requesting Member without charge, a copy of the constitution and Bylaws of the Society.
- 106 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.