

Victoria Law Students' Society

Policy Manual

Updated April 2024



University of Victoria Law Students' Society

3800 Finnerty Rd., Victoria, BC | V8P 5C2

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CLUB FUNDING POLICY

Preamble

1.1 WHEREAS The Victoria Law Students' Society ("LSS") remits a mandatory student fee from all Members as stipulated in the LSS bylaws.

1.2 WHEREAS The LSS is the primary funding mechanism for ratified LSS clubs ("clubs").

1.3 WHEREAS The LSS supports access to extracurricular activities that foster community, provide professional development opportunities, and promote diversity, equity, and inclusion within the University of Victoria Faculty of Law ("The Faculty").

1.4 THEREFORE The LSS must distribute clubs funding grants in accordance with its fiduciary duty to all Members.

1.5 THEREFORE The LSS must attempt to distribute funds in an equitable manner between clubs, in line with the LSS Constitution, bylaws, and policies.

1.6 THEREFORE The LSS must distribute funding to advance opportunities for as many students as possible, with particular emphasis and appreciation for clubs that serve equity-deserving groups within the Faculty.

Definitions

"Board of Directors" refers to the governing body of the LSS as defined by the LSS bylaws.

"Club(s)" refers to officially recognized clubs and societies that have been approved by the designated Clubs Ratification Policy.



“Directors” refers to elected LSS Directors as defined by the LSS bylaws.

“Equity-Deserving Group” refers to those who have been traditionally marginalized and/or disadvantaged within society.

“Club Executive” refers to any Member who acts in a recognized leadership role within a club.

“External Funding” refers to funding available through affiliates or parent organizations; does not include fundraising efforts.

“Members” refers to “Members” as defined by the LSS bylaws.

“Official Email” refers to emails sent from an LSS server account, and/or to emails created by ratified clubs and societies to receive official communications.

“Scope of Activity” refers to both the anticipated size and impact of a particular initiative; both aspects will be considered in light of the provisions of the Clubs Funding Policy as a whole.

Clubs Funding Night

2.1 The LSS must hold its Clubs Funding Night every fall after the approval of the LSS Annual Budget.

2.2 The LSS Sports and Clubs Representative must provide a minimum one (1) week notice to all clubs regarding Clubs Funding Night.

2.3 Notice must include the date, time, and location of Clubs Funding Night; a copy of the Clubs Funding Policy for review; a request for presentation at the event; a request for draft funding requests, and; an invitation to meet before the event to discuss any potential questions about the Clubs Funding Policy.

The University of Victoria Law Students' Society acknowledges and respect the ləkʷəŋən peoples on whose traditional territory the university stands and the Songhees, Esquimalt and WSÁNEĆ peoples whose historical relationships with the land continue to this day.



2.4 Clubs must submit draft funding requests and the names of their designated presenters to the Sports and Clubs Representative no later than forty-eight (48) hours prior to Clubs Funding Night.

2.5 All Directors must be expected to attend Clubs Funding Night; exceptions will be made for Directors who have classes or other extenuating circumstances.

2.6 Clubs Funding Night must be chaired by the LSS President or designate in the case of extenuating circumstances.

2.7 Minutes for Clubs Funding Night must be taken by the Sports and Clubs Representative or designate in the case of extenuating circumstances.

2.8 Any Director that is a Club Executive of a presenting club must recuse themselves from the presentation and voting on any initial funding assignment; regular club members may recuse themselves.

2.9 The Board of Directors must hear all club presentations at Clubs Funding Night prior to assigning any funding; if clubs do not attend Clubs Funding Night, they forgo LSS funding for the academic year.

3.0 Final funding decisions must be confirmed with a Board of Directors vote requiring a simple majority (50% + 1).

3.1 The Sports and Clubs Representative must communicate the results of Clubs Funding Night to all clubs via official email no later than forty-eight (48) hours after Clubs Funding Night.



Prohibitions

4.1 The LSS must not provide Clubs Night funding for club meetings that are not open to regular members, such as Executive meetings.

4.2 The LSS must not provide funding for alcohol or other mind-altering substances excluding harm reduction supplies.

4.3 The LSS must not provide funding for any activity that falls outside the scope of its insurance policies.

4.4 The LSS must not provide funding for illegal activities.

Funding Decisions

5.1 The LSS must endeavor to assign appropriate funding to the scope of activity proposed.

5.2 The LSS must generally not provide Clubs Night funding for club travel due to the limited availability of club funding; clubs are encouraged to fundraise to offset the cost of travel.

5.3 The LSS must generally favour initiatives that benefit as many students as possible, with the exception of funding requests aimed at benefitting equity-deserving groups.

5.4 The LSS must generally favour proposed initiatives by groups that do not have access to external funding to offset their activities.

5.5 During Clubs Funding Night, initial amounts will be assigned following club and society presentations and will be adjusted through Board of Directors consensus to reflect the above values, and; exhaust all available funding.



5.6 Failure by a club to use 100% of their allocated funds will not result in any penalty for funding requests in subsequent years.

Considerations

6.1 Clubs and associations who receive funding are encouraged to put funds allocated for food at club and association events towards plant-based options and meeting students' dietary needs and preferences as much as possible.



CLUB RATIFICATION POLICY

Preamble

1.1 WHEREAS The Victoria Law Students' Society ("LSS") wishes to foster an inclusive, educational, and fun community for all Members.

1.2 WHEREAS The LSS reserves the right to officially ratify clubs under its policies and procedures, granting ratified clubs LSS funding-eligible status.

1.3 THEREFORE The LSS supports student-led extracurricular initiatives that advance legal, professional, and/or community interests.

1.4 THEREFORE The LSS assess ratification in light of its organizational values and the criteria outlined in this Policy.

Definitions

"Board Meetings" refers to all regular, weekly LSS meetings as defined by the LSS bylaws.

"Board of Directors" refers to the governing body of the LSS as defined by the LSS bylaws.

"Club(s)" refers to officially recognized clubs and societies that have been approved by the designated Clubs Ratification Policy.

"Club Executive" refers to any Member who acts in a recognized leadership role within a club.

"Directors" refers to elected LSS Directors as defined by the LSS bylaws.



“Members” refers to “Members” as defined by the LSS bylaws.

Process

2.1 Any club that has been previously ratified under any historic LSS process as of March 28, 2024 is deemed to be a ratified club under this Policy.

2.2 New clubs must fill out the LSS Ratification Form and submit a complete version to the Sports and Clubs Representative via email.

2.3 Club ratification requests must be accepted throughout the year on a rolling basis and will be considered at regular Board Meetings.

2.4 In order to be eligible to receive funding, Club Ratification Forms must be received by September 15 of each year.

2.5 Directors must vote on ratification during regular Board Meetings.

2.6 Ratification votes must require a simple majority (50% + 1).

2.7 The Sports and Clubs Representative must inform the proposed Club President as stipulated on the Clubs Ratification Form within forty-eight (48) hours of the Board of Directors' decision.

2.8 Club Executives must email the Sports and Clubs Representative by the end of September each academic year with updated contact information to retain ratification status.



Criteria

3.0 Any Member can apply for Club Ratification as long as the Club Ratification Form is submitted according to this Policy.

3.1 Club Ratification must be approved for proposed clubs that focus on areas connected to the law, professional development, and/or community development.

3.2 The Board of Directors reserves the right to refuse or revoke Club Ratification on grounds including, but not limited to:

3.2.1 Engaging in or promoting discriminatory behaviour as outlined in the *Human Rights Code of British Columbia*;

3.2.2 Engaging in or promoting behaviour prohibited by the University of Victoria Policy on Human Rights, Equity, and Fairness;

3.2.3 Engaging in or promoting harassing and/or discriminatory behaviour as outlined in the University of Victoria Discrimination and Harassment Policy;

3.2.4 Engaging in or promoting violent behaviour as outlined in the University of Victoria Sexual Violence Policy.

3.2.4 Significant overlap in the purpose and scope of the proposed club and a previously ratified club, or duplication of the purpose and scope of a previously ratified club.

3.3 Allegations of misconduct will be investigated by the LSS President, Sports and Clubs Representative, and other Directors as necessary. An external process, including an investigation by the Faculty of Law, University of Victoria Office of the Ombudsperson, Office of Equity and Human Rights, Human Rights Tribunal, and/or other appropriate body will constitute a valid determination of breach where applicable.



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3.4 Final determinations on denial or revocation of Club Ratification status must be decided at a Special Meeting of the Board of Directors and must require a two-thirds majority vote (66%).



EVENT CODE OF CONDUCT

Preamble

1.1 WHEREAS The Victoria Law Students' Society ("The LSS") hosts events throughout each academic year for the student body.

1.2 WHEREAS The LSS wants all students to feel comfortable, safe, and have fun at LSS events.

1.3 THEREFORE The LSS has developed the following Event Code of Conduct for all attendees at LSS events.

1.4 THEREFORE all attendees at LSS events agree to adhere to the following Code of Conduct. Attendees at LSS events accept that non-adherence to the Code of Conduct may result in penalties, including being asked to leave an event, revocation of the privilege to attend future LSS events, and/or additional penalties from the Faculty and/or University of Victoria.

Definitions

"Attendees" refers to any student, guest, or other person attending an LSS event.

"Event" refers to any event organized by the LSS, including events organized through ratified clubs and societies.

"Event Organizers" refers to LSS volunteers who are hosting and organizing the event.

"Overly intoxicated" refers to an Attendee who is intoxicated to the point where they are at serious risk of injury to themselves and/or others, and/or are acting in an obscene and disruptive manner. Venue staff are not bound to this definition, and reserve the right to assess intoxication levels at their discretion, according to their own rules and regulations.



“Venue” refers to the location of or entity hosting any LSS event.

“Venue Staff” refers to staff independently hired by the venue that is the site of an LSS event.

Code of Conduct

2.1 Attendees are expected to be considerate, respectful, and collaborative.

2.2 The LSS has a zero tolerance policy for discrimination and/or harassment in any form. Attendees must abide by the University of Victoria Discrimination and Harassment Policy.

2.3 The LSS has a zero tolerance policy for sexualized violence in any form. Attendees must abide by the University of Victoria Sexualized Violence Policy.

2.4 Attendees should be mindful of their surroundings and of their fellow peers. Attendees should alert event organizers or venue staff if they notice a dangerous situation or someone in distress.

2.5 Some LSS event venues may be shared with members of the public; attendees should be respectful to all patrons of these location(s). This includes attendees staying within deemed event space areas.

2.6 Attendees are expected to drink responsibly. Attendees who are overly intoxicated may be asked to leave the venue by venue staff and/or event organizers.

2.7 Attendees are not allowed smoking or vaping, other than in designated areas. Attendees found smoking or vaping outside of designated areas may be asked to leave the venue by venue staff and/or event organizers.



2.8 Failure to obey any venue rules or regulations, subject to venue staff discretion, may result in attendees being asked to leave the venue.

2.9 Failure to abide by this Code of Conduct may result in attendees being asked to leave the venue by event organizers.

2.10 Failure to abide by University policies may result in additional consequences from the University per the processes outlined in each respective policy.



LOUNGE BOOKING POLICY

Preamble

1.1 WHEREAS The Victoria Law Students' Society ("The LSS") maintains the Student Lounge for the use and enjoyment of all of its Members.

1.2 WHEREAS The LSS retains the exclusive right to book the Student Lounge for events, including student, Faculty of Law, and community events respectively.

1.3 WHEREAS The LSS requires sufficient notice for bookings in order to accommodate routine student usage and prevent overlapping bookings.

1.4 THEREFORE The LSS must make the Student Lounge available as a public space, with emphasis on maintaining the space for current Members.

1.5 THEREFORE The LSS will require formal lounge booking requests from student groups, the Faculty of Law, and community groups, pursuant to this Policy.

1.6 THEREFORE The LSS must make every practical effort to accommodate bookings made in accordance with this policy in a timely and efficient manner.

Definitions

"Board of Directors" refers to the governing body of the LSS as defined by the LSS bylaws.

"Directors" refers to elected LSS Directors as defined by the LSS bylaws.

"Student Lounge" refers to the public lounge located in the Fraser Building.



Student Lounge Bookings

2.1 Student Lounge bookings must be managed by the LSS Secretary, who retains the right to develop a system for organizing and approving bookings.

2.2 Student Lounge booking requests must be made in writing and in accordance with the Secretary's booking system.

2.3 All ratified clubs retain the right to make a Student Lounge booking request.

2.4 Faculty and staff from the Faculty of Law retain the right to make a Student Lounge booking request.

2.5 Groups external to the Faculty of Law, including groups from other University of Victoria faculties and/or community groups must include a description of their event and its relevance to student life at the Faculty of Law when making a Student Lounge booking request.

2.6 All booking requests will be assessed in light of impact on regular Student Lounge use, as well as overlap with previously approved bookings.

2.7 Bookings must be approved in writing by the President, Vice President Student Affairs and Secretary; any ambiguous or contentious booking requests must be considered by the Board of Directors at the next regular meeting and will require a two-thirds majority vote (66%).

2.8 The LSS retains the right to deny any Student Lounge booking that may violate University of Victoria policies, including but not limited to:

2.8.1 The University of Victoria Policy on Human Rights, Equity, and Fairness;



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2.8.2 The University of Victoria Discrimination and Harassment Policy;

2.8.3 The University of Victoria Sexual Violence Policy.



TABLE BOOKING POLICY

Preamble

1.1 WHEREAS The Victoria Law Students' Society ("LSS") retains the exclusive right to manage Table bookings outside of the Student Lounge.

1.2 WHEREAS The LSS wants to prevent potential overlap between bookings while allowing Members, the Faculty of Law, and community members the ability to promote a variety of causes and interests.

1.3 THEREFORE all Table bookings must conform to the procedure outlined in this Policy.

1.4 THEREFORE The LSS must make every practical effort to accommodate bookings made in accordance with this policy in a timely and efficient manner.

Definitions

"Board of Directors" refers to the governing body of the LSS as defined by the LSS bylaws.

"Directors" refers to elected LSS Directors as defined by the LSS bylaws.

"Table" refers to the set of LSS-managed tables directly outside of the Student Lounge, which are generally used for promotional and/or fundraising purposes.



2.1 Table bookings must be managed by the LSS Secretary, who retains the right to develop a system for organizing and approving bookings.

2.2 Table booking requests must be made in writing and in accordance with the Secretary's booking system.

2.3 All ratified clubs retain the right to make a Table booking request.

2.4 Faculty and staff from the Faculty of Law retain the right to make a Table booking request.

2.5 Groups external to the Faculty of Law, including groups from other University of Victoria faculties and/or community groups must include a description of their event and its relevance to student life at the Faculty of Law when making a Table booking request.

2.6 Bookings must be approved in writing by the President, Vice President Student Affairs and Secretary; any ambiguous or contentious booking requests must be considered by the Board of Directors at the next regular meeting and will require a two-thirds majority vote (66%).

2.7 The LSS retains the right to deny any Table booking that may violate University of Victoria policies, including but not limited to:

2.8.1 The University of Victoria Policy on Human Rights, Equity, and Fairness;

2.8.2 The University of Victoria Discrimination and Harassment Policy;

2.8.3 The University of Victoria Sexual Violence Policy.