

Constitution of The Student Law Association at
The University of Ontario Institute of Technology
Last Revised: March 14, 2018

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ARTICLE I – MISSION STATEMENT

Section I. Name

The **Student Law Association** (hereinafter “**SLA**”) is a recognized and funded club of the UOIT Student Union (USU) at the University of Ontario Institute of Technology and Durham College. The SLA was established in 2009.

Section II. Purpose and Objectives

- (a) The purpose of the SLA is to spark, facilitate and nurture an interest in law among students at UOIT and Durham College, and all of the affiliated campuses through law related activities and philanthropic work. Its secondary purpose is to provide students with the resources they need to pursue graduate level studies in law and various careers in law.
- (b) The objectives of the SLA are to: (a.) Create a community of law enthusiasts on campus – consisting of students, faculty and alumni – within which information can be shared and constructive debates can take place. (b.) Partake in at least one major philanthropic project per academic year, whether it be a fundraising event, a sponsorship program, an advocacy campaign, or the like. (c.) Provide students with information and resources pertaining to graduate level studies in law and various careers in law.

Section III. Membership

General membership in the SLA is open to all students, faculty and staff, whether full-time or part-time, at Durham College and UOIT.

In order to maintain active membership within the SLA, a general member must participate in at least three SLA activities, meetings or events. UOIT’s Student Experience will grant active members co-curricular recognition, upon confirmation with the SLA.

ARTICLE II – MEETINGS

Section I. Mandatory Executive Meetings

Executive Officers of the SLA must hold at least one (1) meeting per month to discuss, debate, plan and implement operations and activities.

Section II. General Meetings

General meetings are meetings that are open to all SLA members as well as the general student and faculty population at UOIT and Durham College. A general meeting must be held at least once per academic year to allow for input and feedback regarding operations, activities, and events, and for general members to become acquainted with the Executive Officers.

Section III. Attendance

- (a) Executive Officers
All Executive Officers will be informed of Executive meeting times, dates and locations at least two (2) weeks prior to the date, or at earliest notification of

approval. All attempts will be made to ensure the two-week deadline is adhered to. Attendance is mandatory, although each Executive and Junior Executive Officers are permitted to miss no more than three (3) executive meetings. This rule applies to meetings during and outside of the academic year. Upon the third missed meeting, a motion for impeachment may be put forth by any one of the other Executive Officers. Executive Officers are required to attend Annual General Meetings.

(b) General Members

All general members must be informed of meeting times, dates and locations at least two (2) weeks prior to the date, or at earliest notification of approval. All attempts will be made to ensure the two-week deadline is adhered to.

Attendance is not mandatory but will be factored into determining whether a member holds an active membership (Article 1, s. 3).

ARTICLE III –OFFICERS

Section I. Nominations

A member may only nominate him or herself to run for an Executive position if he/she has been a Junior Executive Officer for no less than one academic year, or was previously an Executive Officer. To run for the position of President, a person must have already held a position as one of the five Executive Officers of the club in a previous year. All previous Executive Officers may nominate themselves for an executive position, excluding those that have been impeached. A person may only run for one position per election.

Any general member may nominate him or herself to run for a Junior Executive Officer position, excluding those that have been impeached. A vote between the incoming Executive Officers and the outgoing President (if the case) will determine the results of that running. Only a maximum of five Junior Executive Officers may exist during any given academic year, unless it is the case that majority of the senior executives are expected to graduate the following academic year.

- (a) In the event a Junior Executive Office wishes to break succession and nominate himself or herself for the position of President, a formal request must be put forth to the current SLA President and Vice-President. A unanimous vote will determine if the applicant can be allowed to run for office. In the decision various factors such as level of contribution, ability to fulfill the role the position entail shall be considered. The submission must be made two (2) business days prior to the commencement of elections. The nominee will be notified within forty-eight (48) hours of submission if they are approved or declined.
- (b) These submissions will conform to the guidelines set out in the **Elections Policy**, set out in the SLA Bylaws.
- (c) In the event of any Executive positions are not fulfilled during the primary election period, the positions shall become open to all Junior Executive Officers. If a position is still open, all active general members may apply for an executive position. These positions shall be filled through an interview process.

Section II. Elections

Elections for every SLA executive position shall take place in the winter semester of the academic year. The date and process of the election must be disclosed to all members a minimum of two (2) weeks prior to elections week. Only active members of the SLA will be eligible to vote in elections. As per Article I, Section III, an active member is a member who has participated in at least three activities, meetings or events. All active members may vote once for each of the Executive positions. SLA members must be given one week to cast their votes Election results must be disclosed to all members within one week of the date when the polls were closed. All positions shall be held for one term (May to April), except for that of the one (1) JEO which will be selected in the Fall Semester (September to April).

The outgoing president shall be appointed in charge of the election as the Elections Officer. In the case where the outgoing President is running in the elections, this role will be bestowed on a neutral third party. Further concerns shall be clarified and referenced to the SLA Elections Policy, a By-Law of the SLA.

Section III. Duties & Responsibilities

A. Executive Officers

i. President

The President of the SLA shall be responsible for:

- a) Re-ratifying the Club each year with the SA
- b) Maintaining communication with the Campus Clubs Coordinator, faculty, administrative staff, SLA executives, JEO's, general members, community members and leaders of external organizations
- c) Overseeing all SLA operations in consistency with the SLA's purpose and objectives
- d) Leading Executive meetings
- e) Enforcing compliance with the constitution and By-laws of the SLA and that they do not violate any SA policies
- f) Developing both short-term and long-term plan to encourage new initiatives and maintain a sense of tradition
- g) Reviewing the SLA Constitution and By-laws and revise, if necessary, once per academic year
- h) Ensuring that a hand-over manual is in place for the following year's President by the end of each academic year

ii. Vice President

The Vice President of the SLA shall be responsible for:

- a) Acting as the President in all capacities in their absence
- b) Enforcing compliance with the constitution and By-laws of the SLA and that they do not violate any SA policies

- c) Supervising and acting on internal matters such as communication, transition, and reports
- d) Assisting the President with his or her duties as needed
- e) Finding alternative solutions to operational issues (i.e. working out the logistical issues of implementing an event as indicated by the Operations Manager)
- f) Proposing new and relevant SLA events that are of interest to the club
- g) Assisting the President in maintaining up-to-date information in the handover manual

iii. Financial Officer

The Financial Officer of the SLA shall be responsible for:

- a) All matters pertaining to the SLA budget and bank account
- b) Ensuring all financial matters comply with the Financial policies of the SA and SLA
- c) Ensuring that accurate and complete financial records are kept
- d) Updating the Executive Officers on the status of the SLA's budget once per month (or upon request)
- e) Collecting money related to events, and making deposits
- f) Creating a supplementary funding request (If deemed necessary by the SLA Executives)
- g) Compiling an end of year budgetary report on the SLA's income, expenses and current balance, and forwarded to the following year's Executive Officers

iv. Operations Manager

The Operations Manager of the SLA shall be responsible for:

- a) Providing a breakdown of tasks that is required to implement all SLA events and activities
- b) Establishing a timeline containing due dates for each task must be created in order to keep track of the progress of executing each event/activity.
- c) Tasks for each event/activity will be delegated during executive meetings, prior to the event/activity
- d) The Junior Executive Officers through delegation of tasks, questions and concerns, and basic assistance with tasks and operations
- e) Assisting the President in maintaining up-to-date information in the handover manual
- f) Updating the SLA social media (such as the Facebook page and website)

v. Secretary

The Secretary shall be responsible for:

- a) All SLA records
- b) Booking all rooms for meetings
- c) Filling out event forms when instructed
- d) Take and distribute the minutes of all SLA meetings accordingly
- e) Assisting the President in maintaining up-to-date information in the handover manual

B. Junior Executive Officers

Junior Executive Officers are to assist Executive Officers in the planning and implementation of operations, activities and events. Their time in office is to serve as a period of learning and training for future positions as Executive Officers. They may be given a vote on certain SLA matters at the discretion of the Executive Officers. Junior Executive Officers will from time to time be provided with certain sets of responsibilities to test their abilities to become future Senior Executives Officers of the SLA. JEO tasks shall be issued by the Executive for the purpose of learning, training, and understanding of SLA functions.

Section IV. Impeachment

A. Grounds for Impeachment

Grounds for impeachment include:

- a) Blatant and intentional violation of any clause within the SLA Constitution and/or by-laws
- b) Failing to fulfill delegated tasks on more than two occasions without due reason. Due reason includes a death in the family and severe illness or injury (including psychological trauma). Upon the third occurrence, a motion to impeach can be put forward by any other Executive Officer.
- c) Unacceptable or extremely poor completion of delegated tasks on more than two occasions without due reason. Due reason includes a death in the family and severe illness or injury (including psychological trauma). Upon the third occurrence, a motion to impeach can be put forth by any other Executive Officer.
- d) Failing to attend more than three Executive meetings scheduled throughout the entire calendar year without due reason. Due reason includes a death in the family and severe illness or injury (including psychological trauma). Upon the third occurrence, a motion to impeach can be put forth by any other Executive Officer.
- e) Arriving late to more than three Executive meetings scheduled throughout the entire calendar year without due reason. Due reason includes a death in the family and severe illness or injury (including psychological trauma). Upon the third occurrence, a motion to impeach can be put forth by any other Executive Officer.
- f) Engaging in fraudulent behaviour pertaining to the budget, by-laws, and SA policies.
- g) Exuding blatant discriminatory behaviour towards others on the basis of race, ethnicity, religion, gender, age, disability, sexual orientation, socioeconomic status, disability, and/or general appearance
- h) Creating a toxic work environment for any of the SLA executives or General Members.

B. Succession

In the event that the President is impeached, graduates or resigns during an academic year, the Vice President will assume the position of President. The new President will then appoint a new Vice President from either the Financial Officer, Operations

Manager, or Secretary. The Executive Officers will then vote to fill the position of the newly appointed Vice President from the pool of Junior Executive Officers.

In the event that the Vice President is impeached, graduates or resigns during an academic year, the President will appoint either the Operations Manager, Financial Officer, or Secretary to be the new Vice President, and a vote between the Executive Officers will ensue to fill the position of the newly appointed Vice President from the pool of Junior Executive Officers.

In the event that either the Financial Officer, Secretary or Operations Manager is impeached, resigns or graduates during an academic year, the remaining Executive Officers will appoint a replacement from the pool of Junior Executive Officers.

In the event that any Executive Officer is impeached or resigns towards the end of an academic year (later than March 15th), or is due to graduate at the end of the academic year, a normal general election will ensue, wherein the normal rules of nominations apply (**see Article 3, s. 1**).

ARTICLE IV – ACTIVITIES AND EVENTS

Section I. Attendance

A. Executive Officers

All Executive Officers will be informed of activity/event times, dates and locations at least 2 weeks prior to the date, or at earliest notification of approval. All attempts will be made to ensure the two week deadline is adhered to. Attendance is mandatory, although each Executive Officer is permitted to miss no more than three (3) one-time activities or events. Upon the third missed activity or event, a motion for impeachment may be put forth by any one of the other Executive Officers.

B. General Members

All general members must be informed of activity/event times, dates and locations at least two weeks prior to the date, or at earliest notification of approval. All attempts will be made to ensure the two week deadline is adhered to. Attendance is not mandatory but will be factored into determining whether a member holds an active membership (**see Article1, Section 3**).

ARTICLE V – ACCEPTANCE OF CONSTITUTION AND BY-LAWS

Upon accepting his or her position as an Executive Officer of the SLA, each officer inherently accepts and vows to adhere to all terms included in this Constitution and any subsequent bylaws created by the SLA.

ARTICLE VI – CREATION OF BY-LAWS

The Executive Officers for each academic year is free to amend and/or add new by-laws for the SLA by voting. There must be a majority vote among Executive Members in order to pass a new by-law or change an existing one. A copy of the by-laws must be made available to all members.

ARTICLE VII – EMBLEM

All SLA marketing and communication materials (including posters, flyers, postcards, tickets, letterheads, and clothing) must include the SLA emblem.

ARTICLE VIII – RE-RATIFICATION

Following each election at the end of each academic year, the newly elected President for the must re-ratify the SLA with the USU by no later than the last day of classes, or as directed by the USU policies.

ARTICLE IX – AMENDMENTS

Amendments to this Constitution require a unanimous vote among all Executive Officers and a majority vote amongst all Junior Executive Officers. A majority vote among active general members present at a General Meeting will be required if the Constitutional change directly involves general members.