

## **Article I: Club Name**

1. The Society/The Club is to be known as The University of Lethbridge Pre-Law Society.

## **Article II: Purpose Statement**

2. The Society is created for all people of all majors and all faculties with an interest in the study of law. Opportunities provided by the Society may include but are not limited to preparation for LSAT exams, debates, coordinating speakers and presentations relevant to the field of law, and beneficial volunteer experiences.

## **Article III: Accountability Clause**

3. It is acknowledged that the Society will abide by all Students' Union and University of Lethbridge bylaws, unless otherwise approved by the GA, and acknowledge that the club may face de-ratification if a bylaw is contravened without GA authorization. It is also acknowledged that the Society will act in accordance with the Alberta Human Rights Act at all times.

## **Article IV: Membership**

4. Club membership will be made available to all of the following:
  - a. All current University of Lethbridge undergraduate students at either the Lethbridge or Calgary campus
  - b. All upcoming University of Lethbridge undergraduate students (i.e., within the year)
5. Members will be divided into two categories:
  - a. *General Members*: All individuals currently registered as undergraduate students at the University of Lethbridge who have submitted their contact information to an executive member.
  - b. *Voting Members*: All general members who are physically present at a meeting. Each voting member is allocated one vote.
6. Privileges of a member include:
  - a. Notice of the club meetings that are open to non-executive members;
  - b. Attending club meetings that are open to non-executive members;
  - c. Participation during club meetings that are open to non-executive members;
  - d. Participation in all events coordinated by the Society.
7. Any member shall cease to be a member of the Society due to the following:
  - a. The member is no longer enrolled as an undergraduate student at the University of Lethbridge;
  - b. The member withdraws or resigns;
  - c. The member engages in inappropriate conduct and/or refuses to abide by the

Society's constitution thereby endangering the reputation of Society and its members. The member will receive an initial warning of their charge as well as an opportunity to raise an appeal to the executive members of the Society. Continued misconduct will result in a permanent ban.

8. Any member who resigns or is banned from the Society must forfeit all club privileges, associations, and claims.

## **Article V: Executive Positions**

9. Only executive members have final say over the Society's decisions.
10. All votes must consist of at least a majority of the Society's executive members present in a meeting. In the event of an equal number of executive votes, the president holds the tie-break.
11. The executives may vote to decide on a membership fee for all or certain levels of membership. This fee must not exceed \$25.
  - a. Members must be allowed a grace period of two weeks from joining the society to pay their fees. The status of paying and non-paying members will be noted by the Treasurer. Failure to pay membership may result in a revoked membership;
  - b. Resigning or withdrawing from the society in the middle of a semester will not constitute a refund;
  - c. The member will be granted a refund if they withdraw during the two-week grace period.
12. In the event that a member or non-member raises an issue, executives may:
  - a. Decide how the issue will be handled;
  - b. Designate a certain amount of time to the member;
  - c. Include or exclude other executives or members in the resolution of the issue;
  - d. The executive's decision is to be final.
13. The President's responsibilities may include (but are not limited to) the following:
  - a. Making policies for the managing and operating of the Society;
  - b. Promoting the objectives of the Society;
  - c. Promoting membership of the Society;
  - d. Maintaining the property and assets of the Society;
  - e. Approving an annual budget for the Society;
  - f. Paying all expenses for the operations and managing of the Society;
  - g. Breaking all tied votes;
  - h. Overseeing operations and coordinating with other executives.
14. The Vice-President Internal's responsibilities may include (but are not limited to) the following:
  - a. Maintaining the Society's assets and property;

- b. Keeping an agenda of all of the Society's proceedings;
  - c. Recording minutes at each meeting;
  - d. Approving the annual budget for the Society;
  - e. Executing the President's responsibilities in case of emergency or prolonged absence.
15. The Treasurer's responsibilities may include (but are not limited to) the following:
- a. Maintaining the Society's assets and property;
  - b. Approving the annual budget for the Society;
  - c. Paying all expenses for the operating and managing of the Society;
  - d. Planning and maintaining budgets for events;
  - e. Keeping track of outgoing funds;
  - f. Acquiring means of club funding which may include (but is not limited to): grant writing, acquiring sponsors, and fundraising.
16. The Director of Communications' responsibilities may include (but are not limited to) the following:
- a. Promoting the objectives of the Society;
  - b. Promoting membership of the Society;
  - c. Maintaining the social media accounts of the Society in a tasteful manner;
  - d. Representing the Society through contact and communications in external affairs;
  - e. Coordinating and communicating with other clubs and organizations.
17. The Event Coordinator's responsibilities may include (but are not limited to) the following:
- a. Representing the Society through contact and communication in external affairs;
  - b. Planning and executing events relevant to the Society;
  - c. Reporting back to the Society on relevant event information;
  - d. Submitting event proposals and room bookings to the Student's Union;
  - e. Advertising and promoting events;
  - f. Coordinating with the Treasurer to fund certain events.
18. The First-Year Representative's responsibilities may include (but are not limited to) the following:
- a. Promoting the interests of the Society with first-year students at the University of Lethbridge;
  - b. Recruitment, support, and engagement with first-year Society members and potential first year members; and
  - c. Advocating for first-year students in Society activities.
19. The Vice-President External's responsibilities may include (but are not limited to) the following:
- a. Representing the Society through contact and communication with the legal professional community outside of the University of Lethbridge;
  - b. Reporting back to the Society on relevant event information;
  - c. Advertising and promoting Society events among the legal professional

- community outside of the University of Lethbridge; and
  - d. Representing the Society in alumni advisory connection and engagement.
20. Responsibilities may extend beyond the ones listed. Executives may divide the roles amongst themselves.
21. In the event that an executive does not fulfill their position, executive status may be revoked by either a majority vote from all remaining executives or from a ruling of the president.
22. Executives are not exempt from liabilities involved in fraud, bankruptcy, corruption, dishonesty, etc. In these cases, the executive(s) in question does not represent the interests and opinions of the Society and will be individually responsible for their actions.
23. Executives will serve for a term of one year and may be re-elected to serve any number of terms.
24. Outgoing executives must be responsible for training and/or divulging their new duties to incoming executive members.
- a. If an executive chooses to resign during a term, the executive must provide documentable notification of resignation to the remaining Society executives and the Society executives must complete a by-election to fill the vacant executive role within two weeks of resignation.
  - b. A replacement executive can be instated by a majority vote of voting members at the next meeting.

## **Article VI: Elections**

25. The Society must hold an Annual General Meeting (AGM) between the Spring semester Add/Drop Deadline and the beginning of the Spring semester Reading Week.
- a. It is the responsibility of the President to set the exact date, time, and location of the AGM;
  - b. The Director of Communications must release the exact date, time, and location to all club members no later than 14 days in advance.
26. The AGM must include the following;
- a. Electing executives for the coming year;
  - b. Addressing issues raised by members;
  - c. Reviewing the Society's finances.
27. All executive members must be present at the AGM.
28. Any general member in attendance of the AGM shall be considered a voting member.
- a. Each voting member and executive has one vote;
  - b. A show of hands represents a vote;
  - c. Executives have the option to hold a vote by means of secret ballot. In such an

- event, the ballots will be counted by one executive and confirmed by another;
- d. The President has the power to break a tied vote.

## **Article VII: Executive Meetings**

- 29. Executives may choose when and how many executive meetings to hold.
- 30. Votes may be held in these meetings and are to be decided by majority rule. All executives must be present for a vote to be held at an executive meeting.
  - a. The President has the power to break a tied vote.
- 31. Each formal meeting must be preceded by a formal agenda and documented by a record of minutes. Both the agenda and the record of minutes are to be made available to any member upon request.
- 32. General members may be asked to attend or leave any executive meetings. Attendance of an executive meeting must be made available to any member upon request.

## **Article VIII: Amending the Constitution**

- 33. Any meeting scheduled (at least in part) to amend the constitution must be open to all general members and all executives. Notice of the meeting and an agenda of the meeting must be made public to all members and executives at least one week before it is to be held.
- 34. Any amendment to the constitution of the Society must be approved by a majority of the executives and a majority of voting members present at the meeting.
- 35. In accordance with Student's Union policies, all amendments will be submitted to the VP of Student Affairs.

## **Article IX: Finances and Legalities**

- 36. The Society holds the rights to a bank account as granted by Student's Union rules.
  - a. At least two current executive members must hold signing authority of the bank account by no later than the last month of the academic year.
- 37. All cheques require two signatures of executives with signing authority.
- 38. All contracts must be signed by an executive member.
- 39. Any executive member may inspect the financial documents kept by the Treasurer, and/or minutes kept by the Vice President Internal or President.