



## THE CONSTITUTION

*of*

### THE UNIVERSITY OF TORONTO PRE-LAW STUDENTS' ASSOCIATION

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#### **ARTICLE I | NAME AND DEFINITIONS**

- 1 The name of the organization outlined in this Constitution shall be the “University of Toronto Pre-Law Students’ Association,” hereafter referred to as the “Association”. The Association may also be referred to as the “Pre-Law Association”, the “UTPLS”, “UTPLSA”, or “UofT Pre-Law”.
- 2 In this Constitution:
  - 1) “Associate organization” means any of the organizations described in *Art. IX*.
  - 2) “The Executive” means the body described in *Art. V*.
  - 3) “Executive Meeting” or “Meeting of the Executive” means a meeting following the requirements described in *Art. VI*.
  - 4) “Executive Officer” means any of the officers listed under *Art. V*.
  - 5) “General Meeting” means a meeting following the requirements described in *Art. VIII*.

#### **ARTICLE II | AFFILIATIONS**

- 3 The Association shall seek to gain official recognition as an official student organization at the University of Toronto, and shall comply with such regulations as required in order to achieve this goal.
- 4 The Association is not an agent or representative of the University of Toronto or a related organization. The Association’s views and actions are in no way representative of those of the University of Toronto.

#### **ARTICLE III | OBJECTIVES**

- 5 The purpose of the Association shall be to:

- 1) Encourage all University of Toronto students to gain knowledge of and experience in the field of law;
- 2) Provide opportunities to all University of Toronto undergraduate students to make contacts, develop practical skills, and gain experiential knowledge in the field of law;
- 3) Assist all University of Toronto students in the preparation for legal studies and promote the study of law among University of Toronto students;
- 4) Promote equitable, inclusive, and equal access to the field of law for all individuals; and
- 5) Engage with the broader pre-law and legal community.

#### **ARTICLE IV | MEMBERSHIP**

- 6 Membership of the Association shall consist of those individuals who:
  - 1) Have registered the required information as deemed necessary by the Executive;
  - 2) Are undergraduate students at the University of Toronto; and
  - 3) Have paid the membership fee.
- 7 The Association shall maintain and update a full and accurate registry of all members of the Association.
- 8 The Association may charge a membership fee per annum, at a level to be determined by the Executive not to exceed CAD \$25.00.
  - 1) Membership fees shall be equal and charged to all members.
  - 2) Changes to membership fees shall take place on September 1 of each year.
  - 3) Previously paid membership fees are not subjected to increases after they have been deposited, with every member being able to request a refund of membership fees up to fourteen (14) calendar days after purchasing said membership, provided that no ticketed event or election administered by the Association was held in the said period.
  - 4) Any member who requests a refund of membership fees shall have their membership of the club removed.
- 9 Membership to the Association may be revoked by a 67% majority vote of the Executive. In informing a member of their removal, the Director of Equity must be present.
  - 1) A member has the right to appeal the decision of the Executive related to their removal. Such an appeal shall be heard at the next General Meeting of the Association.
  - 2) If those present and voting at the General Meeting vote by a 67% majority to remove the member on appeal from the Executive, the member shall be removed. The decision of the General Meeting shall be final.

#### **ARTICLE V | THE EXECUTIVE**

- 10 The Association shall have an Executive that governs and oversees the entire Association between General Meetings, composed of Executive Officers who are members of the Association. In the execution of its governance and oversight functions, the Executive may:

- 1) Create rules and pass budgetary items by majority vote that bind the entire Association, so long as such resolutions do not conflict with this Constitution or the bylaws of the Association; and
  - 2) Create bylaws by 67% majority vote that bind the entire Association, so long as such resolutions do not conflict with this Constitution.
- 11** The term of office for an Executive officer shall be approximately one (1) year with Executive officers being elected at a General Meeting or appointed at the first Executive meeting following the succession of a new Executive following a General Meeting.
- 12** The Executive shall consist of the following Executive Officers, with each individual Executive Officer having one (1) vote on matters dealt with by the Executive:
- 1) The *President*, who shall be the chief spokesperson for the Association, shall set the agenda for the Executive and oversee the entire Association, shall preside over all meetings, shall enforce the observance of this Constitution and decide all questions of order, and shall be an *ex-officio* member of all committees. The President is responsible, alongside the Director of Equity, for staffing matters.
  - 2) The *Vice President*, who shall aid the President where required and requested, assist with the development and implementation of events, assist with ensuring the involvement of the Association in pertinent aspects of University of Toronto life, and act as an adviser to the President in matters pertaining to the Association.
  - 3) The two (2) *Co-Treasurers*, who shall prepare for approval and oversee the budget and fundraising activities of the Association, and with the President, liaise with the external entities on financial matters. The Co-Treasurers, along with the Secretary, shall keep financial records of the Association.
  - 4) The *Director of Equity*, who shall be responsible for the Equity and Inclusion requirements and initiatives of the Association and other initiatives as directed by the Executive.
  - 5) The two (2) *Co-Directors of Events*, who shall oversee and execute the events of the Association for members of the Association, and shall liaise with the Executive on the coordination, planning, and execution of events.
  - 6) The two (2) *Co-Directors of Communications*, who shall be responsible for the social media presence and external relations of the Association in conjunction with the President.
  - 7) The two (2) *Co-Directors of Mentorship*, who shall be responsible for the mentorship programming of the Association and all related matters as designated by the Executive.
  - 8) The two (2) *Co-Directors of Canadian Mock Trial*, who shall administer the *Canadian Mock Trial Board* as defined in *Art. IX*.
  - 9) The two (2) *Co-Directors of American Mock Trial*, who shall administer the *American Mock Trial Board* as defined in *Art. IX*.
  - 10) The two (2) *Co-Directors of Moot*, who shall administer the *Mooting Board* as defined in *Art. IX*.
  - 11) The two (2) *Editors-in-Chief of the Intra Vires*, who shall administer the *Intra Vires* as defined in *Art. IX*.

- 13 The Executive may, by 67% majority vote, further define the roles and responsibilities of the Executive Officers listed in this section.
- 14 The Director of Equity may recommend bylaws and rules on equity, inclusion, and the conduct of the Association and its members, which may be approved by the Executive by 67% majority vote.
- 15 The Executive may, by majority vote, strike committees to be chaired by Executive Officers and shall be staffed by staff members of the Association.
- 16 An Executive Officer may be removed from office if one of the following conditions are met:
  - 1) If an officer of the Executive fails to attend five (5) consecutive meetings of the Executive without excuse shall be removed automatically from office and cease to be an officer of the Executive. Removal under this section is subject to being overturned by a majority vote of the Executive as moved by the President; or
  - 2) If the Executive passes an 75% majority vote at a duly constituted meeting of the Executive convened for the purpose of removing that Executive Officer. If the President is being removed under this section, the Vice President may both call and chair the meeting duly constituted for the removal of the President.
- 17 When a vacancy arises on the Executive, the Executive Officers shall appoint a member to fill the vacancy by 67% majority vote.

#### **ARTICLE VI | MEETINGS OF THE EXECUTIVE**

- 18 Executive meetings shall be called by the President and shall be called at least one (1) time per month during the fall and spring semesters. In the event of neglect or refusal of the President to call an Executive meeting, at the request of three (3) or more Executive Officers, the Vice President shall call an Executive meeting and chair such a meeting.
- 19 Notice of a meeting of the Executive shall be given to the officers of the Executive by the President via email, or similar means, no less than seventy-two (72) hours ahead of the meeting, except in cases of an emergency meeting of the Executive or under such a timeframe as agreed upon unanimously by the Executive.
- 20 The Executive shall retain the right to hold or designate any Executive meeting, or part of a meeting, as private.
- 21 The quorum for a meeting of the Executive shall consist of half plus one of the Executive Officers.

#### **ARTICLE VII | STAFF**

- 22 The Association may hire staff, who are members of the Association, to assist Executive Officers or the Associate organizations in the completion of their duties.
- 23 Staff members are hired for the term of the Executive Officer(s) that hire them. Once hired by a process deemed appropriate by the Executive, staff members may only be dismissed after discussion and consultation between the Executive Officer(s) who hired the staff member, the President, and the Director of Equity.
- 24 The President may call a Staff Meeting, which will host all Executive Officers and staff members of the Association and its Associate organizations. Such meetings shall not be described as Executive meetings.

**ARTICLE VIII | GENERAL MEETINGS**

- 25 General Meetings of the Association shall be held at least once every calendar year.
- 26 An individual must be a member in good standing of the Association for not less than fourteen (14) days prior to a General Meeting in order to be eligible to vote at that meeting.
- 27 The quorum for General Meetings shall be one-third (1/3rd) of all members of the Association or twenty-five (25) members, whichever is lower.
- 28 The Executive, by majority vote, shall call General Meetings and present an agenda to be approved by the membership at the General Meeting no sooner than fourteen (14) days prior to the proposed General Meeting date.
- 29 The offices of Executive Officers listed in *Art. V* shall be filled by way of election.
  - 1) If the President is running for a position on the Executive, a General Meeting Chair who is not seeking election to the Executive must be appointed by the Executive, by 67% majority vote, to preside over the General Meeting.
  - 2) The Director of Equity and the two (2) Co-Editors-in-Chief of the *Intra Vires* shall be appointed by 67% majority vote at the first Executive meeting immediately following the succession of the newly elected Executive.
- 30 The Executive shall, by 67% majority vote, create and maintain General Meeting bylaws that govern the conduct of General Meetings. The General Meeting bylaws must comply with this Constitution and all candidates must be provided with such rules at least thirty (30) days prior to a duly scheduled General Meeting.
- 31 Elections at General Meetings shall be conducted in the following manner:
  - 1) All positions up for election shall be elected by secret ballot using the single transferable vote system;
  - 2) Candidates may campaign together as slates, but shall stand alone in their election;
  - 3) Should any elected position at a General Meeting receive only one (1) candidate nomination, said candidate shall be acclaimed;
  - 4) Ballots shall be counted by the chair of the meeting, whether that be the President or otherwise-appointed General Meeting Chair;
  - 5) Ballots shall be kept by the chair of the meeting in a sealed container for a period of ten (10) days, provided that after that time has elapsed, the ballots shall be destroyed;
  - 6) The chair of the meeting shall sign the seal of the container in which the ballots are stored; and
  - 7) A request for a recount of the ballots for a specific position may be made to the chair of the meeting within twenty-four (24) hours of the announcement of the election results, provided that such a request shall be submitted in writing and signed by the candidate for the position in question.

**ARTICLE IX | ASSOCIATE ORGANIZATIONS**

- 32 The Association shall have the following Associate organizations that fall under the jurisdiction of this Constitution:

- 1) The *Canadian Mock Trial Board*, which shall administer the Association's Canadian Mock Trial Competition teams and all other Mock Trial programmes in Canadian Law;
- 2) The *American Mock Trial Board*, which shall administer the Association's American Mock Trial Competition teams and all other Mock Trial programmes in American Law;
- 3) The *Mooting Board*, which shall administer the Association's Mooting teams and Mooting programming; and
- 4) The *Intra Vires*, which shall administer the Association's publication of the same name. The Co-Directors of this Associate organization shall be styled the Co-Editors-in-Chief.

**33 Associate organizations shall:**

- 1) Have Boards of Directors to autonomously administer and oversee the programming charged to this Associate organization by this Constitution;
- 2) If required, oversee and manage their own finances. In such a case, the Co-Directors of the respective Associate organization shall be the signatories for such finance accounts and shall provide financial statements at the request of the Co-Treasurers or the President;
- 3) Regularly communicate with the Executive on the affairs of the Associate organization through the Co-Directors; and
- 4) Be autonomous within their respective purview so long as they comply with this Constitution.

**ARTICLE X | FINANCES AND POLICIES**

- 34** Each year, the Co-Treasurers shall create, advise, and approve, by a majority vote of the Executive, a budget for the spending of the Association.
- 35** The signing officers for the Association's finance accounts shall be the President, the Vice President, and the Co-Treasurers unless otherwise determined by a 67% majority vote of the Executive.
- 36** Members of the Association shall be reimbursed in full for Association-approved items only upon the presentation of all itemized receipts for such expenditures to the Co-Treasurers.
- 37** The Executive shall have a fiduciary duty to future officers of the Executive, ensuring that funds be available for the Association's continued operation.
- 38** This Constitution shall be made available for review by any member of the Association.
- 39** The social media and email accounts created by this Association shall continue to be under the jurisdiction of the Association.

**ARTICLE XI | INTERPRETATION AND RULES OF ORDER**

- 40** In the event that 67% of Executive Officers disagree with how meetings of the Association are being conducted, the most recent edition of Robert's Rules of Order shall be invoked.
- 41** When this Constitution conflicts with the most recent edition of Robert's Rules of Order, this Constitution shall take precedence.
- 42** Any disagreements in reference to the interpretation of this Constitution shall be resolved by a simple majority vote of the Executive.

**ARTICLE XII | AMENDING THE CONSTITUTION**

- 43** Amendments to this Constitution may only be made at General Meetings.

Constitution of the University of Toronto Pre-Law Students' Association

- 1) A copy of any proposed amendments moved and seconded by members of the Association must be sent to the President at least fourteen (14) days prior to the time of the General Meeting.
  - 2) The President shall have the authority to combine, separate, and merge proposed amendments with the permission of the mover and seconder as well as to correct any grammatical, numerical, or technical mistakes in the proposed amendments.
- 44** The Executive may propose amendments to this Constitution, by majority vote, without the need for a mover or seconder.
- 45** Amendments of the Constitution must be ratified by a 67% majority vote of all members present and voting at a General Meeting.