

Women in Law Association Constitution

Article I: Campus Group Name

The official name of this recognized campus group is Women In Law Association. The acronym or abbreviation of this group is: WILA.

Article II: Purpose

The purpose of the Women in Law Association is to empower women with an interest in the legal profession, foster a supportive community among future women law students and lawyers, and facilitate connections with women and others in the legal field. WILA also aims to raise awareness about how laws impact women and other marginalized groups in society. We strive to create an inclusive environment that promotes learning about the law, networking opportunities, and preparation for law-related endeavors. Additionally, WILA seeks to provide a platform for women's voices in the legal field and expand awareness of the diverse career options available.

To achieve our purpose, WILA will organize guest speaker events featuring women and professionals from various legal backgrounds. We will also collaborate with other law organizations, both internally and externally, to host events focused on women in the legal profession. Through our social media presence, we will facilitate discussions about the intersection of women and the law, sharing relevant issues and success stories to empower aspiring female lawyers. WILA will provide engaging events and resources beneficial to pre-law students, including networking opportunities, information sessions, and exposure to different legal professionals and law school experiences.

Article III: Membership

Membership in the Women In Law Association is open to all students who are UTMSU members but specifically those who identify as women are encouraged to apply, including undergraduates and graduates. We actively promote and recognize principles of fairness, equity, and social justice across various intersections, such as race, age, color, disability, faith, religion, ancestry, national origin, citizenship, sexual orientation, social class, economic class, and ethnicity. As a voting member, they will have access to general member meetings and vote in during important decisions, such as annual executive elections. We value the collective and individual talents, skills, and perspectives of our members, constituent groups, and partners, fostering a culture of belonging, collaboration, innovation, and mutual respect. Our club seeks to empower and engage female students in meaningful actions that contribute to accomplishing our club's goals. There is no membership fee for this club, ensuring accessibility for all women who wish to be part of our vibrant community.

Article IV: Executives

The executive committee shall be composed of twelve (12) elected officers.

President:

- Oversees the overall success, operation, and management of the club.
- Responsible for the UTMSU/Ulife renewal and making sure the constitution is up to date throughout the year.
- Attends the CCR Training Meeting in the Fall. Responsible for leading the validator meeting with the VP three times a year.
- Responsible for making sure the CCR process is properly done, and all the necessary documents are submitted.
- Responsible for attending all the UTMSU mandatory executive and elections training.
- Ensure all the club goals and vision are being met and are completed by the executive team.
- Ensures the club environment is safe, open, and welcoming for the whole team.
- Ensure the successful transition of office to the future Executives.
- Must attend mandatory executive meetings

Vice-President:

- Must be present at WILA events, especially in the absence of the President.
- Makes critical decision related to the operations and management of the club with the president
- Responsible for overseeing all the VPs and working with them on the necessary tasks.
- Works with the VP Internal for CCR Application and doing the edits at the end of the year.
- Ensuring all the CCR Individual tracking templates are complete and the CCR process is completely done with the VP Internal.
- Responsible for reaching out to the validators for CCR.
- Works closely with the President in completing the club documents such as the constitution and club applications.
- Works with the President in building relationships with the outside organizations and clubs, in addition, looking for opportunities to collaborate.
- Responsible for attending the UTMSU training in the absence of the President.
- Responsible for conducting application interviews with the VP Internal.
- Responsible for completing the awards application with the VP Internal
- Must attend mandatory executive meetings

VP Internal:

- Makes critical decisions related to the CCR application, club meetings and oversees the Communication Director.
- Responsible for organizing the interview process for new applicants and must be present during interviews with other associated executive(s).
- Responsible for making everyone in the club (execs and associates) aware and informed on club meetings and events.
- Takes attendance for all club meetings and events to ensure club execs and associates are participating.
- Reports to the President and Vice President on all internal affairs in the club.
- Responsible for booking rooms on campus for the club meetings and events.
- Responsible for taking minute notes and important notes during the club meetings.
- Responsible for keeping track of club memberships and adding all the new members to the mailing list.
- Responsible for completing UTMSU/Ulife awards applications at the year-end.
- Responsible for completing the CCR Application and doing the edits at the year-end with the Vice President
- Keeps track of all club documents such as CCR Individual Tracking Templates of all executives, CCR required documents and awards applications.
- Acting chief of human resources
- Must attend mandatory executive meetings

VP External:

- Oversee external relations, takes the lead for anything externally club related
- Oversees collaboration with other clubs/societies and outreach
- Reach out to guest speakers, organizations
- Work closely with the president in building relationships with other clubs and organizations
- Responsible for external communications and emails
- Look out for any opportunities to collaborate with other organizations whenever possible
- Attend all collaboration meetings with the President/Vice-President
- Must network with other organizations, legal professionals, guest speakers etc.
- Must find guest speakers and assist with events
- Develop a sponsorship program if possible
- Reach out to different professionals and external organizations (send emails, connect via linkedIn)
- Must attend mandatory executive meetings

VP Finance:

- Overseeing everything club related to finance.
- Responsible for completing the financial statements of the club.
- Responsible for budget management of the club.
- Responsible for attending the UTMSU Audit training.

- Responsible for completing the UTMSU Audits and records on time.
- Responsible for managing the club cheques and money.
- Holds the signing officer authority along with the President for financial purposes such as depositing the cheque in the club account.
- Work with VP of events to assist with budgeting of events and distribution throughout the year
- Responsible for applying to any bursaries or sponsorships when needed
- Responsible for collected and saving receipts of all club expenses
- Must attend mandatory executive meetings

VP Events (2 positions):

- Responsible for planning, organizing, and hosting WILA events throughout the year with the executive team.
- Works closely with the President to plan and discuss new events for the year
- Responsible for preparing anything event related (such as PowerPoint, food, takes lead, assists or directs on communication with collaborations)
- Must plan events in detail and prepare them prior to the event (map out earlier and more in detail at least one month prior)
- Responsible for communicating with all execs to ensure everyone is aware of the events taking place
- Responsible for making events report after each event.
- Oversees the success of all events and ensures that all the events are run smoothly.
- Brings interesting new event ideas and properly executes them with the help of the executive team.
- Responsible for making all google form sign-ups and track the sign-ups.
- Must attend mandatory executive meetings

Vice-President of Media (2 positions):

- Makes critical decisions related to social media
- Oversees everything related to social media, post content and event promotion.
- Designing and creating social media posts on women and law topics.
- Responsible for posting on IG or LinkedIn and any other social media platforms and updating the story.
- Responsible for sending out event posts to UTM clubs for promotions.
- Responsible for being engaging on social media through posts and IG stories.
- Increase social media platform performance (followers, interactions)
- Assists with advertisement of events at least 2 weeks prior and the days following up to them.
- Assists with creation of reels and TikTok.
- Assist with increasing UTM WIL membership and general members (work with VP of communications)
- Work closely with VP media in creating and designing social media posts.

- Provides creative suggestions for event promotion and strategies and offers suggestions to develop innovative advertising, public relations, social media and events. In addition, offers suggestions for email marketing
- In-person is responsible for creating and promoting the events.
- Provides strategies in order to grow social media platforms- which is more inclusive and includes all UTM students
- Must attend mandatory executive meetings.

Vice-President of Research (2 positions):

- Responsible for doing research online for social media posts on the topics of women and law that the executive team decides on.
- Responsible for sending research to the VP Media, VP Marketing and VP of communications
- Is expected to fill in the doc for social media posts and keep everything organized.
- Must investigate statistics, possible case studies relevant to themes or law
- Must assist events with any research on topics
- Responsible for providing information of social media posts that can be law related (can include various corresponding topics or legal professionals, Isat information, law schools, different law professions such as paralegals, police officers, crisis counselors etc)
- Must attend mandatory executive meetings.

Vice-President of Communications:

- Responsible for sending emails such as zoom links for ALL events or sending out emails regarding any in-person events and details (ahead of time)
- Responsible for answering any questions on social media.
- Responsible for writing monthly newsletters on upcoming events and announcements.
- Assist with increasing UTM WIL membership within the UTM community and general members (work with VP of marketing)
- Responsible for communicating with other clubs & promotions to increase engagement
- Must attend mandatory executive meetings.

Article V: Meetings

Bi-Annual General Meetings:

- The group shall hold general meetings at least twice per academic semester, i.e. two in the fall and two in the winter.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3

majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

Executive Meetings:

- The executive committee shall meet on a monthly basis during the entire academic year, i.e. September-April. Attendance will be mandatory for all executive members.

Wila Club Meetings (Executives & Associates):

- Club meetings will be held bi-weekly throughout the entire academic year, i.e. September-April.

Article VI: Elections

Campus Groups must follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. Students may create additional positions in September particularly for first-year students in an effort to encourage first-year student involvement. If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee or the Academic Societies Affairs Committee, these results will be subject to a petition by a member and re-election will be held under the supervision of the UTMSU Campus Groups Coordinator.

Election Procedures:

- All registered groups must hold an election in the Winter Semester, following the timeline set by the UTMSU
- A Chief Returning Officer (CRO) must be appointed to supervise the elections. The CRO must be an unbiased third party to the election, and must be approved by the outgoing executives and the Campus Groups Coordinator. The CRO must not be running for a position on the incoming executive team.
- Elections must open to all interested candidates that are UTMSU registered members of the group.

Election Timeline

- Advertising Period: Advertising for elections is required and is to take place for a minimum of one week. Mass emails should be sent to all UTMSU registered members of the group
- Nomination Period: All members who are interested in running for an executive position are able to self-nominate during this time. This will be overseen and managed by the CRO.
- All Candidates Meeting: A meeting with all the candidates must be held to go over the elections rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.

- Campaign Period: During this time, candidates are able to campaign themselves to the Campus Groups's membership.
- Voting Period: Registered UTMSU members will be able to vote for their incoming executives during this time. The CRO will organize the voting platform.

Election Policies

Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Campus Groups Coordinator in a written format within 72 hours of the election.

The Clubs Committee and ASAC withhold the right to nullify any group's election results if evidence of gross misconduct has been found in the operation of the election.

Non-occurrence of elections will result in the immediate effect of cancellation of a group's status. Non-submission of election results will result in later loss of group recognition status through the Club's Committee or ASAC. If undemocratic election procedures are suspected, the election results or even the group status may be put forward to the Clubs Committee/ASAC by the VP Campus Life or VP University Affairs.

Article VII: Removal from office

Removal from office can occur at any time by notice from the UTMSU in case of Harassment, Sexual Harassment and Discrimination (refer to UTMSU's Procedural Policies). The UTMSU will conduct an investigation and notify the individual of sanctions. Such sanctions could be but aren't limited to:

- Permanent/Temporary ban from campus group activities
- Mandatory consent/Anti-oppression trainings
- Permanent/Temporary ban from UTMSU spaces
- Permanent/Temporary ban from campus group events

If you need to file a formal complaint with the UTMSU, please send a written notice to the Campus Groups Coordinator.

Removal from office can occur at any time from the campus group's Executive Committee vote. However, such a process must be outlined in the constitution and made available to executive members in a complete accessible manner.

Example of removal procedure:

- Removal after 1 written warning issued to the individual
- Removal after missed 2 consecutive meetings without proper warning and communication
- Removal after executive member fails to perform their duties as defined by the constitution

In case of a campus group member being removed from office, a by-election will be held if necessary, according to the election rules as previously described under "Elections Procedures".

Article VIII: Amendments to the Constitution

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. Centre for Student Engagement, The University of Toronto Mississauga Students' Union, etc) within two (2) months of its approval by general members.