

Constitution of the University of Toronto Ladies in Law Students' Association

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “University of Toronto Ladies in Law Students’ Association.”
- 1.2. The official acronym or abbreviation of the group is “LILA”
- 1.3. The purpose, objectives, mission, and/or mandate of the Ladies in Law Association is to inspire and equip undergraduate students with knowledge and experience in the legal field, with a primary focus on creating a supportive space for women interested in learning about or pursuing a career in law. LILA aims to provide valuable opportunities for networking, skill development, and building connections with professionals across the legal field and related industries, such as policymaking and consulting. We are committed to helping students prepare for law school and advocating for law as an accessible career path, especially for students from marginalized backgrounds.

Our mission includes fostering an inclusive and equitable environment that encourages learning, networking, and professional growth. LILA is dedicated to expanding students’ understanding of what it means to be a woman in the legal field, offering insights into the unique challenges and opportunities women may encounter. We provide a platform that amplifies women’s voices and accomplishments, highlighting diverse career paths and perspectives in law and related fields. Through events like panel discussions and collaborations with other legal organizations within the university and broader professional community, LILA connects students with professionals and law students, provides essential resources, and shares empowering stories to inspire the next generation of female leaders in law.

2. Article Two – Membership and Executive Voting Rights

- 2.1. LILA shall maintain a list of general members who engage with the organization through events, initiatives, or community platforms.
- 2.2. General membership is open to all registered University of Toronto students.
- 2.3. General members are welcome to attend public events and may apply to join the Executive Committee through the application process outlined in Article 6.
- 2.4. All registered University of Toronto student members of LILA shall have voting rights. Only current UofT students may vote in general meetings and elections.
- 2.5. Non-student participants, such as staff, faculty, alumni, or community members, may be welcomed as supporters or event attendees, but they do not hold Executive or voting roles.
- 2.6. There is no membership fee (\$0).

3. Article Three – Rights of Members

- 3.1. All general members have the right to attend all general meetings of the association.
- 3.2. General members may share feedback or suggestions, but do not vote.
- 3.3. Each registered UofT student member of LILA has one vote at general meetings, elections, and on constitutional amendments. Executive members have one vote each

and is equal to other student voting members. Non-student participants do not have voting rights.

- 3.4. Both Voting and Non-voting Executive Members can propose changes to the constitution.
- 3.5. Non-voting Executive Members can participate in discussions but do not vote.
- 3.6. All Executive Members must be registered University of Toronto students and uphold LILA's values.

4. Article Four - Executive Committee

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall include both voting and non-voting members. Voting members include the President, Vice President, and Directors. Non-voting members include Associates and General Members.
- 4.3. The Executive Team shall consist of both Voting and Non-Voting Members. Voting Members include all Directors, the Vice President and the President of the association. Quorum for Executive Committee Voting is defined as 50% plus one (50% + 1) of the Voting Executive Members.
- 4.4. All Executive Committee members must be currently registered students at the University of Toronto.
- 4.5. Voting members may make decisions on behalf of the organization, including budget approvals, team appointments, and constitutional changes.
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.
- 4.8. The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

5. Article Five - Executive Committee Composition and Duties

5.1. The President shall:

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Oversee the operations, management, and success of the group,
- 5.1.3. Ensure that all activities, events, and operations comply with the policies, regulations, and guidelines set by the University of Toronto's *Policy on the Recognition of Student Groups*.
- 5.1.4. Ensure inclusive and equitable actions and practices in leadership,
- 5.1.5. Serve as the official spokesperson for the group,
- 5.1.6. Hold signing and financial authority along with the Finance and Operations Director and the Vice President,
- 5.1.7. Chair Executive Committee meetings and ensure effective internal communication,

- 5.1.8. Ensure a transition of office from one year to the next,
- 5.1.9. Maintain oversight of organizational planning and strategic goals.
- 5.2. The Vice President shall:**
 - 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.2.2. Hold signing and financial authority with the President,
 - 5.2.3. Oversee the operations, management, and success of the group,
 - 5.2.4. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.2.5. Assume the duties of the President in their absence,
 - 5.2.6. Ensure that all activities, events, and operations comply with the policies, regulations, and guidelines set by the University of Toronto's *Policy on the Recognition of Student Groups*.
 - 5.2.7. Take notes during Executive meetings,
 - 5.2.8. Inform Executive members of meeting times and schedules,
 - 5.2.9. Support recruitment, onboarding, and team development,
 - 5.2.10. Promote collaboration and cohesion across the Executive team.
- 5.3. The Events and Programming Director shall:**
 - 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.3.2. Lead the planning, coordination, and execution of LILA events and initiatives,
 - 5.3.3. Collaborate with other Directors (Social Media, External Relations, EDI, and Finance) to ensure programming is coordinated and reflects LILA's mission.
 - 5.3.4. **Oversee a committee of Associates to support event execution**
- 5.4. The Events Associates (3) shall:**
 - 5.4.1. Support the planning and execution of LILA events by assisting with logistics, communication, and setup.
 - 5.4.2. Work closely with the Events and Programming Director to brainstorm and develop engaging event ideas and execute them.
- 5.5. The Social Media and Communications Director Shall:**
 - 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.5.2. Develop and manage LILA's digital presence and branding,
 - 5.5.3. Maintain regular communication with members through social platforms like Instagram, LinkedIn, and newsletters,
 - 5.5.4. Collaborate with other Directors (Events and Programming, External Relations, EDI, and Finance) to ensure programming is coordinated and reflects LILA's mission.
 - 5.5.5. Oversee a committee of Associates to assist with content creation and engagement
- 5.6. The Social Media and Communications Associates (3) shall:**
 - 5.6.1. Assist with the creation of social media content, including graphics, captions, and event promotions.
 - 5.6.2. Help maintain engagement across LILA's digital platforms and support the Social Media Director in messaging and outreach efforts.
- 5.7. The Finance and Operations Director shall:**
 - 5.7.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.7.2. Record and track all financial transactions,
 - 5.7.3. Hold signing and financial authority with the President,
 - 5.7.4. Prepare and manage the group's budget,

- 5.7.5. Collaborate with the Events and Programming Director to ensure programming is coordinated, reflects LILA's mission, and stays within budget.
- 5.7.6. Secure funding from various sources at the University of Toronto and oversee reimbursements, financial documentation, and Reports.
- 5.7.7. Support logistics and internal operations of the group.
- 5.7.8. Oversee a committee of Associates to assist with content creation and engagement
- 5.8. **The Finance and Operations Associates shall:**
 - 5.8.1. Assist with budget tracking, documentation, funding, and reimbursements as directed by the Finance and Operations Director.
 - 5.8.2. Support the planning of internal operations, including scheduling, inventory, and logistical coordination.
- 5.9. **The External Relations and Sponsorship Director shall:**
 - 5.9.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.9.2. Lead outreach to sponsors, law firms, and partner organizations,
 - 5.9.3. Secure financial and in-kind sponsorships for events and initiatives,
 - 5.9.4. Maintain external partnerships and represent LILA in professional settings.
 - 5.9.5. Oversee a committee of Associates to assist with content creation and engagement
- 5.10. **The External Relations and Sponsorship Associates shall:**
 - 5.10.1. Assist with outreach to law firms, sponsors, and community partners to support collaboration and funding efforts.
 - 5.10.2. Help manage external communications and contribute to sponsorship tracking and follow-ups as directed by the External Relations Director.
- 5.11. **The Equity, Diversity, and Inclusion Directors (2) shall:**
 - 5.11.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.11.2. Promote Equity, accessibility, and representation across all group initiatives,
 - 5.11.3. Ensure LILA programming is inclusive and responsive to member needs,
 - 5.11.4. Support internal education and awareness around EDI-related practices
 - 5.11.5. Ensure Feedback form responses and event feedback are taken into consideration to improve future events
 - 5.11.6. Oversee a committee of Associates to assist with content creation and engagement
- 5.12. **The Equity, Diversity, and Inclusion Associates (2) shall:**
 - 5.12.1. Support EDI initiatives by helping plan inclusive programming and gathering feedback from members.
 - 5.12.2. Assist with research, content creation, and internal advocacy to ensure LILA practices align with equity and accessibility goals.

6. Article Six – Elections

- 6.1. Elections are to be held in an unbiased manner. No individual who is running for an elected position may participate in the planning, overseeing, or administering of the election process. An impartial member not running in the election will oversee and validate the process to ensure fairness and honesty.
- 6.2. An individual is to be selected to run the nomination and voting process. All voting members, such as the University of Toronto student members of LILA, must be able to vote in the election.

- 6.3. If a position becomes available mid-year, the Executive Committee may temporarily appoint someone to the role until the next election.
- 6.4. New Executive Members may be appointed at any time during the year, as needed.
- 6.5. All new Executive Members will undergo a probation period of one (1) month for onboarding and role adjustment. During this time, their engagement, communication, and ability to fulfill assigned tasks will be informally assessed by the Voting Executive Members. At the end of this period, the appointment will be confirmed or reconsidered by a majority vote.
- 6.6. If a position is unfilled, its responsibilities may be temporarily shared by current Executive Members until someone is appointed by majority vote of the Voting Executive Members.
- 6.7. LILA's main appointment period takes place annually. Additional appointments may be made throughout the year if new roles are created or existing positions become vacant.
- 6.8. Executive Members who wish to step down must provide 1–2 weeks' written notice to the President and Vice President. Before leaving, they must complete a basic transition process, which includes transferring or returning any LILA-related materials, contacts, or documents, logging out of shared accounts and removing access, and communicating the status of any pending tasks or responsibilities.
- 6.9. If the departing member holds a voting role, the remaining Voting Executive Members will reassign their duties and initiate the process of appointing a replacement, if necessary.

7. Article Seven – Finances

- 7.1. The Finance and Operations Director shall keep an active record of income and expenses.
- 7.2. The Finance and Operations Director shall present an update on the group's financial position at general meetings.
- 7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote by the Voting Executive Members.
- 7.4. The group may not engage in activities that are commercial in nature.
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit unless the proceeds directly support the University of Toronto Ladies in Law Students' Association's mission.
- 7.7. The group will not pay salaries to any of its officers.

8. Article Eight – Meetings

- 8.1. The Executive Committee shall meet biweekly during the academic year. Quorum for Executive Committee meetings is defined as 50% plus one (50% + 1) of the Voting Executive Members.
- 8.2. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 8.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks before the date of the meeting.

9. Article Nine - Termination of Membership

- 9.1. Any Executive or General Member may be removed from their position if they:
Repeatedly fail to fulfill their responsibilities, act in a way that harms the group or its members, fail to communicate for an extended period (e.g., 2+ weeks) without notice, knowingly withhold or fail to disclose a significant or ongoing conflict of interest, or engage in conduct that conflicts with LILA's values or university policies.
- 9.2. Before removal, the member shall receive a written warning and an opportunity to appeal and address concerns with the Voting Executive Members.
- 9.3. A vote to revoke membership must be held at an Executive Committee meeting.
- 9.4. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.5. After removal, the individual will lose all internal privileges and must be removed from LILA platforms and accounts within one (1) week.
- 9.6. If the member is removed, they may appeal the decision to an independent Appeals Committee composed of three (3) general members who were not involved in the original decision. The Appeals Committee will make the final decision by holding a majority vote.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

10. Article Ten – Amendments

- 10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 10.2. All voting members may propose and vote on amendments to the constitution.
- 10.3. Once approved, the Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 10.4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.