Constitution of "Law and Mentorship Program by Students"

Article One – Name and Purpose

1.1. The official name of the recognized student group is "Law and Mentorship Program by Students"

1.2. The official acronym or abbreviation of the group is "LAMPS"

1.3. The purpose, objectives, mission and/or mandate of the organization is to build relationships between Undergraduate and Juris Doctor Students in education and law.

Article Two – Membership and Membership Fee

2.1. The group shall maintain a list of group members.

2.2. Voting membership is open only to registered students of the University of Toronto.

2.3. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.

Article Three – Rights of Members

3.1. All voting members have a right to attend all general meetings of members.

3.2. All voting members have a right to cast votes at all general meetings of members.

3.3. All voting members have a right to stand for election unless otherwise stated in this document.

3.4. All voting members have a right to cast votes in all group elections and referenda.

3.5. All voting members have a right to propose and vote on amendments to this constitution.

Article Four – Equity and Non-Discrimination

4.1. LAMPS is committed to fostering an inclusive, respectful, and equitable environment for all members.

4.2. No member, whether acting individually or on behalf of LAMPS, shall engage in discrimination, harassment, or exclusionary conduct on the basis of race, gender, nationality, ethnic origin, colour, religion, sex, sexual orientation, age, citizenship status, marital or family status, socioeconomic background, political beliefs, health or medical condition, disability, or any other protected ground.

4.3. All members are expected to uphold these principles in both their personal conduct and in any activities or initiatives associated with LAMPS.

Article Five – The Mentorship Program

5.1. The Mentorship Program will prioritize upper year students in its selection, including third, fourth, and fifth year (if applicable) students. The remainder of the positions will be allocated to lower year students, such as second and first years.

Article Six – Executive Committee

6.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.

6.1.1. Candidates running for management positions such as President, Vice President and Director of External Affairs are strongly encouraged and recommended to have at least one academic year of prior experience serving as an Executive club member.

6.2. The Executive Committee shall be composed of seven (7) to eight (8) voting members.

6.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.

6.4. Non-voting members may not hold positions on the Executive Committee.

6.5. 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.

6.6. 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.

Article Seven – Structure of the Executive

The Executive will be comprised of the following elected members, who shall in any case retain voting privileges:

(a) Co-Presidents (1-2);

(b) Vice President (1);

(c) Director of Mentorship (1);

(d) Director of External Affairs (1);

(e) Director of Internal Affairs (1);

(f) Director of Finance (1);

(g) Director of Advertisement & Marketing (1)

Article Eight – Executive Committee Composition and Duties

The President or Co-President (1-2) shall:

8.1.1. Be eligible to cast votes at meetings of the Executive Committee;

8.1.2. Oversee the operations, management, and success of the group;

8.1.3. Serve as spokesperson for the group;

8.1.4. Hold signing and financial authority along with the Director of Finance;

8.1.5. Preside over meetings of the Executive Committee and/or members;

8.1.6. Ensure a transition of office from one year to the next.

Co-Presidency

8.2.1. The position of President may be held by either one (1) or two (2) individuals, as determined by the size, needs, and anticipated activities of the group.

8.2.2. Where two (2) Presidents are selected, both individuals shall share the responsibilities outlined in this section and hold equal authority, unless otherwise determined by the Executive Committee.

8.2.3. A co-presidency structure may be implemented where deemed appropriate by the Executive Committee, including in circumstances where a selected President anticipates limitations in fulfilling the full responsibilities of the role due to academic commitments, external obligations, or other factors.

8.2.4. In the case of two (2) Presidents, the individuals shall determine among themselves, in consultation with the Executive Committee, the allocation of signing and financial authority, ensuring compliance with the requirements outlined for financial oversight within this constitution.

The Vice-President shall:

8.3.1. Be eligible to cast votes at meetings of the Executive Committee,

8.3.2. Assume duties of the President in their absence,

8.3.3. Ensure activities of the club comply with policies of the University of Toronto,

8.3.4. Coordinate organizational recruitment efforts.

8.3.5. Lead and oversee sponsorship initiatives, including the creation of formal sponsorship materials outlining the group's mission, audience, events, and partnership opportunities, and conducting outreach and communication with prospective and existing sponsors,

8.3.6. Collaborate with the Director of Advertisement & Marketing to develop structured marketing materials, including promotional content, branding guidelines, and outreach strategies, to support events, recruitment, and external engagement.

The Director of Mentorship shall:

8.4.1. Be eligible to cast votes at meetings of the Executive Committee,

8.4.2. Pair mentees and mentors in each sessional period together based on internal assessments and evaluations regarding shared goals and availability.

8.4.3. Facilitate an outreach program (i.e. a Google Classroom or shared Drive) that allows members of the mentorship program to access communication forms, resources to set up/plan meetings, or engagement opportunities with the LAMPS community.

8.4.4. Track program participation and ensure that both mentors and mentees are engaging with the program regularly, unless exceptional circumstances arise.

8.4.5. Continuously evaluate recorded responses to the Reflection Form, Mentor/Mentee Switch Request Form, Conflict Resolution Form, and any feedback for the mentorship program for each sessional period.

8.4.6. Collaborate with the Director of External Affairs to recruit law students to serve as mentors for LAMPS.

8.4.7. If applicable, manage, organize, and oversee the LAMPS support team composed of Mentorship Assistants, who assist in the assessment of mentorship applications and execution of the pairing system.

8.4.8. Archive records and provide status reports regarding the success of the mentorship program to the President(s) and/or Vice President.

The Director of External Affairs shall:

8.5.1. Be eligible to cast votes at meetings of the Executive Committee,

8.5.2. Plan and execute events for the group,

8.5.3. Manage logistics such as venue booking, catering, entertainment, and scheduling,

8.5.4. Work closely with other directors and committees to integrate social activities with broader organizational goals,

8.5.5. Foster a welcoming, inclusive environment for members,

8.5.6. Ensure events align with the organization's mission and budget,

8.5.7. Manage, organize, and oversee the LAMPS support team composed of Event Coordinators, who assist in the planning, coordination, and execution of events that engage the broader University of Toronto community and relevant external stakeholders.

The Director of Internal Affairs shall:

8.6.1. Be eligible to cast votes at meetings of the Executive Committee,

8.6.2. Maintain a list of group members,

8.6.3. Maintain the member contact list,

8.6.4. Record notes and motions for meetings,

8.6.5. Notify all members of general meetings,

8.6.6. Prepare and distribute regular newsletters to members, providing updates on events, organizational developments, key information, and ongoing initiatives within the group,

8.6.7. Distribute regular communications to members outlining upcoming meetings, events, and participation opportunities within the group.

The Director of Finance shall:

8.7.1. Be eligible to cast votes at meetings of the Executive Committee,

8.7.2. Record all financial transactions of the group,

8.7.3. Hold signing and financial authority along with the President,

8.7.4. Maintain a budget of income and expenses,

8.7.5. Advise members on financial position of the group,

8.7.6. Prepare an annual budget for the group.

8.7.7. Develop and maintain an up-to-date list of funding opportunities, including grants, sponsorships, and institutional funding sources relevant to the group,

8.7.8. Serve as the primary point of contact for financial matters with the University of Toronto and other relevant external parties, including coordinating communications related to funding, reimbursements, and financial compliance.

The Director of Advertisement & Marketing shall:

8.8.1. Be eligible to cast votes at meetings of the Executive Committee,

8.8.2. Prepare online marketing materials for the group,

8.8.3. Maintain the group social media accounts on all platforms,

8.8.4. Maintain the group website,

8.8.5. Advertise group events, initiatives, and mission statement at request of the Presidents and Vice Presidents,

8.8.6. Collaborate with the Vice-President to develop and maintain a standardized marketing package for the group, including approved fonts, colour schemes, visual styles, graphics, and logos to be used consistently across all social media platforms and promotional materials throughout the term.

Article Nine – Executive Accountability, Commitment, and Contract

All individuals elected or appointed to positions on the Executive Committee shall be required to sign a formal agreement outlining the duties, expectations, and responsibilities associated with their role within the group.

9.1. Executive members are expected to fulfill their responsibilities for the full duration of their term as defined in Article Six (May 1st to April 30th), unless exceptional circumstances arise.

9.2. In the event that an Executive member chooses to step down prior to the completion of their term, they must formally notify the Executive Committee and complete a written, and signed resignation confirming their voluntary departure and the effective date of resignation.

9.3. Failure to adhere to the expectations outlined in the signed agreement may result in removal from the Executive Committee and general membership, in accordance with the procedures outlined in Article Thirteen.

9.4. In the event of a vacancy resulting from resignation or removal, the Executive Committee may appoint a replacement through an election held within the Executive Committee for the remainder of the academic term.

Article Ten – Elections

10.1. All voting positions on the Executive Committee shall be filled through an annual election process.

10.2. All voting members of the group shall be eligible to seek nomination for and cast a ballot in elections for Executive Committee positions.

10.3. Non-voting members shall not be eligible to seek nomination for voting positions and shall not be eligible to cast ballots in any election.

10.4. The election process shall be conducted through a structured two-stage system administered using an online platform (e.g., Google Forms), ensuring accessibility, fairness, and transparency.

10.4.1. **Stage One – Candidate Submission**:

a) All candidates must submit their candidacy through an official form within the designated nomination period.

b) Candidates shall indicate the position they are seeking and provide a written statement (minimum 300 words maximum 500) outlining their qualifications, intentions, and reasons for applying.

10.4.2. **Stage Two – Voting**:

a) All eligible candidate submissions shall be compiled and presented to voting members in a separate official ballot form.

b) Voting shall be conducted exclusively through this ballot, and only one submission per eligible member shall be permitted.

10.5. Campaigning in any form, including but not limited to social media promotion, direct solicitation of votes, or distribution of campaign materials, shall not be permitted. Candidates shall be evaluated solely based on their submitted statements.

10.6. The nominee receiving the highest number of votes for each position shall be deemed elected. In cases where multiple candidates are to be elected for a single position, the candidates receiving the highest number of votes shall be selected until all positions are filled.

10.7. Elections must be conducted in an impartial and unbiased manner. No individual seeking election shall participate in the oversight or management of the election process.

10.8. In the event that a position remains unfilled, the Executive Committee may conduct a by-election following the same procedures outlined above, or temporarily redistribute the responsibilities of the position among current Executive members until the vacancy is filled by a simple majority vote (50% + 1).

Article Eleven – Finances

11.1. The Director of Finance shall keep an active record of income and expenses.

11.2. The Director of Finance shall present the group's updates on the group's financial position at annual general meetings.

11.3. The Executive Committee must approve all expenditures over $200.00 through a majority vote at a meeting of the Executive Committee.

11.4. The group may not engage in activities that are essentially commercial in nature.

11.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.

11.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.

11.7. The group will not pay salaries to any of its officers.

Article Twelve – Meetings

12.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.

12.2. 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.

12.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

Article Thirteen – Termination of Membership

The Executive Committee may revoke the membership of any member of the group who engages in conduct that negatively affects the interests, integrity, or operations of the group, including but not limited to failure to fulfill responsibilities, misconduct, or non-disclosure of a significant or ongoing conflict of interest.

13.1. Prior to initiating a vote for termination, the Executive Committee shall make reasonable efforts to support the member in addressing the identified concerns through the following process:

13.1.1. A formal meeting shall be held with the member to clearly outline specific, reasonable, and achievable expectations for improvement.

13.1.2. If sufficient progress is not demonstrated within one (1) month of the initial meeting, the Executive Committee shall provide additional guidance and mentorship through a designated Executive member to support the implementation of these improvements.

13.1.3. If, after an additional one week to one month (at the discretion of the current executive team), the member has not reasonably implemented or actively worked toward the outlined expectations, the Executive Committee may proceed with a review of the member's status and consider termination of membership.

13.2. A vote to revoke membership must be held at a meeting of the Executive Committee.

13.3. A two-thirds (2/3) majority vote of the Executive Committee shall be required to approve any motion to revoke membership.

13.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.

13.5. In the case of an appeal, a simple majority vote at a general meeting shall be required to uphold the revocation of membership.

13.6. Following termination, the individual shall be removed from the group's membership and shall lose all rights and privileges associated with both general and Executive membership.

13.7. Members of the Executive Committee shall be subject to the same termination process as general members.

Article Fourteen – Amendments

14.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.

14.2. All voting members may propose and vote on amendments to the constitution.

14.3. 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.

14.4. 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.