

Constitution and Bylaws

SFU Pre-Law Society
2019-09-18



**SFU Pre-Law Society
Constitution and Bylaws
Updated September 18, 2019**

- I. Name: The name of the club shall be the SFU Pre-Law Society (PLS).**
- II.** In any case where there is a discrepancy between this Constitution and Bylaws and the requirements or rules set out by the SFSS Constitution or the SFSS Bylaws, the requirements or rules set out by the SFSS Constitution or the SFSS Bylaws shall supersede the rules set out by the Constitution and its accompanying Bylaws.
- III. Membership**
 - a. Membership in the Pre-Law Society shall be extended to SFSS members who are:
 - i. All students who are confirmed members on the SFSS Club Portal.
- IV. Committees**
 - a. **Executive Committee.** This shall consist of the following officers:
 - Co-President (x2)
 - VP of Internal Relations
 - VP of Finance
 - VP of External Relations
 - VP of Events (x2)
 - VP of Marketing (x2)
 - ii. The powers and duties of the Executive Committee shall be limited to the following:
 - Calling all Regular General Meetings, having ensured that an agenda has been prepared and due notice has been given.
 - Ensuring that the directives of this Constitution and Bylaws and decisions made at General Meetings (or Executive Committee Meetings) are carried out.
 - Coordinating the activities of the PLS and ensuring all committees are held accountable.
 - Carrying out all duties as outlined in this Constitution and Bylaws and any other duties that may provide benefit to the membership.
 - Approving all communications on behalf of the PLS to the general membership, other student groups, the Simon Fraser Student Society (SFSS herein), the Faculty of Arts



**SFU Pre-Law Society
Constitution and Bylaws
Updated September 18, 2019**

and Social Sciences (FASS herein), and any other University or external organizations, or persons, as needed.

- iii. An Executive position will become vacant and open to contestation when the serving member:
- Offers their resignation stating end of term or effective immediately.
 - Is impeached.
 - Any executive member may be impeached by a vote of at least 10% of club membership and the majority of the executives. Reinstating a member can be done by a similar vote.
 - Is no longer a student at SFU.

b. **PLS Volunteer Committee**

- i. The powers and duties of a Volunteer Committee shall be limited to planning, organizing, and implementing any event, plan or project approved by the members at a General Meeting. A Volunteer Committee will be struck through a resolution of the members at a General Meeting and shall consist of:
- At least one member of the Executive who will act as liaison to the Executive team.
 - Selected general members deemed relevant through a vote at a General Meeting.
- ii. Volunteer Committees shall be directly answerable to the Executive. The Executive holds veto power over all the activities of the Volunteer Committees.
- iii. Volunteer Committees shall be dissolved once the approved objectives have been fulfilled or deemed no longer necessary by a resolution of the members at the General Meeting.
- iv. The PLS Volunteer Committee shall meet on an as-requested basis.

V. Executive Roles and Responsibilities

- a. President
- i. To chair Executive and General Meetings.
 - ii. To ensure that the requirements of this Constitution and Bylaws and the decisions of the PLS are carried out.
 - iii. To appoint committees.
 - iv. To hold other members of the Executive Committee and Volunteer Committee accountable for their powers and duties.



**SFU Pre-Law Society
Constitution and Bylaws
Updated September 18, 2019**

- v. Delegating duties to Executives with the help of VPs
- vi. Creating and distributing agendas for general meetings and executive meetings
- vii. To act as a liaison between the FASS and the PLS.
- viii. To coordinate any communication with any organization or person outside the domain of Simon Fraser University or the Simon Fraser Student Society (SFSS).
- ix. To actively pursue potentially feasible relationships with individuals, groups, or organizations outside the domain of Simon Fraser University or the Simon Fraser Student Society (SFSS) that may benefit the PLS and its membership.
- b. VP of Internal Relations
 - i. To assist the Co-President in their duties as outlined above
 - ii. Will assume the presidential duties in the absence of the Co-Presidents
 - iii. To ensure swift and efficient internal communication is upheld within the PLS, including between the Executive Committee and Volunteer Committees.
 - iv. To be responsible for recording minutes at all Executive and General Meetings, and any written records or decisions made at properly constituted meetings unless unavailable otherwise.
 - v. To ensure that all meeting minutes, once written, are reviewed and promptly forwarded to the PLS membership.
 - vi. To record and store any documentation deemed important to the PLS.
 - vii. To maintain a record of this Constitution and Bylaws and ensure availability to all the members of the PLS.
 - viii. To be responsible for maintaining all PLS Mailing Lists and Communications to the PLS membership.
 - ix. To be responsible for sending out all General and Executive Meeting notices and Elections notices to the PLS membership.
 - x. To coordinate any communication and activities with any organization or person inside the domain of the Simon Fraser Student Society (SFSS); including the SFSS General office, Food and Beverage Service, Copy Centre and other student union groups.
- c. VP of Finance



**SFU Pre-Law Society
Constitution and Bylaws
Updated September 18, 2019**

- i. To write and submit all grants, working with the Co-Presidents to ensure the grants are produced promptly and submitted before the deadline.
 - ii. To maintain all financial records of the PLS, including an account of all funds received and spent.
 - iii. To ensure all Society spending is efficient.
 - iv. To make regular reports to the membership at General Meetings and to the Executive Committee.
 - v. To be a liaison between the PLS and all sources of funding.
 - vi. To be responsible for seeking out sources of funding external to the Simon Fraser University or Simon Fraser Student Society (SFSS) when needed.
- d. VP of External Relations (now includes VP of Sponsorship duties)
 - i. Outline volunteer opportunities
 - ii. Sending out departmental emails promoting upcoming SFU PLS events
 - iii. Finding volunteer opportunities within the community for club members (in collaboration with the Director of the Community Volunteer Committee)
 - iv. Managing partnerships with sponsors including writing sponsorship proposals, and communicating and negotiating with sponsors
 - v. Managing relations with LSAT prep companies to uphold LSAT prep course discounts for members
 - Kaplan Test Prep
 - Princeton Review
 - PowerScore
 - OzTrekk
 - vi. Working closely with the VP Financial to suggest fundraising ideas and opportunities for the Society
 - vii. Reaching out to individuals in the legal community:
 - Mentoring
 - Events
 - Establishing networking opportunities for members
- e. VP of Events
 - i. To assist in proposing, organizing, and executing events



**SFU Pre-Law Society
Constitution and Bylaws
Updated September 18, 2019**

- ii. To be responsible for room bookings, Club Days table bookings, and other AQ or WMC table bookings through the SFSS Student Union Portal.
 - iii. To be responsible for reporting and updating the executive members regarding progress on events.
- f. **VP of Marketing**
 - i. To promote all events, services, and products of the PLS through marketing campaigns.
 - ii. To foster and organize promotion of the PLS through any medium (photography, signs, posters, newsletters, classifieds, the Peak etc.).
 - iii. To update the PLS website and social media accounts regularly with announcements of events, meetings, and anything else deemed relevant to the Membership.
- g. **Meetings**
- h. **General Meetings**
 - i. General Meetings shall be open to all members.
 - ii. There shall be at least one General Meeting every two weeks during the Fall and Spring semesters and at least once every month during the Summer semester.
 - iii. If the Co-President(s) is absent from a given meeting, the members present shall choose from their number a member of the Executive Committee to chair the meeting. If the VP of Internal Relations is absent from a given meeting, the members present shall choose a person from their number to record minutes for the meeting and upload them to the SFSS Student Union Portal.
 - iv. Notice of General Meetings shall be given no less than one week in advance and shall consist of at least:
 - An announcement on the PLS website, or PLS Facebook page, Instagram page or;
 - an email to all general members.
 - v. Quorum for Regular and Special General Meetings shall be a minimum of 6 members of the PLS during the Fall and Spring semesters. During the summer semester, a minimum of 4 members of the PLS shall be considered quorum for a Regular or Special General Meeting.



**SFU Pre-Law Society
Constitution and Bylaws
Updated September 18, 2019**

- vi. All motions and resolutions relating to financial spending, budget approvals and PLS Branding must be voted on at General Meetings. All Motions and Resolutions must not contradict either
 - This Constitution and Bylaws, or,
 - The SFSS Constitution, Bylaws, and Policy Manual
- vii. Unless otherwise stated in this Constitution and Bylaws, all motions at General and Special General Meetings shall pass with a simple majority of votes at a meeting that meets quorum.
- viii. All Regular General Meetings and Special General Meetings shall be conducted in person. If an in-person meeting is not possible, voting by proxy, electronic, or video shall be permitted.
- i. **Executive Meetings**
 - i. The Executive may meet from time to time to carry out its mandate. Executive Meetings may be called by any Executive member ensuring that all Executive members are given at least one week's notice. The time and location of an Executive Meeting shall only be known to the Executive members.
 - ii. If the Co-President(s) is absent from a given meeting, the members present shall choose from their number a member of the Executive Committee to chair the meeting. If the VP of Internal Relations is absent from a given meeting, the members present shall choose from their number, a person to record minutes for the meeting, following the minutes guidelines.
 - iii. Quorum for Executive Meetings shall be a minimum of 4 executives.
 - iv. All motions and resolutions of the Executive shall be passed by a simple majority of the Executive members, unless otherwise stated in this Constitution and Bylaws.
 - v. All Executive Meetings shall be conducted in person. If an in-person meeting is not possible, voting by proxy, electronic, video shall be permitted.
- j. **Minutes Guidelines**
 - i. All minutes shall be taken in an appropriate and professional manner.



**SFU Pre-Law Society
Constitution and Bylaws
Updated September 18, 2019**

- ii. Minutes must be reviewed and approved by all members of the executive team for accuracy and appropriateness of content.
- iii. Minutes must be uploaded to PLS Facebook page OR emailed to general members after review and approval.
- iv. Minutes-taker must state their name on the record for documentation purposes.

VI. Elections

- a. The Executive committee shall be directly elected positions of the PLS at General Elections and, when required, Byelections.
- b. Any member of the PLS at the time of the election, as defined in Section III, may run for an Executive or Representative position.
- c. A member may not be elected to more than one Executive Committee position.
- d. The Term of Office for elected positions shall be for one year with Elections taking place during the last two full weeks of classes in the Spring semester. The exact date and time of the Election within this interval shall be determined through a resolution of the members at a General Meeting. If a time and date is not determined by resolution, the Election shall take place on Friday at 3:30pm in the last full week of class.
- e. If the PLS is inactive in the Spring semester, the Election will take place at the first subsequent General Meeting.
- f. Notice of Election shall be given no less than one week in advance and shall consist of at least:
 - i. An announcement on SFSS website, the PLS website, or PLS Facebook page, or
 - ii. Four signs posted around the school.
- g. All Elections shall be conducted according to the following procedure:
 - i. All attendees shall register to become “Voters” by verifying their status as members, as defined under Section III.
 - ii. Proxy, electronic, video call or email votes shall not be permitted.
 - iii. Only members who are present at Elections may be elected as an Executive member or Representative.
 - iv. In the absence of a designated PLS executive, the members in attendance shall appoint, from their number, a Chair to conduct the Election. The member appointed as Chair shall



**SFU Pre-Law Society
Constitution and Bylaws
Updated September 18, 2019**

not be permitted to run for Office or nominate or motivate for candidates.

- v. The Chair shall conduct an Election for each Executive Committee position separately.
- vi. For each Election, the Chair shall call for applications for each position in the form of an email containing the application manifesto. The Chair shall only recognize nominations made by a member. Each Nominee will be allowed to address the members present to introduce themselves and articulate their plans for the coming year as a potential Executive Committee member.
- vii. Voting shall be by a *secret ballot*, with the person receiving a majority vote being elected to each position. If there is no majority, then the person receiving the fewest votes shall be eliminated, and a new vote shall be held. In case of a tie, there will be one revote. If there is a tie on the revote, the tie will be broken by the President elect, unless the position under contention is President, in which case a tie will be broken by the former President. If there is only one nominee for a position, they shall be elected through a Yes/No vote.
- viii. All votes shall be counted by the Co-Presidents, or in their absence, the VP of Internal Relations, with two other Student members who are not seeking to be elected to the position and who are chosen by the members in attendance.
- h. The members may recall any Executive member during their term of office, by a 2/3 vote of the members present at a Regular General Meeting or Special General Meeting called for this purpose. Notice of such a meeting must contain the purpose.

VII. By-Elections

- a. In the event that an Executive position becomes vacant during the term of that position, a By-Election to fill that vacancy must be scheduled no later than 4 weeks from when the position becomes vacant.
- b. The exact date and time of the By-Election shall be determined by a resolution of the members at a General Meeting. If a time and date is not determined by resolution, the By-Election shall take place on Friday at 3:30pm following the fourth week the position is vacant.
- c. By-Elections may take place at any time during the year.



**SFU Pre-Law Society
Constitution and Bylaws
Updated September 18, 2019**

- d. By-Elections shall be conducted under the same rules as a normal Election under Section VII

VIII. Removal of Executive or General Member from the PLS

- a. Removal of executive and general members may be moved during an Executive Meeting or General Meeting on the basis of violating duties, the constitution, SFSS constitution and bylaws, or due to actions that harm PLS, or
- b. Under Section IV(iii).

IX. Amendments

- a. Amendments to this Constitution and Bylaws shall only occur through a process approved by the members at a General Meeting (that meets quorum) called for this purpose; Notice of such a meeting must contain the purpose.
- b. Each Constitution or Bylaw amendment shall only be approved by a 3/4 majority vote of the members at a General Meeting (that meets quorum) called for this purpose. Proxy, electronic, video or e-mail votes shall not be permitted. Notice of such a meeting must contain the purpose.
- c. Section X of this Constitution and Bylaws, **Dissolution**, shall not be amended.
- d. The proposed amendment(s) must be posted prominently near and around the departmental office for a minimum of two weeks prior to the General Meeting, and all notices of the Meeting must indicate where copies of the amendment(s) can be readily attained.

X. Dissolution

- a. In the event that the SFU Pre-Law Society becomes inactive, all assets of the SFU Pre-Law Society become the property of the SFSS, to be held in Trust for a minimum period of two years. If during this period the PLS becomes active, the trust shall be dissolved, and all assets held in trust shall become the property of the newly active PLS.