

SLS Policy Documents

Last Updated November 13, 2024

- Repealed former Article 25 of the **SLS Fiscal Policy** by-law which stipulated maximum standard values of **\$50** for each of transportation, accommodation per night, and registration expenses for **Professional Development Fund (PDF) Requests**. This Article has been repealed to recognize the reality of costs associated with transportation, accommodation, and event registrations, which may now each exceed \$50.

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Constitution

Student Legal Society Constitution

NAME

- (1) There shall be only one governmental organization for all students registered in the Juris Doctor program in the Faculty of Law at Western University, which shall be known as the Western University Student Legal Society, hereinafter designated the Student Legal Society.

DEFINITIONS

- (2) For the purpose of this constitution and all other policy enacted under it, the following definitions shall be used:

Committee is defined as the Council, in addition to the Speaker, and any unelected representatives appointed pursuant to section 4;

Conflicts of Interest are deemed to exist if a Council member wishes to vote upon a matter that:

- (a) affects his or her financial position;
- (b) involves another person who is the Council member's spouse, sibling, child, or significant other;
- (c) involves the interests of an Organization where the Council member is also the Organization chair;
- (d) involves the interests of an Organization where the Council member is also a member of the Organization's executive; or
- (e) a two thirds majority of Council agrees it is a conflict;

Council consists of the entire governing body of the Student Legal Society, composed of the Executive and three representatives from each year;

Executive consists of the President; Vice President, Student Affairs; Vice President, Academic Affairs; Vice President, External; Vice President, Finance; and Vice President, Administration of the Student Legal Society;

Financial Emergency means a situation in which at least two of the approved Signing Authorities are unavailable and a payment must be issued from the Student Legal Society to discharge a debt that is due;

Member means a Student in the Juris Doctor program who has paid their respective Student Legal Society fees, or an individual selected in accordance with section 4;

Organization means an organized body of people with a particular purpose that has been ratified by the Council. The Organization must satisfy the criteria Published by the Student Legal Society;

Petition means a document containing the names, signatures, and student numbers of at least fifteen percent of Members;

Publish means being displayed or distributed in a known and accessible manner to all Members;

Signing Authority means the authority to make payments on behalf of the Student Legal Society and is granted to the President; Vice President, Student Affairs; and Vice President, Finance;

Student means a full-time or part-time student in the Juris Doctor program at Western University during the current academic session.

MISSION

- (3) The mission of the Student Legal Society is:
- (a) to advance and protect the interests of Members in professional, creative, academic, athletic, and social activities;
 - (b) to represent Members in pursuit of the interests in (a);
 - (c) to make policies for the governance of Student Legal Society; and
 - (d) to receive and administer all money owing and accruing to the Student Legal Society from all sources, including money accruing to Organizations.

MEMBERS

- (4) There shall be four classes of Members, defined as follows:
- (a) Active: Students shall be deemed active Members if they have paid their respective Student Legal Society fees, including visiting exchange students;
 - (b) Alumni: former Students who have graduated shall be deemed alumni Members if, during their attendance as a Student, they were active Members of the Student Legal Society for any period of time;
 - (c) Honourary: the Council may appoint an honorary Member by a simple majority vote, or an honorary Committee Member by a two thirds majority vote;
 - (d) Faculty: the Council may appoint or accept faculty Member by a simple majority vote, or an faculty Committee Member by a two thirds majority vote.

COMMITTEE ELECTION AND DUTIES

- (5) The **President** shall be a Member elected each year and shall:
- (a) submit a written report outlining the events of his or her tenure, containing the recommendations of the Committee for the consideration and benefit of the succeeding Council;
 - (b) countersign cheques drawn by the Student Legal Society, except in situations of Financial Emergency;
 - (c) represent the Student Legal Society as spokesperson within the Faculty of Law, University and broader community;
 - (d) be the Faculty of Law USC representative and hold the Faculty of Law's one vote on the USC, unless this responsibility is delegated to the Vice President, External, at the beginning of the academic year;
 - (e) meet with the Dean of the Faculty of Law on an as-needed basis;
 - (f) submit a report on the Faculty Council at its monthly meetings;
 - (g) be available to execute his or her duties during the summer period; and
 - (h) effect the mission of the Student Legal Society as set out in section 3.
- (6) The **Vice President, Student Affairs** shall be a Member elected each year and shall:
- (a) assist the President in the duties pursuant to their office;
 - (b) perform the President's duties in their absence;
 - (c) chair all Committee meetings in the absence of the Speaker and in such cases not vote except to break a tie;
 - (d) oversee the implementation of the Selections By-Law and other policy documents necessary to fulfil his or her mandate;
 - (e) countersign cheques drawn by the Student Legal Society where either the President or Vice President, Finance are unavailable, except in situations of Financial Emergency;
 - (f) be available over the summer period as required to fulfil assigned duties; and
 - (g) perform any additional duties that the Executive may assign.
- (7) The **Vice President, Academic Affairs** shall be a Member elected each year and shall:
- (a) perform duties relating to academic issues, including but not limited to the following:
 - (i) serve on the Programs Committee of Faculty Council;
 - (ii) serve as the student representative on the Student Appeals Committee;
 - (iii) communicate developments of academic significance to the student body and represent the concerns of students who have academic issues to the faculty and administration;
 - (b) perform any additional duties that the Executive may assign.
- (8) The **Vice President, External** shall be a Member elected each year and shall:
- (a) be the Faculty of Law USC representative and hold the Faculty of Law's one vote

on the USC, if this responsibility is delegated by the President of the Student Legal Society in accordance with section 5(d);

- (i) should the Vice President, External be unable to fulfil this role, the responsibility to be the Faculty of Law USC representative and hold the Faculty of Law's one vote on the USC will revert to the President, unless another proxy is appointed;
 - (b) be the Faculty of Law representative at the USC sanctioned Professional Student Roundtable meetings;
 - (c) be the Faculty of Law Student liaison for inquiries from and communication with external societies and organizations;
 - (d) perform any additional duties that the Executive may assign.
- (9) The **Vice President, Finance** shall be a Member elected each year and shall:
- (a) place in order all financial matters of the Student Legal Society before turning over the duties of office to the succeeding Vice President, Finance;
 - (b) submit an annual report detailing expenditures by Organizations and a statement of current financial position to the Executive;
 - (c) countersign all cheques drawn by the Student Legal Society, except in situations of Financial Emergency;
 - (d) submit all materials required by the Student Legal Society's auditors and present a final audit report, if required;
 - (e) oversee the implementation of the SLS Fiscal Policy By-Law and other policy documents necessary to fulfil his or her mandate;
 - (f) perform any additional duties that the Executive may assign.
- (10) The **Vice President, Administration** shall be a Member elected each year and shall:
- (a) take the minutes of all Committee meetings and submit them to the Council for their approval at least two days prior to the meeting in which they are to be ratified;
 - (b) Publish the minutes for all Committee meetings;
 - (c) prepare and Publish an agenda for all Committee meetings and distribute it to the Committee at least two days prior to the meeting;
 - (d) maintain a filing system for all documents relevant to the Student Legal Society;
 - (e) electronically publish information about events pertinent to Students;
 - (f) ensure that the Student Legal Society office is provided with all the items necessary for the efficient functioning of the Council;
 - (g) countersign cheques in situations of Financial Emergency and disclose such actions at the next Committee meeting; and
 - (h) perform any additional duties that the Executive may assign.

- (11) Three Members from each year of the Juris Doctor program shall be elected as **Year Representatives** by the active Members of their respective class each year and shall:
 - (a) ensure that the concerns of Members are brought to the attention of the Committee;
 - (b) assist the Executive to perform the duties pursuant to their offices;
 - (c) be available during the summer to clean out and assign lockers; and
 - (d) perform any additional duties the Executive may assign.
- (12) The **Speaker** shall be a Member selected by a simple majority of the Executive and ratified by a simple majority of the Council. The Speaker shall:
 - (a) chair all Committee and Student Legal Society meetings;
 - (b) ensure that Robert's Rules of Order are followed during such meetings; and
 - (c) not be a voting member of Council.
- (13) The **Equality Officer(s)** shall be a Member selected pursuant to the Equality By-Law.
- (14) All Council members shall strive to attend all Committee meetings. If a Council member cannot attend a meeting, notice must be provided to the Vice President, Administration at least 24 hours in advance of the meeting.
 - (a) Absence from two or more meetings without reasonable excuse may constitute grounds for removal from office;
 - (b) If a Council member is unable to attend a Committee meeting due to a reasonable excuse, they may designate their vote to another Council member as their proxy.
- (15) The Executive and four Year Representatives shall attend all Faculty Council meetings and act as representatives of Members in said meetings.
 - (a) Absence from two or more Faculty Council meetings without reasonable excuse may constitute grounds for removal from office.
- (16) No Council member shall serve for more than thirteen months without an election being called.
- (17) Failure to fulfil any of the duties pursuant to Council member's office will constitute grounds for removal from that office.
 - (a) The transgressing Council member shall be advised of the failure in performing their duties and shall be given a reasonable time to remedy such failure and/or submit an explanation for such failure.
 - (b) If the failure is not corrected and/or the explanation is deemed inadequate by the

Executive, the member may be removed from office after prior notice of three days, at a meeting of the Committee by a two-thirds majority vote.

- (18) The performance of duties in a negligent manner by an Chief Returning Officer, Deputy Returning Officer, Council member or Organization chair will also constitute grounds for removal from office in accordance with the procedure outlined in section 17.
- (19) Any Council member may resign their office two weeks after providing written notice to the Council.

ORGANIZATIONS

- (20) Organizations are ratified or de-ratified by a two-thirds majority vote of Council.
- (21) To fulfil the requirements of ratification, each Organization must abide by the requirements of this Constitution and all Student Legal Society By-Laws.
- (22) A motion to de-ratify an Organization may be brought to Council by the Vice President, Student Affairs in accordance with the Selections By-Law.
- (23) Chairs of Organizations are to be governed in accordance with the Selections By-Law.
- (24) Any two or more Organizations may be merged at the suggestion of the Vice President, Student affairs and with the support of a simple majority of the Council, if their mandates or activities overlap, provided that any listed executive members of all affected Organizations are given one week's notice of the opportunity to make written and oral representations prior to the decision.
- (25) An Organization that is de-ratified or merged by the Council may appeal to have that decision retroactively overturned by a two-thirds vote of Council. This motion is only effective if it is brought to the attention of the Council within twenty school days of the decision to de-ratify the Organization.

FINANCE

- (26) Council may levy a fee on all Students, the amount of which, including any surcharge for late payments, must be approved by a two-thirds majority of Council for each academic session.
 - (a) The fee shall be established prior to the conclusion of the academic session in which the established Council is elected;
 - (b) If no decision is reached under this provision, the fee levied in the prior academic session shall be levied in the current year.

- (27) The Council may appoint auditors to perform an annual audit of Student Legal Society activities, if necessary.
- (28) A summary of Student Legal Society finances shall be Published within two weeks of the ratification of the budget. The summary shall include the amounts allocated to each Organization. It may also include other relevant financial information provided by the Vice President, Finance.

MEETINGS

- (29) The Committee shall meet at least once every two weeks while classes are in session. All meetings shall be called by the President at their discretion or upon the approval of one-third of the Council.
 - (a) Council shall be required to call a Committee meeting on the presentation of a Petition to Council.
 - (b) All active, honorary and faculty Members will be advised of the date and time of each meeting as soon as practicable and through an appropriate medium.
- (30) The first meeting of the academic year shall be within two weeks of the commencement of classes in the fall term.
- (31) Members may attend all Committee meetings unless Council votes by a simple majority to hold an *in camera* meeting.
- (32) No Committee meeting shall continue for more than two hours unless a simple majority of Council present agree to continue with the meeting.
- (33) Two-thirds of Council, including the President, or in his or her absence a Vice President, shall constitute quorum.
- (34) Any active, honorary or faculty Member may make a representation at a Committee meeting, provided advanced notice is given to the Committee of their intent to make a representation and their representation is limited to a reasonable time period as determined by Council. Council may ask a Member to leave the meeting following their representation if a vote is being held on the matter that the Member brought before the Committee.
- (35) Each Council member shall have one vote.
 - (a) In the case of a tie in the number of votes for and against a motion, the motion

shall fail.

- (b) Unless otherwise stated herein, a motion or resolution will pass by a simple majority of the Council who are present and voting. Abstentions will not be included.
 - (c) A Council member may vote by proxy provided that it is signed and submitted to Council before the vote is taken.
 - (d) Any Council member who is in a Conflict of Interest with regard to a particular issue shall:
 - (i) abstain from voting; or
 - (ii) make full disclosure and vote only with the approval of a two-thirds majority of Council.
- (36) The Vice President, Administration will be responsible for compiling minutes of the Committee meetings.

AMENDMENTS

- (37) This constitution shall only be amended by the following procedure:
- (a) on the recommendation of a duly constituted Committee meeting, an amendment to the constitution may be considered, after which the proposed amendments must be tabled for not less than one week;
 - (b) the proposed amendment(s) must be Published within three days of the meeting at which it was considered;
 - (c) following the requirements of (a) and (b), the amendment of the constitution may be passed by a two-thirds majority of Council;
 - (d) the passed constitution shall bind all Members from the date it is Published by Council.
- (38) By-Laws may be added, repealed or amended under this constitution.
- (a) on the recommendation of a duly constituted Committee meeting, a proposal for adding, repealing or amending a By-Law may be considered, after which the proposed amendments must be tabled for not less than one week;
 - (b) the proposal must be Published within three days of the meeting at which it was considered;
 - (c) following the requirements of (a) and (b), the proposal may be passed by a two-thirds majority of Council.
 - (d) a passed by-law shall bind all Members from the date it is Published by Council.
- (39) Council may deal with issues as they arise with resolutions, which shall be adopted, amended or repealed by a simple majority of Council.
- (a) None of the resolutions adopted by Council in previous years shall bind future Councils, unless expressly adopted by the future Council.

PUBLICATION

- (40) A copy of the current constitution and by-laws shall be Published.
- (41) Prior edition(s) of the constitution shall be archived in order to provide an accurate history of the constitution.

Last amended February, 2018

By-Laws

SLS Fiscal Policy

Student Legal Society Fiscal Policy By-Law

VOIDING PRIOR BY-LAWS

- (1) The adoption of this by-law will serve to immediately render void any and all prior Student Legal Society by-laws pertaining to the distribution of student fees, fiscal policy, student remittances, or any other matters of a financial nature.

ACCORDANCE WITH GUIDELINES

- (2) All Student Legal Society fiscal decisions will be made with deference to the Committee Consideration Guidelines. Moreover, all considerations and decisions made will be in accordance with Student Legal Society ethical standards and equality mandates.
 - (a) The Student Legal Society Equality Representative(s) reserves the right to endorse or not endorse any fiscal decision made by the Council.

BUDGETING POLICY

- (3) The Council shall allocate a budget to Organizations, taking into consideration the Organization's prior year of spending and other factors deemed relevant by the Committee.
- (4) For a new Organization to be ratified, a chair or representative must submit a New Organization Request Form, including therein a budget proposal form, and the chair or representative must subsequently present the proposal to the Student Legal Society at a Committee meeting.
 - (a) An Organization ratified within the first six weeks of the school year:
 - (i) shall be automatically granted an entry-level budget of \$150, unless Council at its discretion decides otherwise;
 - (b) An Organization ratified after the sixth week of school and before the end of the first semester:
 - (i) shall not be automatically granted a minimum entry-level budget;
 - (ii) shall not be granted a budget in excess of \$500, unless Council at its discretion decides otherwise;
 - (c) An Organization ratified after the end of the first semester:
 - (i) shall not be automatically granted a minimum entry-level budget;
 - (ii) shall not be granted a budget in excess of \$250, unless Council at its discretion decides otherwise.

- (5) In the event of an inactive Organization, meaning an Organization with no acting chair and no spending in an academic year:
 - (a) at the conclusion of one academic year of inactivity, the Organization shall be defunded;
 - (b) at the conclusion of two academic years of inactivity, a notice will be provided that the Organization will be de-ratified at the start of the next academic year if still inactive.

EVENT APPROVAL POLICY

- (6) Event approval is required where one or more of the following factors are present:
 - (a) Student Legal Society funds are used;
 - (b) third party funds are used; or
 - (c) where otherwise required by USC policy.
- (7) For Organizations to receive event approval, a chair or representative must fill out the Event Approval Form;
 - (a) request for event approval must be submitted 15 business days prior to the event;
 - (b) Organizations may request expedited event approval, which requires a written explanation of the reasons for the delayed application.
- (8) The Council retains the right to adopt or decline the event budget proposed in the Event Approval Form.
- (9) Where an event requires funding beyond an Organization's budget, a Budget Increase Request must be submitted;
 - (a) a Budget Increase Request shall require an enumerated list of expenses for a specific, planned event; and
 - (b) budget increases are made at the discretion of the Council by a simple majority vote.
- (10) Requests for event approval or remuneration beyond the approved Organization budget submitted after the time of the event will not be considered unless extenuating circumstances can be shown, recognized at the discretion of the Council;
 - (a) requests for budget extensions after an event may be considered if:
 - (i) the reason for going over budget was due to unforeseen complications;
 - (ii) the reason for going over budget was beyond the control of the Organization, and happened despite best efforts made to stay in budget;
 - (iii) the reason for going over was the result of misfeasance by a third party; or
 - (iv) the reason for going over was a result of large variance in student Participation;

- (b) the above list is not exhaustive, and all requests under this provision are ultimately subject to the discretion of the Council by a two-thirds majority vote.

ORGANIZATION REPORTING STANDARDS

- (11) All fiscal decisions made by chairs or representatives of an Organization must be made in good faith and in the best interest of the Organization.

- (12) Organization reporting standards:
 - (a) the reporting standards described in this provision shall apply to Organizations that:
 - (i) receive more than \$1,000 of Student Legal Society funds; or
 - (ii) receive any external funding;
 - (b) the Organization's chair(s) must appoint an Organization member to serve as Financial Officer. The duties of the Financial Officer are:
 - (i) to maintain accurate and up-to-date financial records of the Organization's spending;
 - (ii) to provide the Committee with a financial report at least once per semester. The report must include:
 - (1) an itemized list of income;
 - (2) an itemized list of spending;
 - (3) the dates of all transactions;
 - (4) anticipated income and expenses; and
 - (5) other information as the Financial Officer deems fit;
 - (iii) the report must be submitted by the following dates, unless no noteworthy financial activity has occurred by the date of the report as recognized at the Council's discretion:
 - (1) the thirteenth week of first semester; and
 - (2) the tenth week of second semester (January term inclusive);
 - (iv) to be otherwise prepared to present and explain the financial report to the Committee if requested; and
 - (v) to provide a financial summary of the Organization to the incoming chair and Committee at the conclusion of the Financial Officer's term.

REMITTANCES

- (13) All reimbursement requests must be accompanied by a proof of purchase, which must be submitted to the Council no later than 30 days from the date of purchase as displayed on the proof of purchase;
 - (a) reimbursement requests shall not be accepted after April 15th;

- (b) extraneous circumstances shall be considered at the discretion of the Council.
- (14) All reimbursement requests must be signed by the chair of the Organization and must not be signed by the individual requesting the reimbursement;
- (a) for an Organization run by a single chair, the signature of that chair is sufficient, though the Council reserves the right to request signatures by the chair and at least one other Organization member.

THE PROFESSIONAL DEVELOPMENT FUND

- (15) The Western Law Professional Development Fund is a joint fund between the administration at Western Law and the Student Legal Society that provides funding for students taking part in external professional development activities that enhance legal skills, knowledge and employment opportunities;
- (a) the Professional Development Fund cannot be used to supplement any part of a student's mandatory curriculum;
 - (b) Where the Vice President Student Affairs is unable to secure insurance from the USC for whatever reason, the PDF request will not be funded by Council.
- (16) The Professional Development Fund will be used to cover expenses including transportation, accommodation, and participation/registration fees for professional developmental activities. Per diem expenses will not be covered.
- (17) Members, Organizations and Groups can apply to Professional Development Fund by submitting a PDF Request Form;
- (a) an Organization may only submit a request on behalf of the Organization if all participating Members are listed on the PDF Request Form;
 - (b) where two or more Members are attending the same event and are submitting their requests at the same time, each student must submit a request but will be deemed a Group for the purposes of this policy;
 - (i) Group proposals may be approved as a single block vote.
- (18) The Student Legal Society shall contribute \$10,000 to the Professional Development Fund account at the beginning of each academic year. Western Law Administration shall contribute up to \$5,000 to the Professional Development Fund by reimbursing the Student Legal Society at the conclusion of each academic year;
- (a) if the full \$10,000 of the Professional Development Fund is not spent in a given academic year, then the Western Law Administration will be responsible to reimburse to the Student Legal Society half of the total amount spent, and that would amount to less than \$5,000.

- (19) The Student Legal Society contribution may be assessed and adjusted at the discretion of the Council at any time during the relevant academic year. Notice of any changes to the Student Legal Society contribution should be sent to Western Law Administration as practically possible.
- (20) The Western Law Administration's contribution may be assessed and adjusted at their discretion any time between the start of the relevant academic year and the Council's annual fall budget meeting;
 - (a) notice of any changes to the Western Law Administration's contribution should be sent to the Student Legal Society prior to their fall budget meeting;
 - (b) adjustments to the Western Law Administration's contribution outside of the aforementioned period can be made in extraneous circumstances and upon reasonable notice to the Council.
- (21) The Council shall allocate 60 percent of the Professional Development Fund to the fall term. The remaining 40 percent shall be allocated to the winter term. Changes in the allocation of the Professional Development Fund may be made at the discretion of the Council;
 - (a) any Professional Development Fund funds not used in the fall term shall rollover to the winter term.
- (22) At the discretion of the Council, any Professional Development Fund funds not used during the winter term may be used to reimburse Professional Development Fund funding recipients for expenses that exceeded the amount approved in an initial funding request.
- (23) Any Professional Development Fund funds not used during the prior academic year will not rollover to the following academic year.
- (24) In submitting a request under the Professional Development Fund, Members must make their best efforts to minimize costs. A demonstration of best efforts to minimize costs may include, among other things, sharing accommodations, carpooling, seeking group registration discounts, and at all times opting for the most economical solutions. A failure to demonstrate that best efforts have been made to minimize costs may be grounds for the application being denied;
 - (a) the Professional Development Fund is a shared resource for Members and as such applicants are expected to use the shared resource in good faith;
 - (b) Members who are part of a Group application must show some meaningful effort to reduce the overall cost of their trip by the sharing of resources;
 - (c) the Council reserves the right to request applicants speak to their application in Committee meetings.

- (25) **Repealed - see update note on first page**
- (26) Applicants who request funding in excess of the standard amounts prescribed in section 25 and who meet the criteria for Professional Development Fund funding as prescribed in this By-Law, may be granted up to a maximum of \$400;
- (a) applicants who request funding in excess of the standard amounts are required to make representations in support of their application at a Committee meeting before their application will be considered.
- (27) Applicants who are requesting funds in excess of the maximum prescribed in section 26 may be admitted into the residual pool of Professional Development Fund funding by the Council;
- (a) the residual pool consists of the remaining Professional Development Funds that have not been allocated by the end of the subject academic year;
- (b) residual pool awards are not considered until the conclusion of the subject academic year;
- (c) residual pool awards are prorated by the amount the student's original request exceeded the Professional Development Fund maximum, relative to excessive requests of other students;
- (d) applicants are required to make representations in support of their application at a Committee meeting;
- (e) the method for distributing residual Professional Development Fund funds will be approved and Published by the Vice President, Finance at the beginning of each school year.
- (28) A PDF Funding Request must be submitted at least 10 days prior to the event. Extraneous circumstances may be considered at the discretion of the Council when applying this timeline.
- (29) PDF Funding Requests must include a budget outlining all of the items for which funding is being requested. This budget should include the full value of each request, regardless of whether the expenses in the request exceed the standard value for each category or the maximum funding that may be granted (\$400). If the application is
- (a) above the standard value for each category, the applicant must follow the prescribed rules for seeking funding in excess of the standard value for each category;
- (b) above the maximum funding that may be granted, the applicant may request to have the excess funding allocated to the residual pool.

- (30) Once the Council approves an application, the applicant may not adjust the amounts being sought from the residual pool. Council may request additional representations prior to granting funding from the residual pool.
- (31) Applications for Professional Development Fund funding must be written using full sentences and must provide the Council sufficient information regarding the purpose of the funding. Applications with insufficient detail, informal language, or similar inadequacies may be denied at the discretion of the Vice President, Finance.
- (32) All Professional Development Fund funding requests are granted at the discretion of the Council. Council retains the discretion to approve, deny and modify all applications and/or the application of the provisions of this By-Law.

SPONSORSHIP

- (33) Definitions for capitalized terms not defined herein can be found in the Student Legal Society Constitution. The following definitions shall apply throughout sections 33 to 47 of the Fiscal Policy By-Law:

Access to Sponsorship Funding Request has the definition explained in sections 38 and 39 of the sponsorship sections;

Allocate(d) means that the sponsorship funds have been set aside for a particular Organization's use under the Access to Sponsorship Funding Request;

Close Relations Sponsor means a Sponsor who shares a connection with an Organization Chair or a Member of the Organization deemed to be sufficiently close by the Sponsorship Chair, that warrants the Organization Chair introducing the Sponsorship Chairs to that Sponsor for the purpose of securing sponsorship funds;

Organization Chair means a Class A Organization or Class B Organization Chair as selected or appointed in the Selections By-Law;

Secure(d) means that the sponsorship funds have been obtained by the Sponsorship Chairs from a Sponsor, and that the Organization Chair is permitted to submit an Access to Sponsorship Funding Request to Allocate the funds;

Sponsor means an individual, firm, or company that is solicited for the purpose of securing sponsorship and/or has agreed with the Sponsorship Chairs under the terms of this By-Law to sponsor an event organized and produced by the SLS;

Sponsorship Chairs shall both be Members selected by the Selections Team in accordance with the Selections By-Law;

Sponsorship Team means the VP Finance and the Sponsorship Chairs who have the responsibilities outlined in the sponsorship sections;

VP Finance is the individual with the duties outlined in section 9 of the Constitution;

- (34) The purpose of sections 33 to 47 is to ensure the fulfillment of sponsors' wishes through the best efforts of the SLS, while also ensuring that the discretion of the SLS and its ability to Allocate funds in extenuating financial or other circumstances are maintained.
- (35) The role of the Sponsorship Team is as follows:
- (a) The Sponsorship Chairs shall be responsible for contacting Sponsors, communicating with Sponsors, maintaining a fundraising tracker with all Sponsor information, securing sponsorship funds from Sponsors to support all student initiatives at Western Law, and performing all additional duties the Executive may assign.
 - (b) The VP Finance shall be responsible for overseeing the implementation of these sponsorship sections and its procedures.
 - (c) The Sponsorship Team shall be responsible for reviewing all Access to Sponsorship Funding forms and determining the allocation of sponsorship funds.
- (36) The Sponsorship Chairs have the sole authority under this By-Law to bind the SLS to any agreements made with Sponsors pertaining to sponsorship funds.
- (37) In contacting Sponsors, the Sponsorship Chairs shall consult Appendix A of this By-Law and shall ensure the following clauses are included in communications for the purpose of securing sponsorship:
- (a) Our Fiscal Policy By-Law protects the SLS's ability to re-Allocate any sponsorship funds received from your firm in extenuating circumstances. For example, in extenuating financial circumstances, funds may be redirected to a general account at the discretion of the SLS.
 - (b) Where unforeseeable circumstances exist that prevent the SLS from fulfilling the event obligations (a "force majeure"), we will work with your firm to ensure your funds are redirected to a suitable alternative.

- (c) Please note that the Fiscal Policy By-Law does not provide for the earmarking of sponsorship funds to specific Organizations in subsequent years due to the annual terms of our Council.
- (38) The following procedure shall be adhered to when soliciting sponsorship from Sponsors:
- (a) Organization Chairs shall approach Sponsorship Chairs for the purposes of securing sponsorship funding at least forty-five (45) days prior to an anticipated event, or thirty (30) days prior to a request for event approval is submitted pursuant to section 7 of the Fiscal Policy By-Law;
 - (b) In the instance of a Close Relations Sponsor, Organization Chairs must coordinate the introduction of that Close Relations Sponsor to the Sponsorship Chairs;
 - (c) The Sponsorship Chairs shall use the draft communication outlined in Appendix A of the By-Law when contacting Sponsors or Close Relations Sponsors whose information shall be provided to the Sponsorship Chairs by the Organization Chair seeking sponsorship funding;
 - (d) Sponsorship Chairs shall confirm the following with such Sponsors in consultation with Organization Chairs:
 - (i) The event being sponsored or nature of fund usage;
 - (ii) The amount of sponsorship funds Allocated to the initiative;
 - (iii) Nature of sponsorship;
 - (iv) Timing of event, as well as invoicing for sponsorship funds;
 - (v) Agreement by Sponsors to the terms of this By-Law as outlined in section 37.
 - (e) The Sponsorship Chairs are responsible for invoicing and for collecting funds from Sponsors. In sending an invoice, the Organization Chairs shall be included in the communication to Sponsors.
 - (f) The Organization Chair may submit an Access to Sponsorship Funding Request at any time subsequent to the receipt of confirmation of sponsorship. A request may be made in any amount, up to a maximum of the total amount of funds Secured by the Sponsorship Team. Any request for funds shall be tied to an event or other appropriate use at funds. The Organization Chair may initiate requests understanding that a decision will not be rendered until the Sponsorship Team is in receipt of sponsorship funds.
 - (g) Once the sponsorship funds have been received, the Sponsorship Team shall render a decision regarding the allocation of the sponsorship funds to a particular Organization pursuant to section 40.
- (39) In the event an Access to Sponsorship Funding Request is for funds less than the total

amount Secured, an Organization Chair may make additional requests for sponsorship funds following the same procedure outlined in section 38(d) within the academic year in which the funds were Secured.

- (40) In making a determination on an Organization Chair's Access to Sponsorship Funding Request, the Sponsorship Team shall give due consideration to the following criteria, though this list is not exhaustive. In considering applications, the Sponsorship Team shall use their best efforts to fulfill the Sponsors' wishes.
 - (a) Clarity and detail of the Organization's proposed budget for use of sponsorship funds;
 - (b) Financial viability of the SLS as a whole;
 - (c) Intended use of the funds by the Sponsor;
 - (d) Reason for need;
 - (e) The Organization's past spending behaviour; and
 - (f) Any other factor warranting consideration by the Sponsorship Team.
- (41) The Sponsorship Team shall endeavour to render a decision on all Access to Sponsorship Funding Requests within seven (7) days of receipt.
- (42) The VP Finance retains the discretion to bring any Access to Sponsorship Funding Requests to a vote by Council. Access to Sponsorship Funding Requests are approved at the discretion of the Council by a simple majority vote.
- (43) Upon receipt of the Sponsorship Team's decision, an Organization Chair may appeal to have the Sponsorship Team's decision retroactively overturned by a two-thirds vote of Council. This motion is only effective if it is brought to the attention of the Council within twenty school (20) days of receipt of the Sponsorship Team's decision.
- (44) The SLS has the discretionary ability to re-Allocate any sponsorship funds received from a Sponsor in extenuating circumstances. Extenuating circumstances may include, but are not limited to, the financial well-being of the SLS at the point in time at which the funds are requested. Re-Allocated funds are to be directed into a general account for use in any manner deemed fit.
- (45) Where other unforeseeable circumstances exist that prevent the SLS from fulfilling the event obligations (a "force majeure"), the Sponsorship Chairs will work with the Sponsor to ensure the funds are redirected to a suitable alternative. Other unforeseeable circumstances, may include, but are not limited to, the failure to obtain event approval from the USC.

- (46) Earmarking into Organization-specific surplus accounts for subsequent years is prohibited. At the end of each academic year, any and all allocations under the sponsorship sections are of no force or effect.
- (47) Surplus or unused funds previously Secured by or Allocated to an Organization shall be diverted into a general account at the end of the academic year by the VP Finance.

PENALTIES

- (48) In response to a failure to act pursuant to the provisions of this By-Law, the Council may:
 - (a) withhold Student Legal Society funding;
 - (b) refuse to process reimbursement requests;
 - (c) move to de-ratify the Organization; or
 - (d) impose any other penalty deemed appropriate, as approved by a two-thirds majority of the Council.

Last Amended November 13, 2024

Appendix A to SLS Fiscal Policy

Template for Sponsorship Chair Communication

Name of Contact (Firm, Individual, or Company)
Position
Firm Address

Dear [Name],

Our names are [Sponsorship Chairs], and we are writing this email on behalf of the Student Legal Society (SLS) at Western Law in our roles as Sponsorship Chairs. In an effort to develop stronger relationships with our valued sponsors, the SLS has consolidated all sponsorship outreach for student events at Western Law into one single team. Our goals in making this change are:

1. To reduce confusion and clutter in your mailboxes by streamlining communication between the SLS and our valued sponsors for all student events at Western Law; and
2. To make the SLS more accountable to our sponsors and our students.

The success of many of our student initiatives would not be possible without the generous support of firms such as [Firm Name]. With that in mind, we are writing to request your sponsorship for a variety of Western Law student events, which are all included in the enclosed catalogue. The catalogue contains all available funding packages, accompanied by detailed descriptions for a multitude of Western Law student events, including Orientation Week, Law Ball, Obiter Dicta, and many more. If you are interested in purchasing a sponsorship package, please contact the Sponsorship Chairs at the provided email address or phone numbers provided below.

By accounting for and allocating your generous donations, and handling all of your sponsorship queries, we will be able to increase transparency. Our mission is to ensure that your sponsorship dollars are being used for the reasons you intend for them to be used, and to ensure that those funds are being allocated effectively to help foster inclusion, development, and participation in the Western Law community.

Your sponsorship funds are given pursuant to our Fiscal Policy, which is located here: **[INSERT LINK]**. If you have any questions or concerns about our process or our Sponsorship By-Law, please do not hesitate to contact either of us at any time. On behalf of the SLS and the student community at Western Law, we thank you for your continued support and look forward to speaking with you.

Sincerely,

[NAMES]

Student Legal Society Sponsorship Chairs
Email: **[SPONSORSHIP EMAIL]**
Phone: **[ONE CELL NUMBER FOR EACH OF YOU]**

[Encl: Sponsorship Catalogue]

Equality By-Law

Student Legal Society Equality By-Law

SLS Equality By-Law

DEFINITIONS

- (1) Definitions for capitalized terms not defined herein can be found in the Student Legal Society Constitution. The following definitions shall apply throughout the Equality By-Law:
 - (a) **“Equality Officers”** refers to the three members of the Council with voting power selected by the Appointment Committee to represent the Council to serve on the Equality Team
 - (b) **“Equality Team”** is comprised of three Equality Officers and two Equality Representatives as appointed under this By-Law.
 - (c) **“Interested Organizations”** shall include the Gender and the Law Association (“GALA”), OUTlaws, the Diversity Committee (“DC”), and any other groups who want to be represented by the Equality Team
 - (d) **“Standards”** are those recognized under section (34) of this By-Law and attached to this By-Law as Schedule A.

PURPOSE

- (2) The purpose of this By-Law is to promote and advance equality awareness and education at Western Law, through a focused and concerted effort of the Equality Team. Accordingly, this By-Law should be interpreted with a view to educating and informing members of Western Law of the special importance and consideration to be given to issues concerning all forms of equality. While the Equality Team, as described herein, shall exist separate and apart from the Council and Organizations of the Student Legal Society, every effort should be made by the Equality Team to work collaboratively in achieving the purpose, as here described.

RENEWAL

- (3) At the conclusion of each academic year, this By-Law shall be reviewed by the Committee. The Equality Team may bring recommendations for improvements to the By-Law. The By-Law, either inclusive or exclusive of any changes, shall be recognized by a two-thirds majority of Council.
 - (a) this By-Law will not be held as no longer in force simply because this provision was not followed. A failure to recognize and practice this provision is a violation of each Council member’s constitutional duty of office, with repercussions flowing as prescribed in the Constitution.

THE EQUALITY TEAM COMPOSITION

Appointing Equality Officers

- (4) There shall be three Equality Officers on the Equality Team.
- (5) Candidates for Equality Officer are selected from Council and may be nominated by the Executive or may self-nominate.
- (6) All Candidates for Equality Officer shall be interviewed by other Council members prior to selection decisions being ratified by Council by a simple majority vote.
- (7) If less than three Candidates for Equality Officer are nominated, the President, VP Student Affairs, and VP External shall serve on the Equality Team, in that order;
 - (a) should three or more Candidates for Equality Officer be nominated, the President, VP Student Affairs, and VP External shall not serve on the Equality Team because agreement could not be reached on who should serve from amongst the candidates;
 - (b) Equality Officers shall be selected from nominated candidates whenever possible.
- (8) The three Equality Officers shall be selected by the first week of November. A list of appointed Equality Officers shall be Published within one week of appointment.
- (9) Equality Officers shall serve until the date that new Equality Officers are selected by Council of the following academic year, unless otherwise removed.

Removal of Equality Team Member

- (10) Failure to fulfill any of the duties pursuant to Equality Team member's office will constitute grounds for removal from that office.
 - (a) the transgressing Equality Team member shall be advised of the failure in performing their duties and shall be given a reasonable time to remedy such failure and/or submit an explanation for such failure.
 - (b) if the failure is not corrected and/or the explanation is deemed inadequate by the Appointment Team, the member may be removed from office after prior notice of three days, at a meeting of the Committee by a two-thirds majority vote of Council.

EQUALITY TEAM MANDATE

- (11) The Equality Team shall strive to promote and protect equality within Western Law. In pursuit of this objective, the Equality team shall endeavour to:
 - (a) facilitate communication between all members of Western Law and the Committee;
 - (b) provide outreach and support to Students and Organizations at Western Law;

- (c) develop and implement equality initiatives at Western Law;
- (d) support Organizations and Students in their pursuit of equality initiatives at Western Law;
- (e) engage with, assess and endorse Committee policies, decisions and conduct regarding, but not limited to:
 - (i) policy development;
 - (ii) organization ratification; and
 - (iii) budgetary decisions.

EQUALITY TEAM RESPONSIBILITIES AND DUTIES

- (12) The Equality Team shall have the duty or responsibility to:
- (a) maintain public awareness of their role and an easily accessible mechanism for receiving communications from Students;
 - (b) attend Committee meetings;
 - (i) attendance is governed by section 14 of the Constitution;
 - (c) conduct Equality Team meetings at least monthly;
 - (d) maintain a list of Equality-related resources provided by Western University and available for Students;
 - (e) Publish an explanation of any initiatives pursued;
 - (i) where a Student or Organization wishes to participate in an Equality Team initiative, best efforts should be made to accommodate the Student's or Organization's wishes;
 - (ii) the Equality Team shall strive to serve in a supportive capacity wherever possible, leaving the pursuit of initiatives to Students or Organizations where practical;
 - (f) conduct a yearly feedback survey;
 - (g) contribute to the Student Legal Society website and maintain up-to-date contact information on the website for all members of the Equality Team; and
 - (h) abide by a duty strict duty of confidentiality, except where otherwise required by law or good conscience.
- (13) Insofar as is possible, the Equality Team shall participate in orientation events, including the 1L orientation week and the chair meeting for Organizations.

EQUALITY TEAM POWERS AND RIGHTS

- (14) The Equality Team shall have the power or right to:
- (a) attend, speak, and have speaker's business at Committee meetings, including *in camera* meetings;
 - (b) vote as a block on any decision put before the Committee;
 - (c) endorse financial decisions made by the Council, with the endorsement reflected

- in the meeting minutes;
 - (d) request a budget or budget increase from the Council or a copy of Council budgetary decisions and allocations;
 - (i) such requests shall not be withheld unduly;
- (15) The Equality Team shall be empowered to create internal policy to govern the functioning of the Equality Team, so long as such policy is not in contravention of the SLS Constitution or any SLS policy created in accordance with the SLS Constitution. Such internal policy shall be created, amended, or repealed in accordance with the following procedure:
 - (a) on the recommendation of a duly constituted Equality Team meeting, a proposal for adding, repealing or amending an internal policy may be considered, after which the proposed internal policy must be tabled for not less than one week;
 - (b) the proposal must be Published within three days of the meeting at which it was considered;
 - (c) following the requirements of (a) and (b), the proposed internal policy may be passed by a unanimous vote of the Equality Team;
 - (d) a proposed internal policy passed by the Equality Team shall be recognized by a two-thirds majority of the Council;
 - (e) following the completion of (d), the passed internal policy shall bind the Equality Team from the date it is Published.
- (16) The Equality Team shall endeavour to uphold the Standards through positive action and education. Such positive action may include:
 - (a) researching or suggesting training programs related to the purpose of this By-Law; or
 - (b) assisting members of the Committee in achieving the purpose of this By-Law and conforming with the Standards.
- (17) In cases of behaviour egregiously in contravention of the Standards, the Equality Team may make a recommendation to Council that the individual responsible for such behaviour be removed from their position in accordance with section 17 of the SLS Constitution or section 22 of the SLS Selections By-Law.

EQUALITY STANDARDS

- (18) The Standards prescribed under this By-Law shall apply to members of the Committee and Organization Chairs and executives. However, the Standards shall only apply where an aforementioned individual is acting entirely in their role as a Committee member, Organization Chair, or Organization executive member. Whether the conduct of an individual is within their role shall be measured by an objective standard.

- (19) Committee Members, Organization Chairs, and Organization executives, in light of their role of leadership and responsibility at Western Law, recognize that they are to be held to a higher standard of conduct and accordingly shall strive to maintain the Standards prescribed under this By-Law in all interactions.

- (20) The Standards shall be developed and updated on a yearly basis by the Equality Team;
 - (a) a proposal for new Standards or any modification of the Standards shall be submitted to Council;
 - (b) the proposed Standards may be recognized by a unanimous Council;
 - (c) Standards recognized by the Council shall be Published and attached to this By-Law as Schedule A.

Last Amended April, 2018

Schedule A to the SLS Equality By-Law: The Equality Standards

1. Whereas it is recognized that the Council, Organization Chairs, and Organization executives (“Subjects of this By-Law”) shall conduct themselves in a respectful, responsible and professional manner. In fulfilling this obligation of respect, all Subjects of this By-Law shall uphold the inherent dignity and the equal and inalienable rights of all members of Western Law;
 - a. For clarity, members of Western Law includes the students, faculty, staff, and Organizations at Western Law;
 - b. All Subjects of this By-Law shall uphold the intentions and spirit of this By-Law in their actions and discourse during Student Legal Society meetings, Student Legal Society-sanctioned events, and in all other Student Legal Society activities.
2. For greater clarity, respect means all members of Western Law shall be free of discrimination based on race, ancestry, place of origin, skin colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, disability, or any other protected ground under the *Human Rights Code*, RSO 1990, c H19.
3. All Subjects of this By-Law will engage in conduct that fosters a positive, inclusive, and safe environment at Western Law.

Last Amended April, 2018

Elections

Student Legal Society Elections By-Law

PURPOSE

- (1) The purpose of this Elections By-Law is to indicate how all elections run by the Student Legal Society shall be administered.

DEFINITIONS

- (2) Definitions for capitalized terms not defined herein can be found in the Student Legal Society Constitution. The following definitions shall apply throughout the Elections By-Law:

By-Election means an election held for the purpose of filling a vacant position on the Council;

Campaign means actions or communications of any oral, written, display or digital nature which have at their purpose, the encouragement of voting for or against any candidate;

Campaign Period means the part of the Election Period in which a candidate may actively campaign;

Election Period means the period beginning when the call for nominations for a Council position has been Published and ending when candidates have been notified of the results;

Fall Term means the academic period beginning with the first day of Faculty of Law classes in September and ending with the first day of the December exam period;

Nomination Period means the part of the Election Period in which candidates may put their name forward to stand for a position;

Online Campaigning means any campaigning activity which takes place through remote forms of communication, including, but not limited to, mobile phones, tablets, computers, social networking, internet sites and other interconnected devices and channels;

Spring Term means the academic period beginning with the first day of Faculty of Law classes in January and ending with the first day of the April exam period;

Voting Period means the part of the Election Period in which Members can vote;

Year Representative Elections means the elections to determine the representatives for the 1L, 2L and 3L classes.

CHIEF RETURNING OFFICER

- (3) The Chief Returning Officer shall be appointed by the Executive prior to the beginning of the Fall Term.
- (4) The Chief Returning Officer has the discretion to interpret this By-Law and is tasked with fulfilling its purpose.
- (5) The Chief Returning Officer has the power to appoint Deputy Returning Officers as Necessary, ensuring that the entire team has representation across all three years.
- (6) The Chief Returning Officer and/or Deputy Returning Officers may be removed by a simple majority vote of the Council, for reasons including failing to run elections or for displaying bias.

TIMING

- (7) The following process shall be observed throughout the year:
 - (a) the 1L Year Representative Election shall be completed within six weeks of the start of Fall Term;
 - (b) the Executive elections and the 2L and 3L Year Representative Elections shall be completed two weeks before the end of the Winter Term;
 - (c) the Executive elections shall precede the 2L and 3L Year Representative Elections;
 - (d) the valedictorian election shall be conducted before the end of the Spring Term;
 - (e) By-Elections shall be held at the discretion of the Chief Returning Officer.
- (8) The following process shall be observed within each election:
 - (a) the Nomination Period shall be open for a minimum of five consecutive days;
 - (b) an all candidates meeting shall be held immediately following the close of the Nomination Period;
 - (c) the Campaign Period begins immediately following the all candidate meeting and is open for a minimum of seven consecutive days;
 - (d) the Voting Period shall take place during the Campaign Period and shall be a minimum of three consecutive days;
 - (e) all candidates and the President shall be notified of the results within one day of the Voting Period ending.

NOMINATIONS

Eligibility

- (9) All candidates must be active Members.

- (10) Candidates for the 1L class Year Representative must be in 1L at the time of running.
- (11) Candidates for the 2L and 3L class Year Representatives must be in the appropriate class the following academic year.
- (12) Candidates for valedictorian must be convocating at the end of their current year of study.
- (13) No candidate may stand as Chief Returning Officer or Deputy Returning Officer for any election in which they are running.

Procedure

- (14) For any Year Representative Election, each candidate must receive five signatures from active Members of their graduating class.
- (15) For the Executive election, each candidate must receive five signatures from active Members.
- (16) A Student will become a candidate for valedictorian upon nomination by ten Students of the current graduating class of the faculty of law and a nomination by at least one current faculty member of the faculty of law.
- (17) Nomination forms that have received the required signatures must be submitted to the Student Legal Society office before the Nomination Period closes for an active Member to be an eligible candidate.

Equal Representation

- (18) In the interest of promoting equal representation between genders on the Council, at least half the candidates running must identify as women, non-binary, and/or genderqueer in the Year Representative Election, Executive election, and By-Election.
- (19) If section 18 is not satisfied upon the end of the Nomination Period, the Chief Returning Officer shall Publish a second call for nominations of Members in the underrepresented gender, and the Nomination Period shall be reopened for at least five consecutive days.
- (20) If after an extension pursuant to section 19, section 18 is still not satisfied, then election shall continue without the requirement of section 18.

CAMPAIGNING

Speeches

- (21) All candidates may Campaign during the Campaign Period in order to present their platform to Students.

- (22) The organization of speeches is the responsibility of the Chief Returning Officer;
 - (a) no candidate may organize speeches without the approval of the Chief Returning Officer.
 - (b) the Chief Returning Officer must make all reasonable efforts to allow all candidates to organize a speech regardless of circumstances or scheduling conflicts, and should the Chief Returning Officer not allow a speech, reasons must be given to the candidate and the Committee.

Materials

- (23) Candidates are permitted to Campaign with physical materials and through Online Campaigning.
- (24) Candidates Campaigning with physical materials shall:
 - (a) not post more than ten posters per candidate;
 - (i) posters are not permitted to be posted anywhere other than authorized bulletin boards, which shall be described in the all-candidates meeting;
 - (b) obtain authorization of the Chief Returning Officer in advance of display;
 - (c) adhere to all poster regulations;
 - (d) remove posters within two days of the conclusion of the Election Period.
- (25) Candidates engaging in Online Campaigning shall:
 - (a) notify the Chief Returning Officer of all methods used for Online Campaigning;
 - (b) allow the Chief Returning Officer reasonable access to monitor Online Campaigning.
- (26) All candidates running for election will be subject to a \$50 spending limit for their Campaign.
 - (a) Campaign funding is not provided by the Student Legal Society.
 - (b) Campaign materials received free of charge will be counted towards the spending limit based on the market value of the materials.
- (27) The Chief Returning Officer reserves the discretion to request documentation accounting for Campaign expenses incurred.

Candidate Conduct

- (28) Candidates are not permitted to use bribery to entice votes;
 - (a) candidates cannot use material gifts to entice votes, but this does not include items with pure publicity value, for example tags or buttons;
 - (b) candidates cannot entice votes using promises or suggestions that are not

reasonably within the ambit of the position that the candidate is pursuing in the election.

- (29) Candidates are not permitted to discourage voting.
- (30) Use of derogatory comments or comments of a personal nature directed at other candidates is not permitted.
- (31) Any candidate for an Student Legal Society position is not permitted to run on a shared platform with any other candidate.

VOTING

- (32) Voting shall be conducted online, and shall be open to active Members.
- (33) Voter eligibility for all elections will be the same as candidate eligibility.
- (34) Online voting shall be available continuously throughout the entire Voting Period.
- (35) If the number of nominated candidates for any position is the same as the number of positions being contested, those candidates are to be elected on a simple yes-no vote by electors.
- (36) The Chief Returning Officer is responsible for confirming the results of elections.
- (37) Candidates are permitted to review the online voting system following the close of voting.
- (38) The Chief Returning Officer shall make all reasonable efforts to contact all candidates or, in the case of an absence, his or her designate before election results are published.
- (39) The election results, including candidate vote totals, candidate rankings and voter turnout shall be made available to any candidate or eligible elector upon request.

ELECTIONS

- (40) Executive elections:
 - (a) Executive elections will be held once per year to fill the Executive positions of the Council;
 - (b) all candidates will be permitted to Campaign during the Campaign Period in order to present their platforms to Members.

- (41) Year Representative Elections:
- (a) 2L and 3L Year Representative seats are to be filled once per year through Year Representative Elections;
 - (i) 2L and 3L Year Representative Elections shall be held after the Executive elections each year;
 - (b) 1L Year Representative seats are to be filled once per year through 1L Year Representative Elections.
- (42) Valedictorian elections:
- (a) the valedictorian is selected by graduating Students to represent the graduating body at convocation. The rules governing the election of class valedictorian are as follows:
 - (i) there will be only one valedictorian, who shall be a Student of the graduating class;
 - (ii) there will be no Campaigning for the position of valedictorian, except informal discussions without the use of promotional materials;
 - (iii) the vote will be done using a preferential ranked ballot;
 - (iv) the system for counting ballots shall be as follows:
 - (1) All first-choice votes shall be counted and separated by Candidate.
 - (2) If no candidate receives a majority of the total vote, the candidate with the least votes shall be declared “out of race” and the first-choice ballots of that candidate shall be recounted in accordance with the second choice indicated on the ballot.
 - (3) This system of dropping off the lowest candidate and redistributing ballots according to the next choice of remaining candidates shall continue until one (1) candidate achieves a majority (50% + 1).
 - (4) If a candidate, plebiscite, or referendum side is disqualified or chooses to withdraw after polling has taken place, the disqualified or withdrawn candidate shall be declared “out of race” and his or her first-choice ballot recounted in accordance with the second choice indicated on the ballot. Failure to select a preference in any round of voting shall result in that ballot being spoiled for that and all subsequent rounds of balloting. A ballot shall not be deemed spoiled so long as the voter’s intentions can be reasonably ascertained from the ballot.
 - (5) Abstentions, declined, and spoiled ballots shall not count in

the calculation of majority.

- (43) By-Elections:
- (a) a By-Election shall be held if an Executive or Year Representative seat is vacant for any reason;
 - (b) if an Executive seat is vacant during the academic year, candidates will be accepted from active Members in any year;
 - (c) if an Executive seat is vacant during the academic year, active Members in all years are eligible to vote in the By-Election;
 - (d) in the event that a seat is vacant but had most recently been filled through a contested election, the runner-up is not entitled to the seat but may be a candidate in the By-Election.

PENALTIES AND VIOLATIONS

- (44) A candidates violation of any of the rules herein will warrant penalty at the discretion of the Chief Returning Officer. The Chief Returning Officer, at their discretion, may meet with all affected candidates to discuss any potential violation and any equitable penalty. Notwithstanding, the Chief Returning Officer has authority over any necessary penalty stemming from a rule violation.
- (45) The penalties available to the Chief Returning Officer are as follows:
- (a) confiscation or destruction of campaign materials;
 - (b) limitations, restrictions and prohibitions on any type of campaign activities for any period of time up to the commencement of voting; and
 - (c) recommendation to the Council for candidate disqualification.
- (46) If a candidate is recommended for disqualification from the election by the Chief Returning Officer, that candidate may submit a response in writing to the President within twenty-four hours.
- (47) A disqualified candidate has no Campaign privileges until a response is filed. Once an response is filed, Campaign privileges are reinstated until the recommendation is resolved.
- (48) Candidates recommended for disqualification by the Chief Returning Officer can be disqualified by a two-thirds majority of both the Executive and the Council.

Council Oversight

- (49) All decisions of the Chief Returning Officer can be revised if two-thirds of the Council believes that the decision was an erroneous application of this by-law.

Last Amended April 1, 2019

Selections

Student Legal Society Selections By-Law

THE SELECTION TEAM

- (1) Unless otherwise indicated, the Selections Team shall comprise of the incoming President, VP Student Affairs and VP Finance. The Selections Team shall be responsible for overseeing the implementation of this by-law, including the appointment of certain positions which require the Selections Team's direct involvement.

WHAT IS TO BE SELECTED

- (2) The following positions are to be selected by the Selections Team:
 - (a) the Speaker of the SLS Committee;
 - (b) the Chair or Chairs of Class A Organizations, not including Orientation Week; and
 - (c) the student members of the Committees of Faculty Council.
- (3) Selection of the following positions are to be supervised by the Selections Team:
 - (a) the Chair or Chairs of Class B Organizations; and
 - (b) the executive and members of Class A and Class B Organizations, not including Orientation Week.
- (4) The following positions are to be selected by the Selections Team composed of the outgoing President, VP Student Affairs and VP Finance, known as the Outgoing Selections Team, prior to the commencement of the Application Periods described in sections [8] and [14] of the Selections By-Law:
 - (a) the Chair or Chairs for Orientation Week; and
 - (b) the Sponsorship Chairs.

ORGANIZATION CLASSIFICATION

- (5) All Organizations are either Class A or Class B.
- (6) An Organization is deemed Class A if it:
 - (a) falls within the Organization reporting standards outlined in section 12(a) of the Fiscal Policy By-Law;
 - (b) has a mandate significantly overlapping the broader mandate of the Council, as decided by a simple majority of the Council; or
 - (c) is deemed such by a two-thirds majority of Council.
- (7) An Organization that is not Class A is to be deemed Class B;

- (a) the Selections Team is to Publish a list classifying Organizations as Class A or Class B at the beginning of each year;
- (b) should changes to this list occur during the year, the Selections Team shall Publish
a revised list within one week of the change.

THE PROCESS FOR SELECTIONS BY THE SELECTIONS TEAM

- (8) Positions described in section 2 of this By-Law are to be selected by the Selections Team before the conclusion of the current academic year. For greater clarity, the positions outlined in section 4 of this By-Law are not subject to the process outlined in these sections.
- (9) The Application Period for positions described in section 2 of this By-Law shall commence prior to the end of March and shall be held open for no less than 5 business days;
 - (a) a call for applications shall be Published by the Selections Committee promptly at the start of the Application Period;
 - (b) for an application to be valid, the applicant must be a Member.
- (10) After the conclusion of the Application Period, all applicants for positions described in section 2 of this by-law shall be interviewed by the Selections Team;
 - (a) the Selections Team should strive to include the outgoing Chairs of relevant Organizations in the interview process, where such inclusion is not deemed to display a conflict of interest;
 - (i) even where a conflict of interest may exists, the Selections Team should seek to understand the needs of an Organization by discussing matters with the outgoing Chairs of that Organization;
 - (b) the Selections Team shall display consistency in their interviews of applicants for the same position;
 - (c) where only one applicant exists for a particular position, the Selections Team may decide to forgo the interview process.
- (11) At the conclusion of the interview process described in section 9 of this by-law, the Selections Team shall make recommendations to the Executive as to which applicant should fill each positions described in article 2 of this by-law;
 - (a) the Executive shall approve these recommendations by consensus, though deference shall be shown to the Selections Team and approval shall only be withheld where due process was not followed;
 - (b) the Selections Team reserves the right to re-open the Application Period for any

position.

- (12) Applicants recommended by the Selections Team and approved by the Executive shall be formally recognized by a simple majority vote of the Council.
- (13) All applicants shall be notified by the Selections Team of the result of their application, and a list of successful applicants shall be Published.

THE PROCESS FOR SELECTING CLASS B ORGANIZATION CHAIRS

- (14) The selection of Chair positions described in section 3 of this By-Law are to be supervised by the Selections Team and are to be completed before the conclusion the current academic year.
- (15) The Application Period for Chair positions described in section 3 of this By-Law shall commence prior to the end of March and shall be held open for no less than 5 business days;
 - (a) a list of positions shall be gathered from outgoing Chairs by the Selections Team and Published at the start of the Application Period;
 - (b) for an application to be valid, the applicant must be a Member.
- (16) After the conclusion of the Application Period, all applicants for Chair positions described in section 3 of this by-law shall have the opportunity to make representations to their Organization;
 - (a) where only one applicant exists for a particular position, the outgoing Chair of the relevant Organization may decide to forgo the representations process.
- (17) At the conclusion of the representations process described in section 15 of this by-law, the current members of each Organization shall vote on the incoming Chair of their Organization from amongst the applicants.;
 - (a) the outgoing Chair or Chairs of each Organization holding an election under this provision shall keep the Selections Team informed of the dates of all representations and voting, and shall deliver a report on the voting;
 - (b) the Selections Team reserves the right to re-open the Application Period for any position.
- (18) Applicants elected as Chair by their Organization shall be formally recognized by a simple majority vote of the Council;
 - (a) the Selections Team reserves the right to recommend a vote not be approved on the grounds that the overseeing Chair or Chairs did not follow due process.

- (19) A list of successful applicants shall be Published by the Selections Team.
- (20) Class B Organizations who fail to select a chair in compliance with this by-law shall have their Chairs selected by the Selections Team, following the procedure applied to Class A Organizations;
 - (a) such selections shall begin in September of the following academic year and shall be concluded by the second week of October.

THE PROCESS FOR SELECTING CLASS A AND CLASS B MEMBERS AND EXECUTIVES

- (21) Organizations that have successfully selected a new Chair or Chairs, formally recognized by the Council, shall extend an invitation for membership;
 - (a) to hold membership on an Organization, an individual must be a Member;
 - (b) the new Chair or Chairs may select any number of members from the applications he, she or they receive, though 30% or more of an Organization's membership must be dedicated to 1L Members;
 - (i) certain Class A Organizations may be exempt from this requirement of 1L membership, recognized by a simple majority vote of council.
- (22) Once Organizations have full membership, including 1L membership where applicable, executives for an Organization may be elected from amongst its members;
 - (a) such elections shall be completed by the second week of October;
 - (b) the Chair or Chairs of each Organization holding an election under this provision shall keep the Selections Team informed of the dates of all representations and voting, and shall deliver a report on the voting.

THE PROCESS FOR SELECTING ORIENTATION WEEK CHAIRS AND SPONSORSHIP CHAIRS

- (23) Positions described in section 4 of this By-Law are to be selected by the Outgoing Selections Team described in section 4 of this By-Law before the conclusion of the current academic year and before the election of the incoming Executive. All references to Selections Team in these sections shall be read to refer to the Outgoing Selections Team.
- (24) The Application Period for positions described in section 4 of this By-Law shall commence prior to the end of February and shall be held open for no less than 5 business days;
 - (a) a call for applications shall be Published by the Selections Committee promptly at the start of the Application Period;

- (b) for an application to be valid, the applicant must be a Member.
- (25) After the conclusion of the Application Period, all applicants for positions described in section 4 of this by-law shall be interviewed by the Selections Team;
- (a) the Selections Team should strive to include the outgoing Chairs of relevant Organizations in the interview process, where such inclusion is not deemed to display a conflict of interest;
 - (i) even where a conflict of interest may exist, the Selections Team should seek to understand the needs of an Organization by discussing matters with the outgoing Chairs of that Organization;
 - (b) the Selections Team shall display consistency in their interviews of applicants for the same position;
 - (c) where only one applicant exists for a particular position, the Selections Team may decide to forgo the interview process.
- (26) In considering applicants for the positions outlined in section 4 of this By-Law, strong preference will be given to individuals who are present in London, Ontario for the duration of the summer preceding Orientation Week.
- (27) At the conclusion of the interview process described in section [24] of this by-law, the Outgoing Selections Team shall make recommendations with written reasons to the incoming Selections team and incoming Executive as to which applicant should fill each position described in section 4 of this by-law;
- (a) the incoming Executive shall approve these written recommendations by consensus. Deference shall be shown to the recommendations of the outgoing Selections Team, but the incoming Selections Team reserves the right to require the re-opening of the Application Period for any position and reserves the right to veto the candidates selected by the outgoing Selections Team.
- (28) Applicants recommended by the Selections Team and approved by the Executive shall be formally recognized by a simple majority vote of the outgoing Council.
- (29) All applicants shall be notified by the Selections Team of the result of their application, and a list of successful applicants shall be Published.
- (30) Upon completion of the above process, both the outgoing and the incoming Selections Team as well as all outgoing and incoming Orientation Week Chairs and Sponsorship Chairs shall meet at least twice by the end of March, and at least one of those times shall be with Administration, to ensure for a proper transition period.

REMOVAL OF CHAIRS

- (31) The Chair of any SLS Organization may be removed by a two-thirds majority vote of council.
- (32) Any Chair who is removed has the opportunity to appeal to Council, in writing, within two weeks of his/her removal. The decision to remove any Chair may be reversed by a two-thirds majority vote.
- (33) Any Organization member may apply to the SLS to have the Chair of their Organization removed. Any Organization member seeking to have the Chair of their Organization removed must present a petition of at least half of the executive of the Organization, in writing and with signatures of all petitioners outlining the reasons for requesting removal, to the Vice President, Student Affairs. The Vice President, Student Affairs may then bring a motion to council to remove the Organization's Chair.
- (34) Any Organization Chair against which such a petition has been brought must be given 5 days notice of any motion to remove them from their position, upon which they have 7 days to either respond to Council regarding the petition in:
 - (a) writing; or
 - (b) at the next scheduled Council Meeting.

Last Amended April 1, 2019

Law Students Society of Ontario By-Law

2013-1 Law Students Society of Ontario

- (1) The Student Legal Society (SLS) shall be a member of the Law Students Society of Ontario (LSSO).
 - (a) the LSSO shall be the only provincial law student organization to which the SLS shall be a member.
 - (b) membership in the LSSO does not preclude the SLS from inclusion in any national student organization.

- (2) The Vice President External (VP External) of the SLS shall be responsible for all communication with the LSSO.
 - (a) the VP External shall be responsible for any organization, management or marketing connected to the LSSO, as necessary.

- (3) The VP External shall be responsible for providing a budget to the Vice President Finance for anticipated costs associated with the LSSO.
 - (a) initial fees to the LSSO shall be 500 dollars per annum.
 - (b) the VP External shall be responsible for explaining any potential fee increases to the SLS council.
 - (c) any increase in fees paid to the LSSO must be approved by either;
 - (i) a majority vote of the SLS council, on an annual basis, or
 - (ii) a two-thirds majority of the SLS council, on a permanent basis.

- (4) The VP External and the President shall be the delegates of the SLS to any LSSO Conferences.
 - (a) the President may appoint a proxy for this function.
 - (b) the VP External may only provide a proxy for this function with the permission of the SLS council.
 - (c) if more than two delegates are required, delegates will be elected by the members of the SLS council.
 - (d) Any delegate elected by the SLS council shall serve for a period of 12 Months.

- (5) Before any member of the SLS council can serve on the executive of the LSSO, they must receive permission from the SLS council, as indicated by a majority vote.

- (6) Any member of the SLS council who serves on the LSSO executive may not do so if it compromises with their duties as outlined in the SLS constitution.
 - (a) the SLS council may force a councilmember serving on the LSSO Executive to resign, through a two-thirds majority vote.
 - (b) The SLS council should only exercise the authority conferred in section

6(a) where the councilmember has behaved in a manner which discredits the SLS, or where the councilmember has failed to perform their constitutionally mandated duties.

- (7) Departure from the LSSO may be accomplished by repealing this by-law, as per the stipulations in the SLS constitution.

Conventions and Resolutions

Procedural Conventions - Naming

- (1) A party may come to speak to an application where invited by the SLS.
- (2) Speaking time for such a presentation will be limited to 3 minutes.
- (3) The consideration of the application will be tabled if the application has changed significantly as of the time of the meeting.
- (4) If the party elects to stay for the meeting, they may answer question only where asked directly, and are unable to make further representations or engage in general dialogue, as per our Constitution.
- (5) If their applications takes the form of a motion, the individuals responsible for the application must leave the room for the duration of the motion, including the discussion and vote on the motion.

Procedural Conventions - Electronic Voting

- (1) A vote may be tabled by any Council Member via the most expeditious and accessible electronic means available in the circumstance, where the subject matter of the motion or vote requires administration prior to the next regular meeting of the Committee per section 29, and is not:
 - (a) A vote to amend the SLS Constitution;
 - (b) A vote to adopt a new By-Law;
 - (c) A vote to amend or repeal an existing By-Law;
 - (d) A vote to adopt a new Convention;
 - (e) A vote to amend or repeal an existing Convention;
 - (f) A vote to discipline or censure a Committee Member;
 - (g) A vote to ratify or de-ratify an Organization;
 - (h) A vote that would otherwise require a two-thirds majority of eligible voting Committee Members present; or
 - (i) For any other reason that a Council member may deem disqualifying, as raised during the discussion period.
- (2) A vote brought under (1) must receive a two-thirds majority approval of eligible Council Members in order to pass.
- (3) A vote brought under (1) shall ensure that Members are able to vote for only one of the following:
 - (a) In favour of the motion or vote;
 - (b) Against the motion or vote; or
 - (c) Abstain from the motion or vote; andthat every Member's vote be made available to the Committee at or immediately after the time their vote was cast.
- (4) Each eligible voting Committee Member shall have the ability to alter his or her vote one or more times, notwithstanding that no alteration to a Committee Member's vote can be made after the voting period has closed pursuant to (5), (6), and (7).
- (5) A vote brought under (1) shall be deemed to have passed unanimously by the Speaker and voting

shall be closed, where:

- (a) The vote has reached two-thirds majority support;
 - (b) There have been no votes against;
 - (c) At least 24 hours have passed since the vote was tabled; and
 - (d) The Speaker has chosen not to exercise his/her discretion to extend the vote under (6).
- (6) A vote brought under (1) will remain tabled for 48 hours, after which voting shall be closed, where:
- (a) It has not reached two-thirds majority support within 24 hours;
 - (b) There have been one or more votes against;
 - (c) The Speaker deems it necessary for reasons of fairness; or
 - (d) One or more Committee Members has requested that the Speaker extend the vote and the Speaker deems this request reasonable to ensure fairness in the circumstances.
- (7) A vote shall not remain tabled and for longer than 48 hours, except where the Speaker deems it absolutely necessary to ensure fairness in the circumstances.
- (8) The minutes of the next Committee Meeting shall contain the results of any vote held under (1), regardless of the result of such a vote, and a brief summary of any debate or input that the Vice-President, Administration deems relevant, pursuant to section 36.

Consideration Guidelines

Committee Consideration Guidelines

Purpose

The purpose of this document is to provide clarity, consistency, and transparency for SLS decision making. These guidelines will provide a framework to students and SLS members for understanding the considerations that will be made with respect to all categories of SLS decision making. The decisions made by the SLS committee distribute funds collected by students, and serve to define the culture and student experience at Western Law. It is therefore imperative that in the course of these decisions, consideration is given to the diverse set of interests and values held by the Western Law community, and to assure that decisions are rendered accordingly.

Section One - A Recognition of the Responsibilities of SLS

The SLS committee serves as representatives of the Western Law student body. We ratify and fund committees and associations to enhance the Western Law experience. In allocating funds to committees and associations, the SLS appreciates that we are distributing student fees, and that we must attempt to allocate limited students fees to maximize the experience of students across a broad range of interests.

In performing our role as described above, we uphold to be prudent in spending, give due consideration to applications made to us, and to be thoughtful and considerate in decision making. Moreover, in accordance with the SLS Fiscal Policy and our pursuit to enhance the Western Law experience, we will show deference to the guidelines provided herein when exercising our decision making authority.

Section Two - A Recognition of the Responsibilities of Committees and Associations under SLS

All committees and associations recognize that their budgets come from student funds, and that they owe a duty to the student body to use the funds they receive responsibly and in a way that promotes their association's goals within the context of enhancing the Western Law student experience. The SLS will hold committees/associations to this standard when considering budgets, budget increases, and event requests, while respecting the SLS responsibilities identified above.

Section Three - Consideration Criteria for New Committee/Association Ratification

In reaching decisions on matters pertaining to new Committee/Association ratification, the SLS committee will give due consideration to the following criteria, though this list does not attempt to be exhaustive. Note that the weight given to each criteria will be highly contextual:

- Does it enhance the Western Law student experience?
- Clarity of application
- Purpose of committee or association

- Promotion plan
- Student reach
- Budgetary outline of planned events
- Remaining budget of SLS
- Is the committee or association novel or innovative, and address a matter not covered by existing committees or associations?

Section Four - Consideration Criteria for Budget Development/Extensions

In reaching decisions on matters pertaining to budget development or extensions, the SLS committee will give due consideration to the following criteria, though this list does not attempt to be exhaustive. Note that the weight given to each criteria will be highly contextual:

- Does it enhance the Western Law student experience?
- Past spending behaviour
- Purpose of committee or association
- Clarity of application
- Reason for need
- Promotion plan
- Past engagement
- Student reach
- Remaining budget of committee
- Remaining budget of SLS
- Compliance with the SLS Fiscal Policy

Section Five - Consideration Criteria for Event Approvals

In reaching decisions on matters pertaining to event approvals, the SLS committee will give due consideration to the following criteria, though this list does not attempt to be exhaustive. Note that the weight given to each criteria will be highly contextual:

- Does it enhance the Western Law student experience
- Past spending behaviour
- Alignment with purpose of committee or association
- Clarity of application
- Reason for need
- Promotion plan
- Past engagement
- Student reach
- Remaining budget of committee
- Remaining budget of SLS
- Innovation or novelty of event
- Compliance with the SLS Fiscal Policy
- Scheduling and availability

Section Six - Consideration Criteria for Chair Appointments

In reaching decisions on matters pertaining to the appointment of committee chairs, the SLS committee will give due consideration to the following criteria, though this list does not attempt to be exhaustive.

Note that the weight given to each criteria will be highly contextual:

- Does it enhance the Western Law student experience
- Recommendation of the outgoing committee chair(s)
- Clarity of application
- Relevance of past experience
- Conduct and professionalism during the interview process
- Alignment with enumerated requirements for the position
- Other commitments of the applicant
- Displayed interest in the position
- Future plans or ideas for the committee

Section Seven - Consideration Criteria for PDF Requests

In reaching decisions on matters pertaining to approving Professional Development Fund (PDF) requests, the SLS committee will give due consideration to the following criteria, though this list does not attempt to be exhaustive. Note that the weight given to each criteria will be highly contextual:

- Does it enhance the Western Law student experience
- Compliance with the SLS Fiscal Policy, with specific attention to eligibility under Part VII
- Previous use of the PDF
- Remaining budget of the PDF
- Clarity of application
- Budget outlined in application
- Effort to minimize costs