



CONSTITUTION OF MCGILL PRE-LAW STUDENTS SOCIETY

Ratified by Club's Membership on (DD/MM/YYYY):

Ratified by SSMU Council on: December 1, 2016

1 Article I: Name

1.1 McGill Pre-Law Students' Society, also referred to hereinafter as the Club.

2 Article II: Mandate

2.1 The Club's mandate shall be to

- Provide resources and advice for potential law students to aid in their undergraduate education and to best prepare them for a career in law
- Provide networking opportunities for potential law students amongst one another as well as relevant officials within the legal field, both academically and professionally
- Organize trips and events that educational and resourceful for students considering a law career
- Aid students in any way presented to the society relevant to a pre-law education

2.2 Code of Conduct

2.2.1 The Club shall carry forth its mandate from an anti-oppressive and equitable standpoint AND equal respect shall be given to all members, including those of disadvantaged backgrounds, regardless of but not limited to gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.

2.2.1.1 No member shall make personal profit from the club

2.2.2 Any executive member who fails to fulfill their responsibilities shall be subject to the expulsion procedure outlined in this constitution

2.3 Student Group Civility

2.3.1 The club will maintain cordial and respectful relations with all other clubs, services and independent student groups

2.3.2 The club will not use SSMU resources and/or their club status to prevent other clubs, services or independent student groups from fulfilling their mandate, including but not limited to their acquisition of resources and pursuit of activities.

2.3.3 If problems arise between groups, a member of the executive committee and/or collective of the club shall be responsible for contacting the SSMU Vice President of Student Life and attempt to remedy the problem in a collegial fashion.

2.4 Environment

2.4.1 The club shall make attempts to regularly monitor the environmental impact of all its events and operations

2.4.1.1 Clubs must attempt to utilize the services and resources available at SSMU in order to maximize capacities for equitable decision-making and environmental stewardship. These include but are not limited the use of the plate club, green events guide, applications for the SSMU Green fund, assistance of the SSMU



environment commissioners, environment committee and green events coordinators

- 2.4.2 The club must attempt to find sustainable alternatives to the non-recyclable #6 plastic, effective waste management, providing vegan and vegetarian options, purchasing clothing which is ethically sourced and environmentally-friendly, purchasing local and sustainable alcohol, fair trade coffee and tea, and local and/or organic foods.

3 Article III: Membership

- 3.1 Membership for a club under the Students' Society of McGill University is open to all SSMU and PGSS members, including those of disadvantaged backgrounds, regardless of but not limited to gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.
- 3.2 Only Students' Society of McGill University (SSMU) and Post Graduate Students' Society (PGSS) members are eligible to be elected as officers and to hold voting privileges.
- 3.3 Associated non-voting membership is open to all others.

4 Article IV: Executive Board

- 4.1 The Executive Board (EB) shall administer the Club and oversee its events.
- 4.2 The EB is composed of the following nine portfolios:
1. President or Co-Presidents
 2. Vice President External
 3. Vice President Internal
 4. Vice President Finance
 5. Vice President University Affairs
 6. Vice President Delegations (or President of Moot Court)
 7. Mentorship Coordinator
 8. Journal Editor-in-Chief
 9. Director of Corporate Affairs
- 4.3 The EB shall meet as frequently as it deems fit.
- 4.4 At least five of the nine EB members must be present at an EB meeting in order for quorum to be met and for the meeting to proceed.

5 Article V: Portfolios

- 5.1 The President or Co-Presidents shall:
- 5.1.1 Be the chief executive officer, chief representative, and chief spokesperson of the Club.
 - 5.1.2 Oversee all aspects of the club.
 - 5.1.3 Ensure the smooth running of the Club as a whole through facilitation of, and mediation with, the various EC portfolios with a vision that is consistent with the Club mandate.
 - 5.1.4 Chair all EB meetings.
 - 5.1.5 May cast the deciding vote in the event of an EB deadlock.
 - 5.1.6 Co-sign all financial transactions with the VP Finance.
 - 5.1.7 Co-sign all minutes with the VP Internal.
 - 5.1.8 Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University



- 5.2. The Vice President External shall:
 - 5.2.1 Act as representative of the Club to the community within and outside of the University.
 - 5.2.2 Be responsible for developing healthy relations with student and community organizations within and outside McGill University, and particularly those in the Montreal area.
 - 5.2.3 Be responsible for promoting the image of the Club to the community within and outside McGill University.
 - 5.2.4 Oversee the Club's fundraising efforts through seeking out and managing on-campus fundraising, sponsorship, grants, and other funding sources.

- 5.3. The Vice President Internal shall:
 - 5.3.1 Be responsible for communication within the EB and with the Students' Society of McGill University.
 - 5.3.2 Act as the main point of contact between the SSMU VP Student Life and the Club.
 - 5.3.3 Manage all communications with the general membership of the club through the Club listserv.
 - 5.3.4 Be responsible for all club administration, including room bookings, table bookings, and the completion of any forms required by the SSMU.
 - 5.3.5 Act as representative of the Club in communications with the Montreal community.
 - 5.3.6 Be responsible for the administration of the club's Facebook page, Twitter page, and Website
 - 5.3.7 Oversee the expansion of the club through actively seeking out both new members
 - 5.3.8 Work with the Vice President University Affairs to publicize and advertise events.

- 5.4. The Vice President Finance shall:
 - 5.4.1. Oversee and coordinator funding for the programming activates and events of the club.
 - 5.4.2. Be responsible for the collection of membership fees.
 - 5.4.3. Co-sign all financial transactions with the President(s).
 - 5.4.4. Maintain the Club's running budget and prepare budgets for individual events throughout the year.
 - 5.4.5. Ensuring the funding and long-term financial stability of the club.
 - 5.4.6. Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU.
 - 5.4.7 Sit on the Moot Court Board of Directors as the Chair of Finance and Sponsorship

- 5.5. The Vice President University Affairs shall:
 - 5.5.1 Oversee the planning of Club events, trips, and speakers and actively pursue opportunities for new Club events.
 - 5.5.2 Be responsible for contact with other McGill groups in order to organize collaborative events.
 - 5.5.3 Be responsible for updating and maintaining the club website and social media accounts as well as managing the Club's public relations.



- 5.5.4 Be responsible for overseeing a Mentorship program
- 5.6. The Vice President Delegations shall:
 - 5.6.1 Oversee the development of the Club mooting team, including the selection of team members, regular training and practice sessions, and hosting an in-house mooting competition.
 - 5.6.2 Liaise with McGill law students and other colleges and universities to establish the Club in the mock trial circuit.
 - 5.6.3 Act as the Head Delegate for any Club delegation attending a mooting tournament.
 - 5.6.4 Spearhead the organization of the McGill Pre-Law Mooting Tournament, to be held annually
- 5.7. The Mentorship Coordinator shall:
 - 5.7.1 Oversee the Mentorship Program of the MPLS
 - 5.7.2 Seek out Mentors for the Mentorship Program from lawyers in the Montreal area.
 - 5.7.3 Seek out Mentees from the McGill student body for the Mentorship Program.
- 5.8. The Editor-in-Chief of the Journal shall:
 - 5.8.1 Be responsible for the development of the Club's annual journal.
 - 5.8.2 Chair the Journal Committee and lead the editorial team.
 - 5.8.3 Seek out funding and sponsorship to support the development of the journal.
- 5.9. The Director of Corporate Affairs shall:
 - 5.9.1 Spearhead the organization of the Law and Ethics Case Competition, to be held annually
 - 5.9.2 Coordinate with the Vice-President External to secure a venue for the Case Competition through corporate sponsor
 - 5.9.3 Seek out qualified personnel to act as judges for the Case Competition
 - 5.9.4 Coordinate with the Vice-President Finance to allot a suitable budget for the Case Competition
 - 5.9.5 Conduct promotional initiatives for the Case Competition to secure competitors.
- 6 Article VI: Fees**
 - 6.1 The Club's membership fee shall be \$10, and will entitle members to free entry into all Club events and discounts from Club sponsors.
- 7 Article VII: Finances**
 - 7.1 The Executive Committee or Collective shall examine the financial records, and prepare an audit, complete with records of all transactions and receipts, to be submitted to the SSMU at the end of each semester.
 - 7.2 All club bank accounts must be kept at Scotiabank as subsections of the SSMU account
 - 7.2.1 Each account must have a minimum of two and maximum of three signing officers
 - 7.2.2 In order to receive funding of any kind from the SSMU, the club must have a Scotiabank account.



8 Article VIII: Meetings

- 8.1 There shall be a General Meeting held at the beginning of each semester for the purpose of introducing the Club to new members and seeking out feedback from students.
- 8.2 Regular Executive meetings shall be held throughout the fall and winter terms.
- 8.3 Special Meetings shall be called at any time deemed necessary by the EC and/or Committee Chair.

9 Article IX: Electoral Procedures

- 9.1 The Club's EB will be composed annually in March by appointment procedure.
- 9.2 The general membership must be notified of the due date for Executive Applications 2 weeks in advance of the deadline and must be provided with detailed descriptions of the responsibility of each EB positions.
- 9.3 The new EB must be appointed before March 31 to ensure smooth executive turnover.
- 9.4 After the application deadline and the interviewing of candidates if deemed necessary, the EB will assess all candidates and select an applicant for each available position by consensus.
- 9.5 If a consensus cannot be reached for any given position, the new EB member for that portfolio can be decided by a simple majority vote.
- 9.6 A record of the meeting's discussion and decisions for each available position must be kept in a secure place for 5 weeks after the date of voting for use if the EB's decisions are disputed.
- 9.7 The Vice-President (Student Life) of SSMU or their representative shall be the Chief Electoral Officer with final authority over the validity of the results. The Vice-President (Student Life) will be notified immediately in the event of contested electoral results.
- 9.8 If at any point during the year an EB member resigns, applications shall be opened for a replacement within two weeks of the resignation.
- 9.10 If at any point during the year an EB member raises concern that a fellow EB member is not fulfilling the duties of their portfolio, the President shall make the subject of the complaint aware of the concerns and notify the EB member in question of their responsibility to fulfill their duties as outlined in the constitution. If after one month the EB still has concerns about the EB member in question not fulfilling their duties, that member's expulsion from the EB shall be discussed at an EB meeting. In order to expel an EB member, the vote on their expulsion must pass with a 2/3 majority. In the case that the non-compliant EB member in question is the President or one of the Co-Presidents, the Vice President Internal shall be responsible for handling the expulsion procedure.

10 Article X: Affiliations

- 10.1 The Club shall not be affiliated with any external organizations.

11 Article XI: Constitutional Amendment Procedure

- 11.1 Any member of the club may propose an amendment to the Constitution.
- 11.2 In order to amend the constitution a two-thirds majority vote at a General Meeting must be in favor of the proposed amendment



11.3 All amendments shall be submitted to the Club Commissioner, will be reviewed by the Club Committee and ratified by the SSMU council before they take effect.

12 Article XII: Bylaws and Policies

12.1 The club shall create and maintain bylaws that cover the operations of the club which are not specified in the Constitution.

12.2 The club's bylaws shall not contravene the Constitution.

12.3 The club by laws must be available to any member of the SSMU when and if requested.

13 Article XIII: SSMU Constitution, By-Laws and Policies

13.1 In case of any inconsistencies between the Club Constitution and the SSMU Constitution and By-Laws, the SSMU Constitution By-Laws and Policies shall take effect.

13.2 If there are any areas not covered in this Constitution, the SSMU Constitution, By-Laws and Policies shall take effect.