

The Constitution of the University of Toronto Pre-Law Society

Article 1 – Name

The name of the organization shall be the University of Toronto Pre-Law Society, hereafter referred to as the Society.

Article 2 – Objectives

The purpose of the Society shall be to:

1. encourage all University of Toronto students to gain knowledge of and experience in the field of law
2. provide opportunities to all University of Toronto undergraduate students to make contacts, develop practical skills, and gain experiential knowledge in the field of law
3. assist all University of Toronto students in the preparation for legal studies and promote the study of law among University of Toronto students
4. engage with the broader pre-law and legal community

Article 3 – Membership

1. Membership in the Society shall be open to all registered University of Toronto students.
2. Non-members may be granted voting status at the discretion of the executive providing that they provide evidence that they are registered University of Toronto students and they demonstrate that they will become members of good standing in the near future.
3. All members of the Society have only one vote in any given election and any issue put to vote in the Society.
4. All members have the right, in election or via application process, to run or apply for any given position on the Society's Executive.
5. All members have the right to attend any function or meeting hosted by the Society.
6. Eight elected executive members shall govern the Society: President, Vice-President, Treasurer, Communications Director, two Events Directors, and two Mooting Directors.
7. The Editor-in-Chief of Intra Vires shall sit on the executive as an appointed member.

Article 4 – Duties of Executive Officers

1. The President shall:
 - act as a spokesperson for the Society
 - maintain contact with outside organizations
 - be responsible for the organization, administration and continuity of the Society
 - redistribute Executive duties from one Executive member to another, upon unanimous vote of the Executive Officers
 - prepare an agenda for and chair every meeting hosted by the Society

- organize recruitment efforts
2. The Vice President shall:
 - adopt the duties of the President, in accordance with the wishes of the President, until the President returns to his/her duties or the position is deemed vacant
 - organize all fundraising efforts with the Treasurer
 3. The Treasurer shall:
 - deposit all Society funds, in the name of the Society, into Society accounts within seven days of receiving the moneys unless funds exceed fifty dollars
 - maintain a uniform system of accounting regarding Society expenditures
 - make reports on Society accounts at every meeting or upon request of any member of the Society
 - serve as a liaison/contact person to all sponsors of the Society and ensure that the Society's contractual agreements with sponsors are fulfilled
 4. The Communications Director shall:
 - attend and keep minutes for all Society meetings
 - keep an up-to-date database of all members and their pertinent information
 - publicize all Society meetings and events to University of Toronto students
 - publish newsletters, brochures and other promotional materials for the Society
 - maintain and update the website
 - maintain and administer the e-mail list
 5. The Events Directors shall:
 - contact outside organizations to host events and initiatives
 - ensure that accommodations are made for each event
 6. The Mooting Directors shall:
 - by the end of May, appoint a Mooting Board to assist them in their duties, with the positions within the Board being at the discretion of the Mooting Directors
 - select a U of T Mooting Team in September which will attend mooting competitions at other universities, unless another system for participation in competitions is decided upon
 - host the U of T Cup in February, in conjunction with the U of T faculty of Law
 7. The Editor-in-Chief of *Intra Vires* shall:
 - curate and oversee the production of the *Intra Vires* pre-law journal
 - hire a team of volunteers to assist them with their duties

Article 5 – Finances

1. The signing officers of the Society are the President, the Vice-President and the Treasurer.
2. All expenditures of the Society must be limited to Society-related items and must be approved by a majority vote of the Society.

3. Society members shall be reimbursed in full from Society accounts if they make purchases on behalf of the Society and approved by the majority of Society members.
4. An annual budget must be passed by the Executive and ratified by the majority of the Society members prior to October 1 of the academic year.
5. Any Society fundraiser shall gain moneys only for the Society unless otherwise advertised; moneys must be raised only for non-profit or charitable organizations.
6. The Treasurer or President must deposit any Society funds, in the name of the Society, with seven days of begetting the funds.

Article 6 – Meetings

1. The Society shall hold at least one meeting open to the general membership.
2. Executive meetings shall occur twice a month.
3. At least half of the Executive must be present to hold an executive meeting.

Article 7 – Nominations and Elections

1. The Society must hold an election for the Voting Executive Officers by April 15 of an academic year to govern the society for the following academic year.
2. Candidates must be elected by the Society members at the end of the winter semester.
3. The Society shall hold a by-election at the meeting in September to fill any vacant seats on the Executive from the previous year.
4. The Chair of the meeting shall administer elections, unless the Chair is a candidate in the election, in which case the second most senior member who is not up for election may chair the election.
5. Votes shall:
 - be conducted by secret ballot
 - be counted by the Chair and second most senior member who is not a candidate
6. Positions where a candidate is running unopposed are subject to “yes”/ “no” vote. Such candidates shall be declared if they receive a fifty percent “yes” plus one vote.
7. Should an elected office become vacant, by resignation or removal from office, a by-election shall be held by the Society in accordance with the rules in Article 6 and Article 7, at any time during the academic year.
8. Executive members have the power to appoint associates to assist them with their duties as they see fit.
9. The Editor-in-Chief of *Intra Vires* for the following year will be hired by the previous year’s Editor-in-Chief.

Article 8 – Impeachment

1. Any Society executive can be impeached.
2. Impeachment of a Society member shall be considered by the Society:
 - on receipt of written request of seventy-five percent of the Society executive members that the member be impeached
 - should the Society member engage in activities degrading to the name of the Society

- should the Society member not perform his/her duties, as listed in the Constitution
 - should the Society member not meet membership requirements
3. The most senior Society member not being impeached shall be responsible for impeachment proceedings.

Article 9 – Amendment

1. Any amendment to this document requires a vote of no less than two-thirds of the voting members of the Society executive.