

**CONSTITUTION OF THE
GRADUATE LAW STUDENTS ASSOCIATION
McGILL UNIVERSITY**

DEFINITIONS :

Executive Member : An executive member is a member by right of the Executive Board of the GLSA, as the elected representative of his/her class (LLM thesis, LLM non-thesis and Graduate Certificate, DCL, Air and Space Law) for the current university year. He/she has the right to vote during Executive Board meetings, and to hold one of the Vice-Presidents or President Portfolios.

Honorary Member : An Honorary Member is a current member of the association, appointed by consensus by the GLSA's Executive Board, in order to assure the continuity of the association and to help the new Executive Board during the transition period. The Honorary Member has no right to vote, except if he/she holds a portfolio on the Executive Board. If the Executive Board decides by consensus, the Honorary Member may hold the Vice-President University Affairs portfolio and be part of the Executive Board. The Honorary Member position is not renewable.

Associate Member : The Executive Board can appoint one or several Associate Members, in order to assist the Executive Board in its missions. The Associate Member must be a current member of the association. He/she can take part of the Executive board meetings when his/her presence is required by the agenda of the day, but has no right to vote. He/she cannot hold any portfolio.

Association Member. An Association Member is any Member of the association, registered as a graduate student in law at McGill University. He/she has a right to vote on the General Assembly.

Executive Board . The Executive Board is the board of directors, composed of the all the Executive Members

VP : VP is the abbreviation for Vice-President

ARTICLE I - NAME OF THE ORGANIZATION

1.1 The organization established by this Constitution is named the Graduate Law Students Association, and may be referred to as the GLSA in its abbreviated form (hereinafter the "Association").

1.2 The French language name of the organization is "Association des Étudiants en Droit des Cycles Supérieurs (AEDCS)."

ARTICLE II – OBJECTIVES

The objectives of the Association are to:

2.1 Represent, promote, and defend the interests and rights of the body of Association members, including post doctoral researchers at the McGill University Faculty of Law.

2.2 Organize events and services to improve the quality of life of Association members;

2.3 Disseminate information of interest to Association members;

2.4 Provide a link between the graduate law students and undergraduate law students through the (undergraduate) Law Students Association (hereinafter the "LSA").

ARTICLE III – EXECUTIVE MEMBERS

- 3.1 The association shall have four or five Executive Members, who act as the officers of the association.
- 3.2 The Executive Members of the association are as follows :
 - President and External Officer
 - Vice-President Communications
 - Vice-President Finance and Internal
 - Vice-President Academic and Vice-President University Affairs
- 3.3 The President shall act as the external officer of the Association. He/she cannot hold any other position of Vice-President concurrently with his presidential position
- 3.4 Assuming that an Honorary Member is nominated by the Executive Board, as an Executive Member, the position of Vice-President Academic and University Affairs shall be, in this specific case, divided into two different positions, and the Honorary Member named as an officer shall only hold the Vice-President University Affairs portfolio ; the position of Vice-President Academic remaining to one of the four class representatives elected for the current year.

ARTICLE IV – ROLES OF THE OFFICERS

4.1 The Vice-President Communications shall

- 4.1.1 Organize and administer elections, in accordance with Article XI
- 4.1.2 Plan, prepare agendas, publish any requisite notification, and chair Executive Board meetings and general meetings of the Association.
- 4.1.3 Ensure Communications amongst Executive Members.
- 4.1.4 Support the activities of other members of the Executive where needed.
- 4.1.5 Represent the Association at meetings of the Faculty computer or IT committees.
- 4.1.6 Oversee updates and/or amendments to the Constitution with other members.
- 4.1.7 Perform other duties as assigned by the Executive Board.

4.2 The Vice-President Finance and Internal shall

- 4.2.1 Be the Financial Officer of the Association and be responsible to the Executive Board and the Association for the maintenance of accounts, preparation of an annual budget and financial statements, and the management of funds of the Association
- 4.2.2 Publicize and carry out fundraising for events.
- 4.2.3 Co-organize social, cultural, and other activities of interest to Association members.
- 4.2.4 Co-organize activities as part of an orientation program, which may in part be carried out in conjunction with the orientation program of the LSA.
- 4.2.5 Facilitate the planning and production of a yearbook, whether produced in print or electronically.
- 4.2.6 Create and maintain a table of contact information for interested Association Members.
- 4.2.7 Perform other duties as assigned by the Executive Board.

4.3 The Vice-President Academic shall

- 4.3.1 Represent the Association at the meetings of the Faculty Graduate Studies Committee.
- 4.3.2 Represent the Association at Faculty Council meetings.
- 4.3.3 Represent the Association at the Faculty Library Committee meetings.
- 4.3.4 Represent the Association at the Faculty Examination Committee meetings.
- 4.3.5 Represent the Association in ad hoc meetings with members of the Faculty regarding academic matters or individual students.
- 4.3.6 Represent the Association in any other committees or meetings relating to academic matters.
- 4.3.7 Keep the other Executive Members informed of developments and decisions taken at meetings described above.
- 4.3.8 Perform other duties as assigned by the Executive Board.

4.4 The Vice-President University Affairs shall

- 4.4.1 Act as the link between outgoing and incoming Executive Members.
- 4.4.2 Perform an advisory role in the decision-making process of the Executive Board.
- 4.4.3 Provide all possible assistance to the other elected officers of the Executive Board with their work and responsibilities, as and when required by the Executive Board.
- 4.4.4 Perform other duties as assigned by the Executive Board.

4.5 The President and External Officer shall

- 4.5.1 In addition to his duties as an officer of the Association, oversee the functioning and activities of the Association and may act as the representative of the Association in its dealings.
- 4.5.2 Act as an alternate for Faculty Council meetings.
- 4.5.3 Represent the Association at meetings of the LSA.
- 4.5.4 Keep the Association membership informed of relevant decisions taken at meetings at which the Association is represented.
- 4.5.5 Prepare an information letter for newly admitted students.
- 4.5.6 Prepare a list of several current students who shall be available to answer inquiries from prospective and new students.
- 4.5.7 Solicit nominations to fill vacant graduate law seats on PGSS Council and submit names to the GLSA Executive for approval.
- 4.5.8 Perform other duties as required by the Executive Board

4.6 All the representations above-mentioned which are not the responsibility of the Vice-President Academic (alternate or second seat representative at the LSA, Faculty Council or Graduate Studies Council, for instance) shall be divided between the other Class Representative Executive Members, by consensus, according to their availabilities and interests

4.7 All the representatives should always think of sharing the duties in the most equitable way possible.

ARTICLE V – HONORARY MEMBERS

- 5.1 The outgoing Executive Board can choose to name an Honorary Member in order to help the incoming Executive Members during the transition period and to ensure continuity.
- 5.2 Should the incoming Executive Board, by consensus, agree that there is a need to provide support to the Executive Members, an additional Honorary Member may be named.
- 5.3 The Honorary Member is elected among a volunteers' list composed of the former Executive Members, Associates Members, or Members of the Association who were already part of the Association the previous year(s), by consensus of the Executive Board, but named officially by the President.
- 5.4 The position of Honorary Member is not renewable.
- 5.5 The Honorary Member is not an Executive Member by right. He/she becomes an Executive Member only if the Executive Board decides to assign him/her a portfolio.
- 5.6 Assuming that the Executive Board decides to nominate an Honorary Member but without assigning him/her a portfolio, the Honorary Member commits himself/herself in his/her involvement with the Association at least until December of the academic year.
- 5.7 Assuming that the Honorary Member was not assigned by the Executive Board to hold a portfolio, he/she has no right to vote.
- 5.8 Under no circumstances, the Honorary Member can run for the President position.
- 5.9 The Honorary Member shall help the Executive Members with the transition of the Executive Board and the organization of a conference should the Executive Board decide to organize such a conference.
- 5.10 The Honorary Member may be removed at any time by unanimous decision of the Class Representative Executive Members

ARTICLE VI – ASSOCIATE MEMBERS

6.1 The Executive shall have the power to create and appoint members to Associate Positions in order to assist the Executive Members in carrying out their functions.

6.2 The Associate Members are chosen and appointed by consensus by the Executive Board

6.3 An Associate Member can be removed at any time by decision of the Executive board

ARTICLE VII – STRUCTURE

7.1 The Executive Board shall be the working body of the Association.

7.2 The Executive Board shall be comprised of the four class representatives/officers of the Association and eventually an Honorary Member. They are as follows :

i) A Thesis Masters student member

ii) A Non-thesis Masters student member

iii) An Institute of Air and Space Law graduate student member

iv) A DCL student member, and

v) A Honorary Member in the event that one is chosen to hold a portfolio by the Executive Board and named by the President.

7.3 The VP Communications shall call meetings of the Executive Board no less than twice per academic semester.

7.4 Quorum shall be 75% of the Executive Members.

7.5 Executive Board meetings are open to all members of the Association, with prior notice of at least two days to be sent to the Executive Board by the member/s requesting attendance. Notice may be achieved through any means of communication. The Executive Board reserves the right to control and conduct meeting business without interference from attending GLSA member/s.

7.6 Any Executive Member who is absent without any cause from more than two Executive meetings per term shall be deemed to have resigned from her/his position as both class representative and officer. Remaining members of the Executive may vote to re-instate the representative. Failing this, a new class representative shall be elected to fill the vacancy in accordance with section 11.1.7.

7.7 Any class representative who, at any time during the course of his/her term of office, transfers to another program and is no longer a member of the class which she/he was elected to represent, shall be deemed to have resigned from his/her position as class representative and officer. A new class representative shall be elected to fill the vacancy in accordance with section 11.1.7.

7.8 Each officer of the Executive Board shall have one vote on the Executive Board. This right to vote may not be relinquished in favor of any other member or any other person. The right to vote is available to a member even when the member is not physically present at the meetings of the Executive Board. The member may employ any method, electronic, telephone, or otherwise, to cast his/her vote on the Executive Board.

ARTICLE VIII - REPRESENTATION

8.1 The Executive Board shall, in accordance with the terms of reference of the duties of each officer and subject to the requirements of the Post Graduate Students' Society (PGSS) and other relevant bodies representing specific institutes, programs, and/or departments, appoint representatives to the PGSS Council and/or PGSS committees, and to any committees and bodies within the Faculty on which graduate students are entitled to representation.

8.2 Notwithstanding the foregoing, the second graduate seat on the Faculty Graduate Studies Committee shall be filled in accordance with the following formulation: where the VP Academic is a Masters or Graduate Certificate student, only a DCL student may be appointed to fill the second seat; but when the VP Academic is a DCL student, only a Masters or Graduate Certificate student may be appointed to fill the second seat.

8.3 The VP University Affairs shall not be a member of the PGSS Council.

ARTICLE IX - FINANCES AND MEMBERSHIP FEES

9.1 The Association shall conduct fundraising for such programs or activities as it sees fit.

9.2 The Association may seek funding from the PGSS in accordance with the PGSS funding program guidelines.

9.3 There is a membership fee which shall be paid for the fall and winter terms by all graduate law students registered at McGill University for the University year. All necessary amendments to the Constitution shall be introduced in order to establish appropriate procedures for budgeting and finances to comply.

9.4 The financial year of the Association shall be the first day of June until the last day of May.

9.5 There shall be a bank account under the Association's name with at least two (2) joint signing officers to comply with PGSS and University requirements.

9.6 An annual budget and an annual financial statement shall be prepared by the VP Finance and approved annually by the Association at its General Assembly.

9.7 Two officers are required to be the signing officers for the organization for the financial year, in order to comply with PGSS and University requirements to be eligible to levy a general fee, as set out in PGSS Regulation 10.

ARTICLE X - GENERAL ASSEMBLY MEETINGS AND VOTING RIGHTS

10.1 There shall be one General Assembly meeting per semester, except during the summer term

10.2 The General Assembly meeting shall be called by decision of the Executive Board.

10.3 Notice of a General Assembly shall be given by posting announcements on departmental notice boards and by e-mail, if possible, at least one (1) week before the meeting.

10.4 Quorum for the General Assembly shall be 15% of the total membership of the Association.

10.5 Save for exceptions below-mentioned, motions shall be passed upon a simple majority vote (50% + 1) of those Association members present and voting.

10.6 Each Association Member has one vote in the General Assembly.

ARTICLE XI – ELECTIONS

11.1 Election of the representatives and honorary members

11.1.1 Elections of the Thesis Masters student representative, the Non-Thesis Masters and Graduate Certificate student representative, DCL student representative and the Institute of Air & Space Law student representative will be held once per year prior to the end of September.

11.1.2 Appointment of the Honorary Member will take place once per year prior to the end of October.

11.1.3 Notice of open positions shall be given at least one (1) week in advance of the elections by posting announcements on departmental notice boards and by e-mail, if possible.

11.1.4 Any member of the Association who is enrolled for both the Fall and Winter terms may seek election for open positions.

11.1.5 Eligibility of the four (4) class representatives :

11.1.5.1 LLM Thesis : Is entitled to be a candidate and/or to vote, any student who is registered at the Faculty of Law of McGill University for the LLM Thesis program for the three (3) terms of the current university year, except the students of the Institute of Air and Space Law (hereinafter IASL).

11.1.5.2 LLM Non-thesis and Graduate Certificate : Is entitled to be a candidate and/or to vote, any student who is registered at the Faculty of Law of McGill University for the LLM Non-Thesis or Graduate Certificate program for at least two (2) terms of the current university year, except the students of the IASL.

11.1.5.3 IASL : Is entitled to be a candidate and/or to vote, any student who is registered at the Institute of Air and Space Law of McGill University for the LLM Thesis, LLM Non-Thesis or Graduate Certificate program for at least two (2) terms of the current university year.

11.1.5.4 DCL : Is entitled to be a candidate and/or to vote, any student who is registered at the Faculty of Law of McGill University for the DCL program of the current university year, including the DCL students of the IASL.

11.1.6 Other than votes by e-mail, ballots shall be secret. Students who opt to vote by e-mail waive secrecy of their ballot. Ballots shall be counted in the presence of at least two non-candidate members.

11.1.7 Voting may be carried out by either paper ballot or by e-mail or electronic ballot, as recommended by the VP Communications and decided by the Executive Board.

11.1.8 Assuming that there is a single candidate for the class representative election, the candidate is deemed elected if there is no opposition against his/her nomination among the association members who are entitled to elect him/her (i.e. the other students of his/her class)

11.1.9 All members of the Association, whether current or returning students, shall be entitled to vote.

11.1.10 Vacancies that arise prior to the end of the mandate term specified in section 11.2.5 shall be filled through by-elections, to take place at a special general meeting. Notice of position, nomination, and voting shall take place as stipulated in Article XI of the Association Constitution.

11.1.11 All class representatives who are elected through a by-election pursuant to section 11.1.7 shall hold the position of class representative only for the remainder of the term of the class representative who vacated the position.

11.2 Division of the portfolios on the Executive Board

11.2.1 The incoming class representatives shall first meet in private consultation to divide officer portfolios

11.2.2 Each new class representative should express his/her preferences for holding a specific portfolio

11.2.3 Assuming that two (2) or more class representatives have an interest in holding the same portfolio, a consensus shall be reached. Being impossible to reach any consensus, a vote shall be held by all the members of the Executive Board in order to determine who will hold the position. Assuming that the result of the election on the Executive Board can not determine who will hold the position, a General Assembly should be called as soon as possible, and the Association Members should vote to determine which portfolio is attributed to each candidate.

11.2.4 In any of the above-mentioned cases, the elected representative is the one who received the majority of the votes and he/she shall be appointed to the position sought.

11.2.5 The Executive shall hold office from the first day of October until the last day of the following September.

11.2.6 When an officer is absent part of the time during the summer term and /or during the month of September, he/she shall be replaced during his/her absence by any other officer who is available to take up the additional duties. In the event that more than one officer is interested in taking on the replacement duties, the interested officers may divide the duties among themselves, failing which the President shall assign one of the interested officers to act as a replacement.

11.2.7 An officer who departs from the Faculty during that officer's term, without intention to return, shall be considered to have vacated his/her position.

11.2.8 When a new class representative is elected, pursuant to section 11.1.7, to fill a vacancy that arises prior to the end of the period specified by section 11.2.5, the new class representative shall be automatically assigned to the vacated portfolio. The replacement class representative shall hold office only until the end of the term specified in section 11.2.5.

11.3 Election of the President

11.3.1 There shall be a President of the Association.

11.3.2 The president is elected among the Executive Members of the association

11.3.3 Two ways are possible to reach the election of the President :

11.3.3.1 Assuming that there is only one candidate to run for President :

11.3.3.1.1 The Executive Board shall declare elected from among its officers the President of the Association.

The appointment in all circumstances shall be conducted by consensus of all the officers of the Executive.

11.3.3.1.2 Then the Executive Board shall convene a General Assembly meeting within a week to ratify the election. In this case, a simple majority of the Association Members who are present at the meeting is sufficient to declare the President officially elected

11.3.3.2 In the eventuality that several Executive Members are interested to run for President, a General Assembly shall be convened within a week and an election shall be organized

11.3.3.2.1 The convocation of the General Assembly shall be made by the VP Communications, by e-mail to the all the members and by posting on the announcement boards of the Faculty of Law.

11.3.3.2.2 Each Association Member has a right to vote for the election of the President

11.3.3.2.3 The candidate who receives most votes cast is deemed elected

11.3.3.2.4 In the eventuality of a tied vote, a second round of election shall be organized, just following the first round

11.3.3.2.5 In the eventuality of a tied vote on the second round, the Executive Members who are not running for President should try to reach a consensus with the General Assembly of the Association, just after the result of the second round.

11.3.4 The President can be removed in 2 cases :

11.3.4.1 The President may be removed by the Executive Board only if he/she was elected by the Executive Board and if there is consensus among the remaining members regarding the removal. Such removal of the President shall be conducted in the following manner:

i) By motion in a meeting of the Executive seeking the removal of the President.

ii) The motion shall clearly specify the grounds for which the removal is being sought.

iii) The grounds must be substantive in nature and must involve either the President undermining in any way the interests of the Association or acting outside the scope of the authority that this Constitution vests in the office of the President.

iv) The motion shall only pass by consensus among the remaining members of the Executive.

v) After such a motion has passed, the VP Communications shall call an emergency general meeting of the Association within ten days of the passing of the resolution by the Executive.

vi) At the general meeting, the VP Communications shall present the reasons underlying the Executive motion and resolution for removal of the President.

vii) The President shall be given a fair hearing before the Association at the general meeting, after which the Association Members will be asked to ratify the removal of the President.

viii) Ratification shall require approval by a simple majority of the Association members present and voting.

11.3.4.2 In the case that the President was elected by the General Assembly of the association, he/she can only be removed in the same way, in the following manner :

i) By motion followed by at least five percent (5%) of the Members of the association

ii) The motion shall clearly specify the grounds for which the removal is being sought.

iii) The grounds must be substantive in nature and must involve either the President undermining in any way the interests of the Association or acting outside the scope of the authority that this Constitution vests in the office of the President.

iv) The President shall be given a fair hearing before the Association at the General Assembly, after which the body will be asked to vote for the removal of the President

v) The President is deemed removed if a simple majority of the Association Members present at the General Assembly votes for his/her removal.

11.3.5 The proceedings for the removal and appointment of a new President shall be drawn up by the VP Communications, in consultation and with the approval of all remaining Executive Members, prior to the General Assembly of the Association.

11.3.6 The President shall be given a notice period of five days before a motion for removal is placed before the Executive.

11.3.7 The removal of the President from that position shall not entail removal of such person from any other office he/she holds at the Executive Board.

11.3.8 The appointment of a new President in the event of removal of the President shall be done in accordance with section 11.3.3.

ARTICLE XII – AFFILIATION

12.1 The Association shall be affiliated with the PGSS of McGill University as outlined in the PGSS Constitution.

12.2 The Association may choose to be affiliated with other bodies as its membership sees fit.

12.3 The Executive shall present possible affiliations at a general meeting, to be put to a simple majority vote.

ARTICLE XIII - ADOPTION AND AMENDMENTS

13.1 Amendments to this Constitution shall be made at a General Assembly meeting.

13.2 Notice of proposed amendments shall be posted at least one (1) week before the general meeting.

13.3 Amendments will be voted on by open ballot, and shall pass by a two-thirds (2/3) majority of those present and voting at the general meeting.

13.4 Amendments to this Constitution are prepared by the Executive Board, acting in consensus.

ARTICLE XIV – DISSOLUTION

14.1 The VP Communications shall call a special general meeting where a decision taken by a two-thirds (2/3) majority of the Association Executive, or a petition signed by 51% of the Association membership, requests the dissolution of the Association.

14.2 Where the VP Communications has received a request as described in Section 14.1, the VP Communications shall put forth a motion to dissolve the Association on the agenda for the special general meeting.

14.3 Notice of the proposed dissolution shall be posted at least one (1) week prior to the special general meeting, in the manner stipulated in Article X of the Association Constitution.

14.3 Quorum for a special general meeting at which a motion for dissolution is on the agenda shall be 30% of the Association membership.

14.4 Where quorum is present, a motion for dissolution of the Association shall be voted on by open ballot, and to pass shall require a two-thirds (2/3) majority of those present and voting at the special general meeting.