



GENERAL POLICIES

Article I – Duties of Councillors

1. President

- a. Must coordinate the activities of and facilitate communication between the following persons and entities: University Senate Representative, UMSU Representative, Secretary, Law Faculty Council, and other organs of the Faculty of Law;
- b. Must instruct the officers and committees of Council as to their duties immediately following their appointments;
- c. Must serve as an Endowment Fund Trustee and Administrator; and
- d. Must participate in the UMSU Board of Senior Sticks.
- e. Must report to the Association at least once annually in March on the MLSA's progress in pursuit of the objectives of the Association.

2. Vice-President External

- a. Must coordinate the activities of and facilitate communication between the following persons and entities: Professional Development Committee, Community Outreach Committee, Clinical Experience Committee, Manitoba Bar Association Representative, the Manitoba Bar Association, the Career Development Office, and law firms in Manitoba; and
- b. Must oversee the MLSA efforts to fundraise directly from Manitoba law firms and other legal organizations (the "Sponsorship Program").

3. Vice-President Internal

- a. Must coordinate the activities of and facilitate communication between the following persons and entities: Social Committee, Sports Committee, Spirit Committee, Academic Committee, Graduation Committee, Accessibility Committee and MLSA Student Groups;
- b. May recommend to Council student groups to be ratified or unratified by the MLSA, or the adoption of other matters related to MLSA student groups;
- c. Must coordinate orientation in conjunction with the faculty and MILSA.

4. Vice-President Finance

- a. Must coordinate the activities of and facilitate communication between the following persons and entities: Communications Committee;
- b. Must report at all meetings of Council on the financial position of the Association, with the current balance of all MLSA bank accounts being required in all such reports;
- c. Must maintain a complete and accurate account of all financial transactions of the Association, with accounts being available for perusal by any member of the Association on two business days' notice to the Vice-President (Finance);
- d. Must submit a final written financial statement at the last meeting of Council;
- e. Must ensure that the Association complies with all University and UMSU regulations concerning finances.

5. UMSU Representative

- a. Must attend UMSU meetings and report back to the MLSA;
- b. Must act as a representative at the UMSU meetings on behalf of the MLSA.

6. University Senate Representative

- a. Must attend University Senate meetings and report back to the MLSA
- b. Must act as a representative at the University Senate meetings on behalf of the MLSA.

7. 1L Class Representative

- a. Must represent the 1L class section to the MLSA and Faculty meetings, and to the university and public as a whole;
- b. Must be a liaison between the students of a section, at times the first year student body, and different entities, such as, but not limited to MLSA, Faculty, the University, MILSA;
- c. Must encourage a positive experience for law students, by providing helpful resources and information, specifically in the section being represented;
- d. Must assist other councillors in carrying out projects and other initiatives that serve the student body.

8. 2L Class Representative

- a. Must represent the 2L class section to the MLSA and Faculty meetings, and to the university and public as a whole;
- b. Must be a liaison between the students of a section, at times the first year student body, and different entities, such as, but not limited to MLSA, Faculty, the University, MILSA;

- c. Must encourage a positive experience for law students, by providing helpful resources and information, specifically in the section being represented;
- d. Must assist other councillors in carrying out projects and other initiatives that serve the student body.

9. 3L Class Representative

- a. Must represent the 3L class section to the MLSA and Faculty meetings, and to the university and public as a whole;
- b. Must be a liaison between the students of a section, at times the first year student body, and different entities, such as, but not limited to MLSA, Faculty, the University MILSA;
- c. Must encourage a positive experience for law students, by providing helpful resources and information, specifically in the section being represented;
- d. Must assist other councillors in carrying out projects and other initiatives that serve the student body.

10. MILSA Representative

- a. Must act as a liaison between MILSA and MLSA; and
- b. Perform such duties as MILSA may decide.

11. MBA Representative

- a. Plan and execute a mentorship program for law students; and
- b. Must report promptly to MLSA Council on MBA actions relevant to members qua law students.
- c. Endorse MBA engagements, conferences, meetings, and activities that are eligible for student involvement/engagement.

12. Gender and Sexual Minority Students' Representative

- a. Must act as a liaison between Council and MLSA members who identify as a gender or sexual minority.

13. Part Time Students' Representative

- a. Must act as a liaison between Council and the MLSA members attending school on a part time basis.

14. Students Living with Disabilities Representative

- a. Must act as a liaison between Council and the MLSA members living with disabilities.

15. Students Providing Care Representative

- a. Must act as a liaison between Council and the MLSA members who are providing care to family members while in school.

16. Womens' Representative

- a. Must act as a liaison between Council and MLSA members who identify as a woman.

17. Visible Minorities Representative

- a. Must act as a liaison between Council and the MLSA members who identify as a visible minority.

18. Duties of each Councillor:

- a. Must attend each meeting of Council, or, if attendance is not reasonably possible, provide ample advance notice of their inability to attend;
- b. Must ensure the submission of a detailed, written handover report for the benefit of the incoming Councillor to their office no later than April 30 outlining their activities during the past year and recommendations for future years;
- c. May exercise any powers of their office as Council may from time to time set out in Policy; and
- d. Must discharge any further duties of their office as Council may from time to time set out in Policy.

Article II – Appointments

1. Subject to the Constitution and Policies, the Executive Committee has the authority to fill any vacancy on any decision-making body
 - a. Internal to the Association; or
 - b. External to the Association for which the MLSA is designated as the body responsible for filling the vacancy.
2. Before filling a vacancy, the Executive Committee must
 - a. Publicize the vacancy to all members of the Association;
 - b. Provide members of the Association reasonable time to submit an application for appointment to the vacancy; and
 - c. Consider all applications duly received
3. In exercising its appointment power, the Executive Committee must seek
 - a. To minimize the amount of time any vacancy is left unfilled;
 - b. To appoint the best-qualified person possible; and
 - c. To ensure that the diverse interests of the MLSA membership will be effectively represented.
4. Subject to the Constitution and Policies of the Association, and the applicable rules of any external bodies, appointments by the Executive Committee take immediate effect.

5. For greater clarity, this is intended as a general appointment procedure. In the event of a conflict between this Policy and any other more specific Policy, this Policy must yield to the extent of the conflict.

Article III – Law Faculty Council Caucus

The governing rules of the Law Faculty Council (“LFC”) provide that a certain number of students may vote at meetings of LFC. This policy sets out the procedure for determining which students fill the voting student seats at LFC. The students named to fill the student voting seats are collectively referred to in this policy as the LFC Caucus.

1. The President must fill one such seat and must coordinate the student delegation.
2. LFC rules require that at least one voting student must be an indigenous student. MILSA may select this student in accordance with MILSA governing documents.
3. The remainder of the delegation must be composed of the following councillors: one 1L representative, one 2L representative, one 3L representative, and one other voting member.
4. The LFC Caucus must participate in LFC and must be available to sit on a committee of LFC as assigned by the President.
5. If an appointed member cannot attend a meeting, the President can appoint a representative to attend in lieu.

Article IV – Finances and the Budget

1. The financial year of the Association is from May 1 to April 30.
2. Council must, prior to the start of each financial year, enact a budget for the financial year.
3. Council must not budget for expenditures which exceed the aggregate of the anticipated revenue for the year and any liquid assets of the Association.
4. The Council and all persons acting lawfully on behalf of Council must ensure compliance with all applicable regulations of the University of Manitoba and the UMSU as necessary to ensure that the revenues collected on the Association's behalf are ultimately remitted to the Association.
5. An incoming Council that has not yet passed a budget can continue to spend MLSA funds under normal procedures as though the past year's budget was replaced by an identical budget.
6. No one line of this budget can be altered by more than 10% except by a motion passed at a meeting of the MLSA Council.
7. The Vice-President Finance can bring forward a new budget at any meeting of the MLSA following the appropriate procedures for notification and a budget motion is passed on a simple majority.

8. If a Budget Motion fails, the past year's budget will remain in place until a budget motion is successful.
9. Upon written request by the President or the Vice-President Finance, the books, records, and documents of any committee or student group of the Association must be made available for review within two business days to the President or the Vice-President Finance, as the case may be.

Signing Authority

10. Signing authority for the Association will be arranged in such a way that it is in keeping with the requirements of the bank of the Association as well as UMSU.
11. Signing authority requires the signatures of two members of the Executive Committee.
12. Outgoing Executives with signing authority and incoming Executives must make reasonable attempts to transfer signing authority before the end of the term of office on April 30 of that year following the election of the incoming executive.
13. All cheques and signing authority issues will be dealt with by the Vice-President Finance.

Article V – Student Groups

1. The MLSA Club Regulations found on MLSA website continues to be in force. These regulations include:
 - a. The Student Group Handbook;
 - b. Ratification and Re-Ratification Policies;
 - c. Group Funding;
 - d. Additional Group Funding;
 - e. MLSA Cash Out Form;
 - f. End of Year Reports.
2. For the purposes of fundraising within the Legal Community, Student Groups must comply with the policies of the Association and of Robson Hall and must consult with the Vice-President External prior to communicating with potential sponsors.
3. All recognized Student Groups must be consulted prior to Council adopting amendments to this Policy and any other Policy directly impacting Student Groups.
4. In the MLSA Club Regulations, each reference to the Executive Director is deemed to be a reference to the Vice-President (Internal).

Article VI – The Executive Committee

1. The President, Vice-President (Internal), Vice-President (External), and Vice-President (Finance) shall constitute the Executive Committee.
2. Committee's Duties and Powers. The Executive Committee shall have general supervision of the affairs of the Association between its business meetings and perform such other duties as are specified in the constitution and policies.

Article VII – Committees

1. **Social Committee.** A Social Committee composed of at least three members shall be appointed by the Executive Committee annually. It shall be the duty of this committee to plan events and activities with the goal of fostering an inclusive and engaging social environment for the members of the Association. Activities in past years have included:
 - a. Orientation week social events;
 - b. Welcome Night;
 - c. 1L Trivia;
 - d. FROSH Social;
 - e. Med-Law Social;
 - f. Carbolic Smoke Ball
 - g. Winter End of Term Party
2. **Graduation Committee.** A Graduation Committee composed of at least three members shall be appointed by the Executive Committee annually. It shall be the duty of the Graduation Committee to fundraise, plan and coordinate graduation related events and activities. The Graduation Committee will also plan and coordinate a Fall End of Term Party.
3. **Professional Development Committee.** A Professional Development Committee composed of at least 6 members shall be appointed by the Executive Committee annually. It shall be the duty of this committee to provide information and opportunities to members to facilitate their professional development. The Professional Development Committee will work in conjunction with the Career Development Office.
4. **Sports Committee.** A Sports Committee composed of at least three members shall be appointed by the Executive Committee annually. It shall be the duty of this committee to organize and coordinate events and activities that encourage members of the Association to engage in sports and active living, including
 - a. By organizing intramural teams
 - b. Organizing and facilitating firm sponsored sporting events; and
 - c. By planning various sports outings to local games.

- 5. Community Outreach Committee (COC).** A Community Outreach Committee composed of at least three members shall be appointed by the Executive Committee annually. It shall be the duty of this committee to provide members of the Association with information and opportunities to engage in charity and community service. The COC is responsible for the Locker and textbook sales, all proceeds to go to a non-profit or charity in Manitoba.
- 6. Communications Committee.** A Communications Committee composed of at least three members shall be appointed by the Executive Committee annually. It shall be the duty of this committee to manage the public communications and online presence of the Association, including

 - a. By disseminating emails via the Robson Hall email distribution lists on request by a member of Council, committee of Council or Non-Voting Officer;
 - b. Maintaining and updating the Association webpage;
 - c. Maintaining the Association bulletin board and calendar;
 - d. Posting information regularly that is relevant to members to the MLSA's various social media accounts (Facebook and Instagram); and
 - e. Gathering photos of various MLSA events and make these photos available to the Communications Director and the Social Media Coordinator.
- 7. Accessibility Committee.** An Accessibility Committee composed of the Students Living with Disabilities Representative and at least three other members shall be appointed by the Executive Committee annually. It shall be the duty of this committee to ensure that all MLSA events are accessible to members.
- 8. Spirit Committee.** A Spirit Committee composed of at least three members appointed by the Executive Committee annually. It shall be the duty of the Spirit Committee to organize events that increase the moral of Robson Hall. The Spirit Committee should strive for inclusive, family friendly, and sober events.
- 9. Constitution and Policy Committee.** A Constitution and Policy Committee composed of at least one member of the Executive Committee and at least three other members shall be appointed by the Executive Committee every three years, for a period of one year (established in the year 2020). It shall be the duty of this Committee to review and, if needed, offer recommendations on the governing documents of the Association. The Committee's report and recommendations shall be submitted to Council for its approval no later than at its regular meeting in February.

An ad hoc Committee can be formed in the interim by the President or a majority vote of the Association, should an immediate need for review and/or updates arise.

10. Other Committees. Such other committees, standing or special, may be established by Council as it shall deem necessary to carry on its work. Their members shall be appointed by the Executive Committee unless this rule is suspended by a two-thirds vote before their appointment.

11. President's Ex-Officio Committee Membership. The President shall be ex officio a member of all committees except any disciplinary committees.

Article VIII – Policy on Accessibility

Information

1. All information distributed by the MLSA and Student Groups to members of the Association, whether in print, digital or any other medium, must accommodate any accessibility needs of the members of the Association.

Places and Events

2. All places and events, whether hosted by or in partnership with MLSA or Student Groups, are to be accessible in accordance with the Accessibility Audit.
3. The MLSA and Student Groups shall use their best efforts to ensure that, during the planning stages of MLSA or Student Group events, events are accessible.

Accessibility Audits

4. An accessibility audit must include, but is not limited to:
 - a. What barriers exist, and where they exist;
 - b. How barriers can and should be removed;
 - c. Ensuring the space has ramps, accessible parking, access to public transportation, accessible washrooms, elevators, accessible doors, good lighting, large print and braille signage; and
 - d. Ensuring the availability of a non-gendered, gender inclusive or private single-stall washroom as included in the requirement for accessible washrooms.
5. When the MLSA or a Student Group identifies a potential venue to be used for an event, they must conduct an accessibility audit of that venue.
6. Where an accessibility audit must be conducted, the MLSA or Student Group responsible may request that the accessibility audit be conducted by the Accessibility Committee instead.
7. An accessibility audit of a venue will not be required where:
 - a. An accessibility audit of that venue has been previously conducted within the last 3 years; and
 - b. The previous accessibility audit is available to the MLSA or Student Group responsible for conducting an audit.

8. The Accessibility Committee must respond to all requests to conduct an accessibility audit within 7 days of the request being made. Once the Accessibility Committee gives confirmation to the person requesting the audit, it will have two weeks from the date of acceptance to conduct the audit. Where the Accessibility Committee fails to confirm acceptance of a request to conduct an accessibility audit within the prescribed time period, the MLSA or Student Group responsible must conduct the accessibility audit.

Enforcement

9. Council, with advice from the Standing Committee on Accessibility, shall determine the appropriate remedies for members and persons not in compliance with accessibility policy. These remedies include, but are not limited to:
 - a. Informing those not in compliance, and what appropriate steps ought to be made in order to comply with accessibility policy without causing undue hardship;
 - b. Allow for a reasonable amount of time to make such changes; and
 - c. Recommending a temporary accommodation while barriers to accessibility are remedied.
10. MLSA shall promote accessibility to all its partners.