

Amended and Restated
Operational Policies

as at 19 July 2020



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Operational Policy 1. Approving Payments

Purpose

1.01 The purpose of this Operational Policy is to clarify the process by which payments are approved under Articles 10.16 to 10.23 of the LSS Constitution, such that said approvals are made in a manner that is transparent, accountable, and efficient.

Pre-Payment Approval

1.02 Approval for a payment shall always be acquired in accordance with Article 10 of the LSS Constitution.

1.03 Except as permitted by this Policy, approval for a payment must be acquired before said payment is made or agreed to.

Post-Payment Exceptions

1.04 A payment may be approved after it is made or agreed to if both of the following is true:

- (a) The payment is less than \$100 in value; and
- (b) The payment is not made in the form of a cheque.

1.05 Approval for payments that fall within the aforementioned exception must be acquired within 28 calendar days.

Permitted Forms of Pre-Payment Approval

1.06 Written, verbal, or gestural approval are all sufficient to constitute a pre-payment approval, but they may not substitute the signatures required by the Transaction Record Form of two Executives with signing authority.

1.07 Only two signatures of two Executives with signing authority, as required by the Transaction Record Form, may constitute a post-payment approval.

Approval Not Acquired

1.08 If a payment is made and approval is not acquired or granted in accordance with this Policy, the Executive who made the payment shall do all of the following:

- (a) Immediately report the payment to the Vice President – Finance, who shall notify another Executive with signing authority; and
- (b) Repay the value of the payment to the Society.

1.09 If the Vice President – Finance makes a payment and approval is not acquired or granted in accordance with this Policy, then the Vice President - Finance shall do all of the following:

- (a) Immediately report the payment to two Executives with signing authority; and
- (b) Repay the value of the payment to the Society.

Documenting Payments

1.10 Each payment shall be recorded in a form, hereon “the Transaction Record Form”, attached to which shall be the supporting documentation.

1.11 The Transaction Record Form must include:

- (a) A unique transaction record number, determined by the Vice President – Finance;
- (b) The date of the payment;
- (c) The amount of the payment; and
- (d) The details of the payment, including (if applicable) the Cheque Number, a description of the payment, and the Budget Line Item.

1.12 The Transaction Record Form must be signed by at least two Executives with signing authority, and the acquisition of said signatures shall constitute approval of the payment.

1.13 It is the responsibility of the Vice President – Finance to ensure the Transaction Record Form is filled out and that the payment is recorded in the General Ledger, as defined in the Finance Policy.

Operational Policy 2. Locker Policy

Purpose and Disclaimer

- 2.01 The purpose of this Operational Policy is to ensure that LSS Members may be assigned lockers in the Law School in a manner that is equitable, accessible, and efficient, and that ensures the interests of the Society and LSS Members are safeguarded.
- 2.02 The lockers are ultimately the property of the Law School and nothing in this Policy may take away from the Law School's rights and obligations, including the ability of the Law School's staff to access the lockers in accordance with the Law School's own policies, which shall prevail over any contradiction with respect to this Policy.

Locker Allotment Plan

- 2.03 No later than September 1 of every year, the Vice President – Executive shall create a locker allotment plan by which lockers in the Law School may be registered to LSS Members.
- 2.04 The plan created by the Vice President – Executive shall ensure that lockers are allotted on a first-come-first-serve basis in descending year order, such that third year and fourth year LSS Members may register an unoccupied locker before second year LSS Members, who may register an unoccupied locker before first year LSS Members.
- 2.05 The Vice President – Executive shall consult with the Executive Committee while developing the locker allotment plan.
- 2.06 The Vice President – Executive shall implement the locker allotment plan within seven calendar days of the start of the academic year, unless the Law School is closed for that period, in which case the locker allotment plan must be implemented within seven calendar days of the Law School's re-opening.

Accommodation Requests

- 2.07 The Vice President – Executive shall contact all prospective LSS Members to solicit locker accommodation requests.
- 2.08 The Vice President – Executive shall ensure that soliciting locker accommodation requests begins at a reasonable point in time such that a reasonably sized set of typical and prompt requests may be addressed before the locker allotment plan is executed.
- 2.09 The Vice President – Executive shall make all reasonable efforts to grant the requested locker accommodations without unnecessary delay.

Society Allotment and Non-Member

2.10 The Vice President – Executive may permit an individual who is not an LSS Member to use an unoccupied locker upon request, provided the request is made after the locker allotment plan is executed.

2.11 The Vice President – Executive may permit a Constituent Society to use an unoccupied locker upon request, provided the request is made after the locker allotment plan is executed.

Locker Registry

2.2.12 The Vice President – Executive shall maintain a list of all lockers, hereon the “Locker Registry”, containing the following information:

- (a) Whether or not a locker is used;
- (b) The name of the individual or Constituent Society using a locker, along with their emails and their status in the Law School;
- (c) Whether the locker was allotted to grant an accommodation request;
- (d) The expected termination date of the use, which will be presumed to be the last day of the Winter Term’s exam session.

Privileges, Duties, Prohibitions, and Exclusions

Liability

2.2.13 Neither the Society nor the Law School shall be held liable for any damage to, or theft of, property in the vicinity of the lockers.

2.14 The Society shall not be liable for the cost of a lock that is broken in accordance with this Policy.

Content Prohibitions

2.15 No individual may place perishable items in their lockers for longer than 24 hours.

2.16 No individual may place weapons, dangerous substances, or substances whose possession is prohibited by law in their lockers.

Privacy

2.17 Except in accordance with this Policy, and regardless of whether or not a lock has been placed on the locker of interest, no occupied locker may be accessed by anyone other than the individual using the locker, unless the individual expressly permits access.

2.18 The Vice President – Executive may access any locker without the consent of the person using the locker, provided another member of the Executive Committee is present during the time of access and notice is given to the individual at least 24 hours, but no more than 72 hours, prior to the time of access.

- 2.19 The Vice President – Executive may forgo the aforementioned notice requirement if it reasonably necessary or urgent to do so.
- 2.20 The Vice President – Executive may break any lock on the locker of interest if it is reasonably necessary to do so to access the locker of interest and the user of the locker is non-cooperative, unavailable, or unreachable.

Termination of Use

- 2.21 LSS Members must vacate and leave unlocked the lockers they use by the last day of the Winter Term's exam session, at which point their use is deemed terminated.
- 2.22 LSS Members who, during the period between May 1 and August 31, are in the employ of the Law School or a professor therein, or whose work involves regular presence in the Law School, may request the use of their lockers to be extended until August 31, and such request shall be granted in the absence of a reasonable objection and accordingly noted in the Locker Registry.
- 2.23 The Vice President – Executive may at any point terminate any individual's use of a locker, subject to the approval of the Executive Committee.
- 2.24 The Vice President – Executive must notify any individual of any early termination of their locker use, at which point the individual must vacate and leave unlocked their locker within two business days.
- 2.25 The Vice President – Executive may break any lock on any locker whose use has been terminated in accordance with this Policy, provided another member of the Executive Committee is present at the time.

Abandoned Property

- 2.26 Non-perishable property that is found in a locker whose use has been terminated must be bagged and tagged with the number of the locker in which the property is found, the name of the locker's user, and the date in which the property was found.
- 2.27 Non-perishable property that is found in a locker that was accessed in accordance to this Policy but in the absence of the individual using it must be bagged and tagged with the number of the locker in which the property is found, the name of the locker's user, and the date in which the property was found.
- 2.28 Non-perishable property retrieved from a locker in accordance with this Policy must be kept in the safekeeping of the Society until claimed by its owner, at which point it must be returned to the owner, or until the latest of following, after which the property may be disposed of:
- (a) The end of the academic year in which property is retrieved;
 - (b) The passing of at least 30 calendar days since the property is retrieved.

- 2.29 The Vice President – Executive must notify any individual of any non-perishable property found in their locker within 48 hours of the date of access, along with the individual's rights under this Policy with respect to that property and the length of time the Society commits to holding the property in its possession. 2.30 Perishable property retrieved from a locker whose use has been terminated or that was accessed in accordance to this Policy but in the absence of the individual using it may be disposed of at any time, but may not be used for the enjoyment of any of the members of the Executive Committee. 2.31 Notwithstanding any other provision in this Policy, any weapon, dangerous substance, or substance whose possession is prohibited by law that is found in any locker at any time shall be handed over to the appropriate authority.

Requests for Access

- 2.32 If any member of the Executive Committee receives a request by an individual using a locker to have the lock on their locker broken or to otherwise access the locker, the Executive Committee member shall notify the Vice President – Executive, who upon notification may arrange for the lock to be broken, but only after being satisfied of the identity of the individual making the request and that they have been allotted the locker of interest.

Delegation

- 2.33 The Vice President – Executive may delegate any or all powers granted under this Policy to another member of the Executive Committee, provided the Executive Committee as a whole is notified, in which case the duties that relate to the delegated powers are delegated as well.

Agreement

- 2.34 The Vice President – Executive shall develop an agreement outlining the privileges, duties, prohibitions, and exclusions outlined in this Policy, to which all LSS Members seeking to use a locker must agree as a condition to being allotted a locker.

Operational Policy 4: Committee Interview Policy

Purpose

4.01 The purpose of this Committee Interview Policy is to ensure that interview candidates are provided with comprehensive and current information about committee positions to enable improved transitions and committee participation.

Past Committee Member Participation

4.02 Law students that have previously served as a committee member may attend the respective committee interviews to answer questions of the current interviewees and provide comprehensive information about the role's obligations and responsibilities.

4.03 Past committee members may only participate in the committee interview process if they are not seeking reappointment to the respective committee.

4.04 Past committee members wishing to participate shall disclose any conflicts of interests to the LSS Executive, including conflicts of interest with interview candidates.

4.05 Previous committee members participating in committee interviews are only to act as a source of information for interview candidates. Those participating shall not:

- (a) assist in conducting the interview process.
- (b) provide comments on the qualifications or competency of candidates.
- (c) assist in the assessment of candidates.
- (d) have any role in selecting the candidates.
- (e) attempt to influence, in any way, the discretion of the LSS executive in appointing committee members.

Procedure:

4.06 The VP Executive may invite past committee members to participate in the committee interview process, particularly when, in the discretion of the VP Executive views, their expertise and experience will be valuable to interview candidates.

4.07 Any past committee member who is not seeking reappointment to the respective committee may request to participate in the committee interview process by notifying the VP Executive of their interest.