

# REGULATIONS

*As Amended on February 25, 2021*



## Table of Contents

Regulation 1. Elections Procedure ..... 1

Regulation 2. Appointments Procedure ..... 5

Regulation 3. Meetings of the Board of Directors ..... 9

Regulation 4. Committee Mandates ..... 10

Regulation 5. Society Awards ..... 14

Regulation 6. Institutional Memory ..... 19

Regulation 7. Webmaster ..... 20

Regulation 8. Response Committee ..... 21

Regulation 9. Intellectual Property ..... 25



## Regulation 1. Elections Procedure

### Elections Procedure

1.01 Elections shall occur in the following manner:

- (a) the Chief Returning Officer shall accept nominations for a period of no less than five academic days;
- (b) nominations for elected positions shall be received by the Chief Returning Officer
  - (i) in writing,
  - (ii) signed by each nominee,
  - (iii) signed by at least ten Members of the Society;
- (c) for greater clarity, the ten Members of the Society in Regulation 1.01(b)(iii) shall not include a member of the Executive Committee holding office in the year of the election, or another candidate in the election;
- (d) campaigning will commence on the academic day after the close of nominations and shall last for no less than five academic days;
- (e) an all-candidates forum may be held at the discretion of the Chief Returning Officer after the start of campaigning but before voting commences during the election of positions in Article 7.20 of the Constitution of the Society;
- (f) an all-candidates forum may be held at the discretion of the Chief Returning Officer after the start of campaigning but before voting commences during the election of positions in Article 7.27 of the Constitution of the Society;
- (g) at the half-way mark of the campaign period, the Chief Returning Officer shall circulate to all Law Students a roster of the candidates campaigning including the names of the candidates as will appear on the ballot, the positions for which the candidates are nominated, and a brief summary of each candidate's campaign platform.
- (h) the Chief Returning Officer shall open ballots for voting for a period of no less than 24 hours and no more than 48 hours;
- (i) in the event that no Member is nominated for a position during the period described in Regulation 1.01(a),
  - (i) the Chief Returning Officer shall extend the nomination period for that position by 48 hours, and
  - (ii) should no nomination be received by the Chief Returning Officer after an extension, a vacancy shall result and shall be filled pursuant to Article 8.01 of the Constitution of the Society;

- (j) in the event that only one person is nominated for a position during the period in Regulation 1.01(a), the position(s) shall be elected by a “yes” or “no” vote;
- (k) if a candidate for any position receives a majority “no” vote, that position shall be deemed to be vacant and shall be filled pursuant to Article 8.01 of the Constitution of the Society.

### Campaign Rules

1.02 Each candidate shall adhere to the following rules:

- (a) no posters in the Law School Lobby or on the front windows of the Law School building;
- (b) the area constituting the Law School Lobby refers to any space on the first floor not situated north of and including the wall on which the elevators are located. The locker-bay and men’s washroom area on the first floor is not to be considered the Weldon lobby;
- (c) no posters in the stairwells of the Law School;
- (d) a limit of one poster larger than 8 1/2” by 14”, and a maximum of 25 8 1/2” x 14” legal-sized posters or 8 1/2” by 11” letter-sized posters, per candidate;
- (e) a limit of CA\$25.00 may be spent per candidate on campaigning;
- (f) all posters are to be taken down on the day prior to voting or at a time dictated by the Chief Returning Officer and Deputy Returning Officer. It is the responsibility of individual candidates to ensure that all their posters are taken down;
- (g) candidates may distribute leaflets in addition to putting up posters;
- (h) class visits are allowed with the Professor’s permission up to and including the last day of campaigning;
- (i) any defacement, removal or destruction of a candidate’s posters by another candidate shall result in the removal of the responsible candidate from the election race; and
- (j) no student may put up posters in independent support of a candidate’s campaign.

### Penalties

1.03 The Chief Returning Officer has the power to implement any of the following penalties:

- (a) removal of a candidate from the election;
- (b) limitation of campaigning time;
- (c) removal of any or all posters;
- (d) fine up to \$50; and

- (e) issue a sanction pursuant to Regulation 1.04 and publicize it to Law Students.

### Sanctions

- 1.04 Sanctions imposed by the Chief Returning Officer shall be made in writing and shall include:
- (a) a summary of the complaint/infraction;
  - (b) a list of the parties to the complaint/infraction;
  - (c) a list of all Constitution, rules, and Regulations that apply;
  - (d) a finding regarding facts;
  - (e) a ruling concerning the complaint/infraction;
  - (f) the penalty assigned, if any;
  - (g) the time the ruling was made; and
  - (h) the time limit for appeal.

### Appeals

- 1.05 Appeals to sanctions may be made to a panel comprised of the three longest-serving members of the Board of Directors who are
- (a) not themselves candidates in the election; and
  - (b) in a position where they would not be in a conflict of interest.

### Analog Elections Procedure

- 1.06 If voting is not conducted online, the following guidelines shall be adhered to:
- (a) the Chief Returning Officer shall announce prior to election day the location and time of counting the ballots;
  - (b) each candidate is entitled to be present as a scrutineer or appoint one person to be a scrutineer during the counting of ballots;
  - (c) the scrutineer must be in the room for the counting of ballots prior to the commencement of counting;
  - (d) once ballot counting has begun, no one may enter or leave the room until the results for all of the elections have been revealed;
  - (e) there must be at least one member of the Board of Directors who is not running in the election present when the ballots are tabulated;
  - (f) the tabulated results will be posted on the Official Notice Board by the Chief Returning Officer or Deputy Returning Officer;
  - (g) in the event that the totals for two or more candidates vying for the same position are less than or equal to five votes apart, the candidates shall be notified;

- (h) the candidates referred to in subsection (g) may request a recount be conducted not later than one week after the announcement of election results; and
- (i) after the completion of the one-week period referred to in subsection (h), the Chief Returning Officer shall destroy all completed ballots or the electronic tabulation of votes.

## Regulation 2. Appointments Procedure

### Spring Appointments

- 2.01 The Executive Committee shall appoint representatives in the following quantities to the following Standing Society Committees before the end of May:
- (a) Orientation Committee (2-3 positions);
  - (b) Publications Committee (2-3 positions); and
  - (c) Social Committee (5 positions: President and Vice-Presidents).
- 2.02 The Executive Committee shall appoint representatives in the following quantities to the following Standing Faculty Committees before the end of May:
- (a) Academic Committee (2 positions);
  - (b) Appointments Committee (2 positions);
  - (c) Equity, Diversity, and Inclusion Committee (2 positions, appointed from among the communities whose interests the Committee seeks to advance);
  - (d) Moot Court Committee (2-3 paid 3L positions);
  - (e) Teaching and Teaching Evaluation Committee (2 positions); and
  - (f) Tenure and Promotions Committee (3 positions).

### Summer Appointments

- 2.03 The Executive Committee shall appoint representatives in the following quantities to the following Standing Society Committees before the end of July:
- (a) Chair of the Board of Directors (1 position);
  - (b) Elections Committee (Chief Returning Officer, Deputy Returning Officer);
  - (c) Law Games Committee (Sports Co-Captain, Spirit Co-Captain, Director of Finance, Director of Communications);
  - (d) Sober Support Committee (2-3 positions);
  - (e) Sports Committee (2-3 positions: Captain and Assistant Captains);
  - (f) Vice-Chair of the Board of Directors (1 position);
  - (g) and shall fill any outstanding vacancies left over from Regulation 2.01.
- 2.04 The Executive Committee shall appoint representatives in the following quantities to the following Standing Faculty Committees before the end of July:
- (a) Career Development Committee (3 positions);
  - (b) Information Technology Committee (2-3 positions);
  - (c) and shall fill any outstanding vacancies left over from Regulation 2.02.

### Fall Appointments



- 2.05 The Executive Committee shall appoint representatives in the following quantities to the following Standing Society Committees before the end of the September:
- (a) Social Committee (3 x 1L positions);
  - (b) Sports Committee ( 1 x 1L position);
  - (c) and shall fill any outstanding vacancies left over from Regulations 2.01 and 2.03.
- 2.06 The Executive Committee shall appoint representatives in the following quantities to the following Standing Faculty Committees before the end of September:
- (a) Appointments Committee (1 x 1L position);
  - (b) Career Development Committee (1 x 1L position);
  - (c) Dalhousie Legal Aid Board of Trustees (1 position, preference for a 2L or 3L student with an interest in social justice);
  - (d) International Linkages Committee (1 x 1L position, with commitment to sit on the Committee for three years and preference for a member of the John E. Read International Law Society);
  - (e) Bursary and Scholarship Committee (2 x 1L positions, with commitment to sit on the Committee for three years); and
  - (f) and shall fill any outstanding vacancies left over from Regulations 2.02 and 2.04.

### **Application and Interview Process**

- 2.07 Applications for all positions shall be posted at least one week before the application deadline.
- 2.08 The Executive Committee shall meet within one week after the application deadline to develop a shortlist of applicants to interview.
- 2.09 For greater certainty, the Executive Committee is not required to interview every applicant.
- 2.10 Interviews shall be conducted by interview panels, each composed of at least two individuals.
- 2.11 The Vice President – Executive shall provide guidelines regarding useful questions to be asked during interviews to all members of the interview panels.
- 2.12 Each interview panel must include at least one member of the Executive Committee.
- 2.13 At the discretion of the Executive Committee, an interview panel may include
- (a) A current or former member of the Executive Committee, provided that said individual is still a member of the Society;
  - (b) A current or former member of the Board of Directors, provided that said individual is still a member of the Society;

- (c) A current or former member of a Society or Faculty Committee, provided that said individual is still a member of the Society;

but the total number of those appointed to an interview panel under this provision may not be more than the number of members on the Executive Committee.

- 2.14 Once all interviews have been completed, each interview panel shall make a recommendation to the Executive Committee on each applicant and the Executive Committee shall decide which applicants will be offered each position.
- 2.15 For greater certainty, a member of an interview panel who is not also a member of the Executive Committee may contribute to discussions relating to appointments but may not vote on an appointment.
- 2.16 All applicants and committee chairs shall be notified of the outcome of their application no later than one week after a decision on their application.

### **Record Keeping**

- 2.17 Notes and other materials generated through the committee selection process shall be retained for two weeks after the fall election of the Board of Directors and for two weeks after the Spring Appointments process. The materials will be made available to any member of the Board of Directors upon request.

### **Considerations for Certain Committees**

- 2.18 In appointing the Social Committee President, the Executive shall give preference to applicants in the following manner:
  - (a) in appointing the Social Committee President, the Executive Committee shall take into consideration reference letters provided by the currently appointed Social Committee President;
  - (b) the Social Committee President should be a member of the Social Committee from the year prior; and
  - (c) the Social Committee President should be a 3L Law Student.

### **Accommodating Committee Needs or Evolution**

- 2.19 If a Faculty Committee's seats, structure, or eligibility rules change or evolve, the Executive Committee may adjust the appointment process pertaining to said Committee to the extent necessary to accommodate the change, notwithstanding the text of this regulation.
- 2.20 If any committee deems adding new individuals to their membership conducive to fulfilling their mandate, then the Executive Committee may appoint a person or group of persons to accommodate the request.
- 2.21 If a committee position is vacant between appointment sessions, the Executive Committee may appoint an eligible individual who was rejected from among the most recent round of applications, failing which the Executive Committee may appoint any eligible individual and may do so without conducting further interviews.

### **Committees that Further the Interests of Underrepresented Groups**

- 2.22 If the mandate of a committee or a position on a committee primarily or substantially entails advancing or engaging with the interests of one or more marginalized communities, then the Executive Committee shall seek to fill the available positions with individuals belonging to the community or communities whose interests are being advanced.
- 2.23 If there are Constituent Societies that represent the community or communities whose interests are being engaged or advanced, then the Executive Committee shall inform said Constituent Societies of the positions available and request nominees within a reasonable time frame.
- 2.24 If said Constituent Societies agree to provide nominations, then, upon receiving said nominations, the Executive Committee shall
- (a) if the number of nominees is equal to or less than the number of positions available, appoint all individuals nominated; or
  - (b) otherwise, appoint from among the nominees a sufficient number to fill the available positions.

### Regulation 3. Meetings of the Board of Directors

- 3.01 The Chair shall provide one week's notice of meeting to all eligible members via at least one of the follow methods; email, Official Notice Board, Official Website, or any other means deemed appropriate by the Chair.
- 3.02 The notice required by Regulation 3.01 may be waived by a majority vote of the Board of Directors prior to the commencement of a meeting.
- 3.03 Items requiring a motion for action by the Board of Directors shall require three calendar days' notice to each member of the Board of Directors.
- 3.04 Items requiring a motion for action by the Board of Directors which have not met the notice requirement of Regulation 3.03 may be added to the meeting agenda on the same day of a meeting if approved by a two-thirds majority vote of the Board of Directors.
- 3.05 Voting on issues at all meetings will occur either by show of hands, by voice, by roll call of members in attendance, or by secret ballot, at the discretion of the Chair.
- 3.06 In the event of a tied vote, the Chair may cast the deciding vote on an issue.
- 3.07 Every meeting of the Board of Directors shall include an *in-camera* session as the final item on the agenda.

## Regulation 4. Committee Mandates

### Social Committee

#### 4.01 The Social Committee shall

- (a) with the Vice President – Student Life of the Society promote the growth of the Law School community in a manner that is inclusive and respectful of the diverse populations that form the Law School;
- (b) host events that are in good taste, judgement and respect and that positively advance the reputation of the Society and the Law School,
- (c) ensure insofar as they are able that attendees at events behave in such a manner as to promote the goals of Regulations 4.01(a) and (b).
- (d) coordinate the election of the following by and from among the members of the graduating class:
  - (i) Valedictorian;
  - (ii) Class President for Life;
  - (iii) Class Vice-President for Life;
  - (iv) Class Secretary/Treasurer for Life; and
  - (v) the recipient of the Class Ring, who shall not be a member of the graduating class;
- (e) organize the activities of graduation week;
- (f) arrange for graduation photos to be taken of class members;
- (g) arrange for school rings to be available for purchase by the members of the class;
- (h) fundraise for graduation events;
- (i) organize social events at the Law School, including
  - (i) Upper Year Dinners;
  - (ii) Pith & Substance, according to the Regulations; and
  - (iii) Law Ball;
- (j) recruit volunteers to assist in these events;
- (k) promote inclusive and accessible events, including but not limited to:
  - (i) hosting upper year dinners that are explicitly alcohol-free as well as dinners specifically for mature students and parents; and
  - (ii) taking into consideration the needs of students with disabilities when selecting venues, including, but not limited to, mobility and addiction issues;

- (iii) providing the option for 1Ls to self-identify that they want to attend an Upper Year Dinner that is alcohol-free, as well as an upper year dinner that is specifically for mature students and parents;
- (l) meet with the Sober Support committee in the fall semester, at least 14 days prior to Pith and Substance, and at least 7 days before Law Ball; and
- (m) maintain a balance at the end of each year of at least \$5,000.

### **Law Games Committee**

4.02 The Law Games Committee shall:

- (a) introduce Law Games to incoming students;
- (b) plan Law Games fundraising activities;
- (c) design the team logo and uniforms;
- (d) manage Law Games teams; and
- (e) organize travel to Law Games.

### **Publications Committee**

4.03 The Publications Committee shall:

- (a) take photos and solicit contact information for the Legal Who;
- (b) design and produce an updated version of the Legal Who directory; and
- (c) design the Law School Yearbook, including coordinating with advertisers and printers.

### **Sports Committee**

4.04 The Sports Committee shall:

- (a) run all Law School intramural sports activities;
- (b) recruit captains for intramural teams; and
- (c) organize the Curling Bonspiel.

### **Orientation Committee**

4.05 The Orientation Committee shall:

- (a) assign, at the discretion of the Vice President – Student Life as Chair, specific responsibility for overseeing the various activities of the Committee to the members of the Committee;
- (b) organize all Orientation Week activities undertaken by the LSS, including at a minimum, but not being limited to:
  - (i) a social event to introduce incoming students to their peers,

- (ii) a cultural event to introduce incoming students to Halifax and Nova Scotia, and
  - (iii) a mentorship event to introduce incoming students to upper year students and the Law School community at large;
- (c) explore opportunities to raise funds through sponsorships and partnerships to subsidize the cost of programming for incoming students;
- (d) organize volunteers to help with the planning and execution of the activities under Regulation 4.05(b) as needed;
- (e) hold a transition meeting before the end of April of each year to provide information and feedback for the Orientation Committee appointed for the following year;
- (f) keep accurate records of their activities to produce institutional memory documentation to be turned over to their successors in a manner prescribed by the Regulations;
- (g) collaborate with the Publications Committee to curate the Legal Who;
- (h) promote an inclusive and accessible Orientation Week, including but not limited to
  - (i) the hosting of at least one alcohol-free event,
  - (ii) co-hosting events with Subsidiary Societies and Standing Society Committees,
  - (iii) the hosting of at least one event that reflects the needs and obligations of mature students and students with children, and
  - (iv) the hosting of events which promote awareness of the diverse community at Weldon.

### **Multidisciplinary Law Students' Committee**

4.06 The Multidisciplinary Law Students' Committee shall:

- (a) in addition to the Multidisciplinary Law Students' Representative, consist of one representative chosen from each of the multidisciplinary programs offered by the Law School, which, for greater clarity is comprised of the:
  - (i) Juris Doctor / Master of Business Administration;
  - (ii) Juris Doctor / Master of Health Administration;
  - (iii) Juris Doctor / Master of Public Administration; and
  - (iv) Juris Doctor / Master of Information.
- (b) be appointed by the respective Members belonging to each of the multidisciplinary programs offered by the Law School;

- (c) be chaired by the Multidisciplinary Law Students' Representative;
- (d) define its own terms of reference and work agenda;
- (e) collectively advocate to advance the unique needs of multidisciplinary students in the Law School; and
- (f) report to the Board of Directors through the Multidisciplinary Law Students' Representative to provide updates on general activity and advocacy efforts.



## Regulation 5. Society Awards

### Awards Roster

- 5.01 The Society shall be responsible for awarding the following awards each year:
- (a) *Society of the Year Award* to the society or committee that made the greatest contribution to the Schulich School of Law in that year;
  - (b) *Thomas Burchell Memorial Good Citizenship Prize in Law* to the graduating student who is the most supportive of fellow students during the course of their education at the Schulich School of Law;
  - (c) *Hannah and Harold Barnett Award in Law* to a professor teaching a 1L class that has demonstrated excellence in teaching and a commitment to students through sensitivity to the needs of the students in the classroom and accessibility to students outside the classroom; and the
  - (d) *Dalhousie Law Students' Society and Dalhousie Law Alumni Association Award in Teaching Law* to a professor who is an "unheralded hero of the academic world" who demonstrates extraordinary achievement in teaching and service, especially in relation to their involvement with students and their impact on the direction of students' lives and careers.

### Society of the Year Award

- 5.02 The *Society of the Year Award* shall be presented at the Celebration of Teaching in March of each year.
- 5.03 All Subsidiary Societies and Standing Society Committees will be eligible for the *Society of the Year Award*.
- 5.04 The winner of the *Society of the Year Award* shall be selected in the following manner:
- (a) the Vice President – Student Life shall request nominations from Subsidiary Societies and Standing Society Committees in the form of a one-page, bullet-point summary of their work;
  - (b) on the basis of these summaries, the Executive Committee shall prepare a short list on the basis of the nominees' contribution to the Law School;
  - (c) the short list shall be provided to the Dean of the Law School, along with the one-page submissions of the nominees on the short list; and
  - (d) from the short list, the Dean shall select the winner.

### Thomas Burchell Memorial Good Citizenship Prize in Law

- 5.05 The *Thomas Burchell Memorial Good Citizenship Prize in Law* shall be presented at Spring Convocation in May of each year.

- 5.06 All graduating students are eligible to receive the *Thomas Burchell Memorial Good Citizenship Prize in Law*, with the exception of members of the Executive Committee of the Society.
- 5.07 The winner of the *Thomas Burchell Memorial Good Citizenship Prize in Law* shall be selected in the following manner:
- (a) the Vice President - Executive shall invite nominations from the graduating class;
  - (b) nominations shall be solicited in March;
  - (c) nominations shall be open for a reasonable amount of time;
  - (d) nominations should consist of a one-page nomination sheet;
  - (e) nominations should focus on why that student has been the most supportive of their fellow students;
  - (f) students shall be prohibited from nominating themselves;
  - (g) members of the Executive Committee are prohibited from submitting nominations;
  - (h) the Vice President - Executive shall provide copies of all received nominations to the Executive Committee;
  - (i) the Executive Committee shall select the winner by consensus, failing which by two-thirds majority vote; and
  - (j) the Vice President - Executive shall inform the Dean of the Law School and the Director of Finance & Administration or their assistants or designates of the winner.

#### **Hannah and Harold Barnett Award in Law**

- 5.08 The *Hannah and Harold Barnett Award in Law* shall be presented at the Celebration of Teaching in March of each year.
- 5.09 All professors teaching 1L Sections are eligible to receive the *Hannah and Harold Barnett Award in Law*, unless they were the recipient of the *Hannah and Harold Barnett Award in Law* in the consecutive year prior or are also nominated for the *Dalhousie Law Students' Society and Dalhousie Law Alumni Association Award in Teaching Law*.
- 5.10 Each 1L Section as a whole is eligible to nominate only one professor for the for the *Hannah and Harold Barnett Award in Law*.
- 5.11 Individual students shall not submit nominations for the *Hannah and Harold Barnett Award in Law*.
- 5.12 The winner of the *Hannah and Harold Barnett Award in Law* shall be selected in the following manner:
- (a) the Vice President – Academic shall invite nominations from the 1L class;

- (b) nominations shall be solicited in February;
- (c) nominations shall be open for a reasonable amount of time;
- (d) nominations should consist of a one-page nomination sheet that clearly states the name of the professor, the 1L Section nominating the professor, at least 10 supporting signatures from Members in the section making the nomination, and the class for which the professor is nominated;
- (e) nominations should focus on how the nominated professor demonstrated excellence in teaching and a commitment to students through sensitivity to the needs of the students in the classroom and accessibility to students outside the classroom;
- (f) the Vice President – Academic shall strike up an Awards Committee Composed of:
  - i. the Vice President – Academic as non-voting Chair;
  - ii. six representatives from the Board of Directors of the Society, two representatives being from each of 1L, 2L and 3L;
- (g) the Vice President – Academic shall provide copies of all received nominations to the Awards Committee;
- (h) the Awards Committee shall select the winner by consensus, failing which by simple majority vote;
- (i) the Vice President – Academic shall inform the Dean of the Law School of the recommended winner, who shall become the winner pending the approval of the Dean of the Law School.

### **Dalhousie Law Students' Society and Dalhousie Law Alumni Association Award in Teaching Law**

- 5.13 The *Dalhousie Law Students' Society and Dalhousie Law Alumni Association Award in Teaching Law* shall be presented at the Celebration of Teaching in March of each year.
- 5.14 All full or part-time professors who taught at least one course during the academic year are eligible to receive the *Dalhousie Law Students' Society and Dalhousie Law Alumni Association Award in Teaching Law* unless they were the recipient of the *Dalhousie Law Students' Society and Dalhousie Law Alumni Association Award in Teaching Law* in the consecutive year prior.
- 5.15 The winner of the *Dalhousie Law Students' Society and Dalhousie Law Alumni Association Award in Teaching Law* shall be selected in the following manner:
- (a) the Vice President – Academic shall invite nominations from Law Students;
  - (b) nominations shall be solicited in February;
  - (c) nominations shall be open for a reasonable amount of time;

- (d) nominations should consist of a one-page nomination sheet that clearly states the name of the professor, the name of the Law Student nominating the professor, at least 10 supporting signatures from Members, and the class for which the professor is nominated;
- (e) nominations should focus on how the professor is an “unheralded hero of the academic world” and how they demonstrate extraordinary achievement in teaching and service, especially in relation to their involvement with students and their impact on the direction of students’ lives and careers;
- (f) once the nomination period closes, students, alumni and faculty shall be invited to submit confidential letters of support for any candidates;
- (g) the Vice President – Academic shall strike up an Awards Committee composed of:
  - (i) the Vice President – Academic as non-voting Chair;
  - (ii) two representatives of the Dalhousie Law Alumni Association;
  - (iii) six representatives from the Board of Directors of the Society, two representatives being from each of 1L, 2L and 3L;
- (h) the Vice President – Academic shall provide copies of all received nominations to the Awards Committee;
- (i) the Awards Committee may discretionarily consider the following non-exhaustive list of non-weighted factors in their deliberations:
  - (i) demonstration of the professor’s extraordinary effort as a teacher, including their demonstration of enthusiasm, dedication, commitment, and attitude towards teaching, and their comprehensive knowledge of the subject, preparation for teaching, effective methods of teaching, innovative techniques of teaching, ability to encourage student participation, access to students, an ability to communicate the subject material, and to set high standards;
  - (ii) previous course evaluation results;
  - (iii) confidential submissions on the professor’s behalf;
  - (iv) the quality and proportion of nominations submitted by current year students;
  - (v) committee observations of the professor’s lectures;
  - (vi) evidence of a direct impact on, and involvement with, students;
  - (vii) evidence of distinction and achievement by that professor’s current or former students;

- (viii) demonstration of the professor's extraordinary service to Dalhousie Law School and/or the legal community.
- (j) the Awards Committee shall select the winner by consensus, failing which by simple majority vote;
- (k) the Vice President – Academic shall inform the Dean of the Law School or their assistant or designate of the winner.

## Regulation 6. Institutional Memory

- 6.01 The holders of all elected or appointed positions shall complete a comprehensive written turnover package prior to the end of their term of office.
- 6.02 The Vice President - Executive should circulate a turnover package template to the holders of all elected or appointed positions no more than one month after the appointment of the holder of that position.
- 6.03 All completed turnover packages should be submitted in digital form to the Vice President - Executive.
- 6.04 The turnover package should contain, but is not limited to, the following:
  - (a) a description of the purpose of the role;
  - (b) a description of the responsibilities of the role, including any key contacts, account information, or other such information as may be relevant to the future conduct of the role;
  - (c) a timeline for the completion of responsibilities of the role;
  - (d) recommendations and advice for successors to that role.

## Regulation 7. Webmaster

- 7.01 The Webmaster shall be an optional position to be appointed at the discretion of the Executive Committee in the event that no member of the Executive Committee is appropriately willing or able to manage the digital or online presence or assets of the Society.
- 7.02 If a Webmaster is to be hired, they shall be hired in the manner prescribed by Regulation 2 for Standing Society Committees.
- 7.03 The duties of the Webmaster shall include:
- (a) maintaining the Society's Official Website;
  - (b) maintaining the Society's page on Dalhousie's Brightspace website;
  - (c) administering and maintaining the Society's CANs Database;
  - (d) publicising the approved meeting minutes through the Official Website or otherwise;
  - (e) reporting to the Board of Directors at least once per semester and;
  - (f) performing any administrative tasks deemed by the Board to be of an electronic nature.

## Regulation 8. Response Committee

### Initialization with Specific Incident or Complainant

- 8.01 When a Member approaches a member of the Board of Directors disclosing an incident or process at the Law School, or when a member of the Board of Directors becomes aware of an incident or process that raises concerns of discrimination, gender-based violence, or any unequal or derogatory treatment against any person on the basis of a personal or immutable characteristic, including but not being limited to race, national or ethnic origin, colour, gender, gender identity, religion, sex, sexual orientation, age, mental disability or physical disability, with the consent of the Member (if applicable) the member of the Board of Directors shall bring the information to the Executive Committee.
- 8.02 A member of the Board of Directors who is approached by a Member and receives disclosure pursuant to Regulation 8.01 must inform the Member they have the option to:
- (a) proceed as a complainant pursuant to Regulation 8, and that their identity may remain confidential in so doing; or
  - (b) have a member of the Board of Directors pursue the complaint on their behalf. Both the member of the Board of Directors and the Member must agree to have the member of the Board of Directors bring the complaint forward. The member of the Board of Directors who pursues the complaint may not be a member of the Response Committee. If this option is chosen, the member of the Board of Directors becomes the complainant. If the complainant so chooses, the Member may still be consulted about the non-confidential areas of the process.

### Initialization with No Specific Incident or Complainant

- 8.03 If a member of the Board of Directors learns of an issue of systemic discrimination without a specific, identifiable complainant, the member of the Board of Directors shall immediately inform any member of the Executive Committee. The member of the Board of Directors may call upon the Executive Committee to form the Response Committee pursuant to Regulation 8.05.

### Preliminary Assessment by Executive Committee

- 8.04 When any member of the Executive Committee receives instructions and consent from or notice from a member of the Board of Directors pursuant to Regulation 8.01, the Executive Committee shall:
- (a) as soon as practically possible, convene an *in-camera* meeting of the Executive Committee. This meeting shall be open to any individuals the Executive Committee deem necessary for a full discussion of the incident;
  - (b) the goals of the meeting shall be to:
    - i. discuss and understand the incident;



- ii. communicate the desires of the complainant;
  - iii. appoint a member of the Executive Committee or Board of Directors to serve as the primary point of contact with the complainant throughout the process; and
  - iv. appoint a member of the Executive Committee or Board of Directors to serve as the primary point of contact with the individual being complained about (the respondent). The respondent may veto this appointment and request another member of the Executive Committee or Board of Directors to be their representative. Both parties must agree;
- (c) Before taking any further steps, the following information shall be provided to the complainant via the primary point of contact:
- i. what support services are available within the Law School, at the University, and in Halifax;
  - ii. what response will be taken should the complainant wish to proceed with a complaint or if they instruct a member of the Board of Directors to proceed on their behalf, if they choose to pursue the Regulation 8.02(b) process, and how the Response Committee will be appointed and function;
  - iii. the complainant can be represented by a member of the Executive Committee or Board of Directors if they do not want to be directly involved in the process;
  - iv. avenues for redress the complainant can pursue outside of the Society, including but not limited to filing a complaint with the Associate Dean's Office at the Law School or with the Human Rights, Equity and Harassment Prevention Office.
  - v. the Society has no power to reprimand students. The Society can offer support, suggestions for changing policy, and help navigating the process.

### **Formation of Response Committee**

8.05 The Executive Committee shall, with the consent of the complainant or notice from a member of the Board of Directors pursuant to Regulation 8.01 or 8.03, strike a Response Committee composed as follows:

- (a) the chair of the Response Committee will be the President unless otherwise determined by the Executive Committee. If the President is not acting as chair, the Executive Committee will look first at members of the Board of Directors and then to the student body generally for a chair;
- (b) the Executive Committee will determine the number of seats on the Response Committee, and which Constituent Societies, Standing

Society Committees or individuals will be represented on the Committee, including but not being limited to DFLA, OUTLaw, DBLSA, DILSA and the Student Advocacy Service;

- (c) the chair shall, as soon as possible, contact all Constituent Societies, Standing Society Committees or individuals to be included on the Response Committee seeking volunteers to sit on the Response Committee. In the case of a Response Committee being formed where there is a complainant, the Executive Committee shall ask the complainant if there is any reason why a Constituent Society, Standing Society Committee, or individual should not be appointed;
- (d) the Constituent Societies, Standing Society Committees, or individuals contacted will have a responsibility to ensure that they or their representatives do not have a conflict of interest with regards to the reason the Response Committee is being formed;
- (e) if a conflict of interest is discovered, the individual with the conflict will be removed from the Response Committee, and a new individual will be brought in to take their place. This individual will be from the same Constituent Society or Standing Society Committee, if applicable.

### **Operations of Response Committee**

8.06 The Response Committee is neither adversarial nor disciplinary in nature.

8.07 The chair shall call all meetings of the Response Committee.

8.08 The Response Committee shall:

- (a) meet as soon as possible to discuss the specific concern(s) raised under Regulation 8.01 or 8.03;
- (b) invite the complainant and respondent to be part of the discussion. The complainant and respondent can come in together or separately at their discretion. Both the complainant and the respondent are entitled to have a support person accompany them if they so choose. If the complaint's identity is confidential, the request will go through the appointed primary point of contact. Neither the complainant nor the respondent is obligated to meet with the Response Committee.
- (c) compile recommendations for the Board of Directors to address the specific concern(s) under Regulation 8.01 or 8.03. In formulating these recommendations, the Response Committee will consider the alleged incident(s) within the context of systemic oppression and may conduct research or consultations as necessary. These recommendations do not need to be limited to the complainant and their actions alone. The Response Committee may make recommendations about the operations and policy of the Society, provide feedback to the Board of Directors and Executive Committee about their response to the incident, and suggest issues that the Society should bring forward to

the administration of either the Law School or the University as well, if they so choose.

- (d) submit the recommendations to the Board of Directors. The recommendations shall be accompanied by meeting minutes and discussion of the process used to come to the conclusions. The process and minutes shall be confidential to the Executive Committee.
- (e) If applicable, collaborate with the Law School administration to ensure that the administration's response is prompt, appropriate, swift and rendered in a manner that takes into consideration the concerns of the complainant(s), if applicable.

8.09 In addition, during the first meeting of the Response Committee, the chair shall:

- (a) confirm there is no member of the Response Committee with a conflict of interest (specifically, that there are no strong existing relationships between the members of the Response Committee and the parties involved in the complaint) and further ensure that members understand the confidential nature of the Response Committee; and
- (b) describe the powers and limitations of the Response Committee.

### **Complainant's Veto**

8.10 If, in the opinion of the complainant, any part of the Society's planned response or support would cause hardship or discomfort to the complainant in the incident, the Executive will not proceed with those actions.

## Regulation 9. Intellectual Property

### Society Name

9.01 The name “Dalhousie Law Students' Society,” “Dalhousie LSS,” “Dal LSS” or similar shall not be used without the express authorization of the Executive Committee of the Society.

### Society Logo

9.02 The logos labelled Exhibit “A” below and any variation thereof shall be the official logo mark of the Society.

9.03 The logos labelled Exhibit “A” below and any variation thereof shall not be used without the express authorization of the Executive Committee of the Society.

### EXHIBIT “A”

