

General Provisions

Part A: Definitions

JMBLC: John Molson Business Law Committee

CASA: Commerce and Administration Students Association

JMSB: John Molson School of Business

Subsidiaries: Committees and Associations that fall under the CASA umbrella

Membership: Every undergraduate student registered in a credit course within the John Molson School of Business and currently enrolled in a major or minor within said faculty.

BOD: Board of Directors

Article 1: Name of the Organization

1.1 The name of the organization shall be The John Molson Business Law Committee, hereafter referred to by its acronym "JMBLC". It is an official subsidiary of the Commerce and Administration Students Association.

Article 2: Objectives

JMBLC will cater to JMSB students wanting to pursue a career in business law and to business students wishing to gain exposure to the legal world:

2.1 To bridge JMSB students with the legal world by providing the essential resources to facilitate their application to law school and future careers in business law.

2.2 To create activities that will build and maintain relationships between JMSB students and law schools, as well as between JMSB students and law firms.

2.3 To add value to the JMSB community by contributing to the student experience and by augmenting the school's value proposition.

2.4 To heighten student learning by strengthening sought after core competencies that are characteristic of successful law students, lawyers and business law professionals.

Article 3: Membership

3.1 Members have priority when considering appointment for executive positions within JMBLC.

3.2 Members must be full-time JMSB students majoring in one of JMSB's 7 Bachelors of Commerce programs or Bachelors of Administration program at the time of the appointment of mandate.

Article 4: Executive Structure and Duties

4.1 The Executive Committee for the John Molson Business Law Committee may consist of the following Members:

1. President (or Co-Presidents)
2. Executive Vice President (if applicable)
3. Vice-President of Academic Affairs
4. Vice-President of External Affairs
5. Vice-President of Internal Affairs
6. Vice-President of Marketing
7. Vice-President of Events
8. Vice-President of Finance
9. Director of Social Media

- 10. Director of External Affairs
- 11. First-Year Representative

4.2 There shall be one President, unless two Presidents are elected by the committee as Co-Presidents

4.2.1 If two students decide to run together, they shall submit one letter of intent on behalf of both students and present to the team. They must be elected by majority team vote (51%).

4.2.2 A student may submit his or her candidacy as either (1) a sole candidate (presidency), (2) a team candidate (co-presidency), or (3) both.

4.2.3 If the candidate submits his or her candidacy as both, he or she shall submit two letters of intent; one alone and one as a team.

4.3 The President has the sole authority to create additional positions not listed in the Constitution, or to merge positions listed in the Constitution. Such positions shall vary according to the needs of the committee.

4.4 The President may select one Vice-President to act as the Executive Vice-President. This is not mandatory and is at the discretion of the President.

4.5 If, by chance, the President is unable to complete a full school year as President, an executive, selected by a majority team vote (51%), will sit in as President for the remainder of the school year. This executive will still hold his or her Vice-President position and will have to again be voted in as official President for the following academic year. However, this person will have full presidential power and responsibility.

4.6 Duties of the President

4.6.1 Oversee the entire planning process and execution of the JMBLC

4.6.2 Planning and management of all Executive meetings

4.6.3 Act as the liaison between the organizing committee and the BOD

4.6.4 Attend monthly meetings of the CASA BOD

4.6.5 Exercise their voting power at the monthly BOD meetings

4.6.6 Duties of the voting President

4.6.6.1 Act as the primary signing officer of JMBLC

4.6.6.2 Vote on the CASA BOD

4.7 Duties of the Executive Vice-President (if applicable)

4.7.1 Support the President in his or her tasks

4.7.2 Support the Executive team in their tasks

4.8 Duties of the Vice-President of Academic Affairs

4.8.1 Providing Law School Application Resources

- LSAT Prep
- Interview & Cover Letter Techniques

4.8.2 Implementation of Moot Trial

4.8.3 Serve as a liaison between the JMBLC and external law-related associations. Maintain relationships with these associations.

4.9 Duties of the Vice-President of External Affairs

4.9.1 Serve as Liaison with Sponsors

- Create sponsorship packages
- Create and develop new sponsorship relationships, and renew and maintain existing sponsor relationships
- Collect internal/external funds.
 - Internal Funds: CASA, CSU,...
 - External Funds: Members of the Corporate Community

4.10 Duties of the Vice-President of Internal Affairs

4.10.1 University Facilities

- Hospitality Concordia: Room Bookings, supplies, etc.
- IITS: Laptop Rentals, Audio Visual, Projectors, Printers, etc.

4.10.2 Scheduling & Meetings

- Recording of minutes at each meeting
- Schedule times of events based on CASA's internal calendar

4.11 Duties of the VP Events

4.11.1 Selection of Events and Activities

- *Organizing and coordinating events, such as cocktails, Law Week, Boston Trip, etc.*
- *Select Venues in coordination with VP External*

4.12 Duties of the Vice-President of Marketing

4.12.1 Preparation of JMBLC Promotional Material

- Includes creation of Sponsorship Package (in coordination with VP External), Banners, Newsletters, T-shirts and all Presentation Material for JMBLC Events, in both physical and digital formats.

4.12.2 Create and maintain a visually appealing and informative website

- Provide regular updates and sponsor details.

4.12.3 Responsible for Website and Social Media Content

- Provide regular updates and informative posts on JMBLC's various social media platforms (Facebook, Twitter, Instagram, LinkedIn)

4.13 Duties of the Vice-President of Finance

4.13.1 Responsible for Balancing the Books

- Assign Budget for Various Events/Activities

4.13.2 Manage Cash Flow of Operations

- Collect Payments (re: Invoice Statements) Issue Cheques (re: Make Payments)

4.14 Duties of the Director of Social Media

4.14.1 Support the Vice-President of Marketing in his or her tasks

- Please refer to 4.12.1 to 4.12.3

4.15 Duties of the Director of External Affairs

4.15.1 Support the Vice-President of External Affairs in his or her tasks

- Please refer to 4.9.1

4.16 Duties of the First-Year Representative

4.16.1 Be a regular member in his/her first year at JMSB.

4.16.2 Act as a liaison between first year students and JMBLC, in order to create student awareness at the beginning of their University studies.

4.16.3 Learn and aid in the delivery of the JMBLC programs and the execution of JMBLC activities.

4.16.4 Have a degree of responsibility appropriate to his/her skill level, at the discretion of the JMBLC Executive.

4.16.5. Fulfill such other duties as shall be delegated to him/her by the JMBLC President.

5.1 Any executive may be dismissed from office by the President, (or by unanimous agreement between the Co-Presidents), following a majority vote of the Executive. A meeting must be called for the specific reason of dismissing an executive and they must be invited to attend and defend themselves.

5.2 Any executive may be dismissed from office by the President, (or by unanimous agreement between the Co-Presidents), if it is deemed they have neglected their duties as outlined in this constitution, or as outlined in a list of obligations signed by the Vice President in question when taking office.

Article 6: Terms of Mandate

6.1 The fiscal year shall officially commence on May 1st of a given year, and terminate on April 30th of the following year.

Article 7: Succession

7.1 The JMBLC president(s) shall be elected prior to the following academic year by a majority committee vote.

7.2 Eligibility

7.2.1 Anyone who has been a member of the JMBLC for a minimum of 6 months is eligible to apply for the role of President.

7.2.2 In the event that no one is eligible or willing to run for the position of President, the position may be opened to any of the following:

- Executives within a CASA subsidiary
- The CASA executive team.

External candidates must be approved by the President before being considered by the BOD.

Article 8: Alteration of the Constitution

8.1 Any changes to this constitution must be approved by a majority (51%) of the Executive prior to being brought to the CASA's Board of Directors for ratification.

Article 9: CASA Constitution

9.1 Where items are not defined in this Constitution or there are inconsistencies with CASA's constitution and Book of Policies, the latter shall take effect and precedent.