



Law Students' Association
Law Centre 157A
University of Alberta
Edmonton, AB T6G 2H5
E: lsafin@ualberta.ca

Law Students' Association **Faculty Association Membership Fee ("FAMF") Renewal**

General Introduction to the Law Students' Association ("LSA")

The LSA is responsible for coordinating and maintaining the numerous academic, professional, athletic, social, and extracurricular activities in the Faculty of Law. This includes organizing social events, arranging student Intramurals, publishing a student directory, providing lockers, maintaining a database of academic resources, providing support to student groups, and advocating on behalf of student interests.

The Faculty of Law at the University of Alberta is well-known for its extremely vibrant student community. It is often heralded in the local and national community as tight-knit Faculty, due to an array of factors including; having its own dedicated building for the Faculty, strong alumni relations, and many student groups. The Law Students' Association at the University of Alberta supports this atmosphere by creating community events, providing grants to student groups, and working with the Faculty to create a more inclusive academic and professional community. In recent years, we have attempted to better support inclusivity within our community via bringing in a VP Equity, Diversity, and Inclusivity, working to create specific representative positions and forums for equity-deserving student groups, and supporting specific communities in advocacy (as we recently did via [advocating to the Provincial Government to amend legislation to support a more inclusive legal community](#)).

A. The purpose of the fee

The purpose of the fee is to ensure a steady and consistent stream of revenue, which the Executive can continue to use to plan membership benefits and the year's activities in advance. We rely heavily on the FAMF fees as they cover a third of our total budget (approximately \$30,000 of \$75,000). In the previous two and half academic years, the LSA budget has been in surplus due to the circumstances surrounding COVID-19. We have both collected student fees and sponsorships from firms, but have not had the same capacity to run events during this time. The Executive started a three year plan this year to use the surplus. The proposed fee would effectively allow us to break even every year going forward. The remainder of the expenses are covered by sponsorship and ticket costs for individual events. With the executive already maximizing other potential revenue streams such as sponsorship from law firms, we would not be able to continue operating in the same fashion without the FAMF fees.



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B. The amount, per Student per term, of the fee

\$25/semester will be collected annually. (\$25 Fall/\$25 Winter). The Law program at the U of A is typically completed over a three year period, where students do not take semesters off. Few courses are offered in the Spring and Summer semesters.

C. The scope of membership of the fee

Prior to 2013, the LSA had two categories of membership: Base and Privileged. Base membership included all undergraduate students enrolled in the Faculty of Law. Benefits of base membership included advocacy and representation before the Faculty of Law. Privileged membership included greater access to services (including “who’s who” and locker rentals) and social programming. After receiving our FAMF approval in 2013, we were able to expand privileged membership to all students enrolled at the University of Alberta Faculty of Law (subject to opt-outs). The scope of this FAMF renewal is to continue to allow us to provide privileged membership to all students.

D. The dates the fee is to begin, and cease being collected

From the payment of the enrolment confirmation fee in July, to the first day of classes in September.

This FAMF fee will cease being collected June 1, 2027.

E. The refund mechanism of the fee

A two-week opt-out window will be presented after classes commence in September, during which students can choose not to participate as members of the Law Students Association. Students will be notified of the opportunity to opt-out of the FAMF by receiving at least two emails through the faculty’s email server. In addition, during the two-week time period the ability to opt-out will also be advertised using the LSA’s bulletin board, and weekly blast email. These duties will be carried out by the VP Finance at the time. A student will not have to provide reasoning for their decision to opt-out of the FAMF. After the two-week period has closed, upon receiving final numbers, the VP Finance and President will sign cheques refunding the membership to all students who have chosen to opt-out.



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Please see Schedule IV for the proposed LSA Membership Fee Reimbursement Form

F. The allocation of the fee

The fee is to be allocated in the same way it is currently. The fee is allocated to the LSA's annual operating budget, as set by the VP Finance and President well in advance of the first Executive meeting in September, where it is voted on and passed by the Executive. All major projects pursued by the Executive are then decided on as a group throughout the year.

Please see Schedule I for the LSA's current Budget numbers.

G. The financial oversight of the fee

The fee is subject to the same financial oversight expected of membership fees currently paid by LSA members; financial reporting to the Student Union, presentation of said budget at the Annual General Meeting in March, and the University of Alberta Student Union Financial Reporting Guidelines.

Please see Schedule II for the constitutional provisions currently in place to ensure proper financial oversight of LSA revenue.

H. Proof of consultation as required by Section 7(1) of the Bylaw

Over an approximately 2-week period from November 14th – 23rd 2022, an LSA FAMF fee engagement form was shared with the student body to consult about our proposal to collect a FAMF, and to evaluate potential amounts of the renewed fee. For a few weeks in advance of this date, we also gave students the heads up that we would be engaging on this matter within our newsletter. Additionally, from 12:00 – 1:30pm on several weekdays during that time, members of the LSA held engagement tabling, where we were made available to answer any questions surrounding the fee, and to encourage students to fill out the above-mentioned form. In total, we completed dedicated 7 hours of public engagement within the Faculty. The LSA executive also completed classroom talks prior to many classes and leafletted the building during this period. We also responded to numerous questions coming in via social media and email.

In total, about 25 hours of the Executive team's time over the past month has been dedicated to developing and implementing this engagement plan. We took



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this commitment seriously and prioritised it in a busy part of the semester where we also ran several social events and academic initiatives.

A total of 108 responses were recorded from the engagement form. This is approximately a 20% turnout rate. Please see Schedule III for the results of the form regarding student preferences on the three proposed tiers of the FAMF fee.

Note: An official referendum with a minimum of 15% of the student body, and a vote regarding the FAMF Renewal will be conducted in March, as per the Bylaw.

I. Endorsement of the fee by the Association.

On November 24th, 2022, the Law Students Association' executive unanimously endorsed this proposal to renew our membership fees through a FAMF with a vote of 15 to 0. This proposal is believed to be in accordance with *Bylaw 8200- A Bylaw Respecting Faculty Association and Campus Association Finances*.



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SCHEDULE I

CURRENT BUDGET **FIGURES**



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Item		Budgeted
Events	Revenue	\$ 23,750.00
	Expenses	\$ (58,950.00)
	Net Events	\$ (35,200.00)
Projects		
	Revenue	\$ 8,800.00
	Expenses	\$ (16,320.00)
	Net Projects	\$ (7,520.00)
Operations		
	Revenue	\$ 34,000.00
	Expenses	\$ (12,900.00)
	Net Operations	\$ 21,100.00
Contingency Funds		\$ (21,620.00)



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Below we have listed each event, project, and operational expense and have outlined the expected expense associated with that item, the expected revenue from other sources (e.g. ticket sales or sponsorship), and anticipated shortfall to be covered by the membership fee.

Event	Total Budgeted Expenses	Expected Revenue from Other Sources	Expected Shortfall
Pre-Orientation Social Event	\$3,000	\$1,000	\$2,000
First Friday Back Social Event	\$1,000	\$500	\$500
Welcome BBQ	\$3,250	\$2,000	\$1,250
Friday Food Truck	\$1,500	\$1,500	\$0
Golf Tournament	\$10,000	\$6,000	\$4,000
Hockey Night in Law	\$500	\$0	\$500
Support for Indigenous Law Student Event	\$1,200	\$0	\$1,200
HalloWeek Social Event	\$500	\$0	\$500
Law/Med Mixer Social Event	\$1,750	\$1,250	\$500
Skating Day	\$500	\$0	\$500
Second Friday Back Social Event	\$800	\$0	\$800
Ugly Sweater Party	\$250	\$0	\$250
Children's Holiday Party	\$500	\$500	\$0
Basketball Tournament	\$500	\$0	\$500
Carbolic Smoke Ball Social Event	\$32,000	\$18,000	\$14,000
Jeopardy Social Event	\$200	\$0	\$200
Transition Social Event	\$1,500	\$0	\$1,500
End of Exams Social Event	\$500	\$0	\$500
Total	\$58,950	\$28,250	\$30,700

Project	Total Budgeted Expenses	Expected Revenue from Other Sources	Expected Shortfall
Academic Support Sessions	\$750	\$0	\$750
Academic Note Depository	\$1,000	\$0	\$1,000
Student Directory	\$4,000	\$6,300	(\$2,300)
Website	\$750	\$1,000	(\$250)
Intramural Sports Team Registration	\$6,500	\$0	\$6,500
Menstrual Products	\$770	\$0	\$770



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Free Water Bottles	\$1,500	\$1,500	\$0
Sports Equipment	\$50	\$0	\$50
Law Games Support	\$1,000	\$0	\$1,000
Total	\$16,320	\$8,800	\$7,520

Shortfall to be covered by membership fees and out three year plan to use our surplus:

$$\mathbf{\$30,700 + \$7,520 = \$38,220}$$



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SCHEDULE II

FINANCIAL OVERSIGHT AND THE LSA CONSTITUTION (RELEVANT CONSTITUTIONAL PROVISIONS)



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NOTE: We are currently in the process of amending our constitution. It is our intent to align our Faculty Association Membership Fee with Student Union Processes. Pending support from our membership, we may amend some of the following sections.

9.6 The duties of the Vice-President Finance shall include:

- a) keeping full and accurate accounts of all receipts and disbursements of the Association in proper books of account;
- b) receiving and depositing all monies of the Association in such bank or banks designated by the Executive;
- c) only disbursing monies of the Association upon authorization of a resolution of the Executive;
- d) rendering to the members of the Association at the general meetings an account of all his or her transactions as Vice-President Finance and of the financial position of the Association; and
- e) make a financial report to the Students' Union within six months of the end of the fiscal year's end
- f) The duties of the Vice-President External shall include: monitoring all external affairs of Law Students;
- g) keeping the Law Students' Association website up-to-date and accurate
- h) giving regular updates from the General Faculty Council Law representative;
- i) giving regular updates from the Law Students Union Councillor;
- j) in the event that the LSA wishes to advocate for a policy that is contrary to Students' Union political policy, students union policy mandates a presentation be made to council. The presentation may be made by the VP External in this event.
- k) providing contact information to the Students' Union each year; and
- l) providing such services as the Executive considers appropriate.

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ARTICLE X – BORROWING POWER

10.1 For the purpose of carrying out the objects of the Association, the Executive, by way of Executive Resolution, may cause the Association to borrow or raise or secure the payment of money in any manner the Executive thinks fit, except that in no case shall a general security agreement, mortgage or other security document be executed without the sanction of a Special Resolution.

10.2 For the purpose of carrying out the objects of the Association, the Executive, by way of Executive Resolution, may cause the Association to draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange and other negotiable or transferable instruments.

10.3 All cheques or other orders of payment of money issued in the name of the Association shall be signed by the Vice-President Finance or the President and any other Executive member who is approved by the majority of the Executive.

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ARTICLE XIII – INSPECTION

13.1 The Executive shall allow any member to inspect the books, records and accounts of the Association at the registered office of the Association within seventy-two (72) hours of that member delivering a written request to the Executive of his or her intention to inspect the books, records and accounts of the Association.

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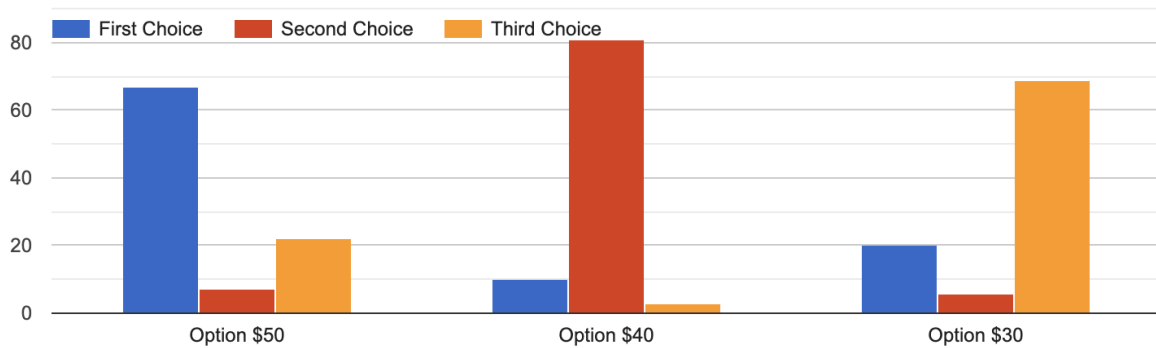
SCHEDULE III

FAMF ENGAGEMENT **FORM RESULTS**

Question 1. Rank the options from first to third choice for what you would want on the ballot for the FAMF referendum?

 Copy

First choice means that you are most in favour of that options to be on the ballot, and third choice means you are least in favour of that option to be on the ballot.



Please see attached link for the engagement form sent out to students:
<https://forms.gle/c2KHWLMDjCut8m58A>



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SCHEDULE IV

LSA MEMBERSHIP FEE REIMBURSEMENT FORM



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LSA Membership Fee Reimbursement Form

In order to receive an LSA Membership Fee reimbursement, you must:

1. Be registered in the Faculty of Law as an undergraduate student in the current academic year.
2. You must have paid the LSA Membership fee as part of your tuition, as collected by the Office of the Registrar and the Students' Union.

Reimbursements will not be granted two weeks after classes commence in September.

I, _____ (_____@ualberta.ca), request to be refunded the LSA membership fee for the _____ academic year.

I give the LSA permission to retain a record of my information for the purposes of confirming my registration with the Faculty of Law.

Signature: _____ Date: _____

FOR OFFICE USE ONLY	
Received by:	
Date:	