



Canadian Lawyers Abroad – Avocats canadiens à l'étranger

[CLA-ACE]

Student Chapter Handbook

2009-2010

This Handbook is designed to help students at Canadian law schools establish a *Canadian Lawyers Abroad – Avocats canadiens à l'étranger* (CLA-ACE) Student Chapter. It explains the first steps involved in forming a Student Chapter, sets out important information for Student Chapters and provides suggestions of activities that Chapters can undertake. Student Chapters are also encouraged to exchange ideas, seek advice and learn from each other.

For more information as to how to set up a Student Chapter, contact Monique Moreau, Director of Student Programs, at mmoreau@cla-ace.ca. You can also contact Monique if you have any suggestions as to how to improve this Handbook.

When printing this document, remember to print using both sides of the page.

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1. Quick Reference

(i) CLA-ACE Contact Information

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Monique Moreau
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(ii) 2009-2010 Important Dates

Date	Event
<p>October 5, 2009</p> <p>Note: this date is later than what is listed on the CCIL website and is pending confirmation from the CCIL office. Please contact Monique if you have further questions.</p>	<p>Early Bird Registration for the CCIL Conference</p> <p><i>CCIL sponsors a travel grant for students to attend their conference. Funding is available on a first come first serve basis, and is limited. See http://www.ccil-ccdi.ca/index.php?option=com_content&task=view&id=241&Itemid=117 for details.</i></p>
<p>October 5, 2009</p>	<p>Send CLA-ACE the following information:</p> <ul style="list-style-type: none"> • Your Executive Members & their contact information • Names & Emails of your general members (for input into our database) • The dates of your school's Reading Week • Your potential Calendar of Events for the year • Potential Fundraising Opportunities (e.g.: bursaries, Dean's fund, Clubs seed money, etc.)
<p>October 14-16, 2009</p>	<p>Canadian Council on International Law (CCIL) Conference:</p> <p style="text-align: center;">Things Fall Apart; Can the Center hold?</p> <p style="text-align: center;"><i>Multilateral Readiness to Address Challenges Ahead</i></p> <p>(see www.ccil-ccdi.ca for details)</p>
<p>October 14, 2009</p>	<p>CLA-ACE Student Chapter Executives Happy Hour (held in conjunction with the CCIL conference in Ottawa)</p> <p style="text-align: center;"><i>time & place to be determined</i></p>
<p>December 15, 2009</p>	<p>Summer 2010 CLA-ACE Internship Applications available at www.cla-ace.ca</p>
<p>January, 2009</p>	<p>Deadline for applications for Summer 2010 Internships (Date to be confirmed in December)</p>
<p>Mid-February, 2009</p>	<p>Summer 2010 Internships selected</p>
<p>April, 2010</p>	<ul style="list-style-type: none"> • Student Chapter for 2010-2011 selected • Send their contact info to CLA-ACE

2. *Our Philosophy*

(i) **Mission Statement**

CLA-ACE provides opportunities for the Canadian legal community to become more actively involved in understanding and providing solutions to pressing good governance, rule of law and human rights issues.

Our motto is: **LEARN, THINK, DO!**

CLA-ACE pursues its mission by:

- Helping Canadian law students to become the next generation of Canadian citizens and leaders committed to using their legal skills to improve the lives of others;
- Offering concrete hands-on domestic and international activities and projects for Canadian lawyers;
- Providing information about how to pursue an “international law” career; and
- Raising awareness among the Canadian public about pressing international law and development issues.

(ii) **Vision**

Through our programs and organization, we encourage the Canadian legal community to become more actively involved in understanding and providing solutions to pressing international legal and development issues. Canadian lawyers practise in a variety of legal traditions, including common and civil law. We have a robust Charter of Rights and Freedoms, come from a variety of cultural and ethnic backgrounds and are strongly committed to the rule of law. These unique assets give Canadian lawyers the tools to assist developing countries in the areas of good governance, the rule of law and human rights, while ensuring that these values are reflected in Canada.

We seek to achieve this vision through the following initiatives:

1. Establishment of CLA-ACE Student Chapters. We believe that the idealism of law students and their interest in international legal and development issues should be encouraged and fostered. We also want to provide information and encouragement for students to pursue careers in the area of international law.
2. We provide internship opportunities for law students to work on rule of law, good governance and human rights projects in developing countries around the world as well as in Canada’s north.
3. We provide opportunities for lawyers to participate in specific international and domestic pro bono projects where a need for assistance has been identified and where the skills of Canadian lawyers can be of assistance.

4. We participate in community-wide events in order to raise awareness of pressing international law and social justice issues.

(iii) Charter

1. Be flexible

We acknowledge that much of what we do will make us re-think our own approach and perspectives. We welcome this and hope that it will ultimately make us more effective in reaching our goals.

2. Collaborate with others

We recognize that there are many organizations involved in the fields of international law and development. By partnering with like-minded organizations when appropriate, we will share resources, avoid duplication and cooperate to better attain our goals.

3. Our approach

We recognize that rule of law, good governance and human rights issues are complex. No policy or law exists in a vacuum and each country has its unique and multifaceted culture and history. We respect these complexities and differences.

(iv) CLA-ACE Executive Director & Co-Founder

Catherine McKenna

cmckenna@cla-ace.ca

While a huge fan of Canada (and of her hometown, Hamilton), Catherine has always had wanderlust. After finishing a degree in international relations and French at the University of Toronto, she took a year off to produce and star in an independent documentary, "Real Travels: 90 days in Indonesia" which aired on The Outdoor Life Network in Canada and the Travel Channel in the US. Catherine then completed a Master's degree in International Relations at the London School of Economics and a law degree at McGill. The next three years were back in Asia, first working for a law firm in Jakarta and then working for the UN Peacekeeping Mission in East Timor as legal and political advisor to the Chief Minister. Returning to Canada, Catherine joined Stikeman Elliott LLP, working in the areas of competition, trade and constitutional law. During this time she was senior counsel on the Rt. Hon. Antonio Lamer's review of Canada's military justice system. Catherine is now working in-house as competition counsel to a large trade association. Through her experience abroad, Catherine has recognized the possibilities and benefits of using the experience and enthusiasm of Canadian law students and lawyers to help build capacity in the legal systems of developing countries. Catherine is co-Founder and Executive Director of Canadian Lawyers Abroad - Avocats canadiens à l'étranger.

(v) CLA-ACE Co-Founder

Yasmin Shaker

yshaker@cla-ace.ca

Yasmin developed an interest in international affairs and Canada's role in the world while a student at King's College in Halifax. On graduation, she pursued this passion at the London School of Economics by completing a Master's degree in International Relations, focusing her thesis on the labour movement's response to the forces of globalization. After a year of traveling, she returned to Canada to complete an LLB at McGill University and took an interest in, legal philosophy, human rights and international trade law. She later worked for DFAIT on NAFTA Chapter 11 litigation, a major Toronto law firm in the area of corporate and international trade law, and in the provincial government in the area of trade policy. Yasmin continues to work in the area of trade law at DFAIT. She has published articles in the area of trade law and policy. Yasmin is also experienced in the area of legal reform, having worked on two major justice reform initiatives of the Ontario government. She is actively engaged in a number of philanthropic organizations in Toronto, is a founding Board member of the Young Patrons' Circle of the Royal Ontario Museum, and is co-founder of CLA-ACE.

3. *Student Program*

(i) **Focus on Students**

Some of the biggest challenges faced by Canadian society are how to address inequities with respect to its aboriginal population in particular in Canada's north and how to respond to global issues such as climate change, AIDS, global poverty, human rights abuses and environmental degradation. It is not only in Canada's best interest to take a leading role in tackling these problems, but as one of the richest countries in the world, Canada has a responsibility to take action.

Students can learn about these issues and develop the legal tools that are available to constructively deal with them. We have designed a number of student initiatives which we hope will encourage you to become engaged in these areas and participate in finding solutions.

(ii) **Student Programming**

- **Student Chapters.** CLA-ACE encourages law students to start CLA-ACE Student Chapters in order to learn about and discuss pressing international issues and explore career opportunities relating to international law.
- **Summer Internship Program.** Open to law students at a law school with a Student Chapter, our summer internships provides practical, hands-on learning experiences for students, which enables them to develop the necessary experience to prepare them for a future career. The number and quality of applicants that CLA-ACE receives each year is very high.
- **Career Advice and encouragement.** CLA-ACE attends and speaks at career fairs and conferences to encourage engagement in international issues and to offer advice about pursuing a career relating to international law.
- **Student Legal Journal.** The University of Montreal publishes an annual CLA-ACE Journal called "Perspectives Légales Internationale - International Legal Perspectives". Law students from across the country are encouraged to submit articles.

4. How to Build a Chapter

(i) The Role of the Chapter

Student University Chapters are the heart and soul of CLA-ACE. You are intelligent, energetic, and provide an endless stream of ideas and inspiration. You represent the next generation of lawyers in this country. We want to foster your passion for international legal issues and encourage you to stay engaged throughout their careers.

Each year the Student Chapter Program has a theme. CLA-ACE provides the core material necessary to a basic understanding of the theme. You are encouraged to gain an in-depth understanding about the theme, and engage others inside and outside of your academic environment to further their understanding of the topic so that you can apply this knowledge in your careers.

CLA-ACE provides suggested activities to explore the theme. However, the activities that each Chapter undertakes will vary, and depend in large measure on the areas of interest of each chapter. Activities can include organizing conferences and/or hosting guest speakers on international legal issues, partnering with law schools in developing countries, writing articles on international legal issues for publication in journals such as the one launched by the Université de Montréal chapter of CLA-ACE, *Perspectives Légales Internationale - International Legal Perspectives*.

A very important role for your Student Chapter is to publicize the CLA-ACE Summer Student Internship Program and to fundraise for the CLA-ACE student internship that will be awarded to a student at your school. You can find out more information about the role of Student Chapters with respect to the Summer Student Internship Program at Appendix V.

(ii) First Steps

1. Learn

Become familiar with CLA-ACE. You need to understand what the CLA-ACE is about, what it seeks to do, and agree with its Mission, Vision and Charter. This is important because Student Chapter activities must be consistent with those of the parent organization. If you have any questions about the Mission, Vision, Charter or any other aspect of CLA-ACE, we encourage you to talk to us about it.

2. Join

If you understand and feel strongly about CLA-ACE's Vision and Charter and are eager to establish a Student Chapter that has the same philosophy, then you should contact CLA-ACE our Director of Student Programs, Monique Moreau (mmoreau@cla-ace.ca) and ask about how to start a Student Chapter at your university or how to coordinate others who have also expressed interest in starting a Student Chapter.

3. Homework

If we give you the green light, then you can start with some of the practical aspects of starting a Student Chapter. This requires some homework on your part as to how to start a club at your university. You need to find out basics such as:

- a) How does one form a Student Chapter (it may be called a "club" or "society") at the university?
- b) What kind of paperwork needs to be completed for a Student Chapter?
- c) Explore funding options (see "Fundraising")

4. Constitution

You need to draft a constitution that will outline the basic structure of the organization, including the Executive Committee. This constitution will need to be formalized and signed by the Student Chapter and CLA-ACE within three (3) months of receiving approval from CLA-ACE to establish your Student Chapter. See **Appendix I** for our model constitution. Please use this model to draft your own constitution. If you deviate from it in your own draft, **please let us know as you will need our permission for any deviations from this model constitution.**

5. Executive

The basic Executive Committee member positions include President, Vice President(s), Secretary, and Treasurer. See **Appendix II** for further explanation of the roles of a model Executive Committee. Please email a list of your elected president with his or her email address and phone number to the Student Chapter Coordinator.

6. Association Agreement

Once we have accepted your draft constitution, you will be asked to sign the **Association Agreement** set out at **Appendix III**. This is a short document that details the legal relationship between your Student Chapter and CLA-ACE. It also outlines the terms of use for our trademark. We must also be able to ensure that those using the trademark do not do so while participating in activities that fall outside of the list of acceptable student activities (see below) as this could jeopardize the integrity of the organization and also our ability to maintain federal charitable status.

7. Membership

Of course, your organization is nothing without members. You will need to advertise and set up meetings to establish and foster a level of interest in your new Student Chapter. Initially, you also need a base group of people to fill the Executive Committee positions.

8. Participate

Once you have completed the above, you have created a foundation for the Student Chapter. At this point, hopefully you have a functional Executive Committee and a number of members. You can then call a meeting to discuss what you would like to do!

(iii) Student Chapter Activities

The following is a list of approved activities for the Proposed Student Chapter, none of which may include or involve advocacy or politically partisan behaviour:

- (a) Organize at minimum two events around the annual theme of Law & Democracy (please see “CLA-ACE 2009-2010 Student Theme” document);
- (b) Organize speaking engagements, debates, roundtable discussion, movie nights or informal discussion events within the CLA-ACE mandate;
- (c) Publicize the Summer Student Internship program at your faculty and fundraise for the CLA-ACE internship that will be awarded to a student from your school (please see “Summer Student Internship Program” at Appendix 5 for more details);
- (d) Contribute to the University of Montreal CLA-ACE law journal;
- (e) Publish a journal, bulletin or supplement in the student newspaper on issues within the CLA-ACE mandate;
- (f) Conduct legal research on international rule of law, good governance and human rights issues;
- (g) Fundraise for Chapter activities;
- (h) Partner with a foreign law school and engage in a dialogue with them on issues within the CLA-ACE mandate; and
- (i) Participate in initiatives/activities organized or sponsored by CLA-ACE.

Executive Director approval is required for any activities that fall outside of the above list. **Please see Appendix IV for more details and ideas on Student Chapter activities.**

CLA-ACE is a registered charity. This means that the Government of Canada has certified that our objects and activities are charitable in nature. As a result of this status, CLA-ACE must operate within a specific set of financial rules and policies that govern all Registered Charities in Canada. **It is essential that CLA-ACE Student Chapters not engage in partisan political activities or advocacy as this may compromise CLA-ACE's charitable status.** CLA-ACE is not a lobby group; rather, its mandate is to engage law students and lawyers in international rule of law, good governance and human rights issues. If you have questions about whether a Student Chapter activity falls within acceptable CLA-ACE Student Chapter activities, please do not hesitate to contact one of the Executive Directors.

(iv) Finances

Wherever possible, CLA-ACE supports the endeavours of its Student Chapters. However, as a general rule CLA-ACE does not offer funding to our Student Chapters. Below are some other options for funding:

(a) University Support

By being an official student club, you will likely be able to apply for funding from your law school to help defray the costs of CLA-ACE related activities and events that your CLA-ACE Student Chapter may host. Many of the law student societies have formal requirements for applying for clubs status, including documentation and attendance at meetings. Be sure to assign someone to the task of complying with these requirements as often the law school is a key source of core funding for each student chapter.

Consider also applying for funding from a Dean's Fund or other similar source.

(b) Fundraising for Student Chapter events

Student Chapters generally need a small amount of money to cover costs. Your university likely offers basic funding for clubs which you can apply for. This may help you pay for some fundamentals, like letterhead and printing posters to advertise your speaking engagements. Other ways to raise some money include having a "film night" or holding a special event. Your ideas will all be dependent on how much money you feel you need for the activities you choose to take part in. You may not need much at all. For example, most speakers are happy to speak for free.

(c) Fundraising for Student Chapter Internship

As discussed under Student Programming and in "Student Student Internship Program" in Appendix 5, your Chapter will be expected to fundraise for one

student from your faculty to go on a CLA-ACE internship during the summer. You can choose how to fundraise, whether it be through available school/faculty funds or bursaries and/or by holding events at your school. The minimum recommended amount of money to be raised for the intern is \$1500.

(v) Branding

CLA-ACE Logo

The CLA-ACE logo is firmly established as part of our national identity, and is the only logo that chapters should use. Place the logo somewhere prominent on all posters and printed materials you create.

Please remember to use the CLA-ACE name and acronym correctly on any documents, signs or banners. Note that when using the acronym CLA-ACE there is no space between the dash and the letters. When using Canadian Lawyers Abroad – Avocats canadiens à l'étranger, there is a space between the dash and the letters and please ensure that the French version uses the proper capitalization and accents.

For greater details about the terms of use for our trademark, please see the Student Chapter Association Agreement (see Appendix III).

Chapter Website and E-mail Addresses

For information about getting a webpage on the CLA-ACE website or to access your Chapter's CLA-ACE email account, please contact Monique Moreau (mmoreau@cla-ace.ca).

(vi) Reporting

CLA-ACE is excited about its growing list of Student Chapters, and wishes to keep your Student Chapter updated about the activities, projects and events being planned by other CLA-ACE Student Chapters. Please email Monique Moreau (mmoreau@cla-ace.ca) with updates about what you have planned throughout the year, so that we can post this information to the CLA-ACE website and forward it to other Student Chapters.

5. CHECKLISTS

Start-up Checklist

- 1. Contact CLA-ACE to indicate interest in setting up a Chapter at your school (mmoreau@cla-ace.ca)
- 2. Find out how to set up a club at your school and canvass funding opportunities
- 3. Recruit members. Ensure that they also join as a member of CLA-ACE through the CLA-ACE website so that they can stay informed about CLA-ACE activities
- 4. Draft Constitution
- 5. Elect Executive
- 6. Forward the name, email address and phone number of the elected President to the Student Chapter Co-ordinator
- 7. Draft and sign Association Agreement with CLA-ACE

Annual Checklist

- 1. Executive Officers should review this handbook to familiarize themselves and CLA-ACE, as well as the agreements signed with parent organization
- 2. Review annual theme document (sent separately), plan and hold at least two events around the annual theme
- 3. Send CLA-ACE your list of activities for the year
- 4. Participate in CLA-ACE activities and notify students at your school about CLA-ACE activities, including Summer Student Internships Program (new internships to be announced by end of November)
- 5. Fundraise at least \$1500 for the intern position at your school
- 6. Update the Student Chapter Co-ordinator at the end of each year if there is a newly elected president (name, email address and phone number information)
- 7. Ensure all CLA-ACE Student Chapter members have joined CLA-ACE online (see "Membership" at www.cla-ace.ca/signupfrm.html.) Create alumni database with permanent email addresses for all members of the Student Chapter so that they can stay involved even after they leave school.

6. APPENDICES

APPENDIX I

MODEL CLA-ACE STUDENT CHAPTER CONSTITUTION

University of _____

Canadian Lawyers Abroad – Avocats canadiens à l'étranger Student Chapter Constitution

1. Name:

The name of the Student Chapter shall be “University of _____ Canadian Lawyers Abroad-Avocats canadiens à l'étranger Student Chapter” hereafter referred to as “the Student Chapter.”

2. Objects:

- (1) The Student Chapter's aims shall be to develop and act as a Student Chapter of “Canadian Lawyers Abroad – Avocats canadiens à l'étranger” (“CLA-ACE”).
- (2) The Student Chapter's objects are to help promote the rule of law, good governance and human rights in Canada and abroad through educational activities and projects; to provide a forum for students to engage in these international legal issues; and engage in other such activities that fall within the mandate of CLA-ACE.
- (3) The Student Chapter shall be a not-for-profit organization and open to all law students who comply with the constitution.

3. Membership:

Membership in the Student Chapter shall be open to all law students of the University and any others that have an interest in the aims and objectives outlined above. The Executive Committee shall not refuse an application for membership on the grounds of race, gender, sexual orientation, religion, nationality or political views. It may, however, expel any member for behavior likely to bring the Student Chapter into disrepute.

4. The Executive Committee

- (1) The day-to-day management of the Student Chapter's affairs shall be in the hands of the Executive Committee, which shall be appointed in the first instance by the President and thereafter chosen democratically by members of the Student Chapter.
- (2) The Executive Committee will consist of at least a President, Vice-President, Secretary, and Treasurer.

- (3) The President's responsibilities shall be to formulate and instigate the policy of the Student Chapter, including organizing the Student Chapter's meetings, liaise with CLA-ACE, ensure that the membership is aware of the Student Chapter's activities and impacts, and to coordinate the Executive Committee.
- (4) The Vice-President's responsibilities are to assist the President in the running of the Student Chapter, and provide assistance to any other member of the Executive Committee as required. In the event of the President vacating his/her position, the Vice-President shall assume the President's duties until another President is elected.
- (5) The Treasurer's responsibilities are to administer the Student Chapter's accounts, prepare the Student Chapter's budget and financial report, to allocate funds in a fair and transparent way. The Treasurer is also responsible for collecting and maintaining funds raised for CLA-ACE Student Internship.
- (6) The Secretary's responsibilities are to ensure a smooth administration of the Student Chapter, manage all correspondence that does not pertain to individual Executive Committee members, and manage the Student Chapter's membership. In addition, the Secretary shall take minutes at Executive Committee meetings and circulate them subsequently.
- (7) Executive Committee members may create sub-committees to aid them in the accomplishment of their other responsibilities. The existence of such sub-committees and their activities must be made clear to and approved of by a majority of the Executive Committee.

Meetings of the Executive Committee shall be chaired by the President or in his/her absence the Vice-President. If neither the President nor Vice-President is present, the remaining members shall elect a chairperson for that meeting.

5. Financial Matters:

- (1) The Student Chapter shall maintain a banking account with a suitable Bank, Trust Company or Caisse Dépot to hold the Student Chapter's funds.
- (2) The Treasurer shall report the Student Chapter's budget and financial report to CLA-ACE on an annual basis.

6. Changes to the Constitution:

- (1) The Constitution may only be amended at a meeting specifically called for that purpose. Amendments to this constitution may be proposed by any four members of the Student Chapter and must be submitted in writing to the Secretary. The constitution cannot be amended contrary to the principles of CLA-ACE and any amendments to the constitution must receive prior consent from CLA-ACE. At least one half of members of the Student Chapter present at the special meeting called must vote in favour of the motion to amend the constitution for it to be effective and it must be approved by two-thirds majority of the Executive Committee.

7. Dissolution:

- (1) The Student Chapter may be dissolved at a meeting specifically called for that purpose provided that at least twenty-one days written notice of the intention to dissolve the Student Chapter has been given to all members and to CLA-ACE. At least two thirds of those present and voting at the special meeting must vote in favour of the motion for Dissolution for it to be effective and it must be approved by a two thirds majority of the Executive Committee.
- (2) Any motion for Dissolution of the Student Chapter shall provide that assets remaining after all liabilities have been met shall be transferred to the parent charitable organization, CLA-ACE.

APPENDIX II

EXECUTIVE STRUCTURE

What follows is a model of the Executive Structure for a Student Chapter of CLA-ACE. It is meant to help a Student Chapter better understand the roles of the Executive Committee and other positions and acts as an informational supplement to the constitution. It is not a formal document. Note there is some flexibility with this model structure. Moreover, the scope of executive committee roles is not limited to, but is expected to conform to, the following criteria. Formal changes to roles must be voted on by the executive committee and must receive a majority vote.

All executive members are expected to conform both to their outlined roles and responsibilities as well as, more generally, to the CLA-ACE Vision and Charter.

Executive Committee:

President

The President is the head of the Student Chapter. In addition to those responsibilities detailed in the model constitution, he/she is concerned with the administration of the different committees and ensures that CLA-ACE's Mission, Vision and Charter are being followed. The President is also in contact with the parent organization, CLA-ACE, and acts as the nexus between CLA-ACE and the Student Chapter. Finally, the President is responsible for ensuring that the goals of other executive committee branches are achieved and serves as a point of communication within the organization for questions and concerns amongst the membership.

Vice President

The role of the Vice-President or Vice-Presidents is to aid the President in fulfilling his/her duties. The Vice-President may also take on leading administrative roles with permission from the rest of the Executive Committee. Some schools elect to add the title of Vice President to their various other roles (e.g. VP Finance, VP Fundraising, etc.)

Secretary

The Secretary acts as an additional contact for outside administrative questions and concerns, while helping to maintain internal group communications. The Secretary also documents the organization's activities by, for example, keeping a master calendar, meeting agendas and minutes of meetings, as well as contact information for all members and alumni (especially permanent email addresses). Communication with the

Secretary from all other Executive Committee members is vital to ensure stability and organizational due process.

Treasurer

The Treasurer is responsible for preparing the budget and ensuring adequate funding by ascertaining financial needs and exploring funding opportunities. As expenses are incurred, the Treasurer collects and submits receipts in order to obtain reimbursements from the Student Chapter's bank account. The Treasurer also ensures that deadlines for funding proposals are met, assists in drafting and submitting funding proposals, drafts an annual budget, maintains financial records and prepares a year-end financial report. The annual budget and year-end report must be submitted to CLA-ACE.

Communications Officer

The Communications Officer is responsible for advertising and promoting of CLA-ACE events, especially the CLA-ACE Summer Student Internship Program, as well as providing information about the Student Chapter to interested parties. The Officer also assists with all internal communication, where necessary. Ideally, the Communications Officer is bilingual as he/she will be responsible for translating documents where needed.

Non-Executive/Other Positions

The following is a list of positions that may be introduced as the Student Chapter becomes more established. They may or may not be appropriate at the initial stages of the Student Chapter's development, but may be brought into existence as necessary.

Liaisons x 2

The Internal and External Liaisons are representatives of the organization whose role is to foster links with a variety of organizations and individuals, both inside and outside of the university. Liaisons are also tasked with compiling a comprehensive "rolodex" to be used as a source for important contacts for members and affiliates.

Bulletin/Journal Editors

The editor(s) solicit and accept any submissions for the CLA-ACE website, bulletin and CLA-ACE law journal published by the University of Montreal Law School. The editor(s) also ensure that all CLA-ACE published works conform to the organization's Vision and Charter and have been vetted by a professor to ensure quality and accuracy.

Social Events Coordinator/Fundraiser

The Social Events Coordinator is responsible for organizing social events and fundraising events and helping to promote the Student Chapter's and CLA-ACE's achievements. The Coordinator is also responsible for booking guest speakers for the Student Chapter's promotional events, as well as ensuring that funding is available for the group and the Internship Program through various fundraising activities. The goal of the Social Events Coordinator is to fundraise and to increase public-wide awareness about the CLA-ACE Student Chapter through fun social events.

APPENDIX III

STUDENT CHAPTER ASSOCIATION AGREEMENT

This Student Chapter Association Agreement (the “Agreement”) is made as of the ____ day, of the month of ____, 2009, by and between **Canadian Lawyers Abroad-Avocats canadiens à l'étranger**, Ottawa, Ontario, (hereinafter “CLA-ACE”) and **University of _____ CLA-ACE Student Chapter**, (hereinafter “Proposed Student Chapter”), in the city of _____, Canada.

WHEREAS, CLA-ACE is a charitable organization committed to serving the legal needs of developing countries and Canada’s north by harnessing the experience and skills of Canadian lawyers in the areas of good governance, the rule of law and human rights;

AND WHEREAS, CLA-ACE seeks to encourage the development of CLA-ACE Student Chapters in order for students to explore international rule of law, good governance and human rights issues through research, educational projects, conferences, and international pro bono legal work in countries in Canada’s north and developing countries.

NOW THEREFORE, CLA-ACE and the Proposed Student Chapter agree as follows:

Requirements to become a CLA-ACE Student Chapter

1. The Proposed Student Chapter confirms that it has met the following requirements necessary to become a CLA-ACE Student Chapter:

(a) The Proposed Student Chapter has met all necessary requirements to be sanctioned as a club, society, and/or extra-curricular association with University of _____; and

(b) CLA-ACE has given written approval for the formation of the CLA-ACE Proposed Student Chapter.

Non-Exclusive License

2. Subject to the terms and conditions set out in this Agreement, CLA-ACE grants to the Proposed Student Chapter, and the Proposed Student Chapter hereby accepts, on a royalty-free basis, a non-exclusive license (the “License”) to use the following name, acronym and logo for CLA-ACE (collectively the “CLA-ACE Trademark”):

(a) the name “Canadian Lawyers Abroad - Avocats canadiens à l'étranger”, “CANADIAN LAWYERS ABROAD - AVOCATS CANADIENS À L'ÉTRANGER” or “Canadian Lawyers Abroad” or “Avocats canadiens à l'étranger”;¹

(b) the acronym “CLA-ACE”;² and,

(c) the CLA-ACE logo set out in Schedule “A”.

3. The Proposed Student Chapter may use the Trademark in any advertising, marketing materials, promotional literature, media releases, papers or any other material produced by CLA-ACE. The Proposed Student Chapter may also produce, distribute and/or make use of the Trademark in materials prepared by the Proposed Student Chapter and approved by CLA-ACE. The Trademark may not be used for any purpose without the prior approval of CLA-ACE.

4. In cases where the Trademark must be approved by CLA-ACE, the Proposed Student Chapter must submit a request to CLA-ACE by email. CLA-ACE will respond to the request as soon as possible but will have twenty days within which to approve the request. Silence is not deemed approval of the request.

5. This License expires immediately upon notification by CLA-ACE to Proposed Student Chapter that the License has expired. Upon expiration, the Proposed Student Chapter shall immediately stop the production, distribution, advertisement, promotion or other exploitation of the Trademark. The Proposed Student Chapter shall destroy any materials in its possession that bears the Trademark.

6. CLA-ACE and the Proposed Student Chapter agree that as between CLA-ACE and the Proposed Student Chapter, ownership of the Trademark resides with CLA-ACE, and that nothing in this letter grants the Proposed Student Chapter any ownership rights in and to the Trademark, and all use of the Trademark ensures to the benefit of CLA-ACE.

7. The Proposed Student Chapter further agrees that it shall have no right to amend or modify the Trademark.

The Proposed Student Chapter shall not:

(a) use the Trademark in domain names, email addresses or meta-tags;

(b) use the Trademark as hypertext links in Internet Websites;

(c) use, display or attempt to register as trademarks any word, phrase, term, initials, logo or design marks that incorporate, or are confusingly similar to the Trademark;

¹ Note that wherever the French name is used, proper capitalization and accents must be used (as per above).

² Note that when using the CLA-ACE acronym, the entire acronym must be used (*i.e.*, one cannot use CLA or ACE separately).

- (d) incorporate into student group or trade name the Trademark or any confusingly similar mark; or
- (e) use the Trademark on an independent Proposed Student Chapter website, (except on a page on the CLA-ACE official website (www.cla-ace.ca) unless specifically authorized to do so by CLA-ACE.

8. The Proposed Student Chapter shall indemnify and save harmless CLA-ACE and all its Student Chapters, directors, officers, employees, agents, assigns and affiliates from and against all damage and losses, including any incidental costs and expenses, arising out of or attributed, directly or indirectly, to any claims or proceedings of any kind by a third party arising out of the Proposed Student Chapter's use of the Trademark, except as explicitly permitted herein.

Activities

9. The Proposed Student Chapter shall ensure that all activities as undertaken by the Proposed Student Chapter comply with CLA-ACE's Vision and Charter, as published on the CLA-ACE official website (www.cla-ace.ca), including amendments to the Vision and Charter from time to time, and as summarized in this Agreement. In particular, the Proposed Student Chapter shall not take part in or lend the CLA-ACE name to any advocacy or politically partisan activities.

10. The Proposed Student Chapter shall at all times act in accordance with any Student Chapter guidelines that are adopted from time to time by CLA-ACE.

11. The Proposed Student Chapter is encouraged to develop projects and activities on its own and in co-operation with other CLA-ACE Student Chapters. However, approval of the CLA-ACE Executive or the Student Chapter Coordinator must be obtained before the Proposed Student Chapter begins any project or activity other than those set out in Schedule "B".

12. Prior to each annual meeting of the Board of Directors of CLA-ACE, the Proposed Student Chapter will submit a short report summarizing its events and activities over the past year.

13. The Proposed Student Chapter is expected to be financially self-sustaining. The Treasurer of the Proposed Student Chapter shall report to the Executive of the Proposed Student Chapter before the end of the school year.

Limitation of Liability

14. The Proposed Student Chapter acknowledges that CLA-ACE and the Proposed Student Chapter are each separate and distinct legal entities, such that CLA-ACE is not liable for any claims, demands, losses, damages, actions or causes of action whatsoever against the Proposed Student Chapter, and the Proposed Student Chapter is not liable for any claims, demands, losses, damages, actions or causes of action whatsoever against CLA-ACE.

Other

15. CLA-ACE may deprive the Proposed Student Chapter or any member of the Proposed Student Chapter of membership in CLA-ACE and the right to use the CLA-ACE Trademark upon notice if, in the opinion of CLA-ACE, the Proposed Student Chapter or such a member of the Proposed Student Chapter does not act within the spirit of CLA-ACE's Vision and Charter, any amendments to the Vision and Charter from time to time, and any Student Chapter Guidelines adopted from time to time by CLA-ACE.

16. The Proposed Student Chapter agrees to abide at all times by the terms of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written.

**CANADIAN LAWYERS ABROAD -
AVOCATS CANADIENS À
L'ÉTRANGER**

Date: _____

By: _____

Name: Monique Moreau

Title:

Director of Student Programming

**UNIVERSITY OF _____
CANADIAN LAWYERS ABROAD -
AVOCATS CANADIENS À
L'ÉTRANGER STUDENT CHAPTER**

By: _____

Name:

President

Date: _____

By: _____

Name:

Title (Member of Executive)

Date: _____

SCHEDULE "A"

CLA-ACE LOGO

Note: Click on the image below to copy and paste it to a new location. (If you paste it onto your desktop it will save as a .jpg file).



APPENDIX IV

STUDENT CHAPTER ACTIVITIES

There are a number of activities your CLA-ACE Student Chapter can undertake. The points in the list below are meant to be suggestions and recommendations to get you started. We expect Student Chapters to be creative and choose activities that are of interest to their members. In this respect, we encourage Student Chapters to talk with each other to discuss what ideas work and what activities have been successful. Please refer to Student Chapter Annual Theme document which explains the annual CLA-ACE student theme and provides more detail about possible Student Chapter activities.

Organize interesting speaking engagements

This is a great activity for the Student Chapter to take on. There are so many interesting, well-respected and intelligent people out there who are involved with international legal issues in the areas of good governance, human rights and the rule of law. Make a list of a few potential speakers and invite them to come to your school to speak. Get letterhead made with our logo on it and send out letters introducing yourself, your group, the organization and invite them to come to your school to talk about a specific issue that they have some knowledge in. Aim high with your invitations! Ask a professor or the Dean of your school to introduce or thank the speaker. Or instead of having one speaker, consider organizing a panel of speakers or a debate. Remember to send out invitation as far in advance as possible as these people are usually busy. They are often more than happy to speak, but need advance notice. Also remember that there are a number of qualified and engaged people who are perhaps less well known but who are just as interesting. Try to mix up your invitations, inviting a few well known people, and a few others who are just starting to establish their careers.

As an example of what is possible, each year the University of Ottawa hosts conferences on pressing international issues which have brought together a distinguished panel (including two Supreme Court Justices, the former Canadian Ambassador to the United Nations and the Chief of the Army) and received national media coverage. For more information on the University of Ottawa's events, please see the CLA-ACE website.

Set-up Discussion Nights

You can also organize regular discussion or movie nights. There are a number of topics that are timely, fascinating, and controversial. Have a salon! Pick a topic, consider providing some background reading material, and then discuss and debate away. Make it social and have it at someone's house, or a pub. Be creative.

Partner with a foreign law school

CLA-ACE encourages Student Chapters to partner with a law school in a developing country. These partnerships can help students from the two schools learn from each other and help each other. The relationship may develop into a substantive legal project for the Student Chapter, or may remain an informal network. Look to the international law students at your school to see if they can suggest a university in their country. One useful project that you may be able to relatively engage in is supplying textbooks to that university in a particular area of the law - many law schools in developing or transitional countries are short of funding and require textbooks. Whether or not this is helpful will depend on the needs of the law school, the teaching language, and relevance of various Canadian international and domestic legal texts. We can discuss this option with you if you feel it is something you would be interested in pursuing.

Contribute to the Law Journal published by the University of Montreal Chapter of CLA-ACE or other publication

The University of Montreal has established a legal journal for its Student Chapter, which will be published periodically. The Student Chapter is interested in having other Student Chapters contribute to the journal. If you are interested in taking part in this journal, please also contact CLA-ACE. You can read the inaugural issue on our website.

You can also publish your own journal bulletin or supplement in your current student newspaper. Explore the options and determine which makes sense for your Chapter. The Ottawa University Student Chapter has published a CLA-ACE insert/supplement in their student newspaper with articles written by CLA-ACE members on issues within the CLA-ACE mandate. You can see some of these articles on our website.

Organize for your group to attend a national conference on international legal issues

The University of Ottawa Student Chapter hosts a conference every year. Attending the conference would provide a venue for student representatives and members to discuss rule of law, good governance and human rights issues of the day and share their Student Chapter experiences with others. We will provide more details as they become available. We also would encourage students from your Chapter to attend the Canadian Council on International Law annual conference held in October (see: www.ccil-ccdi.ca). Representatives from CLA-ACE will be there as will members of other CLA-ACE Student Chapters so it will be a good opportunity to meet and exchange ideas.

APPENDIX V

SUMMER STUDENT INTERNSHIP PROGRAM

ROLE OF STUDENT CHAPTERS

CLA-ACE's Summer Student Internship Program is only open to students at schools with a Student Chapter. Student Chapters are involved in publicizing the internship opportunities and for fundraising for their school's CLA-ACE internship. The steps below outline the role of the Student Chapter with respect to the Internship Program.

A. Selecting the intern

1. The Internship Program offers one internship position to a student from each of the CLA-ACE Student Chapters, assuming an appropriate candidate from the school can be identified as meeting the requirements of the host organization. If no suitable candidate from a Chapter school can be identified, CLA-ACE will attempt to fill the internship position with a candidate from another Chapter.

This approach has proven to be a successful way to promote the CLA-ACE Student Chapter and to involve the Student Chapter in the Internship Program. Also, on their return, students participating in the Internship Program are able to share their experiences with members of the Student Chapter. To find out more about the Internship Program and past year's internship opportunities go to www.cla-ace.ca/internship.html.

2. Each Student Chapter is expected to publicize the CLA-ACE student internship opportunities within their school as soon as the internships are announced and again when the school year resumes in January (e.g., through notice boards, general emails, announced in relevant classes such as those relating to international law).

3. Each Student Chapter is expected to fundraise for the internship position that will be awarded to a student at their school. Fundraising should be focussed in the first term and should be completed no later than prior to the date that student interns are announced. This way the fundraising is not performed for a named individual but rather generally for the Student Chapter's internship program.

4. The deadline for applications to the Student Chapter Internship Program is January 31st. CLA-ACE will then review applicants from individual schools and conduct interviews with short-listed candidates. CLA-ACE will notify the successful candidates of their internship opportunities by the end of February. Once students have accepted, Student Chapters will be notified and the successful interns will be named on the CLA-ACE website.

B. Student Chapter fundraising for the successful candidate

As mentioned above, Student Chapter are expected to participate in fundraising efforts for the internship position at their school. It is recommended that the Student Chapter raise a minimum of \$1500 to supplement the cost of the student's internship experience.

There are numerous ways this can be achieved. Many schools offer students bursaries for summer internship experiences. You Chapter should explore these opportunities. You could also approach a local firm for support, or other local organization, such as the Rotary Club. You could also hold an event for the intern at your school to help raise the funds (e.g., pub night).

It is highly recommended that the fundraising be undertaken in the first term. Fundraising should be concluded before the successful interns are announced.

It is very important that this target is met for each student as it is costly for students to embark on internships without some financial support to cover part of his or her expenses. Therefore, we suggest your Chapter consider early on in the year how to fundraise for the student and to NOT leave the job until late in the school year. Most students will not be able to go without some financial support and will be dependent on this modest stipend to help defray their costs.

Each Student Chapter should identify one member to be responsible for the Summer Student Internship Program at their school. This person would be responsible for publicizing the internship opportunities, taking the lead in exploring funding opportunities and in coordinating fundraising events, organizing and leading the committee responsible for reviewing internship applications, and managing the process for reviewing applications.

The internship program is a wonderful opportunity for students to embark on life changing experiences. However, Student Chapters also directly benefit from having a student from their law school participate in a CLA-ACE internship. Publicizing the internships helps to raise the profile of and interest in the Student Chapter. Student Chapters also gain a valuable resource in the intern who when returning to school in the fall, is expected to speak of his or her experience at CLA-ACE events. As well, ideally links are developed between the organization that hosts the intern and the CLA-ACE Student Chapter.

If you have any questions about the program or its administration by the Chapters, please do not hesitate to contact Monique Moreau (mmoreau@cla-ace.ca).