



University of
Wollongong
Law Students'
Society
Constitution

18 November 2020

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PART 1 | PRELIMINARY

DIVISION 1.1 | INTERPRETATION

1 | This Constitution formally establishes a society of law students at the University of Wollongong. The name of this society shall be the University of Wollongong Law Students' Society Incorporated.

2 | Definitions Table

TERM	DEFINITION
ALSA	Australian Law Students' Association.
ABSOLUTE MAJORITY	More than half of all the people eligible to vote even if they are not present.
ASSENT	Agreement that does not require a formal resolution.
THE SOCIETY / UOWLSS	The University of Wollongong Law Students' Society Incorporated
BOARD	The Executive of the Society.
BAL	The Faculty of Business and Law at the University of Wollongong, or the faculty in which the School of Law currently subsists.
CBD CAMPUS	Central Business District of Sydney Campus.
COMMITTEE	The group of decision-making authorities on the UOWLSS, including but not limited to the Executive.
COMMISSIONER	The Commissioner of the Office of Fair Trading.
CSSO	University of Wollongong Clubs and Societies Support Office.
EXECUTIVE	The group of positions including President, Vice President (Administration), Vice President (Finance), Vice President (Education), Vice President (Careers), Vice President (Internal Competitions), Vice President (External Competitions), Vice President (Marketing) and Vice President (Events).

EXPULSION	The action of permanent exclusion from the Society unless the Committee cancels the expulsion by a Special Resolution.
FACULTY	The Faculty of Business and Law at the University of Wollongong.
GENERAL MEETING	A meeting in which all Academic Members of the Society can discuss activities of the Society and make decisions for its welfare good governance.
LAW STUDENT	A current student enrolled in an LLB degree at UOW, or any UOW student undertaking the PLT course offered by the Faculty.
LLB DEGREE	Any LLB degree offered by the Faculty (either stand alone or combined with a second degree) or any PLT course offered by the Faculty.
MEMBER	An Academic or Non-Academic or an Honorary Life Member.
PORTFOLIO	The responsibilities set out in this document, including all reasonably contingent matters to those duties.
PROJECT GROUP	A Group created from time to time by a vote of the Committee or Executive to meet a specific project need.
REGISTER	The Register of Academic Members and/or the Register of Non-Academic.
RESOLUTION	A formal vote of the decision-making body of the Society which may be a simple or absolute majority.
REVOCATION	The exclusion of a member from the Society for until the end of the calendar year, at which point they may reapply for membership.
SCHOOL	The School of Law at the University of Wollongong.
SESSION	University of Wollongong teaching session (Autumn and/or Spring and/or Summer).
SPECIAL/EXTRAORDINARY GENERAL MEETING	A general meeting of the Society other than an Annual General Meeting.
SPECIAL RESOLUTION	A resolution which requires more than two thirds of a majority to pass.

SIMPLE MAJORITY	At least one half of the voting members present at the respective meeting.
SWS	South Western Sydney Campus.
SYDNEY CAMPUSES	Both the SWS Campus and the CBD Campus.
UNIVERSITY	The University of Wollongong.
UOW	The University of Wollongong.
UOW UNILIFE	The University of Wollongong UniLife Organisation, a subsidiary of UOW Pulse and includes UniClubs.
WUSA	The University of Wollongong Undergraduate Students' Association.

3 | In these rules

A | A reference to a function includes a reference to a power, authority and duty; and

B | A reference to the exercise of a function includes, if the function is a duty, a performance of the duty.

4 | The provisions of the *Interpretation Act 1987 (NSW)* apply to and in respect of these rules in the same manner as those provisions would also apply if these rules were an instrument made under the Act.

5 | Where this Constitution requires public notice to be given, it shall be sufficient that the requisite notice be given either on a notice board located near the Faculty of Law administration office, or on the Society Website, and/or such other sites as nominated by the Committee (for example the Society Facebook Page).

6 | If at any time there is a dispute as to the interpretation of this or any clause contained in this Constitution, the Committee shall meet and vote to decide the correct interpretation. Only a simple majority is needed. This decision shall be final and binding.

DIVISION 1.2 | THE SOCIETY

7 | OBJECTS

A | The objects of the Society shall be adhered to by all Academic Members and all Non-Academic Members and will be as follows:

I | To promote the Law Students at the University in matters affecting their interests and to promote Law Student participation in the consideration of such matters.

- II | To promote and develop all aspects in the studies of law and legal practice at the University, particularly in the intellectual, social, and cultural spheres.
- III | To provide a conduit between Law Students, the professional and academic communities.
- IV | To organise Law related activities and embark upon law related projects in accordance with Law Students' interests and tastes, as determined by the Committee.
- V | To increase the awareness of and participation in the Society by all Law Students.
- VI | To increase awareness of ALSA amongst all Law Students and encourage participation in ALSA by Academic Members.

8 | ASSETS

- A | The Society will be a non-profit association.
- B | The assets and income of the Society will be applied solely in the furtherance of its objects and purposes.
- C | No portion of the assets or income of the Society will be distributed, directly or indirectly, to the members of the Society, except as bona fide compensation for services rendered or expenses incurred on behalf of the Society.
- D | Property and assets provided by or purchased with funds provided by UniClubs remains the property of UniClubs.

PART 2 | MEMBERSHIP

DIVISION 2.1 | ACADEMIC MEMBERS

9 | ELEGIBILITY

- A |** Any natural person who is a student presently enrolled at the University in an LLB Degree, LLM Degree, GDLP or Law PhD is eligible to join the Society as an Academic Member.
- B |** Person's applying for academic membership must provide the Society with:
 - I |** Their full name;
 - II |** Their University allocated email address and if they choose to, their personal email address to receive UOWLSS correspondence;
 - III |** The name of the degree they are enrolled in;
 - IV |** Their UniLife ID number, or proof of UniLife Membership; and
 - V |** Any other information required by the Society at the time of application.
- C |** A person who is eligible for academic membership but fails to provide the Society the information per cl 9B may not become a Member until such information is provided.
- D |** Academic membership is valid only for the duration of enrolment in any eligible degree per cl 9A of this Constitution.

DIVISION 2.2 | NON-ACADEMIC MEMBERS

10 | MEMBERSHIP

- A |** Any natural person who is a student, alumni, friend or staff member of the University, is eligible to join the Society as a Non-Academic Member, provided they identify with the objects of the Society.
- B |** Person's applying for Non-Academic Members must provide the Society with:
 - I |** Their full name;
 - II |** Their preferred email address to receive UOWLSS correspondence;
 - III |** the name of their current or complete degree or place of employment, or a nomination form completed by a current Academic or Non-Academic Member; and
 - IV |** Any information required by the Society at the time of application which may be specified from time to time in the Rules and Regulations of the Society.

- C | Non-Academic membership is valid until Monday of week one (1) of Autumn Session in the year following that in which the Non-Academic membership was granted. They may be extended at the discretion of the Executive.
- D | The Executive may determine different classes of Non-Academic Members.
- E | The Executive may desire to charge a Non-Academic Member's fee.

11 | HONORARY LIFE MEMBERSHIP

- A | The Committee may appoint any person who has made a substantial contribution to the Society as an Honorary Life Member.
- B | An Honorary Life Member Appointee must provide the Society with:
 - I | Their full name;
 - II | Their preferred email address to receive UOWLSS correspondence;
 - III | Any other information required by the Society at the time of appointment.
- C | When an Honorary Life Member is appointed, the Vice President (Administration) must record in the Register:
 - I | A brief summary of the person's contributions to Society; and
 - II | The date on which the person was appointed Honorary Life Member.
- D | Honorary Life Members are eligible to receive all benefits of Non-Academic membership, as determined by the Committee.
- E | Honorary Life Members may concurrently be Academic or Non-Academic Members of the Society.
- F | Honorary Life Memberships do not expire.

DIVISION 2.3 | TERMS OF MEMBERSHIP

12 | CESSATION OF MEMBERSHIP

- A | In addition to time of expiration of a membership, a person's membership will terminate if that person:
 - I | Dies;
 - II | Resigns their membership; or
 - a | Members must resign their membership by written notice to the Vice President (Administration) and will cease to be a Member from the date the Vice President (Administration) receives this notice.
 - III | Is expelled from the Society; or
 - IV | Their Membership is revoked by the Society.

13 | RIGHTS OF MEMBERS

- A | All Academic and Non-Academic Members have the right to:
 - I | Attend Annual and Special General Meetings;

II | Speak at Annual and Special General Meetings;

a Non-Academic Members require leave of the Chair to speak at a Meeting.

B | In addition to the rights listed at cl 13A, Academic Members have the right to:

a Vote at Annual and Special General Meetings; and

b Nominate another Academic Member to become a Committee Member of the Society.

C | Non-Academic Members will have the right to be nominated and become an IT Officer of the Society (in the absence of a nomination by an Academic Member). A Non-Academic Member who becomes an IT Officer is subject to all rights, responsibilities and duties that are ordinarily dealt with in the position of IT Officer, as if they were an Academic Member elected to the position.

D | A right, privilege, or obligation which a person has by reason of being a Member of the Society:

I | Is not capable of being transferred or transmitted to another person; and

II | Terminates on cessation of that person's membership.

14 | DUTIES OF MEMBERSHIP

A | All Members are expected to act in accordance with the UniClubs Code of Conduct in addition to the University of Wollongong Code of Conduct.

B | Failure to act in accordance with the requisite codes of conduct may result in disciplinary procedures being taken in accordance with Division 3.1 of this Constitution.

15 | LIABILITY OF MEMBERS

A | Liability is limited to the amount, if any, unpaid by the Member in respect of membership of the Society.

PART 3 | RESOLUTION OF DISPUTES

DIVISION 3.1 | DISCIPLINE

- 16 |** A complaint may be made to the Committee by any person that a Member of the Society:
- A |** Has persistently refused or wilfully neglected to comply with a provision or provisions of this Constitution or other Regulations of this Society; or
 - B |** Has persistently or wilfully acted in a manner prejudicial to the interests of the Society.
- 17 |** Upon receiving a complaint, the Committee is to refer the complaint to the Disciplinary Sub-Committee.
- 18 |** On receiving such a complaint, the Disciplinary Sub-Committee:
- A |** Must give notice of the complaint to be served on the Member concerned;
 - B |** Must give the Member at least fourteen (14) days from the time the notice is served within which to make submissions to the Committee in connection with the complaint; and
 - C |** Must take into consideration any submissions made by the member in connection with the complaint.
- 19 |** After considering the complaint and any submissions made in connection with the complaint, if the Disciplinary Sub-Committee is satisfied that the facts alleged in the complaint have been proved, then it may, by resolution, do any one (1) or more of the following:
- A |** Expel the Member from the Society;
 - B |** Revoke the membership of the Member with the Society;
 - C |** Suspend the Member's membership with the Society;
 - D |** Institute such conditions on the Member's membership as it sees fit; and / or
 - E |** Issue a warning to the Member or censure the Member.
- 20 |** If the Disciplinary Sub-Committee finds against the Member who is the subject of the complaint, the Vice President (Administration) must within seven (7) days after the action is taken:
- A |** Provide written notice to the Member of the action taken setting out the reasons supplied by the Disciplinary Sub-Committee for having taken that action and of the Member's right of appeal under cl 22.
- 21 |** The action does not take effect until:
- A |** The period within which the Member is entitled to appeal against the resolution has expired; or
 - B |** The Member has exhausted any and all rights to and options of appeal against the resolution made by the Disciplinary Sub-Committee.

22 | RIGHT OF APPEAL OF A DISCIPLINED MEMBER TO THE COMMITTEE

- A |** A Member may appeal to the Committee in a Committee meeting against the resolution of the Disciplinary Sub-Committee:
 - I |** Within seven (7) days' notice of the resolution having been served to the member by lodging an appeal with the Vice President (Administration) by way of notice to that effect.
 - II |** The notice must include grounds of appeal.
 - III |** The notice must include any new evidence relied upon.
 - IV |** The Vice President (Administration) may require the notice be given in a particular form, providing the form of notice is set out in the notice of the action taken under cl 20 and has been approved by the Committee.
- B |** On receipt of the notice, the Vice President (Administration) must include the appeal in the next agenda published for the following scheduled Committee meeting.
- C |** At the Committee meeting, the Member who is the subject of the complaint and the Disciplinary Sub-Committee will each have the opportunity to state their respective cases either orally and/or in writing.
- D |** The Committee will vote by secret ballot as to whether the Disciplinary Sub-Committee's resolution should be confirmed or rejected. This will be determined by a Simple Majority.
- E |** If the Disciplinary Sub-Committee's resolution is rejected, the Committee is to determine, by Simple Majority, the correct and preferable decision on the case by Simple Majority.

23 | RIGHT OF APPEAL OF DISCIPLINED MEMBER TO THE DEAN OF THE SCHOOL OF LAW

- A |** An appeal can only be made to the Dean of the School of Law after an Appeal to the Committee has been decided.
 - B |** Notice of the appeal to the Dean of the School of Law must be given within seven (7) days of the Member receiving notice of the Committee's decision.
 - C |** Notice of the appeal must be lodged with the Vice President (Administration) and must include grounds of appeal.
 - D |** The only grounds of appeal to the School of Law are:
 - I |** A clear error of fact where the evidence clearly does not support the Committee's decision. However, this does not include all errors of fact, such as the weight given to evidence.
 - II |** Or the subject of the complaint has not been afforded procedural fairness in accordance with this constitution
 - E |** The Dean of the School of Law or the Dean's nominee may decide to:
 - I |** Uphold the decision of the Disciplinary Sub-Committee or Committee on appeal; or
 - II |** Refer the complaint back to the Disciplinary Sub-Committee with directions.
- 24 |** The Committee or Executive cannot make a resolution which has the effect of a disciplinary proceeding (or a similar effect) without the use of the formal disciplinary process.

A | The Committee or Executive may refer conduct to the Disciplinary Sub-Committee without preventing the operation of cl 22. No conflict of interest arises under cl 25 due to the referral alone.

25 | A Member of the Disciplinary Sub-Committee or Committee is to recuse themselves if they have a direct conflict of interest.

A | Where a Member of the Disciplinary Sub-Committee recuses themselves, the Committee is to appoint a temporary Member of the Disciplinary Sub-Committee.

DIVISION 3.2 | RESOLUTION OF DISPUTES BETWEEN MEMBERS

26 | Where there is a dispute between two or more Members and Division 3.1 does not apply, the parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute themselves within fourteen (14) days after the dispute comes to the attention of all of the parties involved.

27 | If the parties are unable to resolve the dispute at the meeting or if a party fails to attend that meeting, then the parties must, within fourteen (14) days organise a meeting in the presence of a mediator chosen and agreed to by both parties, or the mediator referred to them under cl 28.

28 | Disputes between Members (in their capacity as Members) of the Society, and disputes between Members and the Society are to be referred by the Committee to an appropriate third party for mediation.

A | An example of a mediator to consider may be the independent Advocacy Officer provided for by the University.

B | The Committee may nominate a Member of the Society to be a mediator.

29 | The mediator, in conducting the mediation, must:

A | Give the parties to the mediation process every opportunity to be heard;

B | Allow due consideration by all parties of any written statement submitted by any party;

C | Ensure that, throughout the mediation process, procedural fairness is accorded to by the parties involved; and

D | Not determine the dispute.

30 | At least seven (7) days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

31 | Should the matter not be resolved after mediation or should one of the parties refuse to attend mediation, and/or should the President feel it necessary, the matter is to be referred to UOW Administration, as per any relevant UOW grievance policies and procedures.

32 | A matter may also be referred to a community justice centre for mediation in accordance with the *Community Justice Centres Act 1983* (NSW).

33 | If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with UOW rules, the Act or otherwise at law.

34 | The UOWLSS will not be liable for any costs incurred resulting from the mediation process.

DIVISION 3.3 | COMMITTEE MEMBERS

35 | The Disciplinary Sub-Committee must review the position of an Office Bearer of the Society, an Ordinary Member of the Committee or a Sub-Committee Member where the person:

A | Is absent from three (3) Committee meetings without leave of the Committee;

B | Fails to meet the requirements of this Constitution or acts in a way prejudicial to the interests of this society

C | Has failed to fulfil their role or has failed in their duties to the Society; and / or

D | Or an associated party of the person, misuses funds of the Society.

36 | In reviewing the position of any Committee member after Division 3.3 has been invoked, the Disciplinary Sub-Committee must be contemporaneously supplied with an explanation of the circumstances by the infringer within a reasonable time before the Disciplinary Sub-Committee takes further action, which may include:

A | Requesting the resignation of the Committee member;

B | Dismissing the Committee member by a motion carried by Absolute Majority of the Disciplinary Sub-Committee; or

C | Retaining the status quo if the Committee views the explanation as worthy of granting an exception.

37 | Where the Disciplinary Sub-Committee has made a decision to accept the complaint and not maintain the status quo of the Committee, the decision of the Disciplinary Sub-Committee may be appealed to the Dean of the School of Law, or their nominee who is to determine if the decision was the correct and preferable decision. If they decide it was not the preferable decision, the Dean of the School of Law may substitute the decision with their own determination.

38 | The Member may appeal the decision of the Dean of the School of Law to a General Meeting of the Society which is to determine if the disciplinary action is to be upheld or revoked by Simple Majority. If the action is revoked, no further disciplinary action may be taken in relation to the events which were the subject of the review.

39 | Where making an appeal to either the Dean of the School of Law or the general membership of the Society, the Vice President (Administration) must make available a copy of the representations made in relation to the appeal to the Dean of the School of Law or the general membership of the Society. The Committee Member is also entitled to make oral submissions at any disciplinary appeal.

PART 4 | THE EXECUTIVE

DIVISION 4.1 | POWERS AND DUTIES

40 | POWERS OF THE EXECUTIVE

- A | The Executive will supervise the Society's finances and, subject to Part 9 of this Constitution, authorise expenditure.
- B | The Executive will have sole discretion as to the promotion and execution of events hosted by the UOWLSS.
- C | The Executive has sole discretion as to any kind of association with other entities and the UOWLSS.
- D | The Executive has sole discretion over the sponsorship of the UOWLSS insofar as finance and the core values of the UOWLSS.
- E | The Executive may make procedures and rules which are not contrary to the law, this Constitution or any instrument or resolution of the Committee.

41 | GENERAL DUTIES OF EXECUTIVE MEMBERS

- A | The Executive will coordinate the activities of the Society and control the acquisition and disposal of properties belonging to the Society.
- B | At least two (2) Executive members must attend the Annual Uniclubs Training Day. If they are not able to attend, they must notify Uniclubs in writing a minimum of twenty-four (24) hours prior to the event.
- C | All Executives of the society are expected to read and agree to act in accordance with the Uniclubs and UOW Codes of Conduct.
- D | All members of the Executive are expected to familiarise themselves with and adhere to the specific duties of their Portfolio as listed in APPENDIX I of this Constitution.
- E | All Executives must meticulously maintain organisation of the Committee's preferred storage and communications platforms.
- F | See Subdivision 9.1.3 for Executive Powers concerning release and reimbursement of funds.
- G | Members of the Executive must maintain effective communication with the rest of the Committee on whichever forum in the chosen method of the Committee.

DIVISION 4.2 | EXECUTIVE MEMBERSHIP

42 | The Executive is to be Comprised of

- A | The President;

B | Vice President (Administration);

C | Vice President (Education);

D | Vice President (Finance);

E | Vice President (Careers);

F | Vice President (Competitions);

G | Vice President (External Competitions);

H | Vice President (Events); and

I | Vice President (Marketing)

43 | The specific powers and duties of each of role in the Executive are outlined in APPENDIX 1 to this Constitution.

44 | The President is the Public Officer.

45 | The Vice President (Finance) is the Treasurer.

46 | The Vice President (Administration) is the Secretary.

47 | Each member of the Executive must be an active Academic Member of the Society.

48 | Each member of the Executive must have been elected according to the procedures outlined in Part 8 of this Constitution.

49 | No Executive member shall hold more than one (1) elected position on the executive.

50 | Two Executive members shall not jointly hold any Executive positions.

51 | Each member of the Executive is, as provided by this Constitution, to hold office until 1 December the year following the date of the member's election but is eligible for re-election.

52 | The Sydney Campus' Director has the right to attend Executive meetings but is not a formal member of the Executive. They do not have voting rights.

PART 5 | THE COMMITTEE

DIVISION 5.1 | POWERS AND DUTIES

53 | POWERS OF THE COMMITTEE

- A | The Committee may reasonably waive any clause in the Constitution regarding the qualifications listed as requirements in Executive and Committee position descriptions.
- B | The Committee may exercise all such functions as may be exercised by the UOWLSS, other than those functions that are required by these rules to be exercised by a general meeting of members of the UOWLSS.
- C | See Subdivision 9.1.3 for Committee Powers concerning release and reimbursement of funds.
- D | The Committee may make regulations, rules, by-laws and standing orders which are not contrary to the law or this Constitution.

54 | DUTIES OF THE COMMITTEE

- A | The Committee will control and manage the affairs of the UOWLSS in accordance with its objects.
- B | The Committee will control and manage the finances and property of the UOWLSS.
- C | The Committee will perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the UOWLSS.
- D | Members of the Committee must maintain effective communication with the rest of the Committee on whichever forum in the chosen method of the Committee.
- E | At each Annual General Meeting Committee must submit details of all regulations, rules, by-laws and standing orders which are in force at the time of the Annual General Meeting or which have been in force in the year proceeding the Annual General Meeting.

DIVISION 5.2 | COMMITTEE MEMBERSHIP

55 | THE COMMITTEE IS TO BE COMPRISED OF

- A | The Executive, outlined in Part 4 of this Constitution; and
- B | Eight (8) or more ordinary Academic Members, and up to one (1) Non-Academic Member each of whom is to be elected in accordance with Part 8 Constitution. These members are referred to as ordinary members of the Committee.
- C | The Ordinary Members of the Committee shall each hold at least one of the roles listed in Annexure A of this Constitution.

56 | The operation of the Committee is not to be affected if there are casual vacancies on the Committee, even if the constitution of the Committee does not meet the requirements in cl 55.

57 | RULES OF COMMITTEE MEMBERSHIP

A | No elected Member shall hold more than one (1) position on the Committee unless due to necessity from lack of nominations for other positions.

B | No Committee Member shall hold more than one (1) elected position on the Executive.

C | Two (2) Committee Members shall not jointly hold any Executive or Committee positions.

D | Each Member of the Committee is, subject to these rules, to hold office until 1 December or year following the date of the Member's election but is eligible for re-election.

E | In the event of a casual vacancy occurring in the membership of the Committee, the position will be filled by the procedures in Division 8.3.

58 | Each member of the Committee must have been elected according to the procedures outlined in Part 8 of this Constitution.

PART 6 | DELEGATION OF AUTHORITY

DIVISION 6.1 | SUB-COMMITTEES GENERALLY

- 59 |** The Committee may, by instrument in writing, delegate to one (1) or more Sub-Committees (consisting of such members of the Society as the Committee sees fit) the exercise of such of the functions of the Committee as are specified in the instrument, other than:
- A |** The power of delegation, and
 - B |** Function which is a duty imposed on the Committee by law.
- 60 |** A function the exercise of which has been delegated to a Sub-Committee under this Constitution may, while the delegation remains unrevoked, be exercised from time to time by the Sub-Committee in accordance with the terms of the delegation.
- 61 |** A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- A |** The Committee may alter the delegation to a Sub-Committee after its formation by the same majority required to form the Committee.
- 62 |** Despite any delegation under this rule, the Committee may continue to exercise any function delegated.
- 63 |** Any act or thing done or suffered by a Sub-Committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the Committee.

DIVISION 6.2 | PERMANENT SUB-COMMITTEES

SUBDIVISION 6.2.1 | DISCIPLINARY SUB-COMMITTEE

- 64 |** The UOWLSS Committee is to establish and maintain a Disciplinary Sub-Committee from the commencement of its term.
- 65 |** The Disciplinary Sub-Committee is to consist of the following members:
- A |** The immediate past executive member of the Committee as Chair;
 - B |** Up to three (3) members of the Society elected by the Committee, and;
 - C |** One staff member appointed by the Dean of the School of Law.
- 66 |** There must be an odd number of members on the Sub-Committee.
- 67 |** The Quorum for the Sub-Committee shall be more than half of its membership although all members must vote on any final determination under Division 3.

- 68 |** The Sub-Committee will determine the rules for the Sub-Committee discharging its business and duties, although all legitimate reports must be considered by the Sub-Committee.
- A |** The Committee does not have to power to introduce conditions or limitations on the discipline and grievances Sub-Committee other than on powers it delegates to the Sub-Committee, which is not already delegated by this Constitution.
- B |** The Sub-Committee has the powers set out in this Constitution and any powers reasonably incidental to such powers.
- C |** The Committee may grant the Sub-Committee additional powers.
- D |** The Chair of the Discipline and Grievance Sub-Committee shall provide a report of the outcome of the Sub-Committee’s decision to be made available to the Committee following the decision.
- E |** Where the Committee bears the power to make the decision, the Discipline and Grievance Sub-Committee should make a recommendation for the Committee’s consideration.
- 69 |** Where the Immediate Past Executive Member is not able or willing to take the position as chair of the Sub-Committee, the Executive shall appoint an office-bearer to fulfil the role.
- 70 |** Members of the Sub-Committee may be a member of the Committee however this is not a requirement.
- 71 |** Members of the Discipline and Grievances Sub-Committee may be removed by a special majority of the Committee where cause for the removal has been shown to the Committee.
- A |** A member shall also be removed from the Sub-Committee upon any of the methods an ordinary of the Committee would leave their office in casual vacancy under cl 150.
- 72 |** The Executive shall call for nominations for the discipline and grievances Sub-Committee no less than seven (7) days before nominations are due. The nominations will then be considered at the next Committee meeting.
- A |** Alternatively, nominations may be sought at the time of the general election and will be considered at the first meeting of the newly elected Committee.
- 73 |** Matters for which the Committee may decide may include, but are not limited to:
- A |** Internal Committee or Society disputes;
- B |** External Society disputes;
- C |** Any matters set out in this Constitution; and
- D |** Any other matters which the Committee deem appropriate.

SUBDIVISION 6.2.2 | SYDNEY CAMPUSES SUB-COMMITTEE

- 74 |** The UOWLSS Committee is to establish and maintain a Sub-Committee whose primary focuses are the South West Sydney Campus and the CBD Campus.

75 | The Sydney Campuses Sub-Committee is to consist of the following members:

- A |** The Sydney Campus Director as Chair;
- B |** The Sydney Education Officer;
- C |** The Sydney Marketing Officer;
- D |** The Second Year Representative (Sydney),
- E |** The First Year Representative (Sydney), and
- F |** Any member appointed by a simple majority of the Committee.

76 | All Office-bearers hold ex-officio membership on the Committee for any item reasonably considered within the purview of their portfolio.

77 | The Quorum for the Sub-Committee shall be 4 members including ex-officio members.

- A |** The Committee or the Sub-Committee may determine the rules for the Sub-Committee discharging its business and duties.

78 | Appointed members of the Sub-Committee may be removed by an absolute majority of the Committee at a Committee meeting.

- A |** A member shall also be removed from the Sub-Committee upon any of the methods an ordinary of the Committee would leave their office in casual vacancy under cl 150.

79 | There is no requirement for nominations to be sought before appointing a member to the Sub-Committee.

80 | The purpose of the Sub-Committee includes, but is not limited to:

- A |** Promoting the interests of law students of the UOW Sydney Campuses in matters which affect them, and to promote student participation in the consideration of such matters.
- B |** Providing a conduit between law students studying at the UOW Sydney campuses and the UOW School of Law.
- C |** Organising law related activities and embark on law related projects in accordance with the law students' interests and tastes, as determined by the University of Wollongong Law Students' Society (UOWLSS) Committee and this Sub-Committee.
- D |** Increasing the awareness of and participation in the University of Wollongong Law Students' Society by all law students.
- E |** Increasing the awareness of the Australian Law Students' Association (ALSA) amongst law students at UOW Sydney campuses and encourage participation with ALSA by Academic Members.
- F |** Providing the UOWLSS Committee and Executive with feedback and information on items affecting the interests of students at the UOW Sydney Campuses.
- G |** Increasing the participation of Academic Members studying at the UOW Sydney campuses in UOWLSS events, competitions and other initiatives.

81 | The terms of reference adopted by the Committee by simple majority will specify the powers of the Sub-Committee.

82 | Where the terms of reference do not specify the procedure of the Sub-Committee, it shall be determined by the Sub-Committee.

SUBDIVISION 6.2.3 | OTHER SUB-COMMITTEES

83 | The Committee may establish any other permanent sub-committees under the same rules as establishing a temporary Sub-Committee in Division 6.3.

A | In establishing a permanent sub-committee, cl 88 of Division 6.3 does not apply.

84 | A permanent sub-committee will be officially created by a special majority of the Committee at a Committee meeting to adopt the sub-committee's terms of reference.

85 | A temporary sub-committee may be officially dissolved at any time by a special majority of the Committee at a Committee meeting.

86 | Any permanent Sub-Committee must be reviewed by any newly elected Committee upon taking office.

A | The review must determine if the existence of the sub-committee is necessary or convenient.

B | The Committee must pass a resolution to retain the permanent sub-committee by a simple majority not later than the fifth (5th) week of the Academic Calendar in their year following their election. If the Committee fails to pass such a resolution the Sub-Committee is automatically dissolved, and its power removed.

DIVISION 6.3 | TEMPORARY SUB-COMMITTEES

87 | A temporary sub-committee will be officially created by a simple majority of the Committee at a Committee meeting to adopt the sub-committee's terms of reference.

88 | The Committee may establish any Temporary Sub-Committees to complete a specific project or to fulfil a specified purpose.

89 | The terms of reference must contain a limiting factor which is either:

A | A specified task or tasks which are to be completed, or

B | An end date for the sub-committee.

90 | The terms of reference will specify how members of the Sub-Committee are recruited or removed.

91 | The terms of reference are to specify the method of selection of a chair of the sub-committee or specify the chair of the sub-committee in their personal capacity.

A | sub-committees may be co-chaired where the Committee determines it is appropriate.

- 92 |** Where the terms of reference do not specify the procedure of the Sub-Committee, it shall be determined by the sub-committee.
- 93 |** The terms of reference will specify the powers of the sub-committee.
- 94 |** A temporary sub-committee will be officially dissolved after the completion of the specified task(s) or time period, by a simple majority of the Executive.
- 95 |** A temporary sub-committee may be officially dissolved before the completion of the specified task(s) or time period, by an absolute majority of the Committee at a Committee meeting.
- 96 |** The sub-committee members will have the responsibility of planning and coordinating their specified project.

DIVISION 6.4 | WORKING GROUPS

- 97 |** A simple majority of the Executive may establish a working group or working party to deal with such tasks or business as is required.
- A |** No written instrument is required to establish a working group.
- B |** An Office-bearer or Ordinary member of the Committee is to be appointed as chair by the Executive when establishing the working group.
- C |** Working groups may have co-chairs.
- 98 |** A working group has no formal power delegated to it other than the power of members to represent themselves as members of the working group.
- 99 |** Any Office-bearer may appoint members to the working group.
- 100 |** A simple majority of the Executive is required to remove any member of a working group.
- 101 |** A working group is to operate in an informal and simple manner to complete tasks assigned by any Office-bearer.

PART 7 | MEETINGS

DIVISION 7.1 | MEETING RULES AND PROCEDURES

- 102 |** The Committee will make Standing Orders for meetings as it sees fit for all meetings but Executive meetings. The Executive will make Standing Orders for Executive
- 103 |** Standing orders must be ratified before the notice of the meeting to be binding on that meeting.

DIVISION 7.2 | EXECUTIVE MEETINGS

- 104 |** The Vice President (Administration) will call an Executive meeting at the request of any five (5) members of the Society, or at the behest of the Executive.
- A |** In Executive meetings all voting rights are reserved to the Executive.
- B |** The Vice President (Administration) will ensure that not less than five (5) business days' notice is given to Executive members, unless all Executive members agree to waive this requirement at the commencement of their tenure.
- C |** The Executive will meet at least twice each University session.
- D |** A quorum for an Executive meeting will be half of the Executive.
- E |** The Vice President (Administration) will ensure that notification of the meeting will be sent to each Executive member and any affiliated body (if appropriate).

DIVISION 7.3 | COMMITTEE MEETINGS

- 105 |** The Vice President (Administration) will call a Committee meeting at the request of any ten (10) Academic and/or Non-Academic Members of the Society, or at the behest of the President or members of the Executive.
- 106 |** In Committee meetings all voting rights are reserved to Committee members and any Project Group members.
- 107 |** A quorum for Committee Meetings will be not less than ten (10) members or one half of the membership of the Committee whichever is less.
- 108 |** Committee meetings may be held virtually on a platform on which the Committee sees fit to conduct business.
- 109 |** The Committee must meet at least three times in each period of twelve (12) months at such place and time as the Committee may determine.
- 110 |** Additional meetings of the Committee may be convened by the President or by any member of the Executive.

- 111 |** Oral or written notice of a meeting of the Committee must be given by the Vice President (Administration) or President to each member of the Committee at least forty-eight (48) hours (or such other period as may be unanimously agreed on by the members of the Committee) before the time appointed for the holding of the meeting.
- A |** Notice of a meeting given under cl (110) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business, which the Committee members present at the meeting unanimously agree by Absolute Majority is to be conduct as urgent business.
- 112 |** No business is to be transacted by the Committee unless a quorum is present and if, fifteen (15) after the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
- 113 |** At a meeting of the Committee, if the President or one of the office bearers are absent or unwilling to act, such one of the remaining Office Bearer or ordinary members of the Committee as may be chosen by the members present at the meeting will preside.

SUB-DIVISION 7.3.1 | VOTING AND DECISIONS

- 114 |** Unless otherwise specified elsewhere in these rules, questions arising at a meeting of the Committee are to be determined by a simple majority of the votes of members of the Committee
- 115 |** Each member present at a meeting of the Committee is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 116 |** The Committee may act despite any vacancy on the Committee.
- 117 |** Any act or thing done or suffered, or purporting to have been done or suffered, by the Committee is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or Sub-Committee.
- 118 |** Where any Office Bearer wishes to put a motion to the Committee outside of a committee meeting, they may do so in the form of a circular resolution or e-motion, subject to the rules and the regulations developed by the Committee. If no rules or regulations are in force, a circular resolution is considered passed once it attains an absolute majority in favour of the resolution, once the resolution has been formally put for a vote.

DIVISION 7.4 | GENERAL MEETINGS

- 119 |** The Vice President (Administration) will call a General meeting of the Society within twenty-one (21) days when:

- A |** Requested by petition of not less than twenty (20) Members or one half of the membership of the society, whichever is less, such petition outlining the business to be dealt with; or
 - B |** Requested by the Executive; or
 - C |** Whenever required by this Constitution
- 120 |** The Vice President (Administration) will ensure that at least fourteen (14) days-notice is given to members of a General Meeting.
- 121 |** In a General Meeting, all voting rights for all Academic Members of the Society, regardless of position, will be equal.
- 122 |** Notice of all General Meetings will be forwarded to the Faculty and any affiliated body at least fourteen (14) days prior to the meeting.
- 123 |** Meetings will be held on a weekday, during session;
- A |** On campus or;
 - B |** Via an appropriate online meeting platform as determined by the Committee or;
 - C |** A combination of both.
- 124 |** A quorum for a General Meeting will be not less than twelve (12) members or one half of the membership of the Society, whichever is less.
- 125 |** Minutes of all General Meetings will be forwarded to the Members of the society via the Society's Facebook page or platform to be determined by the Committee and any affiliate within 14 days of the meeting.
- 126 |** The Executive will implement any resolutions approved by a simple majority of members present at a General Meeting.
- 127 |** In the event of an issue needing resolution before the next scheduled General Meeting the Executive will have power to resolve the question at an Executive meeting.
- 128 |** Where this Constitution sets out sole powers of the Executive and/or the Committee, no resolution of a General meeting can interfere with the operation of these powers.

DIVISION 7.5 | THE ANNUAL GENERAL MEETING

- 129 |** All other rules applying to General Meeting will apply to Annual general meetings.
- 130 |** The Annual General Meeting must occur before December of each year.
- 131 |** Each Portfolio must give a report of their operations of their term to date.
- 132 |** A report must be provided of all of the regulations and rules passed by the Committee and/or active sub-committees in the previous year.

PART 8 | ELECTIONS TO OFFICE

DIVISION 8.1 | GENERAL ELECTIONS

- 133 |** A general election shall be conducted every year prior to the Annual General Meeting
- 134 |** The general election shall be for all office-bearers of the society and ordinary members of the Committee other than those for which provisions in Division 8.2 apply.
- 135 |** The Returning Officer for the general election is to be (in order of priority):
- A |** The Immediate Past Executive member of the Committee,
 - B |** The nominee of the Immediate Past Executive member of the Committee, or
 - C |** The nominee of the President of the Society.
 - D |** The nominee is unable to nominate for any position in the general election.
 - E |** The Returning Officer delegate a part of their powers and responsibilities to an agent.
- 136 |** Decisions of the Returning Officer or their agent shall be final.
- A |** The Committee may pass by special majority a motion to overrule any decision made by the Returning Officer or their agent, whereupon the role of Returning Officer becomes vacant.
 - B |** Where the role of Returning Officer becomes vacant, the Committee must elect a person who is not a Committee member to assume the role of Returning Officer.
- 137 |** The general election must conclude not less than two (2) weeks before the Annual General Meeting.
- 138 |** The Association shall give notice of the upcoming general election to members at least three (3) weeks before the first day of voting.
- 139 |** The Society shall provide a method of nomination to all eligible members at the time of giving notice of the general election.
- 140 |** Nominations for positions of office-bearers and ordinary members of the Committee who are elected at the general election are to close no later than one (1) week before the first day of voting.
- A |** Nominations are to remain open for at least one (1) week.
 - B |** The Returning Officer is to determine the date and time of close of nominations.
 - C |** A member may nominate for may more than one position but no more than a maximum number the Returning Officer determines.

- D |** Nominations must be in writing, signed by two members of the Society and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination).
- E |** Nominations are to be delivered to the Returning Officer prior to the close of nominations date advertised by the Society.
- F |** If a role receives less first preference nominations than available positions, the deadline to submit nominations for those roles may be extended by the Returning Officer to up to three (3) days before the first day of voting.
- 141 |** The Committee may develop and amend Electoral Regulations providing any amendments are passed by special majority at a Committee meeting.
- 142 |** The Returning Officer is to conduct the election in line with the Constitution and the Electoral Regulations.
- 143 |** The following rules apply to the conduct of elections:
 - A |** Where the Society has the logistical ability to carry out the elections via electronic voting and the ability to abide by privacy considerations set out by the University in doing so, the Returning Officer will conduct the general election via electronic voting such as an online voting platform.
 - I |** Where possible, electronic voting will be done via preferential voting for each position, as determined by the Returning Officer.
 - II |** Where the society is not able to reasonably carry out the elections via online voting, the Returning Officer will conduct the elections via simple blind paper ballots for each position.
 - B |** Candidates will run as individuals and not as part of a formal ticket.
 - C |** An election is to be conducted for each position which is elected at the general election.
 - D |** The Returning Officer will work with the Vice-President (Administration) to retrieve the most accurate register of current members available for use in conducting the election.
 - E |** A person may only be elected to one position at the general election.
 - F |** Where a role receives equal or less first preference nominations than available positions, a vote of no confidence shall be put as an alternative to the candidate(s). Any person who receives a lower preference than the vote of no confidence will not be elected to the position.
- 144 |** The positions shall be determined by the Returning Officer in the following order:
 - A |** President;
 - B |** Other office bearers; and then
 - C |** General members of the Committee
- 145 |** The complete outcome of the election shall be confirmed at the following Annual General Meeting. The results of the election may only be challenged on the validity of the result, not whether an individual elected candidate is suitable.

- A |** Only candidates elected unopposed may be challenged by a motion of no confidence. The motion of no confidence must have cause. The individual candidate has the right to speak against the motion of no confidence.
 - B |** Where the result of the election is challenged, the position(s) will be declared vacant upon a special majority resolution of the members present at the Annual General Meeting.
 - C |** Where the result of the election is successfully challenged, the challenge may be appealed to the Dean of the School of Law on the basis the challenge was made contrary to cl 145 of this Constitution or that insufficient cause was shown. If the appeal is successful, the result of the election as declared by the Returning Officer stands and any subsequent elections (to fill the vacant position under 146 or to fill the casual vacancy) are held invalid.
- 146 |** In the event of vacant positions at the conclusion of the general election, in person nominations will be taken at the Annual General Meeting to fill these positions.
- A |** If more than one nomination is received for a position, voting will occur by simple blind ballot, or other appropriate method as determined by the Returning Officer, of the members present.
 - B |** If any positions remain vacant at the conclusion of the Annual General Meeting, they will become casual vacancies.
- 147 |** Elected members will take office on the first day of December of the year of their election.

DIVISION 8.2 | SPECIAL ELECTIONS

- 148 |** The Returning officer for every Special Election shall be the President or their nominee. If there is no President, the Returning Officer shall be the Vice President (Administration) or their nominee.
- A |** The Returning Officer will provide the Committee with a report of the Special Elections, after which the Committee will confirm the elected candidates by simple majority at a Committee meeting.
 - B |** The Returning Officer delegate a part of their powers and responsibilities to an agent.
- 149 |** **First Year Representative (Wollongong)**
- A |** The Special Election for First Year Representative (Wollongong) is to run within the first five (5) weeks of each academic year.
 - B |** First year Academic Members enrolled at the Wollongong Campus of the University of Wollongong may nominate themselves for election by completing the form prescribed by the Returning Officer and submitting it by the date and time and via the method prescribed by the Returning Officer.
 - C |** Voting will be restricted to those members eligible to nominate for the election.
 - D |** Voting will be at a time and place convenient to first year students enrolled at Wollongong, as determined by the Returning Officer.
- 150 |** **First Year Representative (South West Sydney)**

- A | The Special Election for First Year Representative (Sydney) is to run within the first five (5) weeks of each academic year.
- B | First year Academic Members enrolled at any Sydney Campus of the University of Wollongong may nominate themselves for election by completing the form prescribed by the Returning Officer and submitting it by the date and time and via the method prescribed by the Returning Officer.
- C | Voting will be restricted to those members eligible to nominate for the election.
- D | Voting will be at a time and place convenient to first year students enrolled in Sydney, as determined by the Returning Officer.

151 | Immediate Past Executive Member

- A | One Immediate Past Executive Member shall be required to hold an ex-officio position on a newly elected Committee.
- B | Where possible, this Immediate Past Executive Member will be the Past President. Where this not possible, the President may approach alternative past Executive Members to fulfil the role.
- C | The President shall appoint the Immediate Past Executive Member to the Committee of the subsequent year.
 - I | The appointment must be made not less than two (2) weeks before the Annual General Meeting of that year.
- D | The appointment is subject to a vote of no confidence at the Annual General Meeting of that year.

152 | Executive Editor of Academic Publications

- A | One Academic Member of the Society shall hold the office of the Executive Editor of Academic Publications. This officer shall be an executive officer of all UOWLSS Academic Publications.
- B | The Vice President (Administration) must call for nominations for the position at least fourteen (14) days before the close of nominations. Nominations must include the Member's details, a nominator and a seconder. The nomination must also include a statement outlining the candidate's interest in the role and their academic experience.
- C | A selection committee constituting of the Dean of the School of Law, an academic appointed by the Dean of the School of Law and one Office Bearer appointed by the Executive shall by the selection panel.
- D | The selection panel shall review all nominations and conduct interviews if necessary.
- E | The selection panel will then, by simple majority, appoint the Executive Editor of Academic Publications.

153 | Procedures for the special elections for casual vacancies of Office Bearers of the Society are found in Cl 156.

DIVISION 8.3 | CASUAL VACANCIES

- 154 |** For the purposes of these rules, a casual vacancy in the office of a member of the Committee occurs if the member:
- A | Dies;
 - B | Ceases to be a member of the association;

C | Becomes an insolvent under administration within the meaning of the *Corporations Act 2001* (Cth);

D | Resigns office by notice in writing given to the Secretary or President;

E | Is removed from office;

F | Becomes a mentally incapacitated person;

155 | Is absent without the consent of the Committee from all meetings of the Committee held during a period of six (6) months. Should there be any casual vacancies on the Committee for ordinary members of the Committee, the Committee shall have the power to appoint an eligible member to the position by a simple majority at a Committee meeting.

A | The appointee will immediately become a member of the Committee, filling the casual vacancy, upon a passed simple majority resolution.

B | There is no requirement to make a formal call for nominations for the position.

C | The Secretary and President are to ensure all persons who show interest in filling a casual vacancy are put to the Committee within a reasonable timeframe.

D | The Executive or Committee of the Society may decide to make a formal call for nominations for the Committee to consider filling the casual vacancy.

156 | Should there be any casual vacancies on the Executive for Office Bearers of the Society, the Committee may appoint (by simple majority) an Ordinary Member of the Committee to the position.

A | Where no member nominates for the Office Bearer position or the Committee does not appoint any person who nominates for the position, a new member shall be elected at a special election.

B | Academic members of the society may nominate themselves for election by completing the form prescribed by the Returning Officer and submitting it by the date and time and via the method prescribed by the Returning Officer.

C | Voting will be restricted to members of the Committee of the Society.

D | Voting will occur at the Committee meeting immediately following the close of nominations.

E | The Office Bearer position may continue vacant at the discretion of the Committee if there is less than three months of the Committee's term and the position is not necessary for the operations of the Society.

PART 9 | FINANCE

DIVISION 9.1 | SOCIETY FINANCIAL BANK ACCOUNT

SUBDIVISION 9.1.1 | BANKING GENERALLY

- 157 |** All funds of the University of Wollongong Law Students' Society shall be deposited into the society's bank account at the National Australia Bank, Wollongong Campus Branch; unless
- A |** The club is located on a different campus to Wollongong; or
 - B |** An alternate account has previously been approved by UniClubs.
- 158 |** All payments from the society account must be paid by card after being approved in accordance with this Constitution.
- 159 |** All funds of the society where not paid directly to the society's bank account must be deposited into the society's bank account where reasonable to do so or directly distributed if expedience is required.
- 160 |** minimum of two (2) society members shall be signatories to any bank accounts held in the society's name. One of these members must be the Vice President (Finance).
- 161 |** The society will conduct its financial business through a General-Purpose Internet Banking Account. Responsibility for this account shall, on behalf of the Society, be vested with the Vice President (Finance). Only the Vice President (Finance) shall be charged full access to the Internet Banking Account and shall be the only person with a bank card. The President must have access to internet banking for the sole purpose of approving withdrawals of funds.
- A |** If a new Vice President (Finance) is appointed to the role pursuant to the Constitution (for any reason), the outgoing Vice President (Finance) must carry out all steps necessary to ensure that the control over the Society's General Purpose Internet Banking account is conferred to the new Vice President (Finance) as soon as possible.
- 162 |** All transfers made to accounts external to the accounts owned by the Society may be protected by SMS Security messaging.
- 163 |** In addition to a General-Purpose Internet Banking Account, the Society may choose to operate a Savings Account. The Savings Account shall be linked to the General-Purpose Internet Banking Account.
- A |** No monies shall be paid directly out of the Savings Account to any account other than the General-Purpose Internet Banking Account. If funds contained within the Savings Account are required for use by the Society, they must first be transferred to the General-Purpose Internet Banking Account and then transferred or otherwise withdrawn from the General-Purpose Internet Banking Account for the Society's purposes; and

- B |** No monies shall be paid directly into the Savings Account from any account other than the General-Purpose Internet Banking Account. All funds must first be placed into the General-Purpose Internet Banking Account and then transferred to the Savings Account.

SUBDIVISION 9.1.2 | CONTROL OF BANK ACCOUNTS

- 164 |** Responsibility for these accounts shall, on behalf of the Society, be vested with the Vice President (Finance). Only the Vice President (Finance) shall be charged full access to the Internet Banking Account and shall be the only person with a bank card. The President must have access to internet banking for the sole purpose of approving withdrawals of funds.
 - A |** The Vice President (Finance) is to have their mobile phone number linked with the bank account to comply with cl 58.
- 165 |** Society monies may be moved between the General-Purpose Internet Banking Account and the Savings Account by the Vice President (Finance) provided it is reasonable to do so. In determining reasonableness, consideration must be given to the anticipated use of the Society's funds in the future.
- 166 |** With unanimous assent from the Executive, the Vice President (Finance) may place or withdraw funds on a term deposit provided it is reasonable to do so. In determining reasonableness, consideration must be given to the anticipated use of the Society's funds in the future.
- 167 |** No affiliated body will have control over either of the Society's bank accounts. However, where the Society's bank requires confirmation of new signatories, the relevant authoritative body is authorised to approve the change of signatories.
- 168 |** All funds received in cash by the Society are to be deposited into the Society's bank within five (5) business days.

SUB-DIVISION 9.1.3 | RELEASE AND REIMBURSEMENT OF FUNDS

169 | EXECUTIVE RELEASE OF FUNDS

- A |** Individual members of the executive may unilaterally approve spending of funds up to the sum of \$100.00.
- B |** The Executive may release up to the sum of \$1,000.00 with simple majority approval.
- C |** The Executive may reimburse a member of the Committee to a value of up to \$500.00, provided the expenditure was preceded by a release of funds under cl 165 of this Constitution.

170 | COMMITTEE RELEASE OF FUNDS

- A |** The Committee may release funds prospectively by a simple majority resolution at a Committee meeting.
- B |** The Committee may release funds retrospectively by a simple majority resolution provided that the Committee provides assent to the release of funds in a method approved by the Vice President (Finance).
- C |** There is no limit on the value of funds the Committee may release.

- D |** A member of the Committee may be reimbursed for expenditure by a simple majority resolution of the Committee after appropriate documentation has been provided to the Vice President (Finance).
- I |** Where the expenditure was not proceeded by an approval under cl 165 of this Constitution, the reimbursement is to be approved where the expenditure it is appropriate and adapted to the undertakings of the Society.
- II |** Where the expenditure was proceeded by an approval under cl 165 of this Constitution the reimbursement should be approved upon appropriate documentation being provided.
- III |** Appropriate documentation must be provided to the Vice President (Finance) within three (3) months of the expenditure to be reimbursed. If insufficient documentation is provided the Vice President (Finance) must request further documentation and give the member reasonable time in addition to the three (3) months to provide the Appropriate documentation.

171 | SUB-COMMITTEE RELEASE OF FUNDS

- A |** The Committee may delegate the power to release funds to a Sub-Committee in the delegation of power or through a separate rule or regulation of the Society.
- B |** Where the power is delegated, the maximum the Sub-Committee is able to release is \$2,000.00 for a single release or \$5,000.00 in the Sub-Committees lifetime (or calendar year for a permanent Sub-Committee).
- I |** The Committee must specifically provide, in the terms of reference of the Sub-Committee or in another regulation, that the power to release funds is delegated and provide the maximum funds which can be released on a single occasion and in the Sub-Committees lifetime (or in the calendar year for a permanent Sub-Committee).
- II |** Two (2) members of the Executive may veto any Sub-Committee release of funds, causing the release to be considered at the following Committee meeting.
- C |** The Committee may set a limit on the Sub-Committees power to release funds lower than that specified by this Constitution when delegating the power to release funds.
- D |** A Sub-Committee cannot be delegated the power to reimburse expenditure.

172 | All reimbursements require appropriate receipts, invoices or transaction records to the satisfaction of the Vice President (Finance) or alternatively the body approving the reimbursement.

DIVISION 9.2 | PETTY CASH

- 173 |** If the total sum in the Petty Cash tin exceeds \$300.00, the excess must be banked in the Society's bank account(s).
- 174 |** All petty cash must be communicated to the VP Finance for them to record in ledger/platform to be determined by the Committee once approved.

- 175 |** Any member of the Executive may request a statement showing either:
- A |** The current bank balance; or
 - B |** Any transaction history that is reasonably available
- 176 |** The Vice President (Finance) is required to provide the Executive member this information by email within five (5) business days.
- 177 |** Following the Autumn Session and Spring Session, the President, Vice President (Administration) and Vice President (Finance) must meet to audit all income and expenditure for the period immediately following the previous Committee meeting.
- A |** The Vice President (Administration) must prepare the Expense Reconciliation report, detailing all motions concerning the release of funds that have been approved at Committee Meetings for each relevant session.
 - B |** The Vice President (Finance) must provide an adequate explanation for the flow of funds and produce all relevant documentation to support this.
 - C |** The Vice President (Finance) must forward an electronic copy of the bank statement for the period beginning at the first Committee meeting of the Session to immediately following the most recent Committee meeting in the relevant Session.
 - D |** The Vice President (Administration) must upload a copy of the Bank Statement for all members to access on the current appropriate Communication forum to be determined by the Committee.

PART 10 | WINDING UP OF THE SOCIETY

- 178 |** If the Society ceases to operate for more than one year, the Society will forfeit its property to UOW Pulse and/or the School of Law to the extent that that property was provided by UOW Pulse and/or the School of Law.
- 179 |** In this event, UOW Pulse and/or the School of Law will return the property to the Society if it resumes operation within five years and makes a written application for it.
- 180 |** No member is liable to contribute towards the payments of the debts and liabilities of the Society or to the costs, charges and expenses of the winding up of the Society. Any liability is limited to the amount, if any, unpaid by the member in respect of membership of the Society.

PART 11 | MISCELLANEOUS PROVISIONS

DIVISION 11.1 | HANDOVER TO NEW COMMITTEE MEMBERS

- 181 |** Before the commencement of the next Committee's term each portfolio must meet with their preceding members of the portfolio
- 182 |** The Handover document must be shared on the Committee's preferred platform at least seven (7) days prior to the date that election results will be released.
- 183 |** Practical handovers must occur within 25 days from the date of the AGM, not inclusive of the date from the AGM.
- 184 |** The Handover document must include:
- A |** Passwords; and
 - B |** Specific roles and duties beyond what is already entailed in this Constitution; and
 - C |** Future action items; and
 - D |** Important contacts; and
 - E |** Significant progress from the past term.

DIVISION 11.2 | AFFILIATIONS

185 | SUBSIDIARY CLUBS

- A |** The Committee may affiliate with subsidiary clubs from time to time as it determines
- B |** Each affiliation must be confirmed within five (5) weeks of the commencement of Autumn session each year
- C |** The president of each affiliate club may nominate one (1) member of the affiliate club to become a member of the ordinary Committee of the Society.
- D |** Only faculty clubs directed towards law students may become affiliate subsidiary clubs

186 | AFFILIATION

- A |** The Society is affiliated with the Australian Law Students' Association.
- B |** The Committee has sole discretion to affiliate the Society with UOW Pulse and/or WUSA.
- C |** | the UOWLSS has the sole discretion to affiliate or de-affiliate at the time of their choosing and retain all assets and members if or when they choose to do so.

DIVISION 11.3 | FURTHER PROVISIONS

- 187 |** No amendment may be made to this document except by a resolution approved by a special majority of the members present at a Special General Meeting or the Annual General Meeting.
- A |** Proposed amendments will be given to the Vice President (Administration) at least fourteen (14) days prior to the General Meeting at which they are to be discussed.
- B |** Notice of motions to alter or repeal this document must be given to UniClubs and approved prior to notice of meeting given to Club members, unless the motion is to de-affiliate with UniClubs.
- 188 |** At a formal function for the signing up of new members copies of this document will be available to any new member for their own reference.
- A |** A copy of this document will be provided by the Vice President (Administration) to any person seeking a copy.
- B |** All publications may be distributed in hardcopy or softcopy or both.
- 189 |** Except as otherwise provided in these Rules, the Vice President (Administration) shall make sure that all books, documents and securities are located within the Society office when not in use by Executive members.
- A |** All accounts, books, documents and securities of the Association shall be available for inspection and copying by any Executive member of the Society.
- 190 |** The Common Seal of the Society shall be kept in the custody of the Public Officer.
- A |** The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signatures either of the President and one Executive member of the Committee or of one member of the Committee, as approved by the Committee.
- 191 |** All cheques are to be signed by the Vice-President (Finance) or the President; and one other Executive member who is signatory, or the Vice President (Finance) and the Sponsorship Officer (who may become a signatory).
- A |** In the event of the Vice President (Finance) and/or President being unable to be present to sign a cheque, either may, via email or other written communication, authorise any two current account signatories to authorise a cheque (without the signature of the Vice President (Finance) or President on the cheque).
- B |** All drafts, promissory notes and other negotiable instruments must be signed by the President or Vice President (Finance) and one (1) other Office Bearer. This applies unless an absolute majority of the Executive assent to delegating the power to negotiate and sign on behalf of the Society to a single Office Bearer (at the Office Bearers discretion) in relation to a single document or a singular defined class of documents (e.g. sponsorship agreements).

APPENDIX 1 | POSITIONS OF COMMITTEE

MEMBERS

A | THE COMMITTEE

- 1 |** The Committee is to comprise of the Office Bearers of the Society (Executive) and the Ordinary Members of the Committee.
- 2 |** The Ordinary Members of the Committee are:
 - A |** The (1) Immediate Past Executive Member;
 - B |** The (1) Sponsorship Officer,
 - C |** The (1) Sydney Campuses Director,
 - D |** Two (2) Education Officers,
 - E |** The (1) Sydney Education Officer,
 - F |** The (1) Mature Age and Postgraduate Students Representative,
 - G |** The (1) CBD Campus Representative,
 - H |** Two (2) Careers Officers,
 - I |** Five (5) Competition Coordinators,
 - J |** The (1) Information Technology Officer,
 - K |** The (1) Publications Officer,
 - L |** The (1) Executive Editor of Academic Publications.
 - M |** The (1) Sydney Marketing Officer,
 - N |** The (1) First Year Representative (Wollongong),
 - O |** The (1) First Year Representative (South West Sydney),
 - P |** The (1) Second Year Representative (Wollongong),
 - Q |** The (1) Second Year Representative (South West Sydney), and
 - R |** The (1) Events Officer.
- 3 |** The Ordinary Members of the Committee are to be divided into portfolios which will be supervised by one (1) or more Executive Members.

- 4 |** The Presidency Portfolio is the strict and sole responsibility of the President, subject to any appointments and delegations made.
- 5 |** The President, or any appointees of the President, will act as the spokesperson and, where practicable, main contact of the Society and will therefore be responsible for liaising between, inter alia, the:
- A |** Society;
 - B |** Students;
 - C |** Members;
 - D |** School;
 - E |** Faculty;
 - F |** University (including UOW Pulse);
 - G |** Sponsors;
 - H |** Stakeholders;
 - I |** Media;
 - J |** Other clubs and societies at UOW;
 - K |** Other clubs and societies outside UOW; and
 - L |** Wider community.
- 6 |** The President, or any appointee of the President, will act as chair of all Committee and Executive meetings insofar as they are reasonably capable of doing so.
- 7 |** The President, or any appointees of the President, will actively represent the needs and act in the interests of the Society, Students and Members during the course of all meetings in which these parties are concerned or affected.
- 8 |** The President will ensure that all club affiliations nominated by the Committee are completed within a reasonable amount of time so that they comply with any and all relevant limitation periods.
- 9 |** The President will actively endeavour to ensure that all of the Society's aims and objectives are fulfilled.
- A |** This duty acknowledges the reigning authority of the President, as well as extends to and encompasses implied duties, including but not limited to:
 - I |** Assuming the duties and responsibilities of any and all portfolios where any member(s) are no longer in office and / or capable of fulfilling these duties and responsibilities; and
 - II |** with the duties and responsibilities of any and all portfolios where any member(s) are unable to reasonably fulfil these duties and responsibilities.

- 10 |** The President, or any appointees of the President, will be responsible for overseeing and managing external cash flow to the Society, including organising sponsorship and fundraising.
- 11 |** The President, or any appointees of the President, will be responsible for overseeing and executing the organisation of all Society elections.
- 12 |** The President may appoint an independent Returning Officer to assist with the satisfaction of this duty.
- 13 |** In satisfaction of their duties as set out herein, the President must, at all practicable times, behave honestly, diligently, responsibly and decisively.

C | ADMINISTRATION

- 14 |** The Administration Portfolio is the responsibility of the Vice President (Administration).
- 15 |** The Vice President (Administration) will:
 - A |** Provide ongoing reasonable assistance and support to the President in the fulfilment of the President's duties;
 - B |** Ensure that a permanent record of activities of the Society is maintained;
 - C |** Ensure that all complete and accurate copies of the following are provided to the School of Law and, if affiliated, UOW Pulse at or about the end of each financial year, if requested to do so:
 - I |** Annual Report;
 - II |** Financial Statement
 - III |** Inventory of Equipment; and
 - IV |** Meeting minutes (which must include)
 - V |** Date, time and location or forum the meeting took place;
 - VI |** Who was in attendance;
 - VII |** Any and all motions the Committee makes;
 - VIII |** Relevant commentary.
 - D |** Ensure that any other material requested by the School of Law, the Faculty, and any affiliates is submitted within a reasonable amount of time so that they comply with any and all relevant limitation periods;
 - E |** Bear the responsibility for the organising and executing of all meetings, preparation of agendas and recording of minutes;
 - F |** Bear the responsibility of ensuring that all operations of the members of the Committee are wholly constitutional;
 - G |** Keep, maintain, regularly review and update detailed records of:
 - I |** All appointments of office-bearers and members of the Committee;
 - II |** The names of members of the Committee present during a Committee meeting and a general meeting; and

III | All proceedings at Committee meetings and general meetings, including any motions.

IV | Bear the responsibility of ensuring that the minutes of a meeting are tabled and accepted as correct at the immediately succeeding meeting.

V | Bear responsibility for the maintenance of the Society's rules and regulations as well as for the continued appraisal of the Constitution.

D | FINANCE

16 | The Finance Portfolio is the responsibility of the Vice President (Finance)

17 | The Vice President (Finance) will:

A | Provide all reasonable assistance to the President in the fulfilment of the President's responsibilities, particularly in regard to funding of the Society;

B | Oversee the financial management practices of the Society;

C | Ensure that a system of recording is in place, and that records are up to date with respect to the finances of the Society;

D | Operate the Bank account and control the disposal of funds of the Society in conjunction with the Executive;

E | Ensure that all money due to the Society is collected and received and that all payments authorised by the Society are made and that all payments made by the Society are authorised under this Constitution and any other rules of the Committee year to year;

F | Ensure that correct books and accounts are kept showing the financial affairs of the Society, including full details of all receipts and expenditure connected with the activities of the Society;

G | Ensure that a financial statement is forwarded to the Faculty of Law and UOW Pulse and/or WUSA (if affiliated) every academic year via the Vice President (Administration);

H | Present to the Executive at each meeting, or at an otherwise reasonable interval decided on by the Executive, a statement of receipts and payments since the date of the last meeting; and

I | Ensure the Society applies for any funding available from the University and UOW Pulse.

18 | There will be one (1) Sponsorship Officer to assist the Vice President (Finance) in their duties. Their key focus areas will be in the organisation of sponsorships and ensuring the Society meets sponsorship agreements.

E | EDUCATION

19 | The Education Portfolio is the responsibility of the Vice President (Education).

20 | The Vice President (Education) will:

A | Provide all reasonable assistance to the President in the fulfilment of the President's responsibilities;

- B |** Represent the Society in business related to ALSA including ALSA conference and council;
- C |** Respond to current education issues within the Faculty as well as wider education issues;
- D |** Be responsible for all equitable, and social justice-based initiatives of the Society;
- E |** Be responsible for all initiatives of the Society that promote positive wellbeing and mental health;
- F |** Be responsible for all initiatives of the Society that aim to enhance students' academic and university lives; and
- G |** Be responsible for ensuring the provision of adequate opportunities for Members to engage in social justice and equitable initiatives as the committee sees fit
- H |** Oversee the Mature Age and Post Graduate Representative, whose duties are;
 - I |** To act as a conduit between their associated students and the Society.
 - II |** To represent the interests of Mature Age and Postgraduate students at Faculty Meetings or external representative meetings if directed to by the President or the Vice President (Education).
 - III |** To coordinate initiatives for the benefit of Mature Age and Postgraduate students and assist in the publication of such events.
- 21 |** There will be two (2) Education Officers to assist the Vice President (Education) in their duties. Their key focus areas will be:
 - I |** Social Justice
 - II |** Access
 - III |** Equity

F | CAREERS

- 22 |** The Careers Portfolio is the responsibility of the Vice President (Careers)
- 23 |** The Vice President (Careers) will:
 - A |** Provide all reasonable assistance to the President in the fulfilment of the President's responsibilities;
 - B |** Be responsible for planning, organising and effecting all career-based initiatives and events of the Society;
 - C |** Be responsible for ensuring an adequate balance of attention is paid by the Society to careers in both the private and public spheres.
 - D |** Ensure that Academic Members can access reasonably up to date information regarding a wide array of careers;
 - E |** Ensure that Academic Members are also given sufficient opportunity to explore various legal, and a reasonable amount of non-legal, career paths; and
- 24 |** There will be two (2) Careers Officers to assist the Vice President (Careers) in their duties.

- 25 |** The Competitions Portfolio is the shared responsibility of the Vice President (Internal Competitions) and the Vice President (External Competitions) ['Vice Presidents (Competitions)'],
- 26 |** The Vice Presidents (Competitions), in the execution of their duties and responsibilities as provided herein, will be aided by the following members of the UOWLSS:
- A |** Competitions Coordinators
 - B |** Competitions Officers
- 27 |** There are only five (5) positions available for the election of Competitions Coordinators. The Vice Presidents (Competitions) will determine the number of Competition Officers which may be appointed in any year.
- 28 |** The shared powers, duties, and responsibilities of the Vice Presidents (Competitions) are, inter alia, as follows:
- A |** Organise and execute the Pod Cup.
 - B |** Ensure that the Competitions Portfolio is organised and executed in a manner that promotes as well as achieves equity, inclusion and access.
 - C |** Ensure that all procedures, practices and documentation associated with the organisation and execution of the Competitions Portfolio are of a high quality and contemporary standard.
 - D |** Ensure that any and all submissions to external bodies – such as ALSA or another UOWLSS/LSA – are made in a timely manner relative to any relevant limitation periods as well as are made in a way in which registration of UOW competitors and compliance with external rules can be found to have been valid.
 - E |** Continue to develop and expand the roster of both internal and external competitions.
 - F |** Maintain active oversight over as well as ultimate decision-making power on all actions and omissions made or to be made by the Competitions Coordinators and the Competitions Officers.
- 29 |** The individual powers, duties, and responsibilities of the Vice Presidents (Competitions), as well as the Competitions Coordinators and Competitions Officers are, respectively, set out below:
- A | The Vice President (Internal Competitions) will:**
 - I |** Maintain prompt, diligent and courteous communication with all members of and stakeholders to the UOWLSS at all times.
 - II |** Provide ongoing assistance and support to the Vice President (External Competitions), Competitions Coordinators and Competitions Officers in the fulfilment of their duties and responsibilities when necessary and practicable to do so.

- III |** Provide on-request assistance and support to the Executive in the fulfilment of their duties and responsibilities when necessary and practicable to do so, as well as where approved by the President.
- IV |** Ensure that all internal competitions are well-organised and well-executed throughout the respective year of tenure and across all UOW campuses with UOWLSS representation.
- V |** Provide prompt and diligent response times to all communications received.
- VI |** As soon as practicable after the commencement of their tenure:
 - a** Draft and issue for approval by the President a calendar of all internal competitions intended to be organised and executed within their respective year of tenure.
 - b** After liaising with the School of Law Liaison Officer to the UOWLSS, draft and issue for approval by the President and the Liaison Officer a competitions assistance survey for dissemination to School of Law staff.
- VII |** Throughout their tenure:
 - a** Delegate work to Competitions Coordinators and Competitions Officers as required.
 - b** Select, draft and, if necessary, amend all documentation recording and relating to the organisation and execution of each internal competition, including but not limited to:
 - i |** Rules;
 - ii |** Registration Forms;
 - iii |** Information Session Materials;
 - iv |** Questions/Scenarios/Letters/Memorandums;
 - v |** Score Sheets;
 - vi |** Certificates;
 - vii |** Appeals Processes;
 - viii |** Policies; and
 - ix |** Surveys.
 - c** Supervise and manage the workflow of, and approve work completed by, Competitions Coordinators and Competitions Officers.
 - d** Organise, maintain, draft, and carry out all marketing strategies and social media posts in satisfaction of the well-organisation and well-execution of all internal competitions
 - e** Chair all information sessions in satisfaction of the well-organisation and well-execution of all internal competitions.
 - f** Make all necessary arrangements for the in-person and / or online execution of all internal competitions.
 - g** Supervise and time-keep internal competitions, where necessary.

B | The Vice President (External Competitions) will:

- I | Maintain prompt, diligent and courteous communication with all members of and stakeholders to the UOWLSS, at all times.
- II | Provide ongoing assistance and support to the President in the fulfilment of the President's duties and responsibilities.
- III | Provide ongoing assistance and support to the Vice President (Internal Competitions), Competitions Coordinators and Competitions Officers in the fulfilment of their duties and responsibilities when necessary and practicable to do so.
- IV | Provide on-request assistance and support to the Executive in the fulfilment of their duties and responsibilities when necessary and practicable to do so, as well as where approved by the President.
- V | Ensure that all external competitions hosted by the UOWLSS are well-organised and well-executed throughout the respective year of tenure.
- VI | Provide prompt and diligent response times to all communications received.
- VII | As soon as practicable after the commencement of their tenure, draft and issue for approval by the President a proposed schedule for the organisation and execution of the UOWLSS Intervarsity Criminal Law Mooting Competition ('IV Moot') of which should encapsulate dates and times in relation to the same.
- VIII | Throughout their tenure:
 - a Finalise the organisation of and ensure the well-execution of the IV Moot.
 - b Organise and execute any other external competitions hosted by the UOWLSS.
 - c Implement formal processes for the nomination and selection of competitors to represent UOW at external competitions.
 - d Ensure that UOW is represented in as many external competitions as can be achieved.
 - e Ensure that UOW is represented in as many competitions hosted by ALSA as can be achieved.
 - f Make all necessary arrangements for the in-person and / or online execution of all external competitions hosted by the UOWLSS.

C | The Competitions Coordinators will:

- I | At all times:
 - a Maintain prompt, diligent, and courteous communication with all members of and stakeholders to the UOWLSS.

- b** Refer to either or both Vice Presidents (Competitions) any enquiries and / or issues received / raised of which they are unable to resolve themselves or, in the event that they can resolve the enquiry / issue, see it prudent to refer the situation, nonetheless.

II | Generally:

- a** Provide ongoing assistance and support to the Vice Presidents (Competitions) in the fulfilment of their individual as well as their shared duties and responsibilities.
- b** Provide ongoing assistance and support to the Competitions Officers in the fulfilment of their duties and responsibilities where necessary and practicable to do so.
- c** Report to and provide status updates to the Vice Presidents (Competitions).
- d** Liaise with and assign tasks to the Competitions Officers.

III | In the organisation of any competitions assigned to them:

- a** Obtain and determine time-keeping availability of Competitions Officers, as well as make the necessary arrangements for the fulfilment of all time-keeping opportunities.
- b** Schedule dates and times of rounds subject to the approval of either or both Vice Presidents (Competitions).

IV | In the execution of any competitions assigned to them:

- a** Manage and maintain all communications including, inter alia, emails to competitors subject to any instructions made by either or both Vice Presidents (Competitions).
- b** Complete and issue certificates as well as surveys.
- c** If permitted, co-chair information sessions arising from the Competitions Portfolio.
- d** Where necessary, supervise and time-keep competitions arising from the Competitions Portfolio.

D | | The Competitions Officers will:

I | At all times:

- a** Maintain prompt, diligent, and courteous communication with all members of and stakeholders to the UOWLSS.
- b** Notify the respective Competitions Coordinator of any communications received in relation to the relevant competition.
- c** Notify either or both Vice Presidents (Competitions) of any communications received in relation to the Competitions Portfolio that cannot be resolved through the operation of cl 27HIIa.
- d** Supervise and time-keep all rounds of competitions arising from the Competitions Portfolio.
- e** Where it is necessary and permitted, Action any items as assigned / delegated to them by the Competitions Coordinators and / or either or both Vice Presidents (Competitions).

NOTE: Competitions Officers are not ordinary members of the Committee, however they are members of the Competitions Portfolio when it meets separately. These members are appointed by the Committee.

H | | MARKETING and PUBLICATIONS

- 30 |** The Marketing and Publications Portfolio is the responsibility of the Vice President (Marketing).
- 31 |** The Vice President (Marketing) will:
- A |** Provide all reasonable assistance to the President in the fulfilment of the President's responsibilities;
 - B |** Assist the President in writing, targeting and distributing all sponsorship proposal(s) required to ensure the financial security of the society;
 - C |** Oversee all the publications produced by the Society. This will include responsibilities with respect to editing, writing and designing of the publications, as well as arrangement of publishing/printing.
 - D |** Be responsible for arranging the printing and dissemination of Society publications;
 - E |** Oversee all publicity matters of the Society. This will include the Year Representatives to ensure that all publicity materials are created on time and contain correct information in an appropriate format.
 - F |** Be assisted by and be responsible for overseeing:
 - I |** The Publications Officer, whose duties are:
 - a** The production the Society's publications at the request of the Executive.
 - b** To assist in the drafting and implementation of a communication strategy for the Society.
 - c** To assist the VP Marketing in their other duties.
 - II |** The IT Officer, whose duties are:
 - a** To manage the Society Website and IT platforms.
 - b** To assist the Vice President (Marketing) in their other duties.
 - c** To assist with co-ordinating outgoing and incoming information to and from Year Representatives.
 - III |** The Executive Editor of Academic Publications.
 - a** The Executive Editor is to be the head of any academic publication editorial boards unless the Committee determines otherwise.
 - b** The Executive Editor is to oversee the management of Society academic publications, including any academic journals, blogs or other academic publications unless the Committee determines otherwise.
 - c** The Executive Editor is to oversee the proper management and operation of the Society's academic publications and provide reports to the Committee and the Executive where appropriate.

IV | Oversee the First Year Representative (Wollongong), Second Year Representative (Wollongong), First Year Representative (South West Sydney), Second Year Representative (South West Sydney) and the CBD Campus Representative in cooperation with the Vice President (Education) whose duties are;

- a** To act as a conduit between their associated students and the Society.
- b** To Assist all portfolios and project groups
- c** To be responsible for assisting in publicising Society initiatives and events, and disseminating Society news in announcements, seminars and lectures.
- d** To represent the interests of students at Faculty or School Meetings or external representative meetings if directed to by the President or Vice President (Education).
- e** To bring the attention to issues, concerns or the happenings of their respective years, as well as reporting on their opinions of their years' attitudes and views of the Society.
- f** The First Year Representative (Wollongong) and Second Year Representative (Wollongong) must be an Academic Member from the year group they represent and be enrolled at the Wollongong campus.

G | Oversee a general communications strategy for the society year to year to ensure that all communications and publicity material promotes the best interests of the Society including communications platforms that Society members may contribute to and communicate through such as social media; and

H | Oversee the editing of the Society website and the general duties of the IT AND Publications Officers and the SWS Marketing Officer.

I | EVENTS

32 | The Events Portfolio is the responsibility of the Vice President (Events)

33 | The Vice President (Events) will:

- A |** Provide all reasonable assistance to the President in the fulfilment of the President's responsibilities;
- B |** Be responsible for planning, organising and implementing all Society social activities, and will provide necessary leadership and assistance at all Society events;
- C |** Be responsible for ensuring that all events are run to a budget approved by the Committee;
- D |** Be responsible for ensuring any relevant risk assessment documentation is completed appropriately, and all reasonable action is taken to reduce risk at Society events;
- E |** Ensure that measures are put into place for the Responsible Service of Alcohol at all Society events (if applicable).

34 | There will be one (1) Events Officer to assist the Vice President (Events) in their duties.

- A |** Events Officer must do everything reasonable in their power to attend and facilitate the running of events at the events.
- B |** The Events Officer will act as an initial liaison for various contacts necessary to facilitate the organisation of an event, at the Vice President (Events)'s behest.

- 35 |** The Sydney Campus Director will act as Chair of the Sydney Campuses Sub-Committee insofar as they are reasonably capable of doing so:
- A |** By attending Executive meetings;
 - B |** Sitting on feedback Committees, so long as they are pertinent to Sydney Campuses;
- 36 |** The Sydney Campuses Director will actively represent the needs of and act in the interests of the Society, students and members of the South West Sydney Campus, Sydney Centre Business District Campus and any other Sydney campuses that may be established in future.
- A |** The Sydney Campuses Director must be elected from the Academic Members enrolled at the Sydney Campuses.
- 37 |** The Sydney Campuses Director will actively endeavour to ensure that all of the Society's aims and objects are fulfilled.
- 38 |** The Sydney Campuses Director will work with the other members of their portfolio to deliver campus-specific initiatives and improve the presence of the UOWLSS at the Sydney Campuses.
- 39 |** The Sydney Campuses Director will oversee, and be assisted by the:
- A |** First Year Representative (South West Sydney), Second Year Representative (South West Sydney) and the CBD Campus Representative in cooperation with the Vice President (Marketing) and Vice President (Education).
 - I |** The First Year Representative (South West Sydney) and Second Year Representative (South West Sydney) must be an Academic Member from the year group they represent and be enrolled at the South West Sydney Campus.
 - II |** The CBD Campus Representative must be an Academic member enrolled at the Sydney CBD Campus.
 - B |** The Sydney Campuses Education Officer, in cooperation with the Vice President (Education), whose duties are:
 - I |** To actively support and report to the Vice President (Education) in the execution of his or her duties.
 - II |** To organise education-based initiatives at Sydney Campuses and facilitating a collaborative approach to delivering Education portfolio initiatives across campuses.
 - III |** The Sydney Campuses Education Officer must be elected from the Academic Members enrolled at the Sydney Campuses.
NOTE: The Sydney Campuses Education Officer is also a member of the Education Portfolio
 - C |** The Sydney Campuses Marketing Officer, in cooperation with the Vice President (Marketing), whose duties are:
 - I |** To ensure that all UOWLSS events and initiatives are suitably promoted to the Sydney Campuses cohorts and on the Sydney Campuses.
 - II |** To assist in the drafting and implementation of a communication strategy for the Society targeted at the Sydney Campuses.
 - III |** The Sydney Campuses Marketing Officer must be elected from the Academic Members enrolled at the Sydney Campuses.
NOTE: The Sydney Campuses Marketing Officer is also a member of the Marketing Portfolio