

**THE CONSTITUTION
OF THE
AUSTRALIAN NATIONAL UNIVERSITY
LAW STUDENTS' SOCIETY INCORPORATED**

As at 21 February 2017

Comment [Anna McNe1]: Reflects the legal name of the Society

PART I – PRELIMINARY

- 1 Name and Nature
- 2 Interpretation
- 3 Objects

Comment [Bryce Rob2]: Note, the Constitution has been restructured in two ways: (a) the order of sections has been changed; and (b) sections have been grouped into Parts I–VI. This does not affect any of the substantive content of the sections unless specifically stated elsewhere. The rationale behind these two actions was to make the Constitution into a more coherent, cohesive, and logically structured document. This is purely for ease of reading and ‘navigating’ the document. Accordingly, section numbers have changed. This does not affect the substance of the document.

PART II – OPERATION OF THE SOCIETY

- 4 Constitution
- 5 Regulations
- 6 Common Seal
- 7 Records
- 8 Affiliation
- 9 Dissolution

Comment [Anna McNe3]: Inserted to reflect new contents of section

Comment [Anna McNe4]: See explanation below at Section 2.

PART III – FINANCE

- 10 Funds Source
- 11 Funds Management

Comment [Anna McNe5]: Finance separated into two separate sections (source and management) merely for ease of reading. This change alone did not affect any substantive content.

PART IV – MEMBERSHIP

- 12 Membership
- 13 Fees
- 14 Members’ Liabilities
- 15 Disciplining of Members

PART V – THE COMMITTEE

- 16 The Executive
- 17 Duties of Executive Officers
- 18 The Committee
- 19 Duties of the Committee Directors and Officers

Comment [Anna McNe6]: Inserted to more accurately reflect contents of section

20 Elections

PART VI – MEETINGS

21 General Meetings

22 Committee Meetings

23 Ordinary General Meetings

24 Special General Meetings

25 Annual General Meeting

26 Proxies

Comment [Anna McNe7]: Inserted to allow for regulated allocation of proxies

PART I – PRELIMINARY

1. Name and Nature

- 1.1 The name of the association is The Australian National University (ANU) Law Students' Society (Incorporated) (hereafter referred to as “the Society”).
- 1.2 The Society is Incorporated in the Australian Capital Territory.

Comment [Bryce Rob8]: Updated to accurately reflect the Society's status as an incorporated association. This is common practice for similarly constituted associations, and was advised by the bank.

2. Interpretation

- 2.1 In this Constitution, unless a contrary intention appears:
- 2.1.1 **Act** means *Associations Incorporation Act 1991* (ACT);
- 2.1.2 **ALSA** means the Australian Law Students' Association Incorporated;
- 2.1.3 **ANUSA** means the ANU Students' Association;
- 2.1.4 **College** means the ANU College of Law;
- 2.1.5 **Committee** means the elected and appointed members of the Society responsible for the carrying out the objects of the Society;
- 2.1.6 **Executive** means the elected President and Vice-Presidents of the Society responsible for the management of the Society;
- 2.1.7 **International students** includes exchange students;
- 2.1.8 **PARSA** means the Postgraduate and Research Students' Association;
- 2.1.9 **University** means the Australian National University.

Comment [Bryce Rob9]: Included for absolute clarity and ease of reading. None of this affects the substantive content of the provisions within this Constitution (except for spelling out the high-level functions of the Executive and the Committee, as this was not done elsewhere, and the inclusion of exchange students within the definition of 'international students' for the purpose of the International Students Director's position description.

3. Objects

- 3.1. The objects of the Society are:
- 3.1.1. to represent all ANU law students (whether or not they are members of the Society);
- 3.1.2. to promote the principles of justice and fairness nationally and internationally, with a particular emphasis on our local community;
- 3.1.3. to promote and facilitate interaction and activities of a social, intellectual, and competitive nature among law students;
- 3.1.4. to promote and foster an active interest in matters affecting the study and practice of law;
- 3.1.5. to assist law students in the study of law;
- 3.1.6. to make representations and submissions to relevant bodies on matters deemed relevant by the Executive of the Society;
- 3.1.7. to provide members of the Society with any other services not funded through any fee paid to the University by students directed at the provision of services.

- 3.2. The assets and income of the Society shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation, except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

PART II – OPERATION OF THE SOCIETY

4. Constitution

- 4.1. The Society is to be conducted in accordance with this Constitution.
- 4.2. This Constitution may be added to, repealed or amended by resolution of any General Meeting, provided that:
- 4.2.1. a petition signed by twenty (20) members is submitted to the Vice-President (Administration);
- 4.2.1.1. the petition must state the details of the amendment;
- 4.2.2. twenty-one (21) days public notice has been given of the General Meeting and the specific changes proposed in accordance with section 21.5;
- 4.2.3. the resolution is carried by a majority of at least three quarters of the members voting; and
- 4.2.4. there are at least thirty three (33) members voting.
- 4.3. Further amendments to any tabled amendment may be proposed at the meeting provided that such amendments are accepted by a simple majority of the meeting on a procedural basis.
- ~~No addition, repeal or amendment shall have effect until approved by the ANU Council.~~
- ~~The Vice-President (Administration) shall ensure that, once passed at a General Meeting, any addition, repeal, or amendment to the Constitution is submitted to the ANU Council for approval at its next meeting, or as soon as possible thereafter.~~
- 4.4. The Constitution may be amended not in accordance with section 4.2 for grammatical, typographical, or formatting purposes, provided that:
- 4.4.1. the substantive text of the Constitution is not amended in any way;
- 4.4.2. the amendment is passed by a two-thirds majority of the Executive; and
- ~~no addition, repeal or amendment shall have effect until approved by the ANU Council.~~
- 4.5. For the purposes of section 4.4 ‘substantive text’ constitutes the written words of the Constitution. It does not include, for example, punctuation marks, numbering or spacing of the Constitution.
- 4.6. In the event of a dispute as to the interpretation of this Constitution:
- 4.6.1. the Executive, by a two-thirds majority vote, shall make a final and binding decision as to the interpretation of this Constitution ~~subject to the practicability of the application of part 11;~~ or
- 4.6.2. within a meeting of the Society, the Chairperson will make a final and binding decision as required as to the interpretation of this Constitution;
- 4.7. Copies of this Constitution are to be available on request from the Vice-President (Administration).

- Comment [Anna McNe10]: Insert number
- Comment [Anna McNe11]: Changed to accurately reflect position title
- Comment [Anna McNe12]: Insert number
- Comment [Anna McNe13]: Changed to reflect appropriate section post-formatting
- Comment [Anna McNe14]: Compliance with the Associations Incorporation Act 1991 (ACT) s 33 when read with s 70(a)
- Comment [Anna McNe15]: Compliance with the Associations Incorporation Act 1991 (ACT) s 33 when read with s 70(b)
- Comment [Anna McNe16]: Insert number
- Comment [Anna McNe17]: Deleted due to irrelevance
- Comment [Anna McNe18]: Changed to reflect appropriate section post-formatting
- Comment [Anna McNe19]: Deleted due to irrelevance
- Comment [Bryce Rob20]: Changed to reflect appropriate section post-formatting
- Comment [Anna McNe21]: Deleted because it was internally inconsistent and made no sense. We believe this was an anachronism or error in the current constitution
- Comment [Anna McNe22]: Changed to accurately reflect position title

5. Regulations

5.1. The Committee may adopt Regulations on such matters as it sees fit, provided that the Regulations are in conformity with this Constitution:

5.1.1. Regulations shall be adopted, repealed and amended in accordance with section 22.

5.1.1.1. Regulations inconsistent with this Constitution are only invalid insofar as that inconsistency extends.

5.2. The Society must at all times have Standing Orders for Meetings.

5.3. In the absence of the specific adoption of Regulations or Standing Orders, the relevant Regulations and Standing Orders of ALSA shall apply.

Comment [Anna McNe23]: Changed to reflect appropriate section post-formatting

Comment [Anna McNe24]: Abbreviated

6. Common Seal

6.1. The Common Seal of the Society shall be kept in the custody of the Vice-President (Administration).

6.2. The Common Seal shall not be affixed to any instrument except by the authority of the Executive.

6.3. The affixing of the Common Seal shall be attested by the signatures of two (2) members of the Executive: where available, the Vice-President (Administration) is to be one such signatory.

Comment [Anna McNe25]: Changed to accurately reflect position title

Comment [Anna McNe26]: Insert number

Comment [Anna McNe27]: Changed to accurately reflect position title

7. Records

7.1. The Vice-President (Finance) will be responsible for the custody of all relevant financial documentation and records.

7.2. The Vice-President (Administration) will be responsible for the custody of all other relevant documentation and records.

7.3. The records of the Society shall be open for inspection upon request from the Vice-President (Administration) by members at any reasonable hour.

Comment [Anna McNe28]: Changed to accurately reflect position title

Comment [Anna McNe29]: Changed to accurately reflect position title

Comment [Anna McNe30]: Changed to accurately reflect position title

8. Affiliation

8.1. The Society may from time to time become an affiliated Society of ANUSA. Whenever the Society is so affiliated, all relevant provisions and regulations of the Constitution of ANUSA to the Society.

8.2. The Society may from time to time become an affiliated Society of PARSA. Whenever the Society is so affiliated, all relevant provisions and regulations of the Constitution of PARSA to the Society.

8.3. The Society may from time to time become an affiliate of ASLA or any other relevant organisation.

Comment [Anna McNe31]: Abbreviated

Comment [Anna McNe32]: Abbreviated

Comment [Anna McNe33]: Inserted to reflect that the ANU LSS also represents JD students, not just undergraduates

Comment [Anna McNe34]: Abbreviated

9. Dissolution

9.1. The Society may be dissolved only by a resolution approved by at least four-fifths of members present at a General Meeting.

9.2. Notice of such a Meeting must be publicised to all members at least two (2) weeks before the meeting and must include notice of motion to dissolve the Society.

Comment [Anna McNe35]: Insert number

- 9.3. In the case of the Society being dissolved, any excess assets, property, or monies remaining after all debts are paid shall not be distributed amongst its members, but shall be given or transferred to the College for the purposes of the creation of a student representative organisation with similar aims to that of this Society.

PART III – FINANCE

10. Funds Source

- 10.1. The income of the Society shall be derived from the following activities and arrangements:
- 10.1.1. the collection of membership fees from members of the Society;
 - 10.1.2. maintaining sponsorship relationships with any individual, corporation or other body;
 - 10.1.3. advertising goods, services, or the existence of any individual, corporation, or any other body, within the Society's publications or public notices;
 - 10.1.4. advertising goods, services, or the existence of any individual, corporation, or any other body, at the Society's events;
 - 10.1.5. grants from various bodies including the College and ANUSA;
 - 10.1.6. the sale of any assets owned by the Society;
 - 10.1.7. the provision of any services by the Society;
 - 10.1.8. the interest earned on any monies belonging to the Society; and
 - 10.1.9. any activities incidental to the above.

Comment [Anna McNe36]: Abbreviated

11. Funds Management

- 11.1. Subject to any resolution passed by the Society in a General Meeting, the funds of the Society must be used for the objects of the Society in a way that the Committee decides.
- 11.2. The financial assets of the Society are to be held in one bank account held in the Society's name (the Primary Account).
- 11.3. All withdrawals and cheques drawn from the Primary Account of the Society must be signed by two (2) of the following members of the Executive:
- 11.3.1. the President;
 - 11.3.2. the Vice-President (Finance); or
 - 11.3.3. the Vice-President (Administration).
- 11.4. Notwithstanding section 11.2, funds may be transferred into another bank account held in the Society's name (the Secondary Account) in accordance with section 11.3.
- 11.5. All withdrawals and cheques drawn from the Secondary Account of the Society must be signed by one (1) of the following members of the Executive:
- 11.5.1. the President;
 - 11.5.2. the Vice-President (Finance); or
 - 11.5.3. the Vice-President (Administration).

Comment [Bryce Rob37]: We felt that this was necessary, as there was no indication of how/why money should be spent. It should be self-explanatory, and is an implication of our incorporated/NFP status, but we thought it was important to link expenditure to our stated objects.

- 11.6. The President and the Vice-President (Finance) shall each hold in their own names a debit card linked to the Secondary Account.
- 11.6.1. These cards will not be shared and will only be used by the person whose personal name appears on the debit card.
- ~~All withdrawals, and cheques drawn, on the Accounts of the Society, must be signed by at least two (2) members of the Executive. Unless justifiably unavailable, the Vice-President (Finance) is to be one such signatory.~~
- 11.7. The financial year of the Society is from 1 January to 31 December.
- 11.8. All Accounts must be kept in accordance with any accounting policies established by the regulations of this Constitution.
- 11.9. The Accounts of the Society shall be audited annually by a qualified auditor, who is not a member of the Society, and who shall be appointed by the Annual General Meeting of the Society.
- 11.10. The audited Accounts of the Society shall be presented at the next Ordinary General Meeting or Annual General Meeting of the Society after the date on which the audit of the Accounts is completed.

Comment [Bryce Rob38]: These sections reflect the actual structure, management and usage of the ANU LSS accounts. The specificity in this regard was advised by the bank. This structure ensures that we can transfer money—with due authorisation—into a second account with card access, so that we can make online payments/card payments where being issued an invoice is not an option.

Comment [Bryce Rob39]: Inconsistent with above, hence removal.

Comment [Anna McNe40]: Inserted for grammar reasons (sentence flow)

Comment [Anna McNe41]: Changed to allow presentation of the audited Accounts at the next of two types of meetings

PART IV – MEMBERSHIP

12. Membership

- 12.1. There are three (3) classes of membership of the Society:
- 12.1.1. Paid;

12.1.2. Voting; and

12.1.3. Honorary.
- 12.2. All persons who are members of ANUSA or PARSA are eligible for admission to paid membership of the Society.
- 12.2.1. In order to become a Paid member of the Society, the relevant subscription fee of the Society must be paid in accordance with section 13.1.
- 12.3. Paid members shall have the following exclusive rights:
- 12.3.1. hold office of the Society; and

12.3.2. access to benefits offered in consideration for payment of the annual membership fee, as determined by the Executive.
- 12.4. All persons enrolled in the ANU Bachelor of Laws, Bachelor of Laws (Honours) and Juris Doctor programs are Voting members of the Society.
- 12.5. Voting members and Paid members, but not Honorary members shall have the following rights:
- 12.5.1. vote at meetings of the Society; and

12.5.2. vote in the elections of the Society.
- 12.6. The following are Honorary members of the Society:
- 12.6.1. all persons who are graduates of the College;

12.6.2. all persons who are currently enrolled in Legal Workshop;

12.6.3. all staff of the College; and

12.6.4. any person made an honorary member by the Committee.
- 12.7. The Committee may confer on a Paid, Voting, or Honorary member, who has rendered distinguished service to the Society, the status of life membership.
- 12.7.1. one (1) week notice must be given of any proposal to confer life membership;

12.7.2. notice must be in accordance with section 21.5; and

12.7.3. the proposal must be supported in accordance with section 22.
- 12.8. A Voting, Paid or Honorary member of the Society ceases to be a member:
- Comment [Anna McNe42]: Insert number

Comment [Anna McNe43]: Abbreviated

Comment [Anna McNe44]: Abbreviated

Comment [Anna McNe45]: Changed to reflect appropriate section post-formatting

Comment [Anna McNe46]: Changed to reflect Section 3 - Interpretation

Comment [Anna McNe47]: Insert number

Comment [Anna McNe48]: Changed to reflect appropriate section post-formatting

Comment [Anna McNe49]: Changed to reflect appropriate section post-formatting

12.8.1. upon death;

12.8.2. upon the submission of a letter of resignation of membership to the Vice-President (Administration);

12.8.3. at the conclusion of the calendar year in which they became a member; or

12.8.4. upon their expulsion from membership of the Society in accordance with section 15 of this Constitution.

Comment [Anna McNe50]: Changed to accurately reflect position title

Comment [Anna McNe51]: Changed to reflect appropriate section post-formatting

12.9. Any right, privilege or obligation which a person has by reason of being a member of the Society:

12.9.1. is not transferable to any other person; and

12.9.2. terminates on cessation of the person's membership.

13. Fees

13.1. The annual membership fee of the Society shall be \$5.

14. Members' Liabilities

14.1. The liability of a member to contribute towards the payment of the debts and liabilities of the Society, or the costs, charges and expenses of winding up the Society, are limited to any amounts unpaid by the member in respect of membership of the Society as required in section 13.1.

Comment [Anna McNe52]: Changed to reflect appropriate section post-formatting

15. Disciplining of Members

15.1. Where the Committee is of the opinion that a member:

15.1.1. has persistently refused or neglected to comply with this Constitution; or

15.1.2. has persistently and wilfully acted in a manner prejudicial to the interests of the Society; or

15.1.3. has acted in a way that has been detrimental to the Society; the Committee may:

15.1.3.1. expel the member from the Society; or

15.1.3.2. suspend the member from involvement in certain aspects of the Society and withdraw privileges of membership of the Society for a period specified by the Committee.

15.2. If a member feels that that they have been treated unfairly by the Committee they may present their case in writing to the Executive within fourteen (14) days of the decision being made.

Comment [Anna McNe53]: Insert number

PART V – THE COMMITTEE

16. The Executive

16.1. The members of the Society are to elect annually an Executive consisting of the following members:

16.1.1. one (1) President;

Comment [Anna McNe54]: Insert number

16.1.2. seven (7) Vice-Presidents:

Comment [Anna McNe55]: Insert number

16.1.2.1. one (1) Vice-President (Administration);

16.1.2.2. one (1) Vice-President (Finance);

16.1.2.3. one (1) Vice-President (Education);

16.1.2.4. one (1) Vice-President (Events);

16.1.2.5. one (1) Vice-President (Careers);

16.1.2.6. one (1) Vice-President (Social Justice); and

16.1.2.7. one (1) Vice-President (Competitions).

Comment [Anna McNe56]: Insert numbers and changed to accurately reflect position titles

16.2. The Immediate Past President (IPP) automatically forms part of the Executive in a non-voting capacity.

16.3. The Executive may act in the name of the Committee between meetings of the Committee:

16.3.1. motions shall be supported by a two-thirds majority vote of the members of the Executive and such decisions will be final.

16.3.1.1. Where possible, consensus decision-making is preferable.

16.3.2. Where justifiably unavailable to fulfil a particular duty, a member of the Executive may delegate any duty under this Constitution, in accordance with section 16.3.

Comment [Anna McNe57]: Changed to reflect appropriate section post-formatting

17. Duties of Executive Officers

17.1. The duties of the President include:

- 17.1.1. to represent the Society and act as its Public Officer in accordance with Part 4 of the *Associations Incorporation Act 1991* (ACT);
- 17.1.2. to further the objects of the Society;
- 17.1.3. to promote the Society;
- 17.1.4. to convene, or instruct the Vice-President (Administration) to convene, all General Meetings of the Society or its Committee;
- 17.1.5. to complete a report to form part of the Continuity Guide, indicating what was achieved in the Society from the President's perspective during their term, and suggestions for improvement in the following term;
- 17.1.6. to convene, or instruct the Vice-President (Administration) to convene, at least eight (8) meetings of the Executive;
 - 17.1.6.1. the President may elect to convene weekly Executive meetings;
- 17.1.7. to take responsibility for all the activities of the Society, which includes providing direction to the Executive; and
- 17.1.8. to take responsibility and oversee all the activities and provide direction to the International Students' Director, the Wellbeing Director, and the four (4) First Year Officers.
 - 17.1.8.1. The First Year Officers will be assigned to assist with the activities of the relevant portfolio as directed by the President.

Comment [Anna McNe58]: Changed to accurately reflect position title

Comment [Anna McNe59]: Changed to accurately reflect position title

Comment [Anna McNe60]: Insert number

Comment [Anna McNe61]: Changed to accurately reflect position title

Comment [Anna McNe62]: Changed to accurately reflect position title

Comment [Anna McNe63]: Insert number

Comment [Anna McNe64]: Changed to accurately reflect position title

17.2. The duties of the Vice-President (Administration) include:

- 17.2.1. to assist the President in the leadership of the Society;
- 17.2.2. to further the objects of the Society;
- 17.2.3. to keep and maintain all minutes, records and correspondence as may reasonably be required by the Executive for the proper conduct of the Society's affairs;
- 17.2.4. to keep and maintain all records as required by ACT and Commonwealth law;
- 17.2.5. to act as President in the absence of that Officer;
- 17.2.6. to monitor all actions done by the Committee in the course of Society business for conformity with this Constitution;
- 17.2.7. to provide administrative support to the Executive;
- 17.2.8. to conduct the free and fair elections of the Society in accordance with this Constitution;
- 17.2.9. to ensure the Society has effective administrative procedures and practices;
- 17.2.10. to assist the President in effectively coordinating and communicating with the Committee and various sub-committees;

- 17.2.11.to administer the physical environment of the Society with a view towards best environmental practices and the promotion of the same;
- 17.2.12.to facilitate the completion of the Continuity Guide;
- 17.2.13.to complete a report to form part of the Continuity Guide, indicating what was achieved in the Administration portfolio during their term, and suggestions for improvement in the following term;
- 17.2.14. to take responsibility for all the activities of the Administration portfolio, which includes providing direction to the Information Technology Director and the Publicity Director, as well as providing oversight of the Peppercorn Editors when required;
- 17.2.15. to convene at least three (3) portfolio meetings; and
- 17.2.16.to carry out any duties assigned to them by the President from time to time.
- 17.3. The duties of the Vice-President (Finance) include:
- 17.3.1. to assist the President in the leadership of the Society;
- 17.3.2. to further the objects of the Society;
- 17.3.3. to ensure the Society has effective accounting practices and remains solvent at all times throughout their term;
- 17.3.4. to keep the President aware at all times of the financial position of the Society;
- 17.3.5. to formulate a budget, in consultation with the Executive, for presentation to members at the first ordinary general meeting of their term;
- 17.3.6. to receive all monies on behalf of the Society, and deposit such monies to the credit of the Society's bank accounts;
- 17.3.7. to maintain correct accounts of all monies received and expended;
- 17.3.8. to ensure that the funds of the Society are not disposed to any person, or for any purpose, unless authorised by the Executive;
- 17.3.9. unless justifiably unavailable, to be a signatory to all cheques and withdrawals on the accounts of the Society;
- 17.3.10.to present to the Committee on request statements of the Society's finance and of receipts and disbursements since the preceding report;
- 17.3.11.to present to the Annual General Meeting a statement of accounts;
- 17.3.12.to complete a report to form part of the Continuity Guide, indicating what was achieved in the Finance portfolio during their term, and suggestions for improvement in the following term;
- 17.3.13. to take responsibility for the Finance portfolio, which includes providing direction to the Sponsorship Director;
- 17.3.14. to convene at least three (3) portfolio meetings; and

Comment [Anna McNe65]: Inserted to reflect the supervisory capacity which the Vice-President (Administration) has over Peppercorn

Comment [Anna McNe66]: Insert number

Comment [Anna McNe67]: Changed to accurately reflect position title

Comment [Anna McNe68]: Insert number

- 17.3.15.to carry out any duties assigned to them by the President from time to time.
- 17.4. The duties of the Vice-President (Education)/ALSA Representative include:
- 17.4.1. to assist the President in the leadership of the society;
- 17.4.2. to further the objects of the Society;
- 17.4.3. to take responsibility on behalf of the Society for matters concerning education at the University;
- 17.4.4. to ensure there is adequate student representation on committees of the College:
- 17.4.4.1. the composition of such representation shall be determined in consultation with the President;
- 17.4.5. to, under the guidance of the President, fulfil the Society’s obligations to ALSA;
- 17.4.6. to promote ALSA at the University;
- 17.4.7. to act as an advocate and representative for individual students, where the need arises, in relation to matters arising with the College;
- 17.4.8. to promote the interests of all groups that make up the student body;
- 17.4.9. to promote equal opportunity policies within the College;
- 17.4.10. to hold at least two (2) public forums on topics of relevant interest;
- 17.4.11.to promote the development of infrastructure beneficial to students in and around the College;
- 17.4.12.to complete a report to form part of the Continuity Guide, indicating what was achieved in the Education portfolio during their term, and suggestions for improvement in the following term;
- 17.4.13. to take responsibility for the Education portfolio, which includes providing direction to the Education Directors, International Students’ Director, the Juris Doctor Director (Education) and the relevant sub-committees;
- 17.4.14. to convene at least three (3) portfolio meetings; and
- 17.4.15.to carry out duties assigned to them by the President from time to time.
- 17.5. The duties of the Vice-President (Careers) include:
- 17.5.1. to assist the President in the leadership of the Society;
- 17.5.2. to further the objects of the Society;
- 17.5.3. to coordinate the enhancement of career options for law students through the provisions of relevant services and events;
- 17.5.4. to hold at least two (2) public forums on topics of relevant interest;
- Comment [Anna McNe69]:** Changed to accurately reflect position title
- Comment [Anna McNe70]:** Abbreviated
- Comment [Anna McNe71]:** Abbreviated
- Comment [Anna McNe72]:** Changed to reflect Section 3 - Interpretation
- Comment [Anna McNe73]:** Insert number
- Comment [Anna McNe74]:** Deleted for irrelevance – not actually under this portfolio. See rationale for International Students’ Director position description (see section 19)
- Comment [Anna McNe75]:** Insert number
- Comment [Anna McNe76]:** Changed to accurately reflect position title
- Comment [Anna McNe77]:** Insert number

- 17.5.5. to complete a report to form part of the Continuity Guide, indicating what was achieved in the Careers portfolio during their term, and suggestions for improvement in the following term;
- 17.5.6. to take responsibility for the Careers portfolio, which includes providing direction to the Careers Directors;
- 17.5.7. to convene at least three (3) portfolio meetings; and
- 17.5.8. to carry out duties assigned to them by the President from time to time.
- 17.6. The duties of the Vice-President (Events) include:
- 17.6.1. to assist the President in the leadership of the Society;
- 17.6.2. to further the objects of the Society;
- 17.6.3. to run a variety of social and competitive events to accommodate the diversity of the student body;
- 17.6.4. to complete a report to form part of the Continuity Guide, indicating what was achieved in the Events portfolio in their term, and suggestions for improvement in the following term;
- 17.6.5. to take responsibility for the Events portfolio, which includes providing direction to other committee members in the portfolio;
- 17.6.6. to run at least three (3) portfolio meetings during their term; and
- 17.6.7. to carry out duties assigned to them by the President from time to time.
- 17.7. The duties of the Vice-President (Social Justice) include:
- 17.7.1. to assist the President in the leadership of the Society;
- 17.7.2. to further the objects of the Society;
- 17.7.3. to coordinate or facilitate public interest activities that may be funded by the resources of the society;
- 17.7.4. to promote social justice in the College community, both by assisting in the social welfare of law students, and engaging the College in social justice issues in the wider community:
- 17.7.4.1. to assist in equity and diversity issues affecting the student body;
- 17.7.4.2. to support the activities of social justice organisations on campus and in the community, whose activities affect law students; and
- 17.7.4.3. to facilitate law students engagement with the activities of social justice organisations, both on campus and in the community;
- 17.7.5. to update the Alternative Internships Guide annually;
- 17.7.6. to host a careers event focused on social justice focused careers in law;
- 17.7.7. to host other events including, but not limited to:
- 17.7.7.1. publications;
- Comment [Anna McNe78]:** Changed to reflect addition of second Careers Director
- Comment [Anna McNe79]:** Insert number
- Comment [Anna McNe80]:** Changed to accurately reflect position title
- Comment [Anna McNe81]:** Insert number
- Comment [Anna McNe82]:** Changed to accurately reflect position title

17.7.7.2. careers events; and

17.7.7.3. social events;

17.7.8. and matters concerning education in the College; and

17.7.9. to carry out duties assigned to them by the President from time to time.

17.8. The duties of the Vice-President (Competitions) include:

17.8.1. to take responsibility for the Competitions portfolio;

17.8.2. reasonably delegating tasks, work-load, and responsibilities between Competitions Directors and External Competitions Director throughout the year;

17.8.3. convening at least three (3) portfolio meetings per semester;

17.8.4. maintaining regular contact with the College's Faculty Liaison and sponsors to further the competition portfolio's relationship with the College and sponsors;

17.8.5. to ensure that all competitions are run in a professional and coordinated manner and to ensure those competitions are of the highest quality possible;

17.8.6. to ensure that, with the assistance of the Publicity Director, all competitions are widely promoted and attended;

17.8.7. to ensure the Society sends the highest quality competitors to the ALSA Championships, by:

17.8.7.1. facilitating the training and preparation of ALSA team members;

17.8.7.2. providing assistance and support for the ALSA team members during the Championships to the best of his/her capacity;

17.8.7.3. updating current ANU LSS Competition rules with changes to the ALSA Competition Rules.

17.9. Each Vice-President, in accordance with section 22, may recommend to the Executive the creation of an Ad Hoc Sub-Committee for the purpose of providing guidance to, or carrying out directives of, the Committee.

17.9.1. The creation of an Ad-Hoc Sub-Committee may be approved by the Executive, subject to section 16.3.1 of this Constitution.

17.9.2. The proposing Vice-President shall chair the Ad-Hoc Sub-Committee.

17.9.2.1. The Executive may, subject to section 16.3.1, waive the requirement in section 17.9.2 and delegate the Chairpersonship to an appropriate candidate.

17.9.3. The Chair shall report to the Executive on the progress of the Ad-Hoc Sub-Committee no less than once per month.

17.9.4. The Ad-Hoc Sub-Committee may include one or more Committee members at the discretion of the proposing Vice-President.

17.9.4.1. The remaining positions may be filled by members of the Society.

Comment [Anna McNe83]: Changed to accurately reflect position title

Comment [Anna McNe84]: Insert number

Comment [Anna McNe85]: Changed to reflect Section 3 - Interpretation

Comment [Anna McNe86]: Changed to reflect Section 3 - Interpretation

Comment [Anna McNe87]: Changed to accurately reflect position title

Comment [Anna McNe88]: Abbreviated

Comment [Anna McNe89]: Changed to reflect appropriate section post-formatting

Comment [Bryce Rob90]: Combined 17.9 and 17.9.1, as the rest of the subsections in 17.9 made no sense as continuing from the colon in 17.9 (they are all entirely new sentences)

Comment [Anna McNe91]: Changed to reflect appropriate section post-formatting

Comment [Bryce Rob92]: Renumbered (increased by one level, didn't need to be nested under the level above). Subsections below adjusted accordingly

Comment [Anna McNe93]: Changed to reflect appropriate section post-formatting

17.9.5. Notice shall be given to members of the creation of an Ad Hoc sub-committee, and the Vice President (Administration) shall accept nominations for a period not less than one week.

Comment [Anna McNe94]: Changed to accurately reflect position title

17.9.5.1. The Executive shall, at their discretion, select successful candidates on the basis of experience, expertise, and suitability to the task.

17.9.5.1.1. Selections of Sub-Committee members shall be carried out with transparency and on the basis of equal opportunity.

17.9.5.1.2. Selections shall be advertised to the Committee immediately, and shall be approved by majority vote at the next Committee meeting.

17.9.5.2. Email is deemed to constitute notice.

17.9.6. Where the Ad-Hoc Sub-Committee is tasked with providing guidance to the Committee, such guidance will not be binding upon the Committee.

17.9.7. At the time of recommendation, the proposing Vice-President must present to the Executive a document stipulating the Guidelines and Terms of Reference for the Ad-Hoc Sub-Committee, to be approved in accordance with section 16.3.1.

Comment [Anna McNe95]: Changed to reflect appropriate section post-formatting

17.9.8. The Ad-Hoc sub-committee shall be dissolved:

17.9.8.1. upon the date set out in the Ad-Hoc Sub-Committee Guidelines and Terms of Reference document, or;

17.9.8.2. upon the completion of its brief, set out in the Ad-Hoc Sub-Committee Guidelines and Terms of Reference document.

17.9.9. Notwithstanding section 17.9.8, the Ad-Hoc Sub-Committee may be dissolved at any time by the Executive per section 16.3.1.

Comment [Bryce Rob96]: For internal consistency.

Comment [Anna McNe97]: Changed to reflect appropriate section post-formatting

17.9.10. The Executive may recommend the appointment to the Committee of additional Officers to assist in the fulfilment of duties as required by their respective portfolios, which will form part of that portfolio's sub-committee.

18. The Committee

18.1. The Executive shall form part of the Committee.

18.2. The Committee shall consist of:

18.2.1. nineteen (19) Directors and five (5) Officers which are duly elected, consisting of:

18.2.1.1. one (1) International Students Director;

18.2.1.2. one (1) Wellbeing Director;

~~one (1) Strategic Director;~~

~~one (1) Information Technology Director;~~

18.2.1.3. one (1) Publicity Director;

18.2.1.4. one (1) Sponsorship Director;

18.2.1.5. two (2) Education Directors;

18.2.1.6. one (1) Juris Doctor Director (Social);

18.2.1.7. one (1) Juris Doctor Director (Education);

18.2.1.8. two (2) Careers Directors;

18.2.1.9. four (4) Competitions Directors;

18.2.1.10. one (1) External Competitions Director;

18.2.1.11. two (2) Social Justice Directors;

18.2.1.12. two (2) Social Directors;

18.2.1.13. one (1) BBQ Officer; and

18.2.1.14. four (4) First Year Officers.

18.2.2. two (2) Directors which are duly appointed by the Executive in accordance with section 16.3.1, consisting of:

18.2.2.1. one (1) Information Technology Director; and

18.2.2.2. one (1) Strategic Director.

18.2.3. One (1) or more duly elected Peppercorn editor(s);

18.2.3.1. Peppercorn is the official quarterly publication of the Society.

18.2.3.2. Peppercorn aims to publish a range of law-related and topical current affairs articles, including, but not limited to, scholarly articles, creative writing, cartoons, satire, as well as reporting on the events of the Society.

Comment [Anna McNe98]: See comment below

Comment [Anna McNe99]: Inserted to reflect the creation of a second Careers Director, as voted for by the Committee on 12/02/17

Comment [Bryce Rob100]: Moved from the section above (elected positions) to this new section (appointed positions). Reflective of current practicing following a vote by the 2016 Committee to change this position from elected to appointed.

Comment [Bryce Rob101]: As above. Reflective of the nature of the role as described in section 19.13.6.2.

Comment [Anna McNe102]: Insert numbers

Comment [Anna McNe103]: Formatting changes

18.3. May include, at the discretion of the Executive, a representative in a non-voting capacity from:

18.3.1. the College;

18.3.2. Legal Workshop;

18.3.3. ANUSA;

18.3.4. PARSAs; or

18.3.5. any other body whose interests relate to the Society.

Comment [Anna McNe104]: Changed to reflect Section 3 – Interpretation, and inserted to reflect that the ANU LSS also represents JD students

18.4. No fees or honoraria are to be paid to any member of the Committee.

18.5. Executive and Committee office holders will cease to be such only:

Comment [Anna McNe105]: Changed to reflect that this section applies to the President, Vice-Presidents, Directors, and Officers

18.5.1. after formal resignation from office;

18.5.2. upon death;

18.5.3. upon the expiration of their term of office; or

18.5.4. where the Executive decide by a seven-eighths majority that it is in the best interests of the Society to remove that office holder, because that office holder is not adequately fulfilling their duties or is acting in a manner prejudicial to the Society:

Comment [Anna McNe106]: Changed to reflect that this section applies to the President, Vice-Presidents, Directors, and Officers

18.5.4.1. “not adequately fulfilling their duties” may include being absent from any three (3) consecutive meetings at which their presence was reasonably expected.

Comment [Anna McNe107]: Insert number

18.6. If any position of the Committee becomes vacant for any reason, the vacancy may be filled by a candidate elected by a simple majority vote of the Committee.

18.7. No member shall be President of the Society for more than two (2) consecutive terms of office.

Comment [Anna McNe108]: Insert number

18.8. No individual elected position may be shared between two (2) persons.

Comment [Anna McNe109]: Insert number

18.9. The Committee's term of office shall be one calendar year from December 1 to November 30, immediately subsequent to their election.

18.10. All office holders of the Society shall reasonably attempt to make themselves available for one (1) month after the expiration of their term in order to facilitate the changeover of positions.

Comment [Anna McNe110]: Changed to reflect that this section applies to the President, Vice-Presidents, Directors, and Officers

Comment [Anna McNe111]: Insert number

19. Duties of Committee Directors and Officers

19.1. The duties of the International Students Director include:

- 19.1.1. to carry out the duties assigned to them by the President;
- 19.1.2. to take responsibility, under the guidance of the President, for promoting the interests of international students at the College;
- 19.1.3. to organise social and/or educational events for international students;
- 19.1.4. to develop resources to assist international students; and
- 19.1.5. to liaise with and assist other portfolios as appropriate for the purpose of carrying out the functions identified in sections 19.1.1–19.1.4.

Comment [Anna McNe112]: Inserted to more accurately reflect contents of section

19.2. The duties of the Information Technology Director include:

- 19.2.1. to carry out duties assigned to them by the Vice-President (Administration);
- 19.2.2. to take responsibility, under the guidance of the Vice-President (Administration), for the Information Technology portfolio;
- 19.2.3. to maintain and update the information technology hardware and software of the Society; and
- 19.2.4. to facilitate the efficient operations of the Society insofar as they relate to information technology.

Comment [Bryce Rob113]: This has been inserted in accordance with a vote by the Committee on 12/02/17 to effectively 'reinstate' the International Students Director, after an unsuccessful attempt to remove the role from the Constitution in 2015 (noting that reference to the ISD still remains in the list of Committee office holders and within the position description of the President). The description has been expressed at a deliberately high level of abstraction to allow for the development of the role (acknowledging that, at this point, it is essentially a 'pilot' role in 2017). This position description can be revisited and refined at later General Meetings of the ANU LSS, as the Committee deems appropriate.

Comment [Anna McNe114]: Changed to accurately reflect position title

Comment [Anna McNe115]: Changed to accurately reflect position title

19.3. The duties of the Sponsorship Director include:

- 19.3.1. to carry out duties assigned to them by the Vice-President (Finance);
- 19.3.2. to take responsibility, under the guidance of the Vice-President (Finance), for the Sponsorship portfolio;
- 19.3.3. to ensure that all sponsorship obligations of the Society are met and coordinated;
- 19.3.4. to develop new sponsorship opportunities for the Society while strengthening existing sponsor relationships; and
- 19.3.5. to take responsibility for the establishment and/or maintenance of a society website.

Comment [Anna McNe116]: Changed to accurately reflect position title

Comment [Anna McNe117]: Changed to accurately reflect position title

19.4. The duties of the Publicity Director include:

- 19.4.1. to carry out duties assigned to them by the Vice-President (Administration);
- 19.4.2. to take responsibility, under the guidance of the Vice-President (Administration), for the publicity of the Society;
- 19.4.3. to proactively seek out events, services and information from other Portfolios to publicise and promote through appropriate mediums which shall include:
 - 19.4.3.1. systematic lecture announcements;
 - 19.4.3.2. notices and other such visual advertisements;

Comment [Anna McNe118]: Changed to accurately reflect position title

Comment [Anna McNe119]: Changed to accurately reflect position title

Comment [Anna McNe120]: Change to reflect the nature of the position

- 19.4.3.3. products;
- 19.4.3.4. social media; and
- 19.4.3.5. any other Executive-approved medium;

19.4.4. to ensure that all sponsorship obligations of the Society are met and coordinated;

~~to develop new sponsorship opportunities for the Society while strengthening existing sponsor relationships;~~

Comment [Anna McNe121]: Deleted because of irrelevance to position

19.4.5. to generally promote the Society through appropriate mediums and assist in recruiting members.

19.5. The duties of the Education Directors include:

19.5.1. to carry out duties assigned to them by the Vice-President (Education);

Comment [Anna McNe122]: Changed to accurately reflect position title

19.5.2. to take responsibility, under the guidance of the Vice-President (Education), for the Education portfolio;

Comment [Anna McNe123]: Changed to accurately reflect position title

19.5.3. to assist the Vice-President (Education) in maintaining comprehensive representation on all relevant committees of the College and other relevant fora;

Comment [Anna McNe124]: Changed to reflect the nature of the portfolio

Comment [Anna McNe125]: Changed to accurately reflect position title

19.5.4. to promote the interests of all groups that make up the student body;

19.5.5. to make representations and submissions to the College or relevant bodies on matters affecting higher education;

19.5.6. to ensure that, with the assistance of the Publicity Director, all education services are widely promoted, attended and utilised;

Comment [Anna McNe126]: Changed to accurately reflect position title

19.5.7. to coordinate a range of educational services aimed at enhancing the study of law; and

19.5.8. to promote equal opportunity policies within the College.

19.6. The duties of the Competitions Directors include:

19.6.1. to carry out duties assigned to them by the Vice-President (Competitions);

Comment [Anna McNe127]: Changed to accurately reflect position title

19.6.2. to take responsibility for competitions allocated by the Vice-President (Competitions);

Comment [Anna McNe128]: Changed to accurately reflect position title

19.6.3. to run the allocated competitions in a professional and coordinated manner and to ensure those competitions are adequately judged and organised;

19.6.4. to ensure that, with the assistance of the Publicity Director, their allocated competitions are widely promoted and attended;

Comment [Anna McNe129]: Changed to accurately reflect position title

19.6.5. to ensure the Society sends the highest quality competitors to the ALSA Championships by facilitating their training and preparation in the allocated competitions; and

Comment [Anna McNe130]: Abbreviated

19.6.6. to provide assistance in the operation and promotion of all other competitions, where necessary or as directed by the Vice-President (Competitions).

Comment [Anna McNe131]: Changed to accurately reflect position title

19.7. The duties of the External Competitions Director include:

- 19.7.1. to carry out the duties assigned to them by the Vice-President (Competitions);
- 19.7.2. to take responsibility for facilitating the Society's involvement in external competitions, which include intervarsity competitions, national competitions other than ALSA, and international competitions;
- 19.7.3. to select students to represent the Society at an external competition should there be more applicants than spots available;
- 19.7.3.1. Selection may be done in conjunction with the Vice-President (Competitions) and/or a representative/s from the College, but may also be done solely by the Director, depending on the discretion of the Vice-President (Competitions).
- 19.7.3.2. Should there not be a consensus amongst the relevant selecting parties, the Vice-President (Competitions) will have final say.
- 19.7.3.3. Selection methods may include holding internal rounds, conducting interviews or "mini demonstrations", reviewing written applications, or any other means which the relevant selecting parties agree is necessary.
- 19.7.4. to arrange for advertising of the external competitions, any registration or other arrangements that might be necessary, and any training of competitors that might be able to be arranged.
- 19.8. The duties of the Social Directors include:
- 19.8.1. to carry out duties assigned to them by the Vice-President (Events);
- 19.8.2. to take responsibility, under the guidance of the Vice-President (Events), for the Events portfolio;
- 19.8.3. to assist in running all social events approved by the Executive;
- 19.8.4. to organise initiatives within the College, including but not limited to parties, sporting events, and other gatherings of a social nature;
- 19.8.5. where appropriate, to develop relationships with other faculties and universities, with a particular focus on inter-faculty and inter-university sporting events and initiatives; and
- 19.8.6. to ensure that all social events are of the highest quality possible.
- 19.9. The duties of the Careers Directors include:
- 19.9.1. to carry out duties assigned to them by the Vice-President (Careers);
- 19.9.2. to take responsibility, under the guidance of the Vice-President (Careers), for the Careers portfolio;
- 19.9.3. to ensure that, with the assistance of the Publicity Director, all careers services are widely promoted, attended and utilised; and
- 19.9.4. to coordinate a range of careers services aimed at enhancing the career prospects of law students.
- 19.10. The duties of the Social Justice Directors include:
- 19.10.1. to carry out duties assigned to them by the Vice-President (Social Justice).
- Comment [Anna McNe132]:** Changed to accurately reflect position title
- Comment [Anna McNe133]:** Changed to accurately reflect position title
- Comment [Anna McNe134]:** Changed to accurately reflect position title
- Comment [Anna McNe135]:** Changed to accurately reflect position title
- Comment [Anna McNe136]:** Changed to accurately reflect position title
- Comment [Anna McNe137]:** Changed to accurately reflect position title
- Comment [Anna McNe138]:** Changed to accurately reflect position title
- Comment [Anna McNe139]:** Changed to accurately reflect portfolio title
- Comment [Anna McNe140]:** Changed to reflect Section 3 – Interpretation
- Comment [Anna McNe141]:** Changed to include second Careers Director
- Comment [Anna McNe142]:** Changed to accurately reflect position title
- Comment [Anna McNe143]:** Changed to accurately reflect position title
- Comment [Anna McNe144]:** Changed to accurately reflect portfolio title
- Comment [Anna McNe145]:** Changed to accurately reflect position title
- Comment [Anna McNe146]:** Changed to accurately reflect position title

19.11. The duties of the Barbecue Officer include:

19.11.1. to carry out duties assigned to them by the Vice-President (Events); and

19.11.2. to organise and run barbecues as directed by the Vice-President (Events) and by other members of the Executive.

Comment [Anna McNe147]: Changed to accurately reflect position title

Comment [Anna McNe148]: Changed to accurately reflect position title

19.12. The duties of the Wellbeing Director include:

19.12.1. to carry out duties assigned to them by the President;

19.12.2. to assist the President in maintaining comprehensive representation on all relevant committees of the College and other relevant fora;

19.12.3. to promote the interests of affected or disadvantaged groups and groups that need particular representation that constitute the student body.

19.13. The duties of the Strategic Director include:

19.13.1. to carry out duties assigned to them by the President or the IPP;

19.13.2. to develop the LSS Strategic Plan in conjunction with the Executive and the IPP;

19.13.3. to ensure that the strategic vision is implemented through recommendations to the Executive on development of programs, evaluation of programs and any other methods;

19.13.4. where necessary, to assess the implementation of the LSS Strategic Plan;

19.13.5. where necessary, to make recommendations on the assessment of the LSS Strategic Plan; and

19.13.6. to liaise with external bodies on the LSS Strategic Plan.

Comment [Anna McNe149]: Changed to accurately reflect position title

Comment [Anna McNe150]: Abbreviation

Comment [Anna McNe151]: Abbreviation

Comment [Anna McNe152]: Inserted to reflect correct title

Comment [Anna McNe153]: Inserted to reflect correct title

19.13.6.1. The Strategic Director is a non-voting member of the Committee.

19.13.6.2. The Strategic Director is appointed by the Executive, in conjunction with the IPP;

19.13.6.3. The Strategic Director must have previously been on the Committee cumulatively for one (1) year before their appointment.

Comment [Anna McNe154]: Changed to accurately reflect position title

Comment [Anna McNe155]: Changed to accurately reflect position title

Comment [Anna McNe156]: Abbreviation

Comment [Anna McNe157]: Changed to accurately reflect position title

Comment [Anna McNe158]: Insert number

20. Elections

20.1. The elections must be held over three (3) consecutive academic days during the second semester of the academic year, but before the fourth week of the fourth teaching period, and must include nine (9) hours of polling.

20.1.1. Notwithstanding section 20.1, election of the four (4) First Year Officers must be held over three (3) consecutive academic days during the first semester of the academic year, but before the beginning of the sixth week of the first teaching period, and must include at least nine (9) hours of polling.

Comment [Anna McNe159]: Insert number

Comment [Anna McNe160]: Insert number

Comment [Bryce Rob161]: This was added to reflect the different timing of the First Year elections. Up until now, First Year elections have technically been inconsistent with the provision immediately above (a necessary incident of needing to elect the FYOs in the first semester of their year of office, once they have actually commenced at ANU).

20.2. The Vice-President (Administration) of the Society shall act as Returning Officer for the elections, except where the Vice-President (Administration) is running in the election, in which case the role of Returning Officer shall be appropriately delegated.

Comment [Anna McNe162]: Changed to accurately reflect position title

Comment [Anna McNe163]: Changed to accurately reflect position title

20.3. The elections must be conducted by a secret ballot, using an optional preferential system, and in accordance with this Constitution.

20.4. The positions to be filled are those listed in sections 16.1 and 18.2 of this Constitution.

Comment [Anna McNe164]: Changed to reflect appropriate section post-formatting

20.5. The Returning Officer must call for nominations at least two (2) weeks before the commencement of polling and nominations must remain open for seven (7) academic days.

Comment [Anna McNe165]: Insert number

Comment [Anna McNe166]: Insert number

20.5.1. The call for nominations must state:

20.5.1.1. the positions to be contested;

20.5.1.2. the details of how nominations may be lodged;

20.5.1.3. the date of the close of nominations; and

20.5.1.4. the days and times of polling.

20.5.2. The call for nominations must be prominently displayed on five (5) notices on at least two (2) notice boards around the College.

Comment [Anna McNe167]: Insert number

Comment [Anna McNe168]: Insert number

20.6. Nominations for any position at the annual elections must:

20.6.1. be signed by two (2) members of the Society;

Comment [Anna McNe169]: Insert number

20.6.2. contain a signed undertaking by the nominee that she/he will act in the position if elected;

20.6.3. contain a signed undertaking by the nominee that she/he will abide by this Constitution.

20.7. Only international students may submit a nomination for the role of International Students Director. An exchange student is not an international student for the purpose of this section, notwithstanding section 2 of this Constitution.

Comment [Bryce Rob170]: In accordance with Committee discussion at the meeting on 12/2/17, only International Students will be eligible to run for this position. We believe this is important for legitimate representation and interest in the portfolio.

20.8. A nominee can withdraw her/his nomination at any time.

20.9. The Returning Officer must arrange for the preparation of ballot papers:

20.9.1. the names of the candidates will appear on the ballot papers in a random order;

20.9.2. the ballot paper for all positions must contain the following words: "Write the number 1 in the box beside the candidate of your first choice";

20.9.3. for elections where three (3) or more candidates have nominated for a position, the words indicated in section 15.8.2 must be succeeded on the voting paper by the following words: "You may then show as many further preferences as you wish by writing numbers from 2 onwards in the boxes beside the candidates of your choice";

Comment [Anna McNe171]: Insert number

20.9.4. where there has only been one (1) nomination for a position where the box on the ballot paper would have appeared the word "elected" will appear. Consequently, the nominee will be elected to that position.

Comment [Anna McNe172]: Insert number

20.10. Any ordinary member of the Society is eligible to vote in the election.

Comment [Anna McNe173]: Abbreviated

20.11. The Returning Officer must, as soon as is practicable after the close of polling, arrange for the counting of votes to commence.

20.11.1.The Returning Officer may admit other members of the Society to assist in counting votes, provided that the members were not nominated for any positions in the election.

20.11.2.The Returning Officer or her/his nominee must determine whether or not each vote is valid.

20.11.3.The votes may be recounted at the request of the Returning Officer.

20.12. The results of the election must be published in public notices of the Society as soon as possible after the counting of votes is finished.

PART VI – MEETINGS

21. General Meetings

- 21.1. The members of the Society in General Meetings are the controlling body of the Society.
- 21.2. The decisions of any General Meeting of the Society are final and remain in force unless and until duly varied, amended, or annulled at a subsequent General Meeting.
- 21.3. Subject to this Constitution, decisions of a General Meeting will be passed by a simple majority.
- 21.4. At all General Meetings of the Society the Chairperson has a casting vote only.
- 21.5. Five (5) notices placed on not less than two different noticeboards around the College is deemed sufficient public notice to members.
- 21.6. Quorum at a General Meeting of the Society is thirty (30) members.
- 21.7. The procedure to be followed at General Meetings of the Society shall be defined by the Standing Orders of the Society.

Comment [Anna McNe174]: Insert number

Comment [Anna McNe175]: Insert number

22. Committee Meetings

- 22.1. Committee meetings are to be convened by the Vice-President (Administration), at the direction of the President or the Committee.
- 22.2. The Vice-President (Administration) shall give five (5) academic days public notice of a Committee meeting, and five (5) academic days written notice to members of the Committee, in accordance with section 21.5. E-mail is deemed to be written notice.
- 22.3. Subject to this Constitution, decisions of a Committee Meeting will be passed by a two-thirds majority.
- 22.4. Quorum at a Committee meeting of the Society is twelve (12) Committee members and must include at least three (3) members of the Executive.
- 22.5. The procedure to be followed at Committee meetings of the Society shall be defined by the Standing Orders of the Society and be subject to this Constitution:
 - 22.5.1. Committee meetings are to be open to both members and non-members;
 - 22.5.2. Subject to a contrary decision of the Committee, voting and speaking rights are to be limited to members of the Committee.

Comment [Anna McNe176]: Changed to accurately reflect position title

Comment [Anna McNe177]: Changed to accurately reflect position title

Comment [Anna McNe178]: Insert number

Comment [Anna McNe179]: Insert number

Comment [Bryce Rob180]: Changed to reflect appropriate section post-formatting

Comment [Anna McNe181]: Insert number

Comment [Anna McNe182]: Insert number

23. Ordinary General Meetings

- 23.1. Ordinary General Meetings are to be convened by the Vice-President (Administration), at the direction of the President or the Committee.
- 23.2. The Vice-President (Administration) must give seven (7) academic days public notice of an Ordinary General Meeting in accordance with section 21.5.

Comment [Anna McNe183]: Changed to accurately reflect position title

Comment [Anna McNe184]: Changed to accurately reflect position title

Comment [Anna McNe185]: Insert number

Comment [Anna McNe186]: Changed to reflect appropriate section post-formatting

- 23.3. Notice of motion for placement on the agenda of an Ordinary General Meeting are to be in writing and given to the Vice-President (Administration) at least three (3) academic days before the day appointed for the meeting.

Comment [Anna McNe187]: Changed to accurately reflect position title
- 23.4. The Vice-President (Administration) must give public notice of the agenda at least two (2) academic days before the meeting. Only business on the agenda may be dealt with.

Comment [Anna McNe188]: Insert number

Comment [Anna McNe189]: Changed to accurately reflect position title
- 23.5. The Society will hold an ordinary general meeting in the second half of each academic year.

Comment [Anna McNe190]: Insert number

24. Special General Meetings

- 24.1. The Vice-President (Administration) is to convene a Special General Meeting where:

Comment [Anna McNe191]: Changed to accurately reflect position title
- 24.1.1. the President, in consultation with the Executive, determines that is necessary; or
- 24.1.2. a petition signed by twenty (20) members is submitted to the Vice-President (Administration)

Comment [Anna McNe192]: Insert number

Comment [Anna McNe193]: Changed to accurately reflect the nature of the procedure
- 24.1.2.1. The petition must state the particular issues for consideration.
- 24.2. The Vice-President (Administration) is to give five (5) academic days public notice of a Special General Meeting in accordance with section 21.5, including an agenda with the details of the business to be dealt with. Only business on the agenda may be dealt with.

Comment [Anna McNe194]: Changed to accurately reflect position title

Comment [Anna McNe195]: Insert number

Comment [Anna McNe196]: Changed to reflect appropriate section post-formatting

25. Annual General Meetings

- 25.1. Annual General Meetings are to be convened by the Vice-President (Administration), at the direction of the President or the Committee.

Comment [Anna McNe197]: Changed to accurately reflect position title
- 25.2. The Society shall hold an Annual General Meeting in the first half of each academic year.
- 25.3. The Vice-President (Administration) must give seven (7) academic days public notice of the Annual General Meeting in accordance with section 21.5.

Comment [Anna McNe198]: Changed to accurately reflect position title
- 25.4. Notice of motions for placement on the agenda of the Annual General Meeting are to be in writing and given to the Vice-President (Administration) at least three (3) academic days before the day appointed for the meeting.

Comment [Anna McNe199]: Insert number

Comment [Anna McNe200]: Changed to reflect appropriate section post-formatting
- 25.5. The Vice-President (Administration) must give public notice of the agenda at least two (2) academic days before the meeting. Only business on the agenda may be dealt with.

Comment [Anna McNe201]: Changed to accurately reflect position title

Comment [Anna McNe202]: Insert number

Comment [Anna McNe203]: Changed to accurately reflect position title

Comment [Anna McNe204]: Insert number

26. Proxies

- 26.1. Each member is entitled to appoint another member as a proxy by notice given to the Vice-President (Administration) no later than 24 hours before the time of the meeting for which the proxy is appointed.
- 26.2. Members may indicate to the proxy how to vote, or they may leave it to the discretion of the proxy.
- 26.3. Email is deemed to be sufficient notice for the purposes of this section.

26.4. The notice must contain the following words: “I (member’s name) appoint (proxy’s name) to act as my proxy for any items which require voting on at the Meeting on (date of meeting).”

Comment [Anna McNe205]: Inserted to provide for the regulated allocation of proxies. Wording taken from the Model Rules.