

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

As at 28 August 2020

PART I – PRELIMINARY

- 1 Name and Nature
- 2 Interpretation
- 3 Objects

PART II – OPERATION OF THE SOCIETY

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

PART III – FINANCE

- 10 Funds Source
- 11 Funds Management

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

20 Elections

21 Appointments

PART VI – MEETINGS

22 General Meetings

23 Committee Meetings

24 Ordinary General Meetings

25 Special General Meetings

26 Annual General Meeting

27 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.

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.

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. the Executive, in consultation with the Committee, determines that is necessary; or
 - 4.2.2. a petition signed by twenty (20) members is submitted to the Vice-President (Administration);
 - 4.2.2.1. the petition must state the details of the amendment;
 - 4.2.3. twenty-one (21) days public notice has been given of the General Meeting and the specific changes proposed in accordance with section 21.5;
 - 4.2.4. the resolution is carried by a majority of at least three quarters of the members voting; and
 - 4.2.5. there are at least twenty (20) 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.
- 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; and
 - 4.4.2. the amendment is passed by a two-thirds majority of the Executive.
- 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; 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).

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.

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.

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.

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 apply 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 apply to the Society.
- 8.3. The Society may from time to time become an affiliate of ALSA or any other relevant organisation.

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.
 - 9.2.1. For the purposes of this section, notice must include an email sent directly to all Paid and Voting members, in addition to the requirements contained in section 21.5.
- 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 ANUSA 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.

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).
- 11.6. No funds shall be transferred from the Secondary Account of the Society into another account, except for the Primary Account of the Society.
- 11.7. The President and the Vice-President (Finance) shall each hold in their own names a debit card linked to the Secondary Account.
 - 11.7.1. These cards will not be shared and will only be used by the person whose personal name appears on the debit card.
- 11.8. The financial year of the Society is from 1 January to 31 December.

- 11.9. All Accounts must be kept in accordance with any accounting policies established by the regulations of this Constitution.
- 11.10. 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.
- 11.11. 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.

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. All persons enrolled in the ANU Bachelor of Laws, Bachelor of Laws (Honours) and Juris Doctor programs are Voting members of the Society.
- 12.4. Persons who simultaneously hold both Paid and Voting membership shall have the exclusive right to be elected to the Executive or appointed to the Committee of the Society.
- 12.5. Paid members shall have the following exclusive rights:
 - 12.5.1. to access benefits offered in consideration for payment of the annual membership fee, as determined by the Executive; and
 - 12.5.2. to be appointed to the Executive or the Committee of the Society.
- 12.6. Voting members and Paid members, but not Honorary members shall have the following rights:
 - 12.6.1. vote at General Meetings of the Society; and
 - 12.6.2. vote in the elections of the Society.
- 12.7. The following are Honorary members of the Society:
 - 12.7.1. all persons who are graduates of the College;
 - 12.7.2. all persons who are currently enrolled in Legal Workshop;
 - 12.7.3. all staff of the College; and
 - 12.7.4. any person made an honorary member by the Committee.

- 12.8. The Committee may confer on a Paid, Voting, or Honorary member, who has rendered distinguished service to the Society, the status of life membership.
- 12.8.1. one (1) week notice must be given of any proposal to confer life membership;
 - 12.8.2. notice must be in accordance with section 21.5; and
 - 12.8.3. the proposal must be supported in accordance with section 22.
- 12.9. A Voting, Paid or Honorary member of the Society ceases to be a member:
- 12.9.1. upon death;
 - 12.9.2. upon the submission of a letter of resignation of membership to the Vice-President (Administration);
 - 12.9.3. at the conclusion of the calendar year in which they became a member; or
 - 12.9.4. upon their expulsion from membership of the Society in accordance with section 15 of this Constitution.
- 12.10. Any right, privilege or obligation which a person has by reason of being a member of the Society:
- 12.10.1. is not transferable to any other person; and
 - 12.10.2. 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.

15. Disciplining of Members

- 15.1. Where the Executive or 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 Executive or the Committee may:
 - 15.1.3.1. expel the member from the Society; or
 - 15.1.3.1.1. Expulsion of a member requires a two-thirds majority at a general meeting by the committee; or unanimous vote at an Executive meeting.
 - 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 or by the Executive; and on conditions deemed appropriate by the Executive.
 - 15.1.3.2.1. Suspension of a member requires a two-thirds majority at a general meeting by the committee; or unanimous vote at an Executive meeting.

15.1.3.2.2. The Executive retains the right to exercise its discretion to extend or shorten the suspension of membership.

15.2. Any decision made under this section is not taken to be valid unless, in any proceedings in relation to the dispute, the rules of natural justice have been complied with.

15.3. 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.

15.3.1. The Executive must consider any such submission at their next meeting, convened in accordance with section 17.1.6. The Executive may, by a two-thirds majority, elect to reverse or amend a decision made by the Committee under section 15.1 if it is deemed necessary or appropriate.

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;

16.1.2. eight (9) Vice-Presidents:

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);

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

16.1.2.8. one (1) Vice-President (Equity); and

16.1.2.9. one (1) Vice-President (Sponsorship)

16.1.2.9.1. Section 16.1.2.9 shall commence operation at the commencement of 2021 LSS elections.

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

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

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

16.2.2. Where justifiably unavailable to fulfil a particular duty, a member of the Executive may delegate any duty under this Constitution, in accordance with section 16.2.

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 their handover, 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 attend ALSA along with another member of the executive or the Immediate Past President to be chosen at the discretion of the President.

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 handover process between outgoing and incoming members of the Executive;

- 17.2.13. to complete a report to form part of their handover, 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 Publications and Information Technology Director and the Publicity Director, as well as providing oversight of the Peppercorn Editor-in-Chief 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 liaise with any external accountant employed by the Society from time to time;
- 17.3.5. to keep the President aware at all times of the financial position of the Society;
- 17.3.6. to formulate a budget, in consultation with the Executive, for presentation to members at the first ordinary general meeting of their term;
- 17.3.7. to receive all monies on behalf of the Society, and deposit such monies to the credit of the Society's bank accounts;
- 17.3.8. to maintain correct accounts of all monies received and expended;
- 17.3.9. to ensure that the funds of the Society are not disposed to any person, or for any purpose, unless authorised by the Executive;
- 17.3.10. unless justifiably unavailable, to be a signatory to all cheques and withdrawals on the accounts of the Society;
- 17.3.11. to present to the Committee on request statements of the Society's finance and of receipts and disbursements since the preceding report;
- 17.3.12. to present to the Annual General Meeting a statement of accounts;
- 17.3.13. to organise, order and distribute Society merchandise;
- 17.3.14. to submit reports and/or statements to relevant statutory, regulatory or other authorities as required by law in a timely manner;
- 17.3.15. to complete a report to form part of their handover, indicating what was achieved in the Finance portfolio during their term, and suggestions for improvement in the following term;
- 17.3.16. to take responsibility for the Finance portfolio, which includes providing direction to the Sponsorship Director;
- 17.3.17. to convene at least three (3) portfolio meetings; and
- 17.3.18. to carry out any duties assigned to them by the President from time to time.

17.4. The duties of the Vice-President (Education) 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 act as an advocate and representative for individual students, where the need arises, in relation to matters arising with the College;
- 17.4.6. to promote the interests of all groups that make up the student body;
- 17.4.7. to promote equal opportunity policies within the College;
- 17.4.8. to hold at least two (2) public forums on topics of relevant interest;
- 17.4.9. to promote the development of infrastructure beneficial to students in and around the College;
- 17.4.10. to complete a report to form part of their handover, indicating what was achieved in the Education portfolio during their term, and suggestions for improvement in the following term;
- 17.4.11. to take responsibility for the Education portfolio, which includes providing direction to the Education Directors and the Juris Doctor Director (Education);
- 17.4.12. to convene at least three (3) portfolio meetings; and
- 17.4.13. 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 organise and facilitate careers events, which must include at least one careers fair and one clerkship information evening;
- 17.5.5. to produce careers publications, including at least the Careers Guide and the Clerkship Guide;
- 17.5.6. to complete a report to form part of their handover, indicating what was achieved in the Careers portfolio during their term, and suggestions for improvement in the following term;
- 17.5.7. to take responsibility for the Careers portfolio, which includes providing direction to the Careers Directors;
- 17.5.8. to convene at least three (3) portfolio meetings; and

17.5.9. 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 their handover, 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, facilitate or promote activities pertaining to social justice issues 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 host at least four (4) events including, but not limited to:

17.7.5.1. careers events;

17.7.5.2. social events; and

17.7.5.3. educational events

relating to social justice, which are to be conducted in a manner that promotes diversity, inclusion and accessibility;

17.7.6. to complete a report to form part of their handover, indicating what was achieved in the Social Justice portfolio in their term, and suggestions for improvement in the following term; and

17.7.7. 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 assist the President in leadership of the society;
- 17.8.2. to further the objects of the society;
- 17.8.3. to take responsibility for the Competitions portfolio;
- 17.8.4. reasonably delegating tasks, work-load, and responsibilities between Competitions Directors and External Competitions Director throughout the year;
- 17.8.5. convening at least three (3) portfolio meetings per semester;
- 17.8.6. liaising with the College's Director of Mooting and Student Competitions and sponsors to further the competition portfolio's relationship with the College and sponsors;
- 17.8.7. to ensure that all competitions are run in a professional and coordinated manner and to ensure those competitions are of the highest quality possible;
- 17.8.8. to ensure that, with the assistance of the Publicity Director, all competitions are widely promoted and attended;
- 17.8.9. to ensure the Society sends the highest quality competitors to the ALSA Championships, by:
 - 17.8.9.1. facilitating the training and preparation of ALSA team members;
 - 17.8.9.2. providing assistance and support for the ALSA team members during the Championships to the best of their capacity;
 - 17.8.9.3. updating current ANU LSS Competition rules with changes to the ALSA Competition Rules; and
- 17.8.10. to complete a report to form part of their handover, indicating what was achieved in the Competitions portfolio in their term, and suggestions for improvement in the following term.

17.9. The duties of the Vice-President (Equity) include:

- 17.9.1. to assist the President in leadership of the society;
- 17.9.2. to further the objects of the society;
- 17.9.3. to create events and advocate for equity issues such as inclusivity, diversity and representation;
- 17.9.4. to consider and provide guidance on equity issues for all events, competitions and initiatives in terms of access and costs;
- 17.9.5. to advocate for students in individual matters relating to equity issues;
- 17.9.6. to respond to other equity issues as they arise;
- 17.9.7. 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;
 - 17.9.7.1. The First Year Officers will be assigned to assist with the activities of other portfolios, completing at least two (2) rotations per year, as directed by the Vice-President (Equity).
- 17.9.8. to convene at least three (3) portfolio meetings; and

- 17.9.9. to carry out duties assigned to them by the President from time to time.
- 17.10. The duties of the Vice-President (Sponsorship) include:
 - 17.10.1. to assist the President in the leadership of the Society
 - 17.10.2. to further the objects of the Society;
 - 17.10.3. to assist the President in creating and updating the Sponsorship Prospectus;
 - 17.10.4. to assist the President in securing sponsorship income for the Society;
 - 17.10.5. to coordinate and manage the Society's relationship with sponsors throughout their term;
 - 17.10.6. to communicate and coordinate all sponsorship obligations with the relevant Vice-President;
 - 17.10.7. to ensure that all sponsorship obligations are fulfilled throughout the LSS' operations;
 - 17.10.8. to take charge of sponsorship-related social media posts and e-mail blasts;
 - 17.10.9. to take responsibility for the Sponsorship Portfolio, which includes providing direction to the Sponsorship Director;
 - 17.10.10. to complete a report to form part of their handover, indicating what was achieved in the Sponsorship portfolio during their term, and suggestions for improvement in the following term.
- 17.11. 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.
 - 17.11.1. The creation of an Ad-Hoc Sub-Committee may be approved by the Executive, subject to section 16.2.1 of this Constitution.
 - 17.11.2. The proposing Vice-President shall chair the Ad-Hoc Sub-Committee.
 - 17.11.2.1. The Executive may, subject to section 16.2.1, waive the requirement in section 17.10 and delegate the Chairpersonship to an appropriate candidate.
 - 17.11.3. The Chair shall report to the Executive on the progress of the Ad-Hoc Sub-Committee no less than once per month.
 - 17.11.4. The Ad-Hoc Sub-Committee may include one or more Committee members at the discretion of the proposing Vice-President.
 - 17.11.4.1. The remaining positions may be filled by members of the Society.
 - 17.11.5. 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.
 - 17.11.5.1. The Executive shall, at their discretion, select successful candidates on the basis of experience, expertise, and suitability to the task.
 - 17.11.5.1.1. Selections of Sub-Committee members shall be carried out with transparency and on the basis of equal opportunity.
 - 17.11.5.1.2. Selections shall be advertised to the Committee immediately, and shall be approved by majority vote at the next Committee meeting.

- 17.11.5.2. Email is deemed to constitute notice.
- 17.11.6. Where the Ad-Hoc Sub-Committee is tasked with providing guidance to the Committee, such guidance will not be binding upon the Committee.
- 17.11.7. 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 16.2.1.
- 17.11.8. The Ad-Hoc sub-committee shall be dissolved:
 - 17.11.8.1. upon the date set out in the Ad-Hoc Sub-Committee Guidelines and Terms of Reference document, or;
 - 17.11.8.2. upon the completion of its brief, set out in the Ad-Hoc Sub-Committee Guidelines and Terms of Reference document.
- 17.11.9. Notwithstanding section 17.10.8, the Ad-Hoc Sub-Committee may be dissolved at any time by the Executive per section 16.2.1.
- 17.11.10. 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. Twenty-one (21) Directors and one (1) Editor-in-Chief which are duly appointed by the Executive in accordance with section 16.2.1, consisting of:
 - 18.2.1.1. one (1) Publications and Information Technology Director;
 - 18.2.1.2. one (1) Publicity Director;
 - 18.2.1.3. one (1) duly elected Editor-in-Chief of Peppercorn;
 - 18.2.1.3.1. Peppercorn is the official quarterly publication of the Society.
 - 18.2.1.3.2. 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.
 - 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. three (3) 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) Wellbeing Director; and
 - 18.2.1.14. one (1) International Students Director.
- 18.2.2. Four (4) First Year Officers, which are duly elected.
- 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. PARSA; or
 - 18.3.5. any other body whose interests relate to the Society.
- 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:
- 18.5.1. after formal resignation from office;
 - 18.5.2. upon death;
 - 18.5.3. upon the expiration of their term of office;
 - 18.5.4. where the Executive decides by a two-thirds 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:
 - 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.
 - 18.5.5. upon a resolution approved by at least four-fifths of members present at a General Meeting.
 - 18.5.5.1. A motion to remove an office holder upon a resolution approved by at least four-fifths of members present at a General Meeting must be submitted to the Vice-President (Administration) at least seven (7) days before a scheduled General Meeting. The motion must be seconded and must state why the mover of the motion believes that the office holder is not adequately fulfilling their duties or is acting in a manner prejudicial to the Society which therefore warrants their removal.
 - 18.5.5.2. Notice of such a Meeting must be publicised to all members at least five (5) days before the meeting and must include notice of motion to remove that office holder.
 - 18.5.5.2.1. For the purposes of this section, notice must include an email sent directly to all Paid and Voting members, in addition to the requirements contained in section 21.5.

18.5.5.3. The office holder has a right to speak on their own behalf at a General Meeting in defence of their removal.

- 18.6. If any position of the Committee becomes vacant for any reason, the vacancy may be filled by a candidate elected by a vote of the Executive in accordance with clause 16.2.1.
- 18.7. No member shall be President of the Society for more than two (2) consecutive terms of office.
- 18.8. No individual elected position may be shared between two (2) persons.
- 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.

19. Duties of Committee Directors, Editor-in-Chief and Officers

- 19.1. The duties of the Publications and Information Technology Director include:
 - 19.1.1. to carry out duties assigned to them by the Vice-President (Administration);
 - 19.1.2. to take responsibility, under the guidance of the Vice-President (Administration), for the use of information technology within, by or for the purposes of the Society;
 - 19.1.3. to carry out the collation and design of the Society's First Year Guide, Sponsorship Prospectus, Wellbeing Guide, and International Student Mentoring Guide publications under the guidance and instructions of relevant members of the Executive;
 - 19.1.3.1. The remaining Society publications, namely, the Careers Guide, Clerkship Guide, and Competitions Guide are to be contracted to a third party.
 - 19.1.4. to maintain and update the information technology hardware and software of the Society;
 - 19.1.5. to take responsibility for the update and maintenance of the Society's website; and
 - 19.1.6. to facilitate the efficient operations of the Society insofar as they relate to information technology.
- 19.2. The duties of the Publicity 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 publicity of the Society;
 - 19.2.3. to proactively seek out events, services and information from other Portfolios to publicise and promote through appropriate mediums which shall include:
 - 19.2.3.1. systematic lecture announcements;
 - 19.2.3.2. notices and other such visual advertisements;
 - 19.2.3.3. products;
 - 19.2.3.4. social media; and

19.2.3.5. any other Executive-approved medium;

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

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

19.3. The duties of the Editor-in-Chief of Peppercorn include:

19.3.1. to carry out duties assigned to them by the Vice-President (Administration);

19.3.2. to take responsibility, under the guidance of the Vice-President (Administration), for the Peppercorn publication;

19.3.3. to monitor all actions done by the Peppercorn Sub-Committee in the course of Peppercorn business for conformity with the Peppercorn Guidelines and Terms of Reference.

19.4. The duties of the Sponsorship Director include:

19.4.1. to carry out duties assigned to them by the Vice-President (Sponsorship);

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

19.4.3. to actively engage with and to seek community sponsors;

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

19.4.5. to develop new sponsorship opportunities for the Society while strengthening existing sponsor relationships.

19.5. The duties of the Education Directors include:

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

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

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

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;

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);

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

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; and
- 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);
- 19.10.2. to take responsibility, under the guidance of the Vice-President (Social Justice), for the Social Justice portfolio;
- 19.10.3. to ensure that, with the assistance of the Publicity Director, all social justice events, resources, and programs are widely promoted, attended and utilised;
- 19.10.4. to assist in facilitating social justice events as identified under section 17.7;
- 19.10.5. to develop and maintain relationships with the College and other relevant social justice groups at the University; and
- 19.10.6. to ensure that all Social Justice events are of the highest quality and in line with the purposes of the Social Justice portfolio.

19.11. The duties of the Wellbeing Director include:

- 19.11.1. to carry out duties assigned to them by the Vice-President (Equity);
- 19.11.2. to assist the Vice-President (Equity) in maintaining comprehensive representation on all relevant committees of the College and other relevant for;
- 19.11.3. to promote the interests of affected or disadvantaged groups and groups that need particular representation that constitute the student body;
- 19.11.4. to organise events and produce resources that promote the mental and/or physical wellbeing of members; and
- 19.11.5. to liaise with and assist other portfolios as appropriate for the purpose of carrying out the abovementioned functions of the Wellbeing Director.

19.12. The duties of the International Students Director include:

- 19.12.1. to carry out the duties assigned to them by the Vice-President (Equity);
- 19.12.2. to take responsibility, under the guidance of the Vice-President (Equity), for promoting the interests of international students at the College;
- 19.12.3. to organise social and/or educational events for international students;
- 19.12.4. to develop resources to assist international students; and
- 19.12.5. to liaise with and assist other portfolios as appropriate for the purpose of carrying out the functions identified in sections 19.12.1–19.12.4.

- 19.13. The duties of the Juris Doctor Director (Social) and Juris Doctor Director (Education) are the same as the Social Directors and Education Directors, respectively, excepting that such duties must be carried out with a special focus on, and for the benefit of, students enrolled in the Juris Doctor program.
- 19.14. The Immediate Past President (IPP) will assist the incoming committee in a consultative manner and will attend ALSA when required by the President.

20. Elections

- 20.1. Elections of the President and eight (8) Vice-Presidents 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 at least fifty-six (56) hours of online polling.
- 20.1.1. 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 fifty-six (56) hours of online polling.
- 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.
- 20.3. The elections must be conducted by a secret ballot, using an optional preferential system, and in accordance with this Constitution.
- 20.3.1. Where there is a tie between candidates on first preference votes, second and third preference votes will be counted.
- 20.4. The Returning Officer must call for nominations at least two (2) weeks before the commencement of polling and nominations must remain open for at least seven (7) academic days.
- 20.4.1. The call for nominations must state:
- 20.4.1.1. the positions to be contested;
- 20.4.1.2. the details of how nominations may be lodged;
- 20.4.1.3. the date of the close of nominations; and
- 20.4.1.4. the days and times of polling.
- 20.4.2. The call for nominations must be prominently displayed on five (5) notices on at least two (2) notice boards around the College.
- 20.5. Nominations for any position at the elections must:
- 20.5.1. be signed by two (2) paid or voting members of the Society;
- 20.5.2. contain a signed undertaking by the nominee that they will act in the position if elected; and
- 20.5.3. contain a signed undertaking by the nominee that they will abide by this Constitution.
- 20.6. Only students who have held a position of director or Vice-President in the ANU LSS for a full term may submit a nomination for President.
- 20.6.1. The returning officer may waive the requirement in 20.6 if they are satisfied that there are extenuating circumstances that made the person unable to serve a full term.

- 20.7. Only students that meet the criteria outlined below may submit a nomination for the role of Vice-President (Sponsorship)
- 20.7.1. The nominating student must have been part of the LSS Committee in a directorship or Vice-President role; or have relevant experience and/or have shown engagement in an administrative or secretarial role/setting.
- 20.7.1.1. Whether a nominee has met the criteria set out in section 20.7.1 is at the discretion of the President and the Returning Officer.
- 20.7.1.2. Where necessary, the President and the Returning Officer may request supporting documentation supporting a nominee's satisfaction of the criteria set out in section 20.7.
- 20.8. Only students enrolled in their first year of the Bachelor of Laws (Hons) or the Juris Doctor may submit a nomination for the role of First Year Officer.
- 20.8.1. Only students enrolled in their first year of the Bachelor of Laws (Hons) or the Juris Doctor may vote in the election of the First Year Officers, provided that they are otherwise eligible to vote in the elections of the Society under this Constitution.
- 20.8.2. One of the four First Year Officers must be a student enrolled in the Juris Doctor unless no such students nominate themselves for the position, in which case all four First Year Officers must be students enrolled in the Bachelor of Laws (Hons).
- 20.9. A nominee can withdraw their nomination at any time.
- 20.10. The Returning Officer must arrange for the preparation of ballot papers.
- 20.10.1. The names of the candidates will appear on the ballot papers in a random order.
- 20.10.2. 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".
- 20.10.3. For elections where three (3) or more candidates have nominated for a position, the words indicated in section 20.12.2 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".
- 20.10.4. 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.
- 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 their 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.
- 20.12.1. Notwithstanding clause 20.10, the exact numerical results of the election will only be released to candidates who contested that particular position at request from the Returning Officer.

20.12.2. The Returning Officer may release the exact numerical results of the election at their discretion in an extenuating circumstance.

20.13. In the unlikely event of a tie, the position will be filled by appointment by the Executive.

21. Appointments

21.1. Appointments of the twenty-one (21) Directors and one (1) Editor-in-Chief must be held during the second semester of the academic year, following the elections of the Executive but before the Monday of the fifth week of the fourth teaching period.

21.2. The Vice-President (Administration) of the Society shall act as Returning Officer for the appointments, except where the Vice-President (Administration) makes a nomination, in which case the role of Returning Officer shall be appropriately delegated.

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

21.3.1. The call for nominations must state:

21.3.1.1. the positions to be contested;

21.3.1.2. the details of how nominations may be lodged;

21.3.1.3. the date of the close of nominations; and

21.3.1.4. the days and times of the appointment process.

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

21.4. Nominations for any appointed position must:

21.4.1. be signed by two (2) paid or voting members of the Society;

21.4.2. contain a signed undertaking by the nominee that they will act in the position if appointed; and

21.4.3. contain a signed undertaking by the nominee that they will abide by this Constitution.

21.5. 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.

21.6. Only students enrolled in the Juris Doctor may submit a nomination for the roles of Juris Doctor Director (Social) and Juris Doctor Director (Education).

21.7. A nominee can withdraw their nomination at any time.

21.8. The Returning Officer must arrange for the preparation of nominations to be discussed.

21.9. The Returning Officer must, as soon as is practicable after the close of nominations, arrange for the appointment process to commence.

21.9.1. All appointments must occur in accordance with section 16.2.1.

21.9.1.1. Incoming Executive must attend all discussions, but will not be eligible to vote.

- 21.10. The results of the appointment process must be published in public notices of the Society as soon as possible after the counting of votes is finished.

PART VI – MEETINGS

22. General Meetings

- 22.1. The members of the Society in General Meetings are the controlling body of the Society.
- 22.2. 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.
- 22.3. Subject to this Constitution, decisions of a General Meeting will be passed by a simple majority.
- 22.4. At all General Meetings of the Society the Chairperson has a casting vote only.
- 22.5. Five (5) notices placed on not less than two different noticeboards around the College is deemed sufficient public notice to members.
- 22.6. Quorum at a General Meeting of the Society is twenty (20) members.
- 22.7. The procedure to be followed at General Meetings of the Society shall be defined by the Standing Orders of the Society.

23. Committee Meetings

- 23.1. Committee 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) 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.
- 23.3. Subject to this Constitution, decisions of a Committee Meeting will be passed by a two-thirds majority.
- 23.4. Quorum at a Committee meeting of the Society is twelve (12) Committee members and must include at least three (3) members of the Executive.
- 23.5. 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.
- 23.5.1. Committee meetings are to be open to both members and non-members.
- 23.5.2. Subject to a contrary decision of the Committee, voting and speaking rights are to be limited to members of the Committee.

24. Ordinary General Meetings

- 24.1. Ordinary General Meetings are to be convened by the Vice-President (Administration), at the direction of the President or the Committee.
- 24.2. The Vice-President (Administration) must give seven (7) academic days public notice of an Ordinary General Meeting in accordance with section 21.5.
- 24.3. 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.

24.4. 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.

24.5. The Society will hold an ordinary general meeting in the second half of each academic year.

25. Special General Meetings

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

25.1.1. the President, in consultation with the Executive, determines that is necessary; or

25.1.2. a petition signed by twenty (20) members is submitted to the Vice-President (Administration).

25.1.2.1. The petition must state the particular issues for consideration.

25.2. 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.

26. Annual General Meetings

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

26.2. The Society shall hold an Annual General Meeting in the first half of each academic year.

26.3. The Vice-President (Administration) must give seven (7) academic days public notice of the Annual General Meeting in accordance with section 21.5.

26.4. 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.

26.5. 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.

27. Proxies

27.1. 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.

27.2. Members may indicate to the proxy how to vote, or they may leave it to the discretion of the proxy.

27.3. Email is deemed to be sufficient notice for the purposes of this section.

27.4. 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)."