

COMMITTEE ATTENDANCE & APOLOGIES POLICY

As at 25 February 2024

Table of Contents

1. Name and Nature
2. Interpretation
3. Committee Attendance Requirements – Events
4. Committee Attendance Requirements – Meetings
5. Disputes and Amendments

1. Name and Nature

- 1.1. This Committee Attendance & Apologies Policy may be referred to as ‘the Committee Attendance Policy.’

2. Interpretation

- 2.1.1. In this Policy, unless a contrary intention appears:

- 2.1.1.1. ‘Attendance’ includes volunteering, or participation as an audience member, subject to the limitations expounded in section 3.1 of this Policy. This includes an event of an office holder’s own portfolio.

- 2.1.1.2. ‘Constitution’ means The Constitution of the Australian National University Law Students’ Society Incorporated.

- 2.1.1.3. ‘First-Year officer,’ ‘office holder’ and ‘executive’ harbours the same definition as provided in the Constitution.

- 2.1.1.4. ‘LSS events’ includes;

- 2.1.1.4.1. Clerkship evening;

- 2.1.1.4.2. Firm visits;

- 2.1.1.4.3. Law ball, subject to the stipulations in s 3.1.4.;

- 2.1.1.4.4. Law camp, subject to the stipulations in s 3.1.1.;

- 2.1.1.4.5. Panel events; and

2.1.1.4.6. Other relevant offerings of the Society.

2.1.1.5. 'Portfolio' means a Vice-President and the Directors allocated to them as specified in Part V of the Constitution.

2.1.1.6. 'Society' means the ANU Law Students' Society.

3. Committee Attendance Requirements – Events

3.1. Committee event attendance requirements are as stated in s23 of the Constitution, with regard to the following exceptions:

3.1.1. Attendance at the First Year Law Camp does not satisfy attendance at an LSS event for the purposes of this section in the case of First-Year Officers;

3.1.2. Participation in competitions as a competitor does not satisfy attendance for the purposes of this section.

3.1.2.1. Participation as a judge does satisfy attendance, however, only one instance of judging for a junior or senior competition will count against the policy. The maximum number of attendance days that can be counted as a result of judging is therefore two days if the judge participates in both streams.

3.1.3. Committee or executive-specific events do not satisfy attendance.

3.1.3.1. Committee or executive-specific events may include Handover Dinners or Intra-Portfolio events or meetings.

3.1.4. With the exception of the Events portfolio and volunteers, attendance at the Law Ball does not satisfy attendance for the purposes of this policy.

3.1.4.1. For the purposes of this section, volunteering may involve ticket-scanning, attendance as a 'sober representative,' or other duties as determined by the Vice-President (Events).

3.1.5. With the exception of the Vice-President (Administration) and the Vice-President (Finance), attendance at General Meetings of the Society does not satisfy attendance at an event for the purpose of this policy.

4. Committee Attendance Requirements – Meetings

4.1. This policy builds upon the stipulations in 20.5.4.1 of the Constitution.

- 4.2. Executive and Committee members are expected to endeavour to attend meetings in person.
- 4.3. Executive members are expected to attend all Executive and Committee meetings, except in the case of extenuating circumstances whereby apologies have been provided to the Vice-President (Administration).
- 4.4. Failure to attend two or more consecutive Committee meetings without the approval of the President or Vice-President (Administration) will result in the issuing of a formal warning by the Vice-President (Administration).
 - 4.4.1. The office holder will enjoy 5 business days to provide any relevant explanations.
 - 4.4.2. Any explanations provided by the office holder after the provision of a 'formal warning' will be taken into account by the executive and may result in the withdrawal of the warning.
- 4.5. Failure to attend a third consecutive committee meeting following the issue of a formal warning will result in the issue of a 'final warning.'
 - 4.5.1. The office holder will enjoy five (5) business days to provide any relevant explanations.
 - 4.5.2. After the end of the five (5) day period, the Executive may vote on whether the office holder should retain their position.
 - 4.5.2.1. Any explanations provided by the office holder after the provision of a final warning will be taken into account by the Executive and may result in the withdrawal of the warning.
- 4.6. An office holder will cease to be a member of the Committee following the issuing of three formal warnings in one calendar year, upon the consideration of the Executive.
- 4.7. For the purposes of this section, approval for absence may be granted in the case of extenuating circumstances and the provision of appropriate apologies, as determined by the President and Vice-President (Administration).
- 4.8. Executive votes will be passed by a two-thirds majority of the executive for the purpose of this section.
- 4.9. The process stipulated in section 4.4 to 4.7 of this Attendance Policy may be applied in the case of an Executive member's repeated absence from Executive meetings.

5. Disputes and Amendments

- 5.1. Disputes regarding decisions made under this policy may be heard before a panel of Executive members, which must include the relevant Vice-President of the portfolio of which the office holder is party.
 - 5.1.1. This does not impact the provisions outlined in section 17 of the Constitution.
- 5.2. Amendments to this policy will be passed by a two-thirds majority of the executive, as stipulated in sections 5 and 23.3 of the Constitution.
- 5.3. For the avoidance of doubt, private or sensitive information will be dealt with appropriately by the executive.