

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

As at 11 May 2010

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## **1. Name**

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

## **2. Objects**

- 2.1 The objects of the Society are:
- 2.1.1 to represent all ANU law students (whether or not they are members of the Society);
  - 2.1.2 to promote the principles of justice and fairness nationally and internationally, with a particular emphasis on our local community;
  - 2.1.3 to promote and facilitate interaction and activities of a social, intellectual, and competitive nature among law students;
  - 2.1.4 to promote, and foster an active interest in matters affecting the study and practice of law;
  - 2.1.5 to assist law students in the study of law;
  - 2.1.6 to make representations and submissions to relevant bodies on matters deemed relevant by the Executive of the Society;
  - 2.1.7 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. Constitution**

- 3.1 The Society is to be conducted in accordance with this Constitution.
- 3.2 This Constitution may be added to, repealed or amended by resolution of any general meeting, provided that:
- 3.2.1 a petition signed by twenty members is submitted to the Administration Vice-President;
    - 3.2.1.1 the petition must state the details of the amendment; and
  - 3.2.2 seven days public notice has been given of the specific changes, and in accordance with section 10.5; and
  - 3.2.3 the resolution is carried by a majority of at least two thirds of the members voting; and
  - 3.2.4 there are at least thirty three members voting.
  - 3.2.5 further amendments to any tabled amendment may be proposed at the meeting
    - 3.2.5.1 provided that such amendments are accepted by a simple majority of the meeting on a procedural basis.
  - 3.2.6 no addition, repeal or amendment shall have effect until approved by the ANU Council.
- 3.3 The Administration Vice-President 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.

- 3.4 In the event of a dispute as to the interpretation of this Constitution:  
3.4.1 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  
3.4.2 within a meeting of the Society, the Chairperson will make a final and binding decision as required as to the interpretation of this Constitution;

3.5 Copies of this Constitution are to be available on request from the Administration Vice-President.

#### **4. Affiliation**

- 4.1 The Society may from time to time become an affiliated Society of the ANU Students' Association. Whenever the Society is so affiliated, all relevant provisions and regulations of the Constitution of the ANU Students' Association apply to the Society.
- 4.2 The Society may from time to time become an affiliate of the Australian Law Students' Association or any other relevant organisation.

#### **5. Membership**

- 5.1 There are three classes of membership of the Society:  
5.1.1 Paid  
5.1.2 Voting  
5.1.3 Honorary
- 5.2 All persons who are members of the ANU Students' Association or the ANU Postgraduate and Research Students' Association are eligible for admission to paid membership of the Society.  
5.2.1 In order to become a paid member of the Society, the relevant subscription fee of the Society must be paid in accordance with section 18.1.
- 5.3 Paid members shall have the following exclusive rights:  
5.3.1 Hold office of the Society;  
5.3.2 Access to benefits offered in consideration for payment of the annual membership fee, as determined by the Executive.
- 5.4 All persons enrolled in ANU LLB and Juris Doctor programs are Voting Members of the Society.
- 5.5 Voting members and Paid members, but not Honorary members shall have the following rights:  
5.5.1 Vote at meetings of the Society; and  
5.5.2 Vote in the elections of the Society.
- 5.6 The following are honorary members of the Society:

- 5.6.1 All persons who are graduates of the ANU College of Law (hereafter referred to as the “College”);
  - 5.6.2 all persons who are currently enrolled in Legal Workshop;
  - 5.6.3 all staff of the College;
  - 5.6.4 any person made an honorary member by the Committee.
- 5.7 The Committee may confer on a Paid, Voting or Honorary member, who has rendered distinguished service to the Society, the status of life membership:
- 5.7.1 One weeks notice must be given of any proposal to confer life membership and notice must be in accordance with section 10.5;
  - 5.7.2 the proposal must be supported in accordance with part 11.
- 5.8 A Voting, Paid or Honorary member of the Society ceases to be a member:
- 5.8.1 upon death; or
  - 5.8.2 upon the submission of a letter of resignation of membership to the Administration Vice-President; or
  - 5.8.2 at the conclusion of the calendar year in which they became a member; or
  - 5.8.3 upon their expulsion from membership of the Society in accordance with Section 20 of this Constitution.
- 5.9 Any right, privilege or obligation which a person has by reason of being a member of the Society:
- 5.9.1 is not transferable to any other person; and
  - 5.9.2 terminates on cessation of the person’s membership.

## **6. The Executive**

- 6.1 The members of the Society are to elect annually an Executive consisting of the following members:
- 6.1.1 one President;
  - 6.1.2 six Vice-Presidents:
    - 6.1.2.1 one Administration Vice-President;
    - 6.1.2.2 one Finance Vice-President;
    - 6.1.2.3 one Education Vice-President;
    - 6.1.2.4 one Events Vice-President;
    - 6.1.2.5 one Careers Vice-President;
    - 6.1.2.6 one Social Justice Vice-President.
- 6.2 The Immediate Past President automatically forms part of the Executive in a non-voting capacity.
- 6.3 The Executive may act in the name of the Committee between meetings of the Committee:
- 6.3.1 motions shall be supported by a two-thirds majority vote of the members of the Executive and such decisions will be final.
    - 6.3.1.1 consensus decision-making, where possible, is preferable.

6.4 Where justifiably unavailable to fulfil a particular duty, a member of the Executive may delegate any duty under this Constitution, in accordance with section 6.3.

## 7. Duties of Executive Officers

7.1 The duties of the President include:

- 7.1.1 to represent the Society and act as its Public Officer in accordance with Part 4 of the *Associations Incorporation Act 1991 (ACT)*;
- 7.1.2 to further the objects of the Society;
- 7.1.3 to promote the Society;
- 7.1.4 to convene - or instruct the Administration Vice-President to convene - all general meetings of the Society or its Committee;
- 7.1.6 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;
- 7.1.7 to convene - or instruct the Administration Vice-President to convene- at least eight meetings of the Executive;
  - 7.1.7.1 the President may elect to convene weekly Executive meetings

7.2 The duties of the Administration Vice-President include:

- 7.2.1 to assist the President in the leadership of the Society;
- 7.2.2 to further the objects of the Society;
- 7.2.3 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;
- 7.2.4 to keep and maintain all records as required by ACT and Commonwealth law;
- 7.2.5 to act as President in the absence of that Officer;
- 7.2.6 to monitor all actions done by the Committee in the course of Society business for conformity with this Constitution;
- 7.2.7 to provide administrative support to the Executive;
- 7.2.8 to conduct the free and fair elections of the Society in accordance with this Constitution;
- 7.2.9 to ensure the Society has effective administrative procedures and practices;
- 7.2.10 to assist the President in effectively coordinating and communicating with the Committee and various sub-committees;
- 7.2.11 to administer the physical environment of the Society with a view towards best environmental practices and the promotion of the same;
- 7.2.12 to facilitate the completion of the Continuity Guide;
- 7.2.13 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;

- 7.2.14 to take responsibility for all the activities of the Administration portfolio, which includes providing direction to the Director of Information Technology, and the Directors of Publicity
- 7.2.15 to convene at least three portfolio meetings;
- 7.2.16 to carry out any duties assigned to them by the President from time to time;

7.3 The duties of the Finance Vice-President include:

- 7.3.1 to assist the President in the leadership of the Society;
- 7.3.2 to further the objects of the Society;
- 7.3.3 to ensure the Society has effective accounting practices and remains solvent at all times throughout their term;
- 7.3.4 to keep the President aware at all times of the financial position of the Society;
- 7.3.5 to formulate a budget, in consultation with the Executive, for presentation to members at the first ordinary general meeting of their term;
- 7.3.6 to receive all monies on behalf of the Society, and deposit such monies to the credit of the Society's bank accounts;
- 7.3.7 to maintain correct accounts of all monies received and expended;
- 7.3.8 to ensure that the funds of the Society are not disposed to any person, or for any purpose, unless authorised by the Executive;
- 7.3.9 unless justifiably unavailable, to be a signatory to all cheques and withdrawals on the accounts of the Society;
- 7.3.10 to present to the Committee on request statements of the Society's finance and of receipts and disbursements since the preceding report;
- 7.3.11 to present to the Annual General Meeting a statement of accounts;
- 7.3.12 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;
- 7.3.13 to take responsibility for the Finance portfolio, which includes providing direction to the Director of Sponsorship.
- 7.3.14 to convene at least three portfolio meetings;
- 7.3.15 to carry out any duties assigned to them by the President from time to time.

7.4 The duties of the Education Vice-President/Australian Law Students' Association Representative include:

- 7.4.1 to assist the President in the leadership of the society;
- 7.4.2 to further the objects of the Society;
- 7.4.3 to take responsibility on behalf of the Society for matters concerning education at the University;
- 7.4.4 to ensure there is adequate student representation on committees of the College:
  - 7.4.4.1 the composition of such representation shall be determined in consultation with the President;

- 7.4.5 to, under the guidance of the President, fulfil the Society's obligations to the Australian Law Students' Association;
- 7.4.6 to promote the Australian Law Students' Association at the ANU;
- 7.4.7 to act as an advocate and representative for individual students, where the need arises, in relation to matters arising with the College;
- 7.4.8 to promote the interests of all groups that make up the student body;
- 7.4.9 to promote equal opportunity policies within the College;
- 7.4.10 to hold at least two public forums on topics of relevant interest;
- 7.4.11 to promote the development of infrastructure beneficial to students in and around the College;
- 7.4.12 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;
- 7.4.13 to take responsibility for the Education portfolio, which includes providing direction to the Director of Education Services, the Director of Policy, and their respective Officers and sub-committee position holders;
- 7.4.14 to convene at least three portfolio meetings;
- 7.4.15 to carry out duties assigned to them by the President from time to time.

7.5 The duties of the Careers Vice-President include:

- 7.5.1 to assist the President in the leadership of the Society;
- 7.5.2 to further the objects of the Society;
- 7.5.3 to co-ordinate the enhancement of career options for law students through the provisions of relevant services and events;
- 7.5.4 to hold at least two public forums on topics of relevant interest;
- 7.5.5 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;
- 7.5.6 to take responsibility for the Careers portfolio, which includes providing direction to the Director of Careers Services and the Directors of Community Legal Services.
- 7.5.7 to convene at least three portfolio meetings;
- 7.5.8 to carry out duties assigned to them by the President from time to time.

7.6 The duties of the Events Vice-President include:

- 7.6.1 to assist the President in the leadership of the Society;
- 7.6.2 to further the objects of the Society;
- 7.6.3 to run a variety of social and competitive events to accommodate the diversity of the student body;
- 7.6.4 to complete a report to form part of the LSS Continuity Guide, indicating what was achieved in the Events portfolio in their term, and suggestions for improvement in the following term;
- 7.6.5 to take responsibility for the Events portfolio, which includes providing direction to the Director of Social Events, the

Director of Competitions, their respective Coordinators, Officers and sub-committee position holders;

- 7.6.6 to run at least three portfolio meetings during their term;
- 7.6.7 to carry out duties assigned to them by the President from time to time.

7.7 The duties of the Social Justice Vice-President include:

- 7.7.1 to assist the President in the leadership of the Society;
- 7.7.2 to further the objects of the Society;
- 7.7.3 to co-ordinate or facilitate public interest activities that may be funded by the resources of the society;
- 7.7.4 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;
- 7.7.5 to consult with and assist the Equity Officer in relation to equity and diversity issues affecting the student body, to support the activities of social justice organisations on campus and in the community, whose activities affect law students and to facilitate law students engagement with the activities of social justice organisations, both on campus and in the community;
- 7.7.6 to update the Alternative internships guide annually;
- 7.7.7 to host a careers event focussed on social justice focused careers in law;
- 7.7.8 to host other events including, but not limited to: publications, careers events, social events and matters concerning education in the College;
- 7.7.9 to carry out duties assigned to them by the President from time to time.

7.8 Each Vice-President, in accordance with part 11:

- 7.8.1 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.
  - 7.8.1.1 The creation of an Ad-Hoc sub-committee may be approved by the executive, subject to s6.3.1 of this Constitution.
  - 7.8.1.2 The proposing Vice-President shall chair the Ad-Hoc sub-committee
    - 7.8.1.2.1 The Executive may, subject to s6.3.1, waive the requirement in s7.8.1.3, and delegate the chairpersonship to an appropriate candidate.
  - 7.8.1.3 The Chair shall report to the Executive on the progress of the Ad-Hoc sub-committee no less than once per month.
  - 7.8.1.4 The Ad-Hoc sub-committee may include one or more Committee members at the discretion of the proposing Vice-President.
  - 7.8.1.5 The remaining positions may be filled by members of the Society;
    - 7.8.1.5.1 Notice shall be given to members of the creation of an Ad Hoc sub-committee, and the



- Administration Vice President shall accept nominations for a period not less than one week.
- 7.8.1.5.2 The Executive shall, at their discretion, select successful candidates on the basis of experience, expertise, and suitability to the task.
- 7.8.1.5.3 selections of Sub-Committee members shall be carried out with transparency and on the basis of equal opportunity.
- 7.8.1.5.4 selections shall be advertised to the committee immediately, and shall be approved by majority vote at the next committee meeting.
- 7.8.1.5.5 Email is deemed to constitute notice.
- 7.8.1.6 Where the Ad-Hoc sub-committee is tasked with providing guidance to the Committee, such guidance will not be binding upon the Committee.
- 7.8.1.7 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 s6.3.1.
- 7.8.1.8 The Ad-Hoc sub-committee shall be dissolved:
  - 7.8.1.8.1 upon the date set out in the Ad-Hoc sub-committee Guidelines and Terms of Reference document, or;
  - 7.8.1.8.2 upon the completion of its brief, set out in the Ad-Hoc sub-committee Guidelines and Terms of Reference document.
- 7.8.1.9 The Ad-Hoc sub-committee may be dissolved at any time by the Executive per s6.3.1.
- 7.8.2 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.

## **8. The Committee**

8.1 The Executive shall form part of the Committee.

8.2 The Committee shall consist of:

- 8.2.1 Thirteen Directors and one Officer which are duly elected:
  - 8.2.1.1 one Director of Information Technology;
  - 8.2.1.2 one Director of Sponsorship;
  - 8.2.1.3 two Directors of Publicity;
  - 8.2.1.4 one Director of Policy;
  - 8.2.1.5 one Director of Education Services;
  - 8.2.1.6 one Director of Competitions;
  - 8.2.1.7 one Director of Social Events;
  - 8.2.1.8 two Directors of Community Legal Services, who must be enrolled in, or have completed, the Clinical Youth Law Program run by the ANU College of Law;

- 8.2.1.9 one Director of Careers Services;
- 8.2.1.10 one Director of Research;
- 8.2.1.11 one Equity Officer;
- 8.2.2 Nine Officers which are duly elected:
  - 8.2.2.1 two Competitions Coordinators;
  - 8.2.2.2 two Competitions Officers;
  - 8.2.2.3 one Social Events Officer;
  - 8.2.2.4 one First Year Officer (Education);
  - 8.2.2.5 one First Year Officer (Events);
  - 8.2.2.6 one First Year Officer (Social Justice);
  - 8.2.2.7 one First Year Officer (Careers);
  - 8.2.2.8 one Juris Doctorate Officer.
  - 8.2.2.9 one Barbecue Officer
- 8.2.3 One or more duly elected Peppercorn editor(s), the quarterly magazine of the Society.
- 8.2.4 And may include, at the discretion of the Executive, a representative in a non-voting capacity from:
  - 8.2.4.1 the College;
  - 8.2.4.2 Legal Workshop;
  - 8.2.4.3 the Students' Association;
  - 8.2.4.4 any other body whose interests relate to the Society.
- 8.3 No fees or honoraria are to be paid to any member of the Committee.
- 8.4 Executive and Committee Officers will cease to be such only:
  - 8.4.1 after formal resignation from office;
  - 8.4.2 upon death;
  - 8.4.3 upon the expiration of their term of office;
  - 8.4.4 where the Executive decide by a six-sevenths majority that it is in the best interests of the Society to remove that Officer because that Officer is not adequately fulfilling their duties or is acting in a manner prejudicial to the Society:
    - 8.4.4.1 "not adequately fulfilling their duties" may include being absent from any three consecutive meetings at which their presence was reasonably expected.
- 8.5 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.
- 8.6 No member shall be President of the Society for more than two consecutive terms of office.
- 8.7 No individual elected position may be shared between two persons.

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

8.9 All Officers of the Society shall reasonably attempt to make themselves available for one month after the expiration of their term in order to facilitate the change over of positions

## **9. Duties of Committee Officers**

9.1 The duties of the Director of Information Technology include:

- 9.1.1 to carry out duties assigned to them by the Administration Vice-President;
- 9.1.2 to take responsibility, under the guidance of the Administration Vice-President, for the Information Technology portfolio;
- 9.1.3 to maintain and update the information technology hardware and software of the Society;
- 9.1.4 to facilitate the efficient operations of the Society insofar as they relate to information technology.

9.2 The duties of the Director of Sponsorship include:

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

9.3 The duties of the Directors of Publicity include:

- 9.3.1 to carry out duties assigned to them by the Administration Vice-President;
- 9.3.2 to take responsibility, under the guidance of the Administration Vice-President, for the Publicity portfolio;
- 9.3.3 to proactively seek out events, services and information from other Portfolios to publicise and promote through appropriate mediums which shall include:
  - 9.3.3.1 systematic lecture announcements;
  - 9.3.3.2 notices and other such visual advertisements;
  - 9.3.3.3 products;
  - 9.3.3.4 any other Executive-approved medium;
- 9.3.4 to ensure that all sponsorship obligations of the Society are met and coordinated;
- 9.3.5 to develop new sponsorship opportunities for the Society while strengthening existing sponsor relationships;
- 9.3.6 to generally promote the Society through appropriate mediums and assist in recruiting members.

- 9.4 The duties of the Director of Policy include:
- 9.4.1 to carry out duties assigned to them by the Education Vice-President;
  - 9.4.2 to take responsibility, under the guidance of the Education Vice-President, for the Policy portfolio;
  - 9.4.3 to assist the Education Vice-President in maintaining comprehensive representation on all relevant committees of the College and other relevant fora;
  - 9.4.4 to promote the interests of all groups that make up the student body;
  - 9.4.5 to make representations and submissions to the College or relevant bodies on matters affecting higher education;
  - 9.4.6 to promote equal opportunity policies within the College;
- 9.5 The duties of the Director of Education Services include:
- 9.5.1 to carry out duties assigned to them by the Education Vice-President;
  - 9.5.2 to take responsibility, under the guidance of the Education Vice-President, for the Education Services portfolio;
  - 9.5.3 to ensure that, with the assistance of the Publicity portfolio, all education services are widely promoted, attended and utilised;
  - 9.5.4 to coordinate a range of educational services aimed at enhancing the study of law;
- 9.6 The duties of the Director of Competitions include:
- 9.6.1 to carry out duties assigned to them by the Events Vice-President;
  - 9.6.2 to take responsibility, under the guidance of the Events Vice-President, for the Competitions portfolio;
  - 9.6.3 to run all competitions approved by the Executive in a professional and coordinated manner and to ensure those competitions are of the highest quality possible;
  - 9.6.4 to ensure that, with the assistance of the Publicity portfolio, all competitions are widely promoted and attended;
  - 9.6.5 to ensure the Society sends the highest quality competitors to the Australian Law Students' Association championships by facilitating their training and preparation.
- 9.7 The duties of the Director of Social Events include:
- 9.7.1 to carry out duties assigned to them by the Events Vice-President;
  - 9.7.2 to take responsibility, under the guidance of the Events Vice-President, for the Social Events portfolio;
  - 9.7.3 to run all social events approved by the Executive;
  - 9.7.4 to ensure that, with the assistance of the Publicity portfolio, all social events are widely promoted and attended;
  - 9.7.5 to ensure that all social events are of the highest quality possible.

- 9.8 The duties of the Director of Community Legal Services include:
- 9.8.1 to carry out duties assigned to them by the Careers Vice-President;
  - 9.8.2 to take responsibility, under the guidance of the Careers Vice-President, for the Community Legal Services portfolio;
  - 9.8.3 to coordinate the community legal service operations of the Society such that they operate efficiently and effectively;
  - 9.8.4 to ensure that, with the assistance of the Publicity portfolio, all community legal service operations are widely promoted and staffed;
  - 9.8.5 to improve, and where possible, expand the community legal services of the Society.
- 9.9 The duties of the Director of Careers Services include:
- 9.9.1 to carry out duties assigned to them by the Careers Vice-President;
  - 9.9.2 to take responsibility, under the guidance of the Careers Vice-President, for the Careers Services portfolio;
  - 9.9.3 to ensure that, with the assistance of the Publicity portfolio, all careers services are widely promoted, attended and utilised;
  - 9.9.4 to coordinate a range of careers services aimed at enhancing the career prospects of law students.
- 9.10 The duties of the Director of Research include:
- 9.10.1 to carry out duties assigned to them by the Social Justice Vice-President;
  - 9.10.2 to assist the Social Justice Vice-President in performing their research and assessment functions within the Society;
  - 9.10.3 to assist the Equity Officer and other representatives of the Committee listed in section 8.2.3 by means of assisting with research;
  - 9.10.4 to assist the Education Vice-President and Director of Policy within the Education portfolio in making representations and submission to the College or relevant bodies on matters affecting education.
- 9.11 The duties of the Equity Officer include:
- 9.11.1 to carry out duties assigned to them by the Social Justice Vice-President;
  - 9.11.2 to assist the Social Justice Vice-President in maintaining comprehensive representation on all relevant committees of the College and other relevant fora;
  - 9.11.3 to promote the interests of minority groups and groups that need particular representation that constitute the student body;
  - 9.11.4 to assist the Policy portfolio in making representations and submissions to the College or relevant bodies on matters affecting higher education;
  - 9.11.5 to promote equal opportunity policies within the College;

9.11.6 to meet regularly with the Representative positions in accordance with section 8.2.3 such that policy is informed by a multiplicity of views.

9.12 The duties of the Barbecue Officer include:

9.12.1 to carry out duties assigned to them by the Events Vice-President;

9.12.2 to organise and run barbecues as directed by the Events Vice-President and by other members of the Executive

## **10. General Meetings**

10.1 The members of the Society in general meetings are the controlling body of the Society.

10.2 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.

10.3 Subject to this Constitution, decisions of a General Meeting will be passed by a simple majority.

10.4 At all General Meetings of the Society the Chairperson has a casting vote only.

10.5 Five notices placed on not less than two different noticeboards around the College is deemed sufficient public notice to members.

10.6 Quorum at a general meeting of the Society is thirty members.

10.7 The procedure to be followed at general meetings of the Society shall be defined by the standing orders of the Society.

## **11. Committee Meetings**

11.1 Committee meetings are to be convened by the Administration Vice-President, at the direction of the President or the Committee.

11.2 The Administration Vice-President shall give five academic days public notice of a Committee meeting, and five academic days written notice to members of the Committee, in accordance with section 10.5. E-mail is deemed to be written notice.

11.3 Subject to this Constitution, decisions of a Committee Meeting will be passed by a two-thirds majority.

- 11.4 Quorum at a Committee meeting of the Society is twelve Committee members and must include at least three members of the Executive.
- 11.5 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:
  - 11.5.1 Committee meetings are to be open to both members and non-members;
  - 11.5.2 Subject to a contrary decision of the Committee, voting and speaking rights are to be limited to members of the Committee.

## **12. Ordinary General Meetings**

- 12.1 Ordinary general meetings are to be convened by the Administration Vice-President, at the direction of the President or the Committee.
- 12.2 The Administration Vice-President must give seven academic days public notice of an ordinary general meeting in accordance with section 10.5.
- 12.3 Notice of motion for placement on the agenda of an ordinary general meeting are to be in writing and given to the Administration Vice-President at least three academic days before the day appointed for the meeting.
- 12.4 The Administration Vice-President must give public notice of the agenda at least two academic days before the meeting. Only business on the agenda may be dealt with.
- 12.5 The Society will hold an ordinary general meeting in the second half of each academic year.

### **13. Special General Meetings**

- 13.1 The Administration Vice-President is to convene a special general meeting where:
- 13.1.1 the President, in consultation with the Executive, determines that is necessary; or
  - 13.1.2 a petition signed by twenty members is submitted to that Officer; the petition must state the particular issues for consideration.
- 13.2 The Administration Vice-President is to give five academic days public notice of a special general meeting in accordance with section 10.5, including an agenda with the details of the business to be dealt with. Only business on the agenda may be dealt with.

### **14. Annual General Meeting**

- 14.1 Annual General Meetings are to be convened by the Administration Vice-President, at the direction of the President or the Committee.
- 14.2 The Society shall hold an Annual General Meeting in the first half of each academic year.
- 14.3 The Administration Vice-President must give seven academic days public notice of the annual general meeting in accordance with section 10.5.
- 14.4 Notice of motions for placement on the agenda of the annual general meeting are to be in writing and given to the Administration Vice-President at least three academic days before the day appointed for the meeting.
- 14.5 The Administration Vice-President must give public notice of the agenda at least two academic days before the meeting. Only business on the agenda may be dealt with.

### **15. Elections**

- 15.1 The elections must be held over three 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 hours of polling.
- 15.2 The Administration Vice-President of the Society shall act as Returning Officer for the elections, except where the Administration Vice-President is running in the election, in which case the role of Returning Officer shall be appropriately delegated.
- 15.3 The elections must be conducted by a secret ballot, using an optional preferential system, and in accordance with this Constitution.
- 15.4 The positions to be filled are those listed in sections 6.1 and 8.2.1 of this Constitution.



- 15.5 The Returning Officer must call for nominations at least two weeks before the commencement of polling and nominations must remain open for seven academic days.
- 15.5.1 The call for nominations must state:
- 15.5.1.1 the positions to be contested;
  - 15.5.1.2 the details of how nominations may be lodged;
  - 15.5.1.3 the date of the close of nominations;
  - 15.5.1.4 the days and times of polling.
- 15.5.2 The call for nominations must be prominently displayed on five notices on at least two notice boards around the College.
- 15.6 Nominations for any position at the annual elections must:
- 15.6.1 be signed by two members of the Society;
  - 15.6.2 contain a signed undertaking by the nominee that she/he will act in the position if elected;
  - 15.6.3 contain a signed undertaking by the nominee that she/he will abide by this Constitution.
- 15.7 A nominee can withdraw her/his nomination at any time.
- 15.8 The Returning Officer must arrange for the preparation of ballot papers:
- 15.8.1 the names of the candidates will appear on the ballot papers in a random order;
  - 15.8.2 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”;
  - 15.8.3 for elections where three 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”;
  - 15.8.4 where there has only been one 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.
- 15.9 Any ordinary member of the ANU Law Students’ Society is eligible to vote in the election.
- 15.10 The Returning Officer must, as soon as is practicable after the close of polling, arrange for the counting of votes to commence.
- 15.10.1 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.
  - 15.10.2 the Returning Officer or her/his nominee must determine whether or not each vote is valid.
  - 15.10.3 the votes may be recounted at the request of the Returning Officer.

15.11 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.

## **16. Finance**

16.1 All withdrawals, and cheques drawn, on the accounts of the Society, must be signed by at least two members of the Executive. Unless justifiably unavailable, the Finance Vice-President is to be one such signatory.

16.2 The financial year of the Society is from 1 January to 31 December.

16.3 The income of the Society shall be derived from the following activities and arrangements:

16.3.1 the collection of membership fees from members of the Society;

16.3.2 maintaining sponsorship relationships with any individual, corporation or other body;

16.3.3 advertising goods, services, or the existence of any individual, corporation, or any other body, within the Society's publications or public notices;

16.3.4 advertising goods, services, or the existence of any individual, corporation, or any other body, at the Society's events;

16.3.5 grants from various bodies including the College and the ANU Students' Association;

16.3.6 the sale of any assets owned by the Society;

16.3.7 the provision of any services by the Society;

16.3.8 the interest earned on any monies belonging to the Society;

16.3.9 any activities incidental to the above.

16.4 All accounts must be kept in accordance with any accounting policies established by the regulations of this Constitution.

16.5 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.

16.6 The audited accounts of the Society shall be presented the next Ordinary General Meeting and Annual General Meeting of the Society after the date on which the audit of the accounts is completed.

## **17. Regulations**

17.1 The Committee may adopt regulations on such matters as it sees fit provided that the regulations are in conformity with this Constitution:

17.1.1 regulations shall be adopted, repealed and amended in accordance with part 11;

17.1.2 regulations inconsistent with this Constitution are only invalid insofar as that inconsistency extends.

17.2 The Society must at all times have standing orders for meetings.

17.3 In the absence of the specific adoption of regulations or standing orders, the relevant regulations and standing orders of the Australian Law Students' Association shall apply.

**18. Fees**

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

## **19. Members' Liabilities**

- 19.1 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 18.1.

## **20. Disciplining of Members**

- 20.1 Where the Committee is of the opinion that a member:
- 20.1.1 has persistently refused or neglected to comply with this Constitution; or
  - 20.1.2 has persistently and wilfully acted in a manner prejudicial to the interests of the Society; or
  - 20.1.3 has acted in a way that has been detrimental to the Society; the Committee may:
    - 20.1.3.1 expel the member from the Society; or
    - 20.1.3.2 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.
- 20.2 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 days of the decision being made.

## **21. Common Seal**

- 21.1 The Society may from time to time become incorporated. Whenever the Society is so incorporated:
- 20.1.1 the common seal of the Society shall be kept in the Custody of the Administration Vice-President.
  - 20.1.2 the common seal shall not be affixed to any instrument except by the authority of the Executive and the affixing of the common seal shall be attested by the signatures of two members of the Executive; where available, the Administration Vice-President is to be one such signatory.

## **22. Records**

- 22.1 The Finance Vice-President will be responsible for the custody of all relevant financial documentation and records.
- 22.2 The Administration Vice-President will be responsible for the custody of all other relevant documentation and records.
- 22.3 The records of the Society shall be open for inspection upon request from the Administration Vice-President by members at any reasonable hour.

**23. Dissolution**

- 23.1 The Society may be dissolved only by a resolution approved by at least four-fifths of members present at a general meeting.
- 23.2 Notice of such a meeting must be publicised to all members at least two weeks before the meeting and must include notice of motion to dissolve the Society.
- 23.3 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.