



**Australian National University
Law Students' Society**

Minutes for Committee Meeting

We acknowledge that this meeting is taking place on Indigenous land across Australia, and acknowledge the traditional custodians of the land on which we meet today. We pay our respects to Elders past, present, and emerging.

Date: 25 February 2024

Time:

Location: ANU College of Law Moot Courts and Zoom

Present: Cian, Bitu, Emmy, Ruby, Mia H, Alex, Hugh, Sam, Mia B, Charli DG

**Will, Indah, Aisha
Olly, Gina, Jess, Barbara
Charli W, Lara, Hannah M, Joseph, Eloise, Olivia M
Ashna, Olivia L, Isabelle
Roger, Clea, Amanda
Thomas, Amy, Andreis
Hannah B, Venni
Roshan**

Absent with Apologies: Jasmine, Sarah, Alison

- 1. Acknowledgement of Country**

- 2. Introduction of the Committee Attendance Policy**
 - Will be uploaded onto our website ASAP

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. In this Policy, unless a contrary intention appears:
 - 2.1.1. ‘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.
 - 2.1.2. ‘Constitution’ means The Constitution of the Australian National University Law Students’ Society Incorporated.
 - 2.1.3. ‘First-Year officer,’ ‘office holder’ and ‘executive’ harbours the same definition as provided in the Constitution.
 - 2.1.4. ‘LSS events’ includes;
 - 2.1.4.1. Clerkship evening;
 - 2.1.4.2. Firm visits;
 - 2.1.4.3. Law ball, subject to the stipulations in s 3.1.4.;
 - 2.1.4.4. Law camp, subject to the stipulations in s 3.1.1.;
 - 2.1.4.5. Panel events; and
 - 2.1.4.6. Other relevant offerings of the Society.
 - 2.1.5. ‘Portfolio’ means a Vice-President and the Directors allocated to them as specified in Part V of the Constitution.
 - 2.1.6. ‘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.
 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.

3. President (Cian)

- Committee members should be attending meetings and the policy is a low bar
- Measures are included to accommodate any extenuating circumstances
- Starting partnership with ACT Law Society - they want to support the LSS and provide access to young lawyers etc
- Amazing work at Market Day
- If there is ever anything Committee needs to talk about, talk to portfolio VP as first point of call

4. Administration (Bita)

- Policy and hats (please plug)

5. Careers (Emmy)

- Careers Guide
 - Good progress getting contributions
 - LinkedIn, Firm websites and alumni used
 - Collected enough to make guide and need to chase up a few people who forgot headshot or formatting
 - Stuff should be finalised some time late next week (originally Monday but lots of firms didn't meet deadlines)
 - Jasmine is working on the draft at the moment
 - May send draft to group chat for feedback
 - Charli provided more sponsors this weekend so they will be emailed next week
 - Some firms that haven't confirmed their package

- Will try to get materials as soon as they confirm
- ANU Careers Fair
 - Been providing list of sponsors to CoL to give to Careers so that sponsors can be invited
 - Yet to send updated email to CoL since sponsors still confirming
 - Helping with advertising
- Clerkship Evening
 - Kambri, MCH
 - Yet to send through VIP list
 - 6 May

6. Competitions (Ruby)

- Senior competitions BBQ tomorrow - please attend
- Will be a masterclass soon
- Joe
 - Running Client Interview
 - Arranged for 3 judges and one other willing to help over zoom
 - Secured Corrs sponsorship
 - Currently arranging time and venue for GF - might be Sydney office
 - Will have to discuss possible funding etc
- Charli and Eloise
 - Running Mooting
 - Booked rooms in MR, CoL rejected
 - Liasing with judges
 - Sign up form ready to send out but need to confirm venue booking
- Olivia and Alison
 - Combined UNSW, UTS etc into one moot (G&S Moot)
 - 7 March - Masterclass
 - Olivia moderating the panel
 - Alison and Olivia meeting next week to make an external competitions schedule to see what else ANU can get involved in
- Hannah M
 - Negotiations
 - Contacting and waiting to hear from judges
 - Google form ready for BBQ
 - Trying to organise rooms subject to sign ups but have contacted people
- Missing any sponsors
 - Hugo Law Group not sponsoring WitEx anymore, Charli on it

7. Education (Mia H)

- First year guide went well and now published online too
 - PAL program, Peppercorn mentioned
 - 50 more booklets printed out than last year
- LAWS1001 Event on Friday
 - Panel event - good turnout
 - Judith Jones, Leo Cussen etc on Panel
 - Sponsored by Gilbert + Tobin
- JD Event
 - Were going to run it but it was going to clash with a seminar

- Postponing and will be changing up the timing and format
 - Maybe lunch time
 - Opening it up and getting more JD students there

8. Equity (Alex)

- New autonomous directors
 - Still looking for Disability and Indigenous Directors
- Roger - IS Director
 - Running mentoring program and getting people to sign up
 - Will be pushing at compulsory orientation
 - Closing next week (signups)
- Clea - Women*'s
 - Women's picnic was good minus the rain
 - Hoping to get more engagement and reduce intimidation factor in future
 - Creating more casual events so women can assert themselves in the domain of law
- Amanda - BIPOC
 - Want to have an event in W4, looking for room in CoL
 - Want to push event so that there is good engagement
 - Liaising with CoL enquiries
- Sarah - Queer
 - Ran autonomous picnic
 - Could have had better engagement
- Equity ticketing
 - 75 dollar tickets for people in financial need for law camp
 - No applicants yet but will keep pushing advertising
- A good outreach system is College academic mentoring programs - Mia H
 - Getting messages sent to those specific groups
 - Alex: also good to plug things at lectures

9. Events (Hugh)

- LLB welcome drinks
 - Good turnout and fun
 - Made 60 dollars more than last year
 - Good feedback
- Andreis - JD drinks
 - Had 12 people so pretty good
 - Used the whole bar tab
 - Good success
- Law Camp
 - Need to sell more tickets, at minimum 25 more
 - 27 sold at the moment
 - Plug on Hall Banter pages
 - Task released on the day the first years leave and due the day they get back
 - May try and build in some time to work on their assignments so they can work on their assignments
 - Bus sorted to bring people back earlier, campsite and DJ sorted
 - Food etc will be finalised after ticket sales finished
- Roshan and Charli working hard re drinks sponsors

- Divas being contacted
- If it comes to it, may move it back a week but there has been a lot of money spent already - now or never issue as it would be very difficult and would run too big a loss

10. Finance (Sam)

- Lots of meetings discussing prices of events etc, talking about event sponsors
- Starting to get inflow of sponsors and tracking well compared to last year
- Paying tax services people from last year
- Will need to focus on law camp sales
- Everything tracking well

11. Social Justice (Mia B)

- Social Justice is between equity and events, engage with not for profits, government etc, showing pathways other than corporate commercial
- Organising Women in Law
 - 21 March at QT, non autonomous
 - Justice Louise Taylor the speaker
- Organising SJ mentoring program
 - Ready to send out emails to mentees along with handbook describing program
 - EDO, WLC and academics in contact with response window of a week
 - Will select mentees after

12. Sponsorships (Charli)

- Roshan
 - Engaging with community and businesses
 - Need to get a law camp drink sponsor, having issues
 - Red Bull on board to stock common room and provide RB and decks for law camp
 - Engaging with the RUC etc

13. Shared Committee Calendar

Meeting closed: 7:05pm