



Tasmania University Law Society
CONSTITUTION
ABN: 43 069 615 150

Version	Draftsperson	Date approved by members
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**THE TASMANIA UNIVERSITY LAW SOCIETY
CONSTITUTION
12 September 2023**

PART I: THE SOCIETY

1. Name of the Society

- (1) The name of the Society shall be “The Tasmania University Law Society” (hereinafter “the Society”).

2. Objects of the Society

- (1) The objects of the society shall be:
- (a) to safeguard and further the academic interests of members including the monitoring of study conditions, assessment of, the quality of or need for particular courses, library facilities and all other matters of immediate concern to members;
 - (b) to foster a good relationship between the Society and the legal profession;
 - (c) to maintain contact with professional bodies to improve working conditions for entrants to the profession;
 - (d) to provide social activities for members;
 - (e) to foster a good relationship between students and teaching and professional staff and to provide an opportunity for students and teaching staff to mix freely in an extra curricular environment;
 - (f) to represent the interests of the Society and its members at the national and international level, particularly by participation in the Australian Law Students’ Association (hereinafter “ALSA”);
 - (g) to assist in the provision to members of information pertaining to employment, career and scholastic opportunities; and
 - (h) to do all acts or things as may be necessary or conducive to the attainment or furtherance of the above objects.

3. Income and property of the Society:

- (1) The income and property of the society is to be applied solely towards the promotion of the objects and purposes of the Society.
- (2) No portion of the income or property of the Society is to be paid or transferred to any member of the Society unless the payment or transfer is made in accordance with this rule.
- (3) The Society may pay a servant or member of the Society remuneration in return for services rendered to the Society, or for goods supplied to the Society, in the ordinary course of business of the servant or member.
- (4) Despite rule 3(3), the Society is not to pay a person any amount under that rule unless the Society or Committee has first approved that payment.

4. Membership of the Society

- (1) There shall be five classes of membership in the Society:

- (a) Ordinary members;
 - (b) Paid members;
 - (c) Associate members;
 - (d) Life members; and
 - (e) Honorary members.
- (2) Every student enrolled at and attending the University of Tasmania Faculty of Law, or enrolled in the first-year law curriculum, shall be an ordinary member of the Society.
- (3) Ordinary members of the Society shall be entitled to rights including voting, holding office, and any other privileges which the Committee may from time to time resolve to bestow upon them.
- (4) Every student enrolled at and attending the University of Tasmania shall be eligible to become a paid member, who will have all the rights from time to time bestowed upon them by the Committee. These rights shall not, unless the paid member is also a student of the Faculty of Law, include voting or holding office.
- (5) Any person is eligible to become associate members of the Society provided that any such person pays an annual subscription of the Society at any rate of subscription determined, according to each category of applicants, by the Committee of the Society at the beginning of each year:
- (a) staff of the Faculty of Law;
 - (b) any past student of the Faculty of Law at the University of Tasmania;
 - (c) such other persons as the Society in General Meeting may from time to time determine.
- (6) Any person who has been an Ordinary Member of the Society for a period of not less than two years and has contributed to the advancement of the Society and its objects in an exceptional manner, may by a two-thirds majority in a general meeting, be elected a Life Member of the Society.
- (7) Any person who has *not* been an Ordinary Member of the Society and has contributed to the advancement of the Society and its objects in an exceptional manner may, by a two-thirds majority in a general meeting, be elected an Honorary Member.
- (8) Associate members, honorary members and life members shall have all the rights and privileges of paid members.

PART II: MANAGEMENT OF THE SOCIETY

5. Governance of the Society

- (1) The affairs of the Society shall be managed by a Committee of the Society (hereinafter “the Committee”).
- (2) All resolutions of the Committee may be reviewed, and ratified, altered or overruled by a general meeting of the Society.
- (3) Any decision to be made by the Committee or Executive or pursuant to this Constitution or By-Law may be made by vote in a Committee Meeting, General Meeting or Executive Meeting, or by circular resolution.
- (4) Any Committee member may send a circular resolution by email to all other Committee Members and the Committee Members may agree to the resolution by sending a reply email to that effect, including the text of the resolution in their reply.

6. The Committee

- (1) The Committee shall comprise:
 - (a) the President of the Society (hereinafter “the President”);
 - (b) the Vice President (Activities) of the Society (hereinafter “the Vice President (Activities)”);
 - (c) the Vice President (Education) of the Society (hereinafter “the Vice President (Education)”);
 - (d) the Vice President (Sponsorship and Marketing) of the Society (hereinafter “the Vice President (Sponsorship and Marketing)”);
 - (e) the Secretary of the Society (hereinafter “the Secretary”);
 - (f) the Treasurer of the Society (hereinafter “the Treasurer”);
 - (g) two Publications Officers;
 - (h) three Competitions Directors (or four in a year where hosting ALSA);
 - (i) one or two Careers Directors;
 - (j) one or two Social Justice and Equity Officers;
 - (k) the Student Welfare Officer;
 - (l) the Social Media and Marketing Officer;
 - (m) International Students Officer;
 - (n) two representatives of members enrolled in the first-year law curriculum, to be called the “First Year Representatives”;
 - (o) one representative of members enrolled in the equivalent of the second year of the combined degree, to be called the “Second Year Representative”;
 - (p) one representative of members enrolled in the equivalent of the third year of the combined degree, to be called the “Third Year Representative”;
 - (q) one representative of members enrolled in the equivalent of the fourth year of the combined degree, to be called the “Fourth Year Representative”;
 - (r) one representative of members enrolled in the equivalent of the fifth year of the combined degree, to be called the “Fifth Year Representative”; and

- (s) one representative of members enrolled in post graduate studies to be called to be called the "Post Grad Representative"; and
- (t) the Sports Representatives.
- (2) The Committee (except for the First- and Second-Year Representatives) shall hold office from 1 December in the year in which they were elected until 30 November in the subsequent year.
- (3) The First- and Second-Year Representatives shall hold office from the date in which they were duly elected until 30 November in the same year as their election.
- (4) No Committee member shall fail to attend a meeting of the Committee, or attend a meeting late, without a reasonable excuse, provided to the Secretary in advance of the meeting.
- (5) The quorum for meetings shall be 10 members of the Committee, including two members of the Executive.
- (6) Upon the absence of an office bearer for three consecutive meetings without a reasonable excuse, the Executive may recommend to the Committee that the office bearer be removed from their position and may put the position to election.
- (7) No Committee member shall fail to attend an event or activity hosted by the Society without a reasonable excuse, provided to the President or Secretary in advance of the event or activity unless there is an emergency. This does not include paid events or activities.
- (8) The duties of the members of the Committee shall be provided by by-laws.

7. The Executive

- (1) The Executive may act on behalf of the Committee provided that any such action shall be subject to ratification by the Committee.
- (2) The Executive shall comprise:
 - (a) the President;
 - (b) the Vice President (Activities);
 - (c) the Vice President (Education);
 - (d) the Vice President (Sponsorship and Marketing);
 - (e) the Secretary; and
 - (f) the Treasurer.
- (3) The quorum for meetings of the Executive shall be four (4).

PART III: GENERAL MEETINGS

8. Business which may be considered by a General Meeting

- (1) A General Meeting may consider such items of which notice is given by writing to the Secretary at least four days before the date of the meeting.

9. Convening general meetings

- (1) Notice of General Meetings shall be communicated through electronic means (including email) to ordinary members:
 - (a) at least seven (7) days before the Annual General Meeting;
 - (b) at least three (3) days before a Special General Meeting.

10. Annual General Meeting

- (1) The Annual General Meeting of the Society shall be held within the final three weeks of second semester each year at a date, time and venue fixed by the Committee for the following purposes:
 - (a) the Committee is to deliver a report on its activities over the past twelve months;
 - (b) the minutes of the previous Annual General Meeting and of any other General Meeting held since the last Annual General Meeting are to be distributed;
 - (c) the balance sheet and audit report of the Society for the previous financial year; and
 - (d) the budget for the current year.
- (2) The Annual General Meeting may transact any other business where notice is given in accordance with rule 8.

11. Special General Meeting

- (1) The Committee may, at any time, call a Special General Meeting.
- (2) The Secretary shall call a Special General Meeting upon the request in writing of any seven members of the Society stating the purpose for which the meeting is required.

12. Voting at a General Meeting

- (1) Every ordinary member of the Society present at a General Meeting shall be entitled to one vote upon every voting matter.
- (2) The Chairperson of the meeting shall be entitled to a casting vote only.
- (3) An ordinary member may appoint a proxy to represent them at a General Meeting provided the Secretary has notice of this appointment 48 hours in advance of the General Meeting.

13. Quorum

- (1) The quorum at any General Meeting shall be fifteen (15) ordinary members of the Society or 10% of the full membership of the Society, whichever is the lesser.

14. Acknowledgement of Country

Any meeting of the Society, including General Meetings, must have an Acknowledgement of Country.

- (1) In all future professional publications by TULS, TULS commits to ensuring, at a minimum, the below, or a variation of, is included in the document:

- (a) *“The Tasmanian University Law Society (TULS) acknowledges the traditional owners of the lands and seas that we study, work and live on, the Palawa people of lutruwita/Tasmania. We acknowledge and respect the contributions First Nations people have made to Australian law throughout history, and pay our respects to elders, past, present and emerging.”*

- (2) Acknowledgement of Country at Events

- (a) In the first instance, consult committees and members of the law school to identify a First Nations law student would be willing and able to perform an Acknowledgement of Country. If no one is available to do so, provide the following or a variation of, to a non-Indigenous person who is able to respectfully perform an Acknowledgement of Country:

- (i) For online events and meetings: *“On behalf of TULS, I would like to acknowledge the traditional owners of the various lands that we are gathering on today. (If in Hobart) For us/myself that is the muwinina people of nipaluna/Hobart. I would like to extend that acknowledgement to the traditional owners of the land that you are joining us from, and pay my respects to elders, past, present and emerging.”*
 - (ii) For in person events: *“On behalf of TULS, I would like to acknowledge the traditional owners of the land that we are gathering on today. (If in Hobart) For us/myself that is the muwinina people of nipaluna/Hobart. I would like to pay my respects to elders, past, present and emerging.”*

PART IV: POWERS OF THE COMMITTEE

15. Sub-committees

- (1) The Committee may establish such sub-committees as it sees fit.
- (2) The establishment of a sub-committee must be approved by a majority of the Committee.
- (3) The duration, scope and terms of reference of a sub-committee shall be determined by the Committee at the date of its establishment.
- (4) The President shall be an ex-officio member of all sub-committees.
- (5) Any expenditure of a sub-committee must be approved by the Committee.
- (6) The Committee may delegate duties to a sub-committee as it sees fit provided, they are documented in the sub-committee's terms of reference.

16. Expulsion of Members of the Society

- (1) The Committee shall have the power to expel any member from the Society for misconduct of a nature opposed to the interests, reputation and objects of the Society by majority vote.
- (2) A notice of expulsion must be given to any member affected by the operation of rule 16(1) that explains the reasons for their expulsion and any material details that informed the decision to expel.
- (3) Any member given a notice of expulsion has the right to appeal this decision within 7 days of receiving the notice. An appeal must be made in writing to the Secretary.
- (4) The principles of natural justice apply.

17. Expulsion of Committee Members

- (1) The Society in General Meeting may, by resolution, remove any member of the Committee before the expiration of the member's term of office.
- (2) A member subject to a proposed resolution referred to in sub-rule (1) may make representations in writing to the Secretary and may request that the representations be provided to the ordinary members of the Society.
- (3) Before the vote on a proposed resolution referred to in sub-rule (1) the proposer of such a resolution will have an opportunity to detail the grounds for expulsion. The Committee member subject to such a motion will have an opportunity to present their case and defend any allegations made against them.
- (4) The principles of natural justice apply.

18. Other Disciplinary Measures

- (1) Where the behaviour of a Committee member constitutes persistent and wilful disregard of their duties or a Committee member acts in a manner prejudicial to the interests of the Society then the Committee may censure and restrict the exercise of the offending Committee member's duties by a two-thirds majority vote.
- (2) This measure shall only be in force for a maximum period of 14 days subject to a once-off 14-day renewal approved by a two-thirds majority vote of the Committee. (3) At the

expiration of a measure under rule 18(1) the Committee may call a Special General Meeting to:

- (a) Permanently approve the disciplinary measure for the remainder of the offending Committee member's term; or
 - (b) Recommend expulsion as referred to in rule 17(1).
- (3) The principles of natural justice apply.

PART V: POWERS OF THE SOCIETY

19. Powers of the Society

- (1) Without limiting the powers of the Society, the Society in General Meeting shall have the power to:
- (a) pass a resolution censuring the Committee or individual members of the Committee;
 - (b) pass a resolution of no confidence in the Committee or individual members of the Committee; and
 - (c) ratify, alter or overrule any decision or resolution of the Committee.

PART VI: ELECTIONS

20. Election of Office Bearers

- (1) The Committee shall call elections at which the office bearers shall be elected. Elections of office bearers must happen in accordance with the following:
 - (a) The First Year Representatives and the Second Year Representative shall be elected no later than the fourth week of the first semester of the academic year; and
 - (b) The election of all other office bearers shall occur prior to the end of the second semester of the academic year.
- (2) The newly elected Committee is to be referred to as the Committee-elect until the present Committee ceases to hold office in accordance with rules 6(2)-(3).
- (3) By-elections may be called by the Committee where a vacancy arises and it is deemed necessary to hold a by-election.
- (4) The two Publications Officers, and Social Justice and Equity Officers shall be elected as a team (or individually if applying for the Social Justice and Equity Officer position). Thus, they shall be nominated and run as a team (or individually if applying for the Social Justice and Equity Officer position) in the election.
- (5) For the avoidance of doubt, if one elected Publications Officer; or Social Justice and Equity Officer vacates their position then the subsequent by-election shall be for that one position only and elected as a single person unless the remaining officer also elects to vacate.
- (6) For the purpose of this Part, 'day' shall be defined as an ordinary day, including a weekend.
- (7) For every portfolio up for election or By-Election, whether or not there is one or multiple nominations there will be an option to vote no-confidence.
- (8) If the majority of the total number of votes in an election are no confidence, no candidate is successful in that election.
 - (a) Where a position is not filled because the candidate(s) have been voted no confidence, the position will go to by-election.
 - (b) A Candidate who has been voted 'no-confidence' is not eligible to run for the same position in the By-Election.

21. Eligibility of Candidates and Voters at Elections

- (1) Only ordinary members of the Society who are enrolled in a degree, diploma or certificate offered by the Faculty of Law shall be entitled to contest and vote in elections.
- (2) Notwithstanding rule 21(1), the First Year Representatives are to be elected by those students enrolled in the first-year law curriculum regardless of if they are enrolled in a degree, diploma or certificate offered by the Faculty of Law.
- (3) Eligibility of all candidates shall be conditional on their continuing enrolment in a degree, diploma or certificate in the Faculty of Law for the subsequent year.
- (4) Individuals seeking election in an executive position must be intending to study on campus in Hobart for the majority of both Semester 1 and 2 of their prospective term.

- (5) Other pre-requisites for a member to be eligible to contest election shall be provided by by-law.
- (6) Plans for extended unavailability must be disclosed to the returning officer and Secretary when a nomination is made.
- (7) In voting for the Year Representatives, ordinary members of the Society may only cast one vote in the election of the representative in the equivalent year of the combined degree in which that student will be enrolled in the subsequent year.
- (8) No candidate may contest more than two Executive positions.
- (9) No candidate may contest more than two general Committee positions.
- (10) To be eligible to nominate for the position of President, the nominee must meet the above requirements, and has served at least one full term uninterrupted, OR, served two consecutive half terms on the committee in the year prior to the election for President, unless there are no candidates who meet this requirement.
- (11) Joint Office Applications
 - (a) one or two law students may nominate together for a position on the Committee;
 - (b) it must be made clear in the nomination that the role would be shared between the two students;
 - (c) if they are successful in their nomination, it is considered a joint office;
 - (d) the following positions are eligible for joint nomination:
 - (i) Social Justice and Equity Officers
- (12) Any Committee Member who has previously served a term on the Committee and has failed to satisfactorily fulfill their obligations under this Constitution and any By-Laws is only eligible to nominate for any position with the approval of a majority of the Executive.
- (13) Any candidate for election who acts fraudulently in a Society election, or who benefits from the fraudulent activities of another after acting in concert with them, shall have their nomination revoked.
 - (a) Any person elected to their position who is found to have acted fraudulently in a Society elected shall vacate their position provided their term of office has not commenced.
 - (b) Any person who previously acted fraudulently in a Society election is prohibited from nominating in any future Society election subject to dispensation from the Committee.
- (14) Where a person is suspected of fraudulent conduct the Committee is to determine whether that person is allowed to nominate for a position on the Committee.
 - (a) The person in question must be given at least 2 days' notice to write to the Committee outlining the reasons for why their nomination should be accepted.
- (15) If a majority of the Committee vote to reject the nomination then that person is ineligible to nominate and stand for election.
- (16) The principles of natural justice apply.

22. Returning Officer

- (1) The Committee must appoint a Returning Officer any time up to five (5) days before an election. The Returning Officer must not be a person contesting any election.
- (2) The Returning Officer shall be responsible for the conduct of the elections, including the counting of any votes immediately following the closing of the ballot.
- (3) The Returning Officer will be assisted by two members of the Committee, elected by the Committee, who are not contesting that election.

23. Campaigning Rules

- (1) Nominees may advertise their campaign by any media but only after the nomination period.
- (2) Nominees may only campaign in print in specified areas inside the Faculty of Law. These specified areas are:
 - (a) Any glass upon entrance to the building with the exception of sliding glass doors;
 - (b) Faculty of Law noticeboards;
 - (c) Structural poles within the Faculty of Law and Law Cafeteria; and
 - (d) Both stairwells of the Faculty of Law
- (3) Students may not put-up campaign materials on Faculty of Law walls and doors other than in the nominated areas in rule 23(2).
- (4) Any person caught defacing or removing print campaigns will have their nomination withdrawn.
- (5) Any candidate of an election conducted under this Part who defames another candidate of any election conducted under this Part, a current society committee member, or any other person, shall have their nomination withdrawn.
- (6) Nominees shall not send campaigning emails in bulk to their year groups or law students.
- (7) Nominees shall not provide gifts, in any form, to voters during elections.
- (8) Nominees shall not present themselves as being affiliated or supported by the Society.
- (9) This includes the use of the Society logo or any official Society marketing throughout the duration of the campaign period.

24. Conduct of Office-Bearer Elections

- 1) This section shall apply to all elections, including those which elect First Year Reps and the Second Year Representatives.
- 2) Nominations for the election of any office shall be opened on a Monday at least seven (7) days prior to the date of such election and be closed two (2) days before that date.
- 3) Voting in any general election held under this part will be by way of secret ballot.
- 4) Voting can occur manually or online. If online, the link to the voting website must be on the homepage of the Society website.
- 5) In any general election, polls will be open for no less than three (3) days.
- 6) In any general election, polls will be open for no less than three (3) hours for each day of the election.

- 7) In any general election, polls are to be supervised by at least one (1) member of the current Committee who is *not* contesting that election. It shall be the responsibility of these members to:
 - a) obtain a copy of the list of ordinary members of the Society under this Constitution; and
 - b) ensure that each person requesting a ballot paper is entitled to a vote under this Constitution; and
 - c) mark each person off the list for the purpose of ensuring that each ordinary member of the Society only exercises one vote.
- 8) If the process under rule 23(7) is impossible or impractical to comply with, the Committee may determine an alternative process in consultation with the Dean of the Faculty of Law.
- 9) Votes shall be cast in accordance with the system of preferential voting used to elect members for the House of Representatives:
 - a) A voter is required to number at least one box on the ballot paper
 - b) Boxes must be numbered in ascending order, meaning that the voter must place a number '1' in the box next to the most preferred candidate, a '2' in the second most-preferred, and so on.
- 10) Those votes cast shall be counted as follows:
 - a) In the initial count, the first preference of each voter will count as one vote and shall be used to order the candidates
 - b) Once all of the first preference votes are counted, if one candidate holds an absolute majority (more than 50 percent) of the total vote, then that candidate will be elected.
 - c) If after the initial count no candidate has an absolute majority of votes, the candidate with the fewest first preference votes is excluded and those votes are transferred according to the next preference shown.
 - d) This process continues until one candidate has an absolute majority of the total votes and is declared elected.
- 11) The candidate breakdown on votes should not be displayed to the law school, but a candidate can appoint a scrutineer by request to the secretary.

25. Conduct of By-Elections

- (1) Any vacancy which may occur in the Committee shall be filled by by-election, which shall be called by the Committee.
 - (a) While any position is vacant and before a By-Election, the duties of the vacating officer shall be performed by the President or other committee member as agreed by a majority of the Committee.
- (2) Nominations for the by-election of any office shall be open on Monday at least three (3) days prior to the date of such election and be closed one (1) day before that date.
- (3) Voting in any by-election held under this part will be by way of secret ballot.
- (4) Voting can occur manually or online. If online, the link to the voting website must be on the homepage of the Society website.
- (5) In any by-election, polls will be open for no less than two (2) days.

- (6) Votes shall be cast in accordance with the system of preferential voting used to elect members for the House of Representatives:
 - (a) A voter is required to number at least one box on the ballot paper.
 - (b) Boxes must be numbered in ascending order, meaning that the voter must place a number '1' in the box next to the most preferred candidate, a '2' in the second most preferred, and so on.
- (7) Those votes cast shall be counted as follows:
 - (a) In the initial count, the first preference of each voter will count as one vote and shall be used to order the candidates.
 - (b) Once all of the first preference votes are counted, if one candidate holds an absolute majority (more than 50 percent) of the total vote, then that candidate will be elected.
 - (c) If after the initial count no candidate has an absolute majority of votes, the candidate with the fewest first preference votes is excluded and those votes are transferred according to the next preference shown.
 - (d) This process continues until one candidate has an absolute majority of the total votes and is declared elected.
- (8) The candidate breakdown on votes should not be displayed to the law school, but a candidate can appoint a scrutineer by request to the secretary.

PART VII: FINANCIAL PROVISIONS

26. Society Banking

- (1) The bankers of the Society shall be the Commonwealth Savings Bank of Australia, Hobart Tasmania University Branch.
- (2) The Society shall maintain a minimum of one bank account:
 - (a) the 'TULS No.1' account which shall be maintained for all other purposes of the Society.
- (3) Any or all of the Executive Committee may become a signatory to the 'TULS No. 1' banking account. At minimum, both the President and Treasurer must be signatories.

27. Liability for Debts

- (1) The members of the Society who are not members of the Committee will not be liable for debts incurred by the Society.
- (2) The Society will not be liable for debts incurred by any member of the Committee, or by any person purporting to act on behalf of the Society, unless such person had the authorisation of the Committee in incurring such a debt.
- (3) If the Society is wound up, the last executive of the Society shall undertake –
 - (a) to close that Society's bank accounts and transfer any remaining balance, plus any remaining petty cash to the Tasmanian University Student Association; and
 - (b) to transfer all remaining assets to the Tasmanian University Student Association.

28. Audit

- (1) At the end of each term, the financial records of the Society shall be submitted to the Societies Officer of the Tasmanian University Student Association.
- (2) In each financial year, the accounts of the Society shall be audited at least once by the auditor.
- (3) Audited accounts of the Society shall be presented to the Annual General Meeting of the Society.

29. Subscriptions

- (1) The annual subscription shall be determined by the Committee at its first meeting after assuming office. The Committee may determine special subscription rates on special terms in respect of persons.

30. Expenditure

- (1) The Treasurer must be present at any meeting at which the Committee resolves to spend a sum greater than five hundred dollars (\$500).
- (2) In the event that the Committee resolves to spend a sum greater than five hundred dollars (\$500) in the absence of the Treasurer, the expenditure shall be authorised by a three-quarter majority of the Committee present.

(3) No contract purporting to expose the Society to a liability of greater than five hundred dollars (\$500) shall be signed on behalf of the Society without the President and/or the Treasurer present. The Society shall not be bound by any such contract and liability for that debt may only be accepted by the Society in General Meeting.

PART VIII: BY-LAWS

12 September 2023

31. By-Laws

- (1) By-laws may be enacted, amended, altered or repealed by the Committee or the Society in a General Meeting.
- (2) The provisions of this Constitution shall operate notwithstanding the provisions of any by law, and, in the case of inconsistency, the provisions of this Constitution shall prevail.

PART IX: MISCELLANEOUS PROVISIONS

32. Affiliation with the Tasmanian University Student Association

- (1) The Society shall be affiliated with the Tasmanian University Student Association.

33. Affiliation with the Australian Law Students' Association

- (1) The Committee shall be responsible for deciding the manner of the Society's affiliation with the Australian Law Students' Association Ltd.

34. Gaps in this Constitution

- (1) Where this Constitution is silent on a matter, the Australian Law Students' Association Ltd Constitution will apply.
- (2) Where this Constitution and the Australian Law Students' Association Ltd Constitution are silent on a matter, the *Association Incorporation (Model Rules) Regulations 2017 (Tas)* will apply.

PART X: AMENDMENT OF THIS CONSTITUTION

35. Amendment, Alteration and Repeal

- (1) This Constitution may be altered, amended or repealed by a special resolution passed by a three-quarters majority of ordinary members present and voting at a Special General Meeting.
- (2) Notice of a special resolution must be given by the Secretary at least 7 days prior to the Special General Meeting via appropriate electronic means.
- (3) The proposed amendments must be distributed to ordinary members via appropriate electronic means at least 3 days prior to the Special General Meeting.

PART XI: BEHAVIOUR POLICY

36. Behaviour Policy

- (1) The University Behaviour Policy governs all operations of the Society and applies to all events and activities organised by the Society as found in the appendix of these rules.

**THE TASMANIA UNIVERSITY LAW SOCIETY
BY-LAWS**

16 September 2022

Part I: General By-Laws

1. Duties and Responsibilities of Committee members

- (2) In addition to the duties specified by this by-law as pertaining to particular Committee members, each Committee member shall perform such additional duties as the Committee may determine.
- (3) All committee members are to take all reasonable steps to reduce the environmental harm caused by TULS events and in carrying out their duties.

2. The Executive

- (1) The Executive shall be responsible for coordinating and obtaining sponsorship for the Society.
- (2) Each member of the Executive shall be responsible for assisting and overseeing other portfolios. The allocation should follow the following pattern:
 - (a) President: Student Welfare Officer.
 - (b) Secretary: Social Media and Marketing Officer, Social Justice and Equity Officers.
 - (c) Treasurer: Competitions Directors.
 - (d) VP Activities: International Office, Sports Representative.
 - (e) VP Education: The Year Representatives.
 - (f) VP Sponsorship & Marketing: Careers Directors, Publications Officers.

3. The President

- (1) The President shall:
 - (a) preside at all Society and Committee meetings when present;
 - (b) be the spokesperson for the Society and Committee;
 - (c) represent the society at faculty meetings and meetings of the Law Faculty Teaching and Learning Committee and inform the Society of matters before these meetings;
 - (d) be responsible for the representation of the students to the staff, either individually or as a group, on matters of an academic nature;
 - (e) be responsible for the representation of the students in issues of equal opportunity and/or discriminatory nature;
 - (f) represent the Society on any committees that the Faculty may nominate from time to time (e.g. the Faculty Admissions Committee, Faculty Review Committee);
 - (g) represent the Society, together with the ALSA representative, at ALSA Council Meetings;
 - (h) be the sole media spokesperson for the society, but may delegate this power if and when required;
 - (i) be a signatory to the 'TULS No. 1' banking account;
 - (j) provide any assistance and support to any other Office Bearers as required;

- (k) in conjunction with the Social Media and Marketing Officer, decide upon the administrators of the TULS Facebook page, and set rules for the posting of messages on the Facebook page by the approved administrators; and
- (l) have veto power to decide on any matters regarding members and membership conflicts which may arise.

4. The Vice President (Activities)

- (1) The Vice President (Activities) shall:
 - (a) exercise the duties and powers of the President in the President's absence, and the duties and powers of the Secretary in the Secretary's absence;
 - (b) oversee the Society's social activities including, but not limited to, barrels, morning teas, barbecues, Cocktail Party, quiz night(s), annual ball, and Introduction to Law Camp.

5. The Vice President (Education)

- (1) The Vice President (Education) shall:
 - (a) exercise the duties and powers of the President in the President's absence, and the duties and powers of the Secretary in the Secretary's absence;
 - (b) Represent the society at Faculty meetings, meetings of the College of Arts Law and Education Committee of Learning and Teaching (CALE CLT) and meetings of the Law.
- (2) Faculty Teaching and Learning Committee ensuring that relevant information from these meetings is conveyed to the TULS Committee at the soonest possible date;
- (3) be responsible for the representation of the students to the staff, either individually or as a group, on matters of an academic nature;
 - (a) organise at least one comprehensive education survey of all year groups to present to the Faculty Teaching and Learning Committee;
 - (b) organise ad hoc education surveys as the need arises for particular subjects or subject groups;
 - (c) be responsible for the liaison and any correspondence between the Society and ALSA;
 - (d) represent the Society, together with the President, at ALSA Council meetings, where the Committee considers it beneficial;
 - (e) be responsible for the dissemination of educational information to members, including through the development and release of an 'Electives guide' prior to Semester 1 of the academic year; and
- (4) be responsible for the advertising and selection of Student Success Initiative (SSI) Tutors for Core Units as required;
 - (a) organise one revision tutorial during the study week for each Core Unit covered by SSI in any given semester.

6. Vice President (Sponsorship)

(1) The Vice President (Sponsorship and Marketing) shall:

- (a) exercise the duties and powers of the President in the President's absence, and the duties and powers of the Secretary in the Secretary's absence;
- (b) be responsible for coordinating and obtaining sponsorship for the Society;
- (c) liaise with the President, Treasurer, Publications Officer and Careers Directors when considering sponsorship issues pertinent to each of those positions;
- (d) take all reasonable steps to ensure that sponsorship, where promised, is received;
- (e) take all reasonable steps to ensure that the Society meets all of its sponsorship obligations;
- (f) be responsible for the Society's external marketing; and
- (g) be responsible for the production and distribution of a Society Prospectus.

7. The Secretary

(1) The Secretary shall:

- (a) keep records of all Society proceedings, record the minutes of all Executive, Committee and general meetings;
- (b) conduct all Society correspondence (except correspondence relating to ALSA or Sponsorship);
- (c) give notice of all meetings and perform such other duties as the Committee shall determine;
- (d) supply a copy of the Constitution and By-Laws to all new Committee members on joining, and to existing members, under a reasonable request;
- (e) be responsible for designing, marketing and distributing law merchandise including graduate merchandise in coordination with the Fifth Year Rep; and
- (f) together with the social media and Marketing Officer, be responsible for the registration of members and the maintenance of a registration database.

8. The Treasurer

(1) The Treasurer shall:

- (a) handle and keep records of the Society's finances, assets and stock, and shall present a monthly statement of accounts and a financial report to the Annual General Meeting, and to any other committee meetings upon request;
- (b) be the Society's delegate to Societies Council;
- (c) be responsible for the applications for Societies Council grants including, but not limited to Capital Assistance Grants, Special Assistance Grants, Publication Grants, Travel Grants, and magazine grants;
- (d) prior to all General Meetings, exhibit a copy of an up-to-date statement of accounts and financial report on an appropriate social media platform or otherwise effectively distributed among ordinary members, and emailed to ordinary members along with the notice provided under 8.1 of Part III;
- (e) ensure that the 'TULS No. 1' account is independently audited once a year;

- (f) ensure that each event held by the Society is individually accounted and that a written account of such events is submitted to the Committee within one month of the event being held;
- (g) be a signatory to the 'TULS No. 1' banking account; and
- (h) prepare an itemised Faculty Funding Proposal for submission as early as possible in the new term.

9. The Competitions Directors

- (1) Concurrent with TULS annual elections, expressions of interest shall be sought for three competitions director positions (or four positions in years where UTAS hosts the ALSA conference).
- (2) Three (or four in years UTAS hosts ALSA) competitions directors shall be selected by a panel. The panel shall consist of the Faculty Member responsible for competitions and two members of the outgoing TULS Committee. At least one of the TULS members of the panel must be an outgoing competitions director. The panel may conduct interviews for this purpose.
- (3) The competitions directors shall work in close and regular consultation with the Faculty member responsible for competitions as well as any other members of staff involved in selecting or coaching teams.
- (4) Each competitions director may select and chair a Competitions Sub-Committee to assist in the organisation of Competitions.
- (5) The competitions directors will, in consultation with the Faculty member responsible for competitions, decide who will take on the role of Director A, Director B and Director C. If no agreement can be reached within two weeks of their appointment, the allocation of roles will be by way of the drawing of lots.
- (6) Director A shall be responsible for:
 - (a) organising and coordinating an internal law competition in semester 1 with the aim of selecting a Tasmanian delegation for the July ALSA Conference. Competitions may include:
 - (i) Mooting;
 - (ii) International Humanitarian Law Mooting;
 - (iii) Client Interview;
 - (iv) Negotiations;
 - (v) Witness Examination; and
 - (vi) Paper Presentation.
 - (b) In conjunction with the Publications Officer, produce an ALSA Report with the aim of promoting interest in the competitions; and
 - (c) hold preliminary and final rounds for the Annual UTAS Internal Moot Competition, the finals of which are to be held at the Supreme Court.
- (7) Director B shall be responsible for:
 - (a) registration and other administrative aspects of selecting, coaching and sending representative teams to inter-varsity competitions;

- (b) In cooperation with the Competitions Director A, organise and coordinate an internal law competition.
- (8) Director C shall be responsible for:
 - (a) organising skills and training in relation to competitions.
 - (b) In cooperation with the Competitions Director A, organise and coordinate an internal law competition.
 - (c) All Competitions Directors shall be responsible for organising and coordinating a pre- selection workshop session on Mooting, Witness Examination, Client Interview, Paper Presentation, Negotiation or any other relevant practical skill for both educational purposes and to develop competition skills to assist in preparation for the selection of a team to represent the Faculty at the annual July ALSA Conference.
- (9) A fourth Competitions Director may be appointed in accordance with subsection (2) if the ALSA Conference is hosted at the University of Tasmania within that calendar year. The fourth Competitions Director will be known as 'Director D' and will share each of the rights and responsibilities of Directors A, B and C.
 - (a) If appointed, Director D shall also be responsible for:
 - (i) Organising and facilitating the ALSA conference; and
 - (ii) Liaising with Faculty and University staff to the extent necessary for the smooth operation of the conference; and
 - (iii) Liaising with the President **and** the ALSA Committee and facilitating communication between them; and
 - (iv) Liaising with Director A, who remains responsible for facilitating the team representing the University of Tasmania.
- (10) The Competitions Directors shall adopt or create rules for each internal competition.

10. The Publications Officers

- (1) The Publications Officers shall:
 - (a) be responsible for the publication of *Advocatus* once yearly;
 - (b) be responsible for the publication of a minimum of three 'Pettifogger' newsletters per academic semester, or such number as decided by the Committee;
- (2) liaise with the Vice President (Sponsorship and Marketing) in raising money through advertising and sponsorship to cover the production costs of *Advocatus* and to ensure that the Society's *Advocatus* sponsorship obligations are met;
- (3) be required to liaise with the Welfare Officer and be responsible for the inclusion of mental health information in every issue of *Pettifogger*; and
- (4) organise and chair the Publications sub-committee.

11. The Social Justice and Equity Officers

- (1) The Social justice and Equity Officers shall:
 - (a) be responsible for the dissemination of social justice information to members;

- (b) be responsible for the development and release of a 'Social Justice' opportunities and internship guide;
- (2) organise at least one event per semester to engage the student body with issues of professional responsibility and social justice, in particular, an event focused at the promotion of women in law; in consultation with the faculty;
- (3) work closely with the relevant TULS Committee members, members of the Faculty of Law and the community to encourage and promote student involvement in social justice volunteering and internship programs;
- (4) and organise and chair the Social Justice and Equity sub-committee including
 - (a) representatives of diverse groups within the law school with the purpose of increasing the Society's support of diverse students.
 - (i) This subcommittee may include any one or more of the following:**
 - 1) LGBTQI+ Representative
 - 2) Environmental Officer
 - 3) Women's Officer
 - 4) Indigenous Officer
 - 5) Person of Colour Officer
 - 6) Disability Officer
 - 7) Mature Age Student Representative
- (5) liaise with the Secretary in regard to Social Justice initiatives.

12. The Careers Directors

- (1) Concurrent with TULS annual elections, expressions of interest shall be sought for a Careers Director(s).
 - (a) The Careers Director(s) shall be selected by a panel. The panel shall consist of the outgoing President, one of the outgoing careers directors, and Faculty of Law Staff member or a nominated TUSA representative.
 - (i) It is preferential for two people to hold the Careers Directors portfolio unless the panel deems one person is sufficient to fulfil the obligations set out in s12(h)(i)-(ii).
 - (b) The Careers Directors shall:
 - (c) be responsible for the dissemination of careers information to members;
 - (d) produce the annual Careers Guide publication;
 - (e) organise the annual TULS Careers Fair prior to Semester 2;
 - (f) organise seminars which address topics such as: Clerkships (in Semester 1) International Careers and Alternative Careers; and
 - (g) Liaise with the university employment service, Career Connect or group to that effect.
 - (h) Should the role of Careers Director be held by two law students, the individual requirements of each director of the role are:
 - (i) Director A shall be responsible for:

- 1) fostering relations with the Hobart legal profession with the aim of finding and advertising job opportunities, encouraging the profession to hire students in a paralegal or clerk capacity, developing professional relationships and utilising human resources that may be of benefit to the student body;
 - 2) disseminating information about the Public Sector within the annual Careers Guide;
- (ii) Director B shall be responsible for:
- 1) fostering relations with the interstate and international legal profession with the aim of finding and advertising job opportunities, encouraging the profession to hire students in a paralegal or clerk capacity, developing professional relationships and utilising human resources that may be of benefit to the student body;
 - 2) Disseminating information about the Private Sector within the annual Careers Guide.

13. The Social Media and Marketing Officer

(1) The Social Media and Marketing Officer shall:

- (a) be responsible for maintenance of the Society's website, including uploading photos in a timely manner;
- (b) be responsible for establishing and maintaining the Society's email and mailing lists;
- (c) advise the Committee and Faculty on Information Technology matters pertinent to members of the Society, including instruction on how to use the website's content management system;
- (d) ensure that the all Committee members keep a copy of Society documents backed up on any applicable online application and on the Society's external hard drive;
- (e) be responsible for the marketing and publicity of all Society events to the student body through the means of posters, website, email and so forth;
- (f) together with the Secretary, be responsible for the registration of paid members and the maintenance of a registration database; and
- (g) in conjunction with the President and Secretary, be responsible for the administrators and content of the Society Facebook page and any other social media pages.

14. The Year Representatives

(1) The Year Representatives shall:

- (a) be responsible for representing their respective constituent years;
 - (i) inform their respective years of the activities of the Society by way of announcements made in class and posts made to the respective Facebook year group pages;
 - (ii) organise at least one Year Group Activity throughout the year; and

- (iii) assist the welfare officer in the running of the Swotvac Tea station.
- (b) In addition to the above, the Fifth Year Rep shall, be responsible for organising the Graduating Class Photo and the End of Year Lunch for final year students on the last day of semester two (2), and in cooperation with the Secretary, organise merchandise including graduate merchandise.
- (c) Pursuant to the Tasmania University Law Society Constitution, any member seeking election as a Year Representative shall be enrolled in the subjects from time to time determined by the Committee. Eligibility requirements shall be announced every year by the Committee at the opening of the nomination period, subject to changes in the Faculty of Law curriculum.

15. The International Students' Officer

- (1) The International Students' Officer shall:
 - (a) be responsible for representing the interests of international students at meetings of the Committee;
 - (b) work with the executive in meeting the needs of international students enrolled in the Faculty of Law;
 - (c) organise an event to welcome international students at the commencement of each semester;
 - (d) organise at least one regular International Students' Activity during the year;
 - (e) otherwise encourage interaction between local and international students;
- (2) The International Students' Officer must be an international student.

16. The Student Welfare Officer

- (1) The Student Welfare Officer shall:
 - (a) be responsible for all student welfare publications;
 - (b) be responsible for the dissemination of student welfare information to members, including information regarding the support services provided by the University and the Community;
 - (c) organise at least two events per semester to engage the student body with issues of student welfare;
 - (d) be responsible for ensuring that the Tristan Jepson Memorial Foundation Psychological Wellbeing: Best Practices Guidelines for the Legal Profession are being followed;
 - (e) make accessible to the student body the materials relevant to the Tristan Jepson Memorial Foundation Psychological Wellbeing: Best Practices Guidelines for the Legal Profession;
 - (f) work closely with the Faculty of Law and the student body, to identify potential student welfare issues and implement strategies to address, minimise and prevent those issues;

- (g) work closely with the International Students Officer, the Social Justice and Equity Officers, and all Year Representatives, to ensure that the activities of the Society are aligned with the general welfare of all students;
- (h) be responsible for the organisation of the Swotvac Tea station in their term; and
- (i) be responsible for organising health week in semester one and two.

17. Sports Representative

- (1) Concurrent with TULS annual elections, expressions of interest shall be sought for a Sports Representative
- (2) The Sports Representative shall be selected by a panel. The panel shall consist of the outgoing Vice President of Activities, the incoming Vice President of Activities and the outgoing Sports Representative.
- (3) The Sports Rep is to liaise with the Sports Representatives of other Societies in organising the UTAS Interfaculty Sports Shield. This tournament is to be run in accordance with the UTAS Interfaculty Sports Shield Guidelines:
 - (a) does not limit the sporting events or activities that the Sports Rep may organise;
 - (b) A copy of the Interfaculty Sports Shield guidelines can be found at this [link](#).
- (4) The Sports Representative is to make effort to ensure that only ordinary members participate for the Society in the UTAS Interfaculty Sports Shield.
- (5) The Sports Representative is responsible for providing the society sports singlets to participants at each event in the UTAS Interfaculty Sports Shield and UniGym Social Sport.
- (6) The Sports Representative is responsible for the registration, and administration of 'Legal Eagles' campus sport teams. This is likely to include Basketball, Netball and Futsal.
- (7) For clarity, subsection (4) does not require the Sports Representative to play or attend campus sports, but places the Sports Representative in charge of registering teams, encouraging participation, and ensuring participants are aware of time and location of games.
- (8) The Sports Representative may wish to nominate frequent player of a particular campus sport as a 'team captain' who would assist with facilitating other aspects of campus sports.

Part II: Society Policies

18. Competitions Blacklist

- (1) In order to ensure respect for fellow competitors and volunteer judges of competitions, competitors can be blacklisted by the Competitions Directors after consulting with the Executive and the Faculty of Law, or by a member of the Faculty for the following conduct:
 - (a) withdrawing from a competition or competitions workshop within 48 hours, or such time as the Competitions Directors determine of a scheduled round of competition without a reasonable excuse;

- (b) a failure to follow through on a commitment to volunteer as a witness, client or student judge;
- (c) participating or engaging in behaviour that is likely to offend, intimidate, harass or threaten another competitor; or
- (d) participating or engaging in behaviour that is disrespectful to fellow competitors, witnesses, associates, clients, judges or University property.
- (e) A student who is blacklisted will be prevented from participating in any TULS competition for a minimum of 12 months after they are placed on the blacklist, unless they are removed from the blacklist. Students will be notified when they are Blacklisted and provided with the reasons for the blacklist.
- (f) Competitors can be removed from the blacklist at the discretion of the Competitions Directors by providing an excuse for the withdrawal, an apology or other reparations necessary. Examples of conduct that may result in the removal of a Blacklisting include:
 - (i) Volunteering as an associate or client in a Competition; or
 - (ii) Partaking in approved TULS Volunteering (approval should be sought from the Competitions Directors).
- (g) A competitor who wishes to appeal a blacklisting can appeal this decision to the Executive by emailing the President of the Society who can overturn the decision by a majority vote of the Executive after consultation with a faculty member.
- (h) The blacklist shall be recorded and accessible to Competitions Director A, Competitions Director B, Competitions Director C and the Executive.

19. Conflicts

- (1) If any conflict arises involving a Society Committee Member in their Society capacity or any member has a complaint, or has received a complaint from any ordinary member, this should be brought to the attention of the President or Executive.
- (2) If any decision to be made by a member of the Committee in any situation or a student judge at a TULS competition involves a real or perceived conflict of interest, the Executive may, by majority vote, replace or exclude the subject of that conflict of interest from the decision.
 - (a) For the avoidance of doubt, a decision under by-law 18(2) includes selection of competitions directors, selection of competitors and matters of committee governance.

20. Sustainability

- (1) The Society shall commit to upholding principles of sustainability in the commission of all Society events and activities.
 - (a) Consideration shall be given to the provision of single-use plastics, minimisation of excess waste, a reduction in carbon footprint and similar environmental issues in the organisation of any such event or activity by members of the Society.

- (2) The Society shall adhere to and uphold the principles of the University of Tasmania Strategic Framework for Sustainability.

21. Debrief

- (1) After each event, the Committee should conduct a debrief about the event.

Part III: Sub-Committees

22. Sub-Committees

- (1) Members of a sub-committee may only attend Committee meetings for a specific purpose and with approval from the Secretary.
- (2) Members of a sub-committee are not to purport themselves to be a member of, or to represent, the Committee without approval from a majority of the Committee.
- (3) Members of a sub-committee must be ordinary members.

23. Social Justice and Equity sub-committee

- (1) The Social Justice and Equity sub-committee shall comprise a maximum of 6 members to represent different diversity groups within the law school.
- (2) Members of the sub-committee are to collaborate with the Social Justice and Equity Officers to determine and fulfill their duties throughout the year. This pertains to an event, publication or support group.
 - (a) The members of the sub-committee are to collaborate with each other in performing the tasks assigned by the Social Justice and Equity Officers.
- (3) The Social Justice and Equity sub-committee is to be selected by the Social Justice and Equity Officers, the Secretary and the President.

24. Publications sub-committee

- (1) The Publications sub-committee shall comprise of a maximum of 6 members.
- (2) Members of the sub-committee are to collaborate with the Publications Officers to determine and fulfill their duties throughout the year. This pertains to all publications throughout the year.
 - (a) The members of the sub-committee are to collaborate with the Publications Officers in performing the tasks assigned.
 - (b) The Publications sub-committee is to be selected by the Publications Officers, the Secretary and the President.
- (3) Nothing in this Constitution or these By-Laws restrict the Publications Officers from sourcing material from ordinary members who are neither in the Committee or a relevant sub-committee

SCHEDULE 1

1. Register of Life Members

<u>Name</u>	<u>Date of Conferral</u>
Professor Gino Dal Pont	11th of October 2022
Professor Tim McCormack	11th of October 2022
Simon Gates	11th of October 2022
Professor Margaret Otlowski	11th of October 2022

2. Register of Honorary Members

<u>Name</u>	<u>Date of Conferral</u>
Anja Hilkemeijer	11th of October 2022

APPENDIX 1 – BEHAVIOUR POLICY



Behaviour Policy

Version 2 – Approved 10 September 2021

Purpose:

The University is committed to providing a safe, supportive, and healthy environment for all members of our community. This policy sets out the University's expectations for appropriate behaviour and identifies the behaviours and conduct that are not accepted by the University, with a focus on the safety and wellbeing of the University community and a victim-centred approach.

1	Behaviour	Responsible
1.1	The behaviour of all University community members will be considerate of others and consistent with the University's values – respect and self-respect, fairness and justice, integrity, trust and trustworthiness, responsibility and honesty.	Deputy Vice-Chancellor (Academic)
1.2	The expectations for behaviour apply to University community members when conduct: <ul style="list-style-type: none">a) occurred on land or property owned or occupied by the University or University-affiliated accommodation;b) occurred in relation to any academic or work experience or placement program which has a connection to the University (this includes digital and online environments);c) relates to another member of the University community; ord) otherwise has the potential to affect their suitability to continue as University community member, having regard to:<ul style="list-style-type: none">o whether they may be trusted to comply with this policy; oro the safety and wellbeing of members of the University community.	Deputy Vice-Chancellor (Academic)
1.3	University community members will comply with all policies, procedures, ordinances, University By-laws and related documents.	Deputy Vice-Chancellor (Academic)
1.4	Behaviour and conduct that is not accepted by the University includes any behaviour which is unlawful, unethical or would be considered improper conduct. Collectively, this is referred to as inappropriate behaviour. Examples of inappropriate behaviour are published in the <i>Behaviour Procedure</i> .	Deputy Vice-Chancellor (Academic)
1.5	A conflict of interest arising from a personal relationship between a staff member and a student with whom there is a direct teaching, research or other professional relationship must be appropriately, transparently managed by the staff member and notified immediately to their supervisor. Development of a close personal or intimate relationship between a staff member and a student with whom there is such a professional relationship is not appropriate.	Deputy Vice-Chancellor (Academic)
2	Support for community members	
2.1	Care and consideration for a person's safety and wellbeing will always be the primary focus of the University in responding to any concern or complaint of inappropriate behaviour.	Deputy Vice-Chancellor (Academic)
2.2	Support will be offered to all involved parties in response to any concern or complaint of inappropriate behaviour, including reasonable adjustments to study or work performance and expectations.	Deputy Vice-Chancellor (Academic)

2.3	The University may take action it considers necessary to ensure the immediate safety and wellbeing of students, staff and/or community. Such action may include, but is not limited to: required separation in work, study and/or living environments; exclusion from University activities or from University property; suspension of access to the University's information and communications technology services.	Deputy Vice-Chancellor (Academic)
2.4	All parties involved in a complaint of inappropriate behaviour will be afforded procedural fairness (also known as natural justice).	Deputy Vice-Chancellor (Academic)
3 Reporting and disclosure of inappropriate behaviour		
3.1	The University will ensure reporting and disclosures of inappropriate behaviour are straightforward and accessible to all University community members.	Deputy Vice-Chancellor (Academic)
3.2	University community members will be active in speaking up and reporting incidents of inappropriate behaviour.	Deputy Vice-Chancellor (Academic)
3.3	The person making a disclosure or raising a concern or complaint about an inappropriate behaviour will be fully informed of their available reporting and support options both internally and externally.	Deputy Vice-Chancellor (Academic)
3.4	The confidentiality and privacy of parties involved in a concern or complaint will be maintained to the extent possible, noting that the University may need to inform key personnel to progress a matter and/or comply with mandatory reporting obligations at law.	Deputy Vice-Chancellor (Academic)
3.5	Concerns and complaints will be dealt with promptly, noting that sometimes timeframes need to be extended for matters that are complex or more serious.	Deputy Vice-Chancellor (Academic)
4 Consequences		
4.1	Where appropriate, the University will use a restorative approach when responding to inappropriate behaviour but may act formally, swiftly and decisively to ensure safety and wellbeing and the accountability for actions.	Deputy Vice-Chancellor (Academic)
4.2	University community members who engage in inappropriate behaviour may face consequences which could impact on the continuation of their study, their accommodation arrangements, their employment or their access to the University as applicable.	Deputy Vice-Chancellor (Academic)

Definitions and acronyms: [University community](#) | [inappropriate behaviour](#)

10 September 2021 *Once printed this is an uncontrolled document:* [Version history](#)

All University community members must comply with all relevant laws and regulations, University By-Laws, ordinances, policies and procedures.