

THE TASMANIAN UNIVERSITY LAW SOCIETY

CONSTITUTION

As at 1 January 2011

PART I: THE SOCIETY

1 Name of the Society

1.1 The name of the Society shall be "The Tasmanian University Law Society" (hereinafter "the Society")

2 Objects of the Society

2.1 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 courses, 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 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 Membership of the Society

3.1 The Society shall consist of members who shall be full members, associate members, or honorary life members.

3.2 Every student enrolled at and attending the University of Tasmania shall be eligible to become a full member of the Society provided that such person pays the annual subscription fee of the Society.

3.3 The following persons are 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 Law School;

- 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.
- 3.4 Any person who is not a full member of the Society and who has given a meritorious service to the Society over a number of years, may by a two-thirds majority of a general meeting be elected an honorary life member of the Society.
- 3.5 Associate members and honorary life members shall have all the rights, privileges and duties of full members except those of voting and holding office.

PART II: MANAGEMENT OF THE SOCIETY

4 Governance of the Society

- 4.1 The affairs of the Society shall be managed by a Committee of the Society (hereinafter “the Committee”).
- 4.2 All resolutions of the Committee may be reviewed, and ratified, altered or overruled by a general meeting of the Society.

5 The Committee

- 5.1 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) the Competitions Officer;
 - i) the Careers and Social Justice Officer;
 - j) the Information Technology and Marketing Officer;
 - k) the International Students Officer; and
 - l) the Year Representatives, who shall include:
 - (i) two representatives of members enrolled in Introduction to Law, one male and one female, to be called the “Intro Rep”;
 - (ii) one representative of members enrolled in the equivalent of the second year of the combined degree, to be called the “Second Year Rep”;
 - (iii) one representative of members enrolled in the equivalent of the third year of the combined degree, to be called the “Third Year Rep”;

- (iv) one representative of members enrolled in the equivalent of the fourth year of the combined degree, to be called the "Fourth Year Rep";
 - (v) one representative of members enrolled in the equivalent of the fifth year of the combined degree, to be called the "Final Year Rep";
- 5.2 No person shall hold more than one position on the Committee.
- 5.3 The Committee shall hold office from January 1 to November 30 next following the annual election, except in case of the representatives of members enrolled in Introduction to Law and the representatives of members enrolled in the second year of the combined degree, who shall hold office from the time of their selection until 30 December.
- 5.4 Each Committee member shall attend Committee meetings and possess voting rights.
- 5.5 The quorum for meetings shall be two-thirds of the members of the Committee, including two members of the Executive.
- 5.6 Upon absence of an office bearer for three consecutive meetings without adequate reason, the Committee at their discretion may consider that office bearer to have relinquished his/her position and may put the position to general election.
- 5.7 The duties of the members of the Committee shall be provided by by-law.

6 The Executive

- 6.1 The Executive may act on behalf of the Committee provided that any such action shall be subject to ratification by the Committee.
- 6.2 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.
- 6.3 The quorum for meetings of the Executive shall be four (4).

PART III: GENERAL MEETINGS

7 Business which may be considered by a General Meeting

- 7.1 A General Meeting may consider such items of which notice is given in accordance in writing to the Secretary at least four days before the date of the meeting.

8 Convening general meetings

- 8.1 Notice of General Meetings shall be posted on the Society notice board:
 - a) at least seven (7) days before the Annual General Meeting;
 - b) at least seven (7) days before an Extraordinary General Meeting;
 - c) at least three (3) days before a Special General Meeting.

9 Annual General Meeting

- 9.1 The Annual General Meeting of the Society shall be held within the final three (3) weeks of second semester each year at a date, time and venue fixed by the Committee for the following purposes.
- 9.2 At such meeting the Executive shall present:
- a) the minutes of the previous Annual General Meeting and of any other General Meeting held since the last Annual General Meeting;
 - b) the balance sheet and audit report of the Society for the previous financial year; and
 - c) the budget for the current year.

10 Extraordinary General Meeting

- 10.1 An Extraordinary General Meeting of the Society shall be held within the first month of the first semester of the academic year.
- 10.2 At such meeting:
- a) the President shall present a report;
 - b) the Treasurer shall present a balance sheet and statement of accounts.

11 Special General Meeting

- 11.1 The Committee or the Executive may, at any time, call a Special General Meeting.
- 11.2 The Committee or the Executive 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

- 12.1 Every full member of the Society present at a General Meeting shall be entitled to one vote upon every voting matter.
- 12.2 No proxy votes shall be accepted for any reason whatsoever.
- 12.3 The Chairperson of the meeting shall be entitled to a casting vote only.

13 Quorum

- 13.1 The quorum at any General Meeting shall be twenty-five (25) full members of the Society or 10% of the membership of the Society, whichever is the lesser.

PART IV: POWERS OF THE COMMITTEE

14 Standing Committees

- 14.1 The Committee may establish such sub-committees as it may from time to time determine, provided that the President shall be an *ex officio* member of any such committee.

15 Expulsion of Members of the Society

- 15.1 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.

16 Expulsion of Committee Members

- 16.1 If a member of the Committee's actions have been complained of, the Executive shall in meeting with the member complained of, determine whether the behaviour constitutes persistent and wilful disregard of duties or acting in a manner prejudicial to the interests of the society. If the Executive determines that the behaviour falls into one of these categories it must make a recommendation to the Committee to that effect.
- 16.2 The Committee has the power to expel any Committee member from the said person's office for persistent and wilful disregard of duties, or acting in a manner prejudicial to the interests of the Society, having regard to any recommendation made by the Executive under 16.1. Unexplained absences from any three (3) meetings (annual, general, special or any other meeting held) will be considered acting in wilful disregard of duties and result in automatic expulsion of the committee member, unless that person can demonstrate to the Executive a reasonable explanation for their absence.
- 16.3 On the determination of the Executive that any Committee member is likely to act in the future in a manner which would qualify for expulsion under 16.2, the Committee shall be empowered to vote to expel that member.
- 16.4 The power under 16.2 shall at all times be exercised in accordance with the principles of natural justice.
- 16.5 If a member of the Committee acts in a manner that falls outside their powers or duties under the Constitution or By-Laws, the President has the authority to withhold privileges given to that Committee member as a result of membership of the Committee. The President shall consult with the Executive before exercising this authority.
- 16.6 Where the member mentioned in 16.5 is the President, the three Vice-Presidents in meeting shall have the authority mentioned in that provision.

PART V: POWERS OF THE SOCIETY

17 Powers of the Society

- 17.1 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

18 Election of Office Bearers

- 18.1 The Committee shall be elected at elections called by the Executive which, except as to the election of:
- a) the representatives of members enrolled in Introduction to Law and the Second Year of the Combined Degree which shall be conducted at elections held no later than the fourth week of the first semester of the academic year; or
 - b) elections which are conducted by way of by-election; shall occur in the week, or weeks, prior to the mid-semester break of semester two (2) (whichever is convenient). The elected Committee shall remain the 'Committee-elect' until the present Committee ceases to hold office in accordance with Clause 5.3.
- 18.1A The purpose of clause 18.1 is to ensure that representatives from the Committee-elect can attend the third Council meeting (of the calendar year) of the Australian Law Students' Association Inc ('ALSA').
- 18.2 Subject to (18.3), nominations for the election of any office shall be open at least fourteen (14) days prior to the date of such election and be closed four (4) days before that date.
- 18.3 Where the election of an office is conducted by way of by-election, nominations shall be open at least seven (7) days prior to the date of such election and be closed two (2) days before that date.
- 18.4 The two Publications Officers shall be elected as a team. Thus they shall be nominated as a team and run as a team in the election.
- 18.5 For the avoidance of doubt, if one elected Publications Officer vacates their position then the subsequent by-election shall be for that one position only and elected as a single person.

19 Eligibility of Candidates and Voters at Elections

- 19.1 Only full members of the Society who are enrolled in a degree or diploma or certificate offered by the Faculty of Law shall be entitled to contest elections.
- 19.2 Notwithstanding (19.1), in the case of Intro Reps elections those students enrolled in the subject Intro to Law shall be entitled to contest elections.
- 19.3 Eligibility of all candidates shall be conditional on their undertaking to be present at the Law School Sandy Bay Campus for the substantially the entire term of office, particularly during the university academic year.
- 19.4 Other pre-requisites for a member to be eligible to contest election shall be provided by by-law.
- 19.5 Only students who are enrolled in a degree or diploma or certificate offered by the Faculty of Law shall be entitled to vote at an election governed by this Part, except in the case of the elections of the First Year Representatives, where, subject to (19.6), any student enrolled in a subject offered by the Faculty of Law will be entitled to vote, irrespective of whether he or she is a member of the society.
- 19.6 In voting for the Year Representatives, any student entitled to vote under (19.5) may only cast a 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.
- 19.7 No candidate may contest more than one Executive position.

19.8 No candidate may contest more than two general Committee positions.

20 Returning Officer

20.1 The Committee shall appoint a Returning Officer who shall not be contesting the elections.

20.2 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.

20.3 Where possible, the Returning Officer should be an outgoing Executive and will be assisted by at least two other Committee members.

21 Election Campaigns

21.1 Nominees may only advertise their campaign in print in nominated areas.

21.2 Nominated areas include: both stairwells of the Law School; any glass upon entrance to the building with the exception of sliding glass doors; Law School noticeboards; structural poles within the Law School and Law Cafeteria.

21.3 Students may not put up campaign on Law School walls and doors other than in the nominated areas in 21.2.

21.4 Any person caught defacing or removing print campaigns will have their nomination withdrawn.

21.5 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.

22 Conduct of Elections

22.1 Voting in any election held under this Part shall be by way of secret ballot.

22.2 Voting can occur manually or online. If online, the link to the voting site must be posted on the homepage of the TULS website.

22.3 In any election held under this Part, the polls shall be open for no less than four (4) days.

22.4 Votes cast shall be counted in accordance with the Hare-Clarke system.

22.5 It shall be compulsory to number all boxes on a voting form filled out by a voter otherwise that vote will not be counted.

When counting votes for a position, if no one has reached the quota determined as per the Hare-Clarke system, and there are two or more candidates with the lowest number of votes, they shall be eliminated together.

23 Vacancies to be filled by by-election

23.1 Any vacancy which may occur in the Committee shall be filled by by-election, which shall be called by the Executive.

PART VII: FINANCIAL PROVISIONS

24 Society Banking

- 24.1 The bankers of the Society shall be the Commonwealth Savings Bank of Australia, Hobart Tasmania University Branch.
- 24.2 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.
- 24.3 The signatories to the TULS No. 1 account shall be:
- a) the President;
 - b) the Treasurer;
 - c) the Secretary; and
 - d) the Vice President (Activities).

25 Liability for Debts

- 25.1 The members of the Society who are not members of the Committee will not be liable for debts incurred by the Society.
- 25.2 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.

26 Audit

- 26.1 The auditor of the Society shall be the Societies Officer of the Tasmania University Union Incorporated.
- 26.2 In each financial year, the accounts of the Society shall be audited at least once by the auditor.
- 26.3 Audited accounts of the Society shall be presented to the Annual General Meeting of the Society.

27 Subscriptions

- 27.1 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.

28 Expenditure

- 28.1 The Treasurer must be present at any meeting at which the Committee resolves to spend a sum greater than five hundred dollars (\$500).
- 28.2 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 authorized by a three-quarter majority of the Committee present.
- 28.3 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

29 By-Laws

- 29.1 This Constitution may be carried into effect by such by-laws as are enacted in accordance with this Part.
- 29.2 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.
- 29.3 A by-law for carrying this Constitution into effect may be enacted, amended or repealed by a motion passed by a two-thirds majority of a General Meeting.

PART IX: MISCELLANEOUS PROVISIONS

30 Affiliation with the Tasmania University Union Incorporated

- 30.1 The Society shall be affiliated to the Tasmania University Union Incorporated (hereinafter "the Union") under the Constitution of the Union, and anything in this Constitution or any by-law or resolution of the Society which is inconsistent with the Constitution of the Union or any Regulation made thereunder shall be and of no effect insofar as it is inconsistent.
- 30.2 Regulation 1, the Standing Orders of the Union relating to meeting procedure, are hereby adopted by the Society.

31 Affiliation with ALSA

- 31.1 The Society shall be affiliated to the Australian Law Student's Association Inc.

PART X: AMENDMENT OF THIS CONSTITUTION

32 Amendment, Alteration and Repeal

- 32.1 This Constitution may be altered, amended or repealed by a resolution passed by a three-quarters majority of members present and voting at a General Meeting, provided that notice of such resolution is given in writing to the Secretary of the Society at least four (4) days before the date of the meeting and shall be posted on the Society notice board.

THE TASMANIAN UNIVERSITY LAW SOCIETY

BY-LAWS

As at 1st January 2011

Duties and Responsibilities of Committee members

- 1 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

The Executive

- 2.1 The executive shall be responsible for co-ordinating and obtaining sponsorship for the Society.
- 2.2 Each member of the Executive shall be responsible for assisting and overseeing a year representative and one officer in their duties. The allocation should follow the following pattern:
 - a) President, International Officer, 5th Year Rep
 - b) Secretary, Careers, 2nd Year Rep
 - c) Treasurer, IT Officer, Intro Rep
 - d) VP Education, Competitions Officer, 4th Year Rep
 - e) VP Activities, Publications Officer, Intro Rep
 - f) VP Sponsorship and Marketing, Publications Officer, 3rd Year Rep

The President

- 3 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 ensuring that a report of each Faculty meeting and Teaching and Learning meeting is submitted to the Committee within one month of any such meeting;
 - 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) be the Chair of the Tasmanian University Union Discipline Committee;
 - g) be the Society's representative on the Faculty Admissions Committee;
 - h) be the Society's representative on the Faculty Review Committee;
 - i) represent the Society, together with the ALSA representative, at Australian Law Students Association Council Meetings;
 - j) be a signatory to the TULS No. 1 banking account.
 - k) Shall work with the Careers and Social Justice Officer to promote and administer the North Australian Aboriginal Justice Agency ('NAAJA') work-experience opportunity in conjunction with the Faculty of Law and any other involved persons and parties including NAAJA.

The Vice President (Activities)

- 4 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) be responsible for all the Society's social activities including, but not limited to, barrels, morning teas, barbecues, Cocktail Party, quiz night(s), annual ball, chariot race, inter-faculty sports day, Introduction to Law Camp;
 - c) be responsible for establishing the social committee each year;
 - d) chair meetings of the social committee;
 - e) be a signatory to the TULS No. 1 banking account;

The Vice President (Education)

- 5 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 and meetings of the Law Faculty Teaching and Learning Committee ensuring that a report of each Faculty meeting and Teaching and Learning meeting is submitted to the Committee within one month of any such meeting;
 - c) be responsible for the representation of the students to the staff, either individually or as a group, on matters of an academic nature
 - d) Organise at least one comprehensive education survey of all year groups to present to the Faculty Teaching and Learning Committee;
 - e) Organise ad hoc education surveys as the need arises for particular subjects or subject groups;
 - f) be responsible for the liaison between the Society and ALSA;
 - g) represent the Society, together with the President, at ALSA Council meetings;
 - h) together with the President, shall handle all correspondence with the Association;
 - i) in conjunction with the competitions officer, be responsible for organising the Mooting, Witness-In-Chief, Client Interview, Student Paper, Junior Client Interview and other competitions as ALSA may designate, to enable selection of a team to represent the Faculty at the annual ALSA Conference.
 - j) Shall be responsible for promoting relations with the Law Society of Tasmania, particularly in relation to work-experience, clerkships and career opportunities in Tasmania.

Vice President (Sponsorship and Marketing)

- 6 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 co-ordinating and obtaining sponsorship for the Society;

- c) liaise with the President, Treasurer, Publications Officer and Careers Officer 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 Second Semester Tasmanian Prospectus.

The Secretary

7 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 a signatory of the TULS No. 1 banking account;
- f) in the event that the Treasurer is unable to attend a Societies Council meeting, be the Society's representative on the Societies Council;
- g) be responsible for the TULS election guide;
- h) Be responsible for designing, marketing and distributing law school merchandise including graduate merchandise in coordination with the fifth year representative; and
- i) Together with the Information Technology and Marketing Officer, be responsible for the registration of members and the maintenance of a registration database.

The Treasurer

8 The Treasurer shall:

- a) handle and keep records of the Society's finances, and shall
 - (i) present a statement of accounts at the first Committee meeting of every month
 - (ii) present a monthly statement of accounts and a financial report to the Annual General Meeting, and to any other general meetings as required 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) in all cases exhibit a copy of the statement of accounts and financial report, on the Society's notice board at least seven days before the

- Annual General Meeting, Special General meeting or Extraordinary General Meeting;
- e) ensure that the TULS No. 1 account is independently audited once a year;
- f) ensure that each event held by TULS 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;
- h) Prepare an itemised Faculty Funding Proposal for submission as early as possible in the new term.

The Competitions Officer

- 9 The Competitions Officer Shall:
- a) in cooperation with the Vice President (Education) organise and coordinate an internal law competition in semester 1 with the aim of selecting a Tasmanian delegation for the July ALSA Conference. Competitions include:
 - i) Mooting;
 - ii) International Humanitarian Law Mooting;
 - iii) Client Interview;
 - iv) Negotiations;
 - v) Witness Examination; and
 - vi) Paper Presentation
 - b) Be responsible for the registration and other administrative aspects of sending representative teams to national law competitions
 - c) Attend the July ALSA Conference to support the Tasmanian competitors
 - d) In cooperation with the Vice President (Education) organise and coordinate an internal Junior Law Competition in Semester 2 with the aim of involving younger students and selecting a squad to be trained for potential ALSA Selection the following year
 - e) As soon as practicable after election, select and chair a Competitions Sub-Committee to assist in the organisation of Competitions
 - f) Liaise with the Faculty Moot Master and any other members of staff who are involved in competitions skills
 - g) In conjunction with the Publications Officer, produce an ALSA Report with the aim of promoting interest in the competitions

The Publications Officers

- 10 The Publications Officers shall:
- a) Be responsible for the publication of *Advocatus* once yearly;
 - b) Be responsible for the production of the Society's publication *Pettifogger* at least twice each semester
 - c) Be responsible for the once yearly publication of the ALSA Report, in cooperation with the Competitions Officer
 - d) 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;

- e) Be responsible for the management of the Society's noticeboard

The Careers and Social Justice Officer

- 12 The Careers Officer Shall:
- a) be responsible for the dissemination of careers information to members;
 - b) be responsible for the publication of the Society's Careers Journal, *Legitimate Expectations*;
 - c) Foster 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;
 - d) Liaise with the the ALSA ALSAnet Officer to promote the success of ALSAnet and its usefulness to Society members;
 - e) Organise one Clerkship Seminar, one Alternative Careers Seminar, and one International Careers Seminar throughout the year;
 - f) Organise at least one public forum per semester to engage the student body with issues of professional responsibility and social justice, in consultation with the Faculty;
 - g) Assist the university employment service in the organisation and promotion of the university careers fair.
 - h) Shall assist the President in promoting and administering the NAAJA work-experience opportunity in conjunction with the Faculty of Law and any other involved persons and parties, including NAAJA.

The Information Technology and Marketing Officer

- 13 The Information Technology Officer shall:
- a) be responsible for maintenance of the Society's Home Page, including uploading photos in a timely manner;
 - b) be responsible for establishing and maintaining the Society's email 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 TULS Office computer is in good working condition and that its use is not abused by any member of the Committee;
 - e) Ensure that all Committee members keep a copy of their TULS documents, etc backed up on the Office Computer, or on any applicable online application;
 - f) Be responsible for the marketing and publicity of all TULS events, social, careers, educational and other, to the student body through the means of posters, website, email and so forth.
 - g) Together with the Secretary, be responsible for the registration of members and the maintenance of a registration database.

The Year Representatives

- 14.1 The Year Representatives shall:

- a) be responsible for representing their respective constituent years;
 - b) inform their respective years of the activities of the Society by way of announcements made in class;
 - c) form the Social Committee
 - d) organise at least one Year Group Activity throughout the year
- 14.2 In addition to the above, the 5th 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 2, and in cooperation with the Secretary, organise merchandise including graduate merchandise;
- 14.3 Pursuant to section 19(2) of the TULS Constitution, any member seeking election as a Year Representative shall fulfil the following requirements –
- a) in the case of a member seeking election as an Intro Rep, the member shall be enrolled in Introduction to Law and Legal Systems;
 - b) in the case of a member seeking election as a Second Year Rep, the member shall be enrolled in Contract Law A and Contract Law B and Torts A and Torts B;
 - c) in the case of a member seeking election as Third Year Rep, the member shall be enrolled in both Criminal Law A, Criminal Law B, Administrative Law and Constitutional Law 1;
 - d) in the case of a member seeking election as Fourth Year Rep, the member shall be enrolled in Property Law A, Property Law B and Trusts;
 - e) in the case of a member seeking election as a Final Year Rep, the member shall be enrolled in Evidence and Criminal and Civil Procedure.

The International Students' Officer

- 15.1 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 within the law school;
 - 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) Coordinate an International Students' Mentoring Program;
 - f) Otherwise encourage interaction between local and international students; and
 - g) Liaise closely with the Faculty International Student Support Programme to further the above
- 15.2 The International Students' Officer should preferably be an international student