

THE TASMANIAN UNIVERSITY LAW SOCIETY

CONSTITUTION

5 October 2017

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:

1. 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;
2. to foster a good relationship between the Society and the legal profession;
3. to maintain contact with professional bodies to improve working conditions for entrants to the profession;
4. to provide social activities for members;
5. 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;
6. 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”);
7. to assist in the provision to members of information pertaining to employment, career and scholastic opportunities; and
8. to do all acts or things as may be necessary or conducive to the attainment or furtherance of the above objects.

- 2.2. Income and property of the Society:

- a) The income and property of the society is to be applied solely towards

the promotion of the objects and purposes of the Society.

- b) 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.
- c) 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.
- d) Despite subrule (c), the Society is not to pay a person any amount under that subrule unless the Society or Committee has first approved that payment.

3. Membership of the Society

3.1. There shall be four classes of membership in the Society:

- a) Voting members;
- b) Paid members;
- c) Associate members; and
- d) Honorary life members.

3.2. All students enrolled in the first year law curriculum or any other courses in the Faculty of Law are voting members.

3.3. Every student enrolled at and attending the University of Tasmania Faculty of Law, or enrolled in the first year law curriculum, shall be a voting member of the Society.

3.4. Voting 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.

3.5. 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.

3.6. 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 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.
- 3.7. Any person who is not a voting or paid 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.
- 3.8. Associate members and honorary life members shall have all the rights and privileges of paid members.

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) two Competitions Directors;

- i) the Careers Director;
- j) the Social Justice and Equity Officer;
- k) the Student Welfare Officer;
- l) the Social Media and Marketing Officer;
- m) International Students Officer; and
- n) the Year Representatives, who shall include:
 - a. two representatives of members enrolled in the first year law curriculum, one male and one female, to be called the “First Year Reps”;
 - b. one representative of members enrolled in the equivalent of the second year of the combined degree, to be called the “Second Year Rep”;
 - c. one representative of members enrolled in the equivalent of the third year of the combined degree, to be called the “Third Year Rep”;
 - d. one representative of members enrolled in the equivalent of the fourth year of the combined degree, to be called the “Fourth Year Rep”;
 - e. one representative of members enrolled in the equivalent of the fifth year of the combined degree, to be called the “Fifth Year Rep”.

5.2. The Committee shall hold office from January 1 to November 30 in the year following the annual election, except in case the First Year Reps and the Second Year Rep, who shall hold office from the time of their election until 30 December.

5.3. No Committee member shall fail to attend a meeting of the Committee without a reasonable excuse, provided the Secretary in advance of the meeting.

5.4. The quorum for meetings shall be two-thirds of the members of the Committee, including two members of the Executive.

5.5. Upon 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.

5.6. 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. Special General Meeting

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

10.2. 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.

11. Voting at a General Meeting

11.1. Every voting member of the Society present at a General Meeting shall be entitled to one vote upon every voting matter.

11.2. No proxy votes shall be accepted for any reason whatsoever.

11.3. The Chairperson of the meeting shall be entitled to a casting vote only.

12. Quorum

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

PART IV: POWERS OF THE COMMITTEE

13. Sub-Committees

13.1. 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.

13.2. The establishment of any sub-committee must be approved by at least two thirds of the committee.

13.3. All spending by sub-committees must be approved by the executive.

14. Expulsion of Members of the Society

14.1. 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.

15. Expulsion of Committee Members

15.1. 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.

15.2. 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 15.1.

15.3. 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 15.2, the Committee shall be empowered to vote to expel that member.

15.4. The power under 15.2 shall at all times be exercised in accordance with the principles of natural justice.

15.5. 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.

15.5.1 The President shall consult with the Executive before exercising this authority.

15.6. Where the member mentioned in 15.5 is the President, the three Vice- Presidents in meeting shall have the authority mentioned in that provision.

PART V: POWERS OF THE SOCIETY

16. Powers of the Society

16.1. 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

17. Election of Office Bearers

17.1. The Committee shall call elections at which office-bearers shall be elected.

Elections of office-bearers will happen in accordance with the following procedures:

- a) The representatives of members enrolled in the first year law curriculum 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;
- b) Election of all other office-bearers shall occur prior to the end of semester two (2). The elected Committee shall remain the 'Committee-elect' until the present Committee ceases to hold office in accordance with Clause 5.2.
- c) By-Elections shall be called whenever deemed necessary by the Committee.

17.2. 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.

17.3. 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.

17.4. For the purpose of this Part, 'day' shall be defined as an ordinary day, including a weekend day.

17.5. For every portfolio up for election, whether or not there is one or multiple nominations there will be an option to vote no-confidence.

- 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.

18. Eligibility of Candidates and Voters at Elections

- 18.1. Only voting 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 and vote in elections.
- 18.2. Notwithstanding 18.1, in the case of First Year Reps elections those students enrolled in the first year law curriculum shall be entitled to contest and vote in elections.
- 18.3. Eligibility of all candidates shall be conditional on their undertaking to be enrolled in the Faculty of Law for the substantially the entire term of office, particularly during the university academic year.
- 18.4. 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.
- 18.5. Other pre-requisites for a member to be eligible to contest election shall be provided by by-law.
 - 18.5.1. Plans for extended unavailability shall be disclosed to the returning officer when a nomination is made.
- 18.6. In voting for the Year Representatives, voting 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.
- 18.7. No candidate may contest more than two Executive positions.
- 18.8. No candidate may contest more than two general Committee positions.

19. Returning Officer

- 19.1. At any time up to one (1) day before any Election, the Committee shall appoint a Returning Officer who shall not be contesting the elections.
- 19.2. 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.
- 19.3. The Returning Officer will be assisted by two members of the Committee, elected by the Committee, who are not contesting that election.

20. Campaigning for Elections

- 20.1. Nominees may advertise their campaign by any media but only after the nomination period specified in sections 21 and 22.

- 20.2. 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
- 20.3. Students may not put up campaign materials on Faculty of Law walls and doors other than in the nominated areas in 20.2.
- 20.4. Any person caught defacing or removing print campaigns will have their nomination withdrawn.
- 20.5. 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.
- 20.6. Nominees shall not send campaigning emails in bulk to their year groups or law students.
- 20.7. Nominees shall not provide gifts, in any form, to voters during elections.
- 20.8. Nominees shall not present themselves as being affiliated or supported by TULS. This includes the use of the TULS logo or any official TULS marketing throughout the duration of the campaign period.

21. Conduct of Office-Bearer Elections

- 21.1. This section shall apply to all elections, including those which elect First Year Reps and the Second Year Rep.
- 21.2. 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.
- 21.3. Voting in any general election held under this part will be by way of secret ballot.
- 21.4. Voting can occur manually or online. If online, the link to the voting website must be on the homepage of the Society website.
- 21.5. In any general election, polls will be open for no less than three (3) days.

- 21.6 In any general election, polls will be open for no less than three (3) hours for each day of the election.
- 21.7. 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 voting 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 voting member of the Society only exercises one vote.
- 21.8. In the event that the process under 21.6 is impossible or impractical to comply with, the Committee may determine an alternative process in consultation with the Dean of the Faculty of Law.
- 21.9. 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.
- 21.10. 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.
- 21.11. 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.

22. Conduct of By-Elections

- 22.1. Any vacancy which may occur in the Committee shall be filled by by- election, which shall be called by the Executive.
- 22.2. 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.
- 22.3. Voting in any by-election held under this part will be by way of secret ballot.
- 22.4. Voting can occur manually or online. If online, the link to the voting website must be on the homepage of the Society website.
- 22.5. In any by-election, polls will be open for no less than two (2) days.
- 22.6. 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.
- 22.7. 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.
- 22.8 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

23. Society Banking

- 23.1. The bankers of the Society shall be the Commonwealth Savings Bank of Australia, Hobart Tasmania University Branch.
- 23.2. 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.
- 23.3. The signatories to the 'TULS No. 1' account shall be:
- a) the President;
 - b) the Treasurer;
 - c) the Vice President (Sponsorship & Marketing); and
 - d) the Vice President (Activities).

24. Liability for Debts

- 24.1. The members of the Society who are not members of the Committee will not be liable for debts incurred by the Society.
- 24.2. 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.
- 24.3 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 **Tasmania University Union Inc**; and
 - (b) to transfer all remaining assets to the **Tasmania University Union Inc**.

25. Audit

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

the Society.

26. Subscriptions

26.1. 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.

27. Expenditure

27.1. The Treasurer must be present at any meeting at which the Committee resolves to spend a sum greater than five hundred dollars (\$500).

27.2. 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.

27.3. 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

28. By-Laws

28.1. This Constitution may be carried into effect by such by-laws as are enacted in accordance with this Part.

28.2. 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.

28.3. 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

29. Affiliation with the Tasmania University Union Incorporated

29.1. The Committee shall be affiliated with the Tasmanian University Union Inc.

30. Affiliation with ALSA

30.1. The Committee shall be responsible for deciding the manner of its affiliation with the

Australian Law Student's Association Inc.

PART X: AMENDMENT OF THIS CONSTITUTION

31. Amendment, Alteration and Repeal

- 31.1. This Constitution may be altered, amended or repealed by a resolution passed by a three-quarters majority of voting members present and voting at a Special General Meeting, provided that notice of such resolution is given in writing to the Secretary of the Society at least three (3) days before the date of the meeting and shall be posted on the Society notice board.

PART XI: BEHAVIOUR POLICY

32. Behaviour Policy

- 32.1. The University Behaviour Policy governs all operations of the Society, and applies to all events and activities run by the Society.

- 32.2. A copy of the policy can be found at this link:

http://www.utas.edu.au/_data/assets/pdf_file/0008/657179/University-Behaviour-Policy.pdf.

THE TASMANIAN UNIVERSITY LAW SOCIETY

BY-LAWS

6th September 2016

1. Duties and Responsibilities of Committee members

- 1.1 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.

2. The Executive

- 2.1 The Executive shall be responsible for coordinating and obtaining sponsorship for the Society.
- 2.2 Each member of the Executive shall be responsible for assisting and overseeing two other portfolios. The allocation should follow the following pattern:
- a) President: First Year Representatives, Student Welfare Officer
 - b) Secretary: Publications Officers, Social Media and Marketing Officer
 - c) Treasurer: Competitions Director, Second Year Representative
 - d) VP Activities: International Officer, Fifth Year Representative
 - e) VP Education: Careers Director, Social Justice & Equity Officer
 - f) VP Sponsorship & Marketing: Third Year Representative, Fourth Year Representative

3. The President

- 3.1 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)

4.1 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, chariot race, inter-faculty sports day, Introduction to Law Camp; and
- c) be a signatory to the 'TULS No. 1' banking account;

5. The Vice President (Education)

5.1 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 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 and any correspondence between the Society and ALSA;
- g) choose whether to represent the Society, together with the President, at ALSA Council meetings;
- h) assist the faculty in improving student responses to e-evaluate surveys;
- i) in conjunction with the Competitions Director, 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) be responsible for promoting relations with the Law Society of Tasmania, particularly in relation to work-experience, clerkships and career opportunities in Tasmania; and
- k) 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.

6. Vice President (Sponsorship)

6.1 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 Director 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;
- g) be responsible for the production and distribution of a Society Prospectus; and
- h) be a signatory of the 'TULS No. 1' banking account;

7. The Secretary

7.1 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

8.1 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) 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;
- c) be the Society's delegate to Societies Council;
 - d) 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;
 - e) 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;
 - f) ensure that the 'TULS No. 1' account is independently audited once a year;
 - g) 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;
 - h) be a signatory to the 'TULS No. 1' banking account; and
 - i) prepare an itemised Faculty Funding Proposal for submission as early as possible in the new term.

9. The Competitions Directors

- 9.1 Concurrent with TULS annual elections, expressions of interest shall be sought for two competitions director positions.
- 9.2 Two 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.
- 9.3 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.
- 9.4 Each competitions director may select and chair a Competitions Sub-Committee to assist in the organisation of Competitions.
- 9.5 The competitions directors will, in consultation with the Faculty member responsible for competitions, decide who will take on the role of Director A and Director B. 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.
- 9.6 Director A shall be responsible for:

- a) in cooperation with the Vice President (Education) 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.

9.7 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 Vice President (Education), organise and coordinate an internal Junior Law Competition and workshops for competition skill development for juniors with the aim of involving younger students and selecting a squad to be trained for potential ALSA Selection the following year.

10. The Publications Officers

10.1 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;
- c) 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;

- d) be responsible for the updating and presentation of the TULS Noticeboard; and
- e) be required to liaise with the Welfare Officer and be responsible for the inclusion of mental health information in every issue of Pettifogger

11. The Social Justice and Equity Officer

11.1 The Social justice and Equity Officer shall:

- a) liaise with the Faculty of Law in regard to Social Justice initiatives, including the administration of the Sandy Duncanson Social Justice Fund, and the annual Sandy Duncanson Social Justice Lecture;
- b) liaise with the Careers Director to promote social justice oriented career opportunities;
- c) organise the Women in the Law Breakfast in Semester 2 of the academic year;
- d) organise at least one event per semester to engage the student body with issues of professional responsibility and social justice, in consultation with the Faculty;
- e) be responsible for the dissemination of social justice information to members, including through the development and release of a 'Social Justice' opportunities and internship guide in early Semester 1 of the academic year; and
- f) 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.

12. The Careers Director

12.1 The Careers Director shall:

- a) be responsible for the dissemination of careers information to members;
- b) be responsible for the publication of the Society's Careers Guide with the Social Justice Officer;
- 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) organise seminars which have cumulatively include information about; Clerkships, International Careers and Alternative Careers; and

- e) assist the university employment service in the organisation and promotion of the university careers fair.

13. The Social Media and Marketing Officer

13.1 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 Society 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 Society documents backed up on the Office Computer, or on any applicable online application;
- f) 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;
- g) together with the Secretary, be responsible for the registration of paid members and the maintenance of a registration database; and
- h) in conjunction with the President, be responsible for the administrators and content of the TULS Facebook page.

14. 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) organise at least one Year Group Activity throughout the year; and
- d) assist the welfare officer in the running of the Swotvac Tea station.

14.2 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.

14.3 Pursuant to the Tasmanian 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

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 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) 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 must be an international student.

16. The Student Welfare Officer

16.1 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 and Social Justice and Equity Officers 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.