



UNSW LAW SOCIETY

INCORPORATED

CONSTITUTION

Effective as at 24 October 2023

UNSW LAW SOCIETY
RM 305, LEVEL 3 LAW BUILDING,
UNIVERSITY OF NEW SOUTH WALES, SYDNEY NSW 2052.
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Date	Amended by
12 October 2017 (<i>came into effect on 8 January 2018 upon incorporation</i>)	Resolution of UNSW Law Society 2017 AGM
4 October 2018 (<i>came into effect on 12 October 2018 upon NSW Fair Trading approval</i>)	Special Resolution of UNSW Law Society 2018 AGM
29 April 2019	Special Resolution of UNSW Law Society 2019 AGM
6 August 2019	Special Resolution of UNSW Law Society 2019 EGM
7 November 2019	Special Resolution of UNSW Law Society 2019 EGM
2 November 2020	Special Resolution of UNSW Law Society 2020 AGM
9 March 2021	Special Resolution of UNSW Law Society 2021 EGM
24 October 2023	Special Resolution of UNSW Law Society 2023 EGM

Part I Preliminary

1. Introduction

- 1.1. The official name of the club is the UNSW Law Society Incorporated.
- 1.2. The club must be affiliated to Arc @ UNSW Limited.
- 1.3. The primary objective of the UNSW Law Society Incorporated is to advance the education of its Members.
- 1.4. The ancillary aims and objectives of the UNSW Law Society Incorporated are:
 - 1.4.1. To provide high quality and relevant events and services to its Members.
 - 1.4.2. To encourage the involvement of its Members in the planning, development and running of the club's events and services.
 - 1.4.3. To serve and benefit the community and society at large.
- 1.5. In achieving its primary objective and ancillary aims and objectives, UNSW Law Society Incorporated must comply with all relevant anti-discrimination legislation in New South Wales and Australia.
- 1.6. The assets and income of the UNSW Law Society Incorporated must be applied solely in furtherance of the above-mentioned objects and no portion is to be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

2. Definitions

- 2.1. For the purposes of this Constitution:
 - 2.1.1. LawSoc, UNSW Law Society or UNSW Law Society Inc. means the UNSW Law Society Incorporated;

- 2.1.2. The University or UNSW means the University of New South Wales;
- 2.1.3. Arc means Arc @ UNSW Limited;
- 2.1.4. Members means full members of LawSoc;
- 2.1.5. Associate members means associate members of LawSoc;
- 2.1.6. The Cabinet means the Cabinet of LawSoc;
- 2.1.7. The General Executive means the General Executive of LawSoc;
- 2.1.8. The Annual General Meeting means the Annual General Meeting of LawSoc;
- 2.1.9. A General Meeting means the Annual General Meeting of LawSoc or an Extraordinary General Meeting of LawSoc;
- 2.1.10. Session means an Academic Session of the University, such as Session One, Two or Three;
- 2.1.11. An academic day means a day during a Session of the University's academic year which is not a Saturday, Sunday, Public Holiday or University Holiday;
- 2.1.12. An academic week means any week between Week 1 and Week 10, inclusive of a Session;
- 2.1.13. Subjects means units of study offered by the University in progression to the award of a degree;
- 2.1.14. Law Subjects means subjects undertaken towards the award of an undergraduate law or Juris Doctor degree that contain the prefixes LAWS and/or JURD;
- 2.1.15. UNSW Law means the Law Faculty of the University; and
- 2.1.16. The Regulations means the Regulations of LawSoc.
- 2.1.17. The Act means the *Associations Incorporation Act 2009* (NSW).
- 2.1.18. The Associations Regulation means the *Associations Incorporation Regulation 2016* (NSW).

2.2. In this Constitution:

2.2.1. A reference to a function includes a reference to a power, authority and duty, and

2.2.2. A reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

2.3. The provisions of the *Interpretation Act 1987* (NSW) apply to and in respect of this Constitution in the same manner as those provisions would so apply if this Constitution were an instrument made under the Act.

Part II Membership

3. Membership

- 3.1. The Club must be recognised as a Constituent club by Arc.
- 3.2. A student is eligible for full membership of LawSoc, in any given academic year, if they are completing a law degree leading to the award of an LLB or JD, including students who would ordinarily be enrolled in a program leading to the award of an LLB but are currently completing an Honours program in their non-law degree, that are enrolled at the University in that academic year.
 - 3.2.1. A student from another university participating in an exchange program with UNSW is also eligible for membership while enrolled in at least one UNSW law course.
- 3.3. A student becomes a Member upon registering in the form determined by the Secretary.
- 3.4. Members must not be required to pay any club membership fee.
- 3.5. Full membership must be open to UNSW students completing a law degree leading to the award of a Masters or Diploma subject to affiliation requirements of Arc. They must sign their consent and register per the Constitution 3.3.
- 3.6. Life membership may only be conferred upon (or removed from) a person where the following criteria are satisfied:
 - 3.6.1. The person must have been a graduate of the UNSW Law for at least six months;
 - 3.6.2. The person must have contributed exceptional, dedicated and continual service to LawSoc;
 - 3.6.3. The person must be nominated by a current Member of LawSoc and must have consented in writing to the nomination;

- 3.6.4. The person must be commended for Life Membership in writing by either the Dean of UNSW Law or the Head of the School of UNSW Law;
- 3.6.5. The motion to confer Life Membership must be in the form of a motion at an Annual General Meeting;
- 3.6.6. Having fulfilled these criteria, Life Membership may be conferred upon or removed from a person by a two-thirds majority of the voting Members at the Annual General Meeting.
- 3.7. A roll of Life Members of the UNSW Law Society and the dates of their election must be annexed as an appendix to this Constitution and published on the LawSoc website.
- 3.8. A right, privilege or obligation which a person has by reason of being a member of LawSoc:
 - 3.8.1. Is not capable of being transferred or transmitted to another person;
 - 3.8.2. May be modified or excluded pursuant to the Misconduct Policy; and
 - 3.8.3. Terminates on cessation of the person's membership.

4. Cessation of Membership

- 4.1. The duration of a person's membership is from the start of Week One in Session One of the University's academic year or when membership is granted, whichever is later, until the next Annual General Meeting after they have become a Member, or until the start of Week One in Session One of the University's academic year in the year after their membership commenced, whichever is the later.
- 4.2. A Member or Associate Member may have their membership terminated after the following procedure is followed:
 - 4.2.1. A motion is carried by the Cabinet, or the Cabinet is petitioned by fifteen (15) Members to instigate termination proceedings;

- 4.2.2. The Members of LawSoc are notified of the proceedings formally as a motion on notice to an Extraordinary General Meeting.
 - 4.2.3. The Member concerned is notified in writing of the procedures and reasons for proceedings at least five (5) academic days or ten (10) calendar days prior to the meeting;
 - 4.2.4. The Member concerned is given five (5) minutes to speak against the motion at the Extraordinary General Meeting; and
 - 4.2.5. The motion is carried by 75% of the Extraordinary General Meeting.
- 4.3. A person ceases to be a Member of LawSoc if the person dies.
 - 4.4. Any Member of LawSoc who believes they have been wrongly expelled, or any member of the General Executive who believes they have had their position wrongly terminated, may appeal to Arc, who will arrive at final resolution of the matter.

5. Register of Members

- 5.1. The Cabinet must establish and maintain a register of Members of the association (whether in written or electronic form) specifying the name and postal, residential or email address of each person who is a Member of the association together with the date on which the person became a Member.
- 5.2. The register of Members must be kept at the University Law Building.
- 5.3. The register of Members must be open to inspection, free of charge, by any Member with the approval of Cabinet.
- 5.4. A Member must not use information contained on the register other than for:
 - 5.4.1. The purposes of distributing a newsletter, a notice in respect of a meeting or other event relating to LawSoc or other material relating to LawSoc,

5.4.2. Complying with sponsorship obligations, or

5.4.3. Any other purpose necessary to comply with a requirement of the Act or the Regulation.

6. Members' Liabilities

6.1. A Member of LawSoc must not be liable to contribute towards the payment of the debts and liabilities of LawSoc or the costs, charges and expenses of the winding up of LawSoc other than where a Member has incurred the debt or liability on behalf of LawSoc without Cabinet approval.

7. Grievances and Dispute Resolution

7.1. LawSoc must establish and adhere to a Grievance Policy, which must be outlined in the Regulations.

Part III Committee

8. The Cabinet

- 8.1. The Committee of LawSoc is the Cabinet.
- 8.2. Subject to the Act, the Associations Regulation, this Constitution, the Regulations and any resolution passed by LawSoc in a General Meeting, the Cabinet:
 - 8.2.1. Is to control and manage the affairs of LawSoc;
 - 8.2.2. May exercise all the functions that may be exercised by LawSoc, other than those functions that are required by this Constitution to be exercised by a General Meeting of Members of LawSoc; and
 - 8.2.3. Has power to perform all the acts and do all the things that appear to the Cabinet to be necessary or desirable for the proper management of the affairs of the association, including the power to make, amend and repeal Regulations.

9. Composition and Membership of Cabinet

- 9.1. The Cabinet must be elected by the Members once annually, in accordance with the Regulations, and must consist of the following positions only:
 - 9.1.1. One Co-President (Female-Identifying);
 - 9.1.2. One Co-President (Male-Identifying);
 - 9.1.3. One Secretary;
 - 9.1.4. One Treasurer;
 - 9.1.5. One Vice-President (Administration);
 - 9.1.6. One Vice-President (Activities);
 - 9.1.7. One Vice-President (Education);
 - 9.1.8. One Vice-President (International);
 - 9.1.9. One Vice-President (Juris Doctor and Postgraduate);

- 9.1.9.1. The position of Vice-President (Juris Doctor and Postgraduate) can only be held by a current JD or PG student.
 - 9.1.10. One Vice-President (Mooting);
 - 9.1.11. One Vice-President (Private Law Careers);
 - 9.1.12. One Vice-President (Publications)
 - 9.1.13. One Vice-President (Public Interest Careers);
 - 9.1.14. One Vice-President (Skills); and
 - 9.1.15. One Vice-President (Social Justice).
- 9.2. The roles and responsibilities of Cabinet are outlined in 14 to 26. Any major deviation from these roles and responsibilities constitutes grounds to instigate proceedings to declare that position vacant in accordance with 11.1.3.6.
- 9.3. No one Member is permitted to hold more than one Cabinet position.
- 9.4. Job sharing of any Cabinet position is not permitted.
- 9.5. The Cabinet is accountable for ensuring the adherence of LawSoc to the aims and objectives, as in 1.3 and 1.4. In particular, the Cabinet is responsible for the running of events and services in accordance with 1.3, and is responsible for LawSoc finances.

10. Election of Cabinet

- 10.1. The term of a Cabinet position runs from 1 December in the year in which they are elected, or from the General Meeting in which they fill a vacant position, until the end of 30 November in the following year, or until the position is next duly filled at an election, or once the position is declared vacant, whichever is the earliest.
- 10.2. Any Member of LawSoc is entitled to be nominated for a Cabinet position, unless:
- 10.2.1. The Member is not studying at the University across all three Sessions;

- 10.2.2. The Member is undertaking an international studies exchange in either Session One, Two or Three; or
- 10.2.3. The Member is disqualified from managing a corporation under the *Corporations Act 2001* (Cth) and/or disqualified from being a responsible person by the ACNC Commissioner
- 10.3. Elections must be held for all positions as follows:
- 10.3.1. For contested positions, the successful candidate will be the candidate with the most votes following optional preferential voting, subject to 10.3.6.
- 10.3.2. For uncontested positions, the candidate will be listed alongside 'No Confidence' and the candidate will be successful if they reach a majority of votes.
- 10.3.3. The positions of Co-President (Female-Identifying) and Co-President (Male-Identifying) must be run as separate ballots.
- 10.3.4. No one person may nominate for the positions of Co-President (Female-Identifying) and Co-President (Male-Identifying).
- 10.3.5. Notice for the elections must be five (5) academic days or ten (10) calendar days.
- 10.3.6. Elections must be held between week 1 and 6 of Session Three.
- 10.3.7. At least 50% of successful candidates (excluding the positions of Co-President (Female-Identifying) and Co-President (Male-Identifying)), rounded up to the nearest integer, must be non-cis-male identifying persons. If, after following the process in 10.3.1 and 10.3.2, this condition is not satisfied:
- 10.3.7.1. The final non cis-male candidate to be excluded in an election for a position will replace the cis-male candidate with the lower number of votes among the final two candidates in that election, where the final two candidates are cis-males; and

- 10.3.7.2. After 10.3.6.1 has been applied and the final round of preferences distributed, the non cis-male candidate with the highest percentage of the total vote in a portfolio will be elected. This process will be repeated until 10.3.6 is satisfied.
- 10.3.7.3. Provision 10.3.6.2 must not be applied to non cis-male candidates who, after 10.3.6.1 has been applied, have less than 30% of final votes in that portfolio.
- 10.3.7.4. A cis-male Aboriginal or Torres Strait Islander student cannot be replaced under 3.10.6 unless they are replaced by a non cis-male Aboriginal or Torres Strait Islander student.
- 10.3.7.5. A cis-male Juris Doctor, Postgraduate or international student cannot be replaced under 3.10.6 unless they are replaced by a non cis-male Aboriginal, Torres Strait Islander, Juris Doctor, Postgraduate or international student.
- 10.3.7.6. If 10.3.6 cannot be satisfied because there are insufficient non cis-male candidates, 10.3.6.1 - 10.3.6.5 must be applied until no further non cis-male candidates can be elected. Thereafter, candidates should be elected as per 10.3.1 and 10.3.2.
- 10.3.8. For the purposes of 10.3, 'non cis-male' means all persons who identify as a gender that is not cis-male. This includes, but is not limited to, persons who identify as female, transgender, gender fluid and non-binary.
- 10.3.9. Provision 10.3.6 does not apply to the election of candidates in accordance with 11.2 for a position declared vacant.
- 10.3.10. Cabinet will prescribe regulations for the purposes of preference redistribution under 10.3.6.

11. Casual Vacancies

- 11.1. A particular Cabinet position is to be declared vacant if:

- 11.1.1. Only one person nominates for a vacant position, and a vote of 'No Confidence' is passed at the relevant General Meeting;
- 11.1.2. In an uncontested ballot, 'No Confidence' receives the majority of votes; or
- 11.1.3. The Member filling the position:
 - 11.1.3.1. Dies;
 - 11.1.3.2. Ceases to be a Member of LawSoc;
 - 11.1.3.3. Resigns in writing to the Secretary (or in the case of the Secretary, in writing to the Co-Presidents);
 - 11.1.3.4. Becomes a mentally incapacitated person;
 - 11.1.3.5. Is absent without apology from any three consecutive Cabinet meetings; or
 - 11.1.3.6. Has their position declared vacant at an Extraordinary General Meeting.
- 11.2. Any vacancy of a Cabinet position must be filled at a General Meeting within four (4) weeks of the position becoming vacant, via the process of nomination and vote below.
 - 11.2.1. Members must nominate for the position by submitting a nomination form to the Returning Officer at least 24 hours prior to the General Meeting.
 - 11.2.2. Each nominee will be permitted approximately three (3) minutes to speak in support of their nomination.
 - 11.2.2.1. If a nominee elects to make a supporting speech, the speech must be made prior to the vote on the position for which the nomination is made.
 - 11.2.2.2. Where a nominee is unable to attend the General Meeting for the position for which they have been nominated, the nominee may provide a candidate statement to be read on their behalf by the Chair.

11.2.2.3. The Chair may allow questions from the floor to the nominee after the nominee's supporting speech.

11.2.3. After the nominees are allowed speaking time an election will be held by secret ballot at the General Meeting.

11.2.3.1. In the event that after the first round of voting, no candidate has received greater than 50% of the votes cast a further round of voting must occur after eliminating the candidate who has received the fewest number of votes from the ballot.

11.2.3.2. In the event that after a further round of voting no candidate has received greater than 50% of the votes cast a further round of voting must occur after eliminating the candidate who has received the fewest number of votes from the ballot. This process will continue until one candidate has received greater than 50% of the vote.

11.2.3.3. In the event that any vote results in a tie between any of the candidates, a further round of voting must occur. If at the conclusion of this further round of voting a tied vote remains, then the tie must be resolved by the flip of a coin administered by the Chair.

11.2.3.4. Proxy voting may be allowed, as per the Regulations.

12. Cabinet Meetings

12.1. The Cabinet must meet on a weekly basis during the academic year, unless the Secretary and Co-Presidents otherwise decide.

12.1.1. Cabinet meetings may be held at 2 or more venues using any technology that gives each of the Cabinet members a reasonable opportunity to participate.

12.1.2. A Cabinet member who participates in a Cabinet Meeting using that technology is taken to be present at the meeting and, if the

Cabinet member votes at the meeting, is taken to have voted in person.

- 12.2. Resolutions must be passed by simple majority unless otherwise indicated.
- 12.3. Each Cabinet member is entitled to one (1) vote.
- 12.4. Quorum for Cabinet meetings is seven (7) Cabinet members.
 - 12.4.1. If quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- 12.5. Written notice of Cabinet meetings must be given at least three (3) days before the meeting, unless unanimously agreed otherwise.
- 12.6. The Co-Presidents or, in their absence, the Secretary, is to preside.
 - 12.6.1. If both the Co-Presidents and the Secretary are absent or unwilling to act, one of the remaining Cabinet members chosen by Cabinet members present at the meeting is to preside.
- 12.7. In the case of equality of voting, the Co-Presidents have a casting vote between them.
 - 12.7.1. If the Co-Presidents do not agree on how to exercise their joint casting vote, the resolution will be considered as not passed.

Part IV Sub-Committee

13. General Executive

- 13.1. The Cabinet may retain a sub-committee entitled the General Executive.
- 13.2. The General Executive consists of positions as defined in the Regulations.
- 13.3. Any vacancy of a General Executive position must be filled by the following process:
 - 13.3.1. A call for nominations for the position(s) is published, with at least five (5) academic or ten (10) calendar days notice before close of nominations, in at least two of the following five forms:
 - 13.3.1.1. Placed on LawSoc notice boards;
 - 13.3.1.2. Published on LawSoc website;
 - 13.3.1.3. Published in an official LawSoc publication;
 - 13.3.1.4. Published in an email blast sent to all Members; or
 - 13.3.1.5. Published on LawSoc social media.
- 13.4. If more applications than positions available are received, interviews are to be conducted by the Vice-President to whom the position would report to and one of the Co-Presidents. If neither Co-President is available, another Cabinet member may substitute them.
 - 13.4.1. Interviews may be conducted by the Cabinet-elect where they are held before the start of the relevant Cabinet's term.
- 13.5. Candidates are to be selected on the basis of their written application and performance in the interview.
- 13.6. Any Member of LawSoc is entitled to nominate for a General Executive position.
 - 13.6.1. If no Member applies for a position, the position is to be treated as vacant and re-opened as per 13.3.

13.6.2. If no Member applies to the position having been re-opened, Cabinet may resolve to extend the position to a person who is not a Member.

13.7. A particular position of the General Executive must be declared vacant if the member filling the position:

13.7.1. Dies;

13.7.2. Ceases to be a Member of LawSoc,

13.7.3. Resigns in writing to the Secretary,

13.7.4. Becomes a mentally incapacitated person,

13.7.5. Has their position declared vacant:

13.7.5.1. By resolution of Cabinet passed with a two-thirds majority; or

13.7.5.2. By resolution at an Extraordinary General Meeting with a simple majority.

13.8. The roles and responsibilities of the General Executive are to be outlined in the Regulations. Any major deviation from these may constitute grounds to declare the position vacant in accordance with 13.7.5.

Part V Cabinet Roles and Responsibilities

14. Co-Presidents

- 14.1. Overseeing the general functioning and operation of LawSoc;
- 14.2. Delegating authority to see that the aims and objectives of 1.3 and 1.4 are met;
- 14.3. Evaluating the performance of Cabinet members and the Cabinet as a whole, giving guidance as to their performance, and seeking to instigate the process for the declaration of a position vacant when a Cabinet member is significantly underperforming, as in 11.1.3.6.
- 14.4. Chairing all Cabinet and General Meetings of LawSoc;
- 14.5. Acting as official spokespersons for LawSoc;
- 14.6. Ensuring an ongoing, positive working relationship is sustained with the Law Faculty;
- 14.7. Ensuring LawSoc complies with this Constitution and the Regulations;
- 14.8. Managing LawSoc's relationship with domestic and international sponsors, and ensuring that sponsorship funds are received and sponsorship obligations are fulfilled;
- 14.9. Ensuring that the Treasurer submits a Financial Report to LawSoc at the Annual General Meeting and to Arc and that they have LawSoc's' finances in good order in preparation for spot audits by Arc;
- 14.10. Ensuring a smooth handover process occurs between the Cabinet of one year and the Cabinet of the following year;
- 14.11. To assume the role of Grievance Officer and the following duties:
 - 14.11.1. To receive complaints and grievances relating to the Club;
 - 14.11.2. To investigate grievances (where necessary) and resolve grievances or make recommendations to the Cabinet on the resolution of grievances;

- 14.11.3. To act in a fair, ethical and confidential manner in the performance of their duties, and pass on their responsibilities for specific grievances to other Club Executives if they cannot act impartially; and
- 14.11.4. To notify those involved of the outcome of the grievance
- 14.12. The maintenance and review of LawSoc policies and procedures, including the Grievance Resolution Policy & Procedure; and
- 14.13. Other duties as in accordance with the Regulations.

15. Secretary

- 15.1. Organising meetings, agendas (with consultation with the Co-Presidents) and the taking of minutes for all LawSoc Cabinet and General Meetings, and any other meeting the Co-Presidents deem fit for the Secretary to take minutes for;
- 15.2. Keeping relevant LawSoc papers in order and ensuring a sufficient paper-trail of LawSoc activities is kept;
- 15.3. Ensuring the Constitution and the Regulations are available online and accessible to the public;
- 15.4. Ensuring LawSoc complies with this Constitution and with the Regulations;
- 15.5. Ensuring all reporting requirements to the relevant external bodies are satisfied;
- 15.6. Liaising with Arc on behalf of LawSoc;
- 15.7. Producing the requisite reports to the Co-Presidents in a timely fashion, as detailed in the Regulations;
- 15.8. Ensuring that an 'Application for Affiliation' form accompanied by the minutes of the most recent Annual General Meeting is submitted to Arc;
- 15.9. Maintaining an accurate register of members in conjunction with the Presidents;

- 15.10. Overseeing the governance of the Cabinet and LawSoc overall;
- 15.11. Ensuring a smooth handover process occurs between the Secretary of one year and the Secretary of the following year;
- 15.12. The maintenance and review of LawSoc policies and procedures, including the Grievance Resolution Policy & Procedure; and
- 15.13. Other duties in accordance with the Regulations.

16. Treasurer

- 16.1. Keeping and maintaining all LawSoc financial records in a manner which ensures that the financial accounting system is efficient and accurate, and ensures that the Cabinet remains responsible for LawSoc finances;
- 16.2. Keeping LawSoc Members and the Cabinet informed of LawSoc's financial position on a regular basis;
- 16.3. Ensuring that money is not lent, under any circumstances, to themselves, society Members or other clubs or societies;
- 16.4. Always ensuring that the financial records are up to date and in good order;
- 16.5. Ensuring the ongoing financial viability of LawSoc; and
- 16.6. Other duties as in accordance with the Regulations.

17. Vice-President (Activities)

- 17.1. Overseeing the general functioning and operation of the Activities portfolio;
- 17.2. Delegating authority appropriately to see that the aims and objectives of 1.3, are met in respect of the Activities portfolio;
- 17.3. Assuming responsibility for the operations of the Activities portfolio to the Cabinet;
- 17.4. Evaluating the performance of the Activities portfolio members of the General Executive, giving guidance as to their performance, and

seeking to instigate the process for the declaration of a position vacant when a General Executive is significantly underperforming, as in 13.7.5;

- 17.5. Overseeing the preparation, planning and running of a diverse range of activities that cater for all students throughout the year;
- 17.6. Ensuring the Activities portfolio organises a sufficient number of non- alcoholic events and initiatives throughout the year;
- 17.7. Orchestrating the orientation and integration of first year LLB and JD students;
- 17.8. Producing the requisite reports to the Cabinet in a timely fashion, as detailed in the Regulations;
- 17.9. Ensuring a smooth handover process occurs between the Vice-President (Activities) of one year and the Vice-President (Activities) of the following year;
- 17.10. The maintenance and review of LawSoc policies and procedures, including the Grievance Resolution Policy & Procedure; and
- 17.11. Other duties as in accordance with the Regulations.

18. Vice-President (Administration)

- 18.1. Overseeing the general functioning and operation of the Administration portfolio;
- 18.2. Delegating authority appropriately to see that the aims and objectives of 1.3 and 1.4 are met in respect of the Administration portfolio;
- 18.3. Assuming responsibility for the operations of the Administration portfolio to the Cabinet;
- 18.4. Evaluating the performance of the Administration portfolio members of the General Executive, giving guidance as to their performance,

and seeking to instigate the process for the declaration of a position vacant when a General Executive is significantly underperforming, as in 13.7.5;

- 18.5. Ensuring LawSoc has an effective, robust and creative marketing and outreach strategy;
- 18.6. Overseeing the overarching administration of LawSoc
- 18.7. Producing the requisite reports to the Cabinet in a timely fashion, as detailed in the Regulations;
- 18.8. Ensuring a smooth handover process occurs between the Vice-President (Administration) of one year and the Vice-President (Administration) of the following year;
- 18.9. The maintenance and review of LawSoc policies and procedures, including the Grievance Resolution Policy & Procedure; and
- 18.10. Other duties as in accordance with the Regulations.

19. Vice-President (Education)

- 19.1. Overseeing the general functioning and operation of the Education portfolio;
- 19.2. Delegating authority appropriately to see that the aims and objectives in 1.3 and 1.4 are met in respect of the Education portfolio;
- 19.3. Assuming responsibility for the operations of the Education portfolio to the Cabinet;
- 19.4. Evaluating the performance of the Education portfolio members of the General Executive, giving guidance as to their performance, and seeking to instigate the process for the declaration of a position vacant when a General Executive is significantly underperforming, as in 13.7.5;
- 19.5. Overseeing the preparation, planning and running of a diverse range

of education events and initiatives throughout the year, including, but not limited to, publications as well as educational speakers' forum events;

- 19.6. Producing the requisite reports to the Cabinet in a timely fashion, as detailed in the Regulations;
- 19.7. Ensuring a smooth handover process occurs between the Vice-President (Education) of one year and the Vice-President (Education) of the following year;
- 19.8. The maintenance and review of LawSoc policies and procedures, including the Grievance Resolution Policy & Procedure; and
- 19.9. Other duties as in accordance with the Regulations.

20. Vice-President (International)

- 20.1. Overseeing the general functioning and operation of the International portfolio;
- 20.2. Delegating authority appropriately to see that the aims and objectives in 1.3 and 1.4, are met in respect of the International Careers portfolio;
- 20.3. Assuming responsibility for the operations of the International portfolio to the Cabinet;
- 20.4. Evaluating the performance of the International portfolio members of the General Executive, giving guidance as to their performance, and seeking to instigate the process for the declaration of a position vacant when a General Executive is significantly underperforming, as in 13.7.5;
- 20.5. Overseeing the production and distribution of information to Members about international private law, public interest and education opportunities and pathways;

- 20.6. Representing international student Members;
- 20.7. Producing the requisite reports to the Cabinet in a timely fashion, as detailed in the Regulations;
- 20.8. Ensuring a smooth handover process occurs between the Vice-President (International) of one year and the Vice-President (International) of the following year;
- 20.9. The maintenance and review of LawSoc policies and procedures, including the Grievance Resolution Policy & Procedure; and
- 20.10. Other duties as in accordance with the Regulations.

21. Vice-President (Juris Doctor and Postgraduate)

- 21.1. Overseeing the general functioning and operation of the Juris Doctor and Postgraduate portfolio;
- 21.2. Delegating authority appropriately to see that the aims and objectives in 1.3 and 1.4 are met in respect of the Juris Doctor and Postgraduate portfolio;
- 21.3. Assuming responsibility for the operations of the Juris Doctor and Postgraduate portfolio to the Cabinet;
- 21.4. Evaluating the performance of the Juris Doctor and Postgraduate portfolio members of the General Executive, giving guidance as to their performance, and seeking to instigate the process for the declaration of a position vacant when a General Executive is significantly underperforming, as in 13.7.5;
- 21.5. Ensuring that JD and Postgraduate students' needs are effectively met by LawSoc's other portfolios;
- 21.6. Ensuring that LawSoc adapts to accommodate JD and Postgraduate students' needs and interests;
- 21.7. Promoting the integration of LLB and JD and Postgraduate students;

- 21.8. Encouraging meaningful JD and Postgraduate student involvement in LawSoc;
- 21.9. Producing the requisite reports the Cabinet in a timely fashion, as detailed in the Regulations;
- 21.10. Ensuring a smooth handover process occurs between the Vice-President (Juris Doctor and Postgraduate) of one year and the Vice-President (Juris Doctor and Postgraduate) of the following year;
- 21.11. The maintenance and review of LawSoc policies and procedures, including the Grievance Resolution Policy & Procedure; and
- 21.12. Other duties as in accordance with the Regulations.

22. Vice-President (Mooting)

- 22.1. Overseeing the general functioning and operation of the Mooting Competitions portfolio;
- 22.2. Delegating authority appropriately to see that the aims and objectives in 1.3 and 1.4, are met in respect of the Mooting Competitions portfolio;
- 22.3. Assuming responsibility for the operations of the Mooting Competitions portfolio to the Cabinet;
- 22.4. Overseeing the preparation, planning and running of a range of internal mooting competitions throughout the year, varying by level of skill required;
- 22.5. Overseeing the selection of competitors for various external mooting competitions, and that adequate resources are provided for their preparation and participation in those competitions;
- 22.6. Evaluating the performance of the Mooting Competitions portfolio members of the General Executive, giving guidance as to their performance, and seeking to instigate the process for the declaration of a position vacant when a General Executive is significantly underperforming, as in 13.7.5;

- 22.7. Providing guidance, support and strategic direction to the internal and external mooting divisions, based on student feedback, advice from external competitions reports, and methods used by other law societies;
- 22.8. Producing the requisite reports to the Cabinet in a timely fashion, as detailed in the Regulations;
- 22.9. Ensuring a smooth handover process occurs between the Vice-President (Mooting Competitions) of one year and the Vice-President (Mooting Competitions) of the following year;
- 22.10. The maintenance and review of LawSoc policies and procedures, including the Grievance Resolution Policy & Procedure; and
- 22.11. Other duties as in accordance with the Regulations.

23. Vice-President (Private Law Careers)

- 23.1. Overseeing the general functioning and operation of the Private Law Careers portfolio;
- 23.2. Delegating authority appropriately to see that the aims and objectives in 1.3 and 1.4, are met in respect of the Private Law Careers portfolio;
- 23.3. Assuming responsibility for the operations of the Private Law Careers portfolio to the Cabinet;
- 23.4. Evaluating the performance of the Private Law Careers portfolio members of the General Executive, giving guidance as to their performance, and seeking to instigate the process for the declaration of a position vacant when a General Executive is significantly underperforming, as in 13.7.5;
- 23.5. Overseeing the production and distribution of information to Members about domestic private law opportunities and pathways;
- 23.6. Producing the requisite reports to the Cabinet in a timely fashion, as

detailed in the Regulations;

- 23.7. Executing relevant sponsorship obligations from private industry sponsors;
- 23.8. Ensuring a smooth handover process occurs between the Vice-President (Private Law Careers) of one year and the Vice-President (Private Law Careers) of the following year;
- 23.9. The maintenance and review of LawSoc policies and procedures, including the Grievance Resolution Policy & Procedure; and
- 23.10. Other duties as in accordance with the Regulations.

24. Vice-President (Publications)

- 24.1. Overseeing the general functioning and operation of the Publications portfolio;
- 24.2. Delegating authority appropriately to see that the aims and objectives in 1.3 and 1.4, are met in respect of the Publications portfolio;
- 24.3. Assuming responsibility for the operations of the Publications portfolio to the Cabinet;
- 24.4. Evaluating the performance of the Publications portfolio members of the General Executive, giving guidance as to their performance, and seeking to instigate the process for the declaration of a position vacant when a General Executive is significantly underperforming, as in 13.7.5;
- 24.5. Overseeing the production and distribution of UNSW Law Society publications to Members across a variety of areas and portfolios;
- 24.6. Producing the requisite reports to the Cabinet in a timely fashion, as detailed in the Regulations;
- 24.7. Ensuring a smooth handover process occurs between the Vice-President (Publications) of one year and the Vice-President

(Publications) of the following year;

24.8. Other duties as in accordance with the Regulations.

25. Vice-President (Public Interest Careers)

- 25.1. Overseeing the general functioning and operation of the Public Interest Careers portfolio;
- 25.2. Delegating authority appropriately to see that the aims and objectives in 1.3 and 1.4, are met in respect of the Public Interest Careers portfolio;
- 25.3. Assuming responsibility for the operations of the Public Interest Careers portfolio to the Cabinet;
- 25.4. Evaluating the performance of the Public Interest Careers portfolio members of the General Executive, giving guidance as to their performance and seeking to instigate the process for the declaration of a position vacant when a General Executive is significantly underperforming, as in 13.7.5;
- 25.5. Managing LawSoc's relationship with supporting organisations and overseeing the production and distribution of information to Members about domestic public law and public interest law opportunities and pathways;
- 25.6. Producing the requisite reports to the Cabinet in a timely fashion, as detailed in the Regulations;
- 25.7. Ensuring a smooth handover process occurs between the Vice-President (Public Interest Careers) of one year and the Vice-President (Public Interest Careers) of the following year;
- 25.8. The maintenance and review of LawSoc policies and procedures, including the Grievance Resolution Policy & Procedure; and
- 25.9. Other duties as in accordance with the Regulations.

26. Vice-President (Skills)

- 26.1. Overseeing the general functioning and operation of the Skills Competitions portfolio;
- 26.2. Delegating authority appropriately to see that the aims and objectives in 1.3 and 1.4, are met in respect of the Skills Competitions portfolio;
- 26.3. Assuming responsibility for the operations of the Skills Competitions portfolio to the Cabinet;
- 26.4. Evaluating the performance of the Skills Competitions portfolio members of the General Executive, giving guidance as to their performance, and seeking to instigate the process for the declaration of a position vacant when a General Executive is significantly underperforming, as in 13.7.5;
- 26.5. Overseeing the preparation, planning and running of various internal Skills competitions, varying by type and level of skill required;
- 26.6. Overseeing the selection of competitors for various external skills competitions, including external essay and video competitions, and that adequate resources are provided for their preparation and participation in those competitions;
- 26.7. Providing guidance, support and strategic direction to the internal and external skills divisions, based on student feedback, advice from external competitions reports, and methods used by other law societies;
- 26.8. Producing the requisite reports to the Cabinet in a timely fashion, as detailed in the Regulations;
- 26.9. Ensuring a smooth handover process occurs between the Vice-President (Skills Competitions) of one year and the Vice-President (Skills Competitions) of the following year; The

maintenance and review of LawSoc policies and procedures, including the Grievance Resolution Policy & Procedure; and

26.10. Other duties as in accordance with the Regulations.

27. Vice-President (Social Justice)

- 27.1. Overseeing the general functioning and operation of the Social Justice portfolio;
- 27.2. Delegating authority appropriately to see that the aims and objectives in 1.3 and 1.4, are met in respect of the Social Justice portfolio;
- 27.3. Assuming responsibility for the operations of the Social Justice portfolio to the Cabinet;
- 27.4. Evaluating the performance of the Social Justice portfolio members of the General Executive, giving guidance as to their performance, and seeking to instigate the process for the declaration of a position vacant when a General Executive is significantly underperforming, as in 13.7.5;
- 27.5. Overseeing the preparation, planning and running of a diverse range of cultural and social justice events, services and initiatives throughout the year;
- 27.6. Researching and disseminating information to Members regarding broader community social justice issues;
- 27.7. Ensuring the equitable representation of students' interests within LawSoc and within the Law Faculty;
- 27.8. Producing the requisite reports to the Cabinet in a timely fashion, as detailed in the Regulations;
- 27.9. Ensuring a smooth handover process occurs between the Vice-President (Social Justice) of one year and the Vice-President (Social Justice) of the following year;

27.10. The maintenance and review of LawSoc policies and procedures, including the Grievance Resolution Policy & Procedure; and

27.11. Other duties as in accordance with the Regulations.

Part VI General Meetings

28. Annual General Meetings

- 28.1. There must be one Annual General Meeting every calendar year.
- 28.2. The Annual General Meeting must be held during the academic year.
- 28.3. Business at an Annual General Meeting is to include the following:
 - 28.3.1. Confirmation of the minutes of the previous Annual General Meeting and of any Extraordinary General Meeting held since that meeting;
 - 28.3.2. Reception from at least one President of a report on LawSoc's activities in the previous financial year;
 - 28.3.3. Reception from the Treasurer of any financial statements or reports required to be submitted to Members under the law;
 - 28.3.4. If applicable, confirmation of the Cabinet elected for the following year; and
 - 28.3.5. Discussion and voting on proposed Constitutional changes, if any.
- 28.4. Full minutes of the meeting, including a list of the Cabinet-elect, written financial reports and enacted Constitutional changes, must be forwarded to Arc within ten (10) academic days of the meeting.

29. Extraordinary General Meetings

- 29.1. The Cabinet may, whenever it thinks fit, convene an Extraordinary General Meeting.
- 29.2. The Cabinet must, on the requisition of fifteen (15) Members or half the membership (whichever is the lesser), convene an Extraordinary General Meeting.
 - 29.2.1. A requisition must:
 - 29.2.1.1. Be in writing;
 - 29.2.1.2. State the purpose or purposes of the meeting;

- 29.2.1.3. Be signed by the Members making the requisition;
- 29.2.1.4. Be lodged with the Secretary; and
- 29.2.1.5. May consist of several documents in a similar form, each signed by one of more of the Members making the requisition.

29.2.2. If the Cabinet does not convene an Extraordinary General Meeting within twenty-one (21) days of the requisition, the Members making the requisition may convene an Extraordinary General Meeting as nearly as is practicable in the same manner as General Meetings are convened by the Cabinet.

30. Quorum

30.1. Quorum for General Meetings is thirty Members (30) or one half of LawSoc membership, whichever is the lesser.

31. Notice

31.1. Notice in the form of an agenda for a General Meeting must be no less than twenty-one (21) calendar days, and is to comply with at least two of the following requirements:

- 31.1.1. Placed on LawSoc notice boards;
- 31.1.2. Published on LawSoc website;
- 31.1.3. Distributed by email to Members;
- 31.1.4. Published on LawSoc social media.

31.2. No business other than that specified in the notice convening a General Meeting is to be transacted at the meeting except, in the case of an Annual General Meeting, business required to be contracted under 27.3.

31.3. A Member desiring to bring any business before a General Meeting may give notice in writing of that business to the Secretary who must include that business in the next notice calling a General Meeting after receipt of the notice from the Member.

32. Voting

- 32.1. All voting for a General Meeting must be by simple majority unless otherwise stated in this Constitution.
- 32.2. Each Member is entitled to one (1) vote.
- 32.3. In case of equality of voting, the Co-Presidents have a casting vote between them.
 - 32.3.1. If the Co-Presidents cannot agree as to how to exercise their joint casting vote, the resolution will be considered as not passed.
- 32.4. Voting is to be done by a show of hands, unless:
 - 32.4.1. On the motion of the Chair or five (5) or more Members present at the meeting, voting must be by written or electronic ballot.
- 32.5. Proxy votes are permitted as per the Regulations.

33. Technology

- 33.1. A General Meeting may be held at 2 or more venues using any technology that gives each of the association's Members a reasonable opportunity to participate.
- 33.2. A Member who participates in a General Meeting using that technology is taken to be present at the meeting and, if the Member votes at the meeting, is taken to have voted in person.
- 33.3. Cabinet may hold an electronic ballot in the form of a circulating motion to determine any issue or proposal.
- 33.4. Circulating motions are to be conducted in accordance with the Regulations.

34. Amending this Constitution

- 34.1. This Constitution may only be amended by way of special resolution.

- 34.2. Notice of a special resolution must be given no less than twenty-one (21) days before the meeting at which the resolution is to be discussed.
- 34.3. A special resolution can only be carried by a three-quarters majority.

Part VII Finance

35. Insurance

- 35.1. LawSoc may effect and maintain insurance.

36. Banking and Signatories

- 36.1. LawSoc must hold an account with a financial institution on University campus.
- 36.2. LawSoc may nominate three members of the Cabinet as possible signatories for the account, one of whom must be the Treasurer.

37. Funds

- 37.1. The funds of LawSoc are to be derived from sponsorship, donations, merchandise sales, event ticket sales and any other sources the Cabinet determines.
- 37.2. All money received by LawSoc must be deposited as soon as practicable.
- 37.3. LawSoc must issue an appropriate receipt on request as soon as practicable after receiving any money.
- 37.4. The Cabinet must approve all accounts and expenditures for payment.

38. Non-Profit

- 38.1. Subject to the Act and Associations Regulation, LawSoc must apply its funds and assets solely in pursuance of its aims and objectives and must not conduct its affairs so as to provide a pecuniary gain for any of its members.

Note: Section 5 of the Act defines pecuniary gain for the purpose of this clause.

39. Financial Year

- 39.1. The financial year of LawSoc runs from 1 December to 30 November of the year following.

Part VIII Dissolution

40. Conditions

- 40.1. Dissolution of LawSoc occurs when all of the following conditions are met:
- 40.1.1. An Extraordinary General Meeting is convened, as per this Constitution;
 - 40.1.2. The reasons for dissolution are included with the notice distributed to Members and forwarded to Arc;
 - 40.1.3. Quorum is fifty (50) Members or three-quarters of LawSoc membership (whichever is the lesser);
 - 40.1.4. No other business may be conducted at the meeting;
 - 40.1.5. Any opposition to dissolution must be given at least ten (10) minutes to respond to the motion;
 - 40.1.6. A vote is taken and the motion fails if opposed by fifteen (15) or more Members;
 - 40.1.7. If carried, Arc must be notified within ten (10) academic days.
- 40.2. Dissolution will occur if LawSoc has been financially and administratively inactive for eighteen (18) months. Arc must give twenty (20) academic days notice in an official Arc publication and in writing to the last known Co-Presidents before dissolving LawSoc in this manner.

41. Distribution of Assets

- 41.1. On dissolution, LawSoc is not to distribute assets to members. All assets are to be distributed to an organisation with similar goals or objectives that also prohibits the distribution of assets to members. This

organisation may be nominated at the dissolution meeting. If no other legitimate organisation is nominated, Arc will begin procedures to recover any property, monies or records belonging to LawSoc which it perceives would be useful to other Arc-affiliated clubs. LawSoc will be given twenty (20) academic days to forward all relevant items to Arc before any action is instigated.

Part IX Miscellaneous

42. Law Revue

42.1. LawSoc is responsible for providing the UNSW Law Revue Society with reasonable financial funding annually. Unless there are exceptional circumstances, the amount of funding provided to Law Revue must not, in any year, be less than \$3000.

42.2. LawSoc must endeavour to retain a Memorandum of Understanding with UNSW Law Revue Society outlining an approach to further funding, sponsorship and student engagement.

43. Custody of Books

43.1. All records, books and other documents relating to the association must be kept in New South Wales at LawSoc's official address, in the custody of the public officer or other member determined by the Cabinet.

44. Inspection of Books

44.1. The following documents must be open to inspection, free of charge, by a Member of the association at any reasonable hour:

44.1.1. Records, books and other financial documents;

44.1.2. This Constitution;

44.1.3. The Regulations; and

44.1.4. Minutes of all Cabinet and General Meetings of LawSoc.

44.2. A Member may obtain a copy of any of the documents referred to in 43.1 on payment of a fee of not more than \$1 for each page copied.

44.3. The Cabinet may refuse to permit a Member to inspect or obtain a copy of records of the association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of LawSoc.