



BY-LAWS OF THE UNIVERSITY OF NEWCASTLE LAW STUDENTS' ASSOCIATION

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Related Documentation

Constitution of the University of Newcastle Law Students' Association



PART I - GENERAL

Preamble

1. These are the By-Laws of the University of Newcastle Law Students' Association (the ***Association***).
2. In accordance with section 53 of the **Constitution** of the Association, the Executive provides By-Laws as follows.



PART II – MEMBERSHIP

Membership Fee

- 3.** The membership fee is \$5 per academic year.



PART III – DUTIES OF DIRECTORS, IPP & SUBCOMMITTEES

Duties of Director of Social Justice (Equity and Diversity)

- 4.** The Director of Social Justice (Equity and Diversity) is responsible for:
 - 4.1** organising and promoting activities to identify and explore equity, diversity and social justice issues among members, including the Women In Law Breakfast and a minimum of two (2) social justice forums per year;
 - 4.2** actively representing the equity, diversity and social justice interests of members to the UNLSA Committee as well as to the University, government, business and community;
 - 4.3** co-ordinating the relationship of the UNLSA with external legal support groups, such as the Women Lawyers Association (**WLA**) and Criminal Justice Support Network (**CJSN**);
 - 4.4** providing support and assistance to members who are under-represented in the legal community, or who face a serious hindrance to their studies due to issues such as discrimination or harassment;
 - 4.5** reporting all activities regularly to the Vice President (Events); and
 - 4.6** preparing two (2) reports/articles per year on issues of equity, diversity and social justice to be submitted for publication in *Justitia*. In addition, inviting relevant commentators to submit articles to be published in *Justitia*.

Duties of Director of Sport and Recreation

- 5.** The Director of Sport and Recreation is responsible for:
 - 5.1** organising and promoting a range of sporting and recreation activities for members, including inter-faculty and intervarsity events where possible;
 - 5.2** representing the Association's sporting and recreational interests to the University, business, government and the community;
 - 5.3** reporting all activities regularly to the Vice President (Events).
 - 5.4** contributing at least one article to *Justitia* during the term of office.

Duties of Director of Competitions (Skills)

6. The Director of Competitions (Skills) is responsible for:
 - 6.1 organising skills-based academic competitions, including Client Interviewing, Negotiation and Paper Presentation;
 - 6.2 organising demonstration academic competitions from time to time or when requested to by the Newcastle Law School;
 - 6.3 publishing relevant competition guides;
 - 6.4 encouraging members to participate in academic competitions;
 - 6.5 coordinating and organising training for competitors in external competitions, including the ALSA Conference;
 - 6.6 supporting the activities of the Director of Competitions (Advocacy) and the organisation of a *Competitions Grand Final Day* each Semester where appropriate;
 - 6.7 reporting all competition activities regularly to the Vice President (Education);
 - 6.8 ensuring that UNLSA contributes at least one new competition question to the ALSA Competitions database by 30 November each year; and
 - 6.9 contributing at least one article to *Justitia* during the term of office.

Duties of Director of Competitions (Advocacy)

7. The Director of Competitions (Advocacy) is responsible for:
 - 7.1 organising advocacy-based academic competitions, including Senior and Junior Mooting, and Witness Examination;
 - 7.2 organising demonstration academic competitions from time to time or when requested to by the Newcastle Law School;
 - 7.3 publishing relevant competition guides;
 - 7.4 encouraging members to participate in academic competitions;
 - 7.5 coordinating and organising training for competitors in external competitions, including the ALSA Conference;
 - 7.6 supporting the activities of the Director of Competitions (Skills) and the organisation of a *Competitions Grand Final Day* each Semester where appropriate;
 - 7.7 reporting all competition activities regularly to the Vice President (Education);

- 7.8 ensuring that UNLSA contributes at least one new competition question to the ALSA Competitions database by 30 November each year; and
- 7.9 contributing at least one article to *Justitia* during the term of office.

Duties of Director of Careers (Events)

- 8. The Director of Careers (Events) is responsible for:
 - 8.1 organising careers events and activities, including the Sydney Law Careers Fair and Careers Roadshow in Semester One, and the Alternative Careers Forum in Semester Two of an academic year;
 - 8.2 coordinating with the Director of Careers (Publications) where required;
 - 8.3 reporting all careers activities regularly to the Vice President (Education); and
 - 8.4 contributing at least one article to *Justitia* during the term of office.

Duties of Director of Careers (Publications)

- 9. The Director of Careers (Publications) is responsible for:
 - 9.1 publishing a Clerkship Guide and a Graduate Guide;
 - 9.2 actively seeking new sources of careers information relevant to members;
 - 9.3 disseminating careers information to members on a timely basis;
 - 9.4 coordinating with the Director of Careers (Events) where required;
 - 9.5 reporting all publication activities regularly to the Vice President (Education); and
 - 9.6 contributing at least one article to *Justitia* during the term of office.

Duties of Director of Sponsorship

- 10. The Director of Sponsorship is responsible for:
 - 10.1 preparing, publishing and distributing a sponsorship prospectus by the beginning of each calendar year;
 - 10.2 actively seeking new sponsorship throughout the year;
 - 10.3 maintaining a database of sponsor contact details;
 - 10.4 fostering and maintaining strong positive relationships with sponsors;
 - 10.5 communicating regularly with sponsors, including reporting the events of the Association throughout the year;

- 10.6 raising funds on behalf of the Association by any other appropriate means;
- 10.7 promoting the Association within the university, business and wider community;
- 10.8 reporting all sponsorship activities regularly to the Vice President (Finance and Marketing); and
- 10.9 contributing at least one article to *Justitia* during the term of office.

Duties of Director of Marketing and Design

11. The Director of Marketing and Design is responsible for:

- 11.1 creating promotional materials for UNLSA activities as requested by Committee members, including posters, fliers and tickets;
- 11.2 maintaining the *UNLSA Style Guide*;
- 11.3 ensuring a uniform style is maintained for all promotional and publication material in accordance with the *UNLSA Style Guide*;
- 11.4 assisting the Director of Student Publications and Director of Careers (Publications) with the layout and design of UNLSA publications;
- 11.5 ensuring the correct usage of any image representing the Association, including the UNLSA logo/s;
- 11.6 promoting the Association within the university, business and wider community;
- 11.7 reporting all marketing and design activities regularly to the Vice President (Finance and Marketing); and
- 11.8 contributing at least one article to *Justitia* during the term of office.

Duties of Director of Student Publications

12. The Director of Student Publications is responsible for:

- 12.1 publishing an Orientation Guide (**O Guide**) for distribution to first-year students;
- 12.2 publishing at least two editions of *Justitia*, the Association's magazine, per year. The purpose of this magazine will be to publicise the activities and sponsors of the UNLSA;

- 12.3 publishing *Valens*, or a similar publication, with the aim of integrating into the first year law curriculum;
- 12.4 reporting all publication activities regularly to the Vice President (Finance and Marketing); and
- 12.5 contributing at least one article to *Justitia* during the term of office.

Duties of Director of Information Technology

13. The Director of Information Technology is responsible for:

- 13.1 representing the Association's interests and concerns relating to information technology to the Newcastle Law School and the University;
- 13.2 maintaining the Association's web-page, *www.unlsa.com*;
- 13.3 maintaining the UNLSA's *Facebook*, *Twitter* and *Flickr* presence as well as any other social media deemed appropriate by the Executive;
- 13.4 setting up and maintaining the UNLSA membership database;
- 13.5 ensuring that all relevant material is placed on the web-page in a timely manner;
- 13.6 reporting all activities regularly to the Vice President (Administration); and
- 13.7 contributing at least one article to *Justitia* during the term of office.

Duties of Senior Student Representative

14. The Senior Student Representative is responsible for:

- 14.1 actively seeking opinions and concerns from students in third, fourth and fifth undergraduate years in relation to issues affecting those students;
- 14.2 representing the interests and concerns of students in third, fourth and fifth undergraduate years to the School of Law and the University;
- 14.3 organising initiatives that seek to provide support for students including the Second-Hand Bookshop to be run in Semester One and Two in an academic year in conjunction with the Junior Student Representative, Graduate Student Representative and International Student Representative;
- 14.4 organising the Option A/B Seminar in Semester Two of the academic year in conjunction with the Junior Student Representative, Graduate Student Representative and International Student Representative;

- 14.5 announcing UNLSA news in third, fourth and fifth year lectures when required;
- 14.6 seeking avenues from both on-campus and external sources for student support and providing such information to students through advice or public articles;
- 14.7 assisting other Committee members as required;
- 14.8 reporting all activities regularly to the Vice President (Administration); and
- 14.9 contributing at least one article to *Justitia* during the term of office.

Duties of Junior Student Representative

15. The Junior Student Representative is responsible for:

- 15.1 actively seeking opinions and concerns from students in first and second undergraduate years in relation to issues affecting those students;
- 15.2 representing the interests and concerns of students in first and second undergraduate years to the Newcastle Law School and the University;
- 15.3 organising initiatives that seek to provide support for students including the Second-Hand Bookshop to be run in Semester One and Two in an academic year in conjunction with the Senior Student Representative, Graduate Student Representative and International Student Representative;
- 15.4 assisting the organisation of the Option A/B Seminar in Semester Two of the academic year in conjunction with the Senior Student Representative, Graduate Student Representative and International Student Representative;
- 15.5 announcing UNLSA news in first and second year lectures when required;
- 15.6 seeking avenues from both on-campus and external sources for student support and providing such information to students through advice or public articles;
- 15.7 assisting other Committee members as required;
- 15.8 reporting all activities regularly to the Vice President (Administration); and
- 15.9 contributing at least one article to *Justitia* during the term of office.

Duties of Graduate Student Representative

16. The Graduate Student Representative is a student who is admitted as a graduate in the Bachelor of Laws program and is responsible for:

- 16.1** actively seeking opinions and concerns from graduate students in relation to issues affecting those students; and
- 16.2** representing the interests and concerns of graduate students to the Newcastle Law School and the University;
- 16.3** organising initiatives that seek to provide support for students including the Second-Hand Bookshop to be run in Semester One and Two in an academic year in conjunction with the Senior Student Representative, Junior Student Representative and International Student Representative;
- 16.4** organising the Option A/B Seminar in Semester Two of the academic year in conjunction with the Senior Student Representative, Junior Student Representative and International Student Representative;
- 16.5** encouraging graduate students to actively participate in the Association's activities;
- 16.6** assist other Committee members as required;
- 16.7** reporting regularly to the Vice President (Administration); and
- 16.8** contributing at least one article to *Justitia* during the term of office.

Duties of International Student Representative

17. The International Student Representative is a law student enrolled at the University of Newcastle who is classified as an International Student for fee purposes by the University of Newcastle and is responsible for:

- 17.1** actively seeking opinions and concerns from international students in relation to issues affecting those students;
- 17.2** representing the interests and concerns of international students to the Newcastle Law School and the University;
- 17.3** organising initiatives that seek to provide support for students including the Second-Hand Bookshop to be run in Semester One and Two in an academic year in conjunction with the Senior Student Representative, Junior Student Representative and Graduate Student Representative;
- 17.4** assisting the organisation of the Option A/B Seminar in Semester Two of the academic year in conjunction with the Senior Student Representative, Junior Student Representative and Graduate Student Representative;

- 17.5 encouraging international students to actively participate in the Association's activities;
- 17.6 assist other Committee members as required;
- 17.7 reporting regularly to the Vice President (Administration); and
- 17.8 contributing at least one article to *Justitia* during the term of office.

Immediate Past President

- 18. The Immediate Past President (IPP) will be an ex-officio member of the Executive and therefore holds no voting rights.
- 19. The Immediate Past President role will be filled by the outgoing President of the previous Committee and is not an elected position.
- 20. Where the outgoing President is elected to an Executive role on the subsequent Committee following their Presidency, there will be no Immediate Past President.
- 21. Where the outgoing President is elected to a Director role on the subsequent Committee following their Presidency, they will hold their elected Director and Immediate Past President roles concurrently.

Duties of Subcommittees

- 22. Students selected to a subcommittee are responsible for:
 - 22.1 ensuring the effective completion of assigned tasks from Committee member/s;
 - 22.2 reporting regularly to the assigned Committee member/s; and
 - 22.3 may contribute one article to *Justitia*.



PART IV - ELECTIONS

23. Election of Committee Members

- 23.1** The election of the following **Executive positions** will be conducted at the Annual General Meeting (**AGM**):
- 23.1.1** President;
 - 23.1.2** Vice President (Events);
 - 23.1.3** Vice President (Education);
 - 23.1.4** Vice-President (Finance and Marketing); and
 - 23.1.5** Vice-President (Administration).
- 23.2** The election of the following **Director positions** will be conducted at the AGM:
- 23.2.1** Director of Social Justice (Equity and Diversity);
 - 23.2.2** Director of Sport and Recreation;
 - 23.2.3** Director of Competitions (Skills);
 - 23.2.4** Director of Competitions (Advocacy);
 - 23.2.5** Director of Careers (Events);
 - 23.2.6** Director of Careers (Publications);
 - 23.2.7** Director of Sponsorship;
 - 23.2.8** Director of Marketing and Design;
 - 23.2.9** Director of Student Publications;
 - 23.2.10** Director of Information Technology;
 - 23.2.11** Senior Student Representative;
 - 23.2.12** Junior Student Representative;
 - 23.2.13** Graduate Student Representative; and
 - 23.2.14** International Student Representative.
- 23.3** The election of the following Committee positions will be conducted at a Special General Meeting (SGM) where:
- 23.3.1** any Committee position was not elected at the previous AGM; and
 - 23.3.2** any Committee position has fallen vacant since the previous AGM.

- 23.4** In accordance with section 63 of the Constitution, the Committee may fill any casual vacancies at its discretion.

24. Returning Officer

- 24.1** In accordance with section 80 of the Constitution, the Committee will appoint a responsible person to act as a Returning Officer. The Returning Officer will be responsible for the conduct of the elections including the conduct of any ballot and the counting of any votes immediately following that ballot.
- 24.2** The Returning Officer for the elections conducted at the AGM will, where possible, be a representative of the Newcastle Law School, namely an academic or administrative staff member.
- 24.3** If a representative of the Newcastle Law School is not available to be appointed as Returning Officer, the Committee may appoint two of the following as Returning Officers:
- 24.3.1** the outgoing President;
 - 24.3.2** a representative of the Newcastle University Students' Association;
 - 24.3.3** a law student at the University of Newcastle who is not a member of the Association;
 - 24.3.4** a past President or Executive Member of the Association; and/or
 - 24.3.5** a local legal practitioner;
 - 24.3.6** so long as that person is not running for a Committee position at the election.
- 24.4** If two Returning Officers are appointed in accordance with section 24.3, all references to 'Returning Officer' hereafter in these Regulations will be taken to mean the 'Returning Officers'.

25. Chairperson

- 25.1** In accordance with sections 35 and 81 of the Constitution, an academic from the Newcastle Law School will act as Chairperson at the AGM. In the event that an academic is not available, the Committee will appoint a responsible person.

- 25.2** The Chairperson will be responsible for the conduct of the meeting; including the maintenance of order and the questioning of nominees.
- 25.3** If a representative of the Newcastle Law School is not available to be appointed as Returning Officer, the Committee may appoint two of the following as Returning Officers:
- 25.3.1** the outgoing President;
 - 25.3.2** a representative of the Newcastle University Students' Association;
 - 25.3.3** a law student at the University of Newcastle who is not a member of the Association;
 - 25.3.4** a past President or Executive Member of the Association; and/or
 - 25.3.5** a local legal practitioner;
- so long as that person is not running for a Committee position at the election.

26. Nominations

- 26.1** The Vice President (Administration) will give written notice to members inviting nominations for Committee positions at least fifteen (15) academic days before an AGM or five (5) academic days before an SGM where elections will take place.
- 26.2** A person can only nominate for a Committee position if he or she:
- 26.2.1** is a member of the Association; and
 - 26.2.2** expects to be enrolled as a law student at the University of Newcastle during the term of office of the Committee position for which he or she is nominating.
- 26.3** A candidate must only nominate for one position on the Committee at any election, subject to the exception in regulation 4.4. If Regulation 4.4 does not apply, and a candidate nominates for more than one office or position, the candidate must determine which nomination is to prevail.

- 26.4** In accordance with section 85.1 of the Constitution, a candidate nominating for an Executive position may also nominate for a Committee position. If the candidate is successful in being elected to the Executive role, their nomination for a Director position will automatically be withdrawn in accordance with section 85.2 of the Constitution.
- 26.5** Nomination forms shall be submitted using the *Nomination Form* in Schedule I of these By-Laws.
- 26.6** Nominations shall:
- 26.6.1** contain the signature of one other member supporting the nomination;
 - 26.6.2** include a short profile of the nominee that:
 - 26.6.2.1** for Executive nomination or Executive and Director nominations, does not exceed one A4 page of text, with margins of not less than 1.5cm and font not smaller than 12pt;
 - 26.6.2.2** for Director nominations only, does not exceed half of one A4 page of text, with margins of not less than 1.5cm and font not smaller than 12pt;
 - 26.6.2.3** does not refer to any other nominee, or prospective nominee, for any Committee position; and
 - 26.6.2.4** may include a clear photograph of the nominee, as long as the profile, inclusive of picture, does not exceed the limits stated in Regulations 26.6.2.1 and 26.6.2.2.
- 26.7** Nominations must be submitted no later than 5.00pm at least two (2) days prior to the election.
- 26.8** Nominations shall be submitted to the Vice President (Administration) by depositing Nomination Forms in the appropriate box outside the Newcastle Law School Office in the McMullin Building;

26.9 The profile of the nominee must also be submitted to the Vice President (Administration) via a designated email address, no later than 5pm at least two (2) days prior to the election.

26.10 The Vice President (Administration) may refuse to accept a nomination that does not comply with these Regulations.

27. Joint Nominations

27.1 Joint Nominations will only be accepted for the following positions:

27.1.1 Vice President (Events);

27.1.2 Director of Competitions (Skills);

27.1.3 Director of Competitions (Advocacy);

27.1.4 Director of Careers (Publications); and

27.1.5 Director of Student Publications.

27.1.6 The term 'joint nomination' refers to two people nominating as a team for one Committee position.

28. Election Material for AGM

28.1 After the close of nominations for Committee positions being elected at the AGM, the Vice President (Administration) (on behalf of the Returning Officer) shall compile a short publication containing:

28.1.1 the duties of each relevant Committee position; and

28.1.2 the profiles of the nominees for each of these positions.

28.2 This publication shall be made available to members at least one (1) day prior to the AGM by:

28.2.1 posting to the Association's website, Facebook page and Blackboard page;

28.2.2 distributing copies to interested members prior to the AGM; and

28.2.3 distributing copies at the beginning of the AGM to all members present and voting.

29. Campaigning

- 29.1** Subject to Regulations 28.1, 28.2 and 29.2, there shall be no campaigning, oral or written, by or on behalf of any nominee.
- 29.2** With the permission of the lecturer concerned, nominees for the position of President may speak at law lectures for the purpose of introducing themselves and their nomination, except that nominees:
- 29.2.1** may only speak about their nomination for the position of President; and
- 29.2.2** may not refer to any other nominee for any other Committee position.
- 29.3** The Returning Officer may strike out the nomination of a nominee who breaches this Regulation.

30. Procedure of Election at AGM

- 30.1** The elections for Executive and Committee positions will proceed in the following order:
- 30.1.1** Uncontested Executive positions;
- 30.1.2** Contested Executive positions;
- 30.1.3** Uncontested Director positions;
- 30.1.4** Contested Director positions; and
- 30.1.5** Positions with no nominations.

31. Proof of eligibility to vote

- 31.1** The Returning Officer can ask all attendees at the AGM to prove that they are current members of the Association. This may be done by:
- 31.1.1** asking attendees to provide proof of identification; and/or
- 31.1.2** checking the register of members of the Association.

32. Confirmation

- 32.1** At the AGM, the Chairperson shall read each nomination in turn, specifying:
- 32.1.1.1** the name of the nominee; and

32.1.1.2 the Committee position for which the nominee has nominated.

32.2 When the Chairperson reads a nominee's nomination at the AGM in accordance with Regulation 31.1, that nominee shall stand and identify himself or herself, and then confirm or withdraw the nomination.

32.3 Subject to Regulation 31.4, if a nominee is not present in person at the AGM, that nominee's nomination shall be deemed to have been withdrawn.

32.4 A person may confirm a nomination on behalf of a nominee not present in person at the AGM where, in the opinion of the Returning Officer, the nominee has a reasonable excuse for not being present in person.

33. Uncontested Positions:

33.1 Following the confirmation of the nominations, the nominees for any uncontested positions shall be declared elected to the respective positions.

34. Positions with no nominations:

34.1 If no nominations are received for a position, the Chairperson may accept nominations from the floor of the AGM.

34.2 If the acceptance of nominations from the floor in accordance with Regulation 33.1 results in a contested position, the Chairperson may allow the nominees to make a short address to the members present and voting.

34.3 The time limit for any speeches made in accordance with Regulation 33.2 is to be set by the Chairperson.

35. Speeches and Questions:

35.1 Following confirmation of the nominations, nominees for contested Executive positions may be allowed a short time to address the members present, and to take questions from the floor. The time limit for speeches and questions is to be set by the Chairperson.

35.1.1 Unless the Chairperson thinks it is otherwise necessary, nominees for contested non-Executive Committee positions shall not make speeches or take questions.

35.1.2 Where a by-election is held, the nominees have the option for a short address to the members present. The time limit for speeches and questions is to be set by the Chairperson.

35.1.3 The Chairperson is empowered to veto any questions from the floor which they deem to be unfair, unjustified, or otherwise inappropriate.

36. Ballots

36.1 A ballot will be held for any contested positions.

36.2 Only current members of the Association may vote in the ballot, and each member is entitled to one (1) vote.

36.3 The ballot will be conducted under a majority system of voting. The nominee with the highest number of votes will be elected to the position.

36.4 The Returning Officer will distribute to all members present and voting at the AGM a ballot paper.

36.5 The ballot paper may specify:

36.5.1 the name of each Committee position open for election at the AGM;

36.5.2 the names of the nominees for each of those positions;

36.5.3 that preferences should be indicated by numbering the nominees for each position in order; and

36.5.4 that it is not necessary to number every nominee.

36.6 Members will be given the opportunity to complete the ballot paper during the AGM.

36.7 The Returning Officer will then collect the ballot papers in a secure box.

37. Scrutineers

37.1 At the request of a nominee, the Returning Officer may allow each nominee to nominate a scrutineer to witness the counting of the ballot of the position for which the nominee is a candidate.

37.2 Any request to appoint a scrutineer must be made to the Returning Officer prior to or at the commencement of the election.

37.3 A person may only be appointed as a scrutineer in accordance with Regulation 36.1 if:

37.3.1 that person is not a nominee for any position up for election at the AGM;
and

37.3.2 that person agrees not to disclose to anybody the number of votes received by any nominee or the winning margin held by the successful nominee.

38. Results

38.1 The Returning Officer will, as soon as possible after the ballot, count the ballot and determine the successful candidate for each contested position.

38.2 As soon as possible after determining the results of the ballot, the Returning Officer will give written notice to members of the names of the candidates elected and their respective positions.

38.3 In the event of an equal number of votes for any Committee position, a by-election will be held to determine the successful candidate for that position.

38.4 The procedure for the by-election will be determined by the Returning Officer but must be, as far as practicable, the same as that for an ordinary election.

39. Interpretation & Subcommittee

39.1 The Returning Officer shall determine any question regarding the interpretation of these Regulations.

39.2 A determination made by the Returning Officer under Regulation 8.1 shall be final and conclusive.

39.3 All members can express an interest to join a Subcommittee throughout the office term.



PART V - ALSA

ALSA Contributions

- 40.** Delegates and competition participants selected to attend Australian Law Student Association (**ALSA**) Conferences by the Committee or as required by the Constitution will pay their own travel expenses and contribute \$100 per conference towards the cost of attending.
- 41.** Delegates selected to attend ALSA Council by the Committee will contribute \$50 per Council towards the cost of attending.
- 42.** The Executive shall have discretion to:
- 42.1** implement equity measures in circumstances in which delegates or competition participants are encountering financial difficulty; or
 - 42.2** waive any portion of the payments referred to in sections 39 and 40 of the By-Laws if the Association has received a grant of money from the Newcastle Law School.



PART VI - ANTI-DISCRIMINATION

General Commitment

43. The Association is committed to eliminating discrimination and promoting equality and diversity in its own policies, practices and procedures and in those areas in which it has influence. This applies to the Associations professional internal and external dealings with Committee members, general members and other parties. The Association intends to treat everyone equally and with same attention, courtesy and respect regardless of their disability, gender, marital status, race, racial group, colour, ethnic or national origin, nationality, religion or belief or sexual orientation.



PART VII - PROCEDURES

Special Resolution/Special Business

44. Where a Special Resolution/Special Business has been raised at an Annual General Meeting or Special General Meeting, the following procedure should be followed during the meeting:

- 44.1** The Special Resolution/Special Business should be presented to the quorum in writing, with the support of one Committee member and seconded by another member.
- 44.2** The Special Resolution/Special Business should contain:
 - 44.2.1** the proposal;
 - 44.2.2** where applicable, the current Constitutional provision or entire Constitution the proposal seeks to amend; and
 - 44.2.3** brief reasons why the proposal should be supported.
- 44.3** The Special Resolution/Special Business should then be determined in accordance with section 46 of the Constitution.

Amending By-Laws

45. Under section 53 of the Constitution, when amending the By-Laws, the following procedure should be followed by an Executive member:

- 45.1** A proposal to amend the By-Laws should contain:
 - 45.1.1** the proposal and, if applicable, provisions to be amended; and
 - 45.1.2** brief reasons why the proposal should be supported.
- 45.2** The proposal should be distributed to each Executive member three (3) University days before a scheduled Executive meeting.
- 45.3** Simple majority at the scheduled Executive meeting should then determine the proposal.



PART VIII – UNLSA MEDAL & RECOGNITION

UNLSA Medal

- 46.** The 'UNLSA Medal' is designed to recognise the significant overall contribution of a final year student to the law community at the University of Newcastle over the entirety of their enrolment in the Newcastle Law program where there is sufficient merit.
- 47.** The criteria of the UNLSA Medal is as follows
- 47.1** Contribution 'above and beyond' the norm to Newcastle Law School activities and/or initiatives;
 - 47.2** Support 'above and beyond' the norm of law student peers;
 - 47.3** A positive profile within the University of Newcastle and the wider community, setting a high standard for law students; and
 - 47.4** A significant overall involvement in law student life on campus.
- 48.** The following procedure must be applied in selecting the UNLSA Medal recipient:
- 48.1** The Vice President (Administration) will give written notice to all law students inviting nominations for the UNLSA Medal.
 - 48.1.1** The nomination period must be at least four (4) weeks and will close at 5.00pm on the nominated final day.
 - 48.2** Nomination forms shall be submitted using the *UNLSA Medal Nomination Form* in Schedule II in these By-Laws.
 - 48.3** Nominations shall:
 - 48.3.1** contain the signature of two members supporting the nomination;
 - 48.3.1.1.** the nominee cannot be one of the two members referred to in section 47.3.1.
 - 48.3.2** include a short profile of the nominee that:
 - 48.3.2.1.** does not exceed one A4 page of text, with margins of not less than 1.5cm and font not smaller than 12pt.

48.4 Upon close of the nomination period, the nominees will be assessed by a final judging panel consisting of:

48.4.1 Two Newcastle Law School Executives; and

48.4.2 the UNLSA President for the majority of the Award year.

49. The decision of the final judging panel is final.

50. Joint nominations are not accepted.

51. The UNLSA President for the majority of the Award year is precluded from receiving the UNLSA Medal.

Committee Recognition

52. At the end of a Committee term, each member should receive recognition of his or her contribution to the Association. At a minimum, each member should receive a Certificate of Appreciation, or similar.

Subcommittee Recognition

53. The contributions of a student to a Subcommittee formed by the Association should be recognised. At a minimum, such a student should receive a Certificate of Appreciation, or similar.



PART IX - INTERPRETATION

Dictionary & Interpretation

- 54. *Association*** means the University of Newcastle Law Students' Association.
- 55. *By-Laws*** means the By-Laws of the University of Newcastle Law Students' Association.
- 56. *Constitution*** means the Constitution of the University of Newcastle Law Students' Association.
- 57. *Campaigning*** means any promotion, or distribution of information, to encourage or suggest to people to vote in a particular way in relation to the Elections.
- 58.** The By-Laws adopt sections 112 and 113 of the Association's Constitution.



SCHEDULE

- I. Nomination Form
- II. UNLSA Medal Nomination Form



NOMINATION FORM

I, _____ (print name), submit my nomination for election to the position of:

and declare that:

- I am a member of the Association, with membership (student) number _____;
- I have read and understood the Association's Election Regulations;
- I expect to be enrolled as a law student at the University of Newcastle during the term of office of the Committee position for which I am nominating;
- I am able to fulfil this position from 1 October 2010 until 30 September 2011; and I attach a profile of myself.

Signed: _____

Date: __/__/____

Secunder:

I, _____ (print name), support the above nomination and declare that: I am a member of the Association, with membership (student) number _____;

Signed: _____

Date: __/__/____

- **This nomination form must be submitted by no later than 5.00pm, [Date].**
- This nomination form **must** be accompanied by a profile of the nominee.
- Submit your nomination form (with profile attached) in the appropriate box outside the School of Law Office in the McMullin Building.
- You **must** also submit your profile by email to admin@unlsa.com by no later than **5.00pm, [Date]**.

PROFILE OF NOMINEE

Please provide a short profile of yourself that may be distributed to members voting at the AGM.

- Your profile **must** include why you believe you will be able to fulfil the **specific** requirements of the **particular** Committee position for which you are nominating, as well as how you believe you will contribute to the Association in general.
- Your profile **must not** refer to any other nominee, or prospective nominee, for any Committee position.
- Your profile should be succinct and specific.
- If you are nominating for an Executive position or an Executive and Director position, your profile must not exceed one A4 page of text, with margins of not less than 1.5cm and font not smaller than 12pt.
- If you are nominating for a Director position only, your profile must not exceed half of one A4 page of text, with margins of not less than 1.5cm and font not smaller than 12pt.



UNLSA MEDAL NOMINATION FORM

I, _____ (print name), _____ (student number), submit that:

should be nominated for the UNLSA Medal and declare that:

- The nominee is a final year Newcastle law student, with student number _____;

Signed: _____

Date: __/__/____

Secunder:

I, _____ (print name), support the above nomination and declare that:

I am a member of the Association, with membership (student) number _____;

Signed: _____

Date: __/__/____

- **This nomination form must be submitted by no later than 5.00pm, [Date].**
- This nomination form **must** be accompanied by a nominee profile.
- Submit the nomination form (with profile attached) in the appropriate box outside the School of Law Office in the McMullin Building.
- You **must** also submit a nominee profile by email to admin@unlsa.com by no later than **5.00pm, [Date]**.

NOMINEE PROFILE

Please provide a short profile of the person you are nominating for the UNLSA Medal.

- The profile **must** include why you believe the nominee fulfils the **specific** criteria of the UNLSA Medal.
- The profile **must not** refer to any other nominee, or prospective nominee.
- The profile should be succinct and specific.
- The profile must not exceed one A4 page of text, with margins of not less than 1.5cm and font not smaller than 12pt.