

University of Newcastle Law Students

Association

By-Laws



Contents

Part 1	Preliminary	5
1	Definitions and interpretation	5
2	Preamble	5
Part 2	Membership	6
3	Membership Fee	6
Part 3	Directors, IPP and Sub-Committees	7
4	Appointed Roles	7
5	Duties of Director of Social Justice	7
6	Director of Social Events	7
7	Director of Sport and Recreation	8
8	Director of Competitions (Skills)	8
9	Director of Competitions (Advocacy)	9
10	Director of Careers	9
11	Director of Local Sponsorship	10
13	Director of Social Media and Online Marketing	10
14	Director of Information Technology	11
15	Director of Student Relations	11
16	International Student Representative	12
17	Indigenous Student Representative	12
18	Immediate Past President	13
19	Sub-Committees	14
Part 4	Elections	15

20	Election of Committee Members	15
21	Elections at a Special General Meeting	16
22	Nominations	16
23	Joint Nominations	17
24	Campaigning Generally	17
25	Authorisation of campaigning	18
26	Nomination Guide	19
27	Returning Officer	19
28	Procedure of Elections.....	20
29	Proof of eligibility to vote	20
30	Identification of nominees at an election	20
31	Questions	21
32	Ballots.....	21
33	Scrutineers	22
34	Results	22
Part 5	Handover Period	23
35	Handover Period Generally	23
36	Purpose of Handover Period	23
37	Powers of Incoming Committee during the Handover Period.....	23
Part 6	External Events	24
38	Event contributions by the Association.....	24
39	Selection of Australian Law Student Association council members	24
40	Selection process for intervarsity competitions	25

Part 7	Anti-Discrimination	27
41	General commitment.....	27
Part 8	Procedures.....	28
42	Special Resolutions	28
43	Amending By-Laws at a General Meeting.....	28
44	Disciplining of members.....	29
45	Right of appeal of disciplined member	31
Part 9	Policies	32
46	Policies generally	32
47	Sober Officer for Events	32
48	Competitions Blacklist	33
Part 10	UNLSA Awards	36
49	Valedictory Community Medal	36
Schedule I	38
Procurement Form	39
Reimbursement Form	40
Schedule II	41
Committee Nomination Form	42
Valedictory Community Medal Nomination Form	43

PART 1 PRELIMINARY

1 Definitions and interpretation

These By-Laws adopt clause 1 of the Association's Constitution.

2 Preamble

- (1) These are the By-Laws of the Association.
- (2) Under the Constitution, the Executive provides By-Laws as follows.

PART 2 MEMBERSHIP

3 Membership Fee

The membership fee is \$5 per academic year.

PART 3 DIRECTORS, IPP AND SUB-COMMITTEES

4 Appointed Roles

The following roles are to be appointed by the Executive following an election:

- (1) Director of Information Technology.

5 Duties of Director of Social Justice

The Director of Social Justice is responsible for:

- (1) organising and promoting activities to identify and explore equity, diversity and social justice issues among members, such as the Women In Law Breakfast and a social justice forum;
- (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;
- (3) co-ordinating the relationship of the UNLSA with external legal support groups;
- (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; and
- (5) reporting all activities regularly to the Vice President (Education).

6 Director of Social Events

The Director of Social Events is responsible for:

- (1) organising and promoting a range of social activities for members, such as The Committal, The Trial, The Sentencing and The Parole;

- (2) Assisting, where necessary, the activities of the Vice President (Events); and
- (3) reporting all activities regularly to the Vice President (Events).

7 Director of Sport and Recreation

The Director of Sport and Recreation is responsible for:

- (1) organising and promoting a range of sporting and recreation activities for members, including inter-faculty and intervarsity events where possible;
- (2) representing the Association's sporting and recreational interests to the University, business, government and the community; and
- (3) reporting all activities regularly to the Vice President (Events).

8 Director of Competitions (Skills)

The Director of Competitions (Skills) is responsible for:

- (1) organising skills-based academic competitions, such as Negotiation and Client Interviewing;
- (2) organising demonstration academic competitions from time to time or when requested to by the Newcastle Law School;
- (3) publishing relevant competition guides;
- (4) encouraging members to participate in academic competitions;
- (5) coordinating and organising training for competitors in external competitions, including the ALSA Conference;
- (6) supporting the activities of the Director of Competitions (Advocacy);
- (7) reporting all competition activities regularly to the Vice President (Competitions); and
- (8) ensuring that UNLSA contributes at least one new competition question to the ALSA Competitions database by 30 November each year.

9 Director of Competitions (Advocacy)

The Director of Competitions (Advocacy) is responsible for:

- (1) organising advocacy-based academic competitions, such as Senior and Junior Mooting, and Witness Examination;
- (2) organising demonstration academic competitions from time to time or when requested to by the Newcastle Law School;
- (3) publishing relevant competition guides;
- (4) encouraging members to participate in academic competitions;
- (5) coordinating and organising training for competitors in external competitions, including the ALSA Conference;
- (6) supporting the activities of the Director of Competitions (Skills);
- (7) reporting all competition activities regularly to the Vice President (Competitions); and
- (8) ensuring that UNLSA contributes at least one new competition question to the ALSA Competitions database by 30 November each year.

10 Director of Careers

The Director of Careers is responsible for:

- (1) organising careers events and activities, such as the Careers Roadshow, the Beyond Corporate Law event, and any other careers event or activity as required by the Executive;
- (2) publishing a Clerkship Guide and a Graduate Guide;
- (3) actively seeking new sources of careers information relevant to members;
- (4) disseminating careers information to members on a timely basis;
- (5) liaising with one another to ensure the smooth running of all events and publications, dividing tasks as required; and

- (6) reporting all careers and publication activities regularly to the Vice President (Sponsorship).
- (7) reporting all publication activities regularly to the Vice President (Sponsorship).

11 Director of Local Sponsorship

The Director of Local Sponsorship is responsible for:

- (1) preparing, publishing and distributing a local sponsorship prospectus by the beginning of each calendar year;
- (2) actively seeking new sponsorship throughout the year;
- (3) maintaining a database of local sponsor contact details;
- (4) fostering and maintaining strong positive relationships with local sponsors;
- (5) communicating regularly with local sponsors, including reporting the events of the Association throughout the year;
- (6) raising funds on behalf of the Association by any other appropriate means;
- (7) promoting the Association within the university, business and wider community;
- (8) reporting all sponsorship activities regularly to the Vice President (Sponsorship); and
- (9) Assisting the Vice President (Sponsorship) where appropriate.

13 Director of Social Media and Online Marketing

The Director of Social Media and Online Marketing is responsible for:

- (1) creating promotional materials for UNLSA activities as requested by Committee members, including posters, fliers and tickets;
- (2) promoting the Association within the university, business and wider community through the management of the Association's online social media platforms; and

- (3) reporting all marketing and design activities regularly to the Vice President (Administration).

14 Director of Information Technology

The Director of Information Technology is responsible for:

- (1) representing the Association's interests and concerns relating to information technology to the Newcastle Law School and the University;
- (2) maintaining the Association's web-page, *www.unlsa.com*;
- (3) managing the Association's QPay account;
- (4) setting up and maintaining the UNLSA membership database;
- (5) ensuring that all relevant material is placed on the web-page in a timely manner; and
- (6) reporting all activities regularly to the Vice President (Administration).

15 Director of Student Relations

- (1) There are to be two Directors of Student Relations where possible, being one JD student, and one LLB student.
- (2) The Director of Student Relations is responsible for:
 - (a) actively seeking opinions and concerns from students in their relevant degree programs in relation to issues affecting those students;
 - (b) Promoting UNLSA initiatives and events to fellow law students;
 - (c) Creating and managing a student representative sub-committee, made up of students from each degree program and year group.
 - (d) seeking avenues from both on-campus and external sources for student support and providing such information to students through advice or public articles;
 - (e) assisting other Committee members as required; and

- (f) reporting all activities regularly to the Vice President (Education).

16 International Student Representative

- (1) The International Student Representative must be an international law student.
- (2) The International Student Representative is responsible for:
 - (a) actively seeking opinions and concerns from international students in relation to issues affecting those students;
 - (b) representing the interests and concerns of international students to the Committee;
 - (c) encouraging international students to actively participate in the Association's activities;
 - (d) assist other Committee members as required; and
 - (e) reporting regularly to the Vice President (Education).

17 Indigenous Student Representative

- (1) The Indigenous Student Representative must be an Indigenous law student.
- (2) For the clarification of doubt, where no Indigenous students nominate for the position, the position is to go unfilled, unless an Indigenous student applies, in which case it is to be considered a casual vacancy.
- (3) The Indigenous Student Representative is responsible for:
 - (a) providing an approachable and visible Indigenous point of contact in the Law School;
 - (b) actively seeking opinions and concerns from Indigenous students in relation to issues affecting those students;
 - (c) representing the interests and concerns of Indigenous students in the Newcastle Law School and the University and to Committee;

- (d) assisting with distributing information about opportunities available to Indigenous students at Newcastle Law School, in addition to the opportunities already advertised by the Law School;
- (e) assisting with the incorporation of Indigenous perspectives into UNLSA meetings, publications and events;
- (f) coordinating annual Indigenous-focused events in the Law School;
- (g) liaising with the Newcastle Law School Indigenous Student Support Officer;
- (h) Assisting with events and initiatives of the Association;
- (i) encouraging Indigenous students to actively participate in the Association's activities;
- (j) assisting other Committee members as required; and
- (k) reporting regularly to the Vice President (Education).

18 Immediate Past President

- (1) The Immediate Past President (IPP) will be an ex-officio member of the Executive and therefore holds no voting rights.
- (2) The Immediate Past President role will be filled by the outgoing President of the previous Committee and is not an elected position.
- (3) Where the outgoing President is elected to an Executive role on the subsequent Committee following their Presidency, there will be no Immediate Past President.
- (4) 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.

19 Sub-Committees

- (1) Sub-Committees may, subject to the Constitution, be created by the Executive at any time for any purpose.
- (2) Sub-Committees may be created by Committee Members where it is directly required under the Constitution or By-Laws of the Association to do so.
- (3) Students selected to a subcommittee are responsible for:
 - (a) ensuring the effective completion of assigned tasks from Committee member/s;
 - (b) Attending duly convened Sub-Committee Meetings; and
 - (c) reporting regularly to the assigned Committee member/s.

PART 4 ELECTIONS

20 Election of Committee Members

- (1) The election of the following Executive positions may be conducted at a Special or Annual General Meeting where an election is to be held:
 - (a) President;
 - (b) Vice President (Events);
 - (c) Vice President (Education);
 - (d) Vice President (Finance);
 - (e) Vice President (Competitions);
 - (f) Vice President (Administration); and
 - (g) Vice President (Sponsorship).

- (2) The election of the following Committee positions may be conducted at a Special or Annual General Meeting where an election to be held:
 - (a) Director of Social Justice;
 - (b) Director of Sport and Recreation;
 - (c) Director of Social Events;
 - (d) Director of Competitions (Skills);
 - (e) Director of Competitions (Advocacy);
 - (f) Director of Careers (Events);
 - (g) Director of Careers (Publications);
 - (h) Director of Local Sponsorship
 - (i) Director of Social Media and Online Marketing;
 - (j) Director of Information Technology;
 - (k) Directors of Student Relations;
 - (l) International Student Representative; and

- (m) Indigenous Student Representative

21 Elections at a Special General Meeting

- (1) An election may be called at a Special General Meeting where:
 - (a) The Executive believes that it is in the best interests of the Association to do so and passes a motion to do so by special resolution at a duly convened Executive Meeting; or
 - (b) The Committee believes that it is in the best interests of the Association to do so and passes a motion to do so by special resolution at a duly convened Committee Meeting; and
 - (c) An election has not already occurred during the term.
- (2) In the event that an election is carried out at a Special General Meeting prior to that year's Annual General Meeting, any elected members must be confirmed at that Annual General Meeting.
- (3) In accordance with clause 24 of the Constitution, the Executive may fill any casual vacancies at its discretion.

22 Nominations

- (1) A member of the Association who is eligible to nominate for an Executive or Committee position must serve the Vice President (Administration) with written notice of their intention to do so with the accompanying nomination form proscribed under Schedule 1 a minimum of three days prior to the General Meeting where an election is taking place.
- (2) All members may nominate for one Executive and one Committee position at an election, except where a member is nominating for President.

- (3) A member nominating for President may nominate for an additional Executive position and one Committee position.
- (4) The Vice President (Administration) may reject any nominations that are not made in accordance with this clause or the Constitution.

23 Joint Nominations

Joint Nominations may be lodged for the following positions:

- (1) Vice President (Events);
- (2) Director of Competitions (Skills);
- (3) Director of Competitions (Advocacy);
- (4) Director of Careers;
- (5) Director of Student Relations; and
- (6) Director of Social Media and Online Marketing.

24 Campaigning Generally

- (1) For the clarification of doubt, 'campaigning' is to be taken to mean any statements, actions, or conduct which are made with the intention of influencing a member of the Association's vote in an election.
- (2) Campaigning is not to occur unless first authorised by the Executive.
- (3) Any campaigning material must first be sent to the Vice President (Administration), after which, if approved, it will be posted within a reasonable time on UNLSA social media platforms.
- (4) After a post is made on such a platform, nominees or other members may post the material themselves.
- (5) If a nominee is found to have campaigned without authorisation, their nomination will be deemed void.

- (6) If another person is found to have campaigned on behalf of a nominee, their nomination may be deemed void at the discretion of the Committee.

25 Authorisation of campaigning

- (1) Upon receiving a request for campaigning material authorisation, the Vice President (Administration) is to serve written notice of the request to the Executive, with a motion to either deny or approve that request.
- (2) Executive Members may then approve or refuse authorisation of the campaigning material via email or at a duly convened Executive Meeting within 24 hours of receiving notice of the request.
- (3) Executive members who fail to respond in a timely manner will be determined to have agreed with the Vice President (Administration)'s motion.
- (4) The Vice President (Administration) will serve written notice of the results of the Executive's decision upon the applicant within reasonable time.
- (5) The Executive must not approve campaigning material where:
 - (a) Approval is sought by a person not nominating for an Executive position;
 - (b) The material is defamatory, offensive, or otherwise inappropriate; or
 - (c) The material attacks or criticises another nominee.
- (6) The Executive may not approve campaigning material where the amount of campaigning material is excessive or otherwise overly burdensome on the UNLSA's social media platforms.
- (7) The Executive retains discretion over when and where the campaigning material will be posted at all times.

26 Nomination Guide

- (1) The Vice President (Administration) is to create a nomination guide featuring the written material supplied by nominating members that is to be sent to each member at least one day before an election is to be held.
- (2) Members nominating for an Executive position may submit a written statement of 500 words or less, detailing why they would be suitable for the role, for inclusion in the Nomination Guide in the form of a Microsoft Word Document.
- (3) Members nominating for a Committee position may submit a written statement of 300 words or less, detailing why they would be suitable for the role, for the inclusion in the Nomination Guide in the form of a Microsoft Word Document.

27 Returning Officer

- (1) The Committee must appoint a person to act as a Returning Officer prior to a Special or Annual General Meeting where an election is to be held.
- (2) 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.
- (3) The Returning Officer for the elections conducted at a Special or Annual General Meeting will, where possible, be a representative of the Newcastle Law School.
- (4) 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:
 - (a) the outgoing President;
 - (b) a representative of the Newcastle University Students' Association;
 - (c) a law student at the University of Newcastle who is not a member of the Association;
 - (d) a past President or Executive Member of the Association; and/or

- (e) a local legal practitioner;
- so long as that person is not running for a Committee position at the election.

28 Procedure of Elections

The elections for Executive and Committee positions will proceed in the following order:

- (1) Uncontested positions (where there is only one nominee for a position);
- (2) Contested Executive positions;
- (3) Contested Director positions;
- (4) Positions with no nominations.

29 Proof of eligibility to vote

The Returning Officer can ask all attendees at a General Meeting where an election is being held to prove that they are current members of the Association. This may be done by:

- (1) asking attendees to provide proof of identification; and
- (2) checking the register of members of the Association.

30 Identification of nominees at an election

- (1) At a Special or Annual General Meeting where an election is to be held, the Chairperson shall read each nomination in turn, specifying the:
 - (a) name of the nominee; and
 - (b) position for which the nominee has nominated.
- (2) When the Chairperson reads a nominee's nomination at a General Meeting, that nominee shall stand and identify himself or herself, and then confirm or withdraw the nomination.
- (3) If a nominee is not present in person at a General Meeting, that nominee's nomination shall be deemed to have been withdrawn.

- (4) A person may confirm a nomination on behalf of a nominee not present in person at a General Meeting where, in the opinion of the Returning Officer, the nominee has a reasonable excuse for not being present in person.

31 Questions

- (1) Once nominations are closed, all members will be provided with a Candidate Guide, including the nominees running for election and their statements.
- (2) Following the release of the Candidate Guide, members may submit a question to any nominee by emailing the Vice President (Administration).
- (3) The questions will be short listed by the Returning Officer, who will forward these to the respective nominee by a determined date.
- (4) Nominees must respond to the questions provided to them by the Returning Officer by a determined date.
- (5) The questions and answers will be made available to members via email at least 24 hours prior to voting.
- (6) When notice of the Annual General Meeting is provided, members will be informed of the relevant dates for questions.

32 Ballots

- (1) A ballot will be held for all positions.
- (2) Only current members of the Association may vote in the ballot.
- (3) The Returning Officer will determine the means and procedure by which this ballot is to be undertaken.
- (4) The ballot may specify:
 - (a) the name of each Committee position open for election at the General Meeting;

- (b) the names of the nominees for each of those positions; and
- (c) whether preferential or first-past-the-post voting is required.

33 Scrutineers

- (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.
- (2) Any request to appoint a scrutineer must be made to the Returning Officer prior to or at the commencement of the election.
- (3) A person may only be appointed as a scrutineer if:
 - (a) that person is not a nominee for any position up for election at the General Meeting; and
 - (b) 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.

34 Results

- (1) The Returning Officer will, as soon as possible after the ballot, count the ballot and determine the successful candidate for each contested position.
- (2) As soon as possible after determining the results of the ballot, the Association will give written notice to members of the names of the candidates elected and their respective positions.
- (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.
- (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.

PART 5 HANDOVER PERIOD

35 Handover Period Generally

- (1) The Handover Period begins on the day following a General Meeting where an election has been held.
- (2) The Handover Period ends on the day after the last day of the exam period in semester 2 in the year that an election has been held.

36 Purpose of Handover Period

The purpose of the Handover Period is to provide:

- (1) an opportunity for the Incoming Committee to learn from the Incumbent Committee;
- (2) time for the Incoming Executive to plan a Master Budget for their term with assistance from the Incumbent Executive;
- (3) the President Elect with an opportunity to attend the Australian Law Students' Association's Conferences and Councils; and
- (4) the Incoming Committee sufficient time to properly plan and organise the events for the following year with the assistance of the Incumbent Committee.

37 Powers of Incoming Committee during the Handover Period

For the purposes of clarification, the Incumbent Committee retains all powers vested in it under the Constitution and By-Laws of the Association throughout the Handover Period.

PART 6 EXTERNAL EVENTS

38 Event contributions by the Association

- (1) Student representatives selected to participate in:
 - (a) The Australian Law Students' Association Conferences or Councils;
 - (b) Interschool competitions; and
 - (c) Any other event in which they will be representing the Association or University
by the Committee or Newcastle Law School will pay their own travel, accommodation, and registration expenses.
- (2) The Association may subsidise the travel, accommodation and registration expenses of delegates and competition participants at its discretion.
- (3) In exercising its discretion, the Association will have regard to:
 - (a) the financial circumstances of the representatives and the Association itself;
 - (b) how beneficial the representation will be to the Association;
 - (c) whether the relevant participant has received funding before;
 - (d) whether the relevant participant has damaged the reputation or image of the Association; and
 - (e) any other factors that the Committee deems relevant.

39 Selection of Australian Law Student Association council members

- (1) If the Executive decides to send a delegation to the Australian Law Students' Association's Conference or Council, that delegation must include the President as an Australian Law Students' Association council member, unless the President is unable to attend.

- (a) If the President is unable to attend, the Vice President (Education) must attend in their place.
- (b) If the Vice President (Education) is unable to attend, an Executive member may attend in their place, chosen at the discretion of the Executive.

40 Selection process for intervarsity competitions

- (1) If it is in the best interests of the Association to participate in an intervarsity competition, the Vice President (Competitions) may:
 - (a) Ask Newcastle Law School to suggest appropriate competitors;
 - (b) Review potential competitor's involvement and performance in internal competitions;
 - (c) Invite members to express their interest in participating in the relevant External Competition in whatever manner they see fit; and
 - (d) Invite members to participate in competitions.
- (2) If competitors are invited to participate in an intervarsity competition, the Vice President (Competitions) must provide written notice within reasonable time to the Committee detailing:
 - (a) The names of the selected members; and
 - (b) The reasons for doing so.
- (3) A Committee Member may:
 - (a) Request further information regarding the selection process; and
 - (b) Challenge the selection of some or all of the selected members by sending written notice within one day of receiving notice of the selection.
 - (i) Such written notice must detail the reasons for the challenge.
- (4) If the selection of a member is challenged, the Executive must convene a Committee Meeting within reasonable time at which the challenge will be determined.
- (5) At a Committee Meeting where a challenge is to be determined, the Committee:

- (a) Will hear a brief explanation of the reasons for the selection by the Vice President (Competitions);
 - (b) Will hear a brief explanation of the reasons for the challenge by the relevant Committee Member; and
 - (c) Will then vote by show of hands as to whether to accept or reject the challenge.
- (6) If a challenge is accepted, the invitation that is subject to the challenge will be rescinded.
- (a) In the event that this would allow another member to be invited to participate, the Executive may invite a different member to do so at their discretion.

PART 7 ANTI-DISCRIMINATION

41 General commitment

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 8 PROCEDURES

42 Special Resolutions

- (1) Where a Special Resolution has been raised at a General Meeting, the following procedure should be followed during the meeting:
 - (a) The Special Resolution should be presented to members in writing;
 - (b) The Special Resolution must be motioned by the member proposing the Special Resolution, and be seconded by two members of the Association;
 - (c) The Special Resolution must then be voted on by the members present at the General Meeting by a show of hands;
 - (d) If there is an equal number of votes for and against the Special Resolution, the Member presiding over the General Meeting is to cast a deciding vote;
and
 - (e) The Chairperson is to then announce the result of the motion to the members present.
- (2) The Special Resolution should contain:
 - (a) the proposal;
 - (b) where applicable, the current Constitutional provision or entire Constitution the proposal seeks to amend; and
 - (c) brief reasons why the proposal should be supported.
- (3) The Special Resolution should then be determined in accordance with Clause 48 of the Constitution.

43 Amending By-Laws at a General Meeting

- (1) The following procedure should be followed by a member of the Association where they seek to propose an amendment to the By-Laws at a General Meeting.

- (2) The member must serve the Executive with written notice of the proposed amendment at least seven days prior to a General Meeting where the proposal is to be determined.
- (3) A proposal to amend the By-Laws should contain:
 - (a) the proposal and, if applicable, provisions to be amended; and
 - (b) brief reasons why the proposal should be supported.
- (4) The Vice President (Administration) may reject a proposal for an amendment of the By-Laws where the proposal is made less than seven days prior to a General Meeting where the proposal is to be determined.
- (5) Upon receipt of a proposal to amend the By-Laws, the Vice President (Administration) must provide written notice of the proposal to the members of the Association at least two days prior to the General Meeting where the proposal is to be determined.

44 Disciplining of members

- (1) A complaint may be made to the Committee or Executive by any person that is a member of the Association if another member:
 - (a) has refused or neglected to comply with a provision or provisions of this Constitution or the By-Laws of the Association; or
 - (b) has willfully acted in a manner prejudicial to the interests of the Association.
- (2) The Committee or Executive may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (3) If the Executive or Committee decides to deal with the complaint, the Committee or Executive:
 - (a) must cause notice of the complaint to be served on the member concerned;

- (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the Committee in connection with the complaint; and
 - (c) must take into consideration any submissions made by the member in connection with the complaint.
- (4) The Committee may, by ordinary resolution, expel the member from the Association or suspend the member's membership of the Association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- (5) The Executive may, by ordinary resolution, suspend the member from membership of the Association if, after consideration of the complaint and any information provided in connection with the complaint, it is satisfied that it is in the Association's best interests that that member's membership be so suspended.
- (6) If the Committee or Executive expels or suspends a member, the Vice President (Administration) must, within 7 days after the action is taken, cause written notice to be given to the member, detailing the action taken, the reasons for having taken that action and of the member's right of appeal under clause 45.
- (7) The suspension will take effect immediately upon the sending of written notice however expulsion does not take effect:
 - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned; or
 - (b) if the member exercises the right of appeal, unless and until the Association confirms the resolution under clause 17,whichever is later.

45 Right of appeal of disciplined member

- (1) A member may appeal to the Association against a resolution of the Committee under clause 16 within 7 days after notice of the resolution is served on the member by lodging with the Vice President (Administration) a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under subclause (1), the Vice President (Administration) must notify the Committee, which is to convene a Committee Meeting within 28 days after the date on which the Vice President (Administration) received the notice.
- (4) At a Committee Meeting convened under subclause (3):
 - (a) the Committee Members present and the member must be given the opportunity to state their respective cases orally and/or in writing; and
 - (b) the Committee Members present are to vote by secret ballot on the question of whether the resolution should be passed.

PART 9 POLICIES

46 Policies generally

Unless a contrary intention appears in the Constitution or By-Laws of the Association, the policies of the University are to be taken to be the policies of the Association where they do not conflict with its stated objects and purpose.

47 Sober Officer for Events

(1) This has been designed to be implemented at University of Newcastle Law Students' Association events where alcohol will be present. Sober Officers have the important responsibility of helping to monitor social events in order to provide a safe social environment and smooth-running event.

(2) Selection of Sober Officers

(a) Volunteers for Sober Officers will be requested by the Committee Member responsible for the event. If there are no volunteers, the responsible Committee Member will be the Sober Officer for the event.

(3) Expectations and responsibilities under this policy

(a) The Sober Officer must meet with the Responsible Committee Member, Relevant Vice President and President prior to the event to determine the role of the Sober Officer for the event.

(b) Sober Officers are to be sober and present for the entirety of the event unless the Responsible Committee Member, Relevant Vice President and President determine otherwise.

(c) The Responsible Committee Member, Relevant Vice President, and President are to limit their intake of alcohol unless determined otherwise.

(d) The Responsible Committee Member is to ensure that:

- (i) the Responsible Committee Member and Sober Officers are known to venue staff prior to the start of the event; and
 - (ii) the roles of the Sober Officers and Responsible Committee Member are explained to venue staff prior to the start of the event.
- (e) The Responsible Committee Member and Sober Officers must notify venue staff (including hired security) if they see a situation that requires attention.
 - (i) For the clarification of doubt, a situation that requires attention may include, but is not limited to:
 - (1) the severe intoxication of a person present;
 - (2) violence of any kind; and
 - (3) criminal or dangerous behaviour.
- (f) The Executive may, at their discretion, provide Sober Officers with complementary tickets to an event.

48 Competitions Blacklist

- (1) The Vice President (Competitions) is to create and maintain a Competitions Blacklist.
- (2) Any member added to the Competitions Blacklist will not be permitted to:
 - (a) compete in any internal competition;
 - (b) be selected for an external competition; and
 - (c) receive a subsidy from the Association to attend an external competition.
- (3) The Competitions Blacklist must provide blacklisted member's:
 - (a) name;
 - (b) student number;
 - (c) date blacklisted;
 - (d) period of blacklisting; and
 - (e) reason(s) for blacklisting.

- (4) The Vice President (Competitions) may add a member to the Competitions Blacklist where that member:
 - (a) withdraws from an internal competition outside of the dates prescribed by the relevant competition directors;
 - (b) is disqualified from an internal competition; or
 - (c) refuses or fails to attend preparations for an external competition that they have been selected for; and
 - (d) fails to provide a reasonable excuse for doing so.
- (5) If the Vice President (Competitions) adds a member to the Competitions Blacklist, they must provide that member with written notice within reasonable time of doing so, which details:
 - (a) the effect of blacklisting;
 - (b) the reasons for adding them to the Competitions Blacklist;
 - (c) the duration that they have been blacklisted for;
 - (d) the date that the blacklisting will expire; and
 - (e) how they may appeal the decision.
- (6) A member who is added to the Competitions Blacklist may appeal the decision within seven days of receipt of written notice of their suspension by sending written notice to the Vice President (Administration).
 - (a) Such notice should detail the reasons why the member believes that the blacklisting or duration of the blacklisting is inappropriate.
- (7) Within reasonable time following receipt of a written notice to appeal, the Vice President (Administration) is to notify the Executive of the appeal who may:
 - (a) dismiss the appeal if it is vexatious or without merit; or
 - (b) convene a Committee Meeting within the next 28 days where the Committee will decide the appeal.

- (i) If the Committee is to decide the appeal, the Vice President (Administration) is to provide the relevant member of written notice of that decision, and invite them to that Committee Meeting.
- (8) At a Committee Meeting where a Competitions Blacklisting Appeal is to be decided:
 - (a) The Vice President (Competitions) is to provide a short explanation of the reasons for the Blacklisting;
 - (b) The relevant Member is to provide a short explanation as to the reasons for their appeal; and
 - (c) The Committee, after hearing those reasons, is to vote by show hands, either in favour of or against the appeal.
- (9) The Committee's decision in a Competitions Blacklisting Appeal is final.

PART 10 UNLSA AWARDS

49 Valedictory Community Medal

- (1) The 'UNLSA Valedictory Community Medal' is designed to recognise the significant overall contribution of a final year member to the law community at the University of Newcastle throughout their degree.
- (2) The criteria of the UNLSA Valedictory Community Medal is as follows:
 - (a) the nominated recipient is in their final year of study. Students who complete their degree in a study period other than semester two are eligible for the award for the year in which the relevant study period ends.
 - (b) Contribution 'above and beyond' the norm to Newcastle Law School activities and/or initiatives;
 - (c) significant contribution to Newcastle Law School and UNLSA events and initiatives throughout their degree;
 - (d) Support 'above and beyond' the norm of law student peers;
 - (e) A positive profile within the University of Newcastle and the wider community, setting a high standard for law students; and
 - (f) A significant overall involvement in law student life on campus.
- (3) The following procedure must be applied in selecting the UNLSA Valedictory Community Medal recipient:
 - (a) The Vice President (Administration) will give written notice to all members inviting nominations for the UNLSA Valedictory Community Medal.
 - (b) The nomination period must be at least two weeks and will close at 5.00pm on the nominated final day.

- (c) Nomination forms shall be submitted using the *UNLSA Valedictory Community Medal Nomination Form* in Schedule II of these By-Laws by emailing to the Vice President (Administration).
- (4) Nominations shall:
 - (a) contain the signature of two members supporting the nomination; and
 - (b) include a short profile of the nominee that does not exceed 500 words.
- (5) Upon close of the nomination period, the nominees will be assessed by a judging panel consisting of three staff of Newcastle Law School.
- (6) The decision of the judging panel is final.
- (7) Joint nominations will not be accepted.
- (8) The recipient of the UNLSA Valedictory Community Medal will receive
 - (a) a UNLSA Valedictory Community Medal; and
 - (b) a cash prize as determined by the Executive.

SCHEDULE I

- (1) This schedule contains the Procurement and Reimbursement forms referred to in the Constitution.
- (2) For any item claimed under the Procurement form, 3 quotes should be provided.



Procurement Form

Name:

Email:

Phone:

Date:

Date	Item	Description	Quote/Invoice	Price
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
Total				\$

Signed VP Finance

Date

Signed President

Date

Signed VP Admin

Date



Reimbursement Form

Name:

Contact email:

Contact number:

Payments & Reimbursements			
UNLSA To Pay		Actual	Notes & Explanation
Total Payments		0	
UNLSA To Reimburse			
Name			
Amount			
BSB Number			
Account Number			
Name			
Amount			
BSB Number			
Account Number			
Total Reimbursements		\$0.00	

SCHEDULE II

- (1) This schedule contains the nomination forms for the:
 - (a) UNLSA Committee; and
 - (b) UNLSA Valedictory Community Medal.
- (2) For the clarification of doubt:
 - (a) only final year members are eligible for nomination for the Valedictory Community Medal.



Committee 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 satisfy the eligibility requirements during the term of office of the Committee position for which I am nominating; and
- I am able to fulfil this position from the day following the last day of the exam period of semester 2 in the current year until the last day of the exam period of semester 2 next year; 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, Wednesday 5 September 2018.
- This nomination form **must** be accompanied by a nominee profile.
- You **must** submit your nominee profile and form by email to admin@unlsa.com by no later than 5.00pm, Wednesday 5 September 2018.

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 500 words.
- If you are nominating for a Director position only, your profile must not exceed 300 words.



Valedictory Community Medal Nomination Form

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

should be nominated for the UNLSA Valedictory Community Medal and declare that:

- The nominee is a final year Newcastle law student, and current UNLSA member, 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, Sunday 11 November 2018.
- This nomination form **must** be accompanied by a nominee profile.
- You **must** submit your nominee profile and form by email to admin@unlsa.com by no later than 5.00pm, Sunday 11 November 2018.

NOMINEE PROFILE

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

- The profile **must** include why you believe the nominee fulfils the **specific** criteria of the Valedictory 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 500 words.