

Macquarie University Law Society

Constitution

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Constitution

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Preamble

The original version of this Constitution was adopted by resolution at the Macquarie University Law Society Extraordinary General Meeting of 25 November 2017.

Part 1 Preliminary

1. Introduction

- 1.1. The official name of the club is the Macquarie University Law Society ('the Society').
- 1.2. The objectives of the Society are to:
 - (a) encourage and facilitate intellectual, social and vocational exchange between Members, the Law School and the legal profession;
 - (b) subscribe to the University Code of Conduct;
 - (c) liaise with other student law societies, law associations (including, but not limited to, ALSA) and other such bodies and adopt, as is deemed appropriate, the recommendations and activities of such bodies;
 - (d) conduct and ensure the continuation and administration of all legally- related competitions at the University including but not limited to mooted, witness examination, client interview and negotiations; and
 - (e) promote high standards of education at the Law School.
- 1.3. None of the objectives referred to in cl 1.2 shall be predominant.
- 1.4. In achieving its objectives, the Society must comply with all relevant anti-discrimination legislation in New South Wales and Australia.
- 1.5. The Executive Council shall interpret this Constitution based on the form and substance of the written document. Where multiple interpretations are canvassed, the interpretation which best gives effect to the objectives of the Society shall be accepted.
- 1.6. The property and funds of the Society must be used only for promoting the Society's objectives and do not belong to the members of the Society.

2. Definitions

- 2.1. In this document, unless the context otherwise requires, the following terms have the meaning set out below:

Act means the *Associations Incorporation Act 2009* (NSW).

AGM means Annual General Meeting.

ALSA means the Australian Law Students Association.

Associate Member means a student enrolled at the University (but not in an LLB, JD or other postgraduate courses in the Law School).

Associations Regulation means the *Associations Incorporation Regulation 2016* (NSW).

Board means the President and each Director.

The Brief means a triannual publication made available to all Members of the Society containing student-written articles.

Careers Guide means an annual publication made available to all Members of the Society containing information regarding legal industry careers.

Chairperson means the President or in their absence, the next Director in the order listed under clause 14.1.

Clerkship Guide means an annual publication made available to all Members of the Society containing information regarding the clerkship applications process.

Conflict of Interest means a relationship, which may reasonably prevent the decision maker from discharging their duties with impartiality and procedural fairness.

Constitution means this document.

Department will refer to one (1) or more of the following:

- (a) **Administration Department**
- (b) **Education Department** has the meaning given to it under clause 14;
- (c) **Social Justice Department** has the meaning given to it under clause 14;
- (d) **Career Engagement Department** has the meaning given to it under clause 14;
- (e) **Competitions Department** has the meaning given to it under clause 14;
- (f) **Publications Department** has the meaning given to it under clause 14;
- (g) **Marketing Department** has the meaning given to it under clause 14;
- (h) **Events Department** has the meaning given to it under clause 14; and
- (i) **Juris Doctor and Postgraduate Department** has the meaning given to it under clause 14.

Director: an elected member of the Board prescribed under clause 14.

EGM means Extraordinary General Meeting.

Election has the meaning given to it under the Election Regulations.

Election Regulations means the regulations governing the conduct of the Election pursuant to clause 17 of this Constitution.

Executive Council has the meaning given to it clause 14.1 of this Constitution. Executive Council Member: any member of the Executive Council.

Executive Officer means an appointed Executive Council Member of a Department (that is not a Director) prescribed under clause 14 of this Constitution.

General Meeting means an AGM or an EGM, as the context so requires.

Grievance and Discipline Committee means the President, the Secretary and a current staff member of the University to be appointed by the Secretary.

Honorary Life Member has the meaning given to it by clause 5 of this Constitution.

Last Academic Day means the final business day of Week 13.

Law School means the Macquarie Law School.

Macquarie University Student Code of Conduct means the University policy on students' rights and responsibilities within Macquarie's cultural and structural framework and explains in detail what happens when a complaint is made.

Macquarie University Student Engagement Team means the team at the University who manage the clubs and societies as well as the university life of University Students.

Member means a member of the Society as prescribed under clause 3.2 of this Constitution.

MULS means the Macquarie University Law Society.

MULS Style Guide means a formatting guide to be utilised in all Society publications.

MULSAA means the Macquarie University Law Society Alumni Association.

Ordinary Member means students enrolled in a Bachelor of Laws (LLB), Juris Doctor (JD) or other postgraduate courses in the Law School at the University.

Pecuniary Gain has the meaning defined in Section 5 of the Act.

Regulations means the regulations of the Society.

Representative means a non-elected Ordinary Member appointed by a Director or an Executive Member, tasked to assist with the general administration of a portfolio and representing the specific needs of a particular group of members within the Society. A Representative does owe a fiduciary duty to the Society.

Rules Governing Student Associations means the Student Organisations Rules which provide for the management, good government and discipline of student organisations as part of the University.

Simple Majority means one half (50%) of the present and voting Members (with voting rights) plus one (1) at any duly convened meeting (including, without limitation, a General Meeting) where an abstention is not counted as a vote.

Social Justice Sub-committee means a student-run program focused on involvement with internal and external social justice initiatives.

Society means the Macquarie University Law Society.

Special Majority means three-quarters (75%) of the present and voting Members (with voting rights) at any duly convened meeting (including, without limitation, a General Meeting) where an abstention is not counted as a vote.

Student Complaints, Appeals and Discipline means the team at the University who manage complaints and student discipline.

Sub-committee Members means a person appointed by an appointed Executive Officer (approved by an elected Director) who, subject to this Constitution, is tasked to assist with the operations of a Department.

University means Macquarie University.

2.2. In this Constitution:

- (a) A reference to a function includes a reference to a power, authority and duty, and
- (b) 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* 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 2 Membership

3. Membership

- 3.1. A person is eligible to be a member of the Society if:
 - (a) the person is a student at Macquarie University; or
 - (b) the person has been afforded recognition as an Honorary Life Member.
- 3.2. The Members of the Society shall consist of the following:
 - (a) Ordinary Members,
 - (b) Executive Council Members,
 - (c) Associate Members, and
 - (d) Honorary Life Members.
- 3.3. Full membership of the Society, in any given academic year, will be given to Ordinary Members provided they have given their signed consent and have paid the sum payable on admission to membership and for annual membership.
- 3.4. Associate Members and Honorary Life Members are non-voting members and cannot be elected to hold any position on the Executive Council.
- 3.5. Honorary Life Members shall consist of those named and listed in clause 40 of this Constitution.
- 3.6. All members are to abide by this Constitution.

4. Application for Membership

- 4.1. An application by a person for membership of the Society:
 - (a) must be in writing (including by electronic means, if the Executive Council so determines) in the form determined by the Executive Council, and
 - (b) must be lodged (including by electronic means, if the Executive Council so determines) with the Secretary of the Society; and
 - (c) must be accompanied by the sum payable under this Constitution.
- 4.2. On receipt of an application by an Ordinary Member, the Secretary must enter or cause to be entered the applicant's name in the register of members and, on the name being entered, the applicant has full membership of the Society for the given academic year as an Ordinary Member.
- 4.3. On receipt of an application by an Associate Member, the Secretary must enter or cause to be entered the applicant's name in the register of members and, on the name being entered, the applicant becomes a non-voting Associate Member of the Society for the given academic year, ineligible to be elected or hold a position on the Executive Council.

5. Life Membership

- 5.1. The Executive Council shall nominate at least one (1) member of the Macquarie Law community for life membership at the AGM for their term in office.
- 5.2. Reasons for nomination may include, but are not limited to:
 - (a) outstanding service and contribution to the Macquarie Law community;
 - (b) distinction in internal and/or external competitions; or
 - (c) commemoration of the life of a deceased person.
- 5.3. This does not conflict with the constitutional right of any Society member to nominate a life member at a General Meeting.
- 5.4. Having fulfilled the criteria for nominations, membership as an Honorary Life Member may be conferred upon a person by a Simple Majority at a General Meeting.
- 5.5. A roll of Honorary Life Members and the dates of their election must be recorded in clause 40 of this Constitution and published on the Society website.

6. Records

- 6.1. The Executive Council must establish and maintain a register of Members (whether in written or electronic form), specifying the name, student number and email address of each

person who is a member of the Society together with the date on which the person became a member.

- 6.2. The register of Members, all records, books and other documents relating to the Society must be kept at the Society's official office address.
- 6.3. The following documents must be open to inspection, free of charge, less printing costs, by any member with the approval of the Board:
 - (a) Register of Members, books, and other financial documents,
 - (b) This Constitution
 - (c) The Regulations
 - (d) Minutes of Society Meetings.
- 6.4. Information contained on the register must be kept private and confidential and must not be used by a Member other than for:
- 6.5. The purposes outlined as the objectives of the Society,
 - (a) The purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the Society or other material relation to the Society, or
 - (b) Any other purpose required to comply with the Act or the Associations Regulations.
- 6.6. The Board may refuse to permit a member to inspect or obtain a copy of records of the Society that relate to confidential, personal, employment, commercial or legal matters or where to do so would be prejudicial to the interests of the Society.

7. Fees

- 7.1. A Member of the Society, other than an Honorary Life Member, must, on admission to membership, pay to the Society a fee of \$5 or, if some other amount is determined by the Executive Council, that amount.
- 7.2. A Member of the Society, other than an Honorary Life Member, must pay to the Society an annual fee of \$5 or, if some other amount is determined by the Executive Council, that other amount before the start of Week One in Session One (1) of the University's academic year.
- 7.3. A Member whose membership fee is six (6) weeks in arrears ceases to be a Member but may be readmitted on payment of the amount owing.

8. Membership Entitlements

- 8.1. A right, privilege or obligation which a person has by reason of being a member of the Society:
 - (a) is not capable of being transferred or transmitted to another person, and
 - (b) terminates on cessation of the person's membership.

9. Membership Liabilities

- 9.1. The liability of a member of the Society to contribute towards the payment of debts and liabilities of the Society, including in the winding up of the Society, shall be limited to the amount, if any, unpaid by the Member in respect of membership as required by clause 7.

10. Cessation of Membership

- 10.1. 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 (1) of the University's academic year following the year their membership commenced, whichever is the later.
- 10.2. A person ceases to be a member of the Society if the person dies, resigns, is expelled from the Society or fails to pay the annual membership fee under clause 7 within six (6) weeks after the fee is due.
- 10.3. A Member may resign from the Society on written notice to the Secretary. If after resignation, there would be less than twenty (20) members the Society will cease to exist.
- 10.4. Membership of an Ordinary Member or Associate Member may be removed from a

person by the Board, if the continued membership of the person would in the reasonable view of the Board be harmful to the Society (but only after notifying the member concerned in writing and considered in the matter in light of any written representations which the member concerned puts forward within fourteen (14) days of receiving the notice).

10.5. Membership as an Executive Council Member may be removed from a person in accordance with clause 20.

10.6. Membership as an Honorary Life Member may be removed from a person by a Special Majority at a General Meeting.

11. Resolution of Disputes

11.1. A dispute between the following persons is governed by this clause:

- (a) one (1) or more Members of the Society;
- (b) one (1) or more Executive Members of the Society; and/or
- (c) the Society.

11.2. A dispute between any Members (in their capacity as members) or the other parties listed in 11.1 should be resolved between the members involved in the dispute within fourteen (14) days of knowing about it or of it occurring.

11.3. If those involved in the dispute do not resolve it under clause 11.2, they must within ten (10) days:

- (a) notify the Secretary of the Society about the dispute in writing, and
 - (A) If a conflict of interest arises, the President or another Board Member should be notified in writing.
- (b) agree or request to settle the dispute by mediation.

11.4. Within fourteen (14) days of the request under 11.3, the Secretary must refer the matter to the Macquarie University Student Engagement Team or Macquarie University Complaints and Discipline Team for action.

11.5. If the dispute relates to a breach or threatened breach of the Macquarie University Student Code of Conduct, it must be, at first instance, referred to either the Macquarie University Student Engagement Team or Macquarie University Complaints and Discipline Team.

11.6. Disputes about Student Association operations or activities or student member behaviour that may breach the Student Code of Conduct, Rules Governing Student Associations, or other University policy should, in the first instance, be referred for resolution under the Student Complaint Handling Procedure.

12. Complaints and Disciplining Members

12.1. If the complaint relates to a breach or threatened breach of the Macquarie University Student Code of Conduct, it must be immediately referred to either the Macquarie University Student Engagement Team or Macquarie University Complaints and Discipline Team.

- (a) If this action is taken, the Grievance and Disciplinary Committee are removed from the complaint process.

12.2. Complaints about Student Association operations or activities or student member behaviour that may breach the Student Code of Conduct, Rules Governing Student Associations, or other University policy should, in the first instance, be referred for resolution under the Student Complaint Handling Procedure.

12.3. A complaint may be made to the Grievance and Disciplinary Committee, in writing, by any person that a Member of the Society:

- (a) refused or neglected to comply with a provision or provisions of this Constitution,
- (b) or willfully acted in a manner prejudicial to the objectives or interests of the Society.

12.4. The Grievance and Disciplinary Committee may refuse to deal with the complaint if it considered the complaint to be trivial or vexatious in nature.

12.5. If the Grievance and Disciplinary Committee decides to deal with the complaint, the

Grievance and Disciplinary Committee must:

- (a) Cause notice of the complaint to be served on the Member concerned, and
 - (b) Give the member at least fourteen (14) days from the time the notice is served within which to make submissions to the Grievance and Disciplinary Committee in connection with the complaint; and
 - (c) Must take into consideration any submissions made by the Member in connection with the complaint.
- 12.6. The Grievance and Disciplinary Committee may, by resolution, expel the Member from the Society or suspend the Member from membership of the Society, 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.
- 12.7. If the Grievance and Disciplinary Committee expels or suspends a Member in accordance with clause 12.4 the person affected must be promptly notified of the decision and the reason for it and of the Member's rights of appeal under clause 13.

13. Right of Appeal

- 13.1. Clause 13 is ONLY enlivened if a complaint or disciplinary matter is not referred to the Macquarie University Student Engagement Team or Macquarie University Complaints and Discipline Team and is dealt with by the Society.
- 13.2. Any decision by the Society to exclude or expel a person from the Society may be appealed by the affected person to Campus Engagement.
- 13.3. A decision to expel a member has no effect until:
- (d) if no appeal is made, the expiration of that fourteen (14) day period; or
 - (e) if an appeal is made, a final decision on the appeal is made.
- 13.4. The person affected must notify in writing Campus Engagement within fourteen (14) days of the date on which the person affected is notified of the decision. The notice to Student Engagement must set out the basis for the appeal.
- 13.5. The person affected must be given the opportunity:
- (a) to provide any relevant written material to Campus Engagement,
 - (b) to address Campus Engagement, and
 - (c) present a written submission to Campus Engagement.
- 13.6. An appeal may be made on one (1) or more of the following grounds:
- (a) the decision to exclude or expel a person was not the correct or preferable decision in the circumstances;
 - (b) the person affected was not given a reasonable opportunity before the decision was made to present their case as to what the decision should be;
 - (c) that the persons making the decision were biased against the person affected;
 - (d) the decision was dishonest or for an improper purpose; and
 - (e) there was no evidence to justify the making of the decision.
- 13.7. Campus Engagement may after hearing the appeal make any decision it thinks appropriate in the circumstances including any decision:
- (a) confirming the appealed decision; or
 - (b) varying that decision; or
 - (c) setting aside that decision; or
 - (d) setting aside that decision and making a fresh decision to replace it; or
 - (e) setting aside that decision and referring the matter to the management committee of the Society for reconsideration of the decision.
- 13.8. The Society and the person affected are bound by the decision of Campus Engagement.

Part 3 The Executive Council

14. Composition and Membership of the Executive Council

14.1. The Executive Council shall consist of the following Executive Council Members:

- (a) The Board:
 - (i) President;
 - (ii) Secretary;
 - (iii) Treasurer;
 - (iv) Director (Education);
 - (v) Director (Social Justice);
 - (vi) Director (Career Engagement);
 - (vii) Director (Competitions);
 - (viii) Director (Publications);
 - (ix) Director (Marketing);
 - (x) Director (Events);
 - (xi) Director (Juris Doctor and Postgraduate).
- (b) Executive Officers:
 - (i) the members of the Administration Department:
 - (A) Executive Officer (Administration);
 - (ii) the members of the Education Department:
 - (A) Executive Officer (Campus Experience);
 - (iii) the members of the Social Justice Department:
 - (A) Executive Officer (Social Justice Advocacy); and
 - (B) Executive Officer (Community Outreach);
 - (iv) The members of the Career Engagement Department:
 - (A) Executive Officer (Sponsorship);
 - (B) two (2) Executive Officers (Corporate Careers); and
 - (C) Executive Officer (Public Interest Careers);
 - (v) The members of the Competitions Department:
 - (A) two (2) Executive Officers (Competitions – Foundations);
 - (B) two (2) Executive Officers (Competitions – Advocacy);
 - (C) two (2) Executive Officers (Competitions – Professional Skills);
 - (D) Executive Officer (Competitions – External Advocacy); and
 - (E) Executive Officer (Competitions – External Professional Skills);
 - (vi) The members of the Publications Department:
 - (A) Executive Officer (Editor); and
 - (B) Executive Officer (Brief Editor-in-Chief);
 - (vii) The members of the Marketing Department:
 - (A) two (2) Executive Officers (Publicity); and
 - (B) Executive Officer (IT);
 - (viii) The members of the Events Department:
 - (A) Executive Officer (Sport); and
 - (B) two (2) Executive Officers (Socials);
 - (ix) The members of the Juris Doctor and Postgraduate Department:
 - (A) Executive Officer (Juris Doctor and Postgraduate Engagement);
 - (B) Executive Officer (Juris Doctor and Postgraduate Careers); and
 - (C) Executive Officer (Juris Doctor and Postgraduate Advocacy).

14.2. There is no maximum number of consecutive terms for which an Executive Council Member may hold office.

14.3. Each Executive Council Member shall hold office from the date of the last academic day of Session 2 until the date of the last academic day of Session 2 in the following year, and is eligible for re-election.

14.4. Executive Council Members are bound by their constitutional responsibilities and owe a

fiduciary duty to all Members of the Society.

15. Powers and General Responsibilities of the Board

- 15.1. The Board will be the primary decision making body of the Society.
- 15.2. Subject to the Act, the Associations Regulations, this Constitution, the Regulations and any resolution passed by the Society in General Meeting, the Board:
- (a) is to control and manage the affairs of Society,
 - (b) may exercise all the functions that may be exercised by the Society, other than those functions that are required by this Constitution to be exercised by a general meeting of members of the Society, and
 - (c) has power to perform all the acts and do all the things that appear to the Board to be necessary or desirable for the proper management of the affairs of the association, including the power to make, amend and repeal Regulations.
- 15.3. The Board will have the exclusive power to make all decisions with regard to:
- (a) budgeting and sponsorship;
 - (b) entering into any necessary contracts in order to satisfy the Society's objectives;
 - (c) regulatory approval of Department events and initiatives;
 - (d) investment of the Society's funds;
 - (e) overseeing the operation of the Society's bank accounts (if any); and
 - (f) determining and adopting the Society's policies.
- 15.4. The Board shall organise regular Department meetings to allow for the dissemination of information to and from the Board and for the implementation of Society policy, proposals and initiatives as directed by the Board.
- 15.5. The Board has the power to create and alter rules, regulations and policy documents via special resolution, provided these creations and alterations do not conflict with this Constitution.
- (a) rules, regulations and policy documents must be publicly accessible and made available on the Society website.

16. Powers and General Responsibilities of the Executive Council

- 16.1. The Executive Council shall be responsible for giving effect to the objectives of the Society and for the administration of the activities and affairs of the Society, including but not limited to:
- (a) organising the Society's educational and vocational activities;
 - (b) organising the Society's social activities;
 - (c) organising the Society's competitions; and
 - (d) organising the Society's publications.
- 16.2. The Executive Council will have the exclusive power to make all decisions with regard to:
- (a) casual vacancies.
- 16.3. Meetings of the Executive Council shall be, without limitation, for the purpose of providing transparency and holding the Board to account.
- 16.4. Executive Council Members who become aware of any actual, potential or perceived Conflict of Interest must, in writing, inform the President of such conflict.
- 16.5. In addition to all delegated responsibilities (as provided for in clause 23), Executive Council Members must:
- (a) act only in the best interests of Society members;
 - (b) attend Society meetings;
 - (c) create, or add to, a 'handover guide' for their position;
 - (d) provide the Secretary and Marketing Department with tentative dates for their portfolios events/initiatives by the start of each Session and provide updates where relevant.
- 16.6. In the event of resignation, incapacity, sanction or death of a Director, the Executive Council Member that would normally report to that Director will report directly to the

President and Secretary as caretaker, for the duration of the incapacity or sanction (or until the matter has been otherwise resolved).

- 16.7. In the event of resignation, incapacity, sanction or death of an Executive Officer, the Director supervising that Executive Officer shall assume a caretaker role over that Executive Officer's portfolio for the duration of the incapacity or sanction (or until the matter has been otherwise resolved).
- 16.8. The Executive Council may affiliate or disaffiliate with any club or society that the Executive Council deems appropriate in line with objectives of the Society.
- 16.9. Executive Council Members must not participate in, University-administered exchange programs if the exchange will occur during Session 1 or Session 2 of their term of office.

17. Board Elections

- 17.1. Only Ordinary Members and Executive Council Members may vote in elections for the Board.
- 17.2. Only Ordinary Members and Executive Council Members may stand for election to the Board.
- 17.3. The Election must keep to the following timetable:
 - (a) by the final day of the mid-session break of Session 2, the Executive must appoint a Returning Officer, who:
 - (i) shall facilitate the ballot in accordance with Schedule 3 of the Associations Regulations;
 - (ii) count the ballot;
 - (iii) may supervise, or nominate a supervisor, of the ballot;
 - (iv) shall not be an Executive Council Member or an Ordinary Member.
 - (b) within seven (7) days of the appointment of the Returning Officer, the Secretary shall reasonably advertise for the call of nominations for positions of the Executive Council. These nominations must conform to the prescribed format outlined in the Election Regulations. If no prescribed format is specified, nominations must be:
 - (i) signed by the nominee; and
 - (ii) seconded and signed by two (2) Ordinary or Executive Members.
 - (c) within twenty-eight (28) days of the appointment of the Returning Officer the Executive Council must hold the Election via electronic ballot;
 - (d) nominations must close at least seven (7) days prior to the first day of the ballot;
- 17.4. Members may nominate for one (1) Board position only.
- 17.5. Members who have been subject to dismissal under this Constitution shall be ineligible for election to Board positions in the following year.
- 17.6. No votes will be accepted other than the prescribed electronic ballot unless deemed necessary by the Returning Officer.
- 17.7. If a Board position receives no nominations by the close of nominations, that position must be kept open until the AGM whereupon a person shall be elected as outlined in cl 24.3(e) of this Constitution.
- 17.8. Where, after the AGM, a Board position remains unfilled, that Board position must be filled pursuant to clause 19 of this Constitution.
- 17.9. In the event of two (2) nominees receiving an equal number of votes for the same position, this will be resolved in accordance with the procedures outlined in the Election Regulations.
- 17.10. Subject to this Constitution, the Election Regulations may be amended by the incumbent Executive Council.
- 17.11. The Returning Officer may invalidate an election result within thirty (30) days of the close of polling.
- 17.12. The Board elect shall not assume status until the AGM following the election;
- 17.13. The formal handover meeting must be held no later than one (1) week following the date

of the AGM.

18. Executive Officer Appointments

- 18.1. Only Ordinary and Executive Council Members may stand for appointment to the Executive Council as an Executive Officer.
- 18.2. Members may apply for one (1) Executive Officer position only.
- 18.3. Members may nominate for both one (1) Board and apply for one (1) Executive Officer position concurrently.
- 18.4. The President shall be the Returning Officer for the Executive Officer appointment procedure.
- 18.5. The President shall accept applications.
- 18.6. The application period will open and close according to the same timeline outlined in clause 17.3.
- 18.7. Applications must conform to the same prescriptions as the Nomination Form outlined in the Election Regulations.
- 18.8. Applications must also include the applicant's CV.
- 18.9. Executive Officers shall be appointed by a panel, hereinafter "the Panel", comprised of:
 - (a) the President elect;
 - (b) the outgoing Director of the corresponding Department; and
 - (c) the Director elect of the corresponding Department.
- 18.10. The Panel may invite members of Academic Staff or Macquarie University alumni to sit on the panel.
- 18.11. The appointment of the panel shall be subject to the ratification of a joint sitting of the incoming and outgoing Boards whereby each Board member shall exercise one (1) vote.
- 18.12. The Panel must present reasons to the joint sitting of the Boards for their choice of appointment.
- 18.13. The President shall present anonymous applications to the Panel.
- 18.14. The Panel may choose to interview candidates in the event of multiple exceptional applications.
- 18.15. In the event of a nominee's election to Board, who had also submitted a application for an Executive Officer position, their application for the Executive Officer position will be rescinded.
- 18.16. The appointment of Executive Officers must be done no later than the 1st November following the date of the AGM.

19. Casual Vacancies

- 19.1. A vacancy shall occur in the position of an Executive Council Member if the position is not filled following the Election or the position is filled but the successful nominee:
 - (a) dies or is permanently incapacitated by mental or physical ill-health;
 - (b) resigns by notice in writing to the Secretary;
 - (c) ceases to be eligible for Ordinary Membership;
 - (d) is absent from four (4) consecutive meetings of the Board without prior permission of the Board;
 - (e) has been disqualified from being involved in management of a student organisation pursuant to the Student Organisation Rules of the University after taking office; and/or
 - (f) is dismissed pursuant to clause 20 of this Constitution.
- 19.2. In the event of a vacancy occurring, the President shall publish a call for nominations via e-mail to all Ordinary Members (as well as by other methods as he or she deems appropriate) subject to the following conditions:
 - (a) nominations shall be open for not less than a period of fourteen (14) days; and
 - (b) it is stipulated that candidate statements shall be submitted to the President only.
- 19.3. Upon the close of nominations, candidate statements shall be presented anonymously to the incumbent Executive Council Members present at the next validly convened Executive

Council Meeting whom will appoint the candidate by process of exhaustive ballot.

20. Disciplinary and Dismissal of Executive Council Members

- 20.1. All disputes and disciplinary matters relating to Executive Council Members should be resolved between the Executive Council Members involved.
- 20.2. If it is not resolved under 20.1, the disciplinary matter must be referred to the Secretary who per 23.2(b) is responsible for evaluating the performance of the Executive Council, and of individual Executive Council Members.
- 20.3. If the matter is not resolved under 20.1 and/or 20.2, the matter must be dealt with per clause 11.3-11.6.
- 20.4. Disciplinary procedure should be guided by the Macquarie University Student Code of Conduct.
- 20.5. Dismissal motions can only be brought on the written advice of the Macquarie University Student Engagement Team or the Macquarie University Complaints and Discipline Team.
- 20.6. Dismissal motions may be brought for, but not limited to, the following reasons:
 - (a) Substantial, consistent and evidentiary failure to perform duties as outlined under this Constitution;
 - (b) breach of the Macquarie University code of conduct; or
 - (c) any severe misconduct unbecoming of an Executive Council Member.
- 20.7. Disputes and complaints about Student Association operations or activities or student member behaviour that may breach the Student Code of Conduct, Rules Governing Student Associations, or other University policy should, in the first instance, be referred for resolution under the Student Complaint Handling Procedure.

21. Board Meetings

- 21.1. The Board shall meet no less than twelve (12) times per annum.
- 21.2. Subject to this Constitution, Board meetings shall be conducted in accordance with procedures determined by the Board.
 - (a) If it is unsafe to be on or travel to Macquarie University Campus, such Meeting will be able to be held over video tele-conferencing programs including, but not limited to Zoom.
- 21.3. The President may at any time convene a meeting of the Board.
- 21.4. The President must give at least five (5) days' notice of a Board meeting.
- 21.5. The President shall, within seven (7) days of receiving a written request by at least two (2) Executive Council Members, convene a Board meeting.
- 21.6. Fifty percent (50%) plus one (1) of the current Board members of a duly convened Board meeting shall constitute a quorum.
- 21.7. All Board meetings shall be open to all Members of the Society, except meetings (or portions thereof) pertaining to budgets, sponsorship, sanctions, casual vacancies and dismissals.
- 21.8. At Board meetings, only Board members have speaking or voting rights.
- 21.9. A member of the Board with a personal interest in a matter to be discussed at a Board meeting must:
 - (a) declare the interest before discussion begins on the matter;
 - (b) withdraw from that part of the meeting unless expressly invited to remain in order to provide information;
 - (c) not be counted in the quorum for that part of the meeting; and
 - (d) withdraw during the vote and have no vote on the matter.
- 21.10. Motions may be put from the Chairperson of any Board meeting.
- 21.11. Any motion in front of the Board must be proposed, seconded and given reasonable opportunity for discussion prior to a vote of the Board.
- 21.12. Except for special resolutions, any resolution before the Board shall be passed in the affirmative by a Simple Majority of votes through a show of hands of the Board members

present.

- 21.13. Special resolutions shall be passed by in the affirmative by a Special Majority of votes through a show of hands.
- 21.14. Except for special resolutions and dismissal motions, any resolution may be validly debated and voted upon via e-mail, subject to formal ratification at the next Board meeting with a written record of the resolution to be signed by all members of the Board.
- 21.15. There shall be no proxy voting at a Board meeting.
- 21.16. The Chairperson shall have a deliberative and casting vote in the event of an equality of votes.

22. Executive Council Meetings

- 22.1. The Executive Council shall meet no less than six (6) times per annum.
- 22.2. Subject to this Constitution, Executive Council meetings shall be conducted in accordance with procedures determined by the Board.
 - (a) If it is unsafe to be on or travel to Macquarie University Campus, such Meeting will be able to be held over video tele-conferencing programs including, but not limited to Zoom.
- 22.3. The President may at any time convene a meeting of the Executive Council.
- 22.4. The President must give at least five (5) days' notice of an Executive Council meeting.
- 22.5. The President shall, within seven (7) days of receiving a written request by at least two (2) Executive Council Members, convene an Executive Council meeting (as requested).
- 22.6. Fifty percent (50%) plus one (1) of the current Executive Council Members of a duly convened Executive Council meeting shall constitute a quorum.
- 22.7. All Executive Council meetings shall be open to all Members of the Society, except meetings (or portions thereof) pertaining to budgets, sponsorship, sanctions, casual vacancies and dismissals.
- 22.8. At Executive Council meetings, only Executive Council Members may have speaking or voting rights.
- 22.9. A member of the Executive Council with a personal interest in a matter to be discussed at a Board or Executive Council meeting must:
 - (a) declare the interest before discussion begins on the matter;
 - (b) withdraw from that part of the meeting unless expressly invited to remain in order to provide information;
 - (c) not be counted in the quorum for that part of the meeting; and
 - (d) withdraw during the vote and have no vote on the matter.
- 22.10. Motions may be put from the Chairperson of any Executive Council meeting.
- 22.11. Any motion in front of the Executive Council must be proposed, seconded and given reasonable opportunity for discussion prior to a vote of the Board or Executive Council.
- 22.12. Except for special resolutions and dismissal motions, any resolution before the Executive Council Members shall be passed in the affirmative by a Simple Majority of votes through a show of hands of the Executive Council Members present.
- 22.13. Special resolutions shall be passed by in the affirmative by a Special Majority of votes through a show of hands.
- 22.14. Dismissal motions shall be passed in accordance with clause 20 of this Constitution by way of silent ballot.
- 22.15. There shall be no proxy voting at an Executive Council meeting.
- 22.16. The Chairperson shall have a deliberative and casting vote in the event of an equality of votes.
- 22.17. Subject to the discretion of the President, members may be permitted to attend Executive Council meetings via teleconference.

Part 4 Delegated Responsibilities

23. Delegated Responsibilities of the Executive Council

23.1. The President shall:

- (a) be accountable to all Members of the Society;
- (b) oversee the general functioning and operation of the Society;
- (c) direct, coordinate and supervise the work of the Executive Council Members;
- (d) direct activities and manage the affairs and faithful conduct of the Society;
- (e) chair all meetings of the Board, all meetings of the Executive Council and all General Meetings;
- (f) be the primary contact between the Law School and the Society;
- (g) be a co-signatory to the Society's bank accounts (if any);
- (h) prepare and release written bi-annual reports on the activities of the Society; and
- (i) perform the evaluative and disciplinary role of the Secretary under clause 23.2(b) where a Conflict of Interest arises.

23.2. The Secretary shall:

- (a) serve as chairperson on all Board meetings, Executive Council meetings and/or General Meetings in the event of the incapacity, sanction or death of the President;
- (b) be responsible for evaluating the performance of the Executive Council, and of individual Executive Council Members, giving guidance as to their performance and instigating the process for suspension or the declaration of a position vacant when an Executive Council Member is significantly underperforming or resigns;
- (c) ensuring compliance with the University code of conduct by the Executive Council Members;
- (d) assume a caretaker role over a Director 's portfolio in the event of a Director resigning or suffering incapacity or sanction. The caretaker role is for the duration of the incapacity or sanction (or until the matter has been resolved or the Director replaced pursuant to clause 19);
- (e) oversee the handover process and facilitate the smooth transition between Executive Councils from year to year, including training for new Executive Council members;
- (f) be responsible for all generalised correspondence of the Society, including the regular collection and dissemination of mail;
- (g) ensure accurate recording and annotation of all Board and Executive Council meetings and General Meetings;
- (h) ensure accurate recording of all reports of the Executive Council and any sub-committees;
- (i) update any amendments made to the Constitution at any General Meeting within ten days of that meeting;
- (j) undertake any other administrative tasks required by the Executive Council for the efficient operation of the Society;
- (k) be a co-signatory of the Society's bank account (if any);
- (l) be responsible for circulating formal notice of all Board and Executive Council meetings and General Meetings, as well as calling for agenda items and circulating agendas; and
- (m) oversee the proper maintenance of law noticeboards and ensure that individual Executive Council Members are responsible for postage and removal of marketing materials.
- (n) assist the President in liaising with and maintaining a positive relationship with the Law School, the Arts Faculty, Campus Engagement and the University administration;
- (o) delegate their responsibility under clause 23.2(b) to the President where:
 - (i) an actual, potential or perceived Conflict of Interest arises; and/or,
 - (ii) the President receives notice of a Conflict of Interest under clause 16.4 and a Conflict of Interest motion is brought before the Board at a duly convened Board

Meeting and passed by Special Majority.

23.3. The Treasurer shall:

- (a) keep the Society's accounting records in such a manner as shall enable true and fair accounts of the Society to be prepared from time to time;
- (b) keep such accounting records as to correctly record and explain the financial transactions and financial position of the Society;
- (c) advise on the financial implications of any motions before the Board and to make recommendations on the approach that should be taken to said motions;
- (d) submit to Members at each AGM accounts showing the fiscal record of that Executive Council during its term of office, and the projected finances of the Society until the beginning of the academic term in the following year;
- (e) be a co-signatory of the Society's bank account (if any);
- (f) arrange and be responsible for the handling of monetary transactions related to all activities of the Society, including organising appropriate plans for the sale of tickets to events;
- (g) arrange and be responsible for the handling of petty cash; and
- (h) be responsible, with assistance from the Board, for the budget of each Department.

23.4. Director (Education) shall:

- (a) develop, oversee and advance academic activities to promote the education of Ordinary Members;
- (b) direct, coordinate and supervise the operations of the Education Department;
- (c) assist the Education Department to prepare, plan and run a diverse range of educational events and initiatives throughout the year, including, but not limited to, publications, Educational speakers' forum events or other digital output;
- (d) where one (1) or more councillors are unable to attend ALSA conferences or council meetings on behalf of the Society, the Education Director can represent the interests of members of the Society at ALSA conference or council meetings;
- (e) liaise with Student Wellbeing when developing initiatives concerning mental health and wellbeing;
- (f) assist the President in lobbying the Law School and other relevant committees and organisations, including Macquarie Mentors, Learning Skills, Student Wellbeing, the Student Representative Council, and any other university department;
- (g) to carry out duties assigned to them by the President from time to time; and

23.5. Director (Social Justice) shall:

- (a) direct, coordinate and supervise the operations of the Social Justice Department;
- (b) be responsible for coordinating social justice events throughout the year;
- (c) promote student involvement in and facilitate practical opportunities for community legal outreach initiatives;
- (d) create awareness of inequalities in the legal profession and throughout legal education;
- (e) assist the Education Department in the promotion of health and wellbeing initiatives and the stimulation of debate about topical law student issues; and
- (f) assist the Career Engagement Department with the promotion of opportunities relating to careers in the public interest.
- (g) The Director (Social Justice) may:
 - (i) facilitate formal and practical opportunities for social reform.

23.6. The Director (Career Engagement) shall:

- (a) direct, coordinate and supervise the operations of the Career Engagement Department;
 - (i) this includes assisting with the organisation of the Department's respective career and sponsorship related initiatives, events, seminars and workshops.
- (b) encourage and promote student engagement with all law-related careers, job opportunities and organisations;
- (c) be responsible for securing the Society's sponsorship related income (including, but not limited to, preparing sponsorship prospectuses);

- (d) liaise with MULSAA;
 - (e) be the primary liaison with major sponsors, in relation to matters including but not limited to:
 - (i) the regular communication with sponsors regarding their sponsorship benefits;
 - (ii) the organisation of representatives from sponsors at career related events and seminars (as well as competitions with the assistance of the Director (Competitions));
 - (f) be responsible for the publication of a sponsorship update to be sent to all sponsors at the end of Session 1 and Session 2, which outlines the activities of the Society in that Session; and
 - (g) assist the Career Engagement Department with the organisation of their respective career and sponsorship related initiatives, events, seminars and workshops.
 - (h) The Director (Career Engagement) may:
 - (i) appoint, direct, coordinate and supervise the work of a sponsorship sub-committee to assist them with the performance of their duties (including, but not limited to, preparing sponsorship prospectuses);
 - (ii) appoint a Representative to serve a secretarial function for MULSAA; and
 - (iii) be responsible for organising an Alumni event.
- 23.7. The Director (Competitions) shall:
- (a) direct, coordinate and supervise, together with the Competitions Department, all the Society's internal competitions including, but not limited to:
 - (i) championship moot;
 - (ii) contract moot;
 - (iii) criminal moot;
 - (iv) torts moot;
 - (v) novice moot;
 - (vi) foundations moot;
 - (vii) witness examination;
 - (viii) negotiations;
 - (ix) client interview (which may split into junior and senior competitions depending on the amount of applications); and
 - (x) paper presentation;
 - (b) be responsible for ensuring that a competitors' manual and competition rules for each competition are made available to competitors and that competitors are aware of the manual and the rules;
 - (c) in consultation with the Competitions Department, maintain regulations with reference to the conduct of internal and external competitions including but not limited to:
 - (i) an appeals and forfeiture policy (including bans);
 - (ii) criteria for the apportionment of funding student participation in external competitions (subject to the approval of the Board); and
 - (iii) ensuring compliance between ALSA and Society competition rules.
 - (d) be ineligible to register or compete in any internal competition for the duration of their term in office. The Director (Competitions) must not partake in the selection for an external competition for which the Director (Competitions) is an applicant.
 - (e) The Director (Competitions) may:
 - (i) direct, coordinate and supervise, together with the Competitions Department additional subject based moots not listed in clause 23.7(a);
 - (ii) together with the Competitions Department, appoint Competitions Representatives to assist with the conduct of the Society's internal competitions; and
 - (iii) use their best endeavours to plan and host, with the assistance of the Director (Career Engagement) and the Director (Events), an annual event to give recognition to and extend gratitude towards the Society's volunteer judges.

- 23.8. The Director (Publications) shall:
- (a) direct, coordinate and supervise the operations of the Publications Department;
 - (b) oversee operations that relate specifically to the Society brand;
 - (c) assist with the creation and implementation of standards, criteria and templates for internal reporting, events, marketing, policy, etc.;
 - (d) implement the MULS Style Guide;
 - (e) monitor and coordinate the photography, artwork, layout and preparation of publications, conforming to the MULS Style Guide;
 - (f) oversee the proactive distribution and marketing of publications;
 - (g) if required, arrange for the outsourcing of a graphic design role to assist with publications; and control and manage sufficient distribution of all publications.
 - (h) The Director (Publications) may:
 - (i) appoint, direct, coordinate and supervise the work of Student Engagement Representatives to assist them with the performance of their duties; and edit and produce a MULS yearbook.
- 23.9. The Director (Marketing) shall:
- (a) direct, coordinate and supervise the operations of the Marketing Department;
 - (b) oversee operations that relate specifically to the Society's digital marketing and merchandise;
 - (c) monitor and coordinate the photography, artwork, layout and preparation of all material to be used on social media platforms;
 - (d) delegate within the department the responsibility of non-professional photography and live streaming at the Society's events; and
 - (e) implement strategies to maintain favourable public and stakeholder perceptions of the Society and maintain the Society brand; and
 - (f) The Director (Marketing) may:
 - (i) appoint, direct, coordinate and supervise the work of a marketing sub-committee to assist them with the performance of their duties (including, but not limited to, non-professional photography at the Society's events).
- 23.10. The Director (Events) shall:
- (a) direct, coordinate and supervise the Events Department;
 - (b) liaise with and assist any Director or Executive Officer responsible for the organisation and execution of an event;
 - (c) implement a risk-assessment strategy and oversee the process of risk assessments being carried out on all events organised by the Society;
 - (d) attend all events organised by the Society and prepare evaluative reports in relation to the conduct of these events; and
 - (e) maintain a database of existing quotes, contacts and other information relevant to the organisation and conduct of events.
- 23.11. The Director (Juris Doctor and Postgraduate) shall:
- (a) currently be enrolled in a JD or Postgraduate Law Degree at Macquarie University;
 - (b) direct, coordinate and supervise the operations of the JD and PG Department;
 - (c) develop, oversee, manage and orchestrate the integration of activities and initiatives that promote the needs and interests of Juris Doctor and Postgraduate students at Macquarie University;
 - (d) ensure that MULS adequately accommodates the needs of Juris Doctor and Postgraduate students;
 - (e) encourage meaningful Juris Doctor and Postgraduate student involvement in MULS;
 - (f) assist the President in liaising with the Law School and the Law School Director of Juris Doctor students to discuss and advocate for issues affecting Juris Doctor and Postgraduate students; and
 - (g) carry out duties assigned to them by the President from time to time.
- 23.12. The Executive Officer (Administration) shall:

- (a) assist the Secretary with tasks related to the performance of their duties (including, but not limited to, organising event room bookings);
 - (b) handle administrative request and queries from the Secretary; and
 - (c) oversee the proper maintenance of the MULS Office and Student Common Room.
- 23.13. The Executive Officer (Campus Experience) shall:
- (a) strive to enrich the on-campus experience of Macquarie University Law Students;
 - (b) liaise with Mentors@Macquarie in respect of law student mentoring programs;
 - (c) be responsible for organising and coordinating initiatives designed to promote student health and wellbeing and stimulate debate about topical issues that impact law students;
 - (d) facilitate the integration of first year, JD, Indigenous, diverse, Masters, PhD and external and distance students into the activities of the Society by way of:
 - (i) appointing two first year Representatives (who must not be students enrolled in their first year of a Macquarie University JD or LLB program);
 - (ii) appointing an Indigenous Representative (whose role is to outreach to Indigenous students and preference must be given to Indigenous candidates);
 - (iii) appointing a diversity Representative (whose role is to cater to students of diverse racial/ethnic backgrounds, ages, LGBTIQ+ status, abilities, and family responsibilities and preference must be given to applicants who themselves meet one of these criteria);
 - (iv) appointing a Masters/PhD Representative (who must be enrolled in a Masters or PhD program);
 - (v) appointing an external student Representative (preference must be given to applicants studying remotely, or with relevant experience);
 - (vi) appoint two MULS Mental Wellbeing Champions (who are certified as an Australian Mental Health First Aider and provided a copy of this certification to the current Executive Officer (Campus Experience); and
 - (vii) directing and collaborating with, all appointed representatives to establish targeted publications, initiatives and networking opportunities.
 - (e) be responsible for organising student engagement activities including, but not limited to, the following:
 - (i) at least one (1) staff/student symposium;
 - (ii) at least one (1) education-related forum; and
 - (iii) any other speakers' forums that the Board deems necessary;
 - (f) The Executive Officer (Campus Experience) may:
 - (i) appoint, direct, coordinate and supervise the work of Campus Experience Representatives to assist them with the performance of their duties; and
 - (ii) be responsible for organising a commemorative event.
- 23.14. The Executive Officer (Social Justice Advocacy) shall:
- (a) stimulate debate about social justice issues;
 - (b) assist the Director (Social Justice) in encouraging greater engagement with pertinent social justice issues on campus;
 - (c) organise all social justice related seminars and on-campus events, including, but not limited to:
 - (i) social justice discussion groups; and
 - (ii) social justice speaker events;
 - (d) facilitate practical opportunities for social reform including, but not limited to:
 - (i) drafting and preparing written submissions on social justice
 - (ii) policy to relevant bodies.
 - (e) The Executive Officer (Social Justice Advocacy) may:
 - (i) in consultation with the Director (Social Justice) and Executive Officer (Community Outreach) appoint any social justice sub-committees for the purpose of assisting the Social Justice Department.

- 23.15. The Executive Officer (Community Outreach) shall:
- (a) assist the Director (Social Justice) to promote student involvement in and facilitate practical opportunities for community legal outreach initiatives;
 - (b) be responsible for organising off-campus initiatives that are relevant to social justice; and
 - (c) liaise and collaborate with relevant legal and community bodies for social justice initiatives.
 - (d) The Executive Officer (Community Outreach) may:
 - (i) liaise with the Executive Officer (Sport) to organise the Society's involvement in community sporting events and charitable fun runs; and
 - (ii) in consultation with the Director (Social Justice) and Executive Officer (Social Justice Advocacy) appoint any social justice sub-committees for the purpose of assisting the Social Justice Department.
- 23.16. The Executive Officer (Sponsorship) shall:
- (a) work with the Director (Career Engagement) in:
 - (i) preparing the Sponsorship Prospectus;
 - (ii) preparing bi-annual Sponsorship Updates;
 - (iii) preparing proposals for new sponsorship items; and
 - (iv) liaising with sponsors, particularly during sponsorship negotiations;
 - (b) assist all members of the Career Engagement Department in the organisation of careers related initiatives.
- 23.17. The Executive Officer (Corporate Careers) shall:
- (a) provide students with up-to-date information on all commercial and corporate related jobs, careers and organisations and the clerkship program;
 - (b) organise all commercial and corporate related career seminars and events, including but not limited to:
 - (i) clerkship/interview workshops; and
 - (ii) corporate sponsor functions.
 - (c) along with the Executive Officer (Public Interest Careers), liaise with career services of the University regarding all jobs and career opportunities;
 - (d) assist all members of the Career Engagement Department in the organisation of careers related initiatives.
- 23.18. The Executive Officer (Public Interest Careers) shall:
- (a) provide students with up-to-date information on all jobs, careers and organisations within the public interest;
 - (b) organising all public interest related career seminars and events;
 - (c) along with the Executive Officer (Corporate Careers), liaise with career services of the University regarding all jobs and career opportunities; and
 - (d) assist all members of the Career Engagement Department in the organisation of careers related initiatives.
- 23.19. The Executive Officers (Competitions – Foundations) shall:
- (a) assist the Director (Competitions) with all tasks related to the proper functioning of the Society's practical competitions, including, but not limited to:
 - (i) foundations moot; and
 - (ii) novice moot; and
 - (b) be ineligible to register and/or compete in any Foundations competitions for the duration of their term in office.
- 23.20. The Executive Officers (Competitions—Advocacy) shall:
- (a) assist the Director (Competitions) with all tasks related to the proper functioning of the Society's advocacy competitions, including, but not limited to:
 - (i) championship moot;
 - (ii) contracts moot;
 - (iii) criminal moot;

- (iv) torts moot;
 - (v) witness examination; and
 - (vi) trial advocacy.
- (b) assist the Director (Competitions) with all tasks related to the proper functioning of subject based moots.
- (c) be ineligible to register and/or compete in any Advocacy competitions for the duration of their term in office.
- 23.21. The Executive Officers (Competitions – Professional Skills) shall:
- (a) assist the Director (Competitions) with all tasks related to the proper functioning of the Society’s practical competitions, including, but not limited to:
 - (i) client interview (which may split into junior and senior competitions depending on the amount of applications);
 - (ii) negotiations; and
 - (iii) paper presentation.
 - (b) be ineligible to register and/or compete in any Professional Skills competitions for the duration of their term in office.
- 23.22. The Executive Officer (Competitions – External Advocacy) shall:
- (a) be responsible for organising all the Society’s external advocacy competitions;
 - (b) be responsible for corresponding with external competition organisers in arranging registration of Macquarie competitors, and the payment of Macquarie registration fees;
 - (c) be responsible for advertising and receiving applications for external competitions;
 - (d) be responsible for working with the Director (Competitions) in establishing a selection committee of at least three senior academics, including the Dean of the Law School;
 - (e) correspond with the appointed selection committee, providing them with applications and the advertised selection criteria, for the purposes of assessing the merit of those applications;
 - (f) work with Competitions representatives from other law student societies to organise intervarsity competitions, including, but not limited to, the Sir John Peden Contract Moot, MULS Environmental Law Mooting Competition and the Margaret Cunneen Witness Examination Competition;
 - (g) support the Executive Officer (Competitions – External Professional Skills) with any competitions as observed and required by the Director (Competitions); and
 - (h) be ineligible to register or compete in any External competition for the duration of their term in office.
- 23.23. The Executive Officer (Competitions – External Professional Skills) shall:
- (a) be responsible for organising all the Society’s external professional skills competitions;
 - (b) be responsible for corresponding with external competition organisers in arranging registration of Macquarie competitors, and the payment of Macquarie registration fees;
 - (c) be responsible for advertising and receiving applications for external competitions;
 - (d) be responsible for working with the Director (Competitions) in establishing a selection committee of at least three senior academics, including the Dean of the Law School;
 - (e) correspond with the appointed selection committee, providing them with applications and the advertised selection criteria, for the purposes of assessing the merit of those applications;
 - (f) work with Competitions representatives from other law student societies to organise intervarsity competitions, including, but not limited to, the MULS x SULLS ADR Competition;
 - (g) support the Executive Officer (Competitions – External Advocacy) with any competitions as observed and required by the Director (Competitions); and

- (h) be ineligible to register or compete in any External competition for the duration of their term in office.
- 23.24. The Executive Officer (Editor) shall:
- (a) edit and produce all Society publications (with the exception of The Brief), including, but not limited to:
 - (i) the First Year Guide (before the commencement of Week 1, Session 1);
 - (ii) the Clerkship Guide (by the beginning of June unless otherwise agreed upon by the Board and passed by simple majority);
 - (iii) a third Guide (by the end of September); and
 - (iv) other publications as directed by the Board.
 - (b) The Executive Officer (Editor) may:
 - (i) appoint and coordinate the work of any Representatives necessary to help create all Society publications.
- 23.25. The Executive Officer (The Brief Editor-in-Chief) shall:
- (a) be responsible for ensuring the publication of at least two editions of The Brief per year; and edit The Brief;
 - (b) be responsible for the publication of The Brief Online.
 - (c) The Executive Officer (The Brief Editor-in-Chief) may:
 - (i) appoint and coordinate the work of any Representatives necessary to publish The Brief and The Brief Online including, but limited to, the following roles:
 - (A) Writer who is commissioned to write for The Brief
 - (B) Sub-Editor who is commissioned to sub-edit content submitted to The Brief; and
 - (C) Online contributor who is commissioned to write for The Brief Online.
- 23.26. The Executive Officer (IT) shall:
- (a) maintain and update the Society's website;
 - (b) create and maintain all Society email accounts;
 - (c) liaise with Director (Marketing) to establish and maintain templates for use by Executive Council Members; and
 - (d) respond to and remedy the IT related requests of:
 - (i) Directors;
 - (ii) Executive Officers; and
 - (iii) Representatives.
 - (e) perform the duties of the Executive Officer (Publicity) under clause 23.25, where necessary or as instructed by the Director (Publications); and
 - (f) The Executive Officer (IT) may:
 - (i) facilitate and assist with online ticketing systems.
- 23.27. The Executive Officers (Publicity) shall:
- (a) promote and encourage student, public and stakeholder engagement with the Society's events, initiatives and offerings through professional, consistent and creative marketing;
 - (b) direct, coordinate and supervise, in consultation with the Marketing Department, the production and dissemination of advertisements and promotions of the Society by any means, such as:
 - (i) email;
 - (ii) lecture announcements;
 - (iii) posters/flyers; and
 - (iv) social media.
 - (c) confer with the Director (Marketing) to ensure that all advertising and promotional material comply with the MULS Style Guide; and
 - (d) be responsible for the publication and distribution of Law School and Society news to all Society members through an appropriate medium.
- 23.28. The Executive Officer (Sport) shall:

- (a) be responsible for coordinating one internal sports day at the University per year;
 - (b) be responsible for coordinating the Society contingent for an intervarsity sports day; and
 - (c) facilitate the participation of the Society in University-administered social sport competitions.
- 23.29. The Executive Officers (Socials) shall:
- (a) be responsible for organising all of the social functions of the Society, including, but not limited to:
 - (i) a first year law camp within four (4) weeks of the commencement of Session 1;
 - (ii) a social event, such as but not necessarily a harbour cruise, during Session 1;
 - (iii) a Law Ball during Session 2;
 - (iv) one other social event during both Session 1 and Session 2;
 - (v) one non-alcohol related social event per year.
- 23.30. The Executive Officer (JD and Postgraduate Engagement) shall:
- (a) currently be enrolled in a JD or Postgraduate Law Degree at Macquarie University;
 - (b) strive to enrich the on-campus experience of Macquarie University Law Students;
 - (c) facilitate the engagement of Juris Doctor and Postgraduate students by way of appointing a JD representative (who shall be a student enrolled in a Macquarie University JD program);
 - (d) have the discretion to appoint a JD and Postgraduate wellbeing officer, who will work to promote the wellbeing and support of students;
 - (e) be responsible for organising and coordinating Juris Doctor and Postgraduate student engagement activities including, but not limited to, the following:
 - (i) at least one (1) staff/student symposium;
 - (ii) at least one (1) education-related forum; and
 - (iii) any other speakers' forums that the Board deems necessary;
 - (f) be responsible for promoting the engagement of JD and Postgraduate students at O-Week and other MULS events as well fostering collaboration with other student societies at Macquarie University; and
 - (g) engage with members regularly in order to establish an open line of communication.
- 23.31. The Executive Officer (JD and Postgraduate Careers) shall:
- (a) currently be enrolled in a JD or Postgraduate Law Degree at Macquarie University;
 - (b) provide Juris Doctor and Postgraduate students with up-to-date information on all jobs, careers and organisations relevant to their experience and studies;
 - (c) organise two (2) Juris Doctor and Postgraduate career seminars in collaboration with the Career Engagement Portfolio, including but not limited to:
 - (i) Juris Doctor and Postgraduate career opportunities; or
 - (ii) Juris Doctor and Postgraduate resume and cover letter skills workshop;
 - (d) along with the Executive Officer (Corporate Careers), liaise with career services of the University regarding all jobs and career opportunities; and
 - (e) assist all members of the Career Engagement and Juris Doctor and Postgraduate Department in the organisation of careers-related initiatives.
- 23.32. The Executive Officer (JD and Postgraduate Advocacy) shall:
- (a) currently be enrolled in a JD or Postgraduate Law Degree at Macquarie University;
 - (b) assist the Director (JD and Postgraduate) and the President in liaising with the Law School and other relevant committees and organisations, including Macquarie Mentors, Learning Skills, Student Wellbeing, the Student Representative Council, and any other university department regarding issues facing Juris Doctor and Postgraduate students;
 - (c) regularly consult JD and Postgraduate MULS members about ideas to improve the experience within MULS and their relevant degrees;
 - (d) work with the Director (Juris Doctor and Postgraduate) and the broader MULS team on new and innovative ways to improve the member experience both at Macquarie

- University and within MULS; and
- (e) carry out duties assigned to them by the Director (JD and Postgraduate) from time to time.
- 23.33. Notwithstanding the individual responsibilities of each Director and Executive Officer as set out in clause 23, each Executive Council Member is to contribute to the overall running of the Society by assisting in all activities of the Society.

Part 5 General Meetings

24. Annual General Meeting

- 24.1. The Executive Council shall convene an AGM on or before the last academic day in Session 2 each year.
- 24.2. The AGM must be held on the University campus.
- (a) If it is unsafe to be on or travel to Macquarie University Campus, such Meeting will be able to be held over video tele-conferencing programs including, but not limited to Zoom.
- 24.3. The ordinary business of an AGM will include, without limitation:
- (a) confirmation of the minutes of the preceding AGM and any General Meeting held since that meeting;
- (b) a report from the President concerning the activities of the Society during the preceding year;
- (c) a report from the Treasurer concerning the financial statements of the Society in relation to the preceding year;
- (d) certification of the fair winners of the Society's Elections pursuant to clause 17 of this Constitution; and
- (e) where there is a Board position not filled at the election, the Ordinary Members present and voting shall elect a person to that position by way of exhaustive ballot.

25. Extraordinary General Meeting

- 25.1. The Executive Council may convene an Extraordinary General Meeting as required.
- (a) If it is unsafe to be on or travel to Macquarie University Campus, such Meeting will be able to be held over video tele-conferencing programs including, but not limited to Zoom.
- 25.2. The ordinary business of an EGM will include, without limitation:
- (a) consideration of amendments to this Constitution.
- 25.3. The Secretary shall, within twenty-one (21) days of receiving a written request from at least three (3) Executive Council Members, convene an EGM. The Executive Council Members seeking to make a request under this clause shall:
- (a) specify in the request the purpose for which the Meeting is required;
- (b) sign the request; and
- (c) serve the request upon the Secretary.
- 25.4. If the Secretary fails to convene a General Meeting within twenty-one (21) days when required pursuant to clause 25.3 of this Constitution, the Executive Council Members that made the request may convene a General Meeting.

26. Quorum

- 26.1. All Members have the right to attend any General Meeting.
- 26.2. The quorum at any General Meeting shall be twenty (20) Members.
- 26.3. If within one (1) hour of the time appointed for the General Meeting a quorum is not present, the chair shall postpone the meeting for at least seven (7) days but no more than twenty-one (21) days, specifying the date, time and place for the postponed meeting.
- 26.4. If within one (1) hour of the time appointed in accordance with cl. 26.3 for the postponed General Meeting a quorum is not present the meeting is dissolved.

27. Notice

- 27.1. Notice in the form of an agenda for a General Meeting must be advertised to each Member at least twenty-one (21) days before the date fixed for holding the General Meeting, specifying the Notice of a General Meeting must be reasonably advertised at least fourteen (14) days prior to the General Meeting and the notice must specify, without limitation, the following:

- (a) the location and timing of the General Meeting; and
 - (b) in the case of an EGM, that any proposed amendments to this Constitution are to be given to the Secretary at least seven (7) days prior to the General Meeting.
- 27.2. The Secretary shall at least three (3) days prior to any General Meeting provide written notice of:
- (a) particulars of the business to be transacted at the General Meeting; and
 - (b) in the case of an EGM, any intention to propose a motion to amend this Constitution and the particulars of such a motion.

28. Presiding Member

- 28.1. The President shall be the chairperson at all General Meetings, or in their absence, the next Director in the order listed under clause 14.1.
- 28.2. Where no Director is able to chair the General Meeting, the General Meeting shall be postponed for at least seven (7) days but no more than twenty-one (21) days, specifying the date, time and place for the postponed meeting.
- 28.3. The Chairperson at all General Meetings may put motions forward from the chair.

29. Voting

- 29.1. Only Ordinary Members and Executive Council Members shall be entitled to vote at any General Meeting.
- 29.2. All Members shall have one (1) equal vote.
- 29.3. Subject to clause 29.4, votes shall be determined by a show of hands.
- 29.4. Any present and voting Member may put forward a procedural motion for a secret ballot to be conducted for any motion other than a motion to amend this Constitution.
- 29.5. There shall be no voting by proxy at any General Meeting.
- 29.6. The Chairperson shall have the casting vote in the event of an equal division of votes on any motion.
- 29.7. Except where otherwise provided in this Constitution, every issue at a General Meeting is determined by a Simple Majority of the members present and voting.
- 29.8. A resolution to remove an Executive Council Member from office arising at a General Meeting shall be passed by a Special Majority of the Members present and voting.

30. Change of name, Objects and Constitution

- 30.1. A resolution to amend or repeal this Constitution or adopt a new Constitution may be passed at a General Meeting by a Special Majority of the Members present and voting.
- 30.2. Any amendment or repeal of this Constitution or the adoption of a new Constitution becomes effective immediately upon passing any resolution.
- 30.3. An application for registration of a change in the Society's name, objects or Constitution in accordance with Section 10 of the Act is to be made by the public officer or an Executive Member.
- 30.4. An amendment to the Society's purposes or this clause 30.4, must have the prior written approval of Campus Engagement.
- 30.5. A copy of resolution amending this Constitution must be sent to Campus Engagement within twenty-eight (28) days of it being passed detailing all the changes.

31. Technology

- 31.1. A Member is entitled to attend a General Meeting by use of technology approved by the Executive Council, but is not taken to be present at the General Meeting and is not able to vote.
- 31.2. The Executive may hold an electronic ballot to determine any issues or proposal.
- 31.3. An electronic ballot is to be conducted in accordance with Schedule 3 of the Associations Regulation.

Part 6 Finance

32. Insurance

32.1. The Society may effect and maintain insurance.

33. Funds

33.1. The funds of the Society are to be derived from membership fees, annual membership fees, sponsorship, donations, merchandise sales, event ticket sales and any other sources the Board determines.

33.2. All money received by the Society must be deposited as soon as practicable.

33.3. The Society must, as soon as practicable after receiving any money, issue an appropriate receipt.

33.4. The Board must approve all accounts and expenditures for payment.

34. Non-Profit

34.1. Subject to the Act and the Associations Regulations, the Society must apply its funds and assets solely in pursuance of the objects of the Society and must not conduct its affairs so as to provide a Pecuniary Gain for any of its members.

35. Financial Year

35.1. The financial year of the Society commences on 1 October and ends the following 30 September.

36. Dissolution

36.1. The Society may only be dissolved at a General Meeting by:

- (a) a Special Majority of the Executive Council; and
- (b) a Special Majority of the Members present and voting.

36.2. The Board will remain in office and be responsible for the orderly winding up of the Society's affairs.

37. Distribution of Assets

37.1. Upon dissolution, the Society must not distribute assets to Members. All assets and property of the Society 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 during the General Meeting concerning dissolution. If no other organisation is nominated, the assets and property shall become the property of the Campus Engagement to be utilised for the furtherance of education of Macquarie law students and subject to any outstanding claims from the Society's creditors.

Part 7 Miscellaneous

38. Law Revue

- 38.1. Members of the Board shall be ineligible to direct Macquarie University Law Revue during their term in office.
- 38.2. The Board is bound to provide reimbursement of the reasonable expenses of Macquarie University Law Revue (Law Revue), subject to the provision of a budget proposal from the show's Directors being approved by resolution of the Board.
- 38.3. [repealed]

39. Macquarie University Law Journal

- 39.1. It shall be recognised that the Society founded the Macquarie Law Journal.

40. List of Honorary Life Members

- 40.1. The following people have had life membership to the Society conferred upon them:
- (a) Ray Travers;
 - (b) Anna Summerhayes;
 - (c) Robert St. Clair;
 - (d) Claire Featherston;
 - (e) Carly Parrot;
 - (f) Amanda Beattie;
 - (g) Nicola McGarrity;
 - (h) Thomas O'Brien;
 - (i) Eli Ball;
 - (j) Sebastian Hartford-Davis;
 - (k) Vanessa Ong;
 - (l) Matthew Tracey;
 - (m) Patrick Loffel;
 - (n) Penelope Watson;
 - (o) Margaret Kelly (2014);
 - (p) Stuart Clark AM (2015);
 - (q) Lise Barry (2015);
 - (r) Andrew Clark (2015);
 - (s) Jack Oakley (2015);
 - (t) Liam Cavell (2016);
 - (u) Reece Corbett-Wilkins (2016);
 - (v) Nicholas Ferrari (2016);
 - (w) Sasha Steinhoff (2016);
 - (x) Elyse Lloyd (2016);
 - (y) Ben Roe (2016);
 - (z) Fraser Brown (2016);
 - (aa) Valiant Warzecha (2017);
 - (bb) Patrick Barkachi (2017);
 - (cc) Patricia Bergin (2017);
 - (dd) Claire Arthur (2018);
 - (ee) Rod Smith (2019);
 - (ff) Rhiannon Bell (2020);
 - (gg) Matthew Harris (2020);
 - (hh) Debra Ronan (2021);
 - (ii) Andy Dong (2021);
 - (jj) Fareed Qureshi (2021); and
 - (kk) Andrew Burke (2022).

