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UTS LAW STUDENTS' SOCIETY



**BY-LAWS**

*As of 8 May 2021*

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## Part 1 – Definitions

### 1 Definitions

- 1) Wherever a word or phrase has been used in these By-Laws and is defined in the Constitution, the word or phrase shall adopt the meaning of that definition in the Constitution, even if a contrary intention is expressed in these By-Laws.
- 2) The following terms shall have the meaning set out below wherever they are used in the By-Laws:

**Activate** means ActivateUTS.

**ALSA** means Australian Law Students' Association

**KickStart** means a health and fitness program promoting a well-balanced and healthy lifestyle. UTS:Law Students participate in the program once a week throughout both the Spring and Autumn Sessions

**Brennan Justice and Leadership Program ('Brennan Program')** means the joint social justice initiative of the UTS Faculty of Law and the UTS Law Students' Society. To qualify for the Brennan Justice and Leadership Award, student participants must accrue 100 Reflections on Justice points, and complete 200 Leadership Through Service hours

**Buddy Program** means a program where older law students are paired with first year students on a voluntary basis. The program encourages the pairs to catch up regularly to facilitate the transition of new law students into university life

**By-Laws** means the most recent copy of this document

**Careers Guide** means the Society's annual publication released in either Autumn or Spring Session containing information on various career paths available to law graduates, including sections on commercial, criminal, media and family law firms; management consulting firms; government departments; social justice organisations; investment banks; and working for a judge

**Clerkship Guide** means the Society's annual publication released in Autumn Session before clerkship applications open, containing, among other things: a section on interview skills and how to structure a curriculum vitae; information and key dates regarding the Summer Clerkship Scheme; and advertisements, Firm Profiles, Graduate Profiles, Summer Clerk Profiles and Graduate Profiles purchased by the Society's sponsors participating in the Summer Clerkship Scheme

**Clerkship Networking Evening** means an informal networking evening held in Autumn Session prior to the opening of clerkship applications where the Society's

sponsors that have purchased this event as part of their sponsorship package come on-campus to interact with UTS:Law Students

**Competitor Selection Policy** means the document which sets out the processes and policies to be strictly followed when any councillor referred to in the document is selecting or nominating a UTS Law Students' Society member to take part in any competition or attend the ALSA Conference in any capacity

**Constitution** means the current constitution of the Society

**Council** means the UTS Law Students' Society Council

**Executive** refers to the President, Secretary, Treasurer, Vice-President (Activities), Vice-President (Careers), Vice-President (Education), Vice-President (Marketing), Vice-President (Mooting), Vice-President (Skills Competitions), Vice-President (Social Justice), and Vice-President (Sponsorship)

**Faculty** means the UTS Faculty of Law

**Financial Documents** refers to all documents required by the Activate for re-affiliation or by the Australian Taxation Office in accordance with the Society's status as a not-for-profit unincorporated charitable institution. This includes, but is not limited to:

- a. Receipt book;
- b. Cheque Reconciliation;
- c. Profit/Loss statement;
- d. Capital Items; and
- e. Budget

**First Year Law Camp** means an annual camp held exclusively for first year law students at University designed to ease the students' transition into tertiary legal education. The First Year Orientation Camp is to be held no later than the weekend after the third week of Autumn Session

**Initiative Proposal and Reflection** refers to a document that summarises the expectations of an initiative, including cost and expected attendance, the outcome of the initiative including actual cost and actual attendance, and the strengths and weaknesses of the initiative.

**Interfaculty Sports Competition** means an annual sports competition between different University faculties, including a mixed soccer, mixed basketball and mixed netball competition

**Intersarsity Sports Day** means a sporting competition between different universities in and around Sydney, including the University of Sydney, University of New South Wales, Macquarie University, University of Newcastle and University of Technology Sydney. Among the sports included are men's Rugby Union, mixed netball, mixed soccer and mixed touch football

**Intra-Law Sports Competitions** means a competition to be played between UTS:Law Students in determined sport(s)

**Judges' Training Program** means a program to train students to become judges in the UTS Senior and Junior and internal and external, Mooting, Witness Examination, Negotiation, Client Interviewing and Subject Mooting Competitions

**Law School Manual (LSM)** means the UTS Law Students' Society's annual publication released before Orientation Week (including Activate Clubs & Activities Day and Faculty Orientation Days) both online and in hard copy. The LSM may include an introduction from the President and Dean of the Faculty; a section written by a first year student or students from the preceding year; a description of ALSA and the ALSA July Conference; bar and restaurant reviews; a section on study skills; and an overview of the Society, including members of the Council, social and careers-focused events and activities, competitions, publications, Peer Mentoring Program, Professional Mentoring Program, Textbook Equity Scheme and any other initiatives of the Society at the discretion of the Publications Director, Vice-President (Education) and President

**Open Competition(s)** means a senior competition that is open to all Law Students regardless of experience.

**Oversee** includes organising the activity and being directly responsible to the Council for that activity

**Peer Mentoring Program** means a bi-annual program, run in each session, where high-achieving students, who are in at least their third year of study, present seminars covering the skills and resources most essential to the academic career of First Year UTS: Law Students

**Professional Mentoring Program** means a bi-annual program, run in each session, where high-achieving students, who are in at least their third year of study, present seminars covering the skills and resources most essential to the academic career of First Year UTS: Law Students.

**Proper Cash Handling Procedures** refers to the safe storing, counting and depositing of any cash the Society holds

**Register of Members** has the same meaning as provided for in the Constitution, for the purposes of the Associations Incorporation Act 2009 (NSW) and Associations Incorporation Regulation 2010 (NSW)



**Secretary** has the same meaning as provided for in the Constitution, for the purposes of the Associations Incorporation Act 2009 (NSW) and Associations Incorporation Regulation 2010 (NSW)

**Session** refers to the primary teaching sessions at university, namely the Autumn and Spring session.

**Society** means the UTS Law Students' Society

**Speaker Series** means a lecture, seminar, debate or forum, organised by the Education portfolio of the Society, at which one or a number of distinguished legal professionals are invited to speak on a given topic that is of particular social, cultural, political or legal relevance for UTS:Law Students. The event should run at least two (2) times over the course of a calendar year, and is to be accompanied by catering provided by the Society

**Sponsor Sports** means a weekly sports game participated in by both UTS:Law Students and sponsors of the Society including but not limited to domestic law firms, international law firms, accounting firms and investment banking firms. UTS:Law Students have the opportunity to interact with representatives from these firms in a social and relaxed atmosphere. There is typically a barbeque or luncheon afterwards where UTS:Law Students can ask questions of the sponsor representatives over a light meal

**Stakeholders for the Society**, both internal and external, can include: UTS Shopfront; Anti-Slavery Project; UTS Communications Law Centre; Student Services Unit, UTS Careers Service; the Peer Network; University faculties, including Associate Deans (Teaching and Learning), administrators and academics; Equity and Diversity Unit; Activate; Community Legal Centres in NSW; community organisations; third-sector organisations; NGOs; industry and UTS:Law alumni

**Standing Orders** means those standing orders contained in Annexure 1 to the By-Laws

**Survival Guide** means the Society's annual guide published prior to the First Year Orientation Camp to be distributed to students who attend the First Year Orientation Camp. It shall include information specific to the camp, including: a welcome from the Camp Convener, President and Dean of the Faculty; identification of camp leaders; outline of which leaders have their Responsible Service of Alcohol (RSA) and Senior First Aid Certificates; campsite rules; a description of the camp cash system and prize to be auctioned on the final day; map of the campsite; room and group allocations; schedule of activities for the duration of the camp; flyer for the party on the final night; advertisements provided by Activate; and emergency contact details, including those of the Vice-President (Activities) and President

**The Bar Productions** means all the light-hearted wing of the LSS' publications. It features 'The Bar Podcast', where podcast hosts interview guests from the legal sphere weekly on a range of topics. It also features the 'The Bar Newspaper', which features light-hearted articles on law-related topics.

**The Full Bench** means the Society's quarterly academic journal with contributions by law students and the Society's sponsors when sponsors have purchased the right to have an article included in one or more editions of The Full Bench as part of their sponsorship package

**The Smile Project** means an initiative run by the Education and Social Justice profiles that strives to assist students through law school, consisting of a series of events throughout the year, particularly in the lead up to exams, aimed at relieving stress and building morale

**University** means the University of Technology Sydney (UTS)

**UTS:Law Students** means students enrolled in a law degree at the University

## Part 2 – The Executive

### 2 President

- 1) The President shall:
  - a) Coordinate, oversee and be responsible for all activities of the Society;
  - b) Assist or arrange assistance for any other member of the Executive and/or Director who may require it;
  - c) Chair meetings of the Society in accordance with the Standing Orders;
  - d) Possess a comprehensive understanding of the Society's governing documents, including but not limited to, the Constitution, By-Laws, Standing Orders, Election Regulations, and relevant incorporation legislation, including the Associations Incorporation Act 2009 (NSW) and Associations Incorporation Regulation 2010 (NSW);
  - e) Ensure that the Society has adequate representation on relevant boards convened by the UTS Faculty of Law and University. This may include but is not limited to the Courses Committee, Faculty Appeals Board, Mooting Management Committee and Results Ratification Committee;
  - f) As necessary, sit on any committee for the Brennan Justice and Leadership Program;
  - g) Collaborate with the Vice-President (Sponsorship) to write the Society's sponsorship proposals and meet with prospective sponsors to obtain sponsorship.
  - h) Decide, alongside the Vice-President (Social Justice), which charity or charities funds will be donated to throughout the year;
  - i) Represent the Society on the ALSA Council, alongside the Vice-President (Education);
  - j) Represent the Society, alongside the Vice-President (Education), on the Special Committee of Law Students' Societies (SCLSS);
  - k) Apply to the Faculty for monetary grants for the Society's activities;
  - l) Oversee a Handover Dinner together with the Immediate Past President, with invitations sent to all incoming and outgoing members of Council;
  - m) Sit on the ALSA Selection Panel alongside the Secretary, Vice-President (Education), Vice-President (Mooting) and Vice-President (Skills Competitions) to select the UTS Competitors and

General Delegates to compete or participate in the ALSA July Conference;

- n) Write references and/or give feedback upon request for each Councillor detailing their performance in their portfolios;
- o) Provide the Marketing Director with all content to be included in The Buzz, in addition to the material supplied by other members of Council, no later than 48 hours before its fortnightly distribution; and
- p) Prepare a comprehensive handover package for the next President to ensure a smooth transition between terms.

### 3 Secretary

- 1) The Secretary shall:
  - a) Be the Society's Secretary;
  - b) Be responsible for assisting each member of the Executive, as necessary, with the following (including ensuring all documents, costs and considerations are in order):
    - i) Room bookings;
    - ii) Grants from the Activate;
    - iii) Functions at the University; and
    - iv) Meetings with Activate when another member of the Executive cannot attend and/or the President requests the Vice-President (Education) to attend instead.
  - c) In collaboration with the President and Vice President (Marketing), organise gift bags, volunteers, membership registration forms and promotions posters for the Activate Clubs and O'Day and Faculty Orientation Days during O'Week;
  - d) Possess a comprehensive understanding of the Society's governing documents, including but not limited to, the Constitution, By-Laws, Standing Orders, Election Regulations, and relevant incorporation legislation, including the Associations Incorporation Act 2009 (NSW) and Associations Incorporation Regulation 2010 (NSW);
  - e) Oversee the Society's compliance with the Constitution and By-Laws;
  - f) Ensure all Councillors meet their Councillor Responsibilities, as can be found in Part 5 of the By-Laws and, where necessary, issue strikes to transgressing Councillors;
  - g) Oversee the keeping of an accurate Register of Members of the Society in accordance with the requirements of the Constitution in relation to the Register of Members;
  - h) Construct and maintain a current and accurate member database, including deleting former UTS:Law Students who have graduated from University;
  - i) Issue Councillors with an information pack consisting of current versions of the Constitution, By-Laws, contact details of each Councillor and other necessary materials upon the commencement of the term;
  - j) Endeavour to ensure the smooth running of the Society by producing and

maintaining a procedures and templates manual which includes all common procedures and forms used by the Society, including in relation to room bookings, record keeping, Proxy Forms and template meeting agendas and minutes;

- k) Liaise, alongside the President, Vice-President (Activities), Activate, or in the event that Activate's policies are insufficient insofar as they do not offer an adequate level of protection, an alternative insurance provider, to effect and maintain an adequate level of insurance to protect the Society from any liability arising out of any activities in which the Society is to partake;
- l) Keep comprehensive minutes of all proceedings and business transacted, and the names of members of the Council who are both present and absent, at all Council Meetings, General Meetings and Executive meetings;
- m) Provide reasonable administrative support to all Council members to assist them discharge the obligations under their respective portfolios;
- n) Provide for and receive the electronic submission of all Society application forms, as directed by the President or other members of the Executive;
- o) Collect the Society's mail from the Faculty Law Reception or other designated location at least once per week and distribute that mail to each relevant Council member either in person or by placing the mail in each relevant councillor's pigeonhole in the Society's office;
- p) Maintain a record of positions of council members from each tenure, to be kept for future tenures;
- q) Fulfill all of the Society's organisational duties in relation to ALSA July Conference. This includes the registration of the Society's delegation for the ALSA July Conference, booking of flights or any other transport, preparation of materials for Competitors and General Delegates and working alongside the President and Treasurer to ensure grants from the Faculty and the Activate to fund subsidies for Competitor and General Delegate registration, flight and accommodation costs;
- r) Maintain a record of ALSA delegates from each July Conference, to be kept for the benefit of future tenures and the UTS Faculty of Law;
- s) Be responsible for all correspondence with ALSA and ensuring compliance with ALSA directions and requests; and
- t) Working alongside the Vice President (Marketing) and Marketing Directors to ensure proper notification of the ALSA July Conference, Society Annual General Meeting and Election Notice is made to all members of the Society.

## 4 Treasurer

- 1) The Treasurer shall:
  - a) Be the Public Officer;
  - b) In the event of the President being unable to perform his or her duties, for whatever reason, assume the role of President and be responsible for all of the President's obligations under these By-Laws, until a By-Election is held;
  - c) Be responsible for setting the Society's budget annually and amending that budget as the need arises. This budget must be released to the Council, once it has been approved by the President, in consultation with the remaining members of the Executive at the beginning of every session;
  - d) Maintain the Society's financial documents;
  - e) Utilise an accounting system to ensure responsible financial management of the Society;
  - f) Provide quarterly reports to the Executive in relation to the current financial position of the Society immediately following the submission of the Society's Business Activity Statements (BAS);
  - g) Ensure all debts to the Society are paid and the corresponding invoices are collected, filed and retained;
  - h) Prepare invoices for all of the Society's sponsors and oversee and ensure the payment of those invoices by the date specified in the invoice;
  - i) Ensure that proper cash handling procedures are followed;
  - j) Provide financial documents to be tabled at the AGM;
  - k) Possess a comprehensive understanding of the Society's governing documents, including but not limited to, the Constitution, By-Laws, Standing Orders, Election Regulations, and relevant incorporation legislation, including the Associations Incorporation Act 2009 (NSW) and Associations Incorporation Regulation 2010 (NSW);
  - l) Endeavour to ensure the smooth running of the Society by producing and maintaining financial procedures and templates which includes all common procedures and forms used by the Society, including in relation to financial management and reporting, re-affiliation with Activate, online banking, PayPal and Cheque Requisition Forms;
  - m) Be the point of contact between the Society and the Australian Tax Office, as well as submit and maintain a record of quarterly BAS Statements, as required

by the Australian Tax Office;

- n) Be the point of contact between the Society and the Australian Charities and Non-for-profits Commission, as well as maintain the Societies ACNC Charity Register by submitting Annual Information Statements per annum, as well as the financial documents that are required to accompany these statements;
- o) Be responsible for providing the President with updates in relation to all obligations of the Treasurer, as well as provide such updates within a reasonable time after being requested to do so by the President;
- p) Be responsible for responding to Councillor emails that request, query or submit matters relating to the financial management of the Society;
- q) Provide the Marketing Director with all content to be included in The Buzz relevant to the portfolio of the Treasurer no later than 48 hours before its fortnightly distribution; and
- r) Prepare a comprehensive handover package for the next Treasurer to ensure a smooth transition between terms.



## 5 Vice-President (Activities)

- 1) The Vice-President (Activities) shall:
  - a) Be responsible to the Council for all of the Society's social events organised by the Socials Directors, including but not limited to:
    - i) First Year Law Drinks;
    - ii) Start of Session Function;
    - iii) Law Cruise;
    - iv) End of Session Function;
    - v) Law Ball,
  - b) Assist and advise the Sports Director in relation to the competitions and events organised by the Sports Director including:
    - i) The annual Inter-Faculty Sports Competition;
    - ii) KickStart; and
    - iii) The annual Intervarsity Sports Day.
  - c) Be responsible for overseeing, promoting and running the Society's First Year Orientation Camp;
  - d) Liaise, alongside the Secretary, with Activate, or in the event that Activate's policies are insufficient insofar as they do not offer an adequate level of protection, an alternative insurance provider, to effect and maintain an adequate level of insurance to protect the Society from any liability arising out of the Society's First Year Orientation Camp or other activities in which the Society is to partake;
  - e) Be responsible for providing the President with fortnightly updates in relation to all obligations of the Vice-President (Activities), Sports Director and Socials Directors; as well as providing such updates within a reasonable time after being requested to do so by the President;
  - f) Provide the Marketing Director with all content to be included in The Buzz relevant to the portfolio of the Vice-President (Activities) no later than 48 hours before its fortnightly distribution; and
  - g) Prepare a comprehensive handover package for the next Vice-President (Activities) to ensure a smooth transition between terms.

## 6 Vice-President (Careers)

- 1) The Vice-President (Careers) shall:
  - a) Be responsible to the Council for the co-ordination of all on-campus and off-campus careers focused events (including but not limited to room bookings, catering, and promotion). These events include, but are not limited to:
    - i) Clerkship and Careers seminars;
    - ii) A Clerk Panel;
    - iii) Clerkship Seminars;
    - iv) A Clerkship Networking Evening;
    - v) Workshops focused on developing UTS LSS members career skills;
    - vi) Information panels focused on careers outside commercial law;
    - vii) A Women in Law event;
    - viii) Careers events with other UTS societies if appropriate; and
    - ix) One initiative in conjunction with UTS Careers where possible.
  - b) Be responsible to the Council for the review of all publications produced by the Careers (Publications) Director, including but not limited to the Careers Guide and the Clerkship Guide;
  - c) Oversee the printing and circulation of publications produced by the Careers (Publications) Director to interested bodies and persons within and outside the University, including but not limited to UTS:Law Students, the Faculty, University Library and sponsors of the Society;
  - d) Work with the Vice-President (Sponsorship) to correspond with potential contributors for the provision of material in relation to the Clerkship Guide and Careers Guide;
  - e) Monitor and report on the career's initiatives organised and run by other Law Students' Societies in Australia, with a view to promoting broader careers initiatives for UTS:Law Students and learning about innovative careers programs;
  - f) Ensure all publications produced by the Careers (Publications) Director are uploaded onto the Society's website ([www.utslss.com](http://www.utslss.com)) and promoted via appropriate social media channels;

- g) Be responsible for managing and overseeing the roles of the Careers (Publications) Director, the Careers (Activities) Directors, and where necessary, any subcommittees which fall under the Careers portfolio;
- h) Be responsible for providing the President with fortnightly updates in relation to all obligations of the Vice-President (Careers), Careers (Activities) Directors, and Careers (Publications) Director, as well as providing such updates within a reasonable time after being requested to do so by the President;
- i) Provide the Marketing Director with all content to be included in The Buzz relevant to the portfolio of the Vice-President (Careers) no later than 48 hours before its fortnightly distribution;
- j) Liaise with the Vice-President (Sponsorship) to ensure sponsored Careers events uphold sponsorship requirements;
- k) Prepare a comprehensive handover package for the next Vice-President (Careers) to ensure a smooth transition between terms.

## 7 Vice-President (Mooting)

- 1) The Vice-President (Mooting) shall:
  - a) Work with the Vice-President (Skills Competitions) to effectively oversee and run the UTS LSS Competitions.
  - b) Be responsible to the Council for the running of Junior and Open Mooting Competition, Subject Mooting Competitions and Intervarsity Mooting Competitions;
  - c) Be responsible to the Council for the selection of competitors for Intervarsity Mooting Competitions, abiding by the processes and policies as set out in the Competitor Selection Policy;
  - d) Collaborate and sit on the UTS Faculty of Law Mooting Management Committee. Where necessary, appoint a Director to sit on the committee;
  - e) Oversee the running of any subject moots, in conjunction with the Subject Mooting Directors, that Faculty and UTS LSS agree should be introduced;
  - f) Oversee the running of Intervarsity Legal Moots, including but not limited to:
    - i) The Nicholas Cowdery AM QC Criminal Law Moot; and
    - ii) The Intervarsity Legal Technology Law Moot.
  - g) Assist the Vice-President (Sponsorship), when requested, in any capacity regarding the sponsorship of UTS Mooting Competitions (including various Mooting, Subject Mooting and Intervarsity Mooting Competitions);
  - h) Together with the Vice-President (Skills Competitions), be responsible for the organisation of UTS Competition trophies, medals and awards where necessary;
  - i) Ensure that the assessment of student performances in internal competitions are accountable and transparent, including the uploading of competitions score sheet templates on the Society's website ([www.utslss.com](http://www.utslss.com));
  - j) Oversee the Mooting Judge's Training Program, in conjunction with the Vice-President (Skills Competitions) and Competitions Directors;
  - k) In conjunction with the Vice-President (Skills Competitions) be responsible for the maintenance and currency of the UTS Competitions Honour Roll document containing a list of previous UTS Competitions winners for all internal and intervarsity competitions, to be uploaded onto the Society's website ([www.utslss.com](http://www.utslss.com));

- l) Be responsible for maintaining links with UTS alumni who have competed in both internal and Intervarsity Mooting, for the purpose of cultivating a better competitions culture as UTS;
- m) Be responsible for creating a database of Mooting Judges comprised of Faculty staff, members of the legal profession and UTS alumni who have competed in both internal and intervarsity Mooting, to be updated each session;
- n) Subject to the approval of the President, convene a competitions committee if one is required or desired;
- o) Provide support and direction to the Vice-President (Skills Competitions), Subject Mooting Directors and Intervarsity Mooting Director where necessary;
- p) Be responsible for providing the President with fortnightly updates in relation to all obligations of the Vice-President (Mooting), Subject Mooting Directors, Intervarsity Mooting Director; as well as provide such updates within a reasonable time after being requested to do so by the President;
- q) Sit on the ALSA Selections Panel alongside the President, Vice-President (Education), Vice-President (Skills Competitions) and Secretary, to select the UTS Competitors and General Delegates to compete or participate in the ALSA July Conference, abiding by the processes and policies as set out in The Competitor Selection Policy;
- r) Provide the Marketing Director with all content to be included in The Buzz relevant to the portfolio of the Vice-President (Mooting) no later than 48 hours before its fortnightly distribution;
- s) Prepare a comprehensive handover package for the next Vice-President (Mooting) to ensure a smooth transition between terms;
- t) Be responsible in collaboration with the Subject Mooting Directors, Intervarsity Mooting Director and the UTS Law Faculty Mooting Management Committee for the overseeing, promotion and development of the UTS Mooting Program, by including but not limited to:
  - i) The running of oral and written submissions workshops, and other necessary information sessions;
  - ii) Encouragement of coaching for students who compete in intervarsity mooting competitions; and;
  - iii) Regularly advertise applications that are open for both UTS LSS and Faculty run internal and intervarsity mooting competitions and; and
  - iv) The preservation of selection in national and international mooting completions being based on competing in internal competitions first.

- u) Work with the Vice-President (Skills Competitions) in order to run the Gauntlet Competition and Competitions Gala.

## 8 Vice-President (Skills Competitions)

- 1) The Vice-President (Skills Competitions) shall:
  - a) Be responsible to the Council for the running of the Junior and Open Witness Examination, Negotiation, Client Interview and Intervarsity Skills Competitions;
  - b) Be responsible to the Council for the selection of competitors for the Intervarsity Skills Competitions, abiding by the processes and policies as set out in The Competitor Selection Policy;
  - c) Organise and promote one Paper Presentation competition for the purposes of assisting selection of the Paper Presentation competitor for the ALSA Conference, and organise and promote one Advice Writing competition;
  - d) Oversee the running of intervarsity skills competitions, including but not limited to:
    - i) The Margaret Cunneen SC Intervarsity Witness Examination Competition; and
    - ii) The Intervarsity Negotiation Competition
  - e) Assist the Vice-President (Sponsorship), when requested, in any capacity regarding the sponsorship of UTS Skills Competitions (including various Witness Examination, Negotiation, Client Interview, Paper Presentation, Advice Writing and Intervarsity Skills Competitions);
  - f) Together with the Vice-President (Mooting), be responsible for the organisation of UTS Competition trophies, medals and awards where necessary;
  - g) Ensure that the assessment of student performances in internal competitions are accountable and transparent, including the uploading of competitions score sheet templates on the Society's website ([www.utslss.com](http://www.utslss.com));
  - h) Oversee the Skills Judge's Training Program, in conjunction with the Vice-President (Mooting) and Competitions Directors;
  - i) Be responsible for the development and improvement of Competitions Handbooks, in conjunction with the Vice-President (Mooting) and relevant Competitions Directors;
  - j) In conjunction with the Vice-President (Mooting) be responsible for the maintenance and currency of the UTS Competitions Honour Roll document containing a list of previous UTS Competitions winners for all internal and intervarsity competitions, to be uploaded onto the Society's website ([www.utslss.com](http://www.utslss.com));

- k) Be responsible for maintaining links with UTS alumni who have competed in both internal and Intervarsity Skills Competitions , for the purpose of cultivating a better competitions culture as UTS;
- l) Be responsible for creating a database of Skills (Witness Examination, Client Interview, Negotiation, Advice Writing, Mediation, and Paper Presentation) Judges comprised of Faculty staff, members of the legal profession and UTS alumni who have competed in both internal and intervarsity Skills, to be updated each session;
- m) Subject to the approval of the President, convene a competitions committee if one is required or desired;
- n) Provide support and direction to the Vice-President (Mooting), Witness Examination Director, Client Interview Director, Negotiation Director and Intervarsity Skills Competitions Director, where necessary;
- o) Be responsible for providing the President with fortnightly updates in relation to all obligations of the Vice-President (Skills Competitions), Witness Examination Director, Client Interview Director, Negotiation Director and Intervarsity Skills Competitions Director; as well as provide such updates within a reasonable time after being requested to do so by the President;
- p) Sit on the ALSA Selections Panel alongside the President, Vice-President (Education), Vice-President (Mooting) and Secretary, to select the UTS Competitors and General Delegates to compete or participate in the ALSA July Conference, abiding by the processes and policies as set out in The Competitor Selection Policy;
- q) Provide the Marketing Director with all content to be included in The Buzz relevant to the portfolio of the Vice-President (Skills Competitions) no later than 48 hours before its fortnightly distribution;
- r) Prepare a comprehensive handover package for the next Vice-President (Skills Competitions) to ensure a smooth transition between terms;
- s) Be responsible in collaboration with the Witness Examination Director, Client Interview Director, Negotiation Director and Intervarsity Skills Competitions Director and the UTS Law Faculty Mooting Management Committee for the overseeing, promotion and development of the UTS Skills Program;
- t) Work with the Vice-President (Mooting) in order to run the Gauntlet Competition and Competitions Gala.



## 9 Vice-President (Education)

- 1) The Vice-President (Education) shall:
  - a) Be responsible to the Council for all duties of the Education (External Engagement) Director, Education (Internal Engagement) Director, Wellbeing Director and Education (Publications) Director;
  - b) Oversee and contribute to the portfolios of the Education (External Engagement) Director, Education (Internal Engagement) Director, Wellbeing Director and Education (Publications) Director, with a view to acting in the best interests of law students generally;
  - c) Be responsible to the Council for, review, and approve, all publications produced by the Education (Publications) Director, including but not limited to: The Full Bench, Camp Survival Guide and Law School Manual;
  - d) Oversee the printing and circulation of publications produced by the Education (Publications) Director to interested bodies and persons within and outside the University, including but not limited to UTS:Law Students, the Faculty, University Library and sponsors of the Society;
  - e) Represent the Society on the ALSA Council, alongside the President;
  - f) Sit on the ALSA Selection Panel alongside the President and Vice-President (Competitions) to select the UTS Competitors and General Delegates to compete or participate in the ALSA July Conference;
  - g) Monitor and report on the educational initiatives organised and run by other Law Students' Societies in Australia, with a view to promoting broader educational initiatives for UTS:Law Students and learning about innovative educational programs;
  - h) Build and maintain relationships with UTS alumni;
  - i) Collaborate with the Faculty to ensure the maintenance of the Brennan Justice and Leadership Program, and where necessary, sit on any committee for that Program;
  - j) Ensure all publications created by the Education (Publications) Director are uploaded onto the Society's website ([www.utslss.com](http://www.utslss.com));
  - k) Regularly liaise with and survey UTS:Law Students to improve the services of the Society, including but not limited to moderating and promoting discussion forums on the Society's Facebook Fan Page and encouraging student submissions by email using promotion through the Society's website ([www.utslss.com](http://www.utslss.com)) and The Buzz;

- l) Respond to any educational concerns of law students and represent educational concerns of law students to the Faculty where necessary;
- m) Represent the Society, alongside the President, on the Special Committee of Law Students' Societies (SCLSS);
- n) Undertake to expand the educational activities of the Society wherever required to appropriately cater to the needs of UTS:Law Students;
- o) Be responsible for providing the President with fortnightly updates in relation to all obligations of the Vice-President (Education), Education (External Engagement) Director, Education (Internal Engagement) Director, Wellbeing Director and Education (Publications) Director, as well as provide such updates within a reasonable time after being requested to do so by the President;
- p) Be responsible to the Council for and contribute to the programs managed by the Wellbeing Director, including but not limited to, feedback reviews and initiatives designed to foster wellbeing, including but not limited to the Smile Project and the Law Community Meeting;
- q) Be responsible to the Council for and contribute to all programs managed by the Education (External Engagement) Director, including but not limited to the Advocates Mentoring Program;
- r) Be responsible to the Council for and contribute to Speaker Series, an event managed collaboratively by the Education (External Engagement) Director; and
- s) Oversee the operation of The Bar Productions, by:
  - i) Assisting the Education (Publications) Director in the annual Bar Podcast host selection process.
  - ii) Ensuring that in selecting the two hosts for the Bar Podcast, the Society accepts applications regardless of their gender identity and seeks to have diverse gender representation in the two hosts.
  - iii) Approving, with the assistance of the Executive, the content of each Bar Podcast episode.
  - iv) Approving, with the assistance of the Executive, the content of each Bar Newspaper article.
  - v) Ensuring that the interests of all stakeholders of the Society are considered in the operation of The Bar Productions
- t) Prepare a comprehensive handover package for the next Vice-President

(Education) to ensure a smooth transition between terms.

## 10 Vice-President (Marketing)

- 1) The Vice-President (Marketing) shall:
  - a) Oversee and coordinate all marketing and advertising for the Society's events and initiatives and be responsible to Council for the profile and promotion of all of the Society's functions, including but not limited to its activities, publications, competitions and services, among students, the external community, sponsors of the Society, prospective employers of UTS:Law Students, and all other relevant stakeholders;
  - b) Be responsible for preparing, creating and distributing The Buzz fortnightly to all members of the Society and persons who have registered to receive The Buzz, after submitting it to the President for approval;
  - c) Be responsible for the design of the Society's sponsorship proposals, in consultation with the Vice-President (Sponsorship) and President;
  - d) Be responsible for the active recruitment of new members to the Society;
  - e) In collaboration with the President and Secretary, organising gift bags, volunteers, membership registration forms and promotions posters for the Activate Clubs and O'Day and Faculty Orientation Days during O'Week.
  - f) Implement creative marketing strategies to expand the Society's followers on its Facebook page, Twitter and Instagram accounts, expand the Society's membership base and subscribers to The Buzz, increase visitors to its website and registrations for, or participation in, the Society's competitions, events, services and activities;
  - g) Subject to the direction of each member of the Executive, be responsible for liaising with the IT Director to ensure all promotional material for any Society event or initiative is adequately displayed and functioning on the Society's website;
  - h) Where necessary, liaise with the Faculty, other universities, sponsors and other relevant groups to identify and ensure the best outcome and method of promotion for each event, such that the Marketing Director may utilise that information to effectively discharge the obligations under the portfolio of the Marketing Director;
  - i) Be responsible for providing the President with updates in relation to all obligations of the Vice-President (Marketing), Marketing Director and IT Director within a reasonable time after being requested to do so by the President;
  - j) Prepare a comprehensive handover package for the next Vice-President

(Marketing) to ensure a smooth transition between terms.

- k) Implement and oversee a peer review system between the Marketing Directors to ensure a high-quality of Marketing materials.

## **11 Vice-President (Social Justice)**

- 1) The Vice-President (Social Justice) shall:
  - a) Be responsible to the Council for all duties of the Equity Director, Diversity Director and Brennan Program Directors;
  - b) Organise and manage the Justice Action Committee;
  - c) Build and maintain relationships with UTS alumni and Faculty;
  - d) Collaborate with the UTS Faculty of Law to ensure the maintenance and promotion of the Brennan Justice and Leadership Program; and where necessary, sit on any committee for that Program;
  - e) Oversee the Brennan Collective as well as any promotion of the Brennan Justice and Leadership Program alongside the Brennan Program Directors and UTS Faculty of Law;
  - f) Chair and coordinate any committees of the Society that are of a social justice, equitable or human rights nature
  - g) Respond to any social justice or equitable concerns of UTS:Law Students and represent the concerns of those law students to the Faculty where necessary;
  - h) Monitor and report on the social justice initiatives organised and run by other Law Students' Societies in Australia, with a view to promoting broader social justice initiatives for UTS:Law Students and learning about innovative social justice programs;
  - i) Decide, alongside the President, Equity Director, Diversity Director, and Brennan Program Directors, which charity or charities the Society will support and be active with without through the year;
  - j) Undertake to expand the social justice and equitable activities of the Society wherever required to appropriately cater to the needs of UTS:Law Students;
  - k) Oversee and contribute to the portfolios of the Equity Director, Diversity Director and Brennan Program Directors, where necessary;
  - l) Be responsible for providing the President with Executive Reports in relation to all obligations of the Vice-President (Social Justice), Equity Director, Diversity Director, and Brennan Program Directors; as well as provide such updates within a reasonable time after being requested to do so by the President;
  - m) Provide the Marketing Director with all content to be included in The Buzz relevant to the portfolio of the Vice-President (Social Justice) no later than 48 hours before its fortnightly distribution;

- n) Prepare a comprehensive handover package for the next Vice-President (Social Justice) to ensure a smooth transition between terms;
- o) Provide the Marketing Portfolio with Marketing Requisition forms at least two weeks prior to scheduled event marketing;
- p) Be responsible for providing the Careers (Publications) Director with all information to be included in any 'Social Justice' section of the Careers Guide in a reasonable time prior to the Careers Guide's date of publication;
- q) Be responsible for providing the Education (Publications) Director with all information to be included in the 'Social Justice' section of the Law School Manual in a reasonable time prior to the Law School Manual's date of publication;
- r) Decide, alongside the President, Equity Director, Diversity Director and Brennan Program Directors, which charity or charities the Society will raise funds for throughout the year;
- s) Organise the Society's participation in external charitable events.

## **12 Vice-President (Sponsorship)**

- 1) The Vice-President (Sponsorship) shall:
  - a) Collaborate with the President to produce the Society's annual sponsorship proposal;
  - b) Meet with prospective sponsors to obtain sponsorship, organised in conjunction with the President;
  - c) Assist the Vice-President (Careers) in corresponding with sponsors for the provision of material in relation to the Clerkship Guide and Careers Guide;
  - d) Provide an annual report to the President providing an overview of all of the Society's activities, competitions, services, and publications, with an emphasis on items available for purchase in the sponsorship proposals and relevant statistics relating to the same;
  - e) Coordinate the completion of Initiative Proposal and Reflections by all Council members for their respective initiatives;
  - f) Be the primary point of contact between the sponsors of the Society and the Council, including managing feedback from sponsors and communicating this to the relevant members of the Council, and delegating and overseeing communication with sponsors to other Council members only where necessary and appropriate;
  - g) Endeavour to establish and to uphold amicable relations with sponsors of the Society;
  - h) Be responsible for providing the President with fortnightly updates in relation to all obligations of the Vice-President (Sponsorship), as well as providing such updates within a reasonable time after being requested to do so by the President;
  - i) Provide the Marketing Director with all content to be included in The Buzz relevant to the portfolio of the Vice-President (Sponsorship) no later than 48 hours before its fortnightly distribution;
  - j) Prepare a comprehensive handover package for the next Vice-President (Sponsorship) to ensure a smooth transition between terms.



## **Part 3 – Ex-Officio Roles**

### **13 Immediate Past President**

- 1) The Immediate Past President shall:
  - a) Oversee a Handover Dinner together with the President, with invitations sent to all incoming and outgoing members of Council;
  - b) Act as a consultant to the President whenever sought by the President;
  - c) Produce a report for members reflecting on the performance of the Society during their tenure as President.

## Part 4 – Council

### Activities

#### 14 Socials Directors

- 1) There shall be two Socials Directors;
- 2) The Socials Directors shall:
  - a) Organise and promote each of the following social events annually:
    - i) First Year Law Drinks;
    - ii) Law Cruise;
    - iii) End of Session Function(s);
    - iv) Law Ball; and
    - v) Start of Session Functions(s).
  - b) Subject to the budget set by the Treasurer and President, they may also organise and promote any other social events deemed appropriate by the Vice-President (Activities) and the President
  - c) At their discretion, they may convene a Social Committee, subject to the approval of the Vice-President (Activities) and President;
  - d) Be responsible for providing the Vice-President (Activities) with fortnightly updates in relation to all obligations of the Socials Directors, as well as provide such updates within a reasonable time after being requested to do so by the Vice-President (Activities);
  - e) Be responsible for all tasks delegated to the Socials Directors by the President or Vice-President (Activities);
  - f) Provide the Marketing Director with all content to be included in The Buzz relevant to the portfolio of the Socials Directors no later than 48 hours before its fortnightly distribution; and
  - g) Prepare a comprehensive handover package for the next Socials Directors to ensure a smooth transition between terms.

## 15 Sports Director

- 1) The Sports Director shall:
  - a) Be responsible for overseeing, promoting and facilitating the annual Intersports Competition;
  - b) Liaise with the Activate or, in the event that Activate's policies are insufficient insofar as they do not offer an adequate level of protection, an alternative insurance provider, to effect and maintain an adequate level of insurance to protect the Society from any liability arising out of any sporting events in which the Society is to partake;
  - c) Be responsible for initiating and overseeing and/or assisting the organisation of at least one Inter-Faculty Sports Competition per year, in collaboration with the Activate, including (where necessary) the preparation of handbooks, competition draw, organisation of referees, booking of fields, courts or the University Multi-Purpose Sports Hall, organisation of bibs or uniforms and liaising with the Vice-President (Marketing) to obtain insurance coverage under one or more of the Activate insurance policies for the team comprised of UTS:Law Students. Faculties to be invited to participate in the competition include, but are not limited to the Faculties of: Arts and Social Sciences; Business; Law; Education; Nursing, Midwifery and Health; Pharmacy; Science; Information Technology; Engineering; and Design and Architecture;
  - d) Sports that may (but are not limited to) be considered for the Inter-Faculty Sports Competition and Intra-Faculty Sports Competition include:
    - i) Netball (mixed);
    - ii) Indoor Soccer (mixed);
    - iii) Outdoor Soccer (mixed);
    - iv) Indoor Basketball (mixed); and
    - v) Indoor Cricket (mixed);
  - e) Be responsible for assisting the Vice-President (Activities) in organising recreational activities to be played at the annual First Year Orientation Camp;
  - f) Be responsible for maintaining a Sports page on the Society's website providing opportunities for UTS:Law Students to become involved in sporting activities, including but not limited to Australian University Games, Eastern University Games and Union sports clubs;
  - g) Be responsible for providing the Vice-President (Activities) with fortnightly updates in relation to all obligations of the Sports Director; as well as provide

such updates within a reasonable time after being requested to do so by the Vice-President (Activities);

- h) Be responsible for all tasks delegated to the Sports Director by the President or Vice-President (Activities);
- i) Provide the Marketing Director with all content to be included in The Buzz relevant to the portfolio of the Sports Director no later than 48 hours before its fortnightly distribution;
- j) Prepare a comprehensive handover package for the next Sports Director to ensure a smooth transition between terms; and
- k) Organise KickStart alongside the Vice-President (Activities) including but not limited to the organisation of a personal trainer, snacks, all activities during the session, the merchandise for the attendees and all scheduling requirements for the program.

## Mooting

### 16 Subject Mooting Directors

- 1) There shall be two Subject Mooting Directors
- 2) The Subject Mooting Directors shall:
  - a) Oversee and promote all Subject Moots conducted by the UTS Law Students' Society;
  - b) Create, maintain and publish a Subject Mooting guide that must be available to all potential competitors before the commencement of each university session;
  - c) Subject to direction from the Vice-President (Sponsorship), liaise with and promote the sponsors of each Subject Mooting competition;
  - d) Recommend to the ALSA Selection Panel, any members of any Subject Mooting team for the ALSA July Conference;
  - e) Assist the Vice-President (Mooting) to ensure that the competitions handbook, rules and scoresheets are improved and up to date;
  - f) Be responsible for providing the Vice-President (Mooting) with fortnightly updates in relation to all obligations of the Subject Mooting Director, as well as provide such updates within a reasonable time after being requested to do so by the Vice-President (Mooting);
  - g) Be responsible for all tasks delegated to the Subject Mooting Director(s) by the President or Vice-President (Mooting);
  - h) Provide the Marketing Director with all content to be included in The Buzz relevant to the portfolio of the Subject Mooting Director(s) no later than 48 hours before its fortnightly distribution; and
  - i) Prepare a comprehensive handover package for the next Subject Mooting Director(s) to ensure a smooth transition between terms; and
  - j) Be responsible in collaboration with the Vice-President (Mooting) for the overseeing, promotion and development of the UTS Mooting Program, by including but not limited to:
    - i) Assist with the collation and maintenance of a judge and shadow judge database for Subject Mooting and Intervarsity Mooting competitions in collaboration with the Mooting portfolio;
    - ii) The running of a mooting afternoon tea;

- iii) Encouragement of coaching for students who compete in intervarsity mooting competitions;
  - iv) Regularly advertisement of when applications are open for both LSS and faculty run internal and intervarsity mooting competitions; and
  - v) The preservation of selection in national and international mooting competitions being based on competing in internal competitions first.
- k) Assist the Vice-President (Mooting) in the organisation and facilitation of the Gauntlet competition.

## 17 IntersVarsity Mooting Director

- 1) The IntersVarsity Mooting Director shall:
  - a) Oversee and promote all intersVarsity mooting legal competitions the UTS Law Student's Society participates in;
  - b) Promote all upcoming intersVarsity mooting legal competitions for the year, providing UTS Law Students with notice of registration, qualification requirements and all other relevant details to ensure successful participation;
  - c) Subject to direction from the Vice-President (Sponsorship), liaise with and promote the sponsors of each intersVarsity mooting legal competition where appropriate;
  - d) Sit on the IntersVarsity Selection Committee if convened by the Vice-President (Mooting);
  - e) When appropriate, recommend to the IntersVarsity Selection Committee, through liaisons with the other Competition Directors, competitors suitable for relevant intersVarsity mooting legal competitions;
  - f) Subject to the direction from the Vice-President (Mooting), liaise with other Law Student Societies in order to host and assist with annual intersVarsity legal competitions, including but not limited to:
    - i) The Nicholas Cowdery QC Criminal Law Moot;
    - ii) The NSWYL SCLSS IntersVarsity Women's' Mooting Tournament;
    - iii) The IntersVarsity Legal Technology Moot.
  - g) Continually explore the possibilities of establishing new intersVarsity mooting legal competitions, and upon the direction of the Vice-President (Mooting) establish new intersVarsity mooting legal competitions;
  - h) Be responsible for providing the Vice-President (Mooting) with fortnightly updates in relation to all obligations of the IntersVarsity Mooting Director; as well as provide such updates within a reasonable time after being requested to do so by the Vice-President (Mooting);
  - i) Be responsible for all tasks delegated to the IntersVarsity Mooting Director by the President or Vice-President (Mooting);
  - j) Provide the Marketing Director with all content to be included in The Buzz relevant to the portfolio of the IntersVarsity Mooting Director no later than 48 hours before its fortnightly distribution;

- k) Prepare a comprehensive handover package for the next Intervarsity Mooting Director to ensure a smooth transition between terms; and
- l) Be responsible in collaboration with the Vice President (Mooting) for the overseeing, promotion and development of the UTS Mooting Program, by including but not limited to:
  - i) The running of a mooting afternoon tea;
  - ii) Encouragement of coaching for students who compete in intervarsity mooting competitions;
  - iii) Assist with the collation and maintenance of a judge and shadow judge database for Subject Mooting and Intervarsity Mooting competitions in collaboration with the Mooting portfolio;
  - iv) Regularly advertisement of when applications are open for both LSS and faculty run internal and intervarsity mooting competitions; and
  - v) The preservation of selection in national and international mooting competitions being based on competing in internal competitions first.
- m) Assist the Vice-President (Mooting) in the organisation and facilitation of the Gauntlet competition.



## 18 Mooting Development Director

- 1) The Mooting Development Director shall:
  - a) Oversee and promote at least one Junior Mooting competition;
  - b) Oversee and promote at least one junior subject moot;
  - c) Subject to direction from the Vice-President (Sponsorship), liaise with and promote the sponsors of each Mooting competition;
  - d) Assist the Vice-President (Mooting) to ensure that the competitions handbook, rules and scoresheets are improved and up to date;
  - e) Be responsible for providing the Vice-President (Mooting) with fortnightly updates in relation to all obligations of the Mooting Development Director; as well as provide such updates within a reasonable time after being requested to do so by the Vice-President (Mooting);
  - f) Be responsible for all tasks delegated to the Mooting Development Director by the President or Vice-President (Mooting);
  - g) Provide the Marketing Director with all content to be included in The Buzz relevant to the portfolio of the Mooting Development Director no later than 48 hours before its fortnightly distribution;
  - h) Prepare a comprehensive handover package for the next Mooting Development Director to ensure a smooth transition between terms;
  - i) Assist the Vice-President (Mooting) in the organisation and facilitation of the Gauntlet competition.
  - j) Be responsible in collaboration with the Vice-President (Mooting) for the overseeing, promotion and development of the UTS Mooting program, by including but not limited to:
    - i) The running of two mooting development initiatives in the first semester for both junior and senior mooters that covers oral submissions and written submissions;
    - ii) Collating a judge and shadow judge database for Subject Mooting and Intervarsity Mooting competitions in collaboration with the Mooting portfolio.
    - iii) The facilitation of one or more judging workshops to promote judging consistency and improve judging quality;

- iv) The creation of mooted development materials; and
- v) Promote advertisement of applications periods for any internal and intervarsity mooted competitions.

## Skills Competitions

### 19 Client Interview

- 1) The Client Interviewing Director shall:
  - a) Oversee and promote at least one Open Client Interviewing Competition;
  - b) Oversee and promote at least one Junior Client Interviewing Competition;
  - c) Recommend to the ALSA Selection Panel, the Client Interviewing team for the ALSA July Conference;
  - d) Subject to direction from the Vice-President (Sponsorship), liaise with and promote the sponsors of each Client Interviewing competition;
  - e) Assist the Vice-President (Skills Competitions) to ensure that the competitions handbook, rules and scoresheets are improved and up to date;
  - f) Be responsible for providing the Vice-President (Skills Competitions) with fortnightly updates in relation to all obligations of the Client Interview Director; as well as provide such updates within a reasonable time after being requested to do so by the Vice-President (Skills Competitions);
  - g) Be responsible for all tasks delegated to the Client Interview Director by the President or Vice-President (Skills Competitions);
  - h) Provide the Marketing Director with all content to be included in The Buzz relevant to the portfolio of the Client Interviewing Director no later than 48 hours before its fortnightly distribution;
  - i) Prepare a comprehensive handover package for the next Client Interview Director to ensure a smooth transition between terms;
  - j) Assist the Vice-President (Skills Competitions) in the organisation and facilitation of the Gauntlet competition.

## 20 Negotiation Director

- 1) The Negotiation Director shall:
  - a) Oversee and promote at least one Open Negotiation Competition;
  - b) Oversee and promote at least one Junior Negotiation Competition;
  - c) Recommend to the ALSA Selection Panel, the Negotiation team for the ALSA July Conference;
  - d) Subject to direction from the Vice-President (Sponsorship), liaise with and promote the sponsors of each of the Negotiation competition;
  - e) Assist the Vice-President (Skills Competitions) to ensure that the competitions handbook, rules and scoresheets are improved and up to date;
  - f) Be responsible for providing the Vice-President (Skills Competitions) with fortnightly updates in relation to all obligations of the Negotiation Director; as well as provide such updates within a reasonable time after being requested to do so by the Vice-President (Skills Competitions);
  - g) Be responsible for all tasks delegated to the Negotiation Director by the President or Vice-President (Skills Competitions);
  - h) Provide the Marketing Director with all content to be included in The Buzz relevant to the portfolio of the Negotiation Director no later than 48 hours before its fortnightly distribution; and
  - i) Prepare a comprehensive handover package for the next Negotiation Director to ensure a smooth transition between terms.
  - j) Assist the Vice-President (Skills Competitions) in the organisation and facilitation of the Gauntlet competition.

## **21 Witness Examination Director**

- 1) The Witness Examination Director shall:
  - a) Oversee and promote at least one Open Witness Examination Competition;
  - b) Oversee and promote at least one Junior Witness Examination Competition;
  - c) Subject to direction from the Vice-President (Sponsorship), liaise with and promote the sponsors of each Witness Examination competition;
  - d) Recommend to the ALSA Selection Panel, the Witness Examination competitor for the ALSA July Conference;
  - e) Assist the Vice-President (Skills Competitions) to ensure that the competitions handbook, rules and scoresheets are improved and up to date;
  - f) Be responsible for providing the Vice-President (Skills Competitions) with fortnightly updates in relation to all obligations of the Witness Examination Director, as well as provide such updates within a reasonable time after being requested to do so by the Vice-President (Skills Competitions);
  - g) Be responsible for all tasks delegated to the Witness Examination Director by the President or Vice-President (Skills Competitions);
  - h) Provide the Marketing Director with all content to be included in The Buzz relevant to the portfolio of the Witness Examination Director no later than 48 hours before its fortnightly distribution;
  - i) Prepare a comprehensive handover package for the next Witness Examination Director to ensure a smooth transition between terms; and
  - j) Assist the Vice-President (Skills Competitions) in the organisation and facilitation of the Gauntlet competition.

## 22 IntersVarsity Skills Competitions Director

- 1) The IntersVarsity Skills Competitions Director shall:
  - a) Oversee and promote all skills intersVarsity legal competitions the UTS Law Student's Society participates in.
  - b) Promote all upcoming intersVarsity skills legal competitions for the year, providing UTS Law Students with notice of registration, qualification requirements and all other relevant details to ensure successful participation;
  - c) Subject to direction from the Vice-President (Sponsorship), liaise with and promote the sponsors of each intersVarsity skills' legal competition where appropriate;
  - d) Sit on the IntersVarsity Selection Committee if convened by the Vice-President (Skills Competitions)
  - e) When appropriate, recommend to the IntersVarsity Selection Committee, through liaisons with the other Competition Directors, competitors suitable for relevant intersVarsity skills legal competitions;
  - f) Subject to the direction from the Vice-President (Skills Competitions), liaise with other Law Student Societies in order to host and assist with annual mooting intersVarsity legal competitions, including but not limited to:
    - i) The Margaret Cunneen SC IntersVarsity Witness Examination Competition;
    - ii) The IntersVarsity Negotiation Competition
  - g) Continually explore the possibilities of establishing new intersVarsity skills legal competitions, and upon the direction of the Vice-President (Skills Competitions) establish new intersVarsity skills legal competitions;
  - h) Be responsible for providing the Vice-President (Skills Competitions) with fortnightly updates in relation to all obligations of the IntersVarsity Skills Competitions Director; as well as provide such updates within a reasonable time after being requested to do so by the Vice-President (Skills Competitions);
  - i) Be responsible for all tasks delegated to the IntersVarsity Competitions (Skills) Director by the President or Vice-President (Skills Competitions);
  - j) Provide the Marketing Director with all content to be included in The Buzz relevant to the portfolio of the IntersVarsity Skills Competitions Director no later than 48 hours before its fortnightly distribution;
  - k) Prepare a comprehensive handover package for the next IntersVarsity Skills

Competitions Director to ensure a smooth transition between terms;

- I) When required, assist the Vice-President (Skills Competitions) in the organisation and facilitation of the Gauntlet Competition

## Education

### 23 Education (External Engagement) Director

- 1) The Education (External Engagement) Director shall:
  - a) Work alongside the Vice-President (Education), Education (Internal Engagement) Director and Wellbeing Director to expand educational initiatives as necessary to respond to the educational concerns of UTS:Law Students, as well as represent those concerns to the Faculty where necessary;
  - b) Be responsible for, establish and promote at least two annual Speakers Series events at UTS and distribute information about topical legal issues,
  - c) Be responsible for providing the Vice-President (Education) with fortnightly updates in relation to all obligations of the Education (External Engagement) Director; as well as provide such updates within a reasonable time after being requested to do so by the Vice-President (Education);
  - d) Be responsible for all tasks delegated to the Education (External Engagement) Director by the President or Vice-President (Education);
  - e) Provide the Marketing Director with all content to be included in The Buzz relevant to the portfolio of the Education (External Engagement) Director no later than 48 hours before its fortnightly distribution; and
  - f) Oversee the running of the Advocates Mentoring Program.
  - g) Prepare a comprehensive handover package for the next Education (External Engagement) Director to ensure a smooth transition between terms.



## **24 Education (Internal Engagement) Director**

- 1) The Education (Internal Engagement) Director shall:
  - a) Oversee and be responsible for the UTS:Law Peer Mentoring Program, alongside the designated representative(s) of the Faculty;
  - b) Develop, maintain and promote an online database of subject tutors, being current UTS:Law Students who have achieved a grade of Distinction or higher in the subject or subjects for which they wish to tutor;
  - c) Be responsible for the responsible for overseeing, promoting and organising all aspects of the Buddy Program;
  - d) Be responsible for overseeing, promoting and organising all aspects of the Peer Mentoring Program in collaboration with Faculty;
  - e) Work alongside the Vice-President (Education), Education (External Engagement) Director and Wellbeing Director to expand educational initiatives as necessary to respond to the educational concerns of UTS:Law Students, as well as represent those concerns to the Faculty where necessary;
  - f) Collaborate with the Faculty to ensure the maintenance of the Brennan Justice & Leadership Program and, where necessary, sit on any committee for that Program, including assisting with the organisation and promotion of all Law & Justice Seminars that fall under the Reflections on Justice component of that Program;
  - g) Be responsible for providing the Vice-President (Education) with fortnightly updates in relation to all obligations of the Education (Internal Engagement) Director, as well as provide such updates within a reasonable time after being requested to do so by the Vice-President (Education);
  - h) Be responsible for all tasks delegated to the Education (Internal Engagement) Director by the President or Vice-President (Education);
  - i) Provide the Marketing Director with all content to be included in The Buzz relevant to the portfolio of the Education (Internal Engagement) no later than 48 hours before its fortnightly distribution; and
  - j) Prepare a comprehensive handover package for the next Education (Internal Engagement) Director to ensure a smooth transition between terms.

## 25 Wellbeing Director

- 1) The Wellbeing Director shall:
  - a) Strive to enrich the academic lives of all members and UTS:Law Students through a range of initiatives focused on student wellbeing;
  - b) Be the primary contact for UTS:Law Students to voice complaints and concerns that relate to any aspect of the Association generally, or any Council members, in their capacity as an elected Councillor of the Association;
  - c) Attend to grievances made to them by students as they arise, in compliance with the procedure endorsed by the President and Vice President (Education);
  - d) At their discretion, convene and chair a sub-committee called The Student Wellbeing Committee, subject to Council's power to direct otherwise;
  - e) Be responsible for overseeing, promoting and organising all aspects of the Smile Project (or any variations thereof) each session, liaising with the President, Vice President (Education) and any other party deemed necessary in the coordination of the Project;
  - f) Be responsible for overseeing, promoting and organising the Random Acts of Kindness event and RUOK day event;
  - g) Be responsible for overseeing, promoting and organising the regular production and dissemination of content under The Wellbeing Blog;
  - h) Work alongside the Vice-President (Education), Education (External Engagement) Director and Education (Internal Engagement) Director to expand educational initiatives as necessary to respond to the educational concerns of UTS:Law Students, as well as represent those concerns to the Faculty where necessary;
  - i) Provide the President with fortnightly updates in relation to all obligations of the Wellbeing Director; as well as providing such updates within a reasonable time after being requested to do so by the President;
  - j) Undertake any other relevant task delegated to the Wellbeing Director as deemed necessary by the President or Vice President (Education); and
  - k) Prepare a comprehensive handover package for the incoming Wellbeing Director to ensure a smooth transition between terms.

## **26 Education (Publications) Director**

- 1) The Education (Publications) Director shall:
  - a) Be responsible for the writing, design, editing and publication of The Full Bench in paper and electronic formats in accordance with directions from the Vice-President (Education) and President;
  - b) Be responsible for the writing, design, editing and publication of the Camp Survival Guide in paper and electronic formats before the First Year Orientation Camp;
  - c) Be responsible for the writing, design, editing and publication of the Law School Manual in paper and electronic formats before the University's Orientation Week and start of Autumn Session;
  - d) At their discretion, convene and chair a sub-editor committee called the Education Publications Sub-Committee, to assist with the tasks of the Education (Publications) Director, subject to Council's power to direct otherwise;
  - e) Have or acquire adequate knowledge of publishing software so as to carry out their duties in an efficient and professional manner;
  - f) Provide the Vice-President (Education) with the final copies of all publications in electronic and hard copy form;
  - g) Provide the Vice-President (Sponsorship) with the final copies of all editions of The Full Bench, in electronic and hard copy form;
  - h) Ensure that all publications are of a professional standard and fulfil all sponsorship requirements;
  - i) Be the Editor-in-Chief for The Full Bench, Law School Manual, Camp Survival Guide and Electives Guide;
  - j) Be responsible for providing the Vice-President (Education) with fortnightly updates in relation to all obligations of the Education (Publications) Director; as well as provide such updates within a reasonable time after being requested to do so by the Vice-President (Education);
  - k) Be responsible for all tasks delegated to the Education (Publications) Director by the President or Vice-President (Education);
  - l) Provide the Marketing Director with all content to be included in The Buzz relevant to the portfolio of the Education (Publications) Director no later than 48 hours before its fortnightly distribution;

- m) Be responsible for the organisation and advertising publications content under any relevant social media pages; and
- n) Coordinate the operation of The Bar Productions, by:
  - i) Administering, with the assistance of the Vice-President (Education), the annual Bar Podcast host selection process.
  - ii) Ensuring that in selecting the two hosts for the Bar Podcast, the Society accepts applications regardless of their gender identity and seeks to have diverse gender representation in the two hosts.
  - iii) Producing, with the assistance of the Education Publications Sub-Committee, weekly episodes of The Bar Podcast during the Autumn and Spring Sessions.
  - iv) Submitting to the Vice-President (Education), with the assistance of the Education Publications Sub-Committee, suggestions for content for Bar Podcast episodes and Bar Newsletter articles.
  - v) Collecting statistics and data relating to The Bar Productions, from publication and streaming sources, to submit to the Vice-President (Sponsorships).
- o) Prepare a comprehensive handover package for the next Education (Publications) Director to ensure a smooth transition between terms.

## Marketing

### 27 Information Technology (IT) Director

- 1) The IT Director shall:
  - a) Be responsible for the general maintenance and management of the Society's website ([www.utslss.com](http://www.utslss.com)). The IT Director will regularly liaise with the President and Marketing Director to determine what material must be put on the website and will be subject to direction from each respective member of the Executive, insofar as their direction relates to the duties of their position and the directors associated with their portfolio;
  - b) Be responsible for providing the Council with reports from Google Analytics regarding the Society's website and social networking sites within a reasonable time after being requested to do so by the President;
  - c) Maintain such computing equipment as the Society may from time-to-time acquire;
  - d) Make recommendations to Council about hardware and software needs as they arise;
  - e) Ensure the website has the most recent version of all publications published by the Society, and that all web pages of the Society are up to date;
  - f) Ensure the website promotes sponsors to the extent the Society is contractually obliged and as directed by the Vice-President (Sponsorship and Careers) and President;
  - g) Provide the Marketing Director with all content to be included in The Buzz relevant to the portfolio of the IT Director no later than 48 hours before its fortnightly distribution;
  - h) Be responsible for all tasks delegated to the IT Director by the President or Vice-President (Marketing);
  - i) Collaborate with the Vice-President (Marketing) and other Councillors within the Marketing portfolio to ensure cohesive marketing of the Society's events and initiatives
  - j) Prepare a comprehensive handover package for the next IT Director to ensure a smooth transition between terms.

## 28 Marketing Directors

- 1) There shall be four Marketing Directors.
- 2) The Marketing Directors shall:
  - a) Subject to the direction of the President and each other member of the Executive, be responsible for the design, marketing and advertising the Society's events and initiatives;
  - b) Be responsible for the printing, production and dissemination of all other materials produced or required by the Society, as directed by the President and each other member of the Executive, including but not limited to:
    - i) Banners for the website and social media;
    - ii) Promotional social media posts;
    - iii) Flyers and on-campus posters;
    - iv) The Buzz;
    - v) Graphics for the Buzz;
    - vi) Handbooks, forms, logos, name tags and publications;
    - vii) General promotional material required by the Society.
  - c) Liaise with the Vice-President (Marketing) to construct and maintain electronic mailing lists that shall be used to promote the Society to its members and the wider law student body, including but not limited to those who have registered to receive The Buzz. This will include deleting entries from The Buzz database when those people also appear in the membership database, to avoid those students receiving The Buzz twice;
  - d) Oversee and coordinate all of the Society's marketing communication with the Society's members, followers of the Society's Facebook page and Twitter and Instagram accounts, broader network of UTS:Law Students and interested parties. This may include, but is not limited to, the use or development of:
    - i) UTS Online;
    - ii) JD Online and LLB Online (with the approval of the Faculty);
    - iii) The Society's social media accounts;
    - iv) On-campus posters;

- v) Flyers;
  - vi) Website and blog posts;
  - vii) Lecture presentations;
  - viii) Dissemination of information to subject coordinators (including PowerPoint slides for inclusion in lecture presentations and written content to be emailed to students);
  - ix) E-mails to members; and
  - x) Any other process considered beneficial to the society.
- e) Ensure that all sponsorship requirements prescribed by the Vice-President (Sponsorship) are fulfilled within all designs, and that it adheres to the design brief as may be required by other Councillors, the Vice-President (Marketing) or President.
  - f) Liaise with the President and other members of the Executive to determine the best method of promotion for each initiative;
  - g) Be responsible for providing the Vice-President (Marketing) with updates in relation to all obligations of the Marketing Director; as well as provide such updates within a reasonable time after being requested to do so by the Vice-President (Marketing);
  - h) Be responsible for the production and collection of the Society's merchandise to members;
  - i) Be responsible for all tasks delegated to Marketing Director by the President or Vice-President (Marketing);
  - j) Collaborate with the Vice-President (Marketing) and other members of the Marketing Portfolio to ensure cohesive marketing of the Society's events and initiatives; and
  - k) Prepare a comprehensive handover package for the next Marketing Director to ensure a smooth transition between terms.

## Social Justice

### 29 Brennan Program Directors

- 1) There shall be two Brennan Program Directors.
- 2) The following duties and responsibilities shall be divided by the Brennan Program Directors alongside the Vice-President (Social Justice):
  - a) Share with the Faculty Co-Director joint and equal oversight and direction of the Brennan Program, including regular liaison with the Program Administrator in respect of delegated operational responsibilities;
  - b) Sit on all Committees and attend all meetings deemed necessary and appropriate to the execution of their role as the Society's Brennan Program Directors, including but not limited to the Justice Action Committee and Brennan Program Management Committee;
  - c) Market and promote the Brennan Program's events, initiatives, achievements and benefits to the student body
  - d) Promote student engagement and active, continual participation with the Brennan Program
  - e) Develop strategies to recruit new participants to the Brennan Program
  - f) Organise information workshops detailing what the Brennan Program is, how to log Leadership Through Service hours, how to receive approval of volunteer hours for the Leadership Through Service component, and address any other queries
  - g) Maintain and update the Brennan Program Handbook as required
  - h) Maintain and update the Society's webpage with relevant information regarding the Brennan Program
  - i) Assist with the organising and running of any Brennan Program events where required
  - j) Oversee the Brennan Collective alongside the Vice-President (Social Justice) and Faculty;
  - k) Organise the bi-annual Justice Talks, Brennan Discussion Groups and Westmead Children's Hospital Visits.
  - l) Assist with organising the Brennan Justice and Leadership Program Graduation alongside Faculty;



- m) Organise the Society's Blood Drive with the Australian Red Cross, and market this event to UTS:Law students, students of the University, participants in the Brennan Program, Faculty staff and all staff of the University;
- n) Be responsible for maintaining regular contact with UTS: Law Students to enable them to participate in the direction of, and services offered by, the Brennan Program Directors;
- o) Decide, alongside the President, Vice President (Social Justice), Equity Director, and Diversity Director which charity or charities the Society will support and raise funds for throughout the year.
- p) Be responsible for fostering relationships with the wider community by identifying and promoting to members of the Society and participants of the Brennan Program a broad range of community initiatives and activities such as cultural events, festivals and volunteering opportunities;
- q) Forge relationships and regularly liaise with a range of community service organisations to identify beneficial information, activities, programs and opportunities for UTS:Law Students and participants of the Brennan Program and liaise with the Marketing Director to promote that information or those opportunities;
- r) Work with the Vice-President (Social Justice), Diversity Director and Equity Director to expand the Social Justice, Equity and Brennan Program portfolio initiatives wherever required to appropriately cater to the needs of UTS: Law Students
- s) Sit on any committee that is chaired by the Vice-President (Social Justice), and be responsible for chairing that committee, in the absence of both the Vice-President (Social Justice), Equity Director and Diversity Director;
- t) Be responsible for providing the Vice-President (Social Justice) with regular and consistent updates in relation to all obligations of the Brennan Program Directors; and provide such updates within a reasonable time after being requested to do so by the Vice-President (Social Justice);
- u) Be responsible for all tasks delegated to the Brennan Program Directors by the President or Vice-President (Social Justice);
- v) Provide the Marketing Director with all content to be included in The Buzz relevant to the portfolio of the Brennan Program Directors no later than 48 hours before its fortnightly distribution and consistently update the Law Student's Society website ([www.utslss.com](http://www.utslss.com)) with up-to-date information; and
- w) Prepare a comprehensive handover package for the next Brennan Program Directors to ensure a smooth transition between terms.

### **30 Diversity Director**

- 1) The Diversity Director shall:
  - a) Coordinate, promote and organise the following initiatives, seeking the assistance of the Vice-President (Social Justice), Brennan Program Directors and Equity Director where necessary;
    - i) Intersivity Women in Law Conference
    - ii) Women's Mentoring Program
    - iii) Intersivity Pride Moot
  - b) Assist the Vice-President (Social Justice), Brennan Program Directors, and Equity Director in collaborating with the Faculty on the development and promotion of the Brennan Justice and Leadership Program, including the identification and promotion of social justice volunteer placements, and, where necessary, sit on any committee for that Program;
  - c) Organise and coordinate any new or ongoing events or initiatives determined as fitting within the role of Diversity Director by the President and/or Vice-President (Social Justice),
  - d) Sit on any committee that is chaired by the Vice-President (Social Justice), and be responsible for chairing that committee in the absence of the Vice-President (Social Justice), Brennan Program Director and Equity Director;
  - e) Be partially responsible for all of the Society's charitable initiatives, including actively sourcing charitable initiatives outside of events under the responsibility of other Councillors;
  - f) Decide, alongside the President, Vice President (Social Justice), Brennan Program Directors and Equity Director which charity or charities the Society will support and be active with without throughout the year;
  - g) Promote and be a point of call, along with the Equity Director, for student enquiries of a social justice nature;
  - h) Work with the Vice-President (Social Justice), Brennan Program Directors, and Equity Director to expand the initiatives under the Social Justice Portfolio wherever required to appropriately cater to the needs of UTS:Law Students;
  - i) Be responsible for providing the Vice-President (Social Justice) with updates in relation to all obligations of the Equity Director regularly or within a reasonable time after being requested to do so by the Vice-President (Social Justice);
  - j) Be responsible for all tasks delegated to the Diversity Director by the President

or Vice-President (Social Justice);

- k) Be responsible for providing the Vice-President (Social Justice) with regular consistent updates in relation to all obligations of the Diversity Director; and provide such updates within a reasonable time after being requested to do so by the Vice-President (Social Justice);
- l) Decide, alongside the President, Vice President (Social Justice), Brennan Program Directors and Equity Director, which charity or charities the Society will raise funds for throughout the year;
- m) Provide the Marketing Director with all content to be included in The Buzz relevant to the portfolio of the Diversity Director no later than 48 hours before its fortnightly distribution and consistently update the Law Student's Society website ([www.utslss.com](http://www.utslss.com)) with up-to-date information;
- n) Prepare a comprehensive handover package for the next Diversity Director to ensure a smooth transition between terms;

## 31 Equity Director

- 1) The Equity Director shall:
  - a) Promote equity schemes and opportunities in addition to being a point of call for UTS:Law Students with enquiries of a social justice and equity nature;
  - b) Promote existing equitable services available to UTS:Law Students, including but not limited to counselling, free legal advice, housing assistance, support against discrimination and financial support), including the maintenance of the Law Student's Society website ([www.utslss.com](http://www.utslss.com)) dedicated to promoting these services;
  - c) Be responsible for providing the Vice-President (Social Justice) with regular consistent updates in relation to all obligations of the Equity Director; and provide such updates within a reasonable time after being requested to do so by the Vice-President (Social Justice);
  - d) Coordinate, promote and organise the following initiatives
    - i) Textbook Equity Scheme
    - ii) Social Justice Conference
    - iii) Bi-annual Charity Trivia Nights
    - iv) First Year Law Camp and Law Ball Subsidies
    - v) Charity Law Ball Raffle
  - e) Assist the Vice-President (Social Justice), Brennan Program Directors, and Diversity Director in collaborating with the Faculty on the development and promotion of the Brennan Justice and Leadership Program, including the identification and promotion of social justice volunteer placements, and, where necessary, sit on any committee for that Program;
  - f) Sit on any committee that is chaired by the Vice-President (Social Justice), and be responsible for chairing that committee in the absence of the Vice-President (Social Justice), Brennan Program Directors and Diversity Director;
  - g) Be partially responsible for all of the Society's charitable initiatives, including actively sourcing charitable initiatives outside of events under the responsibility of other Councillors;
  - h) Decide, alongside the President, Vice President (Social Justice), Brennan Program Directors and Diversity Director which charity or charities the Society will support and be active with without throughout the year;

- i) Promote and be a point of call, along with the Diversity Director, for student enquiries of a social justice nature;
- j) Work with the Vice-President (Social Justice), Brennan Program Directors, and Diversity Director to expand the initiatives under the Social Justice Portfolio wherever required to appropriately cater to the needs of UTS:Law Students;
- k) Be responsible for all tasks delegated to the Equity Director by the President or Vice-President (Social Justice);
- l) Provide the Marketing Director with all content to be included in The Buzz relevant to the portfolio of the Equity Director no later than 48 hours before its fortnightly distribution and consistently update the Law Student's Society website ([www.utslss.com](http://www.utslss.com)) with up-to-date information;
- m) Prepare a comprehensive handover package for the next Equity Director to ensure a smooth transition between terms;

## Careers

### 32 Careers (Activities) Director

- 1) There shall be two Careers (Activities) Directors.
- 2) The Careers (Activities) Directors shall:
  - a) Organise all UTS LSS careers-focused events under the direction of the Vice-President (Careers) and/or President (as applicable). These responsibilities include, but are not limited to:
    - i) Arranging room bookings for on-campus career initiatives;
    - ii) Arranging audio/visual programs to facilitate career initiatives;
    - iii) Organising catering for on-campus career initiatives;
    - iv) Promoting any UTS LSS on-campus and off-campus career initiative; and
    - v) Assuming correspondence responsibilities with external sponsors and parties in connection with or ancillary to UTS LSS on-campus careers initiatives;
  - b) Publicise relevant legal opportunities received by recruiters/firms within a reasonable time frame to appropriate marketing channels;
  - c) Be responsible for providing the Vice-President (Careers) with fortnightly updates in relation to all obligations of the Careers (Activities) Director, as well as provide such updates within a reasonable time after being requested to do so by the Vice-President (Careers);
  - d) Provide the Marketing Director with all content to be included in The Buzz relevant to the portfolio of the Careers (Activities) Director no later than 48 hours before its fortnightly distribution; and
  - e) Prepare a comprehensive handover package for the next Careers (Activities) Director to ensure a smooth transition between terms.
- 3) The Careers (Activities) Directors are not limited in the quantity of initiatives they run during their tenure. However, unless it is not in the best interests of the UTS LSS to do so as determined by the President, the Vice President (Careers) or Vice President (Sponsorship), the Careers (Activities) Directors must run the following initiatives:
  - f) A Clerk Panel;
  - g) Clerkship Seminars;

- h) A Clerkship Networking Evening;
- i) Skills Workshops focused on developing UTS LSS members career skills;
- j) Information panels focused on careers outside commercial law;
- k) A Women in Law event;
- l) Careers events with other UTS societies if appropriate; and
- m) One initiative in conjunction with UTS Careers where possible.

### **33 Careers (Publications) Director**

- 1) The Careers (Publications) Director shall:
  - a) Be responsible for requesting and saving all material that is to be included in any publication from the Vice-President (Sponsorship) and the Vice-President (Careers); Publish the Clerkship Guide in paper and/or electronic formats prior to applications opening for the Summer Clerkship Program or a date otherwise agreed upon with the Vice-President (Careers);
  - b) Publish the Careers Guide in paper and electronic formats before the Careers Networking Evening or a date otherwise agreed upon with the Vice-President (Careers);
  - c) If required, correspond with companies, organisations and government departments that are not sponsors of the Society for the provision of material for inclusion in the Clerkship and/or Careers Guide;
  - d) Be responsible for ensuring all sponsorship profiles and advertisements purchased by sponsors are included in the Clerkship Guide and Careers Guide respectively;
  - e) At their discretion, convene and chair a sub-editor committee called The Careers Publications Sub-Committee, to assist in the creation of the Clerkship Guide and Careers Guide;
  - f) Provide the Vice-President (Careers) with copies of all careers information and publications in electronic and hard copy form;
  - g) If required, be responsible for providing the Vice-President (Careers) with fortnightly updates in relation to all obligations of the Careers (Publications) Director; as well as provide such updates within a reasonable time after being requested to do so by the Vice-President (Careers);
  - h) Be responsible for all tasks delegated to the Careers (Publications) Director by the President or Vice-President (Careers);
  - i) Provide the Marketing Director with all content to be included in The Buzz relevant to the portfolio of the Careers (Publications) Director no later than 48 hours before its fortnightly distribution; and
  - j) Prepare a comprehensive handover package for the next Careers (Publications) Director to ensure a smooth transition between terms.



## Representatives

### 34 First Year Representatives

- 1) There shall be two First Year Representatives, the Society seeks to have diverse gender representation in the two representatives.
- 2) The two First Year Representatives shall:
  - a) Be accountable and report to the Secretary and subsequently the Executive member of the Council to which they are assigned at the beginning of their tenure, after consultation with the President. The roles and responsibilities of the First Year Representatives within their allocated portfolio will be determined by consultation with the Executive member of the portfolio, the President and the First Year Representative.
  - b) Act as a first point of contact on the Society for any concerns, complaints or questions from first year UTS:Law Students that relate to any of the Society's objectives or functions;
  - c) Communicate all concerns, complaints and questions received by first year UTS:Law Students to the President and whichever member of the Executive whose portfolio the concern, complaint or question relates;
  - d) Actively engage with all first year UTS:Law Students to increase awareness about the Society and its functions; promote membership of the Society; seek constructive feedback in relation to the activities, services, publications and competitions provided by the Society; and obtain an understanding of the interests of, and challenges affecting, those students;
  - e) Establish and monitor a "UTS First Year Law Students [YEAR]" Facebook Group for first year UTS:Law Students to provide a forum for the exchange of information, formation of study groups and social interaction;
  - f) Provide the Marketing Directors with all content to be included in The Buzz relevant to the portfolio of the First Year Representatives no later than 48 hours before its fortnightly distribution;
  - g) Provide the Marketing Directors with any Marketing Requisitions with content to be promoted to UTS:Law Students with at least three weeks' notice;
  - h) Education:
    - i) Internal: In conjunction with the Education (Internal) Director, run peer mentoring feedback sessions and/or surveys at the end of each session to ascertain core ideas for improvement.
    - ii) External: Adhering to ALSA guidelines, establish, maintain and/or provide

ongoing contribution to a first-year initiative as outlined in the hand over package; and

- i) Prepare a comprehensive handover package for the next First Year Representatives to ensure a smooth transition package between terms.

## 35 Postgraduate Representative

- 1) The Postgraduate Representative shall:
  - a) Act as a first point of contact on the Society for any concerns, complaints or questions from postgraduate UTS:Law Students that relate to any of the Society's objectives or functions;
  - b) Communicate all concerns, complaints and questions received by postgraduate UTS:Law Students to the President;
  - c) Actively engage with all postgraduate UTS:Law Students to increase awareness about the Society and its functions; promote membership of the Society.;
  - d) Seek insight and feedback through whichever means the Postgraduate Representative, in discussion with the Secretary, deems appropriate and effective to gain an understanding into most appropriate initiatives and the needs of the Postgraduate Law cohort at UTS:Law.
  - e) Be responsible for overseeing, promoting and running two social events within the term of the Postgraduate Representative, the nature of which shall be at their discretion, however guided by the views of postgraduate UTS:Law Students;
  - f) Report to the President and Secretary on how services offered by the Society to Postgraduate UTS:Law Students can be expanded and refined, the nature of the report shall include postgraduate-specific initiatives organised and run by other Law Students' Societies in Australia and constructive feedback from postgraduate UTS:Law Students.
  - g) Liaise and report to the Secretary and be responsible for all tasks delegated to the Postgraduate Representative by the Secretary;
  - h) Provide the Marketing Directors with all content to be included in The Buzz relevant to the portfolio of the Postgraduate Representative no later than 48 hours before its fortnightly distribution; and
  - i) Prepare a comprehensive handover package for the next Postgraduate Representative to ensure a smooth transition between terms.

## Part 5 – Councillor Responsibilities

### 36 General Responsibilities of Councillors

- 1) The General Responsibilities of Councillors shall include, but are not limited to:
  - a) Furthering the Objects of the UTS Law Students' Society;
  - b) Promoting the UTS Law Students' Society;
  - c) Exercising their powers and discharging their duties:
    - i) With reasonable care and diligence;
    - ii) In good faith in the best interests of the UTS Law Students' Society and its members; and
    - iii) For a proper purpose;
  - d) Councillors must not make improper use of their position, or information acquired by virtue of holding their position so as to gain an advantage for themselves or any other person or to cause detriment to the UTS Law Students' Society either while a Councillor or after ceasing from holding such a position;
  - e) Complying with such duties imposed on them as a member of a body or by way of their position by these By-Laws, the Constitution, or other relevant law;
  - f) Ensuring the UTS Law Students' Society acts in the interest of law students;
  - g) Complying with the 'Activate Code of Conduct', the 'Diversity and Inclusion Policy' and all applicable University policies;
  - h) Ensuring all sponsorship arrangement duties, as delegated by the Vice President (Sponsorship) and/or the Vice President of your portfolio, are fulfilled promptly and to an impeccable standard;
  - i) Performing any other duties imposed from time to time by the President and/or their designated Vice-President on them individually or as a class of persons.
  - j) Councillors must behave in a professional, respectful and courteous manner to other Councillors, law students and external stakeholders at all times.
  - k) Notify the President and, where relevant, their designated Vice-President about any conflict of interests, whether perceived or actual.
  - l) Councillors must keep any sensitive information confidential. This includes, but is not limited to:

- i) Personal member information such as personal financial circumstances and academic results; and
  - ii) Any financial information of the Society, such as sponsorship arrangements and initiative expenditure.
- m) Supporting initiatives run by the Society. This includes, but is not limited to:
- i) Attending events. These include, but are not limited to: Activate Orientation Days, Faculty Orientation Days, social events, competition grand finals, sport events, networking events, social justice events, education events, seminars and forums.
  - ii) Contributing to publications;
  - iii) Assisting Councillors and/or Executives with organisation, both in the lead up and during the initiative;
  - iv) Promoting initiatives among law students, including supporting but not limited to online marketing.
- n) Assisting the UTS Law Students' Society generally where reasonably possible, including but not limited to, office hours, Faculty Orientation and Activate Orientation.
- o) Providing an updated handover document containing any information and instructions relevant or necessary to the completion of the role of one's successor in that role, and to do so before that successor takes office;
- p) Communicating in a proactive, responsive and consistent manner; and
- q) Regularly monitoring one's UTS Law Students' Society email account and other such communication channels as may be used, and to respond within 48 hours where possible and applicable.
- 2) Without being restrictive, for the purposes of the above By- laws:
- a) "Reasonable Care and Diligence" means the care and attention that is expected from and is ordinarily exercised by a reasonable and prudent person under the circumstances;
  - b) "Good Faith" means an obligation to act honestly and with fidelity and to act reasonably and with fair dealing, having regard to the interests of all parties and the objects of the UTS Law Student's Society
  - c) The "Best Interest" of the UTS Law Students' Society is the fulfilment of the Objects of the UTS Law Student's Society; and

- d) "Proper Purpose" is a specific purpose defined by the Constitution, the By-Laws, relevant law or, where not specified, for the general fulfilment of the Objects of the UTS Law Students' Society.
- 3) Additional to the Councillor Responsibilities enunciated above, the Executive have the following further General Responsibilities:
- a) Ensuring that the UTS Law Students' Society complies with the By-Laws, Constitution and other relevant law; and that individual Directors of the UTS Law Students' Society, subcommittee members and the General Members comply with the Governing Documents;
  - b) Attending Executive Meetings as required by the President;
  - c) Reporting the work conducted in their portfolio to the President;
  - d) Ensuring that Executive Reports are submitted to the Secretary prior to General, Special and Annual Meetings in a timely manner.
- 4) For the purposes of by-law 35(1)(m) of this Part, the minimum attendance requirements for Councillors is fourteen (14) events, as follows:
- a) Three (3) sessions of the annual Clerkship Seminar Series and one (1) workshop;
  - b) One (1) other event run by the Careers portfolio in session two;
  - c) Three (3) Grand Final events for the internal competitions run by the Competitions portfolio, per session;
  - d) One (1) event run by the Education portfolio, per session;
  - e) One (1) event run by the Social Justice portfolio, per session.

## Part 6 – Subcommittees

### 37 Removal of Subcommittee Members

- 1) The Leader of a UTS LSS Subcommittee is responsible for distributing the *UTS LSS Subcommittee Expectations Document* to all Subcommittee Members which clearly outlines the:
  - a) Expectations of Subcommittee Members; and
  - b) Consequences for non-compliance with the *UTS LSS Subcommittee Expectations Document*, including the removal process.
- 2) The *UTS LSS Subcommittee Expectations Document* must be provided before the first official Subcommittee Meeting of each tenure. Subcommittee Members are required to confirm receipt of the *UTS LSS Subcommittee Expectations Document*, acknowledging that they have received and understand its contents.
- 3) By attending the first Subcommittee Meeting, all Subcommittee Members agree to the terms of the *UTS LSS Subcommittee Expectations Document* and are taken to have actual knowledge of its contents.
- 4) As per the 3-strike policy stipulated within the *UTS LSS Subcommittee Expectations Document*, a Subcommittee Member will be removed from a Subcommittee if they fail to meet the expectations on more than three occasions without a reasonable excuse.
- 5) The process for removing of a Subcommittee Member is as follows:
  - a) Strike 1: Formal verbal warning from Subcommittee Leader;
  - b) Strike 2: Formal written warning from Subcommittee Leader and the supervising Vice-President;
  - c) Strike 3: Meeting with the Subcommittee Leader, the supervising Vice-President and the President.
  - d) Following Strike 3: Written notice of their removal from the Subcommittee effective immediately.
- 6) To issue written notice of immediate removal, the Subcommittee Leader is required to forward a completed *UTS LSS Termination of Subcommittee Position* to the Subcommittee Member. The *UTS LSS Termination of Subcommittee Position* must include signatures from the Subcommittee Leader, the supervising Vice-President and the President.
- 7) In the event of termination, the Subcommittee Member is excluded from claiming

LTS Hours as part of the Brennan Justice and Leadership Program.



# ANNEXURE 1 – STANDING ORDERS

## Part 1: Introduction

### 1 The Chair

- 1) The Chair of all meetings of the Society shall be the President or his or her delegate, unless otherwise specified in the By-Laws;
- 2) The Chair shall convene all meetings promptly at the time advertised, but a meeting shall not commence until quorum is attained;
- 3) The Chair is responsible for the upholding of Standing Orders and for conducting the process of debate on substantive motions and procedural motions;
- 4) The Chair has precedence to speak over all other speakers when giving directions or rulings;
- 5) The Chair is responsible for maintaining order and may order persons asking unreasonable disturbances to leave the meeting;
- 6) The Chair may impose a maximum time limit on the debate;
- 7) The Chair may temporarily vacate the chair and nominate an acting Chair for the period of their absence;
- 8) The Chair shall have an additional casting vote in the event of a tie;
- 9) The Chair shall ensure that adequate minutes are taken by the Secretary or another councillor as appointed by the Chair;
- 10) The Chair shall interpret these Standing Orders when required to do so, subject to the meeting substituting a different interpretation by way of dissent.

### 2 Agenda

- 1) Except in the case of General Meetings, the agenda for each Council meeting shall be provided in advance to all members of the Society entitled to attend and vote at the meeting.
- 2) In the case of General Meetings, the agenda for the meeting shall be provided to all members of the Society at least three (3) clear days before the meeting, unless there is a motion to be voted upon at the meeting that requires a special majority to pass, in which case the agenda must be provided to all members of the Society at least twenty one (21) clear days before the meeting.
- 3) The agenda for a meeting shall include an opportunity for any “other business” to

be raised.

- 4) The initial order of the agenda for a meeting shall be determined by the Chair.
- 5) The agenda may be rearranged at the will of the meeting.

### **3 Foreshadowing**

- 1) Motions for “other business” may be foreshadowed at any time during a meeting, in which case they shall take precedence in the order in which they were foreshadowed.

### **4 Quorum**

- 1) The quorum for General Meetings shall be fifteen (15) members of the Society, or over half the number of Council members, whichever is greater.
- 2) The quorum for Council Meetings shall be more than half the number of Council members.
- 3) There shall be no quorum requirement for meetings of the Society that are not General Meetings or Council Meetings.

### **5 Attendance at Meetings**

- 1) Members of the Society may attend and speak at any meeting of the Society, except for such parts of a meeting as constitute in camera proceedings, during which only Council members are entitled to be present.

### **6 In camera Proceedings**

- 1) General meetings of the Society may become in camera proceedings if the following procedure is followed:
  - a) A resolution is passed by a special majority of the Council members present “that the meeting move in camera”;
  - b) The discussions and any resolutions are minuted; and
  - c) A resolution is passed that “the meeting move out of camera”.
- 2) Discussion which takes place during in camera proceedings must not under any circumstances be revealed to people who are not entitled to be present.

## **Part 2: Substantive Motions**

### **7 General**

- 1) Every substantive motion must have a mover and a seconder before discussion will commence.
- 2) A motion for particular action should be clearly expressed and state the action intended to follow from it. The Chair should require a motion which is unclear or has not stated an effect to be re-expressed by the mover.

### **8 Speaking Rights**

- 1) The mover of a motion shall speak first to explain the motion and shall have a right of reply to speak last on the motion but cannot introduce new material.
- 2) The seconder of a motion may be the second speaker for a motion, or may speak at any later time.
- 3) All other members present may speak once on each matter.
- 4) By permission of the chair, and when no other person is speaking, a person who has already spoken may speak briefly in personal explanation of previous remarks, but must state concisely the point to be explained and must keep to that point.
- 5) Where appropriate, the Chair shall attempt to call alternative speakers for and against a motion.
- 6) All speeches shall be relevant to the motion.

### **9 Amendments**

- 1) Any member may move an amendment to a motion before the Chair.
- 2) All amendments are to be relevant to the main motion.
- 3) An amendment may not simply negate the effect of the main motion.
- 4) Amendments are to be dealt with as they arise.
- 5) While an amendment is under consideration, no other amendment may be moved.
- 6) An amendment may not itself be amended.
- 7) The mover of an amendment may alter the amendment with the leave of the meeting.

- 8) The speaking rights for an amendment are the same as those for a main motion.

## **10 Questions**

- 1) Any member may move an amendment to a motion before the Chair.
- 2) The Chair shall allow questions to be put to the mover of a motion if appropriate.

## **11 Withdrawal**

- 1) A motion may be withdrawn by the mover at any time, although the seconder has a right to move it again immediately.

## **12 Call for motion**

- 1) Any member may move that the motion or amendment under discussion be decided at once by moving that “the question be put”.
- 2) If the Chair agrees, the mover may exercise their right of reply and the Chair shall put the motion or amendment to vote.
- 3) Where any substantive motion has been under discussion for the duration of the maximum time limit set by the Chair, the Chair shall immediately put the motion unless a motion for the extension of the debate is immediately moved and passed.
- 4) At the time in which a motion or amendment is put, or where any member requests it during discussion, the Chair shall read the text of the motion or amendment under discussion.

## **13 Voting**

- 1) Unless otherwise specified, a vote is to be passed by a simple majority of those entitled to vote.
- 2) Voting shall be decided by show of hands.
- 3) If so required by a simple majority of the meeting, the Chair shall order and carry out a secret ballot.
- 4) Members of the Council may vote by proxy at any meeting of the Council or General Meetings provided that the following procedure be followed:
  - a) The Council member who is assigning their vote must provide the Secretary of the meeting with a proxy form, nominating another Council member to be their proxy, containing the name, position and signature, whether electronic or otherwise, of the Council member assigning their vote.

- b) The proxy form must impose directions to the proxy, a time limit for which the proxy remains valid, and any restrictions to which their proxy is subject.
- c) A proxy may be withdrawn any time in writing.
- d) Council members who have assigned their votes to a proxy may not vote in person at the meeting in question unless they have withdrawn their proxy or that proxy has lapsed.

## **14 Records**

- 1) All results shall be recorded in the minutes, and any member may have recorded in the minutes their vote for or against a motion or abstention.
- 2) A simple majority of the meeting can request that the count of the result be recorded in the minutes.
- 3) The minutes of any meeting of the Society shall be made available to any member of the Society on request. This provision does not apply to minutes of in camera proceedings.
- 4) Minutes of in camera proceedings shall only be made available to persons who were entitled to be present at the in camera proceedings in question. However, the text of resolutions passed during in camera proceedings must be made available on request to any member of the Society.

## **Part 3: Procedural Motions**

### **15 Procedural Motions**

- 1) Procedural motions are the proper form for resolving a disagreement between the mover of the procedural motion and:
  - a) The present speaker;
  - b) The mover of the present substantive motion or amendment; or
  - c) The Chair.

### **16 Procedure**

- 2) A procedural motion is introduced by a member interrupting the speaker or Chair. Procedural motions are to be addressed to the Chair. The person complained against shall be allowed a reply, as appropriate, but no general discussion is allowed, and the motion should be voted on immediately.

### **17 Precedence**

- 1) A procedural motion takes precedence over substantive business, and shall be determined before returning to substantive business, unless interrupted by another procedural motion of greater precedence.
- 2) The order of precedence of types of procedural motions is the order in which they are set out in this Part, the later motions having greater precedence.

### **18 Motions relating to the Present Speaker**

- 1) A member may move that the present speaker cease speaking. The Chair has discretion to reject this motion if it is imposed before the speaker has had a reasonable opportunity to express their views, or has spoken only briefly.
- 2) A member whose character or actions have been referred to by the present speaker may immediately rise to make a personal explanation or rebuttal of the matters referred to, or may exercise such a right when the speaker finishes speaking.

### **19 Motions relating to the Present Motion or the Agenda**

- 1) A member may move that the process of the present motion be adjourned. If a motion so adjourned is not returned to in the present meeting it shall automatically be adjourned to the following meeting.
- 2) A member may move that the time allowed for the present motion be extended in

the manner prescribed by Section 12 (3) of these Standing Orders.

- 3) A member may move that the agenda be re-ordered, as allowed in Part 1. However, it shall not be in order to exclude the consideration of any “other business”.

## **20 Motions relating to the Chair or the Meeting**

- 1) A member may move that the meeting be adjourned, either for a brief period or to another time and place. The meeting may also be adjourned by a suggestion of the Chair approved by the meeting.
- 2) A member may move that the time allowed for meeting be extended either before or after the completion of the allowed time. An extension be for no more than one half hour. Successive extensions are permitted upon the completion of each extension.
- 3) A point of order consists of drawing the attention of the Chair to a suggested breach of the Standing Orders of the Constitution. The chair shall consider whether the breach of order occurred and proceed accordingly.
- 4) A member may move that a ruling by the Chair be dissented from. If such a motion is carried, the Chair shall provide an alternative ruling, or otherwise fulfill the intention of the dissent as appropriate.
- 5) A member may move that the person in the chair vacate the chair. If such a motion is carried by special majority, the members present shall immediately elect a different person to the chair.

## **Part 4: Adjournment & Closure**

### **21 Adjournment**

- 1) Upon the completion of the time allowed for the meeting, the meeting is adjourned and any unfinished business on the agenda is adjourned to the next meeting.

### **22 Closure**

- 1) Upon the completion of the business set down in the agenda, and if there is no other business, the Chair shall close the meeting.