



**University of Technology, Sydney**  
**Law Students' Society**  
**By Laws**

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## 1. Definitions

Unless contrary intention appears, the following terms shall have the meaning set out below wherever they are used in the by-laws:

“**ALSA**” means Australian Law Students’ Association

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

“**Student**” means a student currently enrolled at UTS or a graduate from UTS. “**Society**” means the UTS Law Students’ Society

“**Union**” means the UTS Union.

“**University**” means the University of Technology, Sydney (UTS).

## 2. Responsibilities of Council Members

### 2.1. The President

The President shall:

- Coordinate and oversee all activities of the Society, and to assist or to arrange assistance for any other member of the Executive who may require it;
- Chair meetings of the Society;
- Ensure that the Society has adequate representation on relevant boards convened by the UTS Faculty of Law and by the University;
- Write references upon request for each Councillor detailing their performance in their portfolios;
- Write the Society’s sponsorship proposal and meet with Firms to obtain sponsorship together with the Vice President Promotions;
- Represent the Society on the ALSA Council.

### 2.2. The Vice-President (Promotions)

The Vice-President (Promotions) shall:

- Be responsible to Council for all areas within the Publications portfolio, including but not limited to The Full Bench, the Alternative Law Handbook (Camp Book), The Law Careers Handbook, The Alternative Law Careers Handbook;
- Write the Society's sponsorship proposal and meet with Firms to obtain sponsorship together with the President;
- Review and approve all publications before production;
- Be the Editor in Chief of the Full Bench;
- Work closely with the UTS Law Faculty to ensure a successful and enjoyable First Year Camp;
- Be responsible to Council for the profile and promotion of the Society among students, as well as the corporate environment (with particular regard to law firms);
- Oversee the active recruitment of new and returning members to the Society;
- Where the President is reasonably unable to perform his/her duties, perform the duties of the President.
- Oversee the circulation of publications to interested bodies and persons within the University and outside the University, including but not limited to the University Law Faculty, the University Library, and sponsors of the Society;

### **2.3. The Vice-President (Activities)**

The Vice-President (Activities) shall:

- Be responsible to the Council for the running of Competitions for the selection of ALSA Competitors;
- Be responsible to the Council for the running of Social Competitions designed to increase the skills of UTS Law Students;
- Oversee any careers related events that occur on campus, such as but not limited to forums, information sessions, skills workshops, and careers fairs;
- Where the President is reasonably unable to perform his/her duties, perform the duties of the

President.

- Organise and promote one Paper Presentation competition
- Recommend to the ALSA Selection Panel the Paper Presenter for the ALSA Conference
- Liaise with and promote the sponsors of the Paper Presentation Competition
- Oversee the Society's responsibilities and duties in regard to the First Year Camp;
- Be responsible to Council for all areas within the Activities portfolio of the society, including but not limited to the Law Ball, Harbour Cruises, First Year Drinks Night;
- Be responsible for overseeing, organising, promoting and running an annual UTS Law Students' Society Law Revue;
- Be responsible for organising and overseeing tasks delegated by the Law Faculty in relation to the annual Law Orientation Camp. In the event that the Law Faculty does not organise a Law Orientation Camp, the VPA shall be responsible for the overseeing, organising, promoting and running an annual Law Orientation Camp

#### **2.4. The Vice-President (Finance & Administration)**

The Vice-President (Finance & Administration) shall:

- Be the point of contact between the Society and the UTS Union, including booking rooms, and functions, applying for grants, attending meetings of the Activities Committee, and receiving all correspondence from the Union;
- Keep the finances of the Society in order;
- Keep the Council up to date of the current financial position of the Society;
- Ensure all debts to the Society and invoices are collected, filed and retained;
- Ensure that the cash handling procedures are followed;
- Provide annual accounts to be tabled at the AGM.
- Keep orderly minutes of meetings of the Society, including Executive Meetings, Council Meetings,

Special General Meetings and Annual General Meetings;

- Oversee the keeping of an accurate record of members;
- Issue Council Members with an information pack consisting of the Constitution, by laws, contact details and other necessary materials upon the commencement of the term;
- Ensure the ITO and web site of the Society is kept up to date including the provision of publications online and acknowledgement of sponsors support;
- Oversee the regular sending of email to members informing them of upcoming events;
- 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;
- Be the point of contact between the Society and the Australian Tax Office, as well submit and maintain regular a record of the Business Activities Statement, as required by the Australian Tax Office.

## **2.5. The Vice-President (Education & Equity)**

The Vice-President (Education & Equity) shall:

- Fulfill all of the Society's duties in relation to ALSA; This may include;
- Represent the Society on the ALSA Council;
- Be Responsible for all correspondence with ALSA and ALSA Directives;
- Ensure Proper notification of ALSA conference is made to all members;
- Be responsible for the registration of the Society's delegation to the ALSA Conference;
- Build Relationships with the UTS Alumni Society  
Organise and co-ordinate the annual UTS Law Students Society Perspectives on Law Dinner
- Be responsible for promoting on-campus faculty events, external initiatives and other events of interest to law students.
- Establish and manage "student initiative" procedures, to encourage and resource on campus events and ideas run by individual students outside of the LSS Council.

- Respond to any educational concerns of law students and represent educational concerns of law students to the Faculty where necessary.
- Undertake to expand the education portfolio wherever required to appropriately cater to the needs of UTS Law Students where not otherwise covered by an LSS portfolio.
- Oversee and contribute to the portfolios of the Education and Equity Officers, with a view to acting in the best interests of law students generally.
- If the President declines to sit on any board of the Faculty, be the alternate Society representative. This may include but is not limited to Law Review Board, Courses Committee and Faculty Appeals Board;

## **2.6. The Careers (Activities) Officer**

The Careers (Activities) Officer shall:

- Co-ordinate all on campus events (such as forums, skills workshops, information sessions) etc as required by our Sponsors (in line with the Society's sponsorship agreements);
- Oversee the requirements of any such on campus events, including but not limited to room bookings, catering, promotion and liaison with the sponsor.
- Co-ordinate the Careers Fair as directed by the UTS Law Faculty, in consultation with the Vice President (Activities);
- Liaise with the Vice President (Finance & Administration), the Design Officer and the Careers (Publications) Officer in order to fulfil all sponsorship requirements and adequately promote such events to members.

## **2.7. The Careers (Publications) Officer**

The Careers (Publications) Officer shall:

- Publish the Law Careers Handbook in paper and electronic versions before the Annual Careers Fair, in accordance with Council directives;
- Publish the Alternative Law Careers Handbook in paper and electronic versions in accordance with Council directives;

- Publish the Electives Guide in paper and electronic versions , in accordance with Council directives;
- Provide the VP (Promotions) with copies of all careers information and publications in electronic and hard copy form;

## **2.8. The Publications Officer**

The Publications Officer shall:

- Publish The Full Bench magazine quarterly in accordance with the Constitution and Council directives;
- At their discretion, convene and chair a Full Bench sub editor committee, subject to Council's power to direct otherwise;
- Have or acquire adequate knowledge of publishing software (QuarkXPress) so as to carry out their duties in an efficient and professional manner;
- Publish The Alternative Law Handbook (Camp book) before the start of first semester, in accordance with the Constitution and Council directives;
- Provide the VP (Promotions) with copies of all publications in electronic and hard copy form.
- Ensure that all publications are of an extremely high standard and fulfil all sponsorship requirements.

## **2.9. The Socials Directors**

The Socials Directors shall:

- Organise and promote the following social events:
  - At least one Harbour Cruise;
  - The Annual Law Ball;
  - A First Year Drinks Night.
- They may also organise and promote social events including but not limited to:
  - A Paintball/ Skirmish day;
  - A Ski Trip;
  - A Winery Tour;
  - Pub Crawls;
  - Pub Nights;

- End of Year Dinner;
  - Sports Days.
- At their discretion, they may convene a social committee, subject to Council's power to direct otherwise.

## **2.10. The Competitions Director (Advocacy)**

The Competitions Director (Advocacy) shall:

- Organise and promote at least one Senior Mooting Competition;
- Organise and promote at least one Junior Mooting Competition;
- Liaise with and promote the sponsors of each Mooting competition;
- Recommend to the ALSA Selection Panel the Mooting team for ALSA Conference;
- Organise and co-ordinate teams for other Mooting competitions as directed by council;
- Organise and promote at least one Senior Witness Examination Competition;
- Organise and promote at least one Junior Witness Examination Competition;
- Liaise with and promote the sponsors of each Witness Examination competition;
- Recommend to the ALSA Selection Panel the Witness Examination examiner for ALSA Conference;
- Organise and co-ordinate teams for other Witness Examination competitions as directed by council.

## **2.11. The Competitions Director (Professional Skills)**

The Competitions Director (Professional Skills) shall:

- Organise and promote at least one Senior Client Interviewing Competition;
- Organise and promote at least one Junior Client Interviewing Competition;
- Recommend to the ALSA Selection Panel the Client Interviewing team for ALSA Conference;
- Liaise with and promote the sponsors of each Client Interviewing competition;

- Organise and co-ordinate teams for other Client Interviewing competitions as directed by council;
- Organise and promote at least one Senior Negotiation Competition;
- Organise and promote at least one Junior Negotiation Competition;
- Recommend to the ALSA Selection Panel the Negotiation team for the ALSA Conference;
- Liaise with and promote the sponsors of each of the Negotiation competition;
- Organise and co-ordinate teams for other Negotiation competitions as directed by council.

### **2.12. The Competitions Director (Intersarsity)**

The Competitions Director (Intersarsity) shall:

- Organise and promote one Torts Moot in the Autumn Semester;
- Organise and promote one Constitutional Law Moot in the Autumn Semester;
- Organise and promote one Equity Moot in the Spring Semester;
- Convene a selection panel to select the ALSA representative for the International Humanitarian Law Moot;
- Promote the opportunity to apply for the International Humanitarian Law Moot;
- Convene a selection panel to select the ALSA representative for Paper Presentation;
- Promote the opportunity to apply for Paper Presentation;
- Liaise with and promote the sponsors of each of the above-mentioned mooting competitions.
- Liaise with the Mooting Management Committee in promoting any mooting opportunity which the Committee makes available to students at UTS.

### **2.13. The Information Technology Officer**

The Information Technology Officer shall:

- Maintain the Society's web page so that is always current;
- Make recommendations to Council about design changes to the website that could increase the website's usefulness and applicability to its members;
- Once ratified by Council, apply these changes in a timely fashion;
- Ensure the web site has on-line versions of all publications of the LSS;
- Ensure the web site has on-line versions of recent approved minutes of Council;
- Ensure the web site promotes sponsors as appropriate;
- Construct and maintain an electronic mailing list that shall be used to promote the Society to its members;
- Construct and maintain a current and accurate member database;
- Assist councillors (where necessary) with the conversion of publications from publishing software format to an electronic format appropriate to give to the Secretary;
- Maintain such computing equipment as the Society may from time to time acquire;
- Make recommendations to Council about hardware and software needs as they arise;
- Cause members to receive the fortnightly newsletter and all other promotional emails as written by other members of council, via email in a timely manner.

#### **2.14. The Immediate Past President**

The Immediate Past President shall:

- Act as an ex-officio member of Council.

#### **2.15. The Education Officer**

The Education Officer shall:

- Be responsible for the UTS LSS Mentoring Program and the Mentoring Drop Box email service.

- Promote and develop the Speakers Series at UTS and distribute information about. Particular ongoing areas of interest will include
- Women in Law
- Pro-bono information initiatives
- Mental Health
- Organise and co-ordinate the UTS Clerkship Networking Night and Alternate Careers Networking
- Provide relevant information to foreign students about the activities and objects of the Society to students visiting from overseas when requested; and
- Work with the VP (Education and Equity) and the Equity Officer to organise or expand Education and Equity portfolio initiatives.
- Liaise with elected and appointed student members of faculty and university decision making boards, including but not limited to Academic Board, Faculty Board, Union Board and Courses Committee to coordinate the information provided to these student members to ensure the rules and procedures of the university are followed and to disseminate relevant collaborated information to law students;

## **2.16. The Equity Officer**

The Equity Officer shall:

- Undertake to develop a centralised pro-bono/volunteer clerkship program. This may be best achieved in association with Pro-bono Students Australia
- Undertake to develop and maintain an online collection of pro-bono resources for law students.
- Promote and develop the LSS Textbook Equity Program.
- Be responsible for all of the Society's Charitable initiatives
- Promote and be a first place of call for student enquiries of a social justice nature.
- Promotion of Existing/Known Services (e.g. counseling, free legal advice, housing assistance, discrimination, financial support, student counseling services)

- Develop and maintain a collection of online "how to" style resources for law students.
- Promote diversity in the law faculty of UTS by assisting students in minority groups or with any other special needs
- Liaise with any other organised body of law students including but not limited to the Progressive Law Students Network and Law Students for a Just Community; and
- Work with the VP (Education & Equity) and the Education Officer to organise or expand Education and Equity portfolio initiatives.

## **2.17. The Marketing Officer**

The Marketing Officer shall:

- Be responsible for the coordination of all internal marketing and advertising for LSS events.
- Shall maintain and devise ongoing resources, procedures and contact details for communication with LSS members, Law Students and other contacts relevant to LSS promotion.
- Shall coordinate all of the society's marketing communication with members, students and interested parties. This may include the use or development of:
  - UTS Online, or other academic communications tools
  - The Society's social network presence (Facebook/Twitter)
  - On-campus posters,
  - Website Postings and Blog Posts
  - "Lecture Bashing"
  - SMS Messages
  - Any other process considered beneficial to the society
- Shall liaise with other LSS councilors to determine the best method of promotion for each initiative.

- Where necessary, shall liaise with other university bodies, faculty, corporate sponsors or other groups to ensure the best outcome for each event.
- Shall appropriately communicate with all law students, indiscriminate of age, culture, race, gender or sexual orientation.
- Assist in the design of the Society's prospectus, in consultation with the President and the Vice President (Promotions);
- Be responsible for the design and production of all on campus promotional materials and printing.
- Produce a fortnightly electronic newsletter, to be circulated via email to all members of the society, including employment opportunities, announcements, employment tips, and faculty announcements as directed by the President to be forwarded to the IT officer for circulation;
- Ensure website updated fortnightly

## **2.18. The ALSA Selection Panel**

The ALSA Selection Panel shall:

- Consist of:
  1. The President;
  2. The Vice President (Activities);
  3. The ALSA Representative.
- Have absolute discretion in selecting:
  - Any competitors to represent UTS at the ALSA competitions
  - Any General Delegates to represent UTS at the annual ALSA Conference.

## **3. Elections**

### **3.1. Interpretation**

3.1.1. These regulations aim to :

- (a) promote an equitable, fair and just election;
- (b) reflect the desire for the abolition of Full Committee Tickets and allow for

independent candidates only.

## **3.2. Administration**

3.2.1. These Electoral Regulations are subject to any directions regarding the conduct of the elections in the LSS Constitution.

3.2.2. The role of the Returning Officer(s) (RO(s) is to :

- oversee the conduct of the elections and ensure that they proceed in a manner that is fair and upholds the integrity of the LSS;
- accept nominations that are duly completed;
- enforce regulations as to campaigning set out in these regulations;
- act as Chief Counter and arrange for assistance if necessary;
- actively promote the holding of the elections to members including publicising important dates and procedures.
- announce the nomination and election dates; and
- determine the method by which votes are cast.

3.2.3. The Returning Officer shall have full discretion to make rulings when the regulations are silent.

3.2.4. A decision made by the Returning Officer in relation to the disqualification of a candidate or a warning of such, or any other exercise of discretion conferred by these Regulations, shall be final.

3.2.5. The following rules are binding on all candidates validly nominated and running for election. Any breach of any rule in this document or the Constitution of the UTS LSS shall result in the disqualification of that candidate.

3.2.6. A candidate may appeal a decision of the RO to an appeal committee, on a full merits review basis, made up of any three (3) of the following :

- one (1) member of the LSS Executive not standing for election or endorsing a candidate in the election; or

- the Immediate Past President of the LSS
- one (1) member of the Law School academic staff; or
- one (1) past LSS Council member currently registered as a legal professional in the State of New South Wales

- 3.2.7. On appeal, the appeal committee shall overturn a decision of the RO only if, in its opinion, the decision is manifestly wrong.
- 3.2.8. The RO must be able to be present at a meeting of the appeal committee and/or be able to make a submission to the committee.
- 3.2.9. The RO shall deal with all matters and complaints as soon as is practicable.
- 3.2.10. At the end of the 14 day period after announcement of the elections, the official member register is to be taken as a definitive list of current members of the LSS for the purposes of the election.

### **3.3. Nominations**

- 3.3.1. An LSS Member (Ordinary, Tiered or Councillor) may nominate himself or herself.
- 3.3.2. Nominations will only be accepted from members of the LSS.
- 3.3.3. Membership of the LSS is determined according to the official member register available for download from [www.utsslss.com/admin](http://www.utsslss.com/admin).
- 3.3.4. The official member register will be closed 14 days after the elections are announced.
- 3.3.5. If, 14 days after the announcement of the elections, a student has not joined as a member of the LSS by registering on [www.utsslss.com](http://www.utsslss.com), they are taken to not be a member of the LSS, and thus ineligible to nominate or vote in the elections.
- 3.3.6. All nominations must be submitted to the Returning Officer via the Faculty of Law Reception in person, or via the method expressly provided on the nomination form.
- 3.3.7. Nominations must be on the official nomination form that will be available from the LSS website.
- 3.3.8. Nomination forms which do not, in their entirety, formally accord with that which is on the

website will not be accepted. This includes any changes to formatting which do not affect the substance of the form.

3.3.9. All candidates must be nominated according to the procedure outlined above.

### **3.4. Campaigning and Conduct of Candidates**

3.4.1. The LSS encourages candidates to use recycled paper in the course of their election campaign.

3.4.2. No candidate or agent of a candidate may post, distribute or otherwise generally disseminate any material prior to seven days before the election is due to commence.

3.4.3. All material must be authorised by a validly nominated candidate, and endorsed by them with both a signature and UTS student number. The person who authorises the material is responsible for ensuring that it complies with these rules. That person will be held responsible, by the Returning Officer, for any breach of the rules and any action resulting from these rules will be against them personally.

3.4.4. Each candidate is entitled to use a maximum of one (1) A4 space for each independent candidate on the LSS noticeboard opposite CM05B.01.03. These posters must not cover in any way the poster of another candidate.

- All materials must be submitted to the RO for posting on the LSS noticeboard.
- Only the RO(s), or the candidates themselves may post, alter, or otherwise interfere with their own election materials.

3.4.5. Statements of candidature for each independent candidate shall be posted on [www.utslss.com](http://www.utslss.com) as soon as is reasonably practical following the conclusion of the period for nominations.

3.4.6. Candidates may submit no more than two A4 pages (12 point type, 1.5 spaced, 2cm page margins) in Microsoft Word Format to the Returning Officer via the email address provided on the nomination form. The statement of candidature shall be no larger than 1MB in size. The Returning Officer may edit only the format of all statements in order to standardise the statements for the purpose of equality.

3.4.6.1. Content of the statement of candidature may include both graphics and text.

3.4.6.2. Statements of candidature are prohibited from either express or implicit references to anyone but the candidate.

- 3.4.7. Once a candidate's nomination has been accepted and the statements of candidature of ALL candidates have been published on [www.utslss.com](http://www.utslss.com), candidates may display material designed to procure votes or further the campaign of that candidate through the use of text messaging, email or internet social utility networks including, but not limited to, Facebook, MySpace and web blogs.
- 3.4.7.1. In the course of campaigning, candidates are only allowed to utilise the above mediums for the purposes of communication between themselves and a single individual at any one time, and in any one message.
- 3.4.7.2. Candidates are prohibited from using official or associated groups or sites of the UTS LSS as a platform for campaigning. This is included but not limited to [www.utslss.com](http://www.utslss.com), Facebook groups containing 'UTS' and 'LSS' in the title of which candidates hold an administrative status, The Buzz or any other publication of the UTS LSS.
- 3.4.8. No candidate may deface Law Students' Society or University Property.
- 3.4.9. No campaign materials or posters are to be placed in any Library or UTS Union space.
- 3.4.10. As each candidate is taken to be independent, the use of pre filled voting forms (either wholly or partially filled) are prohibited.
- 3.4.11. No lecture bashes will occur before seven days prior to the commencement of voting. All candidates who 'bash' must have the permission of the lecturer or tutor if they are present.
- 3.4.12. A maximum of four (4) candidates may speak at any one 'bash'. Each candidate is restricted to eight (8) lecture bashes for the entire campaign, and must register the day and time with the RO at least 48 hours prior to the 'bash'.
- 3.4.13. No candidate or campaigner may harass another candidate or campaigner. Altercations regarding issues outside the scope of the election campaign of both candidates will prima facie be regarded as not constituting harassment. However, if, in the opinion of the Returning Officer, an altercation is motivated by issues regarding the election, or otherwise not in the spirit of the elections in accordance with Regulation 1.1, then this may result in the disqualification of the candidate or other measures.
- 3.4.14. In the course of the campaign, no candidate or campaigner may break any law or regulation under common law or statute, of the Law Students' Society or the University or the state of New South Wales.

- 3.4.15. No candidate or campaigner may interfere in any way with any candidate's material.
- 3.4.16. No candidate is to forge or try to pass off the material of any other candidate.
- 3.4.17. A candidate must not give away or sell to any non-candidate any food, drink, drugs, t-shirts, stickers, badges, or material designed to procure votes and/or to further his or her campaign.
  - 3.4.17.1. A candidate must not cause or encourage a non-candidate to wear, to display or to use any food, drink, drugs, t-shirts, stickers, badges or other material which is, in any way, designed to procure votes or further the campaign of that candidate.
- 3.4.18. No music or motor vehicles shall be used by a candidate as part of their campaign.
- 3.4.19. The use of any amplification equipment is not permitted.
- 3.4.20. No 'Chalk-ups' are permitted.
- 3.4.21. No candidate may make fraudulent statements, in word or print, in order to further their campaign. This includes exaggeration or lying with regard to Law Students' Society involvement.
- 3.4.22. No candidate may use any of the resources of the LSS to promote themselves nor may any campaigner use these resources to assist a candidate. These resources include the LSS Office, computer, telephone and printing resources of the LSS. In addition, current LSS office bearers are not to use their current positions to benefit themselves or any candidate. If they wish to run or campaign then they must do so in their personal capacity.
- 3.4.23. No candidate may use the membership list of the LSS as part of their campaign strategy. Access to the membership list database shall be restricted to the RO from of the 14 days after the announcement of elections to the declared end of the elections.

### **3.5. Vote Counting**

- 3.5.1. Counting will commence as soon as is practical after the close of polls.
- 3.5.2. The method of the counting of votes will be determined according to the manner in which votes are cast.

- 3.5.3. The Returning Officer will be Chief Counter and in all situations the decision of the Returning Officer is final.
- 3.5.4. The Chief Counter will assemble assistant counters if necessary.
- 3.5.4.1. Each candidate may appoint one (1) scrutineer who may attend the count of that candidate's position.
  - 3.5.4.2. Candidates are not permitted to be present when votes for their position are counted.
  - 3.5.4.3. The role of the scrutineer is to survey the manner and method of the counting of the votes and to present to the RO any discrepancies or irregularities that they note for their candidate. In their role, they are prohibited from touching or otherwise coming into physical contact with the voting forms.
  - 3.5.4.4. An absence of a candidate's scrutineer during the counting of votes in no way compromises or otherwise affects the result.
  - 3.5.4.5. Votes will be counted in accordance with the Optional Single Transferable Vote method