



BOND UNIVERSITY

LAW STUDENTS' ASSOCIATION

CONSTITUTION

of the

Bond University Law Students' Association

Last amended Wednesday November 16, 2011

CONSTITUTION OF THE BOND UNIVERSITY LAW STUDENTS' ASSOCIATION
Last amended 16/11/2011

1 Name and Nature

- 1.1 The name of the Association is the Bond University Law Students' Association ("Association").
- 1.2 The Association shall be bound by this Constitution.
- 1.3 Any conflict with respect to the interpretation of this Constitution shall be resolved by the Dean of Law.

2 Definitions

In this Constitution:

"Association" means the Bond University Law Students' Association.

"Committee" means the Committee of Management of the Association.

"Committee Meeting" means a meeting consisting of the Committee Members.

"Committee Member" refers to the four (4) Executive Members, the seven (7) Directors and any other individual elected to the Committee, or appointed to the Committee, under this Constitution.

"Director" includes the Academic Affairs Director, Competitions Director, External Relations Director, Publications Director, Social Director, Special Interest Director, or Sponsorship Director.

"Enrolled Member" means a student enrolled in at least one law subject that forms part of a degree program offered by the Faculty of Law.

"Executive" means the Executive Committee of Management of the Association.

"Executive Meeting" means a meeting consisting of the Executive Members.

"Executive Member" includes the President, Vice President, Secretary and Treasurer.

"Member" refers to a member of the Association, which includes all law students enrolled at Bond University, whether degree or non-degree, full-time or part-time, undergraduate or postgraduate.

"Simple Majority" means a voting resolution of 51% or more of those persons eligible to vote on a particular matter.

"Special Resolution" means a voting resolution of 75% or more of those persons eligible to vote on a particular matter.

"Written Notice" means notice given in writing or via e-mail.

3 Objects and Purposes

The Association has the following objects and purposes:

- 3.1 Determining and representing the interests and views of Members to the Faculty of Law, the University, the Australian Law Students' Association ("ALSA"), the Queensland Law Students' Association ("QLSA"), other Law Students' Societies or Associations and the legal profession.
- 3.2 Encouraging and facilitating social, intellectual, and competitive exchange between Members by:
 - 3.2.1 organising activities for social recreation;
 - 3.2.2 organising the Law Ball in the May semester of each year;
 - 3.2.3 creating publications of interest and relevance to Members;
 - 3.2.4 organising competitions and awards; and
 - 3.2.5 providing career-related information.
- 3.3 To promote the exchange of information between members.
- 3.4 Addressing student concerns in respect of teaching standards and the quality of course materials, to the Faculty of Law.
- 3.5 Representing Bond University law students at ALSA and QLSA meetings and conferences.
- 3.6 Holding regular meetings with the Dean of Law, to ensure that Members' concerns regarding the progress and development of the Faculty of Law are properly voiced.
- 3.7 Liaising with the Law Chapter of the Bond University Alumni Association, to ensure that past students are kept up to date with developments at the Faculty of Law after their graduation.
- 3.8 To raise money for the achievement of the above objects and purposes.

4 Membership

- 4.1 All students of Bond University Faculty of Law are automatically Members of the Association upon their enrolment, and remain so until graduation. A Member has rights conferred under this Constitution.
- 4.2 The number of Members of the Association is unlimited.

5 Committee of the Association

- 5.1 The Association will be managed by the Committee, through its Executive.

- 5.2 The Executive, subject to this Constitution, has the power to perform all acts necessary for the proper management of the business and affairs of the Association.
- 5.3 The Executive shall conduct the day-to-day affairs of the Association in accordance with the objects and purposes of the Association and hold regular Committee Meetings for that purpose.
- 5.4 The Executive, subject to this Constitution, has the power to make, amend or repeal any By-Law of the Association.
- 5.5 “No binding contract can be entered into by any Member on behalf of the association without the authority of the President and Vice President in consultation with the Committee”.
- 5.6 The duties of the President of the Association shall be to:
 - 5.6.1 act as the official representative of the Association;
 - 5.6.2 be the official liaison between the Faculty of Law and the Association;
 - 5.6.3 attend Bond University Faculty of Law functions as required;
 - 5.6.4 attend ALSA and QLSA meetings and conferences;
 - 5.6.5 be responsible for the operation and wellbeing of the Committee and the Association;
 - 5.6.6 attend and preside over meetings of the Committee and Executive;
 - 5.6.7 execute any other duties that may be assigned to them from time to time by the Committee or Executive; and
 - 5.6.8 act in the best interests of the Association at all times.
- 5.7 The duties of the Vice President of the Association shall be to:
 - 5.7.1 aid in any way possible the duties of the President;
 - 5.7.2 act as the President, in the President’s absence;
 - 5.7.3 attend meetings of the Committee and Executive;
 - 5.7.4 promote equality and fairness among the Members of the Association and between the Association and the Faculty of Law regarding, but not limited to: race, national or ethnic origin, colour, religion, sex, age or mental or physical disability;
 - 5.7.5 produce an orientation guide for new students;
 - 5.7.6 execute any other duties that may be assigned to them from time to time by the Committee or Executive; and

5.7.7 act in the best interests of the Association at all times.

5.8 The duties of the Secretary of the Association shall be to:

5.8.1 keep and maintain all minutes, records and correspondence as may reasonably be required by the Committee for the proper conduct of the Association's affairs;

5.8.2 oversee that all meetings, notices and other acts required under this Constitution are duly summoned, given or done;

5.8.3 prepare an agenda for Committee Meetings and make it available to Committee Members prior to those meetings;

5.8.4 issue notices of meetings to the Committee and the Association's Members;

5.8.5 be responsible for issuing this Constitution to any Member that so requests;

5.8.6 attend meetings of the Executive and the Committee;

5.8.7 execute any other duties that may be assigned to them from time to time by the Committee or Executive; and

5.8.8 act in the best interests of the Association at all times.

5.9 The duties of the Treasurer of the Association shall be to:

5.9.1 take responsibility for the receipt and deposit of all Association income;

5.9.2 make provision for the prompt payment of Association debts;

5.9.3 keep physical and/or electronic records of receipts, deposits and payments;

5.9.4 prepare an Annual Report outlining the finances of the Association;

5.9.5 prepare applications for funding from the Student Council as required;

5.9.6 attend meetings of the Executive and the Committee;

5.9.7 execute any other duties that may be assigned to them from time to time by the Committee or Executive; and

5.9.8 act in the best interests of the Association at all times.

5.10 The duties of the Academic Affairs Director of the Association shall be to:

- 5.10.1 co-ordinate the Class Representative system;
 - 5.10.2 maintain a current and accurate database of student tutors;
 - 5.10.3 co-ordinate the awarding of the Association's "Teaching Excellence Award" and "General Staff Excellence Award" each semester;
 - 5.10.4 attend academic misconduct proceedings, as required by the Faculty of Law. If required, this duty may be delegated to any Executive Member;
 - 5.10.5 attend meetings of the Committee;
 - 5.10.6 execute any other duties that may be assigned to them from time to time by the Committee or Executive; and
 - 5.10.7 act in the best interests of the Association at all times.
- 5.11 The duties of Competitions Director of the Association shall be to:
- 5.11.1 co-ordinate academic and non-academic competitions in furtherance of the objects and purposes of the Association;
 - 5.11.2 ensure that competition trophies are kept up-to-date;
 - 5.11.3 attend meetings of the Committee;
 - 5.11.4 execute any other duties that may be assigned to them from time to time by the Committee or Executive; and
 - 5.11.5 act in the best interests of the Association at all times.
- 5.12 The duties of the Corporate Relations Director shall be to:
- 5.12.1 develop and maintain relationships with law firms, other corporate firm and any other appropriate source for the purposes of:
 - 5.12.1.1 generating regular revenue to further the objects and purposes of the Association;
 - 5.12.1.2 securing in-kind services to further the objects and purposes of the Association; and
 - 5.12.1.3 organising personal development and career-related services for the Members of the Association.
 - 5.12.2 attend meetings of the Committee;
 - 5.12.3 execute any other duties that may be assigned to them from time to time by the Committee or Executive; and
 - 5.12.4 act in the best interests of the Association at all times.

- 5.13 The duties of the Publications Director of the Association shall be to:
- 5.13.1 produce a regular newsletter for Members;
 - 5.13.2 ensure the content of the Association's website and any other publication is accurate and current;
 - 5.13.3 produce a careers guide for Members;
 - 5.13.4 attend meetings of the Committee;
 - 5.13.5 execute any other duties that may be assigned to them from time to time by the Committee or Executive; and
 - 5.13.6 act in the best interests of the Association at all times.
- 5.14 The duties of the Social Director of the Association shall be to:
- 5.14.1 to organise and be responsible for the successful execution of social activities for Members; liaising with Committee Members, other Faculty Associations, the University and any other stakeholders to ensure such activities are conducted in good faith;
 - 5.14.2 attend meetings of the Committee;
 - 5.14.3 execute any other duties that may be assigned to them from time to time by the Committee or Executive; and
 - 5.14.4 act in the best interests of the Association at all times.
- 5.15 The duties of the Promotions Director of the Association shall be to:
- 5.15.1 co-ordinate the production of clothing and other merchandise the Committee may decide to produce for Members;
 - 5.15.2 co-ordinate fundraising activities for charitable purposes;
 - 5.15.3 attend meetings of the Committee;
 - 5.15.4 execute any other duties that may be assigned to them from time to time by the Committee or Executive; and
 - 5.15.5 act in the best interests of the Association at all times.
- 5.16 The Committee may create further positions, if, as decided by a Special Resolution at a Committee Meeting, the Committee deems it necessary or beneficial to the operation of the Association. Such a position shall be filled as a Casual Vacancy.

- 5.16.1 In the event of a Casual Vacancy, the Committee shall call for nominations over a period of at least seven (7) days and appoint a nominee by Special Resolution at a Committee Meeting.
- 5.16.2 Committee Members appointed by way of Casual Vacancy will have the right to attend and speak at Committee Meetings but will not have the right to vote on any business.
- 5.17 There shall be not more than fifteen (15) Committee Members.
- 5.18 The Committee may appoint Officers and/or Sub-Committees to undertake any activities in furtherance of the objects and purposes of the Association.
 - 5.18.1 All Officers and members of Sub-Committees must be Members.
 - 5.18.2 All Officers and Sub-Committees shall be responsible to the Committee and their positions may be dissolved by a Simple Majority at a Committee Meeting.
 - 5.18.3 Officers and Sub-Committees shall not have voting rights beyond those of a Member.
- 5.19 A Committee Member shall cease to be such only:
 - 5.19.1 after the President's acceptance of their written resignation;
 - 5.19.2 upon their death;
 - 5.19.3 upon the expiration of their term of office;
 - 5.19.4 upon a Special Resolution passed at a Committee Meeting, pursuant to paragraph 5.20.
- 5.20 A Committee Member may be removed from office by a voting resolution of 70% at any Committee Meeting if he/she:
 - 5.20.1 has failed to adequately discharge the duties of their position and/or their duties as a Committee Member; or
 - 5.20.2 has failed to attend three (3) or more Committee Meetings without apology on reasonable grounds, in any one semester; and
 - 5.20.3 having had seven (7) days Written Notice of that Committee Meeting and been accorded the opportunity to be present and to speak at that Committee Meeting.
- 5.21 In the event of the resignation, death or removal of a Committee Member, the Committee may, at its discretion:
 - 5.21.1 fill the position by calling for nominations over a period of at least seven (7) days and appointing a nominee by Special Resolution at a Committee Meeting; or

5.21.2 re-distribute the duties of that Committee Member amongst the Committee for the remainder of the Committee's term of office.

5.22 A Committee Member appointed to the Committee under paragraph 5.21 shall have all rights, including voting rights, given to that position under this Constitution.

6 Meetings

6.1 The Committee must convene an Annual General Meeting ("AGM") of the Association between Weeks one (1) and six (6) of the May semester each year.

6.1.1 The President shall be the Chairperson of the AGM and shall decide the format of the AGM.

6.1.2 The Secretary must provide Written Notice to Members seven (7) days prior to the holding of the AGM. Such notice shall include the agenda for the AGM.

6.1.3 All Members have the right to attend the AGM, whether by attendance or appointed proxy.

6.1.4 Each Member is entitled to appoint another Member as his or her proxy by giving Written Notice to the Secretary no less than twenty four (24) hours before the time of the AGM in respect of which the proxy is appointed. A proxy may be appointed for specific matters or generally. Each Member may only act as proxy for one other Member.

6.1.5 Attendance or representation of a number of Members equivalent to twice the number of Committee Members of the Association is necessary to constitute a Quorum at an AGM. A meeting may proceed without a Quorum but no business requiring a vote may be transacted.

6.1.6 The ordinary business of the AGM shall include:

6.1.6.1 the adoption of the minutes of the previous AGM;

6.1.6.2 to receive the Annual Report of the Association's activities during the term of the incumbent Committee; and

6.1.6.3 any general business.

6.1.7 A Member wishing to bring business before the AGM must give sufficient Written Notice of that business to the Secretary so that it may be included in the agenda for the AGM.

6.2 The Executive may convene a Special General Meeting ("SGM").

6.2.1 The purpose of a SGM shall be to amend the Constitution or for any other purpose which the Executive deems will benefit the Members.

- 6.2.2 The Secretary must provide Written Notice to Members seven (7) days prior to the holding of the SGM. Such notice shall include the purpose and agenda for the SGM.
- 6.2.3 Paragraphs 6.1.1, 6.1.3-6.1.5 and 6.1.17 shall apply to the conduct of an SGM.
- 6.3 Committee Meetings may be held as and when any Executive Member deems it necessary, after reasonable notice to all other Committee Members.
 - 6.3.1 A Committee Member who is unable to attend a Committee Meeting must give notice ('apology') to the Secretary prior to that meeting.
 - 6.3.2 Attendance or representation of 50% of Committee Members is necessary to constitute a Quorum at Committee Meetings. A meeting may not proceed without a Quorum.
 - 6.3.3 Attendance or representation of 75% of Committee Members is necessary to transact any business requiring a vote at a Committee Meeting.
 - 6.3.4 The process by which a vote may be called is as follows:
 - 6.3.4.1 any Committee member calls for the motion in discussion to be voted upon.
 - 6.3.4.2 any Committee member must then second the motion in discussion to be voted upon.
 - 6.3.4.3 a vote is then put to all Committee members present and is passed by a simple majority.

7 Finances

- 7.1 The financial year of the Association is from 1 July to 30 June.
 - 7.1.1 The role of Treasurer will hand over on 30 June each year, regardless of the timing of the annual Association elections.
- 7.2 The Executive may maintain bank accounts on behalf of the Association.
- 7.3 All cheques drawn on such bank accounts shall be signed by both the Treasurer and one of the other Executive Members.
- 7.4 A record of all income and expenditure shall be maintained by the Treasurer, in accordance with any By-Laws passed at the AGM.
- 7.5 Upon seven (7) days Written Notice in the form of a request to the Treasurer, any Member may inspect the accounts of the Association.

8 By-Laws

- 8.1 The Executive may, from time to time, make amend or repeal By-Laws, not inconsistent with this Constitution, for the internal management of the Association.
 - 8.1.1 Executive Members having a conflict of interest shall take no part in the creation of By-Laws in respect of elections.
- 8.2 All new, amended or repealed By-Laws in respect of elections are to be decided by the Executive, subsequent to a discussion with the Committee at a Committee Meeting.
- 8.3 Any By-Law, including any By-Law inconsistent with paragraph 8.2, may be set aside by a Simple Majority at a Committee Meeting.

9 Dissolution

- 9.1 The Association may be dissolved only by a resolution passed by at least four-fifths of Members present at the Annual General Meeting or at a Special General Meeting.
- 9.2 Written Notice of such a meeting must be given to all Members at least two (2) weeks before the meeting and must include a notice of motion to dissolve the Association.
- 9.3 In the case of the Association being dissolved, any assets, property, or monies remaining after all outstanding debts are paid shall be given or transferred to the Faculty of Law for the purposes of the creation of a student representative organisation with similar objects and purposes to that of the Association.

10 Elections

- 10.1 Except for any Committee Member appointed by the Committee under this Constitution, the Committee must be elected by Members of the Association.
- 10.2 The election process, including: the nomination of candidates, campaigning, voting, counting of the ballot or any other function pertaining to election of the Committee shall be governed by an Election Committee.
 - 10.2.1 Subject to paragraph 10.2.2, the Election Committee shall consist of the four (4) Executive Members.
 - 10.2.2 In the event that an Executive Member has a conflict of interest, the Committee may appoint, by way of Simple Majority, a Committee Member to the Election Committee.
 - 10.2.3 In any event, the number of Committee Members on the Election Committee shall not be less than three (3).
- 10.3 Elections for the Committee shall be conducted by the Election Committee between weeks three (3) and six (6) of the May semester each year.

- 10.4 Nominations for the elections must be completed seven (7) days before the election.
 - 10.4.1 The nomination form for each candidate must indicate the position being sought, and the names of the nominator and seconder, both of whom must be Members.
- 10.5 To be eligible for election to the Committee, candidates must:
 - 10.5.1 be an Enrolled Member and reasonably believe that they will remain an Enrolled Member for the duration of the term of office for which they are seeking election;
 - 10.5.2 reasonably believe that their enrolment will result in substantial attendance at the University campus for the duration of their term. Substantial attendance will not be met where the Candidate will be absent from the University campus for six (6) academic weeks in one semester; and
 - 10.5.3 read this Constitution and be familiar with the duties of the position for which they have been nominated.
- 10.6 Any single candidate may run for one Committee Member position only and no candidate shall hold more than one position.
- 10.7 Each Member of the Association may vote once and each vote has equal value. The election of each position will be determined by a 'majority of votes wins' voting system with no position determined by a preferential voting system.
- 10.8 Each Member is entitled to appoint another Member as his or her proxy by giving Written Notice to the Secretary no less than twenty four (24) hours before the opening of voting at the election in respect of which the proxy is appointed. Each Member may only act as proxy for one other Member.
- 10.9 The Election Committee shall be responsible for the counting the ballot and ensuring the smooth operation of the election.
- 10.10 The ballot shall take place over a period of two (2) days.
- 10.11 The ballot will be counted within the confines of the Faculty of Law building under the supervision of the Dean of Law, Deputy Dean of Law, or any suitable staff member of the Faculty of Law. Counting of the ballot will take place as soon as practicable following the close of voting.
- 10.12 Candidates shall not be within the confines of the Faculty of Law building during the ballot unless casting their vote, or commuting to or from class, or commuting to or from the law library for study purposes.
- 10.13 The Committee assumes office at the announcement of their successful election at the Law Ball.

11 Alterations to this Constitution

11.1 This Constitution may only be amended or repealed by a Special Resolution of Members eligible to vote at:

11.1.1 the Annual General Meeting; or

11.1.2 at a Special General Meeting.