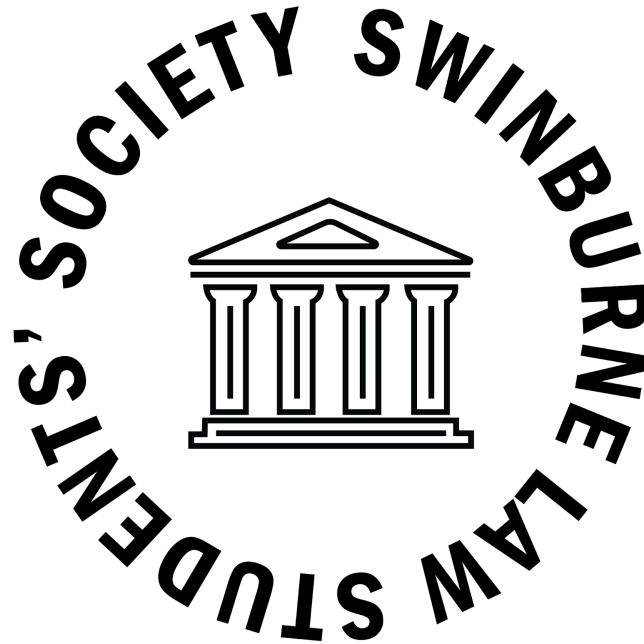


**THE CONSTITUTION  
OF THE  
SWINBURNE LAW STUDENTS' SOCIETY**

**As at 01 October 2021**



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**1. Name**

**1.1.** The name of this Society shall be the “Swinburne Law Students’ Society” (hereafter referred to as “SLSS”).

**2. Definitions**

**2.1.** In this Constitution, unless inconsistent with the context or subject-matter:

**2.1.1.** “AGM” means Annual General Meeting.

**2.1.2.** “ALSA” means the Australian Law Student Association.

**2.1.3.** “Business Day” means 9am-5pm each weekday with the exception of Victorian Calendered public holidays.

**2.1.4.** “Committee” means the SLSS’ Executive, Directors and Officers

**2.1.5.** “Committee Meetings” means when the Committee meets to discuss and plan for the SLSS (refer to clause 12.1)

**2.1.6.** “Constitution” means the Swinburne Law Students’ Society Constitution.

**2.1.7.** “Fundraising Duties” means the duties in clause 8.2 of this Constitution

**2.1.8.** “Law Student” means someone who is currently enrolled in units that contribute toward completion of a LLB at Swinburne.

**2.1.9.** “Nomination” means the act of submitting the Student Members’ name for an Executive Committee, Position or Committee Position.

**2.1.10.** “Notice” refers to clause 20.2 under Miscellaneous Provisions.

**2.1.11.** “SGM” means Special General Meeting.

**2.1.12.** “Simple Majority Vote” means 50% + 1 (refer to clause 20.4).

**2.1.13.** “SLSS” means the Swinburne Law Students’ Society.

**2.1.14.** “Student Life Policies” refers to the prescribed policies provided by Swinburne Student Life on the UniOne website.

**2.1.15.** “Student Member” means all students who are currently registered as paying members of the Swinburne Law Students’ Society.

**2.1.16.** “Swinburne” means Swinburne University of Technology.

**2.1.17.** “Term of Office” means a 13-month period from December 1 to December 31 the following year, immediately subsequent to the election.

**2.1.18.** “Vote of No Confidence” means a statement or vote from the Executive Committee that a person holding a position of responsibility is no longer deemed fit to hold that position.

**2.2.** For all other general interpretations, refer to clause 20 under Miscellaneous Provisions.

**3. Objects and Purposes**

**3.1.** The SLSS shall not be for financial or personal gain..

**3.2.** The objects of the SLSS are:

**3.2.1.** To represent all Swinburne Law Students (whether or not they are members of the SLSS);

- 3.2.2. To promote and facilitate the engagement between Swinburne Law Students through activities of a social, intellectual and competitive manner;
  - 3.2.3. To promote, and foster an active interest in matters affecting the study and practice of law;
  - 3.2.4. To assist Law Students in the study of law; and
  - 3.2.5. To represent Swinburne Law Students at ALSA meetings and other inter-varsity or inter-faculty Student Society or Club meetings.
- 3.3. The assets and income of the SLSS shall be used solely for the continuance of its above mentioned objects and no portion shall be distributed directly or indirectly to any Student Members of the SLSS except as bona fide compensation for expenses incurred on behalf of the SLSS (refer to clause 20.1)

#### **4. Constitution**

- 4.1. The SLSS shall be conducted in accordance with this Constitution.
- 4.2. Where a conflict may arise between this Constitution and Student Life Policy, Student Life Policy will be the governing document to the extent of the conflict.
- 4.3. This Constitution may be altered, amended, added to or repealed by the Committee.
  - 4.3.1. Alterations of the Constitution must occur by way of a SGM and any requests for change must be submitted to the Secretary at least ten (10) business days in advance;
  - 4.3.2. Any changes to the Constitution must first be passed by simple majority vote of the Committee and then by majority vote of Student Members at a SGM;
  - 4.3.3. The quorum for a change of a Constitution motion to pass must be at least 20 Student Members, or 50% of members, if less than 20 current student members exist.
  - 4.3.4. This Constitution may be amended or repealed by a two-thirds majority vote of the Student Members present at the meeting.

#### **5. Membership**

##### **5.1. Members**

- 5.1.1. Subject to this Constitution, all students enrolled in and currently undertaking units that contribute to a degree at Swinburne University of Technology shall be eligible to become a Student Member of the SLSS.
- 5.1.2. In order to become a Student Member of the SLSS, the Membership Fee, as determined by the current Executive of the SLSS, must be paid.

##### **5.2. Rights of Members**

- 5.2.1. Members of the SLSS shall have the following exclusive rights:
  - 5.2.1.1. Participate in the SLSS Elections (at the AGM and as otherwise specified by simple majority of the Committee);
  - 5.2.1.2. View the minutes of all SLSS meetings; and
  - 5.2.1.3. Have access to the benefits of the SLSS, as determined by the current Committee.

## **6. Executive**

- 6.1.** The Executive of the SLSS shall have the following functions:
  - 6.1.1.** To make preliminary decisions regarding changes to the Constitution;
  - 6.1.2.** To make decisions regarding sponsorship strategy and distribution of finance;
  - 6.1.3.** To make decisions about the future of the SLSS; and
  - 6.1.4.** To hold discussions on, and/or make any other decisions on issues which have an impact on the SLSS.
- 6.2.** In conjunction with clause 13, if any position of the Executive becomes vacant due to resignation, expulsion, or any other reason:
  - 6.2.1.** The Executive shall provide notice to all Student Members of the vacancy within five (5) business days of receiving notice of the vacancy (refer to clause 13).
  - 6.2.2.** All Student Members shall be afforded equal opportunity to nominate themselves to fill the vacant position.
  - 6.2.3.** Any nominations shall be submitted in writing to the Secretary five (5) business days in advance of the SGM.
  - 6.2.4.** The vacancy shall be filled by simple majority vote at an SGM or AGM (refer to clause 13).
  - 6.2.5.** The successful nominee shall hold the position for the remainder of the Term of Office.
- 6.3.** No student member shall be President of the SLSS for more than two (2) consecutive Terms of Office.
- 6.4.** A Student Member who presides on the Committee of the SLSS shall not be on a Committee of another Club or Society at Swinburne or any other University.
- 6.5.** No individual elected position may be shared between two (2) persons.
- 6.6.** The Term of Office of the Committee shall be, as specified, a 13-month period from 1st December – 31st December the following year. The 1st month and 13th month shall be used as a period to facilitate handover between the previous and new Executive Committee.
- 6.7.** The Committee shall hold a Committee Meeting once monthly (refer to clause 12.1).
- 6.8.** Only the Executive, Directors, and Officers are eligible to attend Committee meetings.
  - 6.8.1.** Any SLSS member who requests to attend Committee meetings may attend at the discretion of the Executive

## **7. Appointment of the Committee**

- 7.1.** The Student Members of the SLSS shall elect an Executive consisting of the following positions at the AGM:
  - 7.1.1.** One (1) President;
  - 7.1.2.** One (1) Vice President;
  - 7.1.3.** One (1) Secretary;
  - 7.1.4.** One (1) Treasurer;

- 7.2. The Student Members of the SLSS shall elect the following Directors at the AGM:
- 7.2.1. Two (2) Events Director(s)
  - 7.2.2. One (1) Promotions Director
  - 7.2.3. One (1) Competitions Director
  - 7.2.4. One (1) Publications Director
  - 7.2.5. One (1) Equity Director
- 7.3. The Student Members of the SLSS shall elect the following Officers at the AGM:
- 7.3.1. One (1) Systems Officer
  - 7.3.2. One (1) Sponsorship Officer
  - 7.3.3. One (1) First-Year Officer
- 7.4. A Student Member who is undertaking their first year of law studies at Swinburne cannot be elected for the position of President.

## 8. Duties of the Committee

### 8.1. General Duties

- 8.1.1. Attend all SLSS meetings;
- 8.1.2. Attend all SLSS events and activities.
- 8.1.3. Each member of the Committee must exercise their powers and discharge their duties;
  - 8.1.3.1. Honestly and in good faith in the best interests of the Society and Law School
  - 8.1.3.2. For a proper purpose

### 8.2. Fundraising Duties

- 8.2.1. The duties of fundraising include:
  - 8.2.1.1. Develop, maintain and execute the SLSS sponsorships and fundraising strategy;
  - 8.2.1.2. Maintain accurate record of all grants, sponsorships and fundraising received in conjunction with the treasurer for the year;
  - 8.2.1.3. Set sponsorship and fundraising goals, set by the President, for the SLSS;
  - 8.2.1.4. Prepare submissions and all supporting material relating to grant applications to the Student Life (in conjunction with the Treasurer);
  - 8.2.1.5. Form a fundraising sub-committee as required;
  - 8.2.1.6. Organise fundraising activities and events for the club (in conjunction with the Events Manager);
  - 8.2.1.7. Ensure all materials required for fundraising are developed and available (in conjunction with the Promotions Manager);
  - 8.2.1.8. Arrange all necessary permits, registrations and approvals for fundraising activities as required;
  - 8.2.1.9. Prepare a roster and supervise SLSS volunteer members assisting with fundraising activities;

- 8.2.1.10.** Supervise the collection of all funds raised and arrange the deposit of funds to the Treasurer; and
- 8.2.1.11.** At the end of each fundraising activity and event, reconcile all funds raised with the Treasurer.

### **8.3. Duties of Mediation**

#### **8.3.1.** Duties of mediation include:

- 8.3.1.1.** Assist in an unbiased manner the mediation of disputes and complaints between both Student Members and the Executive Committee;
- 8.3.1.2.** Respecting and protecting the privacy of all students and all matters brought to their attention;
- 8.3.1.3.** Only the Vice-President, discharging the Mediation Duties, may involve a member of the Faculty of Business and Law to assist in resolving disputes;
- 8.3.1.4.** Must be objective, fair and reasonable in their approach and must not be biased, refer to clause 18.

## **9. Duties of the Executive**

### **9.1. President**

#### **9.1.1.** The duties of the president include:

- 9.1.1.1.** To represent the SLSS and act as a Public Officer;
- 9.1.1.2.** Chair SLSS meetings in accordance with clause 12;
- 9.1.1.3.** Ensure meeting agenda is prepared in conjunction with the Secretary;
- 9.1.1.4.** Approve minutes of meetings;
- 9.1.1.5.** Lead and motivate Committee Members and Committee Members as well as Student Members;
- 9.1.1.6.** Encourage new ideas and plans for the year ahead;
- 9.1.1.7.** Plan and execute activities and events to promote the SLSS;
- 9.1.1.8.** Engage with Swinburne students, staff and the wider community via the SLSS social media channels;
- 9.1.1.9.** Perform sponsorship duties, including overseeing contributions to sponsorship duties by members of the Executive Committee and Committee;
- 9.1.1.10.** Authorise club activity and event announcements;
- 9.1.1.11.** To provide support to the Executive Committee and the Committee;
- 9.1.1.12.** To conduct the elections of the SLSS in accordance with this Constitution;
- 9.1.1.13.** Authorise club financial expenditure, in conjunction with the Treasurer;
- 9.1.1.14.** Close financial accounts for the year and ensure a suitable surplus is maintained;
- 9.1.1.15.** Deliver speeches and presentations during SLSS activities and events if required;



- 9.1.1.16. Consider new committee roles (as deemed necessary) and ensure appropriate selection of committee members;
- 9.1.1.17. Attend Swinburne University of Technology and Student Life events (by invitation) as the club representative;
- 9.1.1.18. Monitor the actions of the Committee in the course of SLSS business to ensure conformity with this Constitution; and
- 9.1.1.19. Complete a yearly report, indicating what was achieved in the administration portfolio during the Term of Office, and suggestions for improvement in the following Term of Office.

## **9.2. Vice-President**

### **9.2.1. The duties of the Vice-President include:**

- 9.2.1.1. Assist the President to fulfil their duties and act as designate for the President as required;
- 9.2.1.2. Further the objects of the SLSS;
- 9.2.1.3. Act as President in the absence of the President;
- 9.2.1.4. Monitor the actions of the Committee in the course of SLSS business to ensure conformity with this Constitution;
- 9.2.1.5. Provide administrative support to the Executive;
- 9.2.1.6. Conduct the free and fair elections of the SLSS in accordance with this Constitution;
- 9.2.1.7. Ensure the SLSS has effective administrative procedures and practices;
- 9.2.1.8. Assist the President in effectively coordinating and communicating with the Committee and various Sub-Committees;
- 9.2.1.9. Administer the physical environment of the SLSS with a view towards best environmental practices and the promotion of the same;
- 9.2.1.10. Perform to their best endeavours the Mediation Duties as may be necessary from time to time, subject to this Constitution;
- 9.2.1.11. Facilitate the completion of the Continuity Guide by assisting the President;
- 9.2.1.12. Completion of the yearly report, indicating what was achieved in the administration portfolio during their Term of Office, and suggestions for improvement in the following Term of Office; and
- 9.2.1.13. Carry out any duties assigned to them by the President from time to time.

## **9.3. Secretary**

### **9.3.1. The duties of the Secretary include:**

- 9.3.1.1. Ensure meetings are effectively organised;
- 9.3.1.2. Ensure meeting rooms are booked when required;
- 9.3.1.3. Compile and issue meeting agendas, in conjunction with the President;
- 9.3.1.4. Record minutes of meetings;
- 9.3.1.5. Distribute minutes of meeting to committee members;
- 9.3.1.6. Manage committee communication and correspondence as required;
- 9.3.1.7. Maintain effective records and administration of the SLSS;

- 9.3.1.8.** Maintain effective records of executed sponsorship agreements, on behalf of the President, in accordance with clause 9.1.9. of this Constitution;
- 9.3.1.9.** Manage all Student Member nominations; and
- 9.3.1.10.** Complete and submit appropriate forms to Student Life for Club Registration and Management.

#### **9.4. Treasurer**

- 9.4.1.** The duties of Treasurer include:
  - 9.4.1.1.** Prepare club financial budgets and accounts for the year;
  - 9.4.1.2.** Manage club cash-flow requirements, considering future income and expenditure;
  - 9.4.1.3.** Ensure that all Membership Fees, grant monies collected by the SLSS, sponsorship fees, and other monies are promptly deposited in the SLSS account held by Student Life;
  - 9.4.1.4.** Authorise club financial expenditure (in conjunction with the President);
  - 9.4.1.5.** Complete and submit appropriate forms to Student Life for the request for funds;
  - 9.4.1.6.** Ensure the SLSS financial expenditure is approved by Student Life prior to any SLSS funds being spent;
  - 9.4.1.7.** Ensure payments to suppliers comply with Student Life authorised methods of payment;
  - 9.4.1.8.** Reconcile quarterly the SLSS financial records with the SLSS account held by Student Life;
  - 9.4.1.9.** Prepare an Annual Financial Statement for the presentation at the AGM; and
  - 9.4.1.10.** Assist the President and Vice President in matters concerning SLSS sponsorships and fundraising strategies, including but not limited to:
    - 9.4.1.10.1.** Setting sponsorship and fundraising goals for the SLSS;
    - 9.4.1.10.2.** Preparing sponsorship applications for submission to Student Life;
    - 9.4.1.10.3.** Identifying sponsorship opportunities, and develop and present sponsorship proposals to potential sponsors;
    - 9.4.1.10.4.** Ensuring all sponsorship agreements are documented, and approved by the Executive Committee;
    - 9.4.1.10.5.** Leading the planning and delivery of fundraising activities with the support of the Executive, Committee Members, and Volunteer SLSS members;
    - 9.4.1.10.6.** Forming a fundraising sub-committee as required;
    - 9.4.1.10.7.** Organising fundraising events and activities for the SLSS, in conjunction with the Events team;
    - 9.4.1.10.8.** Arranging all necessary permits, registrations, and approvals for fundraising activities as required; and
    - 9.4.1.10.9.** Supervising the collection and deposit of all funds raised.

## **10. Duties of Directors**

### **10.1. Event Director**

**10.1.1.** The duties of Event Manager include:

- 10.1.1.1.** Develop and maintain the SLSS calendar of activities and events for the Year;
- 10.1.1.2.** Distribute the SLSS calendar of activities and events to SLSS members;
- 10.1.1.3.** Lead the planning and delivery of all of SLSS activities and events with the support of the Executive and Committee Members and volunteer SLSS members;
- 10.1.1.4.** Assist in the coordination, planning, and execution of sponsorship and fundraising activities and events, in collaboration with the Executive Committee;
- 10.1.1.5.** Complete and submit the appropriate forms to Student Life for Activity and Event Notifications and Equipment Loans;
- 10.1.1.6.** Book activity and event facilities, equipment, food and beverage as required;
- 10.1.1.7.** Invite and book activity and event speakers and manage the relationship between the SLSS and the speaker;
- 10.1.1.8.** Invite SLSS members and guests to activities and events and manage registrations; and
- 10.1.1.9.** Ensure activity and event facilities and equipment are set up and taken down and cleaned up appropriately.

### **10.2. Promotions Director**

**10.2.1.** The duties of promotions manager include:

- 10.2.1.1.** Maintain SLSS member contact database;
- 10.2.1.2.** Develop, maintain and execute SLSS communication strategy and plan;
- 10.2.1.3.** Prepare and distribute promotional material (in conjunction with the President);
- 10.2.1.4.** Engage with university students, staff and the wider business community via the club's social media channels (in conjunction with the President);
- 10.2.1.5.** Promote club activities and events (in conjunction with the Events Manager);
- 10.2.1.6.** Record appropriate imagery for promotional use;
- 10.2.1.7.** Liaise with Student Life staff to promote the club at Student Life sponsored events;
- 10.2.1.8.** Liaise with other Swinburne University of Technology Clubs and societies to promote the SLSS and develop a range of cross-promotional opportunities; and
- 10.2.1.9.** Perform Fundraising Duties, with the support of members of the Executive Committee and Committee.

### **10.3. Competitions Director**

**10.3.1.** The duties of the Competitions Director include:

- 10.3.1.1.** The Competitions Director shall meet with the Executive Committee;
- 10.3.1.2.** Contribute ideas to the Executive Committee;
- 10.3.1.3.** Ensure that all external Mooting competitions and other relevant competitions are made available and properly promoted to all members and LLB students (in conjunction with the Promotions Manager and the President);
- 10.3.1.4.** Prepare and distribute promotional material (in conjunction with the Promotions Manager);
- 10.3.1.5.** Maintain communication with the Swinburne Law School, to prepare for and facilitate internal and external mooting competitions;
- 10.3.1.6.** Brainstorm, plan and execute an SLSS internal mooting competition (in conjunction with the President and the Swinburne Law School);
- 10.3.1.7.** Work with Swinburne Law School and all relevant people to ensure written problems, judges and space are prepared and confirmed for all competitions;
- 10.3.1.8.** Arrange all necessary registrations and approvals for competition activities as required;
- 10.3.1.9.** Ensure all materials required for competitions are developed and available (in conjunction with the President, Promotions Manager and Publications Director);
- 10.3.1.10.** Keep a record of all internal and external competitions entered to be included in an end of year hand over report; and
- 10.3.1.11.** Ensure all competition fees are paid and maintain and record of the finances (in conjunction with the Treasurer).

### **10.4. Publications Director**

**10.4.1.** The duties of the Publications Director include:

- 10.4.1.1.** The Publications Director shall meet with the Executive Committee;
- 10.4.1.2.** Contribute ideas to the Executive Committee;
- 10.4.1.3.** Lead the planning and delivery of all SLSS publications with the support of the Executive and Committee Members;
- 10.4.1.4.** In conjunction with the Executive Committee, brainstorm, plan and executive new publications for the benefit of all LLB Swinburne Students;
- 10.4.1.5.** Ensure all publications, including necessary materials required, are developed and accessible to all students;
- 10.4.1.6.** Ensure, and be held accountable for, the standard of all publications released under the SLSS name;
- 10.4.1.7.** The Publications Director is answerable and accountable to the President and the Secretary;

- 10.4.1.8.** Shall have other powers and perform such duties as may be prescribed by the Constitution or as may be prescribed by the President;
- 10.4.1.9.** Must prepare and release the following publications, on a timeline set in conjunction with the Executive Committee:
  - 10.4.1.9.1.** First Year Guide
  - 10.4.1.9.2.** Competitions Guide
  - 10.4.1.9.3.** Seasonal Clerkship Guide
  - 10.4.1.9.4.** Prospectus
- 10.4.1.10.** Ensure the President and all other relevant people prepare their address to students to be included in each publication; and
- 10.4.1.11.** At the end of the year prepare a hand over report.

## **10.5. Equity Director**

- 10.5.1.** The duties of an equity director include:
  - 10.5.1.1.** Creating and endorsing SLSS values and code of conduct and ensuring that they are upheld by all Committee members;
  - 10.5.1.2.** Promoting inclusion and diversity within the Swinburne Law School community, by;
    - 10.5.1.2.1.** Liaising with the Events Directors to create opportunities and events that address social issues;
    - 10.5.1.2.2.** Working in conjunction with the Promotions Director and Publications Director to organise and promote material that is reflective of SLSS values.
    - 10.5.1.2.3.** Ensuring the conduct, events, and promotions of the SLSS are in keeping with Swinburne’s values of diversity, integrity, and teamwork.
  - 10.5.1.3.** Creating opportunities for mindfulness and wellbeing within the committee;
  - 10.5.1.4.** Keeping reference of important calendar dates, and ensuring that on these dates the relevant information is acknowledged and promoted, in conjunction with the Promotions Director;
  - 10.5.1.5.** Organising and implementing an initiative surrounding R U OK? Day in conjunction with the Committee; and
  - 10.5.1.6.** Facilitating ethical sponsorship agreements in collaboration with the Executive and the Sponsorship Officer.

## **11. Duties of Officers**

### **11.1. First Year Officer**

- 11.1.1.** The duties of First Year Officer include:
  - 11.1.1.1.** Play an active role in promoting events to First Year Law Students;
  - 11.1.1.2.** Keeping First Year Students engaged with the SLSS;
  - 11.1.1.3.** Assist in clarifying First Year Students expectations;

- 11.1.1.4. Contribute ideas to the Committee;
- 11.1.2. The First Year Officer is answerable and accountable to the Secretary and the President;
- 11.1.3. Shall have other powers and perform such duties as may be prescribed by this Constitution, or as may be prescribed by the Committee; and
- 11.1.4. Must be a First Year Student at Swinburne.

## **11.2. Systems Officer**

- 11.2.1. The duties of the Systems Officer include:
  - 11.2.1.1. Maintaining and updating the SLSS Website by;
    - 11.2.1.1.1. Liaising with events to update and maintain the events calendar
    - 11.2.1.1.2. Liaising with the competitions director to update and maintain the competitions calendar
    - 11.2.1.1.3. Regularly updating the website content pages to promote current happenings within the society and wider law school
    - 11.2.1.1.4. Creating and publishing highlights of both the SLSS and Swinburne Law achievements
  - 11.2.1.2. Managing the SLSS' google domains and accounts in conjunction with the executive;
  - 11.2.1.3. Creating and maintaining a triaging system to manage website post requests.
  - 11.2.1.4. Be proficient or experienced in Microsoft Office;
  - 11.2.1.5. Utilisation of google forms for committee members to specify dates and timelines for promotional material through;
    - 11.2.1.5.1. Including attachments, images and pdfs.
  - 11.2.1.6. Managing accounts and passwords for platforms used by SLSS using Last Pass;
  - 11.2.1.7. Maintaining, updating, and overseeing the additions of the SLSS statistics in conjunction with each role of the Committee, including;
    - 11.2.1.7.1. Compiling a statistical report of the year in conjunction with the Executive..
    - 11.2.1.7.2. Providing a projected growth report for the committee in conjunction with the Executive.
  - 11.2.1.8. Providing technical assistance to the committee with any and all technological issues; and
  - 11.2.1.9. Progressing the committee technologically in whichever way they see fit, in conjunction with the executive.

## **11.3. Sponsorship Officer**

- 11.3.1. The duties of a sponsorship officer include:
  - 11.3.1.1. Facilitating correspondence with existing sponsors;
  - 11.3.1.2. Ensuring the committee keeps up to date with sponsorship obligations, by;
    - 11.3.1.2.1. Ensuring all sponsorship agreements are documented, and approved by the Executive;

- 11.3.1.2.2. Creating a timeline for sponsorship requests and obligations;
- 11.3.1.2.3. Liaising with the Events Directors to organise sponsorship events;
- 11.3.1.2.4. Ensuring that all sponsorship fees are processed and recorded, in conjunction with the Treasurer; and
- 11.3.1.2.5. Liaising with the Promotions Director to ensure all sponsorship promotional material is published.
- 11.3.1.3. Facilitating new sponsorship agreements that will develop the Committee, in conjunction with the Executive, by:
  - 11.3.1.3.1. Identifying new sponsorship opportunities; and
  - 11.3.1.3.2. Initiating correspondence with prospective sponsors.
- 11.3.1.4. Setting sponsorship goals for the Committee in conjunction with the Executive.

## 12. Meetings

### 12.1. Committee Meetings

- 12.1.1. Committee Meetings shall be held at least once monthly, but may be held more frequently as determined by the Executive;
  - 12.1.1.1. Notice of a Committee Meeting will be issued at least ten (10) business days in advance;
  - 12.1.1.2. Committee Meetings are open only to members of the current Committee;
  - 12.1.1.3. Items for discussion must be handed to the Secretary in writing at least two (2) business days before a Committee Meeting;
  - 12.1.1.4. An item may be raised in the meeting without notice, provided that one-third (1/3) of the Committee present at the meeting vote their consent;
  - 12.1.1.5. The quorum for these meetings must be at least five (5) members of the Committee;
  - 12.1.1.6. Where this Constitution calls for a 'simple majority vote' it shall mean 50% + 1 votes. In the event of a tie, refer to clause 20.4.2.

### 12.2. Annual General Meeting (AGM)

- 12.2.1. The AGM must occur between the dates set by Student Life each academic year.
- 12.2.2. Subject to this constitution, the purpose of the AGM shall be:
  - 12.2.2.1. To re-elect all positions on the Executive, Directors and Officers for the forthcoming year (refer to clause 15.);
  - 12.2.2.2. For the President and Vice President to present their annual report;
  - 12.2.2.3. For the Treasurer to issue the official financial transcript from the previous 12 months;
  - 12.2.2.4. To deal with any other such matters as the Executive deems appropriate.
- 12.2.3. Notice of an AGM must be issued ten (10) business days in advance.

- 12.2.4. Members of the Executive must submit any items to the Secretary five (5) business days before the AGM.
- 12.2.5. The agenda for the AGM shall be issued five (5) business days in advance and published on the SLSS website.
- 12.2.6. All members of the Committee are required to be present unless under exceptional circumstances or with written notice submitted to the Secretary at least five (5) business days prior to the meeting.
- 12.2.7. The quorum for an AGM must be at least 20 Student Members, or 50% of members, if less than 20 current student members exist.

### **12.3. Special General Meetings (SGM)**

- 12.3.1. A SGM shall be held:
  - 12.3.1.1. On request of the Executive; or
  - 12.3.1.2. On request of twenty per cent (20%) of Student Members.
- 12.3.2. Request of a SGM must be submitted to the Secretary in writing. The request must outline the reasons for the request.
- 12.3.3. The SGM must be held within 21 days of the request being made.
- 12.3.4. Only the items raised in the written request for the meeting shall be discussed.
- 12.3.5. Notice of an SGM will be given 15 business days in advance.
- 12.3.6. Agenda for an SGM will be given five (5) business days in advance.
- 12.3.7. The quorum for an SGM must be at least 20 Student Members, or 50% of members, if less than 20 current student members exist.

## **13. Resignations and Vacancies**

- 13.1. A member of the Committee may resign at any point during their Term of Office provided that they:
  - 13.1.1. Give written notice to the Secretary at least 28 days in advance;
  - 13.1.2. Attend one (1) final Committee Meeting within that 28 day period;
  - 13.1.3. Provide the Executive Committee with a written report of all achievements, recommendations and any other relevant information which may be passed on to a successor.
- 13.2. Exemptions from clauses 13.1.1 and 13.1.2 may be granted where resignation has occurred due to exceptional circumstances.
- 13.3. If any position on the Committee becomes vacant during the Term of Office, an SGM or AGM must be held within a reasonable time to fill the position.

## **14. Discipline and Expulsion**

- 14.1. Disciplinary action, including but not limited to expulsion from the Committee or Membership, is governed by the Student Life Club Discipline & Dispute Resolution Policy.



**15. Elections**

- 15.1.** A Student Member may only be elected to one (1) position on the Committee.
  - 15.1.1.** No individual elected positions may be shared between two (2) persons.
- 15.2.** A Student Member can only be a Committee Member of the SLSS and cannot be a Committee Member of another Club or Society at Swinburne or any other University.
- 15.3.** Elections must be held at the AGM or SGM.
- 15.4.** Nominees shall receive a maximum of five (5) minutes to make a speech at the AGM or SGM.
- 15.5.** The speeches shall occur in the order by which the positions are listed under clause 7
- 15.6.** No absentee speeches shall be allowed.
- 15.7.** Voting shall occur by secret ballot (refer to clause 17.6).
- 15.8.** The new Committee shall be announced on the SLSS website within five (5) business days of the AGM.

**16. Nominations**

- 16.1.** The existing Executive must provide an information session to allow prospective Nominees to understand the nature of the roles. This information session shall be conducted at the discretion of the existing Executive.
- 16.2.** Any Student Member wishing to nominate themselves for a position on any Committee must fill out the nomination form provided on the SLSS website and submit it to the Secretary at least five (5) business days prior to an Election. Nominations received after this time shall not be accepted.
- 16.3.** Student Members shall nominate themselves for one (1) position only.
- 16.4.** Nominees may withdraw their candidacy no more than two (2) business days prior to the AGM.
- 16.5.** Campaigning is permitted, but shall occur in good faith. Any Nominees found to be using tactics which are derogatory or bullying towards their opponents may be removed as a candidate.
- 16.6.** Disrupting classes to campaign shall not be accepted. If a candidate wishes to interrupt a class, they shall receive written consent from the convener prior to the class and shall not take up more than five (5) minutes (as determined by the convener).

**17. Voting**

- 17.1.** Only Student Members (including the Committee) may vote in any matters presented at the AGM and SGM.
- 17.2.** Each Student Member shall be afforded one (1) vote and each vote must carry their student identification number.
- 17.3.** The votes of Student Members found to be in breach of clause 17.2 by submitting more than one (1) vote shall be disregarded, with the potential of the offending students being subject to clause 14 discipline.

- 17.4. Voting for the Election must occur on the day of the AGM by ballot paper if the meeting is in person, if the meeting is to be held virtually due to Swinburne or Government policy, then appropriate measures will be put in place.
- 17.5. Remote voting (absentee voting) may be allowed, per Student Life Policy, any remote voting must be pre-approved by Swinburne Student Life and conducted via the Student Life Portal.
- 17.6. All voting shall remain private.

**18. Mediation**

- 18.1. As a Student-run Society, no issues are to be taken to the Faculty of Business and Law without the consent of the SLSS.
- 18.2. All complaints shall be directed towards the President, Vice-President, or Secretary in writing.
- 18.3. All complaints and issues will be dealt with in accordance with the Student Life Club Discipline & Dispute Resolution Policy.

**19. Financial Provisions**

- 19.1. SLSS funds shall only be accessed and managed in accordance with Student Life policy.
- 19.2. SLSS funds shall be derived from sponsorship, donations, merchandise sales, fundraising, and other such sources as the SLSS determines.

**20. Miscellaneous Provisions**

**20.1. Winding up**

- 20.1.1. Club registration is at the sole discretion of Swinburne Student Life.
- 20.1.2. Dissolution of the club will occur:
  - 20.1.2.1. Voluntarily upon Special Resolution of the Student Members entitled to vote at a SGM;
  - 20.1.2.2. If the club has been inactive for a period of more than six months with no forms submitted, no approved club activities held, or no response to communication from Swinburne Student Life;
  - 20.1.2.3. If the club does not re-register with Swinburne Student Life by the re-registration deadline; or
  - 20.1.2.4. Upon written notice from Swinburne Student Life where the Club is in breach of this Constitution or Student Life Policy.
- 20.1.3. Student Life will supervise the winding up of the Club. Tracked Assets and remaining funds must not be distributed to any member, but shall instead be returned to Swinburne Student Life.

## **20.2. Notice**

- 20.2.1.** Any notice required to be given under this Constitution must be:
  - 20.2.1.1.** in writing and addressed to the intended recipient; and
  - 20.2.1.2.** signed by the sender with the full name, student number and date; and
  - 20.2.1.3.** taken to have been given:
    - 20.2.1.3.1.** where delivered by hand, at the time of delivery; or
    - 20.2.1.3.2.** where sent by email transmission, on receipt by the sender of a notification of delivery of the email;
  - 20.2.1.4.** if delivery or receipt is on a day other than a Business Day, or is later than 5pm on a Business Day, the notice is given on the next Business Day.

## **20.3. Interpretations**

- 20.3.1.** In this constitution:
  - 20.3.1.1.** headings are for convenience only and do not affect the interpretation of this Constitution;
  - 20.3.1.2.** a word or expression in the singular include the plural, and the other way around;
  - 20.3.1.3.** words importing a gender include any gender;
  - 20.3.1.4.** a reference to a 'clause' is a reference to a clause in this Constitution;
  - 20.3.1.5.** a reference to a 'clause' includes a reference to a sub-clause;
- 20.3.2.** the words "including" and "include" are not words of limitation and mean "including but not limited to" and "include but not limited to"; and
- 20.3.3.** a reference to dollars or \$ is a reference to Australian Dollars.

## **20.4. Simple Majority Vote**

- 20.4.1.** Where this Constitution calls for a 'simple majority vote' it means 50% of votes plus 1.
- 20.4.2.** Where there is a tie, the vote of the President shall prevail as the majority vote.