

# **BY-LAW 02: DUTIES, ROLES AND RESPONSIBILITIES**

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## **PART 1 – DEFINITIONS**

### **1.1. Definitions**

1.1.1. In this By-Law, unless the context requires otherwise:

1.1.2. *Constitution* means the Notre Dame Sydney Law Society Constitution.

1.1.3. All other terms are to take the meaning given to them in the Constitution.

1.1.4. All other terms not defined by this section are to take their ordinary meaning.

## **PART 2 - DUTIES AND POWERS OF THE COMMITTEE MEMBERS**

### **2.1 THE EXECUTIVE**

2.1.1 The Executive shall:

- Oversee all functioning and activities of the NDSLS
- Maintain regular contact with each other and the general committee through a platform of their own discretion
- Regularly meet with the entire committee to provide them with updates
- Oversee the preparation of the Society's sponsorship prospectus and meet with firms to obtain sponsorship
- Ensure that the Society is appropriately represented on the ALSA Council;
- Assist or to arrange assistance for any Committee member who may require it; and
- Endeavour to send as many Executive members as possible as Delegates to the annual ALSA Conference.

### **2.2 THE PRESIDENT**

2.2.1 The President shall;

- Oversee and coordinate all activities of the Society
- Chair each meeting of the Society
- Be included in all NDSLS Communications directed to an external party
- Exercise their discretion to appoint a member of the Executive or the Sponsorship Director to attend sponsorship meetings;
- At their discretion, assign each Executive member to oversee the conduct of a portfolio or a number of portfolios;
- Assign each Year Representative and the Mature Age Representative to a minimum of two Committee Directors to rotate through working with over the course of the year to ensure the transferral of skills and information;
- Write references upon request for each Committee member detailing their performance in their Portfolio(s);
- Oversee the creation of the annual end-of-year committee report.

- In conjunction with the Vice President:
  - Regularly liaise with School of Law & Business Staff to communicate NDSLS updates, concerns and questions
  - Represent the NDSLS at both internal and external events
  - Ensure that the Vice President has a sufficient understanding of Society activities at all times in the event that the President takes a leave of absence;

## **2.3 THE VICE PRESIDENT**

2.3.1 The Vice President shall;

- Assist the President in coordinating and overseeing all activities of the Society;
- Chair meetings of the Society in the President's absence;
- Assist in facilitating and coordinating all duties and responsibilities in collaboration with the President under 2.1.2 above.

## **2.4 THE TREASURER**

2.4.1. The Treasurer shall;

- Maintain regular contact with the other Executive members;
- Manage the finances of the Society;
- Be a signatory of the Society account(s);
- Have access to all necessary financial information relating to the Law Society and have possession of the society bank card(s);
- Provide the Committee with regular financial updates;
- Be responsible for the management of all transactions and the issuing of Invoices and Remittance statements ;
- Draft an annual budget for the society and consider portfolio budget requests;
- Provide an annual financial report to be tabled at the Annual General Meeting;
- Maintain up-to-date financial reporting and make this available to the committee;
- Provide financial updates to the Executive as necessary and upon request;
- Ensure the Society meets all payment deadlines;
- Perform all regular bank reconciliations and oversee handover of all society financial accounts at the end of tenure.

## **2.5 THE SECRETARY**

### 2.5.1 The Secretary shall;

- Keep orderly minutes of meetings of the Society, including Committee meetings and General Meetings;
- Issue Committee members with administrative information including, but not limited to: the Constitution, By-Laws, and contact details of Committee Members,
- Keep and maintain an up-to-date register of Members;
- Oversee the regular dissemination of information to Members informing them of upcoming events and publications;
- 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; and
- Organise the booking of appropriate venues for meetings of the Society.

## 2.6. PORTFOLIOS

### 2.6.1 The Careers Portfolio

2.6.1.1 The Careers Director and Careers Assistant Director are responsible for:

- Organising careers related events, including but not limited to Careers Presentations, Careers Expos, fairs and panel discussions;
- The creation and publication of the annual Careers Guide; and
- Disseminate information about relevant career opportunities.

### 2.6.2 The Communications and Marketing Portfolio

2.6.2.1 The Communications and Marketing Director and Communications and Marketing Assistant Director are responsible for:

- The coordination of marketing, advertisement and promotion for all internal Society events and where appropriate, external events. This may include but is not limited to:
  - developing marketing strategies in consultation with the Committee and facilitating their implementation;
  - developing and distributing marketing materials and messages; ○ regularly updating the Society's social media accounts

### 2.6.3 The Competitions Portfolio

2.6.3.1 The Competitions Director and Assistant Competitions Director are responsible for:

- Organising, overseeing and promoting legal skills competitions;
  - The creation and publication of the annual Competitions Guide;
  - In consultation with the Executive and the Education Director, selecting the teams to represent the University and the Society in ALSA Conference competitions, giving priority to internal competition winners and finalists;
- 2.6.3.2 Note that the NDSLS Competitions Director and Assistant Director are not permitted to compete in any internal NDSLS competition for the entirety of their term.

#### 2.6.4 The Education Portfolio

2.6.4.1 The Education Director is responsible for:

- Ensuring that proper notification of the ALSA conference is made to all Members and the School of Law and Business;
- All communications and functions of the Society associated with ALSA;
- Responding to any educational concerns of Members and representing education concerns of Members where necessary;
- Generating initiatives that encourage health and wellbeing amongst law students.

#### 2.6.5 The Information Technology (IT) Portfolio

2.6.5.1 The IT Director is responsible for:

- Maintaining and updating the Society's website, including making improvements and changes to benefit Members, sponsors and all NDSLS stakeholders;
- Making recommendations to the Committee about improvements to the Society's website to increase its usefulness and applicability to all Members;
- Once approved, apply these changes in a timely fashion;
- Ensuring the website has online versions of all publications of the Society;
- Ensuring the website has the most recent logos and information regarding the NDSLS current sponsor
- Provide IT support and advice to Committee Members;
- Facilitate online ticketing and website support for the Society's events and activities
- Report data metrics; and
- Troubleshoot website and other IT issues that may arise.

#### 2.6.6. The Social Events Portfolio

2.6.6.1 The Social Events Director and Social Events Assistant Director are responsible for:

- The organisation of social events, including but not limited to the annual Law Ball, start and end of semester celebrations, and morning teas.
- Social events do not include social justice events.

#### 2.6.7. The Social Justice Portfolio

2.6.7.1 The Social Justice Director and Assistant Social Justice Director are responsible for:

- The coordination of events, activities and functions pertaining to social justice topics;
- Addressing issues of inequity or injustice that exist in the School of Law and Business, and endeavour to represent students who raise such issues; and
- Organising the annual Social Justice Lecture, including determining in consultation with the Committee, a non-for-profit legal organisation to whom all the proceeds of the lecture, including but not limited to ticket sales and remaining sponsorship money after expenses, for the event are to be donated.
- Organising the annual NDSLS Social Justice Winter Sleepout in collaboration with other societies (where appropriate)

#### 2.6.8. The Sponsorship Portfolio

2.6.8.1 The Sponsorship Director and Sponsorship Assistant Director are responsible for:

- Producing a professional prospectus to be distributed to potential sponsors
- Ensuring that all sponsorship obligations are met to a professional standard;
- Coordinating sponsored events and presentations as required by sponsors; and
- Overseeing other sponsorship related activities and events including but not limited to fundraisers, raffles and other initiatives

#### 2.6.9. The Sports Portfolio

2.6.9.1 The Sports Director and Sports Assistant Director are responsible for:

- Organising sporting initiatives including but not limited to a Staff v Students Sports Day and Intervarsity Sport Competitions;
- Working with SAUNDA and the SAUNDA School of Law and Business Representative to organise a team to compete in the annual Notre Dame Gift; and

- Working with other relevant Committee Members to produce health and wellbeing events and initiatives.

#### 2.6.10. Year Representatives and Mature Age Representatives

2.6.10.1 Year Representatives and Mature Age Representatives are responsible for:

- Bringing any issues felt or expressed by their respective cohorts to the attention of the Committee;
- At the direction of the President, shadow a minimum of two Portfolios throughout the year and assist them with their events.
- The First Year Representative will stay on for an alternate tenure, commencing the role in Semester 2 of the elected year and handing over in Semester 2 of the following year.

#### 2.6.11. Equity Officer

2.6.11.1 One Member of the Ordinary Committee Members will be elected to the role of Equity Officer.

2.6.11.2 Individuals may nominate themselves to take the role of Equity Officer at a Committee Meeting, and will be elected by the Committee through a vote.

2.6.11.3 If no Ordinary Committee Member nominates for the role, then the IPP will be automatically appointed as the Equity Officer.

2.6.11.4 The Equity Officer is responsible for:

- The enforcement of the NDSLS Committee Code of Conduct; and the University of Notre Dame Australia Code of Conduct; and 2.5.4.2. Addressing and resolving grievances in accordance with Part 7 of the Constitution.
- Pursuant to Part 7 of the Constitution, the Equity Officer only has jurisdiction to deal with grievances that are internal to the Committee.
- The Equity Officer has the authority to call an Equity Meeting at any time that is convenient for the parties involved with the grievance who will be in attendance.
- All Equity Meetings should be minuted appropriately.
- Records of the minutes of Equity Meetings will be kept by the Equity Officer and discarded at the end of each tenure.
- The parties involved with the grievance must attend the Equity Meeting that is called by the Equity Officer except in the case of extenuating circumstances.
- These extenuating circumstances are to be decided at the discretion of the Equity Officer and the Executive.
- The Equity Officer does not require the approval of the Executive to call an Equity Meeting.



- The Equity Officer must notify the Executive of the date, time, location, method/mode and reason for the Equity Meeting; and
- The outcome of the Equity Meeting and resolution of the grievance.

#### 2.6.12. Immediate Past President

- The Immediate Past President (IPP) is an ex-officio role as outlined in 5.3 of the Constitution.
- The IPP shall provide guidance and advice to the current Executive and Committee during the course of their term as requested.

#### 2.6.13 Subcommittee

- The role of each Subcommittee shall be at the discretion of the Executive and the relevant Portfolio Director and Assistant Director
- The role of each Subcommittee Member will correspond with obligations relating to the Portfolio they support or those delegated by the Executive.
- No Subcommittee representative assisting the Competitions Director shall compete in internal NDSLS competitions.

### **PART 3 – ADMINISTRATION**

#### 3.1. Administration

3.1.1. All Committee members shall conduct all Society related correspondence through the dedicated rolling email account.

3.1.2. Unless specified otherwise by the Executive, the rolling email accounts are:

- a) President - [president@ndsls.org](mailto:president@ndsls.org)
- b) Vice President - [vicepresident@ndsls.org](mailto:vicepresident@ndsls.org)
- c) Treasurer - [finances@ndsls.org](mailto:finances@ndsls.org)
- d) Secretary - [secretary@ndsls.org](mailto:secretary@ndsls.org)
- e) Careers Director - [careers@ndsls.org](mailto:careers@ndsls.org)
- f) Careers Assistant Director(s) - [careerasst@ndsls.org](mailto:careerasst@ndsls.org) and [careerasst1@ndsls.org](mailto:careerasst1@ndsls.org)
- g) Communications and Marketing Director - [marketing@ndsls.org](mailto:marketing@ndsls.org)
- h) Communications and Marketing Assistant Director - [marketingassistant@ndsls.org](mailto:marketingassistant@ndsls.org)
- i) Competitions Director - [competitions@ndsls.org](mailto:competitions@ndsls.org)
- j) Competitions Assistant Director(s) - [competitionsasst@ndsls.org](mailto:competitionsasst@ndsls.org) and
- k) [competitionsasst1@ndsls.org](mailto:competitionsasst1@ndsls.org)
- l) Education Director - [education@ndsls.org](mailto:education@ndsls.org)
- m) Information Technology (IT) Director - [it@ndsls.org](mailto:it@ndsls.org)
- n) Social Events Director - [socialevents@ndsls.org](mailto:socialevents@ndsls.org)
- o) Social Events Assistant Director - [socialeventsassistant@ndsls.org](mailto:socialeventsassistant@ndsls.org)

- p) Social Justice Director - [socialjustice@ndsls.org](mailto:socialjustice@ndsls.org)
- q) Social Justice Assistant Director - [socialjusticeassistant@ndsls.org](mailto:socialjusticeassistant@ndsls.org)
- r) Sponsorship Director - [sponsorship@ndsls.org](mailto:sponsorship@ndsls.org)
- s) Sponsorship Assistant Director - [sponsorshipassistant@ndsls.org](mailto:sponsorshipassistant@ndsls.org)
- t) Sports Director - [sports@ndsls.org](mailto:sports@ndsls.org)
- u) Sports Assistant Director - [sportsassistant@ndsls.org](mailto:sportsassistant@ndsls.org)
- v) Mature Age Representative - [matureage@ndsls.org](mailto:matureage@ndsls.org)
- w) Fifth Year Representative - [year5rep@ndsls.org](mailto:year5rep@ndsls.org)
- x) Fourth Year Representative - [year4rep@ndsls.org](mailto:year4rep@ndsls.org)
- y) Third Year Representative - [year3rep@ndsls.org](mailto:year3rep@ndsls.org)
- z) Second Year Representative - [year2rep@ndsls.org](mailto:year2rep@ndsls.org)
- aa) First Year Representative - [year1rep@ndsls.org](mailto:year1rep@ndsls.org)
- bb) Equity Officer - [equityofficer@ndsls.org](mailto:equityofficer@ndsls.org)

### 3.2. Policies and Regulations

3.2.1. Any policy or regulation created by the University will be binding upon all NDSLS Committee Members.

3.2.2. Any policy or regulation created by the Executive Committee and agreed upon, by the entire NDSLS Committee, will be binding upon all NDSLS Committee Members.

3.2.2. This agreement must be voted on as a resolution at a Committee Meeting as outlined in the Constitution.

## **PART 4 – FINANCES**

### 4.1. Reimbursement

4.1.1. A Member or Committee Member may be reimbursed for an amount spent in the furtherance of the purpose and objectives of the Society at the discretion of the Committee.

4.1.2. Reimbursement may occur following the discretion of:

- The Treasurer alone for amounts up to \$500.00; and
- The Executive for amounts above \$500.00

4.1.3. All expenditure shall be approved by the relevant party/ parties prior to incurring the expenditure.

4.1.4. Reimbursement shall be granted, when approval has been obtained, and only when an application has been made to the Treasurer for reimbursement, stating:

- the amount spent; and
- the reason for expenditure; and

- the date approval was granted by the relevant parties

4.1.5. This application should be accompanied by all receipts and supporting documentation to be kept by the Treasurer.

#### 4.2. Funding

4.2.1. The Society may grant equity funding for up to the full amount invoiced for educational conference, intervarsity competitions, and other events which support the purpose and the objectives of the Society.

4.2.2. Funding will only be provided by the Society where:

- funds are available in the General Fund; and
- the Executive deems it appropriate that an amount be granted to the applicant.

#### 4.3. Petty Cash

4.3.1. The Treasurer shall keep \$100.00 as petty cash to be used for purposes including by not limited to a float for a fundraising event.

### **PART 5 - AMENDMENT OF BY-LAW 02**

#### 5.1. Amendment

5.1.1. This By-Law may be amended by resolution of the Committee.

### **PART 6 - LIST OF EDITORS**

NAME	POSITION	DATE (FINAL EDIT)	DATE (EDITS PASSED BY COMMITTEE)
Andrew Gouveia	Vice President (2018-19)	05/12/2018	N/A
Paige GavenlockGinns	President (2021-22)		
		26/09/2023	

Olivia Passerini	President (2022-2023)		
Brooke Nguyen	Vice President (2022-2023)		
Sam Keogh	Treasurer (2022-2023)		
Amy Skinstad	Secretary (2022-2023)		
Meg Abbott	President (2023-24)	19/11/2024	15/05/24
Sophia Alegria Ferreria	Vice President (2023-24)		
Dominique Bergman	Treasurer (2023-24)		
Caitlin Miller	Secretary (2023-24)		