



**Constitution of the University of Wollongong
Law Students' Society**

April 2004

Table of Contents

1. GENERAL	4
1.1. NAME OF THE SOCIETY	4
1.2. DEFINITIONS AND INTERPRETATIONS	4
1.3. OBJECTS	5
1.4. ASSETS	5
1.5. AFFILIATION	5
1.6. AIMS OF CSSO SOCIETIES	6
2. MEMBERSHIP OF THE SOCIETY	7
2.1. NUMBER OF MEMBERS	7
2.2. ELIGIBILITY FOR MEMBERSHIP	7
2.3. DURATION OF MEMBERSHIP	7
2.4. RIGHTS OF MEMBERS	7
2.5. REGISTER OF MEMBERS	7
2.6. CESSATION OF MEMBERSHIP	7
2.7. RESIGNATION BY MEMBER	7
2.8. EXPULSION OF MEMBER	8
2.9. HONORARY LIFE MEMBERS	8
2.10. REGISTER OF HONORARY LIFE MEMBERS	8
2.11. MEMBERSHIP FEE	8
2.12. LIABILITY OF MEMBERS	8
3. MEMBERSHIP OF THE COMMITTEE.....	9
3.1. THE COMMITTEE	9
3.2. THE EXECUTIVE	9
3.3. ELECTIONS OF THE EXECUTIVE AND THE COMMITTEE	9
3.4. CO-OPTED POSITIONS	9
3.5. EX-OFFICIO POSITIONS	9
3.6. DISCIPLINARY ACTION	10
3.7. RESIGNATION	10
3.8. POWERS OF THE COMMITTEE	10
3.9. POWERS OF THE EXECUTIVE	10
3.10. DUTIES OF EXECUTIVE MEMBERS	11
3.10.1. <i>President</i>	11
3.10.2. <i>Vice President (Administration)</i>	11
3.10.3. <i>Vice President (Careers)</i>	11
3.10.4. <i>Vice President (Education/ALSA)</i>	12
3.10.5. <i>Vice President (Finance)</i>	12
3.11. DUTIES OF COMMITTEE MEMBERS	12
3.11.1. <i>Competitions Coordinator</i>	12
3.11.2. <i>IT Director</i>	13
3.11.3. <i>Social Coordinators</i>	13
3.11.4. <i>Publicity Officers</i>	13
3.11.5. <i>Publications Officers</i>	13
3.11.6. <i>Equity Officer</i>	13
3.11.7. <i>Mature Age/Graduate Representative</i>	14
3.11.8. <i>Year Representatives</i>	14
4. MEETINGS	15
4.1. EXECUTIVE MEETINGS	15
4.2. GENERAL MEETINGS	15
4.3. COMMITTEE MEETINGS	16
4.4. ANNUAL GENERAL MEETINGS	16

4.5.	CONDUCT OF COMMITTEE MEETINGS	16
4.5.1.	<i>Preliminary Matters</i>	16
4.5.2.	<i>Standing Orders</i>	16
5.	PROJECT GROUPS	20
5.1.	PROJECT GROUP	20
5.2.	DUTIES OF A PROJECT GROUP	20
6.	ELECTIONS.....	21
6.1.	CONDUCT OF ELECTIONS	21
6.2.	ANNUAL GENERAL ELECTIONS	21
6.3.	CASUAL VACANCIES	21
7.	DISPUTES AND MEDIATION	23
7.1.	PROCESS	23
8.	FINANCE.....	24
8.1.	FINANCE	24
9.	RULES AND REGULATIONS.....	25
9.1.	AMENDMENT	25
9.2.	PUBLICATION	25
9.3.	REGULATIONS	25
9.4.	DISPOSAL OF ASSETS.....	25
9.5.	CUSTODY OF BOOKS AND RECORDS	25
9.6.	COMMON SEAL.....	25
9.7.	SIGNING OF NEGOTIABLE INSTRUMENTS	26
9.8.	REGULATIONS	26
9.8.1.	<i>Composition of the Committee</i>	26
9.8.2.	<i>Voting of Committee Positions</i>	26

1. GENERAL

1.1. Name of the Society

This constitution formally establishes a society of students at the University of Wollongong. The name of this society shall be the "University of Wollongong Law Students' Society"

1.2. Definitions and Interpretations

1. Unless contrary intention appears, the following terms shall have the meaning set out below wherever they are used in this constitution:

ALSA:	Australian Law Students' Society.
BOARD:	The Executive of the Society and the Committee.
COMMITTEE:	The group of positions including the Executive, Competitions Coordinator, IT Director, Social Coordinators, Publicity Officers, Publications Officers, Equity Officer, Mature Age/Graduate Representative, Senior Representative, 3 rd , 2 nd and 1 st Year Representatives.
CSSC:	University of Wollongong Clubs and Societies Support Committee.
CSSO:	University of Wollongong Clubs and Societies Support Office.
EXECUTIVE:	The group of positions including: President; Vice President (Administration), Vice President (Education/ALSA), Vice President (Careers), Vice President (Finance).
FACULTY:	The Faculty of Law of the University of Wollongong.
MEMBER:	Any member of the Society.
PORTFOLIO:	The responsibilities set out in the By-Laws and all matters reasonably incidental there to.
PROJECT GROUP:	A Group created from time to time by a vote of the Board to meet a specific project need.
REGISTER:	Register of Members.
SIMPLE MAJORITY:	At least one half of the voting members present at that meeting.
SOCIETY:	The University of Wollongong Law Students' Society.
SPECIAL MAJORITY:	At least two thirds of the voting members present at that meeting.
SRC:	The University of Wollongong Students Representative Council.
STUDENT:	A student currently enrolled at UOW or a graduate from UOW.
UNICENTRE:	Wollongong Unicentre Ltd.
UNIVERSITY:	The University of Wollongong (UOW).

2. Where this constitution requires Public Notice to be given, it shall be sufficient that the requisite notice be given either on the Society notice board, located near the Law faculty office or on the Society Website, and/or such other sites as nominated by the committee.
3. If at any time there is a dispute as to the interpretation of this or any clause contained in this constitution, the committee shall meet and vote to decide the correct

interpretation. Only a simple majority is needed. This decision shall be final and binding.

1.3. Objects

The objects of the Society shall be adhered to by all members and associate members and will be as follows:

1. To promote the Law Students of the University of Wollongong campus in matters affecting their interests and to promote student participation in the consideration of such matters.
2. To promote and develop all aspects in the studies of law and legal practice at the University of Wollongong campus, particularly in the intellectual, social, and cultural; spheres.
3. To provide a conduit between society members, the professional and academic communities.
4. To organize law related activities and embark upon law related projects in accordance with membership interests and tastes.
5. To increase the awareness of and participation in the Society by non-members.
6. To increase the awareness of and participation in the ALSA by current members.

1.4. Assets

1. The society will be a non-profit association
2. The assets and income of the society will be applied solely in the furtherance of its objects and purposes
3. No portion of the assets or income of the society will be distributed, directly or indirectly, to the members of the society, except as bona fide compensation for services rendered or expenses incurred on behalf of the society.

1.5. Affiliation

1. The Society is affiliated with the CSSC of the University of Wollongong
2. Any provision in this Constitution which is inconsistent with the Constitution and Regulations of the CSSC as amended from time to time will, to the extent of any inconsistency, be invalid. All matters not specifically dealt with in the Constitution are governed by the Clubs and Societies Regulations of the University of Wollongong CSSC Rules and Regulation.
3. If the Society is disaffiliated by the CSSC, the Association will forfeit all funds and property to the CSSC to the extent that those funds and property were provided by the CSSC.
4. If the Society ceases to operate for more than one year, the Society will forfeit its funds and property to the CSSC to the extent that those funds and property were provided by the CSSC. The CSSC will return these funds and property to the Society if it resumes operation within five years and makes a written application to the CSSC.

1.6. Aims of CSSO Societies

1. To promotes the aims of the University and to foster student fellowship within the University
2. To promote social activities for and to maintain contact with all members
3. To print publish and circulate papers, circulars and to provide exhibitions and demonstrations

2. MEMBERSHIP OF THE SOCIETY

2.1. Number of Members

There is no limit to the number of members

2.2. Eligibility for Membership

1. Any student presently enrolled at the University of Wollongong is eligible to join the Society
2. In order to join the Society, a student must:
 - a. pay the membership fee; and
 - b. provide the Society with their full name and University allocated Email address.

2.3. Duration of Membership

One calendar year from the date of paying the membership fee.

2.4. Rights of Members

1. All members have the right to:
 - a. attend annual and special general meetings;
 - b. vote at annual and special general meetings;
 - c. nominate another member to become a Committee member of the Society;
 - d. be nominated to become a Committee member of the Society;
 - e. become an Committee member of the Society.

2.5. Register of Members

1. The Secretary will maintain a register of members.
2. The register will contain the full name and University Allocated Email address.

2.6. Cessation of Membership

1. A member will cease to be a member of the Society if he or she:
 - a. ceases to be enrolled at the University;
 - b. dies;
 - c. fails to pay membership fees;
 - d. resigns; or
 - e. is expelled.

2.7. Resignation by Member

A member of the Society may resign from the Society by giving written notice to the Vice President (Administration). The member will cease to be a member from the date the Vice President (Administration) receives this notice.

2.8. Expulsion of Member

1. A member may be expelled by Special Resolution at an annual or a special general meeting if the member has:
 - a. wilfully refused or neglected to comply with any provisions of this Constitution; or
 - b. engaged in conduct which is prejudicial to the interests of the Society.
2. Any such expulsion must be preceded by the Committee:
 - a. giving reasonable notice in writing to the affected member; and
 - b. giving ample opportunity for the affected member to explain his or her behaviour to the Committee.
3. Any member expelled in accordance with sections 2.7(1) or 2.7(2) may appeal to the Executive of CSSC within two academic weeks. The decision of the Executive of the CSSC will be final and binding on the Society.

2.9. Honorary Life Members

1. The Committee may appoint any person who has made a substantial contribution to the Society as an honorary member.
2. In order for the appointment of an honorary member to become effective, it must be ratified by Special Resolution at an annual or special general meeting.
3. Appointment as an honorary member does not confer or impose any of the rights or liabilities of members set out in the Constitution.

2.10. Register of Honorary Life Members

1. The Secretary will maintain a register of honorary members.
2. The register will contain the full name, email address, date of appointment and a brief summary of the contribution to the Society of each honorary member.

2.11. Membership Fee

1. The membership fee will be determined by the Committee. It will be determined yearly at the Annual General Meeting.
2. The Society will have a membership fee of no less than the minimum prescribed by the CSSO.

2.12. Liability of Members

No member is liable to contribute towards the payments of the debts and liabilities of the Society or to the costs, charges and expenses of the winding up of the Society except to the amount of any unpaid membership fees.

3. MEMBERSHIP OF THE COMMITTEE

3.1. The Committee

1. The Society shall have a Committee of 16 members of which 5 will be in the Executive.
2. No elected member shall hold more than one position on the Committee unless due to necessity from lack of nominations for other positions.

3.2. The Executive

1. The society shall have an Executive, comprising the President, Vice President (Administration), Vice President (Careers), Vice President (Education/ALSA) and Vice President (Finance).
2. No Committee member shall hold more than one elected position on the Executive.
3. Two Committee members shall not hold jointly hold any Executive positions.

3.3. Elections of the Executive and the Committee

1. Committee members will be elected by and from the members.
2. The Committee shall elect general Committee members to specific positions in accordance with the plan set out in the Regulations unless:
 - a. no such provisions exists;
 - b. the Committee decides otherwise.

3.4. Co-opted Positions

1. The Committee may co-opt members in accordance with clause 3.8(1)(c)
2. Co-opted members shall have the same voting rights as general Committee members for the duration of their co-option onto the Committee
3. Persons appointed pursuant to this section may be dismissed by a motion carried by simple majority of the Committee.

3.5. Ex-officio Positions

1. The immediate past President shall be required to hold an ex-officio position on a newly elected Committee.
2. The ex-officio position will have no voting rights on the Committee.
3. The position is to be held in order to provide consultation, learning and integration of the previous elected Committee's activities.

3.6. Disciplinary Action

1. The Committee must review the position of a Committee or project-group member where:
 - a. in the case of a Committee member, the person is absent from three consecutive Committee meetings without leave of the Committee;
 - b. in the case of a project-group member, the person is absent from four consecutive Committee meetings without leave of the Committee;
 - c. the person has failed to fulfill their role or has failed in their duties to the Society;
 - d. the person, or an associated party of the person, misuses funds of the Society
2. In reviewing the position of any Committee member or project-group member after clause 3.6 has been invoked, the Committee must be contemporaneously supplied with an explanation of the circumstances by the infringer before the Committee takes further action, which may include:
 - a. requesting the resignation of the Committee member or project-group member;
 - b. dismissing the Committee member or project-group member by a motion carried by Special Majority of the Committee;
 - c. retaining the status quo if the Committee views the explanation as worthy of granting an exception.

3.7. Resignation

Any Committee Member may resign from the Committee by giving notice in writing to the Committee, whereupon their position will become vacant.

3.8. Powers of the Committee

1. The Committee shall have the power—
 - a. to control the finances and property of the Society;
 - b. to control the affairs of the Society in accordance with its objects;
 - c. to Co-opt members of the Society as members of the Committee as it sees fit.

3.9. Powers of the Executive

1. The Executive shall supervise the Society's finances and, subject to this section, authorise expenditure.
2. The Executive shall have power to request further Committee consideration of any specific item of expenditure.
3. If, after the exercise of Executive review, the Committee again authorises the item of expenditure, the Executive Committee has no further review power.
4. The Executive may not authorise expenditure or incur debts in excess of \$100 without Committee approval.
5. The Executive may not authorise expenditure where the Committee has previously voted against it.

3.10. Duties of Executive Members

1. The Executive will coordinate the activities of the Society and control the acquisition and disposal of properties belonging to the Society.

3.10.1. President

1. The President, or the President's appointee will be the spokesperson of the Society and will be responsible for liaison between the Society and other similar Societies, the Faculty, University and the community at large.
2. The President, or the President's appointee will have the responsibility of chairing meetings of the Committee and/or Executive.
3. The President, or the President's appointee will represent the needs of students at faculty meetings and other related meetings.
4. The President will ensure that club affiliation is completed on time.
5. The President will endeavour with all reasonable effort to ensure that the Society's aims and objectives are fulfilled.

3.10.2. Vice President (Administration)

1. The Vice President (Administration) will provide all reasonable assistance to the President in the fulfillment of the President's responsibilities.
2. The Vice President (Administration) will ensure that a permanent record of activities of the Society is maintained
3. The Vice President (Administration) will ensure that a copy of the Annual Report, as well as a full Financial Statement, Inventory of Equipment for each year, and any minutes of meetings is forwarded to the CSSO Officer around the close of each financial year.
4. The Vice President (Administration) will ensure that a Budget Submission for the following year is submitted with the Inventory of Equipment
5. The Vice President (Administration) will ensure that any other material requested by the CSSC or CSSI is forwarded to the CSSO Officer.
6. The Vice President (Administration) will ensure the correct arrangement of meetings, preparation of agendas and record of minutes.
7. The Vice President (Administration) is responsible for the organisation of all Society elections.
8. The Vice President (Administration) is responsible for the maintenance of the Society's constitution.

3.10.3. Vice President (Careers)

4. The Vice President (Careers) will provide all reasonable assistance to the President in the fulfillment of the President's responsibilities.
5. The Vice President (Careers) will be responsible for disseminating career guides and information.

3.10.4. Vice President (Education/ALSA)

1. The Vice President (Education/ALSA) will provide all reasonable assistance to the President in the fulfillment of the President's responsibilities.
2. The Vice President (Education/ALSA) will represent the Society at ALSA conferences.
3. The Vice President (Education/ALSA) will respond to current education issues within the Faculty as well as wider education issues.
4. The Vice President (Education/ALSA) will arrange attendance for competitors, councilors and other Students to ALSA conferences.

3.10.5. Vice President (Finance)

1. The Vice President (Finance) will provide all reasonable assistance to the President in the fulfillment of the President's responsibilities.
2. The Vice President (Finance) will operate the Bank account and control the disposal of funds of the Society in conjunction with the Executive.
3. The Vice President (Finance) will ensure that a financial statement is forwarded to the CSSO in June and December.
4. The Vice President (Finance) will ensure that a system of recording is in place, and that records are up to date with respect to the finances of the Society.
5. The Vice President (Finance) will oversee the financial management practices of the Society.
6. The Vice President (Finance) will present to the Executive at each meeting a statement of receipts and payments since the date of the last meeting.
7. The Vice President (Finance) will receive the annual operational budgets from CSSC and forthwith deposit the same in the Society's bank.

3.11. Duties of Committee Members

1. The Members of the Committee will be responsible for the area of Society activities specific to the position to which they were elected

3.11.1. Competitions Coordinator

The Competitions Coordinator will be responsible for the planning, running and supervision of Society competitions.

3.11.2. IT Director

The IT Director will be responsible for the maintenance, updating and implementation of the Society Website and any associated Information Technology infrastructure.

3.11.3. Social Coordinators

1. There will be two elected Social Coordinators.
2. The Social Coordinators will be responsible for planning, organizing and implementing all Society social activities.

3.11.4. Publicity Officers

1. There will be two elected Publicity Officers.
2. The Publicity Officers will be responsible for publicizing all Society events most especially with Society publications, ALSA publications, University Publications, Scales, Law Faculty notice boards, University notice boards and other appropriate places.

3.11.5. Publications Officers

1. There will be two elected Publications Officers.
2. The Publications Officers will oversee all the publications produced by the Society. This will include responsibilities with respect to editing, writing and designing of any publications.
3. The Publications Officers will be responsible for arranging the printing and dissemination of any Society publications.

3.11.6. Equity Officer

1. The Equity Officer will be responsible for assisting students with special interests or needs that may be disadvantaged.
2. The Equity Officer will be responsible for arranging presentations and speaking forums on relevant issues
3. The Equity Officer will assist in maintaining internal Society relationships and external relationships with students.

3.11.7. Mature Age/Graduate Representative

The Mature Age/Graduate Representative will be responsible for representing mature age and graduate students and issues relevant to them.

3.11.8. Year Representatives

1. There will be one elected positions for the roles of Senior Representative, 3rd Year Representative, 2nd Year Representative and 1st Year Representative.
2. These representatives will represent their associated students and any issues pertaining to them.

4. MEETINGS

4.1. Executive Meetings

1. The Vice President (Administration) will call an Executive meeting at the request of any five members of the Society, or at the behest of the Executive.
2. In Executive meetings all voting rights are reserved to the Executive.
3. The Vice President (Administration) will ensure that not less than 5 academic days notice is given to Executive members.
4. The Executive will meet at least twice a session
5. A quorum for an Executive meeting will be half plus one member of the Executive.
6. The Vice President (Administration) will ensure that notification of the meeting will be sent to each Executive member and to the CSSO.

4.2. General Meetings

1. The Vice President (Administration) will call a General meeting of the Society within 21 days when:
 - a. requested by petition of not less than ten members or one half of the membership of the society, whichever is less, such petition outlining the business to be dealt with; or
 - b. requested by the Executive.
2. The Vice President (Administration) will ensure that at least 14 days notice is given to members of a General Meeting.
3. In a General Meeting, all voting rights for all members of the Society, regardless of position, will be equal.
4. Notice of all General Meetings will be forwarded to the CSSO Officer at least 14 days prior to the meeting.
5. Notice of all General Meetings will be posted on University notice boards as well as the Society notice board, located near the Law faculty office or on the Society Website, and/or such other sites as nominated by the committee.
6. Meetings will be held on a weekday, during session, on campus.
7. A quorum for a General Meeting will be not less than 12 members or one half of the membership of the Society, whichever is less.
8. Minutes of all General Meetings will be forwarded to the CSSO within 14 days of the meeting. General Meetings will be held not less than twice during an academic year.
9. The Executive will implement any resolutions approved by a simple majority of members present at a General Meeting.
10. In the event of an issue needing resolution before the next scheduled General Meeting the Executive will have power to resolve the question at an Executive meeting.

4.3. Committee Meetings

1. The Vice President (Administration) will call a Committee meeting at the request of any five members of the Society, or at the behest of the Executive.
2. In Committee meetings all voting rights are reserved to Committee members and any Project Group members.
3. A quorum for Committee Meetings will be not less than 7 members of one half of the membership of the Committee, whichever is less.

4.4. Annual General Meetings

1. In an Annual General Meeting, all voting rights regardless of position, will be equal.
2. The Annual General Meeting of the Society will be held between the months of May and November.
3. The Vice President (Administration) will ensure that at least 14 days notice is given to members of the Annual General Meeting.
4. The President will present to the Annual General Meeting the Annual Report of the Society.
5. The Committee members will present to the Annual General Meeting individual reports pertaining to their roles.
6. The Society will levy an annual membership fee to be paid by all members and associate members, the amount of which to be determined by the Annual General Meeting.
7. A quorum for Annual General Meetings will be not less than 12 members or one-half of the membership of the Society, whichever is less.

4.5. Conduct of Committee Meetings

4.5.1. Preliminary Matters

1. There is to be a formal agenda prepared for each meeting.
2. Submissions for the agenda are to close at a time to be determined by the Vice President (Administration), provided that the deadline is publicised with at least 7 days notice.

4.5.2. Standing Orders

1. These standing orders will be applicable to all General Meetings and Executive meetings, and will be construed subject to the constitution.

2. Meetings will, subject to the presence of a quorum start at the time set out on the notice, and will subject to the discretion of the meeting, continue until all business on the agenda is disposed of.
3. If no quorum is present within 30 minutes of the starting time set out on the notice, the meeting will lapse, and, subject to any resolution previously passed, the Vice President (Administration) will fix the time of the next meeting. All business on the agenda of the lapsed meeting will be included on the agenda of the next meeting and will take precedence over new business.
4. At the beginning of each meeting the agenda will be read.
5. The agenda will be dealt with as of first priority in meetings. Any business not in the agenda will be dealt with after the completion of the consideration of the matters contained in the agenda.
6. A matter not contained in the agenda may be given priority over matters in the agenda by reason of a motion passed by special majority.
7. In a meeting only one person may speak at a time.
8. The Chair will be responsible for the maintaining of a speaking list for anyone wishing to speak on an issue.
9. Motions will be presented at the meeting verbally.
10. Should an amendment be moved on a proposal before the proposal is put to a vote, the proposal will only be amended with the consent of the proposer of the original motion.
11. Should this consent be withheld a vote will follow in the un-amended proposal.
12. If the un-amended proposal passes the vote, the issue is resolved. If the proposal does not pass than the proposal is automatically amended in accordance with the suggested amendment and put once more to the vote.
13. When the vote results in a deadlock the Chair has the casting vote.
14. Voting by proxy must be specific to a particular issue, in writing, and give particulars of the decision desired.
15. There will be no voting by general proxy.
16. Any member desiring to speak will raise their hand and when called upon by the Chair will address the Chair. If two or more members do so simultaneously, the Chair will call upon the member who first caught the eye of the Chair.
17. Except in Committee, no member other than the proposer of a motion or an amendment will speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder will be recorded in the minutes as having lapsed for want of a seconder.
18. A motion or amendment before the Chair will not be withdrawn except by its mover and by eave of the meeting. No motion will be withdrawn while any amendment is under discussion or after any amendment has been adopted.

19. When an amendment is before the Chair, discussion will be confined to that amendment. No further amendment will be proposed until the amendment before the Chair has been disposed of.
20. The Chair will, as far as practicable, call on speakers for and against a motion or amendment alternatively, subject to the right of the seconder to speak immediately after the mover.
21. The mover of a motion will have a right of reply following any discussion on that motion. This right of reply will conclude the debate on that issue.
22. Subject to section 4.5.2(21) if two consecutive speakers put forward the same view in relation to a motion or amendment, and there is no one opposed, or, in the case of a motion no amendment has been proposed, the motion or amendment will be put without further debate.
23. Any member may raise a point of order, which will be open to discussion. The point must be raised at the time the alleged irregularity occurred.
24. An explanation or contradiction will not constitute a point of order.
25. The Chair will determine points of order.
26. Any member disagreeing with the Chair's ruling on a point of order may move dissent. The Chair will then vacate the Chair and such motion will be put forthwith without debate.
27. If the Chair feels that adequate discussion has taken place on a point, the Chair may move that the motion be put to the vote. The Chair's motion will conclude discussion.
28. Each member of the Committee is entitled to one vote on each motion raised at the meeting.
29. All motions shall be determined by a majority of votes.
30. Voting shall be by a show of hands unless the Committee decides otherwise.
31. The Chairperson shall have a casting vote if equal votes are recorded on a motion.
32. A member may at any time put to the Chair; "That the speaker be no longer heard" or, "That the speaker be heard for a further limited period only". Such motion, except the closure motion or a motion dealing with the speaker's time, will be moved while a speaker has the floor. The Chair will rule on the point of order.
33. A member may move "That the meeting be now adjourned." The Chair will rule as with all points of order.
34. Standing orders 4.5.2(1) to 4.5.2(29) or any one of them may be suspended by a special majority of those present. A motion to this effect will be open to debate.
35. No member will reflect on the vote of a meeting, except on a motion for the rescission of any resolution previously adopted.

36. Notwithstanding anything contained herein, any decision made by a validly-constituted meeting will not be void by reason only of a departure from these standing orders which was not detected till after the decision had been made.
37. Any matters not dealt with in the above standing orders will be governed by the customary procedure at meetings.

5. PROJECT GROUPS

5.1. Project Group

1. The Committee shall have the power to appoint any member onto a Project Group.
2. Every Project Group member shall report on a regular basis to the Committee.
3. A Project Group is a group created at the instance of the Board to coordinate and execute a specific task from time to time.
4. A Project Group will be officially created by a simple majority of the Committee at a general meeting.
5. A Project Group may be officially dissolved after the completion of the specified task by a simple majority of the Committee at a general meeting.
6. A Project Group may be officially dissolved before the completion of the specified task by a special majority of the Committee at a general meeting.
7. Project Group representatives will have voting rights equivalent to that of an ordinary member.

5.2. Duties of a Project Group

1. The Project Group Representatives will have the responsibility of planning and coordinating their specified project.
2. The Project Group Representative will have the responsibility, in conjunction with the President, of representing their specified task to any parties with a legitimate interest.
3. The Project Group Representatives may recruit to themselves informally whatever assistance they may at any time need to complete their specified task.

6. ELECTIONS

6.1. Conduct of Elections

1. All members will have one equal vote.
2. An Election will be held at least once a year to elect persons to the Executive and to the Committee.
3. Elections will be decided by simple ballot.
4. Elections will be the responsibility of the Returning Officer who will be appointed by the board prior to the election in accordance with the election of project group representatives.
5. Notice of an upcoming election will be provided to members at least a month in advance through as any mediums as reasonably possible, but specifically including posters, advertisements and class announcements.
6. Nominations for positions in either the Executive or the Committee are to close 1 week before the first day for voting.
7. In the event of insufficient nominees for the positions offered, vacant positions are to be filled by appointment at the will of the newly elected Executive.
8. The General Meeting immediately following the election will have as part of the agenda appoint to vacant positions.
9. The second General Meeting following the election will be a meeting of review in which the outgoing Executive will be required to give a summation of their years activities to the Society and in particular to the incoming Executive.
10. In the event of a member of the Executive standing down or retiring from a position the vacancy will be filled by means of a new General Election.
11. In the event of a Committee position becoming vacant, the vacancy will be filled by appointment by the current Executive in consultation with the Committee.
12. Successful candidates shall take office on the first Monday of December in the year in which they are elected, or on any other date determined by the Committee.

6.2. Annual General Elections

1. Nominations shall be open for at least one week.
2. The elections shall be held during the second semester of the academic year on dates to be determined by the Committee.

6.3. Casual Vacancies

1. The Committee shall decide whether or not to hold a by-election or to co-opt for the vacant position.

2. The Committee may appoint one of its members to fill the vacant position in a caretaker capacity, until the next election.

7. DISPUTES AND MEDIATION

7.1. Process

1. The grievance procedure set out in this rule applies to disputes under these Rules between:
 - a. a member and another member; or
 - b. a member and the Society.
2. The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
3. If the parties are unable to resolve the dispute at the meeting or if a party fails to attend that meeting, then the parties must, within 10 days hold a meeting in the presence of a mediator.
4. The mediator must be:
 - a. a person chosen by agreement between the parties; or
 - b. in the absence of agreement:
 - i. in the case of a dispute between a member and another member, a person appointed by the Committee; or
 - ii. in the case of a dispute between a member and the Society, a person who is a mediator appointed or employed by the Dispute Settlement Centre of New South Wales (Department of Justice).
5. A member of the Society can be a mediator.
6. The mediator cannot be a member who is a party to the dispute.
7. The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
8. The mediator, in conducting the mediation, must:
 - a. give the parties to the mediation process every opportunity to be heard; and
 - b. allow due consideration by all parties of any written statement submitted by any party; and
 - c. ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
9. The mediator must not determine the dispute.
10. If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

8. FINANCE

8.1. Finance

1. The financial year for the society will begin on the first day of January in each year.
2. The society will operate a cheque account through the bank of the Society.
3. To handle the annual operational budget of the Society, two signatories will be required for all transactions above \$50.00. One being that of the Vice President (Finance) the other will be the President.
4. All payment made for and on behalf of the Society above the value of \$50.00 will be made by way of cheque.
5. The Society will keep a petty cash tin.
6. If the total sum in the Petty Cash tin exceeds \$100.00 the difference between the amount of cash in the tin and \$100.00 will be banked in the Society's bank account. [*Changed from \$300*]
7. All transactions under \$50.00 can be approved by any one of the Executive, but documentation of the transaction must be submitted to the Vice President (Finance) before the expiration of 7 days from the date of the transaction. These transactions may be dealt with by way of cash.
8. Reimbursement for payments under \$50.00 already made may be made by cash, but will only be given where:
 - a. written approval was given before the transaction by a member of the Executive;
 - b. the receipt for the transaction has been produced to the Vice President (Finance).
9. All funds received by this Society are to be deposited into the cheque account as soon as is possible.
10. No member will incur any expenditure on behalf of the Society without the approval as required above.
11. The Vice President (Finance) will:
 - a. Receive the annual operational budget from CSSC and forthwith deposit the same in the Society's bank.
 - b. Present to the Executive at each meeting a statement of receipts and payments since the date of the last meeting.
 - c. Operate the bank account and control the disposal of funds of the Society in conjunction with the President.
 - d. Prepare a report on the Society's finances in June and December and present it to the CSSO.

9. RULES AND REGULATIONS

9.1. Amendment

1. No amendment may be made to this constitution except by a resolution approved by a special majority of members present at a General Meeting, and ratified by the CSSC.
2. Proposed amendments will be given to the Vice President (Administration) at least 7 days prior to the General Meeting at which they are to be discussed.

9.2. Publication

1. At a formal function for the signing up of new members copies of the constitution will be available to any new member for their own reference.
2. A copy will be provided by the Vice President (Administration) to any student seeking a copy of the constitution.

9.3. Regulations

Subject to these Rules, the Committee is authorised to make and amend regulations and standing orders. The Committee shall submit details of all regulations and standing orders made during the preceding 12 months to each Annual General Meeting.

9.4. Disposal of Assets

In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association shall be disposed of in accordance with the provisions of the Act.

9.5. Custody of Books and Records

1. Except as otherwise provided in these Rules, the Vice President (Administration) shall make sure that all books, documents and securities are located within the Society office.
2. All accounts, books, documents and securities of the Association shall be available for inspection and copying by any other member of the Association upon request.

9.6. Common Seal

1. The Common Seal of the Association shall be kept in the custody of the Vice President (Administration).
2. The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signatures either of the President and one Executive member of the Committee or of one member of the Committee, as approved by the Committee.

9.7. Signing of Negotiable Instruments

1. All cheques are to be signed by the Vice-President (Finance) and one other Executive member who is signatory.
2. All drafts, promissory notes and other negotiable instruments shall be signed by the President and one other Executive Committee member.

9.8. Regulations

9.8.1. Composition of the Committee

3. The Committee shall be comprised of:
 - a. Executive
 - i. President
 - ii. Vice President (Administration)
 - iii. Vice President (Careers)
 - iv. Vice President (Education/ALSA)
 - v. Vice President (Finance)
 - b. General Committee
 - i. Competitions Coordinator
 - ii. IT Director
 - iii. Social Coordinators (2)
 - iv. Publicity Officers (2)
 - v. Publications Officers (2)
 - vi. Equity Officer
 - vii. Mature Age / Graduate Representative
 - viii. Senior Representative
 - ix. 3rd Year Representative
 - x. 2nd Year Representative
 - xi. 1st Year Representative

9.8.2. Voting of Committee Positions

1. This regulation governs the process of selecting Committee members to available positions following an election for multiple positions.
2. Voting is based on the following principles:
 - a. Both elected candidates on the incoming Committee and outgoing Committee members are entitled to vote.
 - b. Each Committee member will fill one position. Where there are fewer Committee members than positions to be filled, candidates may fill multiple positions.
 - c. Each Committee member may nominate for any position, and may nominate for alternative positions even after they have been tentatively selected to a position.
 - d. Committee members shall not be compelled to disclose the positions they intend to nominate for.
 - e. Committee members should be assessed for each position separately based on their ability to execute the role and fulfil any duties associated with that position.

- f. As Committee members may nominate for more than one position, the order in which positions are voted on is inherently irrelevant.
 - g. All ballots shall be secret.
 - h. Each individual person that is eligible to vote is entitled to only one vote.
3. Unless the Committee decides otherwise, positions shall be determined in the following order:
 - a. President;
 - b. Executive positions;
 - c. General positions.
4. Within each group specified in sub-regulation (3), specific positions shall be determined in random order, as governed by the Returning Officer.
5. As each position is to be determined, a call shall be made for Committee members wishing to nominate for the position. Where more than one position carries the same title, the positions shall be determined together.
 - a. If no Committee members nominates for a position, determination of the position shall be deferred until all other positions in that group are determined.
 - b. Where more than one position is being determined and an insufficient number of Committee members nominate for the positions:
 - i. those persons nominating shall be tentatively selected for that position; and
 - ii. determination of the remaining position shall be deferred until all other positions in that group are determined.
 - c. Randomly chosen by the Returning Officer.
6. Where a person is tentatively selected for multiple positions:
 - a. where there are the same number of Committee members as positions to be filled, the person relinquishes all but the most recently determined position.
 - b. Where there are fewer Committee members than positions to be filled:
 - i. if the person is tentatively selected for more positions than one plus the surplus of positions over Committee members, the person must relinquish sufficient positions to meet this quota;
 - ii. the person may relinquish any but the most recently determined position;
 - iii. the Committee may vote to redeem a particular position to be reopened.
7. Once all positions have been filled and all Committee members have been selected for positions, the Returning Officer shall declare the voting of committee positions closed, whereupon Committee members who are tentatively selected to positions become elected to those positions.
8. The following holds:
 - a. Decisions made by the Returning Officer or her/his agent shall be final.
 - b. The Committee may pass by special majority a motion to overrule any decision made by the Returning Officer or her/his agent, whereupon the role of Returning Officer becomes vacant.
 - c. Where the role of Returning Officer becomes vacant, the Committee must elect a person who is not a Committee member to assume the role of Returning Officer.
 - d. Voting of Committee positions shall not proceed while the role of Returning Officer is vacant.