



DEAKIN
LAW STUDENTS' SOCIETY

**DEAKIN LAW STUDENTS'
SOCIETY INC.**

**BYLAW 1
COMMITTEE COMPOSITION**

ABN 42 814 069 772

BYLAW 1 COMMITTEE COMPOSITION
DEAKIN LAW STUDENTS' SOCIETY INC.

TABLE OF CONTENTS

TABLE OF CONTENTS	1
PART 1 — PRELIMINARY.....	2
1 Interpretation and Definitions.....	2
2 Amendment of Bylaws	2
PART 2 — EXECUTIVE POSITIONS	3
3 Executive composition	3
4 Executive roles and responsibilities.....	3
5 Delegation	7
6 Election of the executive	7
PART 3 — OFFICER POSITIONS	8
7 Officer composition	8
8 Officer roles and responsibilities.....	8
9 Queer Officer.....	9
10 Officer recruitment process.....	9
PART 4 — REPRESENTATIVE POSITIONS.....	11
11 Representative positions.....	11
12 Representative roles and responsibilities.....	11
13 Representative recruitment process.....	11

PART 1 — PRELIMINARY

1 Interpretation and Definitions

- (1) These Bylaws are established in accordance with rule 78(1) of the Deakin Law Students' Society Inc. Constitution (**Constitution**).
- (2) The provisions of these Bylaws shall be construed subject to the Constitution, where these Bylaws are inconsistent with the Constitution, the latter shall prevail, and the former shall, to the extent of the inconsistency, be without force or effect.
- (3) In these Bylaws, unless the contrary intention appears, all words and expressions have the same meaning as they have in the Constitution.

2 Amendment of Bylaws

- (1) These Bylaws may be amended by a special majority of the Executive in accordance with rule 78(1) of the Constitution.
- (2) These Bylaws must be published on the Deakin Law Students' Society Inc. website within 7 days of alteration in accordance with rule 78(4) of the Constitution.

PART 2— EXECUTIVE POSITIONS

3 Executive composition

The Executive consists of the following Executive Committee Members, in accordance with rule 42 of the Constitution—

- (a) a President;
- (b) a Vice President;
- (c) a Secretary;
- (d) a Director of Finance;
- (e) two Directors of Sponsorship;
- (f) a Director of Activities;
- (g) a Director of Commercial Careers;
- (h) a Director of Communications;
- (i) a Director of Competitions;
- (j) a Director of Education;
- (k) a Director of Engagement;
- (l) a Director of Industry Careers;
- (m) a Director Marketing; and
- (n) a Director Social Justice & Equity.

4 Executive roles and responsibilities

The roles and responsibilities of the positions specified in rule 4 are to manage the business of the Association in accordance with the Constitution and the *Associations Incorporation Reform Act 2012 (Vic)*.

(1) President

The roles and responsibilities of the President are to:

- (a) oversee the strategic direction of the DLSS;
- (b) ensure proper budgetary control over the DLSS's operating position;
- (c) work with key stakeholders including: the Deakin Law School, members of the Legal Profession, the Law Institute of Victoria, the Australian Law Students' Association and other student bodies and unions; and
- (d) communicate with the DLSS's various portfolios to ensure a diverse range of events are delivered to the Deakin University student population.

(2) Vice President

The roles and responsibilities of the Vice President are to:

- (a) foster a friendly culture within the DLSS;
- (b) ensure deadlines are met and fair workloads are maintained by Committee Members;
- (c) oversee and assist the First Year Representative(s) and Juris Doctor Representative(s);
- (d) keep the committee informed of upcoming initiatives and deadlines;

- (e) offer assistance when a Committee Member is struggling with their workload;
- (f) act as a disciplinary figure when deadlines are continually not met or other issues arise;
- (g) promote an innovative, productive and welcoming environment within the DLSS;
- (h) ensure that effective communication is maintained within the committee; and
- (i) chair DLSS Executive Meetings and Committee Meetings.

(3) Secretary

The roles and responsibilities of the Secretary are to:

- (a) complete reports about the organisation to Consumer Affairs Victoria;
- (b) organise meetings and the AGM, and maintain up-to-date records about the organisation;
- (c) ensure accurate minutes are kept of all meetings;
- (d) manage the appointment and election process for officers and any casual vacancies that may arise; and
- (e) manage and coordinate internal and external communications platforms for Committee Members.

(4) Director of Finance

The roles and responsibilities of the Director of Finance are to:

- (a) file and organise all outgoing expenses and incoming revenue;
- (b) prepare budgets for other portfolios;
- (c) make financially sensible decisions as to whether a project shall proceed or not;
- (d) deposit any cash or cheques received by the Society;
- (e) organise to have signatories changed on the DLSS' existing bank accounts;
- (f) complete and lodge annual statements for the DLSS;
- (g) provide constructive advice to portfolio's on their plans for expenditure;
- (h) liaise with the Society's accountant;
- (i) oversee the Finance Officer's duties; and
- (j) prepare financial reports and statements for the AGM and relevant regulatory bodies.

The Director of Finance may also be referred to as the Treasurer.

(5) Directors of Sponsorship

The roles and responsibilities of the Directors of Sponsorship are to:

- (a) research new sponsorship opportunities;
- (b) design and prepare a prospectus based upon the advice of the Portfolio Directors and the President;
- (c) approach relevant organisations to sponsor the Society;

- (d) organise and attend sponsorship meetings;
- (e) maintain relationships with DLSS sponsors;
- (f) negotiate and conclude sponsorship arrangements on behalf of the DLSS;
- (g) advise and consult with all portfolios regarding sponsorship arrangements, obligations and financial prudence; and
- (h) ensure sponsor expectations and deadlines are met.

(6) Director of Activities

The roles and responsibilities of the Director of Activities are to:

- (a) the First Year Law Camp; and
- (b) the Deakin Law Ball.

(7) Director of Commercial Careers

The roles and responsibilities of the Director of Commercial Careers are to:

- (a) manage and run events pertaining to the promotion of commercial careers amongst Deakin law students including—
 - (i) a Seasonal Clerkship Guide;
 - (ii) commercial skills seminars;
 - (iii) networking events;
 - (iv) the Commercial Careers Fair;
 - (v) the Meet the Professionals Night; and
 - (vi) Mock Interviews.
- (b) promote the professionalism and commercial of Deakin law students.

(8) Director of Communications

The roles and responsibilities of the Director of Communications are to:

- (a) oversee operation of the DLSS website;
- (b) produce and publish the First Year Guide for O Week;
- (c) curate, design and publish the Et Cetera newsletter;
- (d) make registration forms for DLSS competitions;
- (e) work collaboratively with Committee Members to plan the creation and publication of content; and
- (f) resolve IT related issues promptly and effectively.

(9) Director of Competitions

The roles and responsibilities of the Director of Competitions are to:

- (a) prepare the competitions timeline;
- (b) organise problem scenarios for competitions;
- (c) finalise marking guides, general instructions and advice for all competitions;
- (d) secure judges of sufficient quality to judge competition heats;
- (e) organise competition heats and finals;

- (f) coordinate and brief the Deakin Law Students' Society Geelong before all competitions by supplying them with all necessary information;
- (g) outsource the production of competition trophies;
- (h) organise semi-finals and finals for competitions; and
- (i) facilitate the registration and administration of all external competitions.

(10) Director of Education

The roles and responsibilities of the Director of Education are to:

- (a) organising and implementing portfolio events and initiatives;
- (b) work to improve the mental health and wellbeing of Deakin law students;
- (c) strive to improve the academic education that Deakin law students receive; and
- (d) organise events to enlighten students on upcoming issues in the legal profession.

(11) Director of Engagement

The roles and responsibilities of the Director of Engagement are to:

- (a) organise lecture and seminar promotion initiatives for DLSS events;
- (b) ensure the DLSS is represented at every Deakin event, e.g. O-week(s) and open day(s);
- (c) create DLSS notice boards to advertise events where appropriate;
- (d) liaising with the Law Faculty and facilitating the compatibility of DLS and DLSS event calendars;
- (e) be responsible for connecting with alumni to promote engagement with the DLSS including hosting an 'Alumni Evening'.
- (f) filter student feedback and gauge student needs from in-person contact to relay to the broader committee.

(12) Director of Industry Careers

The roles and responsibilities of the Director of Industry Careers are to:

- (a) produce up to date publications of various industry sectors;
- (b) organise and successfully stage Industry Careers Events
- (c) attend Career events run external to Deakin University, as a representative of the DLSS in exploring new options for sponsorship and partnership with firms and industry professionals;
- (d) ensure that the student body are informed of career opportunities in industry sectors via DLSS's communication methods such as the DLSS website, Facebook page and other means deemed effective.

(13) Director of Marketing

The roles and responsibilities of the Director of Marketing are to:

- (a) promote and better the DLSS brand through various platforms;
- (b) respond to student and third-party inquiries via the DLSS Facebook inbox promptly;
- (c) organise promotional events such as O Week;

- (d) oversee event registration and ticketing;
 - (e) liaise with QPay;
 - (f) distribute memberships and address any membership enquiries/ complaints;
 - (g) design promotional materials and merchandise in conjunction with the Marketing Officers; and
 - (h) liaise with all Committee Members to promote their events and initiatives.
- (14) Director of Social Justice & Equity

The roles and responsibilities of the Director of Social Justice & Equity are to:

- (a) produce publications and events on various social justice issues;
- (b) inform the student body on these issues; and
- (c) facilitate student action in order to make a difference to our community.

5 Delegation

The roles and responsibilities of these positions may be delegated to another Committee Member if the Executive agree as is required from time to time.

6 Election of the executive

- (1) Only candidates who have previously held a Committee Member position are eligible to nominate for the position of President, Vice President, Secretary, Director of Finance, and Director of Sponsorship
 - (a) If no nomination is received for a position listed in (1) upon nominations closing, nominations must be reopened to all members, closing at 5pm on the day before the Annual General Meeting.
- (2) Presidential candidates may be asked questions following their nomination speech, for a maximum of 3 minutes, starting upon conclusion of the first question, with the order of questions to be determined by the Chairperson.
- (3) All candidates may be asked questions following their nomination speech, for a maximum of 2 minutes, starting upon conclusion of the first question, with the order of the questions to be determined by the Chairperson.

PART 3— OFFICER POSITIONS

7 Officer composition

The non-Executive members of the Society (if any) shall consist of the following non-Executive positions in accordance with rule 47 of the Constitution:

- (a) Activities Officers (x3);
- (b) Commercial Careers Officers (x4);
- (c) Competitions Officers (x5);
- (d) Education Officers (x3);
- (e) Engagement Officers (x2);
- (f) Industry Careers Officers (x3);
- (g) Marketing Officers (x3);
- (h) Video Content Officer (x1);
- (i) Communications Officers (x3);
- (j) Social Justice & Equity Officers (x3);
- (k) Queer Officer (x1);
- (l) Finance Officer (x1); and
- (m) Sponsorship Officers (x2).

8 Officer roles and responsibilities

- (1) Activities Officer
 - (a) assist the Director of Activities in the organisation of DLSS parties and events.
- (2) Commercial Careers Officers
 - (a) assist the Director of Commercial Careers in running and organising the various events and initiatives throughout the year.
- (3) Competitions Officers
 - (a) assist the Director of Competitions in ensuring the efficient running of competitions;
 - (b) attend heats and finals; and
 - (c) help secure judges for competitions.
- (4) Education Officers
 - (a) assist the Director of Education in promoting education and furthering the legal skills of Deakin law students; and
 - (b) assist the Director of Education in promoting health and wellbeing of Deakin law students
- (5) Engagement Officers
 - (a) assist the Director of Engagement in promoting all DLSS events through in-person promotion initiatives
 - (b) assist the Director of Engagement in facilitating communication between the DLSS and third parties e.g. students, faculty, alumni, potential

students.

- (6) Industry Careers Officers
 - (a) assist the Director of Industry Careers in promoting alternative careers outside of commercial law firms.
- (7) Marketing Officers
 - (a) assist the function of the Marketing Director's portfolio and any other tasks such as creating and scheduling marketing posts;
 - (b) create, edit, and finalise designs as DLSS portfolios require; and
 - (c) manage the social media profiles of the DLSS.
- (8) Video Content Officer
 - (a) assist the function of the Marketing Director's portfolio and any other tasks such as creating and scheduling marketing video content posts;
 - (b) create, edit, and finalise video content as DLSS portfolios require; and
 - (c) manage the social media profiles of the DLSS.
- (9) Communications Officers
 - (a) assist the Director of Communications in maintaining and creating any publications that may be required.
- (10) Social Justice & Equity Officers
 - (a) promote social justice and equity within the wider Deakin Law Student body.
- (11) Queer Officer
 - (a) cater to the needs of queer-identifying Deakin law students; and
 - (b) promote social justice and equity within the wider Deakin Law Student body.
- (12) Finance Officer
 - (a) assist the Director of Finance in managing the financial affairs of the DLSS; and
 - (b) reconcile the DLSS bank accounts using the DLSS's financial software.
- (13) Sponsorship Officers
 - (a) assist the Directors of Sponsorship in managing the sponsorship affairs of the DLSS.

9 Queer Officer

- (1) Only queer-identifying students may be considered for the position of Queer Officer.
- (2) The Queer Officer reports to the Director of Social Justice & Equity.

10 Video Content Officer

- (1) The Video Content Officer reports to the Director of Marketing.

11 Officer recruitment process

- (1) These officers are to be appointed as approved and required by the Executive from time to time in the method proscribed:
 - (a) applications will be reviewed by a panel of three members of the Executive at all stages of the application process:
 - (i) the President;
 - (ii) the Director of the relevant Portfolio; and
 - (iii) the Vice-President;
 - (b) if any of the above Executive are unable to review an application at any stage, that application should be reviewed by another member of the Executive;
 - (c) all applicants for an advertised position must apply by the deadline set by the Executive;
 - (d) all applications must be read with all identifying personal information removed; and
 - (e) successfully shortlisted applicants should then have an interview with two Executive members to assess their suitability.

PART 4— REPRESENTATIVE POSITIONS

12 Representative positions

The non-Executive members of the Society (if any) shall consist of the following non-Executive positions in accordance with rule 48(1) of the Constitution:

- (a) First Year Representatives (x2); and
- (b) Juris Doctor Representatives (x2).

13 Representative roles and responsibilities

- (1) First Year Representatives
 - (a) represent the interests of the first-year law students studying at Deakin University through the creation of first year-oriented events.
- (2) Juris Doctor Representatives
 - (a) represent the interests of the Juris Doctor law students studying at Deakin University.

14 Representative recruitment process

These Representatives are to be elected as approved and required by the Executive from time to time in accordance with the following procedure:

- (a) candidates are to provide a candidate statement that is to be published online seven days before elections;
- (b) all candidates for an advertised position must apply by the deadline set by the Executive;
- (c) the election method is to be decided by the Executive;
- (d) only first year law students enrolled at Deakin University may vote in the First Year Representative elections; and
- (e) only Juris Doctor law students enrolled at Deakin University may vote in the Juris Doctor Representative elections.

