



Constitution of the Bond University Law Students' Association

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PART 1: PRELIMINARY

1 Name of the Association

The name of the Association is the Bond University Law Students' Association ("Association" or "LSA").

2 The role of this Constitution

- (1) The Association shall be bound by this Constitution.
- (2) Any conflict with respect to the interpretation of this Constitution shall be resolved by the Executive Dean of Law.

3 Definitions

- (1) In this Constitution:

Association means the Bond University Law Students' Association.

Committee refers to the three (3) Senior Executive Members, three (3) Vice Presidents, nine (9) Directors and any other individual elected to the Committee, or appointed to the Committee, under this Constitution.

Committee Meeting means a meeting consisting of the Committee Members.

Committee Member means a member of the Committee.

Director includes the Academic Affairs Director, Careers Director, Communications Director, Competitions Director, Equity Director, First Year Director, Postgraduate Director, Publications Director, Marketing Director, or any other director created as per this Constitution.

Senior Executive includes the President, Secretary, and Treasurer.

Full Executive includes the Senior Executive and the three (3) Vice-Presidents.

Full Executive Meeting means a meeting consisting of the Full Executive.

Executive Member means a member of the Full Executive.

General Meeting means a meeting open for all Members to attend where issues can be directly raised with the Committee.

Member refers to a member of the Association, which includes all law students enrolled at Bond University, whether degree or other program offered by the Faculty of Law, full-time or part-time, undergraduate or postgraduate.

Simple Majority means a voting resolution of half plus one vote, of those persons eligible to vote on a particular matter.

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

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

4 Objects and Purposes of the Association

The Association has the following objects and purposes:

- (1) Determining and representing the interests and views of Members to the Faculty of Law, the University, the Australian Law Students' Association ("ALSA"), the Queensland Law Society ("QLS"), other Law Students' Societies or Associations and the legal profession.
- (2) Encouraging and facilitating social, intellectual, and competitive exchange between Members by:
 - (a) organising social events;
 - (b) organising the Law Ball in the May semester of each year;
 - (c) creating publications of interest and relevance to Members;
 - (d) organising competitions and awards;
 - (e) providing career-related information and opportunities; and (f) creating educational initiatives for Members.
- (3) To promote the exchange of information between Members.
- (4) Addressing student concerns in respect of teaching standards and the quality of course materials, to the Faculty of Law.
- (5) Representing Bond University law students at ALSA, and all other relevant bodies and conferences.
- (6) Holding regular meetings with the Executive Dean of Law, to ensure that Members' concerns regarding the progress and development of the Faculty of Law are properly voiced.

- (7) Liaising with Bond Law alumni through the Alumni Office, to ensure that past students are kept up to date with developments at the Faculty of Law after their graduation.
- (8) To raise money for the achievement of the above objects and purposes, subject to section 4.

PART 2: MEMBERSHIP

5 Membership Generally

- (1) Under this constitution a Member may:
 - (a) become a Member upon the successful admission in a degree or program offered in the Faculty of Law; and
 - (b) continue to be a Member whilst enrolled in a degree or program offered in the Faculty of Law.
- (2) Subject to section 6, a Member has rights conferred under this Constitution.
- (3) The number of Members of the Association is unlimited.

6 The Rights of Members

- (1) Members of the Association shall have the following rights:
 - (a) the right to vote at an election subject to section 45;
 - (b) the right to fair access to all events organised by the Association;
 - (c) the right to stand for election subject to Part 7 and the By-laws;
 - (d) the right to attend, speak and vote at an Annual General Meeting and Special General Meeting;
 - (e) the right to attend a General Meeting; and
 - (f) the right to propose motions in respect of Annual General Meetings and Special General Meetings.
- (2) Any rights conferred under this constitution:
 - (a) are not transferrable to any other person, subject to the use of proxies in elections in section 45; and
 - (b) terminate on cessation of the person's membership.

PART 3: THE COMMITTEE

7 Structure of the Committee

- (1) The Association will be managed by the Committee.
- (2) The Committee shall be comprised of the Senior Executive, Full Executive, and the Directors.

- (3) The Senior Executive shall in turn manage, organise and oversee the Vice Presidents and Directors.
- (4) No Committee Member may enter into a binding contract, on behalf of the Association, without the express permission of the President and the Deputy-President, in consultation with the Treasurer following a decision by the Executive.
- (5) The Committee may create further director positions, if, as decided by a Special Resolution at a Committee Meeting, the Committee deems it necessary or beneficial to the operation of the Association. Such a position shall be filled as a Casual Vacancy.
 - (a) In the event of a Casual Vacancy, the Committee shall call for nominations over a period of at least seven (7) days and appoint a nominee by Special Resolution at a Committee Meeting.
 - (b) Committee Members appointed by way of Casual Vacancy will have the right to attend and speak at Committee Meetings but will not have the right to vote on any business, until their role is formalised into this Constitution at an Annual General Meeting to form a permanent part of the committee.
- (6) By Special Resolution at an Executive Meeting, or by the joint discretion of the President and Deputy-President, additional Liaison positions may be created in the interests of managing the workload and efficiency of the Committee, to be filled by way of Casual Vacancy and conferred with the same rights and entitlements as provided to directors appointed pursuant to Section 5 (a).
- (7) The term of a Committee Member is for a year, from the commencement of their term at the Annual General Meeting to the point of handover fourteen (14) days after the following Annual General Meeting.

8 General Duties of the Committee

- (1) The general duties of a Committee Member are to:
 - (a) attend meetings of the Committee;

- (b) execute any other duties that may be assigned to them from time to time by the Committee or the Full Executive;
- (c) act in the best interests of the Association at all times; and
- (d) ensure they understand any further obligations placed on them within the By-Laws.

9 Duty to Act in Good Faith

- (1) A Committee member must carry out their specific duties:
 - (a) in good faith;
 - (b) in the best interest of the Association; and
 - (c) for a proper purpose.

10 General Duty to Disclose

- (1) If a Committee Member intends on or is participating in:
 - (a) another committee that has a direct relationship with the Association, including but not limited to, the Bond University Student Association, Canadian Law Students' Association, Asian Law Students' Society and other Faculty Student Associations;
 - (b) any moot; or
 - (c) any other commitment that may impact a Committee Member's ability to fulfil their role on the Association,
there is a duty to disclose their intention to commit and/or other commitments in a meeting with the President and Deputy-President in alignment with subsection (2).
- (2) The Committee Member, as soon as practicable, must provide Written Notice of the disclosure to the President and Deputy-President, and organise a meeting with the President and Deputy-President at their earliest convenience.
- (3) The purpose of the meeting in subsection (2) is to determine whether the Committee Member will be able to uphold their responsibilities to the

Association and identify methods to mitigate any conflicts arising from other commitments.

- (4) Upon discussion of the external commitment, the Committee Member agrees to be bound by any agreement made with the President and Deputy-President.
- (5) If the Committee Member fails to abide by the agreement per subsection (4), the President and Deputy-President may provide a warning by way of Written Notice to the Committee Member.
- (6) The warning in subsection (5) must explain how the Committee Member is failing to meet the agreement, reasonable steps to remedy the failure and a reasonable timeframe in which to do so.
- (7) The President and Deputy-President reserve the right to call a Special Resolution at a Committee Meeting, per section 14(2), if the relevant Committee Member does not remedy the failure per subsection (6) to the satisfaction of the Senior Executive.

11 Duty to disclose any conflicts of interest

- (1) If a Committee Member has a material interest in a matter being considered or about to be considered at a Committee meeting and the interests appear to be or may be in conflict with either the best interests of the Association or the proper performance of the Committee Member's duties, then the Committee Member must, as soon as reasonably practical, disclose the conflict of interest to a Full Executive Member, or if practical, the Full Executive as a whole.
- (2) A disclosure by the Committee Member that they:
 - (a) are a member, or are employed by a company or body relevant to a matter being considered;
 - (b) are a work partner, or are employed by a specified person relevant to a matter being considered; or
 - (c) have some other interest, including a pecuniary interest, relevant to a matter being considered,will constitute a sufficient disclosure of the nature of the interest, as per

section 10(1).

- (3) The disclosure must be recorded in the minutes of the Committee meeting where the matter being considered arises.
- (4) It is to the discretion of the Senior Executive to disclose to the Committee, the particulars of the disclosure made.
- (5) Following the disclosure of any conflict of interest by a committee member, the Committee member cannot, unless decided otherwise by a Simple Majority at the Committee Meeting:
 - (a) be present during any consideration of the matter; or
 - (b) take part or contribute towards discussion relating to the matter.
- (6) For the purpose of the Simple Majority Vote in section 11(5), the Committee Member making the disclosure may not partake in the vote.
- (7) A contravention of this section will not invalidate any decision of the Committee.

12 Delegation by the Committee to sub-committee and officers

- (1) The Committee may appoint Officers and/or Sub-Committees to undertake any activities in furtherance of the objects and purposes of the Association.
 - (a) All Officers and members of Sub-Committees must be Members.
 - (b) All Officers and Sub-Committees shall be responsible to the Committee and their positions may be dissolved by a Simple Majority at a Committee Meeting.
 - (c) Officers and Sub-Committees shall not have voting rights beyond those of a Member.
 - (d) The duties of an Officer can be delegated by By-Laws and shall only last as long as stipulated in the By-laws.

13 Conflict and Dispute Resolution

- (1) In the event of a Dispute between Committee Members the following process shall be followed:
 - (a) The members will each present their issues, concerns and any relevant considerations to the President and Deputy-President.

- (b) The President and Deputy-President will mediate the issue and see if a compromise or solution is present.
 - (c) It is to the discretion of the President and Deputy-President to bring up this issue with the Full Executive or Committee.
 - (d) If the issue cannot be resolved within the Committee, the matter can be brought before the Executive Dean of Law.
- (2) If the Dispute involves any of the Senior Executive and cannot be resolved, then it may be deferred immediately to the Executive Dean of Law or a nationally accredited mediator of the choosing of the Faculty of Law Executive.
- (3) If the Dispute involves any Member and any Committee Member then it will be deferred to the Faculty of Law Executive.

14 Incapacitation/Removal of a Committee Member

- (1) A Committee Member shall cease to be such only:
- (a) after the President's acceptance of their written resignation;
 - (b) upon their death;
 - (c) upon the expiration of their term of office;
 - (d) upon a Special Resolution passed at a Committee Meeting, pursuant to paragraph 11(2); or
 - (e) if they are unable to fulfil their duties to significant illness.
- (2) A Committee Member may be removed from office by a Special Resolution at any Committee Meeting if they:
- (a) have recklessly disregarded or failed to adequately discharge the duties of their position and/or their duties as a Committee Member;
or
 - (b) have failed to attend three (3) or more Committee Meetings without apology on reasonable grounds, in any one semester,
 - (c) having had seven (7) days Written Notice of that Committee Meeting and been accorded the opportunity to be present and to speak at that Committee Meeting.

- (3) In the event of the resignation, death or removal of a Committee Member, the Committee may, at its discretion:
 - (a) fill the position by calling for nominations over a period of at least seven (7) days and appointing a nominee by Special Resolution at a Committee Meeting; or
 - (b) re-distribute the duties of that Committee Member amongst the Committee for the remainder of the Committee's term of office.
- (4) If, within the meaning of subsection (3)(b), the Committee exercises its discretion to distribute the duties of a resigned, deceased, otherwise incapacitated or removed Committee Member, and not fill the position at a Committee Meeting, the Committee may, at its discretion, appoint another Committee Member ('Appointee') as 'Acting' Committee Member in the vacant role:
 - (a) only if the portfolio of the vacant role has specific duties to be undertaken by that Committee Member only under the Constitution; and
 - (b) if the President and Vice President determine that appointment as 'Acting' Committee Member is the appropriate course of action with regard to the circumstances, including but not limited to consideration of the remaining time in the LSA term and the duties required by that committee member.
- (5) An 'Acting' Committee Member, within the meaning of subsection (4), shall:
 - (a) for the purposes of this Constitution, remain the Committee Member in the portfolio to which they were duly elected or appointed pursuant to Part 7 or s14(3)(b);
 - (b) be granted with the power to perform the duties of the position in which they are 'Acting';
 - (c) be vested with the title of 'Acting' Committee Member for the vacant portfolio;
 - (d) unless redistributed by the President and Vice President or by ordinary resolution at a Committee Meeting, maintain the duties of their duly elected position; and

- (e) unless confirmed at an Annual General Meeting as filling the role in which they are 'Acting', not inherit powers reserved to duly elected or formally appointed members within the meaning of Part 7 and s14(3)(a) respectively, including but not limited to voting rights of their Acting portfolio at Annual and Special General Meetings, Committee Meetings and, if applicable, Executive Meetings.
- (6) For the avoidance of doubt, if a Committee Member is appointed as 'Acting' in another portfolio, the vacant portfolio will remain constitutionally vacant, and the 'Acting' Committee Member will remain as the Committee Member for the position to which they were duly elected or appointed under Part 7 or s14(3)(a).

15 Right of Appeal of removed Committee Member

- (1) A Committee Member may appeal to the Committee against removal if:
 - (a) The appeal is made within seven (7) days of the notice of removal; and
 - (b) Lodged in writing with the Secretary.
- (2) The notice of appeal may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) The Secretary, upon receiving a notice of appeal, must as soon as possible notify the Senior Executive of the request for appeal.
- (4) Within twenty-eight (28) days of receiving the notice of appeal, the Senior Executive must convene a Special General Meeting for the purpose of hearing the appeal.
 - (a) This Special General Meeting must be made in accordance with section 42 of this Constitution; and
 - (b) Must not allow for any matter to be heard beyond the issues on appeal.
- (5) The appeal will only be valid if it is passed by a Special Majority of votes cast by the Members.

- (6) In the event of an Appeal being upheld, the Committee is to work with the Executive Dean of Law to restructure and rebuild a working relationship.
- (7) The Executive Dean of Law reserves the Right to Veto any decision relating to an appeal against removal.

16 Committee Liability

- (1) Should a Committee Member enter into a contract on behalf of the Association, considering the By-Laws as well as the process stipulated in s 7(4), then the Committee may be reimbursed for their expenses. (2) This does not limit the discretion of the Treasurer and Senior Executive to reasonably reimburse Committee Members for liabilities.

PART 4: THE EXECUTIVE

17 The structure of the executive

- (1) The Senior Executive is comprised of:
 - (a) the President;
 - (b) the Secretary; and
 - (c) Treasurer.
- (2) The Full Executive is comprised of:
 - (a) the Senior Executive;
 - (b) the Vice-President (Education);
 - (c) the Vice-President (Events); and
 - (d) the Vice-President (External Relations).
- (3) For the avoidance of doubt, Vice-Presidents only form part of the Full Executive and the pod for which they are responsible for both the functioning of the committee and for electoral purposes.

18 Powers of the Senior Executive

- (1) The Senior Executive, subject to this Constitution, has the power to perform all reasonable acts necessary for the proper management of the business and affairs of the Association, as long as those acts are not inconsistent with this Constitution.
- (2) The Senior Executive shall conduct the day-to-day affairs of the Association in accordance with the objects and purposes of the Association and hold regular Committee Meetings for that purpose.
- (3) The Senior Executive, subject to this Constitution, has the power to make, amend or repeal any By-Law of the Association subject to section 48.

19 Duties and Responsibilities of the Senior Executive

- (1) General duties of the Senior Executive
 - (a) The Senior Executive shall be responsible for the management of the committee and ensuring the objects of this Constitution are fulfilled.

- (b) The Senior Executive shall be responsible for ensuring that the best interests of the Association are maintained in all aspects.
- (2) Duties of the President and Deputy-President
- (a) The President and the Deputy-President shall be responsible for the management of the Executive and Committee.
 - (b) The President and the Deputy-President shall at all times seek advice from each other and the Executive when making decisions.
 - (c) The President and Deputy-President may, subject only to any applicable directions of the Faculty, and in consultation with the relevant Director(s), rename positions and/or reassign responsibilities within the committee.
 - (d) The President and the Deputy-President shall attend meetings with the Executive Dean of Law at the Dean's invitation.
 - (e) If the committee elects not to appoint a Deputy-President, the President and Secretary shall attend such meetings.

20 Duties of the President

- (1) In addition to the General Duties of a Committee Member and the Duties and Responsibilities of the Executive, duties of the President of the Association shall be to:
- (a) act as the official representative of the Association;
 - (b) be the official liaison between the Faculty of Law and the Association;
 - (c) have a strong understanding of this Constitution, all By-laws and the legal position of the Association;
 - (d) attend Bond University Faculty of Law functions as required;
 - (e) attend ALSA and QLSA meetings and conferences;
 - (f) attend and preside over meetings with the CLSA and ALSS;
 - (g) be responsible for the management, operation and wellbeing of the Committee and the Association; and
 - (h) attend and preside over meetings of the Committee and Executive.

21 The Deputy-President

- (1) The Committee may choose, in accordance with section 21(3), to appoint an Executive Member to take on the portfolio of Deputy President in addition to the portfolio of their duly elected position.
- (2) The portfolio of Deputy-President is not an additional position under the constitution or in the Executive, and any Executive Member appointed to the portfolio remains only in the position to which they are duly elected, with the additional roles and responsibilities of the portfolio of Deputy-President.
- (3) The Deputy-President shall:
 - (a) already be a Senior Executive Member, in the role of Secretary or Treasurer;
 - (b) carry the title of Deputy-President in addition to the title of the position to which they were duly elected; and
 - (c) maintain only the voting rights of the position to which they were duly elected.
- (4) The portfolio of Deputy-President shall, by default, be appointed to the Secretary, unless:
 - (a) the Committee, by Special Resolution at the first or second committee meeting of the Committee's term, appoints another member of the Executive as Deputy-President; or
 - (b) the Committee, by special resolution at the first or second committee meeting of the Committee's term, resolves not to appoint a Deputy-President.
- (5) If, in accordance with Section 21(3), the Committee resolves not to appoint a Deputy-President, it may appoint a Deputy-President by Special Resolution at any committee meeting during the Committee's term.
- (6) If a Deputy-President is appointed in accordance with Section 21(3), the person elected Deputy-President shall retain the portfolio of Deputy President for the duration of their elected term on the committee unless removed through procedures for the removal of a Committee Member.

22 Duties of the Deputy-President

- (1) In addition to the General Duties of a Committee Member and the Duties and Responsibilities of the Executive, the duties of the Deputy President of the Association shall be to:
 - (a) aid and assist the President in the carrying out of their duties;
 - (b) act as the President, in the President's absence;
 - (c) attend Executive Meetings;
 - (d) liaise and maintain relationships with stakeholders inside the university, including but not limited to the ALSS, CLSA, and BUSA;
 - (e) maintain the responsibility for administering and monitoring the Association and Committee's compliance with this constitution; and
 - (f) have a strong understanding of this Constitution, all By-laws, and the legal position of the Association.

23 Duties of the Secretary

- (1) In addition to the General Duties of a Committee Member, and the Duties and Responsibilities of the Executive, the duties of the Secretary of the Association shall be to:
 - (a) keep and maintain all minutes, records and correspondence as may reasonably be required by the Committee for the proper conduct of the Association's affairs;
 - (b) oversee that all meetings, notices and other acts required under this Constitution are duly summoned, given or done;
 - (c) oversee, supervise and ensure the smooth and efficient organisation of all major events & initiatives, especially in instances of events or initiatives requiring the attention of Directors/Vice-Presidents under different Pods;
 - (d) oversee any and all sub-committees and their running or administration;
 - (e) maintain an understanding and of, and consult for, the compliance position of the Association;

- (f) oversee and administrate the attendance of Committee members at Faculty meetings and committees, and external Committees, including but not limited to determining which directors shall attend which meetings;
- (g) maintain a knowledge of, and administrate the workload and taskings of Committee members;
- (h) prepare an agenda for Committee Meetings, in consultation with the Executive and make it available to Committee Members prior to those meetings;
- (i) issue notices of meetings to the Committee and the Association's Members;
- (j) have a strong understanding of this Constitution, and all By-law;
- (k) be responsible for issuing this Constitution to any Member that so requests;
- (l) attend Executive Meetings; and
- (m) be responsible for developing action items and following up on these action items.

24 Duties of the Treasurer

- (1) In addition to the General Duties of a Committee Member and the Duties and Responsibilities of the Senior Executive, the duties of the Treasurer shall be to:
 - (i) oversee and manage the Finance & Events pod;
 - (ii) take responsibility for the receipt and deposit of all Association income;
 - (iii) make provision for the prompt payment of Association debts;
 - (iv) keep physical and/or electronic records of receipts, deposits and payments;
 - (v) prepare an Annual Report outlining the finances of the Association;
 - (vi) prepare applications for funding from the Bond University Students' Association as required;

- (vii) have a strong understanding of this Constitution, all By-laws, particularly involving financial management, and the legal position of the Association; and
- (viii) attend Executive Meetings.

25 Duties of the Vice-President (Education)

- (1) In addition to the General Duties of a Committee Member and the Duties and Responsibilities of the Full Executive, the duties of the Vice President (Education) of the Association shall be to:
 - (a) oversee and lead the Education pod;
 - (b) attend relevant faculty committees as necessary and in compliance with this Part 4, including but not limited to attending the Teaching and Learning Group (TALG);
 - (c) be responsible for liaison with the Associate Deans Learning & Teaching and Student Affairs & Service Quality;
 - (d) be responsible for liaison with relevant directors of BUSA and other FSAs for advocacy of Law Students and relevant issues, including but not limited to Class Representative and Feedback programs;
 - (e) co-ordinate the awarding of the Association's "Teaching Excellence Award" each semester;
 - (f) in consultation with the Full Executive, develop and manage proposals for reform and changes to internal policy affecting Law Students;
 - (g) in consultation with the Executive, develop and run new events to enhance student experience and learning;

26 Duties of the Vice-President (Events)

- (1) In addition to the General Duties of a Committee Member and the Duties and Responsibilities of the Executive, the duties of the Vice President (Events) of the Association shall be to:
 - (a) maintain oversight of communications and engagement strategy of the Association;

- (b) administrate and maintain oversight of any and all social events;
- (c) in liaison with individual directors, oversee the administration of events conducted by the association, including but not limited to maintaining relationships and being the contact person with SAF administration and student events; and
- (d) organise and be primarily responsible for the running of semesterly small social events, Chillz & Grillz, Protrackstination, and any other event as determined by the Executive.

27 Duties of the Vice-President (External Relations)

- (1) In addition to the General Duties of a Committee Member and the Duties and Responsibilities of the Full Executive, the duties of the Vice President (External Relations) of the Association shall be to:
 - (a) oversee and lead the Careers pod;
 - (b) take primary responsibility for the management and development of relationships with law firms, non-government organisations, Government Departments, other corporate firms and any other appropriate sources for the purposes of:
 - (i) generating regular revenue to further the objects and purposes of the Association;
 - (ii) securing in-kind services to further the objects and purposes of the Association; and
 - (iii) organising personal development and career-related services for the Members of the Association;
 - (c) develop and maintain relations with local sponsors for events including, but not limited to, Law Ball;
 - (d) source content for the annual Careers Guide;
 - (e) source other forms of sponsorship including, but not limited to, prizes and incentives for social events;
 - (f) attend relevant faculty committees or meetings as necessary in compliance with this Part 4, such as Engagement with the Profession;

- (g) oversee the organisation and execution of the Careers Breakfast, and any other careers events organised by the Careers Director;
- (h) consult with the President and Deputy-President to determine the relationship management strategy of the association with sponsors;
- (i) explore opportunities and potential career paths for students;
- (j) undertake the administration of Association competitions; and
- (k) undertake any administration required for the Queensland Interschool Law Competitions (QILC).

PART 5: DIRECTORS

28 The Structure of Directors

- (1) All directors shall be responsible for their individual portfolios and shall make decisions relating to their portfolio, subject to approval from the Executive.
- (2) Not limiting subsection (1) all directors shall be equal, and work in consultation in order to achieve a breadth of perspectives.
- (3) Directors are organised by pods, pursuant to sections 28-30, and are at liberty to work in conjunction with other Directors in their pods.

28 The Education Pod

- (1) The Education Pod consists of the:
 - (a) Vice-President (Education);
 - (b) Academic Affairs Director;
 - (c) Equity Director;
 - (d) Postgraduate Director; and
 - (e) First Year Director.

29 The Events Pod

- (1) The Events Pod consists of the:
 - (a) Vice-President (Events);
 - (b) Marketing Director; and
 - (c) Communications Director.

30 The Careers Pod

- (1) The Careers Pod consists of the:
 - (a) Vice-President (External Relations);
 - (b) Careers Director;
 - (c) Competitions Director; and
 - (d) Publications Director.

31 Duties of the Academic Affairs Director

- (1) In addition to the General Duties of a Committee Member, the duties of the Academic Affairs Director of the Association shall be to:
 - (a) coordinate revision seminars;
 - (b) maintain a current and accurate database of student tutors, inclusive of the online Peer Connect program on the LSA website;
 - (c) liaise with students, and advocate and represent student concerns and feedback to the Association and Faculty;
 - (d) organise and run program-tailored events for students; and
 - (e) maintain a solid understanding of the student consensus on decisions and concerns.

32 Duties of the Equity Director

- (1) In addition to the General Duties of a Committee Member, the duties of the Equity Director of the Association shall be to:
 - (a) represent and advocate for the broad interests of all the diverse students within the Law Faculty, including but not limited to international, LGBT+ and indigenous students;
 - (b) ensure that students feel accepted and comfortable and are able to voice any concerns;
 - (c) act as the primary mental health contact within in the LSA;
 - (d) collaborate with all the Association's Directors to ensure that students have adequate support within the faculty; and
 - (e) educate students on diverse issues facing modern society, through events and guides, and review previous educational guides.

33 Duties of the Postgraduate Director

- (1) In addition to the General Duties of a Committee Member, the duties of the Postgraduate Director of the Association shall be to:

- (a) represent and advocate for the interests of postgraduate students within the Law Faculty;
- (b) act as the primary contact for postgraduate related issues in the Law Faculty;
- (c) represent the Association on the Postgraduate Student Association; and
- (d) attend the Teaching and Learning Group Meetings as a postgraduate student representative.

34 Duties of the First Year Director

- (1) In addition to the General Duties of a Committee Member, the duties of the First Year Director of the Association shall be to:
 - (a) Represent and advocate for the interests of First Year and Early-Program students within the Law Faculty;
 - (b) Liaise with the Law Faculty First Year Coordinators in regard to initiatives such as Ab Initio and the Domicile;
 - (c) provide general assistance to the committee in organising their events and initiatives;
 - (d) take significant responsibility for the organisation of orientation programs for first-year students; and
 - (e) attend to the organisation of further events tailored for First-Year students.

36 Duties of the Marketing Director

- (1) In addition to the General Duties of a Committee Member, the duties of the Marketing Director of the Association shall be to:
 - (a) co-ordinate the design of LSA logos, marketing collateral and any applicable documents as directed by the Executive or committee; and
 - (b) ensure that the Association is well represented through posters, videos and promotional material.
- (2) The Marketing Director shall also take primary responsibility for:

- (a) the broad strategy for marketing and engagement of the Association;
- (b) the creation of sharing and marketing schedules for all events; and
- (c) the creation of marketing collateral for LSA Events.

37 Duties of the Communications Director

- (1) In addition to the General Duties of a Committee Member, the duties of the Communications Director of the Association shall be to:
 - (a) build, update and maintain the Association website and social media sites including, but not limited to, Facebook, Instagram, Snapchat and LinkedIn;
 - (b) support the IT needs and requests of the LSA Committee, faculty and students;
 - (c) oversee the creation, sale, and distribution of any merchandise activities undertaken by the LSA; and
 - (d) assist the Publications Director in the distribution of the Association newsletter.
- (2) The Communications Director shall also take primary responsibility for:
 - (a) the circulation of collateral produced by the Marketing Director; and (b) the creation of marketing collateral as required by the Executive.

38 Duties of the Careers Director

- (1) In addition to the General Duties of a Committee Member, the duties of the Sponsorship Director shall be to:
 - (a) organise and execute the Careers Breakfast, under the supervision of the Vice President (External Relations);
 - (b) organise a semesterly careers event in consultation with the careers pod, under the supervision and direction of the Vice-President (External Relations); and
 - (c) support the Vice President (External Relations) in ways the Vice President (External Relations) directs.

39 Duties of the Competitions Director

- (1) In addition to the General Duties of a Committee Member, the duties of Competitions Director of the Association shall be to:
 - (a) co-ordinate academic and non-academic competitions in furtherance of the objects and purposes of the Association; and
 - (b) ensure that competition trophies are kept up to date.

40 Duties of the Publications Director

- (1) In addition to the General Duties of a Committee Member, the duties of the Publications Director of the Association shall be to:
 - (a) produce a regular newsletter for Members in consultation with the Communications Director;
 - (b) organise regular contributions towards any form of publication deemed to be relevant to Members;
 - (c) produce a careers guide for Members, with the assistance of the Corporate Relations Coordinator; and
 - (d) produce a first-year law guide.

PART 6: MEETINGS

41 Annual General Meeting

- (1) The Committee must convene an Annual General Meeting (“AGM”) of the Association between weeks one (1) and six (6) of the May semester each year.
- (2) The President shall be the Chairperson of the AGM and shall decide the format of the AGM.
- (3) Secretary must provide Written Notice to Members seven (7) days prior to the holding of the AGM. Such notice shall include the agenda for the AGM.
- (4) All Members have the right to attend the AGM, whether by attendance or appointed proxy.
- (5) Each Member is entitled to appoint another Member as his or her proxy by giving Written Notice to the Secretary no less than twenty-four (24) hours before the time of the AGM in respect of which the proxy is appointed. A proxy may be appointed for specific matters or generally. Each Member may only act as proxy for one other Member.
- (6) Attendance or representation of a number of Members equivalent to the greater of either the number of current Committee Members plus five, or 20 Members of the Association is necessary to constitute a Quorum at an AGM. A meeting may proceed without a Quorum but no business requiring a vote may be transacted.
- (7) The ordinary business of the AGM shall include:
 - (a) the adoption of the minutes of the previous AGM;
 - (b) to receive the Annual Report of the Association’s activities during the term of the incumbent Committee;
 - (c) any proposed Constitutional Amendments; and
 - (d) any general business.
- (8) A Member wishing to bring business before the AGM must give sufficient Written Notice of that business to the Secretary so that it may be included in the agenda for the AGM.

42 Meeting

- (1) A Special General Meeting (“SGM”) may be convened by the Executive or by members of the Association as per subsection (2).
- (2) If members seek a SGM to be called, they can do so by producing a petition stating the need and purpose for calling an SGM, to the Secretary with a minimum of 30 signatures.
 - (a) Upon receipt of this petition the Secretary is obligated to inform the Executive of the call for a SGM.
 - (b) Within twenty-eight (28) days of receiving the notice of appeal, the Executive must convene a Special General Meeting for the purpose of hearing the appeal.
- (3) The purpose of the SGM shall be to amend the Constitution or for any other purpose which the Executive or Members deem appropriate.
- (4) The Secretary must provide Written Notice to Members seven (7) days prior to the holding of the SGM. Such notice shall include the purpose and agenda for the SGM.
- (5) Paragraphs 41(2), 41(4)- 41(6) and 41(8) shall apply to the conduct of an SGM.

43 Committee Meetings

- (1) Committee Meetings may be held as and when any Executive Member deems it necessary, after reasonable notice to all other Committee Members.
- (2) A Committee Member who is unable to attend a Committee Meeting must give notice (‘apology’) to the Secretary prior to that meeting.
- (3) Attendance or representation of 50% of Committee Members is necessary to constitute a Quorum at Committee Meetings. A meeting may not proceed without a Quorum.
- (4) Committee Meetings are for the purpose of ensuring the objectives of the Constitution are met.

- (5) At Committee Meetings only matters that may materially change, affect or alter the actions or representation of the Association shall require a vote by the Committee.
- (6) Not limiting subsection (5), decisions that can be made administratively by Directors, in order to give efficacy to their specific portfolio, do not require a vote however should be made in consultation with relevant parties, and if possible, the Committee.
- (7) Attendance or representation of 75% of Committee Members is necessary to transact any business requiring a vote, as per subsection (5) at a Committee Meeting.
- (8) The process by which a vote may be called is as follows:
 - (a) any Committee member calls for the motion in discussion to be voted upon.
 - (b) any Committee member must then second the motion in discussion to be voted upon.
 - (c) a vote is then put to all Committee members present and is passed by a simple majority.

44 General Meeting

- (1) The Committee reserves the right to host one (1) General Meeting a semester, at a time and place of their discretion.
- (2) The purpose for the General Meeting is to enable the opportunity to raise issues and concerns, and to improve the transparency of the Association.
- (3) The General Meeting shall be formatted to enable Members to provide feedback, concerns and general matters for consideration to the Committee.
- (4) Members at the General Meeting do not have voting rights, nor can any matters requiring a vote by Members be discussed.
- (5) The Committee is obligated to take all comments and discussions into consideration at the next Committee Meeting and attempt to create solutions to any issues raised.

- (6) Paragraphs 41(2), 41(4) and 41(8) shall apply to the conduct of a General Meeting.

PART 7: ELECTIONS

45 Elections

- (1) All Committee Members must be elected by Members of the Association, with the exception of Committee Members appointed under section 7(6), where their appointment be formalised by a vote at any general meeting.
- (2) The election process, including: the nomination of candidates, campaigning, voting, counting of the ballot or any other function pertaining to election of the Committee shall be governed by the Electoral Committee.
 - (a) Subject to subsection (2)(b), the Electoral Committee shall consist of the three (3) Senior Executive Members.
 - (b) In the event that a Senior Executive Member has a conflict of interest, the Electoral Subcommittee must appoint, by way of Simple Majority, a Full Executive or Committee Member to the Electoral Committee to replace that Executive Member.
 - (c) The Electoral Committee must not have less than three (3) members.
- (3) Elections for the Committee shall be conducted by the Electoral Committee between weeks one (1) and six (6) of the May semester each year.
- (4) Nominations for the elections must be completed at least 2 business days before the election opens.
 - (a) The nomination form for each candidate must indicate the position being sought, and the name of the nominator who must be Members.
 - (b) Once the electoral subcommittee receives the nomination forms, the nominations must be approved by the current Committee Members.
 - (c) Should a position on the Committee have 1 or 0 nominations at the close of the nomination period, the Electoral Committee has the discretion to reopen nominations for the above position.
- (5) Each Member is entitled to appoint another Member as his or her proxy by giving Written Notice to the Secretary no less than twenty-four (24) hours before the opening of voting at the election in respect of which the proxy is appointed. Each Member may only act as proxy for one other Member.

- (6) The Electoral Committee shall be responsible for ensuring the smooth operation of the election in accordance with the electoral by-laws.
- (7) Should there be concern as to the validity of the voting process or results, the Candidate can have it reviewed by the Electoral Committee. If the Candidate remains unhappy with the results, the results can be reviewed by a representative of the Bond University Student Association.
- (8) The Committee assumes office at the close of the AGM directly proceeding the election.
- (9) All members of the outgoing Committee are responsible, and liable in all respective matters, for their position and its accompanying responsibilities for 14 days after the AGM, whilst the handover process is conducted with the incoming Committee.
- (10) Following the successful election of a Committee Member, the process for handing over the roles and responsibilities stipulated in the By-Laws must be followed.

46 Eligibility for Election

- (1) To be eligible for election to the Committee, candidates must:
 - (a) be a Member and reasonably believe that they will remain a Member for the duration of the term of office for which they are seeking election;
 - (b) reasonably believe that their enrolment will result in substantial attendance at the University campus for the duration of their term. Substantial attendance will not be met where the Candidate will be absent from the University campus for six (6) academic weeks in one semester; and
 - (c) read this Constitution and be familiar with the duties of the position for which they have been nominated.
- (2) Any single candidate may run for one Committee Member position only and no candidate shall be elected to more than one position.

- (3) For the avoidance of doubt, Section 45(2) does not affect the appointment of Committee Members as 'Acting' committee members in another portfolio, or the appointment of an Executive Member as Deputy-President.

PART 8: MISCELLANEOUS

47 Finances

- (1) The financial year of the Association is from 1 July to 30 June.
- (2) The Executive may maintain bank accounts on behalf of the Association.
- (3) All transactions through such bank accounts shall be approved by both the Treasurer and one of the President or Secretary.
- (4) A record of all income and expenditure shall be maintained by the Treasurer in accordance with any By-Laws.
- (5) Upon seven (7) days Written Notice in the form of a request to the Treasurer any Member may inspect the accounts of the Association.

48 By-Laws

- (1) The Executive may make, amend, or repeal By-Laws, not inconsistent with this Constitution, for the internal management of the Association.
- (2) Executive Members having a conflict of interest shall take no part in the creation of By-Laws in respect of elections.
- (3) All new, amended or repealed By-Laws in respect of elections are to be decided by the Executive, subsequent to a discussion with the Committee at a Committee Meeting.
- (4) Any By-Law, including any By-Law inconsistent with this Constitution shall be set aside and deemed invalid.

49 Dissolution

- (1) The Association may be dissolved only by a resolution passed by the entire executive and at least eight-ninths of Directors, with the consent of the Bond University Student Association President and Club and Societies Directors.

- (2) Written Notice of such a meeting must be given to all Members at least two (2) weeks before the meeting and must include a notice of motion to dissolve the Association.
- (3) In the case of the Association being dissolved, any assets, property, or monies remaining after all outstanding debts are paid shall be given or transferred to the Faculty of Law for the purposes of the creation of a student representative organisation with similar objects and purposes to that of the Association.

50 Alterations to this Constitution

- (1) This Constitution may only be amended or repealed by a Special Resolution of Members eligible to vote at:
 - (a) the Annual General Meeting; or
 - (b) at a Special General Meeting.