



**THE NOTRE DAME SYDNEY LAW**  
**SOCIETY**

**By-Law 01**

**Standing Orders**

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## **PART 1 - DEFINITIONS**

### 1.1. Definitions

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

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

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

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

1.1.4. For the purposes of this By-Law, written correspondence/ communication shall include email correspondence/ communication.

## **PART 2 - SCOPE AND PURPOSE**

2.1. The scope and purpose of this By-Law is to regulate, and provide proper meeting procedure for Notre Dame Sydney Law Society Committee Meetings.

## **PART 3 - OPERATING PROVISIONS**

3.1. This By-Law is created under the power conferred upon the NDSLS Executive provided by section 5.2.1.5. of the Notre Dame Sydney Law Society Constitution.

3.2. The Notre Dame Sydney Law Society will conduct all Committee Meetings in accordance with this By-Law.

## **PART 4 - COMMITTEE MEETINGS**

### 4.1. Convention and Commencement

4.1.1. The President shall convene all Meetings of the NDSLS Committee.

4.1.2. Meetings shall commence promptly at the advertised starting time, but a meeting shall not commence until a quorum is attained.

4.1.3. The Secretary shall ensure that a copy of this By-Law and the encompassed Standing Orders will be distributed to the entire NDSLS Committee three (3) days prior to the meeting.

### 4.2. Role of Chair

4.2.1. The President is the Chair for Meetings of the Committee.

4.2.2. The Chair is responsible for the observance of this By-Law and the encompassed Standing Orders.

- 4.2.3. The Chair has precedence to speak over other speakers when giving directions or rulings.
- 4.2.4. The Chair is responsible for maintaining order, and may eject persons making unreasonable disturbance.
- 4.2.5. The Chair may adopt a speaking list or any other method of order to ensure the smooth running of the meeting.
- 4.2.6. The Chair may impose a maximum time limit on the debate.
- 4.2.7. The Chair may temporarily vacate the Chair and nominate an acting Chair for the period of their absence.
- 4.2.8. The Chair shall have an additional casting vote in the event of a tie.
- 4.2.9. The Chair shall ensure that adequate minutes are taken.
- 4.2.10. The Chair shall interpret these Standing Orders when required to do so, subject to the meeting substituting a different interpretation by way of dissent.

## **PART 5 - ORDER OF BUSINESS**

### 5.1. Agenda

5.1.1. The Executive should communicate the agenda to the entire NDSLS Committee three (3) days before the date scheduled for the Committee Meeting. The initial order of the agenda for a meeting shall be as determined by the President, subject to the direction of the Committee. The agenda shall include an opportunity for 'any other business' to be raised.

### 5.2. Foreshadowing

5.2.1. Motions may be foreshadowed at any time during a meeting, in which case they shall take precedence in the order in which they were foreshadowed.

### 5.3. New Agenda Items

5.3.1. Motions may be included on the agenda at any point with the leave of the Committee.

### 5.4. Change of Agenda

5.4.1. Motions may be brought forward, or the agenda rearranged, at the will of the Committee.

## **PART 6 - SUBSTANTIVE MOTIONS**

## 6.1. Style of Motions.

6.1.1. Motions must be submitted in writing in accordance with the prescribed form distributed to the Committee

## 6.2. Mover and Secunder

6.2.1. Every substantive motion must have a mover and a seconder before discussion will commence.

## 6.3. Expression

6.3.1. A motion for a particular action should be clearly expressed and state the action intended to follow from it. The Chair should require a motion which is unclear or has no stated effect to be re-expressed by the mover.

## 6.4. Time Limit

6.4.1. When the time limit set by the Chair for a substantive motion has expired, the Chair shall put the motion to the Committee, unless a motion for the extension of the debate is immediately moved and carried.

## 6.5. Reading of Motion

6.5.1. At the time in which a motion or amendment is put, or where any Member requests it during discussion, the Chair shall read the text of the motion or amendment under discussion.

## 6.6. Result by Count

6.6.1. If requested, the Chair shall order a show of hands and conduct a count of those for and against.

6.6.2. If requested by a simple majority of the Committee or by the Chair's own discretion, the Chair shall order and administer a secret ballot.

## 6.7. Results

6.7.1. All results shall be recorded in the minutes, and any Member may have recorded in the minutes their vote for or against a motion, or abstention. A simple majority of the Committee can request that the count of the result be recorded in the minutes.

## 6.8. Reintroduction of Motion

6.8.1. If a motion or amendment has been defeated, the same or a substantially similar motion cannot be reintroduced at the same meeting of the Committee, unless the moving of the motion is accepted by the same or greater number of votes that defeated the original motion

## 6.9. Rescission of Motion

6.9.1. If a motion or amendment is proposed to rescind a motion passed at the same meeting of the Committee, it must be passed with the same or greater number of votes that passed the original motion.

#### 6.10. Proxy Voting

6.10.1. Proxy voting is permitted in accordance with the NDSLS Constitution.

6.10.2. Proxy voting is permitted at NDSLS Committee Meetings.

6.10.3. Proxy voting is not permitted at NDSLS Annual General Meetings or Special General Meetings.

6.10.4. The Committee Member or Member wishing to allocate their vote to a proxy, must notify the NDSLS Secretary of the following, no later than three (3) days before the scheduled Meeting:

- (a) The name of the Committee Member or Member wishing to allocate their vote to a proxy;
- (b) The name of the nominated proxy;
- (c) The eligibility of the nominated proxy to vote at the Meeting in accordance with the NDSLS Constitution.

6.10.5. If the Committee Member or Member wishing to allocate their vote to a proxy does not notify the NDSLS Secretary of the requirements in 6.10.4. three (3) days before the scheduled Meeting, the NDSLS Executive will exercise their discretion to allow or disallow the proxy.

### **PART 7 - PROCEDURAL MOTIONS**

#### 7.1 Definition

7.1.1. Procedural motions are motions to alter the manner, order, form or duration of proceedings.

#### 7.2. Procedure

7.2.1. A procedural motion is introduced by a Member interrupting the speaker or Chair. Procedural motions are to be addressed to the Chair.

#### 7.3. No Debate

7.3.1. The Chair shall put procedural motions without debate.

#### 7.4. Order of Preference

7.4.1. Procedural motions shall have increasing order of preference in the order in which they are set out in this By-Law (latest takes preference).

## **PART 8 - MOTIONS RELATING TO THE PRESENT SPEAKER**

### 8.1. Speaker to be no longer heard

8.1.1. A Member may move that the present speaker cease speaking. The Chair has a direction to reject this motion if it is imposed before the speaker has had a reasonable opportunity to express their views, or has spoken only briefly.

### 8.2. Personal Explanations

8.2.1. A Member whose character or actions have been referred to by the present speaker may immediately make a personal explanation or rebuttal of the matters referred to, or may exercise such a right when the speaker finishes speaking.

## **PART 9 - MOTIONS RELATING TO THE PRESENT MOTION OR THE AGENDA**

### 9.1. Adjournment of Present Motion

9.1.1. A Member may move that the process of the present motion be adjourned. If a motion so adjourned is not returned to in the present meeting it shall automatically be adjourned to the following meeting.

### 9.2. Call for Motion to be Put

9.2.1. Any Member may move that the motion or amendment under the discussion be decided at once by moving that 'the question be put'. If the meeting agrees, the mover may exercise their right of reply and the Chair shall put the motion or amendment to the vote.

### 9.3. Call for Last Speakers

9.3.1. Any Member may move that the Chair calls for last speakers on a motion or amendment. The Chair will note all Members who wish to speak on the topic, and they will be heard in accordance with these standing orders, after which the motion must be put forth.

### 9.4. Extension of Debate

9.4.1. A Member may move that the time allowed for the present motion may be extended.

### 9.5. Re-Ordering of Agenda

9.5.1. A Member may move that the agenda be re-ordered. However it shall not be in order to exclude the consideration of 'any other business'.



## **PART 10 - MOTIONS RELATING TO THE CHAIR AND/ OR THE MEETING**

### 10.1. Adjournment of Meeting

10.1.1. A Member may move that the meeting be adjourned, either for a brief period or to another time and place. The meeting may also be adjourned by a suggestion of the Chair approved by the meeting.

### 10.2. Extension of Meeting

10.2.1. A Member may move that the time allowed for the meeting be extended, either before or after the completion of the allowed time. An extension shall be for up to 30 minutes. Successive extensions are permitted upon the completion of each extension.

### 10.3. Points of Order

10.3.1. A point of order consists of drawing the attention of the Chair to a suggested breach of the Standing Orders. The Chair shall consider whether the breach of order occurred and proceed accordingly.

### 10.4. Suspension of Standing Orders

10.4.1. A Member may move that certain Standing Orders be suspended, or that so much of the Standing Orders be suspended as would prevent a particular course of action by the meeting.

### 10.5. Dissent

10.5.1. A Member may move dissent in a ruling by the Chair. If such a motion is carried, the Chair shall substitute an alternative ruling.

### 10.6. Removal of the Chair

10.6.1. A Member may move that the person in the Chair vacate the Chair. If such a motion is carried, the Members present shall immediately elect a different person to the Chair

## **PART 11 - ADJOURNMENT AND CLOSURE**

### 11.1. Adjournment

11.1.1. Upon the completion of the time allowed for the meeting, the meeting is adjourned and any unfinished business on the agenda is adjourned to the next meeting.

### 11.2. Closure

11.2.1. Upon the completion of the business set down in the agenda, and if there is no other business, the Chair shall close the meeting.

**PART 12 - AMENDMENT OF BY-LAW 01**

12.1. Amendment

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

**PART 13 - LIST OF EDITORS**

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



**THE NOTRE DAME SYDNEY LAW**  
**SOCIETY**

**By-Law 02**

**Duties, Roles and Responsibilities**

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THE SOCIAL JUSTICE DIRECTOR

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## **PART 1 - DEFINITIONS**

### 1.1. Definitions

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

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

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

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

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

### 2.1. The Executive

#### 2.1.1. The President

2.1.1.1. The President shall;

- (a) Coordinate and oversee all activities of the Society, and to assist or to arrange assistance for any Committee member who may require it;
- (b) Chair meetings of the Society;
- (c) Write references upon request for each Committee member detailing their performance in their Portfolio(s);
- (d) Oversee the preparation of the Society's sponsorship prospectus and meet with firms to obtain sponsorship;
- (e) Exercise their discretion to appoint a member of the Executive or the Sponsorship Director to attend sponsorship meetings;
- (f) Ensure that the Society is appropriately represented on the ALSA Council;
- (g) Assign each Year Representative and the Mature Age Representative to a minimum of two Committee Directors to rotate through working with over the course of the year to ensure the transferral of skills and information;
- (h) At their discretion, assign each Executive member to oversee the conduct of a portfolio or a number of portfolios;
- (i) Maintain regular and ongoing contact with the Vice President and other Executive members;
- (j) Ensure that the Vice President has a sufficient understanding of Society activities at all times in the event that the President takes a leave of absence;
- (k) Oversee the creation of the annual end-of-year committee report.

## 2.1.2. The Vice President

### 2.1.2.1. The Vice President shall;

- (a) Assist the President in coordinating and overseeing all activities of the Society;
- (b) Chair meetings of the Society in the President's absence;
- (c) Write references upon request for each Committee member detailing their performance in their portfolio(s);
- (d) Oversee the creation of the Society's sponsorship prospectus, and meet with firms to obtain sponsorship;

### 2.1.2.2. In executing its obligations under 2.1.2.1(a), the Vice President's duties include, but are not limited to:

- (a) Maintaining regular and ongoing contact with the President and other Executive members;
- (b) Overseeing organisation of all social events hosted by the Society;
- (c) Assisting in the publishing of the Careers Guide and First-Year Guide;
- (d) Participating in ALSA conferences or council meetings, at the discretion of the President; and
- (e) Write the annual end-of-year report in collaboration with the Treasurer; and
- (f) Ensure a sufficient understanding of the Society's activities at all times.

## 2.1.3. The Treasurer

### 2.1.3.1. The Treasurer shall;

- (a) Keep the finances of the Society in order;
- (b) Regularly ensure that the Committee is aware of the financial position of the Society;
- (c) Ensure all debts to the Society and invoices are collected, filled and retained;
- (d) Ensure that the cash handling procedures and reimbursement procedures are followed;
- (e) Provide annual accounts to be tabled at the Annual General Meeting;

- (f) Deposit to the society's bank account all money received on behalf of the Society as soon as practicable;
- (g) Maintain up-to-date financial statements, including a budget, and profit and loss statements;
- (h) Perform all regular bank reconciliations and oversee handover of all society financial accounts;
- (i) Ensure the Society meets all payment deadlines;
- (j) The Treasurer shall be the signatory to the bank account(s) of the Law Society;
- (k) The Treasurer shall have access to all necessary financial information relating to the Law Society;
- (l) The Treasurer shall have possession of the Society bank card(s); and
- (m) Write the annual end-of-year report in collaboration with the Vice President.

#### 2.1.4. The Secretary

##### 2.1.4.1. The Secretary shall;

- (a) Keep orderly minutes of meetings of the Society, including Committee meetings and General Meetings;
- (b) Issue Committee members with administrative information including, but not limited to, the Constitution, By-Laws, and contact details of Committee Members;
- (c) Keep and maintain an up-to-date register of Members;
- (d) Oversee the regular dissemination of information to Members informing them of upcoming events and publications;
- (e) Endeavour to ensure the smooth running of the Society by producing and maintaining a procedures and templates manual, which includes all common procedures and forms used by the Society; and
- (f) Organise the booking of appropriate venues for meetings of the Society.

## 2.2. The Directors

### 2.2.1. The Careers Director

2.2.1.1. Organise careers related events including but not limited to Careers Presentations and panel discussions;

2.2.1.2. Be responsible for the creation and publication of the annual Careers Guide; and

2.2.1.3. Disseminate information about relevant career opportunities.

### 2.2.2. The Communications and Marketing Director

2.2.2.1. Be responsible for the coordination of marketing, advertisement and promotion for all internal Society events and where appropriate, external events. This shall include but is not limited to:

(a) developing marketing strategies in consultation with the Committee and facilitating their implementation;

(b) developing and distributing marketing materials and messages;

(c) regularly updating the Society's social media accounts;

(d) organising photography for all Society activities;

(e) developing initiatives to increase student engagement both on and offline.

2.2.2.2. Organise Merchandise at least once a year.

### 2.2.3. The Competitions Director

2.2.3.1. Organise, oversee and promote legal skills competitions;

2.2.3.2. Be responsible for the creation and publication of the annual Competitions Guide;

2.2.3.3. Work cooperatively with the Competitions Assistant Director(s) to ensure the smooth running of competitions during their term;

2.2.3.4. In consultation with the Executive and the Education Director, select the teams to represent the University and the Society in ALSA Conference competitions, giving priority to internal competition winners and finalists;

2.2.3.5. Ensure the transferral of all relevant competitions information to their successor at the conclusion of their term; and

2.2.3.6. Not compete in any internal NDSLS competition for the entirety of their term.

### 2.2.4. The Education Director



2.2.4.1. Ensure that proper notification of the ALSA conference is made to all Members;

2.2.4.2. Be primarily responsible for all communications and functions of the Society associated with ALSA;

2.2.4.3. Respond to any educational concerns of Members and represent education concerns of Members where necessary;

2.2.4.4. Generate initiatives that encourage health and wellbeing amongst law students.

#### 2.2.5. The Information Technology (IT) Director

2.2.5.1. Maintain and update the Society's website, including making improvements and changes to benefit Members, sponsors and all NDSLS stakeholders;

2.2.5.2. Make recommendations to the Committee about improvements to the Society's website to increase its usefulness and applicability to all Members;

2.2.5.3. Once approved, apply these changes in a timely fashion;

2.2.5.4. Ensure the website has online versions of all publications of the Society;

2.2.5.5. Ensure the website has the necessary online versions of all approved minutes of meetings;

2.2.5.6. Provide IT support and advice to Committee Members;

2.2.5.7. Facilitate online ticketing and website support for the Society's events and activities

2.2.5.8. Report data metrics; and

2.2.5.9. Troubleshoot website and other IT issues that may arise.

#### 2.2.6. The Social Events Director

2.2.6.1. Be responsible for the organising of social events including but not limited to the annual Law Ball.

2.2.6.2. They may, at the discretion and direction of the Committee, organise any other social events.

2.2.6.3. Social events do not include social justice events.

#### 2.2.7. The Social Justice Director

2.2.7.1. To coordinate events, activities and functions on social justice topics;

2.2.7.2. May address issues of inequity of injustice that exist in the School of Law and endeavour to represent students who raise such issues; and

2.2.7.3. Be primarily responsible for organising the annual Social Justice Lecture, including determining in consultation with the Committee, a non-for-profit legal organisation to whom all the proceeds of the lecture, including but not limited to ticket sales and remaining sponsorship money after expenses, for the event are to be donated.

2.2.7.4. Be responsible for organising the annual NDSL Social Justice Winter Sleepout in collaboration with the Notre Dame Social Justice Society and SAUNDA.

#### 2.2.8. The Sponsorship Director

2.2.8.1. To work with the Sponsorship Assistant Director to produce a professional prospectus to be distributed to potential sponsors with the intention of maximising sponsorship;

2.2.8.2. Ensure that all sponsorship obligations are met to a professional standard;

2.2.8.3. To assist in coordinating sponsored events and presentations as required by sponsors; and

2.2.8.4. Oversee other sponsorship related activities and events including but not limited to fundraisers, raffles and other initiatives.

#### 2.2.9. The Sports Director

2.2.9.1. Organise sporting initiatives including but not limited to a Staff v Students Sports Day and Intervarsity Sport Competitions;

2.2.9.2. Work with SAUNDA and the SAUNDA School of Law Representative to organise a team to compete in the annual ND Gift; and

2.2.9.3. Work with other relevant Committee Members to produce health and wellbeing events and initiatives.

#### 2.3. The Assistant Directors

2.3.1. Each Assistant Director(s) will work cooperatively with their other Portfolio Committee Members and all other Committee Members to ensure the objectives and functions of their Portfolio are being sufficiently discharged;

2.3.2. Each Assistant Director(s) will, in a timely fashion, complete all tasks delegated to them by their relevant Director and the Executive.

#### 2.4. Year Representatives and Mature Age Representative

2.4.1. Bring any issues felt or expressed by their respective cohorts to the attention of the Committee;

2.4.2. Assist in the operation of no less than seventy-five percent (75%) of fundraising initiatives at the direction of the relevant Portfolio, the Executive or any other Committee Member; and

2.4.3. At the direction of the President, shadow a minimum of two Portfolios throughout the year and assist them with their events.

#### 2.5. Equity Officer

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

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

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

2.5.4. The Equity Officer is responsible for:

2.5.4.1. The enforcement of the NDSLS Committee Code of Conduct; and the University of Notre Dame Australia Code of Conduct; and

2.5.4.2. Addressing and resolving grievances in accordance with Part 7 of the Constitution.

2.5.5. Pursuant to Part 7 of the Constitution, the Equity Officer only has jurisdiction to deal with grievances that are internal to the Committee.

2.5.6. The Equity Officer has the authority to call an Equity Meeting at any time that is convenient for the parties involved with the grievance who will be in attendance.

2.5.6.1. All Equity Meetings should be minuted appropriately.

2.5.6.2. Records of the minutes of Equity Meetings will be kept by the Equity Officer and discarded at the end of each tenure.

2.5.7. The parties involved with the grievance must attend the Equity Meeting that is called by the Equity Officer except in the case of extenuating circumstances.

2.5.7.1. These extenuating circumstances are to be decided at the discretion of the Equity Officer and the Executive.

2.5.8. The Equity Officer does not require the approval of the Executive to call an Equity Meeting.

2.5.9. The Equity Officer must notify the Executive of;

2.5.9.1. The date, time, location, method/mode and reason for the Equity Meeting; and

2.5.7.2. The outcome of the Equity Meeting and resolution of the grievance.

## 2.6. Immediate Past President

2.6.1. The Immediate Past President (IPP) is an ex-officio role as outlined in 5.3 of the Constitution.

2.6.2. The IPP shall provide guidance and advice to the current Executive and Committee during the course of their term as requested.

## 2.7. Subcommittee

2.7.1. The role of each Subcommittee shall be at the discretion of the Executive and the relevant Portfolio Director and Assistant Director

2.7.2. The role of each Subcommittee Member will correspond with obligations relating to the Portfolio they support or those delegated by the Executive.

2.7.3. No Subcommittee representative assisting the Competitions Director shall compete in internal NDSLS competitions.

## **PART 3 - ADMINISTRATION**

### 3.1. Administration

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

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

(a) President - [president@ndsls.org](mailto:president@ndsls.org)

(b) Vice President - [vicepresident@ndsls.org](mailto:vicepresident@ndsls.org)

(c) Treasurer - [finances@ndsls.org](mailto:finances@ndsls.org)

(d) Secretary - [secretary@ndsls.org](mailto:secretary@ndsls.org)

(e) Careers Director - [careers@ndsls.org](mailto:careers@ndsls.org)

- (a) Careers Assistant Director(s) - [careersasst@ndsls.org](mailto:careersasst@ndsls.org) and [careersasst1@ndsls.org](mailto:careersasst1@ndsls.org)
- (b) Communications and Marketing Director - [marketing@ndsls.org](mailto:marketing@ndsls.org)
- (c) Competitions Director - [competitions@ndsls.org](mailto:competitions@ndsls.org)
- (d) Competitions Assistant Director(s) - [competitionsasst@ndsls.org](mailto:competitionsasst@ndsls.org) and [competitionsasst1@ndsls.org](mailto:competitionsasst1@ndsls.org)
- (e) Education Director - [education@ndsls.org](mailto:education@ndsls.org)
- (f) Information Technology (IT) Director - [it@ndsls.org](mailto:it@ndsls.org)
- (g) Social Events Director - [socialevents@ndsls.org](mailto:socialevents@ndsls.org)
- (h) Social Justice Director - [socialjustice@ndsls.org](mailto:socialjustice@ndsls.org)
- (i) Sponsorship Director - [sponsorship@ndsls.org](mailto:sponsorship@ndsls.org)
- (j) Sponsorship Assistant Director - [sponsorshipassistant@ndsls.org](mailto:sponsorshipassistant@ndsls.org)
- (k) Sports Director - [sports@ndsls.org](mailto:sports@ndsls.org)
- (l) Mature Age Representative - [matureage@ndsls.org](mailto:matureage@ndsls.org)
- (m) Fifth Year Representative - [year5rep@ndsls.org](mailto:year5rep@ndsls.org)
- (n) Fourth Year Representative - [year4rep@ndsls.org](mailto:year4rep@ndsls.org)
- (o) Third Year Representative - [year3rep@ndsls.org](mailto:year3rep@ndsls.org)
- (p) Second Year Representative - [year2rep@ndsls.org](mailto:year2rep@ndsls.org)
- (q) First Year Representative - [year1rep@ndsls.org](mailto:year1rep@ndsls.org)
- (r) Equity Officer - [equityofficer@ndsls.org](mailto:equityofficer@ndsls.org)

### 3.2. Policies and Regulations

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

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

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

## **PART 4 - FINANCES**

### 4.1. Reimbursement

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

4.1.2. Reimbursement may occur following the discretion of:

- (a) The Treasurer alone for amounts below \$300.00;
- (b) The Executive for amounts between \$300.00 and \$700.00; and
- (c) The Committee for amounts above \$700.00

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

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

- (a) the amount spent; and
- (b) the reason for expenditure; and
- (c) the date approval was granted by the relevant parties

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

#### 4.2. Funding

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

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

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

#### 4.3. Petty Cash

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

4.3.2. All other amounts are to be deposited to the Society's bank account as soon as practicable.

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

#### 5.1. Amendment

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

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

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



**THE NOTRE DAME SYDNEY LAW**  
**SOCIETY**

**By-Law 03**

**NDSLS Code of Conduct**



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## **PART 1 - DEFINITIONS**

### 1.1. Definitions

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

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

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

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

1.1.4. For the purposes of this By-Law, written correspondence/ communication shall include email correspondence/ communication.

## **PART 2 - SCOPE AND PURPOSE**

2.1. The scope and purpose of this By-Law is to guide the behaviour of all NDSLS Committee Members throughout their tenure.

## **PART 3 - APPROPRIATE CONDUCT**

3.1. During the term of the Committee, all Committee Members must:

3.1.1. Act in a manner which promotes the best interests of the NDSLS;

3.1.2. Be actively involved in the NDSLS by fulfilling the specific duties of their role to the best of their ability as outlined within the NDSLS Constitution and By-Laws;

3.1.3. Maintain regular communication with the Executive regarding their role;

3.1.4. Acknowledge the contribution of fellow Committee Members by treating them with respect and courtesy at all times;

3.1.5. Encourage and allow fellow Committee Members to perform their role or duties;

3.1.6. Encourage and allow fellow Committee Members to perform their role or duties;

3.1.7. Attend all meetings of the NDSLS unless a written apology and explanation are forwarded to the Secretary via NDSLS email, no later than 48 hours before the commencement of the meeting;

3.1.8. Declare to the Executive if they require to take a leave of absence from their duties for any period of time exceeding ten (10) days;

- 3.1.8.1. A leave of absence includes but is not limited to holidays, illness and unexpected and extenuating circumstances.
- 3.1.9. Declare conflicts of interest within the Committee at the commencement of the Committee's term;
  - 3.1.9.1. Conflicts of interest include but are not limited to personal relationships and professional relationships.
- 3.1.10. Comply with NDSLS finance and banking guidelines and policies;
  - 3.1.10.1. In addition, all decisions that involve the use of Society funds must not be made in a private setting, and must be in consultation with the relevant Director, Treasurer and the Executive.
- 3.1.11. Maintain Committee confidentiality regarding the content of closed Committee discussions;
- 3.1.12. Follow the UNDA Student Code of Conduct, particularly in their communication with other Committee Members and members of the public;
- 3.1.13. During official NDSLS events, particularly in the presence of sponsors, Committee Members must:
  - 3.1.13.1. Treat students, staff, sponsors, and members of the public with courtesy and respect, and
  - 3.1.13.2. Refrain from engaging in other unprofessional and/or inappropriate behaviours including, but not limited to:
    - (a) Yelling, shouting or swearing;
    - (b) Private or anti-social behaviour;
    - (c) rowdiness; and
    - (d) Any other unprofessional or inappropriate behaviour.

#### **PART 4 - EQUITY CONCERNS AND BREACHES**

- 4.1. In the event of an Equity concern or potential breach of the Code, Committee Members can make the Equity Officer or the Executive aware of any breaches as soon as they arise.
- 4.2. There are a range of methods that the Equity Officer and Executive can undertake to resolve disputes arising under this Code of Conduct. These means may include, but are not limited to:

4.2.1. Bringing the matter to the attention of the individual allegedly involved in the breach in a confidential impartial and professional manner. This can involve but it not limited to;

- (a) A meeting between the Equity Officer and the parties in disagreement or in breach
  - (i) This meeting will be minuted.
  - (ii) If this meeting is held in person, it must be held on-campus in a formal and appropriate setting.
  - (iii) If an in-person meeting is not applicable, it must be held over a non-personal video and communication software
- (b) Conciliation;
- (c) Mediation;
- (d) Arbitration; and
- (e) Recommending a determination by the Executive Committee.

4.3. If a grievance, Equity concern or breach of the Code is thought to have occurred, Committee Members are to follow the processes outlined in Part 7 of the Constitution.

**PART 5 - AMENDMENT OF BY-LAW 01**

5.1. Amendment

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

**PART 6 - LIST OF EDITORS**

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



**THE NOTRE DAME SYDNEY LAW**  
**SOCIETY**

**By-Law 04**

**Elections**

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## **PART 1 - DEFINITIONS**

### 1.1. Definitions

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

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

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

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

1.1.4. For the purposes of this By-Law, written correspondence/ communication shall include email correspondence/ communication.

## **PART 2 - SCOPE AND PURPOSE**

### 2.1. Scope

2.1.1. The scope of this By-Law is to regulate, and provide rules regarding nominations and elections under the Constitution and is binding on all NDSLS Members.

### 2.2. Purpose

2.2.1. The purpose of this By-Law is to maintain the integrity and fairness of NDSLS nomination and election procedures.

2.3. Should a conflict arise between the content of this By-Law and the Constitution, the Constitution will prevail.

## **PART 3 - NOTICE OF ELECTIONS AND NOMINATIONS**

3.1. The President is to determine the precise date of the nomination period and precise date of the voting period.

3.2. It is the responsibility of the President to ensure that the notice requirement is satisfied.

3.3. The nomination period is to run for twelve (12) consecutive days.

3.4. The voting period is to run for four (4) consecutive days.

## **PART 4 - CAMPAIGNING**

4.1. The campaign period shall begin upon written notice by the President to the Candidates.

4.2. The campaign period shall run for seven (7) consecutive days.

4.3. This section shall apply to all candidates, and their representatives, during the election period.

4.3.1. A representative is any person actively or passively supporting a candidate.

4.4. Current NDSLS Committee Members who are candidates that participate in campaigning must include a disclaimer that their view is their own and does not represent the views of the Society or the current Committee.

4.5. Any dispute or alleged breach regarding campaigning matters is to be brought to the attention of the Returning Officer.

4.6. Decisions of the Returning Officer and/or Supervisor as to the resolution of campaigning matters, including dismissing any dispute, shall be final.

4.7. Any NDSLS or University database cannot be accessed for the purpose of campaigning.

4.8. All candidates must comply with University policies regarding distribution and display of election and campaigning materials, including, but not limited to, posters and flyers

4.9. Nomination statements will be available to all students on the NDSLS website

4.10. Candidates must not use the NDSLS logo or NDSLS official means of communication.

4.10.1. Example: NDSLS publications, the NDSLS website, any NDSLS Facebook group, the NDSLS Facebook page, the NDSLS Instagram page, and emails facilitated by means exclusive to the NDSLS) for campaigning, unless otherwise provided in these rules.

4.11. All candidates must conduct their campaign in good faith and on positive terms

4.12. All candidates must comply with the NDSLS Code of Conduct and all University policies, including the Student Code of Conduct regarding discrimination, vilification, and harassment whilst campaigning.

4.12.1. Breaches of these policies are considered to be a fundamental breach.

4.13. All candidates must run independently.

4.13.1. This section does not forbid candidates from showing their support to other candidates, provided that:

(a) They remain in compliance with 4.4.; and

(b) They do not publish any material supporting another student.



- 4.14. Candidates must not provide any incentives to prospective or potential voters.
- 4.14.1. Incentives are anything that may be interpreted as inappropriately encouraging or motivating a person to do something, including but not limited to gifts and financial incentives.
- 4.15. Candidates must not remove, cover, alter or move the poster or campaigning material of another candidate.
- 4.16. All posters are constrained to a maximum A4 size.

## **PART 5 - VOTING**

### 5.1. Voting

- 5.1.1. All NDSLS Members are eligible to vote in an election
- 5.1.2. During the election period the method for casting votes may only be managed by the Returning Officer and any other person permitted by the Returning Officer to do so for the purposes of the election process.
- 5.1.3. Only the Member voting may complete their ballot paper.
- 5.1.4. Voting may take place through the discretion of the Executive Committee, either by paper ballot or electronically. Only one form of voting may be used in a single election.
- 5.1.5. As each candidate is taken to be independent, the use of pre-filled voting forms (either wholly or partially filled) is prohibited
- 5.1.6. The candidate with the majority of votes shall be declared elected
- 5.1.7. Members can only vote once per election.

### 5.2. Order of Candidates' Names on Ballots

- 5.2.1. The order in which candidates' names shall appear on the ballot shall be done by preferences first, and be alphabetical by surname.
- 5.2.2. Example: Robin Banks (1); Philippa Bucket (1); Anne Arkey (2); Theresa Green (2).

## **PART 6 - COUNTING OF VOTES**

- 6.1. The voting system for all NDSLS elections shall be by simple majority count.
- 6.2. If more than one candidate obtains an equal number of votes, the Returning Officer shall convene a General Meeting of the outgoing Committee and conduct a vote to determine the incoming Committee Member on the basis of general majority.

6.2.1. Each candidate shall be invited to submit an additional statement as to their suitability for the position and quality of their candidature.

6.2.2. Each candidate shall be given three (3) days written notice to prepare the statement listed in 6.2.1.

6.2.3. When making this decision, Committee Members shall take into account the suitability and quality of the Candidate for the position and make a reasonable and considered decision.

6.3. Once votes have been counted, the ballots shall be retained by the Returning Officer for a period of at least two (2) weeks after the declaration of elected candidates by the Returning Officer.

6.4. All candidates have the right to request inspection of the ballots during this period

6.5. Should any candidate believe an error in counting has occurred, in accordance with the procedures under this section, a candidate may request a recount.

6.5.1. The request must be in writing and presented to the Returning Officer of that election within seven (7) dates of the declaration of the poll.

6.5.2. The Returning Officer may conduct a recount in the presence of the candidate

6.5.3. The Returning Office in their sole discretion may refuse either request if deemed vexatious or an abuse of process.

6.6. The ballots may be destroyed at the conclusion of the two (2) week period after the declaration of the poll but only until such time as all requests under the preceding clauses have been resolved.

6.7. The final election results shall be announced by the President through a global email to all candidates and published on the Society website as soon as practicable after the positions have been filled.

6.7.1. The vote breakdown shall be emailed to all candidates and only made available to individual Members upon request.

## **PART 7 - RETURNING OFFICER AND SUPERVISOR**

7.1. Returning Officer

7.1.1. The Returning Officer shall be appointed by the Executive Committee and this decision shall be minuted.

7.1.2. The Returning Officer shall be an NDSLS Committee Member who is not nominating for a position on the incoming Committee.

7.1.3. The role of the Returning Officer is:

7.1.3.1. To oversee the elections and to promote a fair and just process.

7.1.3.2. To receive all candidate nominations and votes.

7.1.3.3. To oversee the counting of the votes and release the successful candidates once counting is complete.

7.1.3.4. To report all results of the election to the Supervisor

7.1.3.5. To refer and consult with the Supervisor as to any grievances

7.1.4. Should the Returning Officer be unable to fulfil their duties, they may delegate their powers for a specified purpose and period of time in writing with the approval of the existing NDSLS Committee subject to 7.1.2.

7.2. Supervisor

7.2.1. The Supervisor shall be appointed by the Executive Committee and this decision shall be minuted.

7.2.2. The Supervisor shall be a representative of the School of Law or Student Services at the University.

7.2.3. The role of the Supervisor is:

7.2.3.1. To oversee the elections and to promote a fair and just process in conjunction with the Returning Officer.

7.2.3.2. To review all results of the election prior to their publication.

7.2.3.3. To assist the Returning Officer in responding to grievances.

7.2.4. Should the Supervisor be unable to fulfil their duties, they may delegate their powers for a specified purpose and period of time in writing with the approval of the existing NDSLS Committee, subject to 7.2.2.

## **PART 8 - BREACH OF ELECTION RULES**

8.1. If the Returning Officer becomes aware of a breach of any of the election rules, whether that includes participation by a candidate or their representative(s), the Returning Officer must:

8.1.1. Notify the Supervisor;

8.1.2. Make a reasonable enquiry into the breach;

8.1.3. If satisfied a breach has occurred to immediately provide the candidate with warning of the breach and require the breach to be rectified as soon as reasonably practicable;

8.1.4. If the candidate fails to adhere to 8.1.3., the candidate must be disqualified immediately from the ballot.

8.2. A warning must be delivered by written notification to a candidate, and must state:

8.2.1. The nature of the breach;

8.2.2. How the breach may be rectified; and

8.2.3. The time in which the rectification must occur.

8.3. A candidate has the onus of:

8.3.1. Ensuring all contact information provided to the Returning Officer is correct;

8.3.2. Making themselves available for contact;

8.3.3. Notifying the Returning Officer of how and when the breach has been rectified.

8.4. A warning is deemed to have been provided after all reasonable attempts to contact the candidate have been made.

8.5. A determination and decision that the breach has not been rectified is at the discretion of the Returning Officer and Supervisor.

8.6. The Returning Officer, upon consultation with the Supervisor, may immediately dismiss a candidate from the election without warning in the event of a fundamental breach of the election rules.

8.7. Any such determination or decision of the Returning Officer and/or Supervisor shall be final.

## **PART 9 - WHAT CONSTITUTES A BREACH UNDER THIS BY-LAW**

9.1. Under this By-Law, a breach of election rules includes:

9.1.1. Any breach of any section of this By-Law;

9.1.2. Any breach of any section of the Constitution;

9.1.3. Any breach of any section of the NDSLS Code of Conduct;

9.1.4. Any breach of any section of the University Code of Conduct;

9.1.5. Any act, omission or thing that adversely impacts another candidate or candidates;

9.1.6. Any act, omission or thing that is brought to the attention of the Returning Officer, Supervisor and/ or outgoing Executive Committee Member and is determined by all those named in this section, to be conduct serious enough to amount to a breach of the election rules.

9.1.6.1. Example: Discouraging another candidate to run for a certain position on the Committee or discouraging another candidate to run to be a Committee Member altogether.

**PART 10 - AGM QUESTION TIME**

10.1. Prior to the new Committee being confirmed, any Member may pose a question to any candidate regarding their suitability for the role.

10.2. Each candidate may be asked up to five (5) questions, received in chronological order.

10.3. In the event that additional questions arise, a motion must be passed with a general majority to allow further questioning

**PART 11 - AMENDMENT OF BY-LAW 04**

11.1. Amendment

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

**PART 12 - LIST OF EDITORS**

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



**THE NOTRE DAME SYDNEY LAW**  
**SOCIETY**

**By-Law 05**

**Competitions**

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## **PART 1 - DEFINITIONS**

### 1.1. Definitions

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

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

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

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

1.1.4. For the purposes of this By-Law, written correspondence/ communication shall include email correspondence/ communication.

## **PART 2 - SCOPE AND PURPOSE**

2.1. This By-Law is applicable to Members of the Society in their capacity as representatives of the Society and to NDSLS Members at Society related functions and events.

## **PART 3 - ROLES AND RESPONSIBILITIES**

3.1. NDSLS competitions are under the jurisdiction of the Competitions Director and Assistant Director(s), who shall be responsible for the enforcement of these rules and the overall supervision of the competitions.

### 3.2. The Competitions Director

3.2.1. The Competitions Director reserves the right to disqualify any team or participant for:

3.2.1.1. A breach of the rules in this By-Law;

3.2.1.2. A breach of any University policies and regulations, including but not limited to the Student Code of Conduct;

3.2.1.3. Conduct that is not befitting to the competition, including but not limited to;

(a) Being late or failing to appear at a competition;

(b) Failing to respect the authority of judges and/ or organisers;

(c) Misleading competitions judges and/ or organisers;

(d) Failing to show suitable respect towards other competitors;

(e) Misleading other competitors'

(f) Making a serious or intentional ethical violation.



3.2.1. The Competitions Director may hear complaints and make preliminary decisions pursuant to Part 4 of this By-Law. However, the final decision requires joint agreement with the President of the NDSLS.

### 3.3. The Competitions Assistant Director(s)

3.3.1. The Competitions Assistant Director(s) shall assist the Competitions Director in organising and supervising all NDSLS competitions.

3.3.2. The Competitions Assistant Director(s) shall assist the Competitions Director in their responsibility to enforce the rules and processes outlined in this By-Law.

3.3.3. The Competitions Assistant Director(s) shall act in accordance with their duties, roles and responsibilities as outlined in By-Law 02.

## **PART 4 - APPEALS**

4.1. Any concerns or appeals regarding competitions must be made initially to the Competitions Director for adjudication.

4.2. The Competitions Directors' email address, [competitions@ndsls.org](mailto:competitions@ndsls.org), must be the first point of contact for all concerns.

4.3. If a competitor is dissatisfied with the adjudication of the Competitions Director, they may appeal to the President of the NDSLS.

4.3.1. In the event that the grievance or dispute involved the President or the Competitions Director, the Vice President of the NDSLS may be substituted.

4.4. A competitor dissatisfied with the decision of the Competitions Director, President or Vice President may appeal to the Executive of the NDSLS.

4.4.1. This is the final level of appeal and the decision of the Executive is final.

4.5. The results of a competition cannot be appealed purely on the grounds of a disagreement.

4.6. An appeal must either be administrative or equitable in nature.

4.7. All correspondence should be via University student emails.

4.7.1. Any other source shall not be deemed as official and does not warrant a response.

## **PART 5 - AUSTRALIAN LAW STUDENTS' ASSOCIATION (ALSA)**

5.1. Subject to the discretion of the NDSLS Executive and the Competitions Director and Assistant Director(s), the winner(s) of an NDSLS competition may be invited to

represent the NDSLS at the Australian Law Students' Association (ALSA) Conference.

5.2. The NDSLS is not under any circumstances obliged to invite a competitor to compete at the ALSA Conference.

5.3. The Competitions Director in liaison with the Competitions Assistant Director(s) and the NDSLS Executive, may, if necessary, invite any other competitor to compete at the ALSA Conference.

5.4. Invitees do not necessarily have to have been competitors in the most recent competition for which they would be representing the NDSLS.

5.5. The NDSLS is under no obligation to provide financial support to those invited to compete at the ALSA Conference.

## **PART 6 - COMPETITORS OBLIGATIONS**

6.1. All competitions are run in accordance with the following NDSLS rules.

6.2. All competitors should familiarise themselves with these rules before competing.

6.3. Participation in NDSLS competitions signifies an agreement to abide by the rules and guidelines set out within this By-Law.

6.4. Participation in competitions is open to all Members of the Society as defined in the NDSLS Constitution.

6.5. In order to participate in NDSLS competitions, Members must submit their registration to the Competitions Director in the method that they have prescribed.

6.5.1. Registration must be received by the allocated date.

6.5.2. Acceptance of late registrations is at the discretion of the Competitions Director, Assistant Director(s) and the NDSLS Executive.

6.6. Once competitions have commenced, there shall be no modifications made to teams, subject to the discretion of the Competitions Director, Assistant Director(s) and the NDSLS Executive.

6.6.1. Modifications to teams may be made at the latest, twenty-four (24) hours prior to the nominated time for round one.

6.6.2. Any modifications must be communicated to the Competitions Director at the latest, twenty-four (24) hours prior to the nominated time for round one.

6.6.3. For mooting competitions, modifications may be made to a team at the latest, twenty-four (24) hours prior to the nominated due date and time for written submissions for round one.

6.6.4. Any modifications made to teams after the twenty-four (24) hour deadline will automatically constitute a forfeit for that team and the team will be disqualified from the competition.

6.6.5. Any modifications made to teams after the twenty-four (24) hour deadline that are not communicated to the Competitions Director will automatically constitute a forfeit for that team and the team will be disqualified from the competition.

6.7. If a team member is unable to participate in a particular round after the commencement of competitions, the team must forfeit, unless suitable arrangements can be made. This will depend on;

6.7.1. The availability of judges and venues;

6.7.2. The availability of the opposing team to reschedule;

6.7.3. The reason for the inability to compete; and

6.7.4. The discretion of the Competitions Director

6.8. Whilst all attempts will be made, there is no guarantee or obligation placed on the Competitions Director or more broadly, the NDSLS, to schedule an alternative time slot in the event that a participant is unable to compete.

## **PART 7 - NDSLS OBLIGATIONS**

7.1. The Competitions Director will adhere to the Competitions Guide annexed to this By-Law.

7.2. The Competitions Director and Competitions Assistant Director(s), in consultation with the NDSLS Executive will create a timetable for competitions to be scheduled each semester.

7.3. The Competitions Director will update all competitors of changes to competition scheduling, if and when they arise.

7.4. The Competitions Director will endeavour to ensure minimal clashes between competitions timetabling and School of Law class timetabling.

7.5. In the event of a tie, the aggregate scores of the competition will be used to make a final decision.

7.5.1. All decisions of judges in all competitions are final.

7.5.2. All decisions of the Competitions Director are final unless otherwise specified by this By-Law.

7.6. If a party wishes to compete in an external competition, representing the NDSLS, they must first seek the permission of the NDSLS.

7.7. If there is more than one party interested in the position, the Competitions Director will organise a selection process in consultation with the NDSLS Executive.

## **PART 8 - CODE OF CONDUCT**

8.1. All Members of the Society who compete in competitions must adhere to the NDSLS Code of Conduct as well as any other University codes, regulations or policies.

8.2. All Members of the Society who compete in competitions will not engage in harrasment (including sexual harrasment) or bullying against other Members or members of the public in any capacity.

8.2.1. Such behaviour shall not be engaged through any social media platform and/ or during official and non-official NDSLS events and functions.

8.2.2. If a Member engages or is suspected to engage in such conduct they will be referred to the relevant grievance process.

8.3. During official NDSLS events, particularly in the presence of sponsors and alumni, Members of the Society who compete in competitions must:

8.3.1. Treat students, staff, sponsors, alumni and members of the public with courtesy and respect, and

8.3.2. Refrain from engaging in other unprofessional and/or inappropriate behaviours including but not limited to:

(a) Yelling, shouting or swearing;

(b) Private or anti-social behaviour;

(c) Rowdiness; and

(d) Any other unprofessional or inappropriate behaviour.

8.4. For violations of the Code of Conduct committed by NDSLS Committee Members, Members of the Society who compete in competitions or Members of the Society, in relation to a Society function or event, the University codes, regulations, policies and other disciplinary procedures and policies will apply.

## **PART 9 - WITHDRAWAL**

9.1. This Part sets out the procedure to be undertaken in situations where competitors withdraw from NDSLS competitions without sufficient notice.

- 9.2. Sufficient notice must be provided prior to withdrawal from a competition.
- 9.3. Sufficient notice is defined as seventy-two (72) hours prior to the commencement of the competition round.
- 9.4. This notice must be provided to the Competitions Director via email and must set out:
- 9.4.1. The competition (e.g., mooting, negotiations, client interview etc.);
  - 9.4.2. The competition round;
  - 9.4.3. The date, time and method of the competition round; and
  - 9.4.4. The reason for withdrawal.
- 9.5. In the event that sufficient notice is not given, the competitor(s) may be issued with a warning and their names may be recorded on a warning list at the discretion of the Competitions Portfolio and the Executive Committee.
- 9.6. Upon receipt of a competitor's second warning, they will be prohibited from competing in competitions for the remainder of the year.
- 9.7. This includes, but is not limited to, competing in:
- 9.7.1. NDSLS Negotiations;
  - 9.7.2. NDSLS Client Interview;
  - 9.7.3. NDSLS Witness Examination;
  - 9.7.4. NDSLS Witness Examination;
  - 9.7.5. NDSLS Paper Presentation;
  - 9.7.6. NDSLS Organised Intervarsity Competitions; and
  - 9.7.7. Any other competition in which the competitor may be representing the NDSLS.
- 9.8. In order for this By-Law to be effective, the Competitions Portfolio must have provided written notice of the existence of this By-Law to the competitor(s), upon commencement of the competition,
- 9.9. The Competitions Team is not required to provide notice of this decision to the competitor(s) in breach.
- 9.10. Upon receipt of a warning under section 9.5 of this By-Law, a competitor can request a review from the Executive Committee.
- 9.10.1. The request must set out the reasons(s) for insufficient withdrawal notice.
  - 9.10.2. Any decision made by the Executive Committee is final and binding.

**PART 10 - AMENDMENT OF BY-LAW 05**

10.1. Amendment

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

**PART 11 - LIST OF EDITORS**

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