

# ALSA Bylaw- ALSA

## Committee Members and Subcommittees

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Refer to appendix for amendments

### 1. Scope

- 1.1. The scope of this bylaw is to formalise the creation and existence of subcommittees and working parties within the ALSA organisational structure.
- 1.2. The scope of this bylaw is to describe the positions of the various Australian Law Students' Association ("ALSA") Committee members, as prescribed by section 92 of the Australian Law Students' Association Constitution ("Constitution").

### 2. Operating Provisions

- 2.1. This bylaw is created under the power conferred upon the ALSA Executive under sections 59 and 85 of the Australian Law Students' Association Constitution as promulgated at each ALSA Annual General Meeting.
- 2.2. This bylaw operates subject to the Australian Law Students' Association Constitution.
- 2.3. Should a conflict arise between the content of the Australian Law Students' Association Constitution and this bylaw, the ALSA Constitution will prevail.

### 3. Subcommittees

- 3.1. The ALSA Executive can override any decision of any subcommittees created pursuant to 73.
- 3.2. This bylaw recognises the existence of two (2) subcommittees:
  - 3.2.1. the Competitions Subcommittee; and
  - 3.2.2. the Sponsorship Subcommittee.
- 3.3. Membership of subcommittees is voluntary.

- 3.4. ALSA Councillors who are members of subcommittees do not hold any voting power in ALSA Council outside that of their ordinary position as ALSA Councillors.
- 3.5. The terms of reference for subcommittees set out the roles and responsibilities of the members of subcommittees.
- 3.6. The terms of reference for subcommittees may include descriptors from the following non-exhaustive list:
  - 3.6.1.Scope
  - 3.6.2.Function
  - 3.6.3.Subcommittee Membership
  - 3.6.4.Accountability
  - 3.6.5.Reporting
  - 3.6.6.Communication
  - 3.6.7.Meetings
  - 3.6.8.Administrative Support
  - 3.6.9.Funding

## 4. Position Descriptions

### 4.1. Education Officer (Higher Education)

- 4.1.1.To report to the Vice-President (Education);
- 4.1.2.To advocate on behalf of member organisations, in matters concerning Legal Higher Education which are identified at ALSA Council.
- 4.1.3.To disseminate information and implement practical initiatives in the area of Legal Higher Education.

This includes, but is not limited to, issues regarding:

  - 4.1.3.1. Regulation of legal education (undergraduate and postgraduate);
  - 4.1.3.2. Fees and funding; and
  - 4.1.3.3. Assessment, grading and feedback.
- 4.1.4.To liaise with relevant stakeholders and industry bodies, including TEQSA, CALD and the LCA;
- 4.1.5.Advocacy
- 4.1.6.The Academic Journal will be the official journal of the Association. It will include:
  - 4.1.6.1. The winning paper from the Championship Paper Presentation Competition, to be decided annually at the ALSA Conference;
  - 4.1.6.2. The winning essay from the National Essay Competition of that year; and
  - 4.1.6.3. A number (to be determined each year) of the essays submitted to the National Essay Competition, with no less than the first two runners-up being included.
- 4.1.7.To support ALSA Education initiatives as directed by the Vice-President (Education).
- 4.1.8.To abide by their hierarchy and report to the appropriate Vice President

**4.2. Education Officer (Students and Community)**

- 4.2.1. To report to the Vice-President (Education);
- 4.2.2. To disseminate information and implement practical initiatives in the area of Law Students and the Legal Community. This includes, but is not limited to, issues regarding:
  - 4.2.2.1. Health & wellbeing of law students and recent graduates;
  - 4.2.2.2. Rural, Regional and Remote (RRR) Legal Practice; and
  - 4.2.2.3. Social justice.
- 4.2.3. To liaise with relevant stakeholders and industry bodies, such as RRR Legal Practice organisations and Mental Health & Wellbeing organisations;
- 4.2.4. To provide assistance to individual member organisations as requested; and
- 4.2.5. To support ALSA Education initiatives as directed by the Vice-President (Education).
- 4.2.6. To abide by their hierarchy and report to the appropriate Vice President

**4.3. Careers Officer**

- 4.3.1. To report to the Vice-President (Education);
- 4.3.2. To produce the annual International Careers Guide;
  - 4.3.2.1. The International Careers Guide will contain information sourced from international firms and organizations promoting private, public, government and non-profit opportunities, as well as information to assist candidates will applying for these positions.
- 4.3.3. To produce the Judges' Associates Guide, alternating with the International Careers Guide or undertake any other project as determined appropriate by the Executive.
  - 4.3.3.1. National and international clerkship opportunities;
  - 4.3.3.2. The changing nature of the law;
- 4.3.4. To provide assistance to individual member organisations as requested; and
- 4.3.5. To disseminate information and implement practical initiatives in the area of law students and the legal community. This includes, but is not limited to, issues regarding:
  - 4.3.5.1. Awareness of the various careers available to law graduates, including public interest careers and non-commercial law avenues;
  - 4.3.5.2. The international mobility of Australian law graduates; and
  - 4.3.5.3. Practical Legal Training (PLT) regulation and market demand.
- 4.3.6. To liaise between PLT providers, students, law firms and universities regarding all aspects of PLT.
- 4.3.7. To abide by their hierarchy and report to the appropriate Vice President

**4.4. Sponsorship Officer**

- 4.4.1. To report to the Vice-President (Finance);
- 4.4.2. To liaise with the ALSA Executive and Committee to determine pricing structures and sponsorship items;
- 4.4.3. To create one or more appropriate prospectuses to outline all available items which may be sponsored and to provide the prospectus to potential sponsoring organisations;
- 4.4.4. To liaise and meet with interested potential sponsors to create tailored sponsorship packages;

- 4.4.5.To provides sponsors with invoices and letters of agreement outlining the terms of the sponsorship arrangement;
- 4.4.6.To liaise with sponsors to obtain information such as logos and advertisements in order to assist LSS Committees to fulfill their sponsorship obligations; and
- 4.4.7.To assist LSSs in relation to sponsorship initiatives where necessary.
- 4.4.8.To abide by their hierarchy and report to the appropriate Vice President

**4.5. Marketing Officer**

- 4.5.1.To report to the Vice-President (Finance);
- 4.5.2.To maintain regular communication with the ALSA membership via ALSA Monthly and social media networks;
- 4.5.3.To assist other ALSA portfolios in the design of their publication output;
- 4.5.4.To manage, distribute and promote O-week merchandise;
- 4.5.5.To liaise with and assist the ALSA Conference marketing team;
- 4.5.6.To assist the ALSA Committee and Executive to ensure news is marketed to the targeted audience in a timely and effective manner; and
- 4.5.7.To assist LSSs in relation to marketing initiatives where necessary.
- 4.5.8.To abide by their hierarchy and report to the appropriate Vice President
- 4.5.9.To oversee and manage applications for Stream A & B Scholarships;
- 4.5.10. To administer the Scholarship Fund to successful applicants in conjunction with the Immediate Past President and the Vice-President (Finance).
- 4.5.11. To oversee and manage applications for Stream A & B Scholarships in conjunction with the Vice-President (Finance);

**4.6. \*removed\***

**4.7. Competitions Officer**

- 4.7.1.To report to the Vice-President (Administration);
- 4.7.2.To coordinate the annual National Essay Competition;
  - 4.7.2.1. The National Essay Competition will be a competition of legal essays written by Australian law students. The Competition shall be run in accordance with the applicable bylaw.
- 4.7.3.To chair the Competitions Subcommittee and sit on the ALSA Conference Appeals Committee;
- 4.7.4.To promote ALSA's Competition Rules, Scoring Sheets and Marking Guidelines as the national standard for law school competitions;
- 4.7.5.To edit and maintain the ALSA Competitions Handbook;
- 4.7.6.To maintain and develop ALSA's Competitions Problems Bank and perform quality control of submissions;
- 4.7.7.To maintain a database of LSS Competition VPs/Directors and moderate general discussion, including the ALSA Competitions Facebook group;
- 4.7.8.To assist other ALSA portfolios in competition-related publications and handbooks;

4.7.9. To conduct an annual Competitions Rules Review;

4.7.10. To assist the ALSA Conference Team with the organisation and running of ALSA Conference competitions, including the provision of support in relation to complaints, grievances and appeals procedures; and

4.7.10.1. To be responsible for overseeing the video recording of the competitions finals and to publish them on the ALSA website.

4.7.10.2. To provide a judges guide for the competitions at ALSA Conference.

4.7.11. To advance ALSA's participation in international competitions;

4.7.12. To provide general assistance to law schools regarding competitions.

4.7.13. To abide by their hierarchy and report to the appropriate Vice President

#### **4.8. IT Officer**

4.8.1. To report to the Vice-President (Administration);

4.8.2. To maintain and support all ALSA websites, email, social media, web based resources and hardware;

4.8.3. To provide technical support to the ALSA Executive and Committee;

4.8.4. To ensure IT systems are robust, secure and that minimal downtime occurs;

4.8.5. To diagnose and resolve IT related issues;

4.8.6. To liaise with external software and hardware suppliers and support personnel;

4.8.7. To plan, implement and oversee all ALSA IT projects;

4.8.8. To perform regular back-ups of website files and documents;

4.8.9. To assist in the evaluation of software and hardware; and

4.8.10. To make recommendations to the ALSA Executive and Committee on the adoption of new technologies.

4.8.11. ensures Google Drive is updated with all recent transaction and committee reports during the year

4.8.12. To keep a register of all companies that they deal with, detailing their service, renewal dates, usernames and passwords

4.8.13. To abide by their hierarchy and report to the appropriate Vice President

4.8.14. To maintain the Alumni Database.

## **5. Executive Description**

5.1. Vice Presidents must set goals and ensure an assessment of the years performance is undertaken in each term

### **Extract of ALSA Constitution**

#### **85. The duties of the President of the company are:**

85.1 to act as the official representative of the Association;

85.2 to further the objects of the Association;

85.3 to promote the Association;

- 85.4 to coordinate and oversee new initiatives undertaken by the Association;
- 85.5 to issue bylaws of the Association in accordance with Executive policy;
- 85.6 to co-ordinate and manage ALSA's relationship with sponsors;
- 85.7 to ensure that all sponsorship obligations are fulfilled;
- 85.8 to coordinate the design, production and distribution of ALSA's products;
- 85.9 to chair Council meetings in accordance with the specified meeting procedure; and
- 85.10 to have a working knowledge of meeting procedure.

**86. The duties of the Vice-President (Education) of the company are:**

- 86.1 to chair the Education Subcommittee;
- 86.2 to further the objects of the Association, with emphasis on the educational objects;
- 86.3 to advise the Executive, Committee and Council of ALSA about matters of policy relevant to legal education;
- 86.4 to, in conjunction with the relevant Convenor, organise an Annual Legal Education Forum;
- 86.5 to actively promote the legal education priorities of ALSA in the media;
- 86.6 to write bi-annual reports to member LSSs detailing current political developments and lobbying campaigns affecting students;
- 86.7 to promote equity and social responsibility for law students, and within ALSA; and
- 86.8 to have a working knowledge of meeting procedure;

**87. The duties of the Vice-President (Administration) of the company are:**

- 87.1 to keep and maintain all minutes, records and correspondence as may reasonably be required by the Executive for the proper conduct of the Association's affairs;
- 87.2 to maintain a register of all Members of the Association;
- 87.3 all duties incorporated in their role as **secretary**
- 87.4 to hold custody of the Common Seal;
- 87.5 to oversee that all meetings, notices and other acts and things required under this Constitution are duly summoned, given or done;
- 87.6 to oversee the release of Council materials 7 days prior to each Council meeting;
- 87.7 to keep accurate minutes of all Council meetings and forward such minutes to all Councilors within four weeks after the closing day of each Council meeting;
- 87.8 to provide administrative support to the other members of the Committee;
- 87.9 to coordinate, maintain and develop, in conjunction with the ALSA Committee, a series of manuals to assist Law Student Societies in running competitions;
- 87.10 to coordinate, maintain and develop, in conjunction with the ALSA Committee, a

manual for the management of Law Student Societies;

to develop, in conjunction with the ALSA Committee, a comprehensive guide to the ALSA Elections

87.11 Co-ordinate ALSA's strategy for publications;

87.12 to oversee the development, maintenance and updating of ALSA's website and online presence;

87.13 co-ordinate ALSA's strategy for online services;

87.14 to further the objects of the Association; and

87.15 to have a working knowledge of meeting procedure.

**88. The duties of the Vice-President (Finance) of the company are:**

88.1 to coordinate **company's** marketing strategy;

88.2 to take responsibility for the receipt and deposit of all Association income;

88.3 to make provision for the prompt payment of Association debts;

88.4 to keep records of receipts, deposits and payments as necessary;

88.5 to prepare an Annual Report outlining the finances of the Association;

88.6 to maintain the **company's** Financial Database which reflects current best practice;

88.7 to further the objects of the Association; and

88.8 to have a working knowledge of meeting procedure; and

88.9 to oversee and manage applications for Stream A & B Scholarships in conjunction with the Marketing Officer.

**Executive officers may delegate their duties to, or share their duties with, other Executive or Committee officers where appropriate.**

**Executive officers may hold an Executive office and a Committee office simultaneously where a Committee office is unfilled**

5.1.1. **Annexure 1 – Marking Criteria**

**Australian Law Students' Association**

National Essay Competition

Marking Guide

Name of entrant \_\_\_\_\_

<u>Conventions</u> <ul style="list-style-type: none"> <li>• Correct and consistent use of spelling, grammar, syntax and punctuation.</li> <li>• Appropriate language and vocabulary used.</li> </ul>	<div>_____</div> <div>10</div>
<u>Form</u> <ul style="list-style-type: none"> <li>• Correct structure of paragraphs.</li> <li>• Correct use of paragraphs to support main argument.</li> <li>• Essay flows, connects, and constructs an academic piece of work.</li> </ul>	<div>_____</div> <div>10</div>
<u>Cohesion and Logic</u> <ul style="list-style-type: none"> <li>• Evidence used to support argument is relevant and logically put together.</li> <li>• Argument itself flows logically.</li> <li>• Rhetoric and argument is sound, supported, and convincing.</li> </ul>	<div>_____</div> <div>25</div>
<u>Content</u> <ul style="list-style-type: none"> <li>• The work is of a high academic standard.</li> <li>• Appropriate topic chosen and a comprehensive coverage of that topic.</li> <li>• A strong argument is made.</li> <li>• Analysis and conclusion is drawn from evidence and correct reasoning.</li> <li>• The work appropriately draws on case law, legislation, legal theory, and other sources of legal writing to construct argument.</li> </ul>	<div>_____</div> <div>35</div>
<u>Referencing</u> <ul style="list-style-type: none"> <li>• All external ideas or quotes are appropriately referenced.</li> <li>• Appropriate depth and breadth of research from reputable academic sources is present.</li> <li>• Referencing is in accordance with the <i>Australian Guide to Legal Citation</i> (3<sup>rd</sup> ed).</li> </ul>	<div>_____</div> <div>20</div>
	<div>_____</div> <div>100</div>



# Appendix 1: Amendments Table

Amendment Date	Author / Amender	Substantive Explanation	Passed by Motion of Council
July-2016	Jacinta Kenward	First issued	
July 2017	Elise Steegstra	Removed ASO position, distributed roles amongst other positions.	Yes
February 2018	Mardi Grivas	Alteration of the duties of the Education Officers. Distributing roles amongst each position	Yes