ALSA Bylaw- Equity and Scholarships

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Refer to appendix for amendements

# Scope

* 1. The scope of this bylaw is to regulate the administration and outline the responsibilities for Equity Grants and the awarding of ALSA Scholarships within the meaning of the ALSA Constitution.

# Operating Provisions

* 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. This bylaw operates subject to the Australian Law Students’ Association Constitution.
	3. Should a conflict arise between the content of the Australian Law Students’ Association Constitution and this bylaw, the ALSA Constitution will prevail.

Part 1: Equity Grants

# Procedure

* 1. Any affiliated LSS may apply for an Equity Fund grant for funds sufficient to send one Councilor to the relevant Council meeting.
	2. The Immediate Past President will administer the Equity Fund applications.
	3. Separate applications must be made for each Council meeting.
	4. Applications are due to the Immediate Past President 5 days prior to the close of registration for the Council meeting relevant to the application, unless the Immediate Past President, at their sole discretion, grants an extension to this deadline.
	5. All applications to the Equity Fund are confidential, and the Immediate Past President may only release the names of successful applicants to the Vice-President (Finance) and President for the purpose of granting successful applications.
	6. LSSs who have not affiliated or have not paid their affiliation fees for the current affiliation period are ineligible for a grant without the consent of the Immediate Past President, in consultation with the President and Vice-President (Finance).

# Determinative criteria

* 1. The number of grants provided will be in accordance with:
		1. ALSA’s financial position; and
		2. the quality and quantity of applications as determined by the Immediate Past President in consultation with the President and Vice-President (Finance).
	2. In determining whether applications should be made, the primary criteria to be assessed will be demonstrated financial hardship. The Immediate Past President must further consider:
		1. the cost of travel to, and registration for, the Council meeting related to the application;
		2. that grants are intended to cover the cost of transport, registration and accommodation costs for one Councilor to attend the Council meeting;
		3. whether the applicant has received a grant from the Equity Fund in the preceding calendar year; and
		4. the finances of the LSS, including attempts to gain faculty, law firm and other sponsorship.
	3. The Immediate Past President must not make a grant to an applicant that redirects funds previously spent on ALSA Council meeting attendance towards new initiatives.
	4. A grant may be made where a redirection of resources is necessary to ensure the LSS continues operating, and that traditional activities and publications are maintained.

# Application requirements

* 1. Applications to the Equity Fund must include:
		1. A written declaration signed by the President and Treasurer or Vice-President of the LSS outlining:
			1. facts demonstrating financial hardship;
			2. currency of information supplied;
			3. affirmation that the application accords with the Equity Fund Bylaw;
			4. affirmation that all cost estimates represent the lowest reasonable cost for the relevant item; and
			5. how Councilors were sent to previous Council meetings by the LSS, and why these funds are no longer available.
		2. A detailed break down of anticipated costs for sending one Councilor to the upcoming Council meeting;
		3. Financial information to support the above declaration, including a full set of the applicant’s account for the financial year relating to the application (e.g. profit and loss statement).
		4. Evidence of sponsorship attempts, including but not limited to the applicant’s:
			1. sponsorship prospectus for that year;
			2. a list of the organisations approached;
			3. a list of current sponsors, and their sponsorship contributions; and
			4. any other relevant sponsorship material.
		5. A signed undertaking to provide the Immediate Past President with further information required;
		6. Contact details of the relevant officers of the LSS to be contacted by the Immediate Past President.

# Grants

* 1. If an application is successful, the Immediate Past President may grant either the whole, or part of the amount requested.
	2. After granting funds to successful applicants, the Immediate Past President will compile a list of unsuccessful LSSs in order of priority (‘Reserve List’).
	3. If only a part of the amount requested by an applicant is granted, the Immediate Past President will contact that LSS as soon as possible to ascertain if that LSS will accept the partial grant.
	4. LSS’s contacted in this manner must provide an answer to the Immediate Past President within 48 hours. Failure to respond within this timeframe will be deemed a rejection of the offer.
	5. If partial funding is declined, the same funds will be offered to the next LSS on the Reserve List.
	6. If the funding is declined, the offer will be made to the remaining LSS’s on the reserve list in order until:
		1. an LSS accepts the funds; or
		2. the end of the Reserve List is reached, and surplus funds are returned to the Equity Fund.
	7. Successful applicants must comply with any obligations attached to receipt of an Equity Fund grant, including publishing articles about any Equity Fund sponsors in their publications.
	8. The Immediate Past President will interpret these guidelines and his or her decision is final.

Part 2: Scholarships

# Stream A Scholarships

* 1. **The ALSA Equity Scholarship**
		1. Value: 1 or more scholarships of a minimum of $250 each
		2. Criteria:
			1. A student enrolled in an LLB or JD program at an ALSA-Affiliated university.
			2. Demonstrated equity circumstance affecting ability to study (including, but not limited to, gender, rural/regional location, extraordinary family commitments, sexuality, ethnicity, poverty, disability, or any other relevant circumstance.)
		3. Supporting Documentation:
			1. Up to 1 page written application outlining equitable circumstance and effect on study, along with any other documents that support application.
	2. **The ALSA Competitors’ Scholarship**
		1. Value: 1 or more scholarships of a minimum of $200 each
		2. Criteria:
			1. A student enrolled in an LLB or JD program at an ALSA-affiliated university.
			2. Demonstrated success in Legal Skills Competitions (demonstrated success means competing at a State or National Championship, and/or winning an internal LSS Championship, as well as participating in external competitions OR mentoring other students in internal Competitions).
		3. Supporting Documentation:
			1. Evidence of entry/success in the above mentioned programs (letter from LSS President sufficient for internal comps).
	3. **The ALSA Community Involvement Scholarship**
		1. Value: 1 or more scholarships of a minimum of $200 each
		2. Criteria:
			1. Student enrolled in an LLB or JD program at an ALSA-affiliated university
			2. Demonstrated commitment to serving and improving their local community, with an emphasis on Australian programs, as well as programs operating on a local scale and/or in regional areas.
		3. Supporting Documentation:
			1. 1 page application along with a letter from their community organisation.

# Stream B Scholarships

* 1. Additional Scholarships may be created, from time to time, by ALSA, for a specific purpose.
	2. These Scholarships will be managed by the Alumni & Scholarships Officer in conjunction with the ALSA Vice-President (Finance), the ALSA Immediate Past President, and any other party involved in the creation of the Scholarship.
	3. The process for the creation of Stream B Scholarships will be set out in a by-law agreed to by a simple majority of Council.

Appendix 1: Amendments Table

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| Amendment Date | Author / Amender | Substantive Explanation | Passed by Motion of Council |
| July-2016 | Jacinta Kenward | First issued |  |
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