



University of Southern Queensland Law Society Inc.

Constitution

Approved September 2021

**Revision No. 5**

## Chapter 1 – Preliminary

### (1) Name

The name of the association hereafter mentioned is the University of Southern Queensland Law Society Inc. (“USQLS”)

### (2) Definitions

**USQLS:** University of Southern Queensland Law Society Inc.

**The Act:** The Associations Incorporation Act 1981 (Qld)

**The Regulation:** Associations Incorporation Regulation 1999 (Qld)

**ALSA:** The Australian Law Students’ Association.

**QLSA:** The Queensland Law Students’ Association.

**Student Guild:** The Student Guild of the University of Southern Queensland.

**Executive:** The Executive Council of the University of Southern Queensland Law Society.

**Member:** An individual that has attained a level of membership within the USQLS.

**University:** The University of Southern Queensland.

**BELA:** The Faculty of Business, Education, Law and Arts of the University of Southern Queensland.

**School of Law and Justice:** The School of Law and Justice of the University of Southern Queensland.

**Approved Program:** any of the following programs offered by the university - the Bachelor of Laws, the Bachelor of Laws combined with another degree, the Bachelor of Laws (Honours) degree or the Juris Doctor.

### (3) Objectives

(a) The objectives of the USQLS are:

- (i) To represent and promote the interests of its Members;
- (ii) To promote and facilitate the professional development of law students at the University;
- (iii) To promote and facilitate intellectual, social and vocational exchange between law students and the School of Law and Justice, the legal profession, other law societies and the broader community;
- (iv) To promote high standards of legal education;
- (v) To represent student interests with the School of Law and Justice, the University and its associated bodies;
- (vi) To encourage and promote cooperation between Members, other Students and Staff

and help foster a healthy collegiate atmosphere within the USQLS;

- (vii) To promote the physical and mental health, and well being, among law students.
- (b) One objective shall not prevail over any other.
- (c) Subject to and without limiting the objectives in subsection (a), the USQLS may pursue its objectives by any necessary means, including by:
  - (i) Conducting competitions and workshops to advance practical legal skills;
  - (ii) Conducting educational and career workshops, Q & A's and seminars;
  - (iii) Coordinating networking opportunities and social events;
  - (iv) Facilitating activities, events and programs, including sporting, cultural, social, intellectual and extracurricular that promote and enhance physical and mental wellbeing;
  - (v) Produce regular publications such as newsletters to ensure full and equal access for all Members to the USQLS information, services and activities;
  - (vi) Engage with the university on matters affecting student interests, including policy matters and the critiquing of study conditions within courses relating to law;
- (d) No one means mentioned in subsection (c) shall prevail over any other; nor are the means listed in subsection (c) exhaustive.
- (e) The USQLS is a not for profit association.
- (f) The assets and income of the USQLS will be applied in order to further the above objectives. No quantity will be dispersed either directly or indirectly to Members of the USQLS except as bona fide compensation or in good faith for services rendered or expenses incurred on behalf of the USQLS.

## Chapter 2 – The Executive

### (4) The Executive Council

- (a) The Executive Council comprises of six to eleven voting members as set out in this section.
- (b) The Executive Council must include:
  - President;
  - Secretary;
  - Treasurer;
  - Vice-President - Toowoomba;
  - Vice-President - Ipswich;
  - Vice-President - External;
- (c) The Executive Council may also include:
  - Vice-President - Competitions;
  - Vice-President - Education and Careers;
  - Vice-President - Law Review Director;
  - Vice-President - Administration;
  - Vice-President - Stakeholder Engagement.
- (d) Subject to the responsibilities and duties of each voting member of the Executive Council as set out in this section, the Executive Council's responsibilities and duties include, but are not limited to:
  - (i) Ensuring that the USQLS fulfills the objectives mentioned in section;
  - (ii) Controlling and managing the general and financial affairs of the USQLS;
  - (iii) Performing all such acts and functions that are deemed necessary or desirable for the effective management of the USQLS;
  - (iv) Ensuring that the will of the USQLS as expressed in general meeting is upheld and maintained;
  - (v) Ensuring the safe custody of books, documents, instruments of title and securities of the USQLS.

### (5) President

- (a) The responsibilities and duties of the President include:
  - (i) Overseeing the activities of the USQLS;
  - (ii) Ensuring that the day to day functions of the USQLS are carried out;
  - (iii) Providing leadership and guidance to the USQLS;

- (iv) Chairing executive and general meetings;
- (v) Calling a special general meeting if deemed necessary;
- (vi) Representing law students to the School of Law and Justice, BELA and the University in general;
- (vii) Representing Members of the USQLS to ALSA and QLSA and other affiliated law organisations;
- (viii) Representing the USQLS and Law Students to the general public and legal profession;
- (ix) Acting as The Legal Forecast Ambassador;
- (x) Disseminating and relaying any pertinent information to the Executive Council and other relevant Members;
- (xi) Furthering the aims and objectives of the Society.

## **(6) Secretary**

- (a) The responsibility and duties of the Secretary include:
  - (i) Assisting the President in ensuring the effective and efficient running of the USQLS;
  - (ii) Ensuring any and all administrative tasks are undertaken and completed in an efficient and effective manner;
  - (iii) Conducting and recording all correspondence of the USQLS;
  - (iv) Keeping minutes of all relevant meetings;
  - (v) Presenting, on behalf of the Executive, a general report of the USQLS at the annual general meeting;
  - (vi) Maintaining and updating all relevant databases;
  - (vii) Assisting the Vice-Presidents in relaying information to their cohorts;
  - (viii) Ensuring that all relevant records and information dealt with by the Executive are stored electronically and readily available to Members;
  - (ix) Protecting and storing the common seal and ensuring the USQLS has access to the common seal.

## **(7) Treasurer**

- (a) The responsibilities and duties of the Treasurer include:
  - (i) Drafting an annual budget;
  - (ii) Receiving all money and make all payments on behalf of the USQLS in conjunction with the President;

- (iii) Arranging and being responsible for the handling of petty cash;
- (iv) Maintaining all of the USQLS accounts;
- (v) Keeping accounts and records of all monetary transactions of the USQLS;
- (vi) Presenting an annual financial report, profit and loss statement and balance sheet at the annual general meeting;
- (vii) Drafting and maintaining a sponsorship prospectus;
- (viii) Sourcing and maintaining sponsorship opportunities on behalf of the USQLS.

**(8) Cohort Vice-Presidents (Toowoomba, Ipswich, External)**

(a) The responsibilities and duties of a Cohort Vice-President include:

- (i) Representing their respective cohorts;
- (ii) Communicating all pertinent issues and queries from the Vice-President's cohorts to the Executive;
- (iii) Relaying any pertinent information from the Executive to the Vice-President's cohorts;
- (iv) In the absence of the President, and if selected by the Executive, chairing general and/or executive meetings;
- (v) Liaising with the President in matters relating to the Vice-President's cohorts and the USQLS;
- (vi) Engaging, meeting and working with their respective Year Representatives and Events Officers on a regular basis;
- (vii) To facilitate all networking and social events for their respective cohorts;
- (viii) Liaising with the School of Law and Justice with regards to any events that include the USQLS;
- (ix) Assisting the President;
- (x) In the event that the President resigns, and as determined by the Executive, acting as President in the interim, until a new President is elected.
- (xi) Communicating mental and physical health and wellbeing awareness to students, including workshops, events and publications.

**(9) Vice-President Competitions**

(a) The responsibilities and duties of the Vice President Competitions include:

- (i) Ensuring that internal competitions of the USQLS are run, developed and promoted to a high standard;

- (ii) Increase engagement of members in competitions both internally and externally;
- (iii) Representing the USQLS as the student Member on the USQLS Championship Moot Tournament Executive;
- (iv) Overseeing and providing administrative support to the internal competitions Officers;
- (v) Engaging, meeting and working with their respective competitions Officers on a regular basis;
- (vi) Assisting the development of Members through competitions skills improvement and training;
- (vii) Ensuring the compilation of competition resources, including questions, problem scenarios, and training materials;
- (viii) Regularly reporting to the Executive Council on the status of all relevant competitions;
- (ix) Presenting an annual report at the annual general meeting outlining the achievements of the portfolio throughout the year.

#### **(10) Vice-President Law Review**

- (a) The responsibilities and the duties of the Vice President Law Review include:
  - (i) Establishing and running a peer reviewed journal published biannually;
  - (ii) Sourcing current industry research, trends, points of law and legislative critique to be included in the publication;
  - (iii) Representing the USQLS on the Editorial Board of the Law Review;
  - (iv) Building a digital brand for the Law Review and foster industry relationships;
  - (v) Establishing a team of writers and editors for the purpose of creating and distributing each edition of the Law Review.
  - (vi) Engaging, meeting and working with their respective Editorial Officers on a regular basis.

#### **(11) Vice-President Education & Careers**

- (a) The responsibilities and the duties of the Vice President Education & Careers include:
  - (i) Overseeing the organisation of educational sessions that support and complement students in any of the approved programs;
  - (ii) Engaging, meeting and working with their respective Officers on a regular basis;
  - (iii) Educational sessions including but not limited to:
    - PLT Seminars
    - Q & A Events with industry professionals
    - Court house tours

Parliament House tours

Prison Tours

- (iv) Communicating scholarship opportunities to students and being a point of contact for scholarship providers;
- (v) Facilitating the implementation and operation of the USQLS Internship Program;
- (vi) Ensuring the success of the Internship Programs by creating and maintaining communication with all possible firms that may participate in the program for the law society;
- (vii) Ensuring that any employment opportunity is disseminated to the members of the Society;
- (viii) Being a point of contact for any employers and students with regards to career opportunities relating to law.

#### **(12) Vice-President Administration**

- (a) The responsibilities and the duties of the Vice President Administration include:
  - (i) Ensuring the effective operation of the Law Society;
  - (ii) Overseeing the Officer portfolio's designated by the Executive;
  - (iii) Engaging, meeting and working with their respective Officers on a regular basis;
  - (iv) Providing administrative support as appropriate to the other members of the Executive.

#### **(13) Vice-President Stakeholder Engagement**

- (a) The responsibilities and the duties of the Vice President Stakeholder Engagement include:
  - (i) Ensuring the effective operation of the Law Society's social media and online image;
  - (ii) Engaging, meeting, and working with their respective Officers on a regular basis;
  - (iii) Facilitating the effective promotion of all Law Society and externally hosted events;
  - (iv) Providing support to other executive members by way of event promotions or social media recognition.

## Chapter 3 – Officers

### (14) Officers

- (a) Subject to section 19, the Executive may appoint Officers to help in the task of fulfilling the Law Society's objectives.
- (b) An Officer is an appointed position and reports to the supervising Executive Councillor designated by the Executive;
- (c) An Officer of the Law Society may be invited to attend any Executive meeting but does not have voting rights at that meeting.
- (d) An Officer of the Law Society retains voting rights as a Member at a general meeting of the USQLS.
- (e) The Executive will determine the number and portfolios of the Officers as required.
- (f) The Executive may appoint any or all of the following Officers or any additional positions as in its own discretion it determines:

First, second and third year representatives – Toowoomba

First, second and third year representatives – Ipswich

First, second and third year representatives – External

Events Officer – Toowoomba

Events Officer – Ipswich

Events Officer – External

Sponsorship Officer

IT Officer

Merchandise Officer

Championship Moot Officer

Junior Moot Officer

Negotiations Officer

Client Interview Officer

External Competitions Officer

Editor in Chief – Law Review

Editorial Officer (4 – 6 positions)

Internship Officer

PLT Officer

Alumni Officer

Volunteering Officer

Social Media Officer (2 Positions)

Content Design Officer

- (g) A USQLS Officer's responsibilities and duties include:
- (i) Ensuring that the USQLS fulfills the objectives of the USQLS as set out in Section 3;
  - (ii) Performing all such acts and functions that are deemed necessary or desirable for the effective management and running of the USQLS;
  - (iii) Ensuring the will of the USQLS in general is upheld and maintained;
  - (iv) Fulfilling the responsibilities and duties of the specific portfolio designated by the Executive;
  - (v) Engaging, meeting and working with the relevant Vice President and any other relevant Officer on a regular basis.

## Chapter 4 – Election and Appointment

### (15) Elections

- (a) The Annual General Election will be held during the second semester and completed at **least two weeks** before the examination period.
- (b) Elections will be organised and conducted by the incumbent Secretary.
- (c) The procedure for the election of all the USQLS Executive is as follows:
  - (i) The Secretary announces the election to the Members and calls for applications to fill the positions;
  - (ii) Potential Candidates have **ten working days** from the announcement to submit their applications to the Secretary;
  - (iii) The incumbent Executive will then select eligible candidates according to the requirements and provisions set out in Chapter 2;
  - (iv) The Secretary will then announce the successful applicants and set an election date not more than **one week** from the date of the announcement;
  - (v) The Secretary will open the voting for **48 hours** and the votes will be counted once voting has closed by the Secretary and two other Members not running for an Executive Council position;
  - (vi) Eligible voting Members may vote prior to the final date of the election period.
- (d) The voting process must adhere to the following provisions:
  - (i) Only Standard Members may vote;
  - (ii) Standard Members must be allowed an equal opportunity to vote;
  - (iii) To be elected, an individual must receive at least a simple majority of votes counted.

### (16) President

- (a) Once elected, a President holds a one year term.
- (b) No individual may serve as President for more than two terms.

### (17) Secretary and Treasurer

- (a) Once elected, each of the Treasurer and Secretary hold a one year term.
- (b) No individual may serve as either Secretary or Treasurer for more than two terms unless by express permission of the Executive.

### (18) Vice-Presidents

- (a) Once elected, a Vice President holds a one year term.
- (b) An individual may hold an Executive position other than President, Secretary or Treasurer for any number of terms.

## (19) Appointment of Officers

- (a) Each Officer is appointed for a one year term.
- (b) The Officer positions, with the exception of first year representatives, may be appointed by the outgoing Executive after the completion of the general election.
- (c) Any first year representatives will be appointed prior to the mid-semester break in Semester One of that year.
- (d) Any year level Representatives must be enrolled in that year of an Approved Program either at the time of the appointment or for the majority of the term after appointment.
- (e) All other Officers may be enrolled in their first semester of an Approved Program at the time of appointment.
- (f) The President may seek counsel from the School of Law and Justice staff members for recommendations of individuals for appointment as Officers;
- (g) In the event that a position becomes vacant, the President may appoint a replacement for an Officer position at any time;
- (h) There is no limit to the number of times an individual can hold the position of an Officer other than a year level representative.

## (20) Eligibility for Office

- (a) In order to be eligible for an **Executive** position, an applicant must satisfy the following requirements:
  - (i) They must be a current Member;
  - (ii) They must be committed to the USQLS and its aims and objectives;
  - (iii) They must be currently enrolled in an Approved Program;
  - (iv) They must have completed at least two semesters in an Approved Program at the commencement of their term;
  - (v) They are to be enrolled in an Approved Program for the duration of their term;
  - (vi) They must be able to attend all meetings (including via electronic means) unless they are on leave or there are unforeseeable or exceptional circumstances;
  - (vii) They must be willing and able to maintain professional and collegiate working relationships with all other members of the Executive;
  - (viii) For Ipswich and Toowoomba Vice-Presidents, they must be enrolled in an Approved Program as an on campus student and be attending as such.
- (b) In order to be eligible to be an **Officer**, an applicant must satisfy the following requirements:
  - (i) They must be a current Member;
  - (ii) They must be committed to the USQLS and its aims and objectives;

- (iii) They must be currently enrolled in an Approved Program;
- (iv) They must be enrolled in an Approved Program for the duration of their term;
- (v) They must be able to attend all meetings (including via electronic means) unless they are on leave or there are unforeseeable or exceptional circumstances;
- (vi) For Ipswich and Toowoomba Officers, they must be enrolled in an Approved Program as an on campus student and be attending as such;
- (vii) Year level Representatives must be enrolled in that year of an Approved Program either at the time of the appointment or for the majority of the term after appointment.  
*(For example, an applicant for a second year representative may be still in first year at the time of the application and appointment in November but will be commencing second year in either Semester 3 or Semester 1 of the following year.)*
- (viii) They must be willing and able to maintain professional and collegiate working relationships with members of the Executive.

## **(21) Removal of Executive Councillors**

- (a) An Executive Councillor may be removed from their position in the following circumstances:
  - (i) In the event that an Executive Councillor fails to maintain their eligibility, including a consistent failure to attend meetings, the Executive may issue a show cause notice against them;
  - (ii) The circumstances set out in section 64(2) of the Act may constitute grounds for issuing a show cause notice;
- (b) A show cause notice must be in writing, contain a statement of the alleged grounds for removal and be delivered to the relevant Executive Councillor.
- (c) Upon receiving a show cause notice, the Executive Councillor must respond in writing within a reasonable period of time designated by the Executive, and this period may not be fewer than five days.
- (d) In the event that the Executive is not satisfied with the response to the show cause notice, and if the Executive Councillor in question continues not to be eligible to be an Executive Councillor, the Executive Councillor may be removed from office by a simple majority vote of the Executive in an Executive meeting.
- (e) Before the vote is taken, at any Executive meeting in which the removal of an Executive Councillor is considered, the Executive Councillor may make oral submissions to the Executive as to why they should not be removed from office.
- (f) An Executive Councillor removed from office in accordance with section 21(d), except under s64(2) provisions of the Act, has a right of appeal to the Members in a vote within five (5) business days of receipt of the removal decision:

- (i) The vote must be at least a simple majority of the votes received to overturn the removal.
  - (ii) The appeal to the Members must contain the show cause notice and the response from the relevant Executive Councillor.
  - (iii) Notification to the Members of an appeal under this section must originate from the President.
- (g) An Executive Councillor may also be removed from their position, for any reason, by vote at a general meeting:
- (i) The vote shall be conducted by secret ballot;
  - (ii) The vote must be at least a simple majority to be successful.
  - (iii) There is no appeal from a decision of a general meeting made in accordance with this section to remove an Executive Councillor.
  - (iv) An Executive Councillor immediately vacates their position when they are removed in accordance with this section.

## **(22) Removal of Officers**

- (a) The Executive may be remove an Officer from their position, for any reason, by vote at an Executive meeting:
  - (i) The vote must be at least a simple majority to be successful;
  - (ii) The grounds of removal include, but are not limited to, the circumstances set out in section 64(2) of the Act;
- (b) There is no appeal from a decision of the Executive made in accordance with this section to remove an Officer;
- (c) An Officer immediately vacates their position when they are removed in accordance with this section.

## **(23) Resignations**

- (a) If an Executive Councillor or Officer wishes to resign their position they must do so in writing to the Executive. The resignation will take effect at the next Executive meeting.

## **(24) Casual Vacancies**

- (a) If an Executive Councillor resigns or is removed by a vote at an Executive or general meeting, the Executive may either:
  - (i) seek to fill that position by the next Executive meeting using the methods outlined in Sections 15 and 20 of this Chapter; or
  - (ii) Appoint by majority vote of the Executive an interim Executive Councillor to act in the role.

- (b) Where an interim Executive Councillor is appointed to act in a position, they do not have voting rights in Executive meetings.
- (c) The number of interim Executive Councillors must not exceed four (4) or cause the number of voting Executive Councillors to fall below six (6).
- (d) Where a position becomes or remains vacant, the President may direct other members of the Executive to assume the responsibilities of the vacant Executive Councillor as appropriate.
- (e) If an Officer resigns or is removed by a vote, the Executive may appoint a new Officer in accordance with sections 14 and 18.

## **Chapter 5 – Committees**

### **(25) Committees**

- (a) Committees are special groups within the USQLS that are created to focus on a specific task, activity or event.
- (b) Committees can be made up of as many Members as desired and of any type.
- (c) Committees can be created by any voting Member for any purpose provided that it receives approval from the Executive Council.
- (d) Committees can only be dissolved by the Executive Council.
- (e) There must be at least one active committee for each portfolio, headed by the respective Vice-President.

## **Chapter 6 – Meetings**

### **(26) General Meetings**

- (a) General meetings must be held at least twice annually, once in the first semester and once in the second.
- (b) General meetings will be called upon request of the President or a voting member who has obtained ten signatures from other voting Members to do so.
- (c) General meetings must be advertised on the internet and notice given by email to all Members at least two weeks in advance.
- (d) The quorum for a general meeting is at least the number of Members elected or appointed to the Executive Council plus one.
- (e) The President will chair the meeting. In the President's absence one of the Vice- Presidents will take the chair.
- (f) Voting members will have the power to propose and second motions to be put forward.
- (g) Once any motion is validly proposed and seconded, the motion must be put to vote.
- (h) All items on a general meeting's agenda that require a vote must be made available to all voting Members on the internet.
- (i) Only voting Members and persons approved by the Executive Council may attend a general meeting.
- (j) Emergency general meetings must be published at least three days prior to all voting members.

### **(27) Executive Meetings**

- (a) Executive meetings must be held at least four times annually, but may be held as often as required.
- (b) Executive meetings will be called by the Secretary. Notice of the meeting and the agenda should be distributed at least two days in advance.
- (c) The quorum for an Executive meeting is 60%; however attendance via audio or video link is acceptable.
- (d) The President will chair the meeting. In the President's absence a Vice-President will take the chair.
- (e) Members of the Committee will have the power to propose and second motions to be put forward.
- (f) Once any motion is validly proposed and seconded, the motion must be put to vote.
- (g) All Executive decisions, bar decisions relating to the use of funds must receive a majority vote in order to pass.
- (h) Any decision regarding the use of funds must have approval from at least 60% of the voting

Members of the Executive Council.

- (i) Only an Executive Councillor may vote and each Executive Councillor has only one vote.
- (j) Voting is to be done by a show of hands, or if on teleconference, by verbal approval.
- (k) Proxy votes are not to be accepted.
- (l) Anyone can attend an Executive meeting, but only with the permission of the Executive.

**(28) Minutes**

- (a) Minutes must be taken for all general and Executive meetings.
- (b) Minutes must be kept and maintained by the Secretary and must be easily accessed upon request by all voting members.

## Chapter 7 – Membership

### (29) Membership Tiers

- (a) The members of the USQLS will consist of the following:
  - Standard members;
  - Associate members;
  - Corporate members;
  - Honorary members.
- (b) An Executive Councillor is unable to deny membership for any other reason than the potential member has not paid their fee.
- (c) Membership begins once information requirements are met and fees paid.
- (d) Membership ends on the last day of each calendar year at the discretion of the President.
- (e) Membership costs will be decided by the Executive Council each year, as will benefits, discounts and event invitations for each tier.
- (f) There is no limit to the number of members in each class.

### (30) Standard

- (a) A Standard level of membership is open to all students currently enrolled in an Approved Program.
- (b) Members with a Standard level are eligible to vote in general meetings and elections, stand for a position on the Executive Council and form or join committees.

### (31) Associate

- (a) An Associate level of membership is open to all people with an interest in law.
- (b) Members with an Associate membership are not eligible to vote in general meetings or elections or stand for a position on the Executive Council.

### (32) Honorary

- (a) Honorary membership may be given to any past member, legal professional, faculty member or member of the public who has contributed to the Law Society.
- (b) Honorary membership may be either applied for by an individual or granted by the Executive.
- (c) Honorary membership will be granted by the Executive.
- (d) Honorary membership will not incur a membership fee.

### **(33) Corporate**

- (a) Corporate membership is open to any individual or corporation who wishes to sponsor or be active within the USQLS.
- (b) The cost and benefits of being a corporate member are not standard and decided by the Executive Council on a case by case basis.
- (c) Corporate Members with are not eligible to vote in general meetings or elections or stand for a position on the Executive Council

### **(34) Register of Members**

- (a) The Secretary will keep a register of all of the USQLS Members. This register must include:
  - (i) The full name of the Member;
  - (ii) The student number of the Member (if applicable);
  - (iii) The class of membership the Member holds;
  - (iv) The Member's email address.
- (b) The register of Members may contain any other details the Secretary or Executive Council deems appropriate.
- (c) The register will be stored electronically.

### **(35) Termination of Membership**

- (a) Membership of the USQLS may be terminated where:
  - (i) A Member formally withdraws, in writing, from the Society;
  - (ii) A Member is officially declared deceased;
  - (iii) A Member is convicted of an indictable offence;
  - (iv) The USQLS disbands or ceases to exist; or
  - (v) A Member conducts him or herself in a manner considered to be injurious or prejudicial to the character or interests of the USQLS.
- (b) In the case of a Member's expulsion due to bad behaviour, a majority vote must be obtained from the Executive Council at an Executive Meeting.
- (c) Before the vote is held, the Member in question must be given seven days notice of the vote and a detailed copy of the reason(s) for his or her proposed expulsion. During that time the Member may plead their case not to be expelled.
- (d) An expulsion due to bad behaviour is an extreme action, to be executed only in the most serious of circumstances.
- (e) A member who has previously been expelled for bad behaviour may not reapply for membership without express approval from the Executive (by simple majority vote). Such a member must not seek approval until the next membership period (see

section 29(d).

- (f) A member will not be entitled to any refund of membership fee upon resigning or having their membership terminated.

## Chapter 8 – Finance

### (36) Finance

- (a) No Member or Executive Councillor will incur any expenditure on behalf of the USQLS without the approval of the Executive Committee.
- (b) The USQLS will not owe money to any financial institution by way of overdraft or other loan agreement.
- (c) Only the President, Secretary and Treasurer may sign cheques and forms of authority for the payment of funds for the USQLS.
- (d) The Treasurer will be responsible for the receipt of all money paid to the USQLS and will issue receipts for money spent in the name of the USQLS.
- (e) Any decision regarding the use of funds must have approval from at least 60% of the voting members of the Executive Council.
- (f) Decisions regarding the expenditure of USQLS funds may be approved by the Executive Council in the form of a flying minute distributed to all members of the Executive Council.
- (g) The end date of the USQLS financial year will be the first of October each year.

## Chapter 9 – The Constitution

### (37) Amendment of this Constitution

- (a) This Constitution may be amended by a majority vote from no less than 75% of eligible voting Members present at a general meeting.
- (b) A proposal to amend this Constitution may come from either an Executive Council resolution or a written request signed by six voting members.
- (c) The process for amending this constitution is as follows:
  - (i) A motion to amend the constitution will be forwarded to the Secretary no later than three days prior to a general meeting;
  - (ii) The proposal is read out and voted upon;
  - (iii) If the vote is successful, the Secretary will lodge the amendment with the relevant statutory authority within one month.
- (d) Amendments may be agreed on completely, or partly;
- (e) After the relevant amendments have been successfully voted on, the President is responsible for making those amendments, and publishing and disseminating the final copy of the Constitution as applicable;
- (f) Amendments become valid when the Secretary has submitted them and they have been registered by the chief executive of the department administering the Act.

## Chapter 10 - Other

### (38) The Common Seal

- (a) The Secretary must ensure the USQLS has a common seal.
- (b) The common seal must:
  - (i) Be kept securely by the Secretary;
  - (ii) Only used under the authority of the Executive Council.
- (c) Each instrument to which the seal is attached must be signed by a member of the Executive Council and the Secretary or President.

## **Chapter 11 – Dissolution**

### **(39) Dissolution**

- (a) The USQLS will be dissolved in the event that:
  - (i) It has less than ten members for more than six months;
  - (ii) A majority vote from voting Members of the USQLS decide to dissolve it;
  - (iii) It is wound up under Part 10 of the Act.

### **(40) Assets**

- (a) Any property or assets remaining upon the winding up or dissolution of the USQLS will be transferred to the USQ Student Guild.

## **SCHEDULE 1 – Tristan Jepson Memorial Foundation Psychological Wellbeing Best Practice Guidelines for the Legal Profession Purpose:**

The USQLS will strive to operate and pursue its goals in a manner that supports the health and wellbeing of the Society's members. These guidelines provide a framework which the USQLS may refer to and use to guide its development while maintaining a proactive focus on health and wellbeing amongst its members.

### **Guidelines**

#### **Organisational culture:**

Trust, honesty and fairness

#### **Psychological and social support:**

Support for members' psychological and mental health concerns

#### **Clear leadership and expectations:**

Members that know what they need to do and how their work contributes

#### **Civility and respect:**

Members are respectful and considerate of each other

#### **Psychological competencies and requirements:**

A good fit of interpersonal and emotional competencies and roles

#### **Growth and development:**

Encouragement and support of interpersonal, emotional and job skills

#### **Recognition and reward:**

Acknowledgement and appreciation in a fair and timely manner

#### **Good involvement and influence by staff:**

Members that are included in discussions about their work and how important decisions are made

#### **Workload management:**

Responsibilities that can be accomplished successfully within the time available

#### **Engagement:**

Members that feel connected to their work and are motivated

#### **Balance:**

Recognition of the need for balance between work, family and personal life

#### **Psychological protection:**

Appropriate action is taken to protect members' psychological safety

#### **Protection of physical safety:**

Appropriate action is taken to protect the physical safety of members