DEAKIN LAW STUDENTS' SOCIETY INC.

BYLAW 1
COMMITTEE COMPOSITION

ABN 42 814 069 77

BYLAW 1 COMMITTEE

COMPOSITION

DEAKIN LAW STUDENTS' SOCIETY INC.

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PART 1 — PRELIMINARY

1 Interpretation and Definitions

These Bylaws are established in accordance with rule 78(1) of the Deakin Law Students' Society Inc. Constitution (**Constitution**).

The provisions of these Bylaws shall be construed subject to the Constitution, where these Bylaws are inconsistent with the Constitution, the latter shall prevail, and the former shall, to the extent of the inconsistency, be without force or effect.

In these Bylaws, unless the contrary intention appears, all words and expressions have the same meaning as they have in the Constitution.

2 Amendment of Bylaws

These Bylaws may be amended by a special majority of the Executive in accordance with rule 78(1) of the Constitution.

These Bylaws must be published on the Deakin Law Students' Society Inc. website within 7 days of alteration in accordance with rule 78(4) of the Constitution.

3 Definitions

In these Rules –

DLSS means Deakin Law Students' Society.

PART 2— EXECUTIVE POSITIONS

4 Executive composition

The Executive consists of the following Executive Committee Members, in accordance with rule 42 of the Constitution:

(a) a President;

(b) a Vice President;

(c) a Secretary;

(d) a Director of Activities;

(e) a Director of Commercial Careers;

(f) a Director of Communications;

(g) a Director of Competitions;

(h) a Director of Finance;

(i) a Director of Industry Careers;

(j) a Director Marketing;

(k) a Director Social Justice & Equity; and

(l) two Directors of Sponsorship.

5 Executive roles and responsibilities

The roles and responsibilities of the positions specified in rule 4 are to manage the business of the Association in accordance with the Constitution and the *Associations Incorporation Reform Act 2012* (Vic).

President

The roles and responsibilities of the President are to:

(a) Lead the strategic planning and direction of the DLSS;

(b) Oversee budgetary control over the DLSS' operating position;

(c) Act as the primary liaison between the DLSS and the Deakin Law School, the Australian Law Students' Association, and other student bodies and unions;

(d) Communicate with the DLSS's various portfolios to ensure a diverse range of events are delivered to the Deakin University student population; and

(e) Ensure that an orderly transition of leadership occurs at the end of

each term.

Vice President

The roles and responsibilities of the Vice President are to:

(a) Foster an inclusive and friendly culture within the DLSS;

(b) Ensure deadlines are met and fair workloads are maintained by Committee Members;

(c) Oversee and assist the First Year Representative(s) and Juris Doctor Representative(s);

(d) Keep the committee informed of upcoming initiatives and deadline;

(e) offer assistance when a Committee Member is struggling with their workload;

(f) Act as a disciplinary figure when deadlines are continually not met or other issues arise;

(g) Promote an innovative, productive and welcoming environment within the DLSS;

(h) Ensure that effective communication is maintained within the committee; and

(i) Chair DLSS Executive Meetings and Committee Meetings.

Secretary

The roles and responsibilities of the Secretary are to:

(a) Complete reports about the organisation to Consumer Affairs Victoria, Australian Charities and the Not-for-Profits Commission;

(b) Update the Australian Business Register;

(c) Organise meetings and the AGM, and maintain up-to-date records about the organisation;

(d) Ensure accurate minutes are kept of all meetings;

(e) Manage the appointment and election process for committee members and any casual vacancies that may arise;

(f) Manage and coordinate internal and external communications platforms for Committee Members;

(g) Distribute memberships and address any membership enquiries/ complaints;

(h) Oversee feedback forums for members; and

(i) Oversee budgetary control over the DLSS' operating position.

Director of Activities

The roles and responsibilities of the Director of Activities are to:

(a) Plan, organise, and oversee the DLSS' social events, fostering an inclusive, welcoming, and safe environment; and

(b) Lead the planning and execution of the annual:

(i) First Year Law Camp;

(ii) Deakin Law Ball; and

(iii) Other social initiatives run on a year-by-year basis.

Director of Commercial Careers

The roles and responsibilities of the Director of Commercial Careers are to:

(a) Manage and run events pertaining to the promotion of commercial careers and skills amongst Deakin Law students,

(b) Lead the planning and execution of:

(i) a Seasonal Clerkship Guide;

(ii) commercial skills seminars;

(iii) networking events;

(iv) the Meet the Professionals Night; and

(v) Mock Interviews.

Director of Communications

The roles and responsibilities of the Director of Communications are to:

(a) Oversee operation of the DLSS website;

(b) Produce and publish the First Year Guide;

(c) Curate, design and publish the Et Cetera newsletter;

(d) Work collaboratively with Committee Members assist with the creation and publication of content; and

(e) Resolve IT related issues promptly and effectively.

Director of Competitions

The roles and responsibilities of the Director of Competitions are to:

(a) Prepare the competitions timeline;

(b) Organise problem scenarios for competitions;

(c) Finalise marking guides, general instructions and advice for all competitions;

(d) Secure judges of sufficient quality to judge competitions;

(e) Organise competition heats and finals;

(f) Liaise with the Deakin Law School and Deakin Law Students' Society Geelong to assist with external competitions; and

(g) Outsource the production of competition trophies.

Director of Education

The roles and responsibilities of the Director of Education are to:

(a) Plan, organise, and oversee educational events for the DLSS, including events that aim to:

(i) Improve the mental health and wellbeing of Deakin University Law Students;

(ii) Strive to improve the academic education that Deakin University Law Students receive; and

(iii) Educate and enlighten Deakin University Law Students on contemporary issues within the legal profession.

Director of Finance

The roles and responsibilities of the Director of Finance are to:

(a) File and organise all outgoing expenses and incoming revenue;

(b) Prepare and administer the yearly budgets for each all portfolios;

(c) Make financially sensible decisions as to whether an event or initiative project shall proceed or not;

(d) Deposit any cash or cheques received by the Society;

(e) Organise to have signatories changed on the DLSS' existing bank accounts;

(f) Complete and lodge annual statements for the DLSS such as signing the Business Activity Statement through MYOB each quarter

(g) Provide constructive advice to portfolios on their plans for expenditure;

(h) Liaise with the DLSS' Society's accountant;

(i) Oversee the Finance Officer's duties; and

(j) Prepare financial reports and statements for the AGM and relevant regulatory bodies.

The Director of Finance may also be referred to as the Treasurer.

Director of Industry Careers

The roles and responsibilities of the Director of Industry Careers are to:

(a) Manage and run events pertaining to the promotion of industry careers and alternative pathways amongst Deakin University Law Students, including but not limited to:

  (i) An Evening with The Industry Professionals networking night;

  (ii) Publication(s) on various industry sectors; and

  (iii) Any other initiatives that promote industry careers and reflect the demands of the student body.

Director of Marketing

The roles and responsibilities of the Director of Marketing are to:

(a) Promote and better the DLSS brand through various social media platforms;

(b) Refine and update the DLSS Brand Identity with the Executive;

(c) Work with the Secretary to respond to student and third-party inquiries via social media channels;

(d) Organise promotional events, including the Trimester One O-Week stall;

(e) Oversee event registration and ticketing on the DLSS website;

(f) Will promote the various DLSS events and initiatives; and

(g) Coordinate the design, production and sale of DLSS merchandise and any other marketing materials.

Director of Social Justice & Equity

The roles and responsibilities of the Director of Social Justice & Equity are to:

(a) Lead the Society's social justice, equity and inclusion initiatives;

(b) Organise events, campaigns and publications that promote awareness

of social justice and equity issues; and

(c) Foster an inclusive and accessible environment for all Deakin Law Students.

Directors of Sponsorship

The roles and responsibilities of the Directors of Sponsorship are to:

(a) Research new sponsorship opportunities;

(b) Design and prepare a Prospectus outlining the DLSS events and initiatives available for sponsorship;

(c) Act as the liaison for potential, prospective or confirmed sponsors of the DLSS;

(d) Organise and facilitate sponsorship meetings;

(e) Maintain positive relationships with all current, prospective and potential sponsors of the DLSS;

(f) Negotiate and conclude sponsorship arrangements on behalf of the DLSS;

(g) Advise and consult with all portfolios regarding sponsorship arrangements and obligations, to ensure that sponsorship deliverables are met; and

(h) Ensure sponsor expectations and deadlines are met.

6 Delegation

The roles and responsibilities of these positions may be delegated to another Committee Member if the special majority of the Executive agree as is required from time to time.

7 Election of the executive

Only candidates who have previously held a Committee Member position are eligible to nominate for the position of President, Vice President, Secretary, Director of Finance, and Director(s) of Sponsorship:

(a) If no nomination is received for a position listed in (7) upon nominations closing, nominations must be reopened to all members, closing at 5pm on the day before the Annual General Meeting.

(b) If a casual vacancy arises for a position listed in (7), all members are eligible to apply.

Presidential candidates may be asked questions following their nomination speech, for a maximum of 3 minutes, starting upon conclusion of the first

question, with the order of questions to be determined by the Chairperson.

All candidates may be asked questions following their nomination speech, for a maximum of 2 minutes, starting upon conclusion of the first question, with the order of the questions to be determined by the Chairperson.

PART 3 — OFFICER POSITIONS

8 Officer composition

The non-Executive members of the Society (if any) shall consist of the following non-Executive positions in accordance with rule 47 of the Constitution:

(a) Activities Officers (x3);

(b) Commercial Careers Officers (x5);

(c) Communications Officers (x3);

(d) Competitions Officers (x5);

(e) Education Officers (x3);

(f) Equity and Inclusion Officer (x1);

(g) Finance Officer (x1);

(h) Industry Careers Officers (x3);

(i) IT Officer (x1);

(j) Marketing Officers (x4);

(k) Social Justice & Equity Officers (x3); and

(l) Sponsorship Officers (x2).

9 Officer roles and responsibilities

Activities Officers

(a) Assist the Director of Activities in the organisation of DLSS social events and initiatives.

Commercial Careers Officers

(a) Assist the Director of Commercial Careers in running and organising the various commercial careers events and initiatives.

Communications Officers

(a) Assist the Director of Communications in maintaining and creating any publications that may be required.

Competitions Officers

(a) Assist the Director of Competitions in ensuring the efficient running of competitions;

(b) Act as a competitor-liaison and timekeeper in heats and finals.

Education Officers

(a) Assist the Director of Education in promoting education initiatives and furthering the legal skills of Deakin law students; and

(b) Assist the Director of Education in promoting the mental health and wellbeing of Deakin law students.

Equity and Inclusion Officer

(a) Advocate for LGBTQIA+ students within the Deakin Law Student community; and

(b) Assist with initiatives that promote inclusion and accessibility.

Finance Officer

(a) Assist the Director of Finance in managing the financial affairs of the DLSS; and

(b) Reconcile the DLSS bank accounts using the DLSS' financial software.

Industry Careers Officers

(a) Assist the Director of Industry Careers in promoting non-commercial legal careers for Deakin Law Students.

IT Officer

(a) Operate, maintain, and provide technical support for the DLSS website, excluding:
   (i) the Events section, event guest list, and merchandise-related content, which are the responsibility of the Director of Marketing; and
   (ii) the DLSS intranet and associated administrative functions, which are the responsibility of the Secretary.

(b) Assist the Director of Communications in implementing technical improvements to the DLSS website and resolving website-related technical issues;

(c) Publish all website content and upload publication content to the relevant platforms; and

(d) Perform any other IT-related duties as directed by the Executive.

Marketing Officers

(a) Assist the Director of Marketing to create, edit, and finalise social media advertisements and promotional materials as the DLSS portfolios require;

(b) Assist in managing the associations social media platforms and scheduling content;

(c) Assist the director of marketing in the creation, editing and publishing of video content as the DLSS portfolios require; and

(d) Assist in the promotion of association merchandise and major campaigns.

Social Justice & Equity Officers

(a) Assist the Director in planning and delivering portfolio initiatives and events; and

(b) Promote social justice, equity and inclusion within the Deakin Law Student community.

Sponsorship Officers

(a) Assist the Directors of Sponsorship in managing the sponsorship affairs of the DLSS.

10 Equity and Inclusion Officer

Only students who identify as members of the LGBTQIA+ community may be considered for appointment as the Equity & Inclusion Officer.

(a) The Equity & Inclusion Officer reports to the Director of Social Justice & Equity.

(b) In the event that an application is not received for the role of Equity & Inclusion Officer, The Social Justice & Equity portfolio will have an additional SJE Officer.

11 IT Officer

The IT Officer reports to the Director of Communications.

12 Video Content Officer

The Video Content Officer position is removed, and their duties absorbed into a general Marketing Officer, effective from 1 October 2026.

13 Officer recruitment process

Officers are to be appointed as approved and required by the Special Majority of the Executive from time to time in the method proscribed:

(a) Applications will be reviewed by a panel of three members of the Executive at all stages of the application process:

i. the President;

ii. the Director of the relevant Portfolio; and

iii. the Vice-President;

if any of the above Executive are unable to review an application at any stage, that application should be reviewed by another appropriate member of the Executive;

(b) All applicants for an advertised position must apply by the deadline set by the Executive;

(c) All applications must be read with all identifying personal information

removed; and

(d) Successfully shortlisted applicants should then have an interview with two Executive members to assess their suitability

PART 4 — REPRESENTATIVE POSITIONS

14 Representative positions

The non-Executive members of the Society (if any) shall consist of the following non-Executive positions in accordance with rule 48(1) of the Constitution:

(a) First Year Representatives (x2); and

(b) Juris Doctor Representatives (x2).

15 Representative roles and responsibilities

First Year Representatives

(a) represent the interests of the first-year law students studying at Deakin University through the creation of first year-oriented events.

Juris Doctor Representatives

(a) represent the interests of the Juris Doctor law students studying at Deakin University.

16 Representative recruitment process

These Representatives are to be elected as approved and required by the Executive from time to time in accordance with the following procedure:

(a) Candidates are to provide a candidate statement that is to be published online seven days before elections;

(b) All candidates for an advertised position must apply by the deadline set by the Executive;

(c) The election method is to be decided by the Executive;

(d) Only first year law students enrolled at Deakin University may vote in the First Year Representative elections;

(e) Only Juris Doctor law students enrolled at Deakin University may vote in the Juris Doctor Representative elections; and

(f) Representatives may be chosen by the Vice-President in another appropriate manner as determined by a Special Majority of the Executive.