



*Griffith LSA*

*2018–19 Committee  
Election Guide*

## Purpose

This document aims to summarise the provisions of the Constitution relating to the election process as well as to provide details about the requirements of each position available for election.

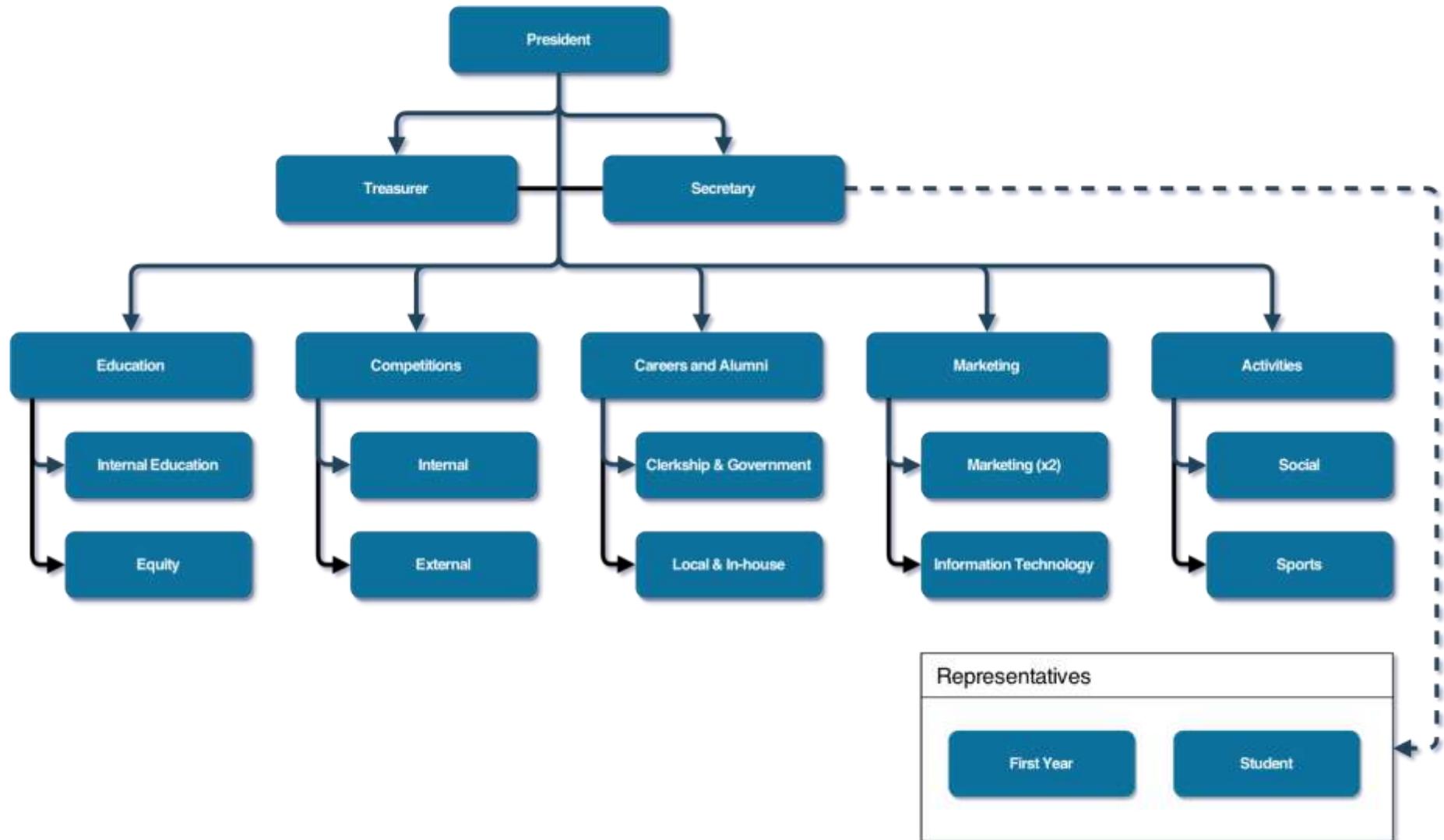
Although care has been taken in the preparation of this document, there may be errors or omissions. Griffith University Law Students' Association Incorporated does not guarantee the accuracy of the contents of this document.

© Griffith University Law Students' Association Incorporated 2018

## Table of Contents

|  |           |
|--|-----------|
| <b>PURPOSE</b> .....                             | <b>2</b>  |
| <b>ORGANISATIONAL STRUCTURE</b> .....            | <b>4</b>  |
| <b>ELIGIBILITY TO STAND</b> .....                | <b>5</b>  |
| <b>QUESTIONS ABOUT STANDING</b> .....            | <b>6</b>  |
| <b>ELECTION PROCESS</b> .....                    | <b>6</b>  |
| <b>RULES FOR CANDIDATES</b> .....                | <b>7</b>  |
| <b>EXECUTIVE POSITION DESCRIPTIONS</b> .....     | <b>8</b>  |
| PRESIDENT .....                                  | 8         |
| SECRETARY.....                                   | 8         |
| TREASURER.....                                   | 9         |
| VICE-PRESIDENT (EDUCATION).....                  | 9         |
| VICE-PRESIDENT (CAREERS AND ALUMNI).....         | 10        |
| VICE-PRESIDENT (COMPETITIONS).....               | 10        |
| VICE-PRESIDENT (MARKETING) .....                 | 10        |
| VICE-PRESIDENT (ACTIVITIES).....                 | 11        |
| <b>COMMITTEE POSITION DESCRIPTIONS</b> .....     | <b>11</b> |
| INTERNAL EDUCATION OFFICER .....                 | 11        |
| EQUITY OFFICER.....                              | 11        |
| INTERNAL COMPETITIONS OFFICER .....              | 11        |
| EXTERNAL COMPETITIONS OFFICER.....               | 12        |
| CAREERS (CLERKSHIP AND GOVERNMENT) OFFICER ..... | 12        |
| CAREERS (LOCAL AND IN-HOUSE) OFFICER.....        | 12        |
| MARKETING OFFICERS .....                         | 13        |
| INFORMATION TECHNOLOGY OFFICER .....             | 13        |
| SOCIAL CONVENOR .....                            | 13        |
| SPORTS CONVENOR.....                             | 13        |
| LAW REVUE DIRECTOR.....                          | 13        |
| ASSISTANT LAW REVUE DIRECTOR .....               | 14        |
| FIRST YEAR REPRESENTATIVE.....                   | 14        |
| STUDENT REPRESENTATIVE .....                     | 14        |

# Organisational structure



## Eligibility to stand

To stand for an office in the election, you must—

1. be a current academic member of Griffith LSA;
2. reside substantially in Australia next academic year;
3. not be on academic probation next academic year;
4. undertake to acquire academic membership next academic year;
5. intend to be enrolled in a Bachelor of Laws until the conclusion of your putative term of office; and
6. not be under sentence anywhere in Australia for an indictable offence.

If you wish to stand for an executive office in the election, you must also—

1. have attained the age of majority by the commencement of next academic year;
2. not have been convicted either on indictment or summarily and sentenced to imprisonment (other than in default of payment of a fine) where the rehabilitation period (as defined in *Criminal Law (Rehabilitation of Offenders) Act 1986* (Qld)) in relation to that conviction has not expired;
3. not be an undischarged bankrupt under the *Bankruptcy Act 1966* (Cth) or the law of an external territory or another country;
4. not have executed a deed of arrangement under part X of the *Bankruptcy Act 1966* (Cth) or a corresponding law of an external territory or another country where the terms of the deed have not been fully complied with; and
5. not have accepted a composition under part X of the *Bankruptcy Act 1966* (Cth) or a corresponding law of an external territory or another country where a final payment has not been made under the composition.

Please further note that if you wish to stand for the position of Secretary that you must be a resident of the state of Queensland, or another state provided that you do not reside more than 65km from the Queensland border.

These additional requirements are imposed by the *Associations Incorporation Act 1981* (Qld). If you have any concerns about these, please seek legal advice.

## Questions about standing

If you have any general questions about standing as a candidate, please do not hesitate to contact our current Secretary. You can ask anything, including whether you are a current academic member or any other non-technical eligibility questions. If you are not sure who best to send your questions to, our current Secretary can assist in forwarding your question to the right person.

If you have any questions specific to a position, contact the Vice President that the position reports to or the other relevant executive member.

| Position                  | Contact address  |
|---------------------------|--|
| <b>President</b>          | <a href="mailto:president@griffithlsa.org.au">president@griffithlsa.org.au</a>       |
| <b>Secretary</b>          | <a href="mailto:secretary@griffithlsa.org.au">secretary@griffithlsa.org.au</a>       |
| <b>Treasurer</b>          | <a href="mailto:treasurer@griffithlsa.org.au">treasurer@griffithlsa.org.au</a>       |
| <b>Education</b>          | <a href="mailto:education@griffithlsa.org.au">education@griffithlsa.org.au</a>       |
| <b>Competitions</b>       | <a href="mailto:competitions@griffithlsa.org.au">competitions@griffithlsa.org.au</a> |
| <b>Careers and Alumni</b> | <a href="mailto:careers@griffithlsa.org.au">careers@griffithlsa.org.au</a>           |
| <b>Marketing</b>          | <a href="mailto:marketing@griffithlsa.org.au">marketing@griffithlsa.org.au</a>       |
| <b>Activities</b>         | <a href="mailto:activities@griffithlsa.org.au">activities@griffithlsa.org.au</a>     |

## Election process

First, a call for nominations and a notice of the annual general meeting will be made public. Anyone wishing to contest the election must submit a nomination in the approved form. For every position you wish to nominate for, you must provide a statement detailing why you can perform the duties of the office and, if relevant, how you have performed the duties of the office in the past.

If the position is an executive position the word limit for this statement is 500 and for all other positions it is 200 words. If you exceed these word limits, you may be given the opportunity to amend your statement or any words in excess will be struck from the nomination and not included in election materials.

Try to submit your nomination form early so that if there are any defects you can be contacted and given the opportunity to cure them in due course prior to the election materials being prepared and sent out.

Second, a Voters' Guide will be prepared and sent out about a week prior to the meeting. This is an informal process that is not mandated by the electoral rules. All care will be taken to ensure that all amendments are included in this version of the guide, but the final version will be that distributed at the annual general meeting.

Third, at the annual general meeting the candidates for each position will be called. If the position is an executive position, the candidate will be given no more than three minutes to field and answer questions in relation to that position.

If a position is uncontested, the position will be elected against a vote of no confidence in the candidate. If a position receives no nominations by the meeting, the position will be open to nomination by the floor of the meeting. If only one floor nomination is received, the position will be elected against a vote of no confidence in the floor nominee.

Third, before the close of the annual general meeting the voting members present will be invited to cast their votes in the election in a secret ballot. This ballot will be reckoned by the returning officer within 7 calendar days of the meeting and each contested position will have a winner declared.

If the outgoing president does not contest any positions at the election, by default they will become the returning officer. Otherwise, a returning officer will be appointed during the annual general meeting but prior to commencing the election proceedings.

If you have concerns about the reckoning of ballots, you may request that the ballot papers be scrutinised prior to the required retention period expiring. If you do not bring a compliant request prior to this time, the papers will be permanently destroyed. For more information, see Constitution rule 55.

## Rules for candidates

If you are a candidate for an election, you must not—

1. speak in any lecture regarding your candidacy;
2. create any content comparing yourself to another candidate;
3. procure or allow any other person to campaign for you;
4. bribe any person to vote for you in an election;
5. participate in bullying of any form against another candidate; or
6. post any advertisements or material on campus.

**It is important that you do not breach these rules.** If you are found to be in breach of any of these prohibitions, the Dispute Resolution Panel may decide to vacate your candidacy. For the official wording of these prohibitions, please see Constitution rule 78.

## Executive position descriptions

The executive comprises governing officers of Griffith LSA. Consisting of the President, Secretary, Treasurer and the Vice-Presidents, the executive plays a key role in representing Griffith LSA at the Australian Law Students' Association Council, engaging with the Griffith Law School, coordinating events, competitions, finances and the overall management of the association.

The executive bear general duties under the Constitution. They must—

1. ensure compliance of non-Executive office-bearers with their duties; and
2. endeavour to assist other office-bearers in the performance of their duties; and
3. assist, wherever possible, in the staffing of the Association office; and
4. throughout the year prepare a report containing a general statement on their activities of the year for presentation at the annual general meeting.

### President

The President must—

1. oversee the activities of the Association; and
2. provide leadership and guidance for the Association and its office-bearers; and
3. ensure the functions of the Association are carried out; and
4. coordinate sponsorship with the Treasurer; and
5. chair meetings of the Association; and
6. represent the interests of the Association and the student body to the Griffith Law School and the University; and
7. represent the Association on any Griffith Law School committees or subcommittees that the Association is invited to attend; and
8. ensure that all positions on the Committee are filled, including where vacancies arise; and
9. fulfil all duties required by the Australian Law Students' Association (ACN 608 664 982) ('ALSA'), including presiding as an Association representative on ALSA Council, organising delegates for ALSA conference, submitting Members' Reports for ALSA Council, and organising ALSA Council or conference if hosted by the Association; and
10. perform all other functions as may be required from time to time as directed by the Executive.

### Secretary

The Secretary must—

1. call meetings of the Association, including preparing notices of a meeting and
2. of the business to be conducted at the meeting in consultation with the
3. President; and
4. keep minutes of each meeting; and
5. keep copies of all correspondence and other documents relating to the Association; and
6. maintain the Register of Members; and

7. make the rules available to the Committee; and
8. assist the President and the other members of the Executive; and
9. maintain internal correspondence and records of the Association; and
10. ensure all Association records are correctly electronically archived; and
11. educate the Committee and Executive about the appropriate procedures for the maintenance of records; and
12. perform other functions as may be required from time to time as directed by the Executive.

Please note that the Secretary bears important duties under the *Associations Incorporation Act 1981* (Qld).

## Treasurer

The Treasurer must—

1. act as Treasurer of the Association; and
2. prepare the annual budget and additional budgets for individual events as necessary; and
3. coordinate sponsorship with the President; and
4. maintain the finances of the Association; and
5. receive money and make payments on behalf of the Association, and create and maintain invoices where required; and
6. maintain full, accurate and complete financial records of the year's activities including income and expenditure of assets or money held by or in the Association's name; and
7. perform other functions as may be required from time to time as directed by the Executive.

## Vice-President (Education)

The Vice-President (Education) must—

1. facilitate communication between staff and students regarding educational issues; and
2. assist Griffith Law School with the facilitation of Orientation Day and events throughout the year as required; and
3. provide mental health and wellbeing, equity and educational initiatives for the student body; and
4. oversee the organisation of the first year mentoring program and any other first year support initiatives; and
5. liaise with other law student societies and associations as necessary; and
6. ensure the continued education of the student body on matters of legal or social importance; and
7. perform other functions as may be required from time to time as directed by the Executive.

## Vice-President (Careers and Alumni)

The Vice-President (Careers and Alumni) must—

1. research and advertise opportunities for improving the student body's career opportunities including job opportunities, internships, clerkships, volunteer opportunities, conferences, and workshops; and
2. oversee the organisation of careers events, including liaising with speakers and employer organisations, arranging necessary bookings and orders and preparing promotional materials; and
3. publish guides as necessary providing information on career opportunities and pathways for LLB graduates; and
4. maintain the alumni database; and
5. assist students in obtaining industry mentors; and
6. perform other functions as may be required from time to time as directed by the Executive.

## Vice-President (Competitions)

The Vice-President (Competitions) must—

1. organise and advertise all competitions run by the Association;
2. assist with registration, training and support of Association competitors at National, State or International competitions; and
3. ensure that all trophies and shields in the possession of the Association are cared for and up-to-date; and
4. ensure that all arrangements surrounding the competitions are met, including—
  - a. venues, judges, questions, refreshments, prizes, sponsorship requirements and presentation ceremonies; and
  - b. all other arrangements deemed important by the Executive; and
5. perform other functions as may be required from time to time as directed by the Executive.

## Vice-President (Marketing)

The Vice-President (Marketing) must—

1. market all Association events to the student body and promote attendance as necessary; and
2. liaise with the Executive with regards to the marketing of upcoming events; and
3. maintain and consistently update the Association's online presence, including all social media accounts held in the Association's name; and
4. delegate roles and tasks to the Marketing Officers when required; and
5. perform other functions as may be required from time to time as directed by the Executive.

It is preferable that the Vice-President (Marketing) possess familiarity with—

1. graphic design software; and
2. management of social media presences; and
3. scheduling the posting of marketing material on social media accounts.

## Vice-President (Activities)

The Vice-President (Activities) must—

1. oversee the organisation of a formal social gathering, funds permitting; and
2. oversee the organisation of all Association social functions; and
3. actively seek out sponsorship for social events in conjunction with the Treasurer; and
4. ensure that student body is made aware of social events; and
5. seek out new social events that may cater for student and member needs; and
6. perform other functions as may be required from time to time as directed by the Executive.

## Committee position descriptions

The general Committee positions of Griffith LSA play a very important role in the day-to-day business of the Association. They carry out tasks of their own initiative or at the direction of Executive members to meet the aims and objects of the Association.

### Internal Education Officer

The Internal Education Officer must—

1. liaise with the year representatives and the student body to identify any problems any member of the student body is encountering with the completion of an LLB and endeavor to find solutions to those problems;
2. raise awareness of educational issues within the Griffith Law School;
3. organise a mentoring program for first year students; and
4. periodically engage in curriculum and course reviews.

### Equity Officer

The Equity Officer must—

1. raise awareness of existing opportunities for the student body to be involved in social justice work or volunteering work;
2. create further opportunities for the student body to be involved in social justice or volunteering work;
3. stimulate debate about social justice issues;
4. listen and respond to student complaints with respect to issues of discrimination; and
5. organise at least one Equity-themed social event during the year.

### Internal Competitions Officer

The Internal Competitions Officer must—

1. assist in the organisation and advertisement of all competitions run internally by the Association;
2. organise and maintain a timetable for competitors during each round of internal competitions;

3. ensure all trophies and shields maintained by the Association for internal competitions are up-to-date;
4. ensure all competitions guides and publications are up-to-date and contain correct information; and
5. assist the Vice-President in ensuring that all arrangements, including sponsorship obligations, surrounding internal competitions are met.

### External Competitions Officer

The External Competitions Officer must—

1. impartially assist the Vice-President in the organisation of the Competitor Selection Board;
2. organise and advertise all external competitions entered by the Association;
3. create, publish and maintain an external competitions guide containing information about viable external competitions options offered nationally and internationally;
4. assist the Vice-President in ensuring that all arrangements, including sponsorship obligations, surrounding competitions are met.

### Careers (Clerkship and Government) Officer

The Careers (Clerkship and Government) Officer must—

1. ensure the student body is aware of employment opportunities and career paths with top-tier firms and government organisations;
2. ensure the student body is aware of when clerkships and government internship position applications are open and provide information on how to apply for these roles;
3. network with top-tier firms and government organisations with a view to creating further opportunities for the student body;
4. add the contact details of alumni working at top-tier firms and government organisations to the alumni database;
5. research and prepare articles about clerkships and government organisation careers for the Careers Guide; and
6. assist with events organised by the Vice-President.

### Careers (Local and In-house) Officer

The Careers (Local Firms and In-house Lawyers) Officer must—

1. ensure the student body is aware of employment opportunities and career paths with local firms or as in-house lawyers;
2. ensure the student body is aware of when there are opportunities to apply for positions with local firms or as in-house lawyers and provide information on how to apply for these roles
3. network with local firms and companies, and in-house counsel, with a view to creating further opportunities for the student body;
4. add the contact details of alumni working at local firms or as in-house lawyers to the alumni database
5. research and prepare articles about careers with local firms or as in-house lawyers for the Careers Guide; and

6. assist with events organised by the Vice-President.

## Marketing Officers

A Marketing Officer must—

1. coordinate with year representatives to advertise the functions and events of the Association;
2. create resources, including print materials, online and social media campaigns and lecture presentations, to advertise the functions and events of the Association;
3. maintain and enhance the Association's social media and online presence to promote the functions and events of the Association;
4. ensure adherence to sponsorship obligations requiring advertising; and
5. coordinate with the Committee to advertise the functions and events of the Association.

## Information Technology Officer

The Information Technology Officer must—

1. regularly develop and maintain the Association website;
2. update notices on the Association website as required on at least a weekly basis;
3. maintain the online photo gallery;
4. liaise with the Sponsorship Officer and the Treasurer to ensure compliance with sponsorship obligations; and
5. liaise with the Secretary to ensure correct contact details are posted on the website.

## Social Convenor

The Social Convenor must—

1. organise all Association social functions; and
2. ensure that all events are marketed well in advance.

## Sports Convenor

The Sports Coordinator must—

1. organise all Association sporting events;
2. ensure that all events are marketed well in advance;
3. ensure the Association is appropriately insured by the Student Guild before entering into any sporting activity; and
4. create at least one sporting team to compete in intra- and intervarsity sporting events.

## Law Revue Director

The Law Revue Director must direct and facilitate the Law Revue.

## Assistant Law Revue Director

The Assistant Law Revue Director must assist the Law Revue Director in any way requested to direct and facilitate the Law Revue.

## First Year Representative

The First Year Representative must—

1. liaise with students in their first year;
2. advertise and sell tickets for Association functions and events;
3. maintain a Facebook group for first year students;
4. raise any concerns of students in first year with the Association and the Griffith Law School as necessary;
5. communicate any pertinent matters to the students in their first year; and
6. promote and raise the profile of the Association within their first year.

## Student Representative

The Student Representative must—

1. liaise with students across all year levels;
2. raise any concerns of students in any year level with the Association and the Griffith Law School as necessary;
3. promote and raise the profile of the Association within the student body;
4. ensure that the Association adequately represents the interests of and caters to students across all diversity backgrounds including First Australians, mature age students, LGBTQ+ students and students with disabilities;
5. keep equity on the agenda and give equity and diversity objectives a voice; and
6. inform and excite others about equity, diversity and inclusion.