



Western Sydney University
LAW STUDENTS' ASSOCIATION

CONSTITUTION

Western Sydney Law Students' Association

As adopted 14 July 2025

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PART I – PRELIMINARY

1.1 NAME

The name of the Society hereby constituted is the “Western Sydney Law Students' Association” (hereinafter “the WSLSA”).

1.2 DEFINITIONS

1. In this constitution:

ALSA means Australian Law Students' Association.

AGM means an Annual General Meeting as defined by **clause 4.3**.

Autumn Semester means the academic teaching period in autumn as specified by Western Sydney University that year.

Calendar Day means any day of the week regardless of academic or function specific nature, excluding public holidays and weekends.

Code means the WSLSA Code of Conduct.

Committee means WSLSA members holding a position on the working body of the WSLSA, including but not limited to, Executive, Director, Officers, and Subcommittees.

Dereliction of duty includes:

- a) Serious deviation from any bylaw or description listed under the position's description;
- b) A failure of an Executive member to attend two (2) meetings without making apologies prior to the scheduled meeting to the Secretary (Administration) or the President;
- c) Refusing to complete or continue an agreed task that helps the WSLSA reach its objectives; or
- d) Acting contrary to the interests of the WSLSA and/or Western Sydney University.

Disrepute includes:

- a) Engaging in conduct which is unbecoming of the member or prejudicial to the interests of the WSLSA;
- b) Failing to pay three months after the due date for any debt owed to the WSLSA;
- c) Using any WSLSA financial resources for personal gain.

Executive means the governing body of the WSLSA, limited to the positions of the President, Vice-President, Treasurer (Public Officer), Secretary

Majority Vote means a simple majority (vote of 50.1 per cent of members present and voting) unless a contrary intention is expressed.

Member means any person whose membership rights have been granted in accordance with **Part II**.

Patron means a person who gives financial, or other support, to the WSLSA.

SGM means a Special General Meeting as defined by **clause 4.4**.

Spring Semester means the academic teaching period in spring as specified by Western Sydney University that year.

1.3 OBJECTS

1. The object of the WSLSA shall be to further the academic and social interests of all undergraduate and postgraduate law students of the School of Law at Western Sydney University and its members in general.
2. In pursuit of this object, the Committee shall, among other things:
 - a. Be bound by and dedicate their efforts towards achieving objectives that have been set out by successfully carried motions of members;
 - b. Provide activities, events and programs in accordance with this Constitution;

- c. Be bound by the WSLSA Code of Conduct.
3. The assets and income of the organisation shall be applied solely in the furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation. For the purposes of clarity, gifts or reimbursements for out of pocket expenses as approved by the WSLSA, or any other payment to members as approved by the Executive does not breach **this clause**.
4. The WSLSA is to promote and ensure full and equal access for all Law Students and WSLSA members to the WSLSA's information, services and activities.
5. The WSLSA is to liaise with other Student Law Societies, Law Associations and other such bodies and adopt, as is deemed appropriate, the recommendations and activities of such bodies.
6. The WSLSA Competitions Subcommittee is to conduct and ensure the continuation and administration of all legally-related competitions at Western Sydney University including, but not limited to. Mooting, Witness Examination, Client Interview and Negotiations.
7. The WSLSA shall aspire to operate as one united university Association solely for advancing the interests of the Law Student body at Western Sydney University.

1.4 PATRONS OF THE WSLSA

1. The Executive may at any meeting, decide which person(s) to invite to be patron of the WSLSA.
2. All patrons of the former University of Western Sydney Law Students' Society Incorporated, University of Western Sydney Law Students' Society, University of Western Sydney Parramatta Law Students' Society, University of Western Sydney Law Students' Society Macarthur and University of Western Sydney Law Students' Society Nepean are patrons of the WSLSA.

PART II – MEMBERSHIP

2.1 CLASSES OF MEMBERSHIP

1. Classes of membership shall include:
 - a. Student membership;
 - b. Executive membership;
 - c. Committee membership.
2. At all times the membership shall consist of a minimum of ten (10) currently enrolled students at Western Sydney University.
3. A record of current members shall be maintained on the Association's database.
4. There shall be no fee associated with membership and is automatically granted upon registering for WSLSA events or initiatives.
5. Membership is intended to support the Association's mission of serving the law student community.

2.2 STUDENT MEMBERSHIP

1. Eligibility
 - a. A person is eligible to be a Student member if the person is a student currently enrolled in any degree offered at Western Sydney University, both full time and/or part time.
 - b. Membership shall not be dependent on a person's gender, race, nationality, disability, sexual preference, religion or belief.
2. Application and resignation
 - a. Membership applications shall be submitted through the organisation's website.

- b. Upon submission of a completed registration, the applicant will be deemed to be a Student member, and have all rights attaching to that position.
 - c. Student membership is valid for a period of one (1) year from the date of registration. Renewal may be completed through the website prior to expiration.
 - d. A Student member may resign by way of written notice to either the President or Secretary.
3. Rights and duties
- a. Without limiting other duties conferred on Student members, a Student member must:
 - i. Treat other members with dignity, courtesy and respect;
 - ii. Comply with all provisions of this Constitution; and
 - iii. Comply with all policies of the WSLSA adopted by a resolution of a General Meeting.
 - b. Without limiting other rights conferred on Student members, a Student member may:
 - i. Stand for any WSLSA election (subject to **clause 2.4(2)**).
 - ii. Vote in any WSLSA election;
 - iii. Appoint and be appointed as a proxy;
 - iv. Be given all notices issued to student members;
 - v. Receive all services and regular publications of the WSLSA.

2.3 EXECUTIVE MEMBERSHIP

- 1. This body shall consist of:
 - a. The President;
 - b. The Vice-President;
 - c. The Treasurer (Public Officer);
 - d. The Secretary
- 2. Eligibility
 - a. In order to be an Executive member, the following eligibility requirements must be met:
 - i. The person must be a student currently enrolled in a law degree at Western Sydney University, both full time and/or part time; and
 - ii. Be a current Student member of the WSLSA; and
 - iii. Not have an academic misconduct recorded against their name in the previous two (2) years; and
 - iii. For President, must be currently enrolled in their second year or higher of a law degree (for undergraduate students) or be in their first year or higher of a law degree (for graduate students).
- 3. Election and resignation
 - a. All Executive members are to be elected in accordance with **Part V** or, where required, in accordance with the casual vacancy provisions of **Part VI**.
 - b. An Executive member, except for the President, may resign by way of written notice to the President.
 - c. The President may resign by way of written notice to a Committee Meeting, SGM or AGM.

2.4 COMMITTEE MEMBERSHIP

- 1. Eligibility
 - a. A person is eligible to be a Committee member if the person is a current Student member; or
 - b. The person is a student currently enrolled in any degree offered at Western Sydney University, both full time and/or part time, who has the relevant experience as deemed by the Executive.

2. Appointment and resignation
 - a. A person will be appointed as a Committee member only by a majority vote of the Executive following a selection process.
 - b. A Committee member may resign by way of written notice to the Executive.
 - c. Any casual vacancies may be filled at the Executive's discretion.
3. The Committee members shall consist of:
 - a. Marketing Director
 - b. Publications Director
 - c. Education Director
 - d. Engagement Director
 - e. Ordinary Officer
4. The Committee members under the Social Justice portfolio shall consist of, including but not limited to:
 - a. First Nations Inclusion Officer
 - b. Disability Inclusion Officer
 - c. International Student Inclusion Officer
 - d. LGBTQIA+ Inclusion Officer
5. The Executive may create other Committee positions from time to time and reassign responsibilities as required.
6. The Executive may create a sub-Committee to assist with the management of the WSLSA as required.

2.5 TERMS OF OFFICE

1. Officeholders serve a term of one year, commencing from their election at the AGM
2. If an officeholder serves a full term in a position, they are ineligible for re-election to the same position in the immediately following term.
3. Officeholders who have served a full term may seek election to a different position on the Committee in the following term.
4. If an officeholder does not serve a full term (due to resignation, removal, or casual appointment), they remain eligible for election to the same position in the next term.
5. Any officeholder may seek election to a different position regardless of whether they served a full term.

2.6 TERMINATION OF MEMBERSHIP

Grounds for termination of membership include:

1. Executive or Committee member suffers serious physical or mental impairment rendering the person incapable of completing their position as an Executive or Committee member;
2. Any person that has been suspected of one or more of the following:
 - a. No longer meets the criteria of membership as outlined in **Part II**;
 - b. Refuses or neglects to comply with any provision in this Constitution;
 - c. Disrepute;
 - d. Dereliction of responsibilities by Executive or Committee members;
 - e. Release of information confidential in nature, belonging to the WSLSA or to any third party that either causes unjust detriment to the WSLSA and/or Western Sydney University, or places the WSLSA in a difficult financial position; or
 - f. Any other ground of no confidence supported by greater than 50% of the Committee.

2.7 TERMINATION OF MEMBERSHIP PROCEDURE

1. Where a member satisfies the conditions in **clause 2.6(2)(a)** their membership will be terminated effective immediately.
2. Where an allegation of all other grounds outlined in **clause 2.6** is made:
 - a. The allegation must be submitted in writing to the President or Vice-President.
 - b. If the President is implicated, the report should go to the Vice-President and Secretary.
 - c. Within seven (7) calendar days of receiving an allegation, the Executive, or an appointed independent panel if conflicts exist, if it deems the allegations to have prima facie standing, must convene an SGM in accordance with **clause 4.4**. For clarity, any motion of no confidence signed in accordance with **clause 2.6(2)(f)** will have prima facie standing.
 - d. Where serious misconduct has occurred on probable evidence, the member may be suspended pending the outcome of the SGM.
 - e. In addition to the notice requirements in **clause 4.4**, the respondent must be given three (3) calendar days notice of the SGM, the allegations made against them and their right to bring a support person.
 - f. The SGM shall hear both the allegation made and a reply by the respondent.
 - g. Where satisfied that the allegations comply with **clause 2.6** and are substantiated, the SGM may elect by a majority vote to either issue no action, a warning, terminate the respondent's membership of the WSLSA or any other disciplinary actions that the SGM deems adequate in accordance with **clause 11 of the WSLSA Code of Conduct**.

PART III – POWERS AND DUTIES

3.1 EXECUTIVE POWERS

1. The Executive, subject to this Constitution and to any resolution passed by the WSLSA:
 - a. May exercise all powers required for the management of all WSLSA affairs through regular meetings, pursuance of objectives and effective planning;
 - b. Will oversee the Committee and any other appointed committees; and
 - c. May develop policies that regulate the functions and activities of the WSLSA subject to a resolution at a General Meeting.

3.2 EMERGENCY POWERS OF THE EXECUTIVE

1. An emergency shall be a situation that requires urgent attention whereby chairing a meeting would cause further harm to the WSLSA (usually time being of the essence).
2. An emergency may include, but is not limited to:
 - a. The need of urgent legal proceedings;
 - b. Breach of confidentiality; and
 - c. Other misconduct.
3. In the event of an emergency:
 - a. The President, Vice-President, Treasurer, and Secretary may jointly exercise the power of the Executive in good faith and for a proper purpose without calling for a meeting.
 - b. If the President is absent, an SGM shall be held for the primary purpose of allocating duties to the remaining Executive members.
 - c. All uses of the emergency power must be accounted to the Committee at the next Committee Meeting.

3.3 EXECUTIVE DUTIES

1. The Executive as a whole has the duty to conduct:
 - a. An AGM every year, according to **clause 4.3**.
2. The President's duties shall include:
 - a. Supervising affairs as an ex-officio member of the committee;
 - b. Ensuring the appropriate persons carry out daily requirements;
 - c. Leading all WSLSA members;
 - d. Appointing the appropriate people in his/her absence;
 - e. Assisting with monitoring the WSLSA account;
 - f. Regularly chairing Committee Meetings and SGMs of the WSLSA;
 - g. Representing the interests of the WSLSA at all conferences, meetings with associates/business partners and the School of Law; and
 - h. Fulfilling all obligations of an ALSA representative as prescribed by the ALSA Constitution.
3. Where the President is unable to exercise their duties, they shall discharge them to the Vice-President. If both the President and Vice-President are unable to do so, an SGM shall be held for the primary purpose of allocating duties to the remaining Executive members.
4. The Vice-President's duties shall include:
 - a. Administering activities, whilst liaising with the Executive, Committee, and Subcommittees.
 - b. Acting as chief advisor to the President regarding strategic policies;
 - c. Assisting the Executive on matters deemed relevant to the Vice-President's portfolio;
 - d. Carrying out any other functions of the WSLSA, from time to time, as directed by the President; and
 - e. Maintaining a list of all organisations, law firms and businesses contacted during the sponsorship campaign;
 - f. Maintaining a list of all current sponsors and their level of sponsorship;
 - g. Ensuring that sponsorship obligations are met;
 - h. Liaising with the Marketing director in informing sponsors of the activities of the WSLSA on a regular basis; and
 - i. Seeking sponsorship.
5. The Treasurer's duties shall include:
 - a. Drafting (annually) and maintaining the budget;
 - b. Drafting a statement and balance sheet, audited for the preceding year;
 - c. In accordance with **Part VII**, monitoring all expenditure, transactions, receipts and reimbursements made through the bank accounts of the WSLSA;
 - d. Present an audited financial report at the AGM;
 - e. Lodging of the relevant Business Activity Statements, if required;
 - f. The creation of bank accounts as approved by the Executive;
 - g. Keeping a detailed record of all the WSLSA's financial transactions and transfer these to the care of the incoming Treasurer at the end of the current Executive term; and
6. The Secretary's duties shall include:
 - a. Maintaining the Constitution;
 - b. Completing the annual re-affiliation process;
 - c. Conducting all correspondence of the WSLSA, including the maintenance of all records and communication with the President's review;
 - d. Ensuring minutes are kept of meetings and displaying them when approved;
 - e. Maintaining and updating the email database, whilst conducting email communication as directed by the Executive;

- f. Reviewing complaints, comments, submissions and recommendations received from members and passing them to the relevant Executive members;
 - g. Ensuring all electronic records are secured, and all other records are stored electronically; and
 - h. Ensuring that all outgoing correspondence is appropriate and suited to its purpose.
7. The Executive may elect to redistribute the responsibilities of each portfolio as required during the term of each Executive.

3.4 DIRECTOR DUTIES

1. The Engagement Director's duties shall include:
 - a. Preparing activities focussed on student's wellbeing, including mental wellbeing;
 - b. Representing the interests of all undergraduate and postgraduate Law Students at meetings;
 - c. Developing new initiatives in order to represent student interests;
 - d. Liaising with all Law Students in order to understand their concerns and the relevant issues affecting them, and relay the concerns to the Executive and the Committee; and
 - e. Taking direction from the Vice-President.
8. The Marketing Director's duties shall include:
 - a. Developing and directing marketing strategies and promotions of the WSLSA;
 - b. Managing the design of WSLSA material and websites;
 - c. Liaising with all committee members relevant to the marketing of their activities;
 - d. Liaising with the Sponsoring Partners and organising all sponsorship materials and activities;
 - e. Ensuring that all marketing material which makes direct reference to Western Sydney University by way of name or brand receives the appropriate approvals as required by University policy.
9. The Education Director's duties shall include:
 - a. Furthering legal education through activities such as conducting workshops and liaising with relevant committees/organisations/faculty members/faculty student members;
 - b. Leading the organisation of careers workshops, Law Careers Fair and seminars in consultation with other Directors;
 - c. Releasing information regarding Clerkship opportunities, Graduate programs and postgraduate opportunities; and
 - d. Leading the drafting of careers publications such as the Careers Guide.
10. The Publication Director's duties shall include:
 - a. Leading the drafting of careers publications such as the Careers Guide and Clerkship Guide.
 - b. Leading the drafting organisation of the Year's in consultation with the Executive.

3.5 OFFICER DUTIES

1. The Ordinary Officer's duties shall include:
 - a. Assist across all portfolios, including Education, Engagement, Marketing, Publications, and Competitions Subcommittee.
 - b. Support events, communications, and operational tasks at the direction of relevant Directors or the Executive.
 - c. Attend profile meetings and contribute to the successful delivery of Association initiatives.
2. Social Justice Portfolio Officer's duties shall be to serve as advocates for underrepresented student communities, ensuring inclusive representation and programming, including:
 - a. Partnering with advocacy groups for programming and initiatives

- b. Collaborate on inclusive language, campaigning, and event accessibility across Association communications and events
- c. Serve as a liaison between the corresponding underrepresented community of students and the Executive

3.6 SUB-COMMITTEE DUTIES

11. The Competition Subcommittee's duties shall include:

- a. Directing external and internal competitions, including the drafting and maintenance of rules and selection processes;
- b. Liaising with the Executive Committee; and
- c. The dissemination of material relating to competitions.

PART IV – MEETINGS

4.1 COMMITTEE MEETINGS

1. Committee Meetings must be conducted as decided by the Committee, with a minimum of once every month of the Autumn and Spring semester.
 - a. Committee Meetings shall be held at a location agreed to by a quorum of Committee members whether physically or online.
 - b. Committee Meetings are open to Executive, Directors, Officers, and Subcommittee members.
2. The quorum for Committee Meetings of the WSLSA shall be a simple majority of current Committee members.
 - a. If the number of Committee members is even, quorum is half plus one (e.g., 4 of 6).
 - b. If the number is off, quorum is the next whole number above half (e.g., 4 of 7).
 - c. Quorum can be attained by way of physical attendance at the meeting or by way of other electronic means the Executive approve including, but not limited to, voice-conference or video-conference.
 - d. If, within thirty (30) minutes of the notified start time of the meeting, a quorum is not present the meeting shall be dissolved, subject to **sub-clause (2)(c)**.
 - e. Where appropriate notice has been given and at least 3 Executive members are present, the members present may elect by majority vote to deem that quorum has been satisfied.
 - f. Where quorum is not met and is not deemed to be met under **sub-clause (2)(c)**, the meeting shall be adjourned and the Secretary shall give fresh notice of the time, date and place of the next meeting.
3. The Secretary shall give at least two (2) calendar days notice of a Committee Meeting with the Agenda attached.
4. The Agenda shall:
 - a. List motions to be discussed;
 - b. Allot time to accept motions from attending Committee members.
5. The President shall chair all meetings.
 - a. In the absence of the President, the Vice-President will be the chair of the meeting.
 - b. In the absence of the President and Vice-President, the Secretary will chair the meeting.
6. Motions shall be moved, seconded and discussed before being voted upon.
 - a. Any committee member can move motions.
 - b. Any committee member can second another committee member's motion.
 - c. After discussion, the motion shall be voted upon to dismiss, delay or accept.

- d. All committee members present can vote upon motions.
- e. Where there is a majority vote in favour of the motion, it will be considered a resolution.
- f. Where there is a majority vote to dismiss the motion, it will be considered shelved but can be moved by a committee member again at a future meeting.
- g. Where the vote is equally spilt, the Chair shall have the casting vote.

4.2 EXECUTIVE MEETINGS

1. Executive Meetings shall be conducted by the Executive at least once per Semester.
2. Executive Meetings are open solely to Executive members and invited participants.
3. Executive Meetings can be held at either a physical location or by other electronic means approved by the Executive including, but not limited to, voice-conference, video-conference or Facebook discussions.
4. The quorum for Executive Meetings shall be at least 3 Executive members.

4.3 ANNUAL GENERAL MEETINGS

1. The AGM of the WSLSA shall be held annually, at either a physical location or by other electronic means approved by the Executive including, but not limited to, voice-conference and video-conference, within the second semester of the University academic calendar, within ten (10) calendar days of the conclusion of the voting period, unless the Executive are of the opinion that it is in the best interests of the WSLSA to do otherwise.
2. The Secretary shall give at least seven (7) calendar days notice of the time and place of the AGM to all current and preceding committee members of the WSLSA.
3. Notice shall be deemed sufficient where it includes the particulars of the meeting in an email to the invited Committee Members.
4. The Executive shall decide on the place and time of the AGM.
5. Motions of notice must be conveyed to the Executive prior to the commencement of the meeting.
6. The order of business at the AGM shall be:
 - a. The adoption and confirmation of the minutes of the preceding AGM;
 - b. Announcement of the results of the Election for the new Executive;
 - c. The Handover from the previous Executive to the current Executive unless some significant hardship will be imposed upon a member of the previous or current Executive in order to be present for the Handover;
 - d. The adoption and discussion of Annual Reports prepared by all Executive members;
 - e. The presentation of sponsorships and accounts for the preceding term of the Executive by the Treasurer;
 - f. The presentation of reports by any Committee member wishing to do so within the time constraints at the discretion of the Chair;
 - g. Special business of which notice has been duly given; and
 - h. Any moved motions of general business and their discussions approved by the Chair, with preference going to motions of which notice was duly given.
7. The quorum for AGMs of the WSLSA shall be in accordance with **clause 4.1.2**.
8. Except where inconsistent with **this clause**, the procedures of an AGM are to be governed by **clause 4.1**.

4.4 SPECIAL GENERAL MEETING

1. An SGM of the WSLSA shall be convened:

- a. By the President of the WSLSA, or in the case of misadventure, by the Vice-President, or
 - b. Upon receipt by the Vice-President of a requisition stating the motions to be considered in the meeting, seconded by an Executive or Committee member.
2. The President shall give at least one (1) calendar days notice of an SGM to all Committee members.
3. Notice shall be deemed sufficient where it includes the particulars of the meeting in an email to the invited Committee Members.
9. The quorum for SGMs of the WSLSA shall be in accordance with **clause 4.1.2**.
4. Except where inconsistent with **this clause**, the procedures of an SGM are to be governed by **clause 4.1**.

PART V - ELECTIONS

5.1 TIMING OF ELECTION PROCESS

Diagram of election timeline.

Nomination Period		Grace Period	Voting Period	
Week	Week	Day	Week	Week

5.2 NOMINATION PERIOD

1. Any nominations received before or after the nomination period will not be accepted.
2. The nomination period opens two (2) weeks before the Voting Period.
3. The nomination period shall end the day before the Voting Period commences.

5.3 GRACE PERIOD

1. There shall be a one (1) calendar day grace period commencing on the Sunday at 12:01am on the day after the close of nominations and ending at 11:59pm that day.

5.4 VOTING PERIOD

1. Votes must be submitted and collected during the voting period. Votes will not be accepted before or after the voting period.
2. The voting period will begin on the Monday at 12:01am following the grace period. The voting period will close after thirteen (13) calendar days at 11:59 pm.

5.5 NOMINATION AND NOTICE REGULATIONS

1. A notice of election must:
 - a. Be posted on the WSLSA's website; and
 - b. Be emailed to all members of the WSLSA at the start of the nomination period.
2. The notice of election must clearly:
 - a. State that an election is to be held for the position or positions concerned;
 - b. Specify the term of office of the position or positions;

- c. Specify the eligibility requirements for candidature and voting in the election;
 - d. Specify the date and time of opening and closing of the nomination and voting period; and
 - e. Provide any other information about the election that the Executive considers appropriate to provide.
3. All nominations must be submitted in the prescribed form.

5.6 CAMPAIGNING REGULATIONS

1. Any nominee(s) that campaigns as a group will be disqualified from the election. This includes, but is not limited to, a nominee:
 - a. In writing, or by use of images, on electronic medium, encouraging other members to vote for another nominee; or
 - b. Planning with another nominee or nominees to encourage members to vote for the other nominee or nominees.
2. Any nominee that uses over \$300 to fund their campaign will be disqualified from the election. This will include assets worth more than \$300.
 - a. Receipts should be retained to present to the Executive. If receipts are not provided or it is claimed that the products are previously owned, then the Executive will obtain quotes to ensure value does not exceed \$300.
 - b. Discounts from retail stores are allowed. If discounts from a retail store can be proven, the amount considered will be the discounted amount, not the retail price.
 - c. Materials for campaigning provided by family or friends will be valued and included in the \$300 limit set by **sub-clause (2)**. The limit must not be exceeded.
3. The Executive may request such documentation at any time during the election process.
4. Candidates may only comment upon or critique other candidates based on their stances relating to WSLSA matters and the candidates' ideas or information relating to WSLSA matters. Any candidate that makes reference to or alludes to another candidate's race, religion, gender, sexual orientation or any other subject apart matters relating to the WSLSA, will be disqualified from the election. Comment or allusion that is deemed inappropriate or in breach of **this sub-clause** by the Electoral Officer, will result in termination of that candidate's nominations.
5. Candidates may not campaign outside of the campaigning period identified in **clause 5.3**. Campaigning before nominations, during the nominations period, the grace period or in the voting period will be disqualified from nominations. This includes:
 - a. Writing, either physical or electronic, suggesting students should vote for the candidate;
 - b. Images either physically or electronically suggesting students should vote for the candidate; and
 - c. Verbal communication suggesting students should vote for the candidate.

5.7 VOTING REGULATIONS

1. Only students currently enrolled in a law degree at Western Sydney University, both full time and/or part time will be eligible to vote.
2. In order for a person to submit a formal vote it must be:
 - a. Their first vote;
 - b. Submitted via:
 - i. The online ballot sent to their student email, or;
 - ii. The physical ballots distributed by the Secretary on campus; and
 - c. The student must preference each student of the ballot. Where a student has not put remaining preferences, the vote will count up until the preference round listed.

3. An option of 'no confidence' is to be provided for all positions that incur a vote. If the position receives a majority vote in favour of no confidence, then nominations for the position can be taken at the AGM with an exclusion of the nominee that received a no confidence outcome, and silent votes will occur for the new nominations.
 - a. If no confidence receives a majority vote again, or if there are no new nominations for that role, the Executive shall fill the casual vacancy in accordance with **Part VI**.

5.8 COUNTING OF VOTES

1. Only formal votes will be counted.
2. The President must count the number of first preference votes for each candidate.
3. If a candidate has received a majority vote, that candidate will be declared the candidate elected. If no candidate has received a majority vote, the Executive must exclude the candidate who has received the fewest number of votes and each of those votes received will be counted according to the voter's next preference.
4. If no candidate has received a majority vote after excluding the candidate who has received the fewest number of votes, the Executive will continue the process of excluding candidates with the fewest number of votes set out in **sub-clause (3)** until a majority vote is reached or the last of the voter's preferences are counted.
5. If two (2) or more candidates receive the fewest number of votes, no candidate will be excluded and the Executive will continue to count votes according to **subclause (4)**.
6. If two (2) or more candidates running for the same position receive the same amount of all formal votes, the election will be decided by members present at the AGM through a silent vote.
7. If two (2) or more candidates running for the same position receive the same amount of votes after the silent vote, the Executive shall hold an additional one (1) week voting period following the AGM to break the tie.
8. If two (2) or more candidates for the same position receive the same amount of votes after the additional voting period, the election will be decided by members present at the subsequent Annual General Meeting and, if a further tie arises, through an objective and random electronic selection.
9. Any data used for the election process will be destroyed after two (2) months.

5.9 POWERS AND RESPONSIBILITIES DURING ELECTIONS

1. The Executive shall:
 - a. Remain impartial and act independently from nominees;
 - b. Conduct the elections as per the regulations set out in **Part V**;
 - c. Uphold the strict nomination, campaigning and election regulations, and act upon evidence to support breaches of such regulations;
 - d. Investigate complaints into misconduct of members or nominees in regard to the period of nominations and voting; and
 - e. Count the votes and ensure the correct count has been made for the election period.
2. For the purpose of conducting the election under **Part V**, the Executive have the power to, but is not limited to:
 - a. Declaring votes to be invalid where there is a failure to meet requirements;
 - b. Enforcing regulations and additional requirements that are necessary to give effect to such regulations;
 - c. Disqualification of nominations;
 - d. Reporting potential slander, defamation and discrimination to Western Sydney University Academic staff and/or University Student Clubs staff;
 - e. Resolving electoral disputes where they arise.

PART VI – CASUAL VACANCY

6.1 CASUAL VACANCY

1. Where a casual vacancy occurs, the Executive must fill that casual vacancy in the following order, subject to **sub-clause (2)**:
 - a. Transferring of Executive membership portfolios among Executive members who nominated for that position at the immediately preceding election;
 - b. Seeking expressions of interest from current Committee members;
 - c. Seeking expressions of interest from Student members;
 - d. Holding a fresh election for the vacant position in accordance with **Part V** with the exception that the results will be announced at the next subsequent Annual General Meeting;
 - e. Leaving the position vacant.
2. The Executive may deviate from **sub-clause (1)** as appropriate in the circumstances.
3. Any candidate selected by the Executive must satisfy the criteria for Executive membership outlined at **clause 2.4(2)**.
4. The term of appointment will commence upon their election to that position by members present at the next General Meeting (or upon the declaration of results in the event of **sub-clause (1)(d)**) and end at the following AGM.

PART VII – FINANCES

7.1 CONTROL OF FINANCES

1. Finances, including tangible and intangible resources, are controlled exclusively by the Executive, subject to other provisions in **this clause**.

7.2 ACCOUNTS

1. The WSLSA shall have such banking accounts as the Executive shall see fit and the signatories shall be:
 - a. The Treasurer;
 - b. The President;
 - c. Another member of the Executive (if directed by the Executive)Any two of whom may operate such accounts on behalf of the WSLSA.

7.3 MANAGEMENT OF ACCOUNTS

1. The Treasurer of the WSLSA shall:
 - a. Oversee the collection and receipt of all moneys;
 - b. Make all payments authorised by the WSLSA; and
 - c. Keep correct accounts and books showing the financial affairs of the WSLSA with full details of all receipts and expenditure connected with the activities of the WSLSA.
2. All Committee members shall maintain a record of expenditure incurred by their profile and forward this to the Treasurer at the close of each semester.
3. The WSLSA shall not owe money to any financial institution by way of overdraft or other loan agreement.
4. The accounts and book-keeping of the WSLSA shall be available for inspection by the Executive at all times.

7.4 INCOME

1. The income of the WSLSA shall be derived from the following activities and arrangements:
 - a. Maintaining sponsorship relationships;
 - b. Through successful funding applications through School of Law funding grants and other University or third party funding arrangements;
 - c. Advertising goods, services and the existence of any individual, corporation, or other body within WSLSA publications or at WSLSA events;
 - d. Running events (such as the WSLSA Law Ball) where a cost will be required to attend;
 - e. The sale of merchandise; and
 - f. Any activities incidental to the above.

7.5 EXPENDITURE

1. No person shall incur any expenditure on behalf of the WSLSA without the appropriate approval required by **this sub-clause**.
2. Authorisation of Expenditure
 - a. Expenditure for items less than \$500 may be authorised jointly by the Treasurer and the President without the need of resolution, but must still be accounted to the Executive.
 - b. Expenditure for items \$500 and more but less than \$5000 may only be approved by a resolution of the Executive.
 - c. Expenditure for items \$5000 or more may only be approved by a resolution of a Committee Meeting.
 - d. For the purposes of clarity, the approval by the Executive of the annual budget of the WSLSA constitutes the approval by resolution for each item in that budget required by **this sub-clause**.
3. Procedures for Expenditure and Reimbursement
 - a. Any person(s) who deals with any money in the preparation, arrangement or execution of any function or activity of the WSLSA shall receive expenditure authorisation in accordance with **sub-clauses (3)(b)–(c)**.
 - b. Following approval, if expenditure is to be made directly from WSLSA accounts, the Treasurer and/or President shall exact such expenditure.
 - c. Following approval, if expenditure is to be personally made by an Executive or other authorised member, the WSLSA shall reimburse that expenditure only if:
 - i. The Treasurer receives receipts of the expenditure accompanied by a statement as to what the expenditure was and the reason for its incurrence; and
 - ii. The expenditure is has received prior approval. Where expenditure has not received prior approval, only that amount which has been approved shall be reimbursed by the WSLSA.

PART VIII – ALTERATIONS TO THE CONSTITUION

8.1 CONSTITUTIONAL AMENDMENTS

1. This Constitution may be amended by way of an AGM provided:
 - a. That notice of such proposed amendments has been given to the Secretary in writing, at least seven (7) calendar days before such meeting;
 - b. That the President has given at least seven (7) calendar days notice of such proposed amendments to all members of the WSLSA;
 - c. That the proposed amendments do not contravene University regulations;

- d. That the proposed amendments are approved by a three-quarters (3/4) majority vote of those members present and voting; and
2. Notice shall be deemed sufficient where it is emailed to the Committee with attached proposed Constitutional amendments.
3. No changes are to be made to this Constitution without following the procedures outlined in **clauses 4.4 and 8.1**.

PART IX – WLSA PROCEDURES

9.1 NOTICE

- a. Notices must be addressed through either:
 - a. Snail mail (postal service) for important documents that necessitate a physical copy (should be used in conjunction with electronic mail);
 - b. Document exchange; or
 - c. Electronic mailTo the appropriate recipients' address as specified by the membership database.
- b. Members must promptly give notice of any of the following changes to the Secretary:
 - a. Change of address;
 - b. New preferred e-mail; or
 - c. Inability to access document exchange.
- c. A notice is considered expired at the time when a new version (that is composed by an Executive member) is uploaded or sent.

9.2 RESOLUTIONS

1. The Executive, in any Executive Meeting or Committee Meeting may resolve to take action as may be necessary for the conduct and everyday operation of the WLSA, provided that such resolutions do not contravene, nor condone behaviour that would contravene, any part of this Constitution.

9.3 DISSOLUTION

1. The WLSA may be dissolved by a three-quarters (3/4) majority vote of an SGM convened in accordance with **clauses 4.4 and 8.1**.
2. Upon dissolution, the assets of the WLSA are to be distributed as follows:
 - a. All debts and liabilities are satisfied;
 - b. All remaining assets are either distributed as appropriate to the School of Law or sponsors to be transferred to any successor organisation with similar objects as the WLSA whose Constitution prohibits the distribution of its assets to its members.

9.4 INDEMNITY

1. Executive and Committee members of the WLSA, acting in relation to any of the affairs of the WLSA, will be indemnified from and against all actions, costs, charges, losses, claims, demands, damages, and expenses which they incur or sustain by reason of any act done, concurred in, or omitted in or about the execution of their duty, or supposed duty, in the course of their Offices, except such (if any) as they incur or sustain by or through their own wilful neglect or default respectively, and none of them will be answerable to the acts or defaults of the other or others of them.

9.5 AFFILIATION WITH OTHER BODIES

1. The WSLSA shall remain affiliated with the following bodies:
 - a. The Western Sydney University School of Law;
 - b. ALSA;
 - c. New South Wales Young Lawyers; and
 - d. New South Wales Young Lawyers Special Committee of Law Students' Societies and their successor bodies.
2. The WSLSA may, by way of a resolution at a General Meeting, affiliate with additional Western Sydney University student clubs or other external bodies.
 - a. The Executive must be satisfied that such affiliation will be of benefit to the WSLSA as a whole and assist in the furtherance of its objects.
 - b. The Executive must ensure that such affiliation will not place the WSLSA into disrepute, financial or legal jeopardy nor make the WSLSA an agent of such body.
 - c. Such additional affiliations may be revoked by a subsequent resolution of a General Meeting.

9.6 MISCELLANEOUS

1. All work that is produced for or delivered to a person who is a member of the Executive or the Committee, belongs to the WSLSA.
2. If a member is removed from office or no longer holds office, then they may not disclose any private information to any third party or use such information for their own benefit.
3. Every member of the WSLSA shall be entitled to a copy of this Constitution free of charge. It shall be made publicly available on the website of the WSLSA.

PART X – SUBCOMMITTEES

10.1 SUBCOMMITTEES

1. The Committee may establish Subcommittees, including the Competitions Subcommittee.
2. Subcommittees operate with operational autonomy and discretion in managing their activities, consistent with the WSLSA Code of Conduct.
3. The WSLSA Committee consisting of Executive, Director, and Officers respects the independence of Subcommittees in their operational areas and will only override Subcommittee decisions where necessary to protect the Association's governance, finances, or reputation, or where the decision affects the Association as a whole.
4. Subcommittees are encouraged to exercise their own discretion and leadership in their areas of responsibility, promoting mutual respect and cohesion between the Executive Committee and Subcommittees.
5. Subcommittees must:
 - a. Align with WSLSA's mission, Constitution, and Code of Conduct.
 - b. Submit reports to the Executive Committee as required
 - c. Abide by financial and governance procedures
6. The Competitions Sub-Committee is an integral part of the WSLSA and shall not be dissolved, removed or disbanded to ensure the WSLSA's continued involvement in Mooting, Witness Examination, Client Interview and Negotiations.

SCHEDULE I

ELECTIONS NOMINATION FORM

1. Consent

I, being the candidate named on this form, consent to my nomination as committee member of the Association and give notice of the following particulars:

2. Personal details

Full Name:	
Date of Birth:	
Residential Address:	
Position:	<input type="checkbox"/> President <input type="checkbox"/> Vice-president <input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer <input type="checkbox"/> Education Director <input type="checkbox"/> Publications Director <input type="checkbox"/> Engagement Director <input type="checkbox"/> Marketing Director <input type="checkbox"/> Social Justice Officer <input type="checkbox"/> Ordinary Officer
Headshot	Please copy your headshot in a png/jpg format below:

3. Declarations

By signing this form, I acknowledge the following:

- I am at least 18 years of age.
- I am an ordinary resident of Australia.
- I am not mentally incapacitated.
- I have not been convicted of an offence involving fraud or dishonesty for which the maximum penalty or conviction is imprisonment for not less than 3 months.
- I am not prohibited from being a director of a company under Part 2.6D (Disqualification from managing corporations of the *Corporations Act 2001* (Cth)).
- I have not been disqualified by the Australian Charities and Not-for-profits. Commissioner at any time during the previous year from being a responsible person (what the ACNC Act calls a 'responsible entity') of a registered charity.
- The information I have provided is true and correct.

While I am a responsible person for the Association, I agree to notify the Association as soon as possible if I have been convicted of an offence involving fraud or dishonesty for which the maximum penalty or conviction is imprisonment for not less than three months, am disqualified from managing a corporation within the meaning of the *Corporations Act 2001* (Cth), or am disqualified by the Australian Charities and Not-for-profits Commissioner.

SCHEDULE II

FORM OF APPOINTMENT OF PROXY

I _____ (Full name)

Being a member of the Western Sydney Law Students' Association (WSLSA), Student ID
Number: _____

Hereby appoint _____ (Full name of proxy)

Being a member of the Western Sydney Law Students' Association, as my proxy to vote on my behalf at the
General Meeting of the WSLSA (or Annual General Meeting or Special General Meeting, as the case may
be) to be held on the

_____ (Day) of _____ (DD/MM/YYYY)

My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details as
appropriate).

(Signature)

(Date)

NOTE: A proxy vote may not be given to a person who is not a member of the WSLSA.

SCHEDULE III

CONSENT TO ACT FORM

1. Consent

I, ..., consent to my appointment as XXX of the Western Sydney Law Students' Association, Inc (INC1801567) (the Association) and give notice of the following particulars:

2. Personal details

Full Name:	
Date of Birth:	
Residential Address:	
Phone number:	

3. Declarations

By signing this form, I acknowledge the following:

- I am an ordinary resident of Australia.
- I am not insolvent under administration within the meaning of the *Corporations Act 2001* (Cth).
- I am not mentally incapacitated.
- I have not been convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months.
- I am not prohibited from being a director of a company under Part 2.6D (Disqualification from managing corporations) of the *Corporations Act 2001* (Cth).
- I have not been disqualified by the Australian Charities and Not-for-profits Commissioner at any time during the previous year from being a responsible person (what the ACNC Act Calls a responsible entity') of a registered charity.
- The information I have provided is true and correct.

While I am a responsible person for the Association, I agree to notify the charity as soon as possible if I do become disqualified from managing a corporation within the meaning of the *Corporations Act 2001* (Cth), or am disqualified by the Australian Charities and Not-for-profits Commissioner. Responsible persons are the members of a charity's governing body who share responsibility for the governance of the charity (called 'responsible entities' under the ACNC Act).

Signed by:

Date:

SCHEDULE IV

CONFIDENTIALITY AGREEMENT

I agree to hold confidential all information that Western Sydney Law Student's Association Incorporated (WSLSA) has placed restrictions on, and to release it to persons outside the organisation only when authorised by the organisation and subject to any conditions set by the organisation.

I undertake to:

1. Access information held by the organisation only when necessary to the performance of my assigned duties;
2. Only to use any WSLSA Confidential Information for a Permitted Purpose
3. Make copies of restricted information only when necessary to the performance of my assigned duties;
4. Oversee the storage and handling of restricted information to minimise the risk of its diversion into unauthorised channels; and
5. Take reasonable care to properly secure confidential information on any computer I control and will take steps to ensure that others cannot view or access such information.

SCHEDULE V

WAIVER, RELEASE, AND INDEMNIFICATION

In consideration of the acceptance of my membership or participation in events with the Western Sydney Law Students' Association:

I waive all claims that I may have against the Western Sydney Law Students' Association Inc, its officers, directors, members, volunteers, employees, agents and sponsors, or its executors, administrators, heirs, successors or assigns (the organisers), and release them from all claims for death, injury or damage arising out of my participation in their club, their event and its related activities, together with any costs, including legal fees.

I agree to indemnify and keep indemnified the organisers against damage arising out of my participation in the events and its related activities.

I agree to comply with all the rules, regulations and instructions of the organisers.

In the event of injury or illness during participation, I consent to receive medical treatment, which may be deemed advisable by the organisers.

I acknowledge that I have sole responsibility for my personal possessions and equipment during all the events and activities.

I hereby permit the free use of my name and picture in any broadcasts, telecasts and the press including website as they pertain to the Western Sydney Law Students' Association, their events and activities.

I understand that my membership or entry fee is non-transferable and not refundable.

I agree to have my personal details recorded and used by the Western Sydney Law Students' Association and related parties for further communications of future related events.

Western Sydney Law Students' Association (WSLSA) Code of Conduct

Approved: 14 July 2025

Review Date: 29 November 2026

1. Purpose

The Code of Conduct outlines the mandatory standards of behaviour and accountability for all WSLSA Committee, including Executive Office Bearers, Directors, Officers, Subcommittee members, and Ordinary Committee Members. It establishes a framework for respectful, collaborative, and professional conduct in service of the Association's mission to serve the broader law student community.

By accepting a role in the WSLSA, you agree to comply with this Code and uphold the values of the Association.

2. Scope

This Code applies to:

- All elected and appointed members of the WSLSA Executive, Directors, Officers, Subcommittee members, and Ordinary Committee Members; and
- All Association-related activities, whether on or off campus, and in all communication channels used for Association purposes (including meetings, email, social media, and messaging platforms); and
- All WSLSA activities, including meetings, events, digital communications, and collaborations with the School of Law, sponsors, and external partners.

3. Core Values

All WSLSA members must uphold the following values:

- **Integrity:** Act with honesty, transparency, and good faith in all dealings.
- **Respect:** Treat all individuals with dignity and courtesy.
- **Inclusion:** Proactively foster equity, diversity, and a welcoming environment.
- **Professionalism:** Represent WSLSA in a manner befitting a future legal professional.
- **Accountability:** Take ownership of your actions and decisions.
- **Transparency:** Ensure open and honest communication, particularly regarding finances and decision-making.
- **Collaboration:** Work constructively with others, recognising that we are all volunteers striving for shared goals.
- **Leadership:** Uphold the highest standards of student leadership in all conduct and decision-making.

4. Conduct in Roles

4.1 Role Responsibilities

- Committee members are primarily responsible for the tasks within their portfolio.
- You may request assistance from other committee members, but no member is bound to perform duties outside their portfolio unless they agree, or the Executive approves.
- Administrative, financial, or logistical matters (e.g., room bookings, reimbursements) must be raised as requests, not directives, and managed through the appropriate portfolio holder.

4.2 Authority and Approval

- The Treasurer is responsible for the management and approval of WSLSA finances, including budget preparation, expense approvals, sponsorship income, and compliance with financial reporting requirements.
- The Treasurer also acts as the Public Officer of the Association, responsible for ensuring the Association meets its statutory obligations with the Australian Charities and Not-for-Profits Commission (ACNC), NSW Fair Trading, and other regulatory bodies.
- It is the responsibility of all Committee members to provide accurate and timely information to enable the Treasurer to fulfil their role as Public Officer.
- If the Treasurer is unavailable, financial decisions may be made in the following order of authority:
 1. President;
 2. Vice-President;
 3. Secretary.
- All financial decisions must align with the approved budget and financial policies of the Association.

4.3 Role Handover

- Members are responsible for ensuring a smooth transition when they vacate their role, including the transfer of documents, passwords, and ongoing tasks.
- A formal handover process should be conducted where possible to support continuity of operations.

5. Teamwork and Communication

5.1 Respectful Collaboration

- Encourage a culture of mutual support and respect, not hierarchy.
- Disagreements should be addressed respectfully and constructively.
- Public or private criticism of another member's work is unacceptable.
- Raise issues privately or through the President or Vice-President. If the President or Vice-President are unavailable or implicated in the concern, the matter should be raised with the Secretary.

5.2 Timely Communication

- Members must raise potential problems or delays as soon as they become known, so that the Committee can work collaboratively on timely solutions.
- Inform the Executive if you are unable to meet a deadline or attend an event.

5.3 Email Access

- Members must maintain active access to their committee email at all times and resolve access issues promptly.

6. Volunteer Nature of Service

- WSLSA is a volunteer-run organisation. Members cannot compel others to undertake tasks beyond their portfolio.
- Assistance requests should be framed respectfully and fulfilled voluntarily, unless agreed upon in advance for shared responsibilities.

7. Subcommittees

Subcommittees, including the Competitions Subcommittee, exercise leadership within their portfolio areas and are accountable to the Executive Committee of the WSLSA. While subcommittees have operational autonomy, their actions must align with the Association's mission, values, and governance frameworks.

Subcommittees must:

- Follow the same conduct standards as the Executive and Committee;
- Respect their internal role boundaries (e.g., Subcommittee President, Vice-President, Secretary) as determined by their members;
- Understand that the President of a subcommittee does not hold the same authority as the President of the WSLSA. The subcommittee President leads only within the scope of the subcommittee's portfolio;
- Escalate any matters beyond their portfolio's scope (such as Association-wide decisions, finances, or governance) to the Executive Committee;
- Regularly report to the Executive Committee through their Subcommittee President or Secretary;
- Have the discretion to create additional subcommittee roles to meet operational needs, subject to Executive approval.

The Executive Committee respects the independence of subcommittees in their operational areas and will only override subcommittee decisions where necessary to protect the Association's governance, finances, or reputation, or where the decision affects the Association as a whole. **Subcommittees are otherwise encouraged to run their portfolios with autonomy, exercising their own discretion and leadership in their areas of responsibility.** This approach promotes mutual respect and cohesion between the Executive Committee and subcommittees, with clear boundaries for both.

8. Financial and Resource Management

8.1 Financial Responsibility

- No spending of WSLSA funds may occur without written Treasurer and Executive approval.
- Reimbursements must follow the Association's financial procedures and be documented.
- All Committee members must understand and comply with the Association's financial policies when managing activities in their portfolio.

8.2 Resource Usage

- Access to School of Law or university resources must be requested through the Secretary or Vice-President and used responsibly.

8.3 Compliance with Regulatory Obligations

- The Treasurer, as the Public Officer, must ensure that:
 - Annual returns and reports are lodged with the ACNC and NSW Fair Trading;
 - The Association's contact details and office bearers are kept up to date with relevant regulators;
 - Financial reporting obligations are met within the required timeframes.
- All Committee members must assist the Treasurer by:

- Providing timely information about changes to their contact details or roles;
- Submitting any documentation required for reporting purposes;
- Complying with record-keeping and financial management processes.

Failure to fulfil these obligations may place the Association's charitable status at risk and is considered a serious breach of this Code.

9. Confidentiality and Conflict of Interest

9.1 Confidentiality

- Members must protect WSLSA information and access it only when required for their role.
- Do not disclose confidential matters without Executive authorisation.
- Confidential information includes financial data, sponsorship arrangements, member information, and any sensitive discussions regarding governance or personnel matters.

9.2 Conflict of Interest

- Declare any personal, academic, or financial conflicts of interest when they arise.
- Committee decisions must be made in the best interests of the Association, not personal interests.

10. Conduct and Behaviour

All members must behave professionally and ethically at all times, both within the Association and when representing it externally. This includes interactions with other committee members, subcommittee members, general members, sponsors, university staff, and the wider legal community.

Misconduct – including harassment, bullying, or disruptive behaviour – is grounds for disciplinary action. Discriminatory behaviour of any kind is strictly prohibited, including but not limited to discrimination based on race, ethnicity, gender, sex, sexual orientation, disability, religion, age, national origin, or socio-economic status. All members must contribute to a safe, inclusive, and respectful environment for all participants.

11. Addressing Breaches of the Code

11.1 Scope

This section applies to committee members and subcommittee members, distinct from the disciplinary process for ordinary Association members under Clause 11 of the Constitution.

11.2 Reporting Process

- Breaches should be reported to the President or Vice-President.
- If the President is implicated, the report should go to the Vice-President and Secretary.
- Reporting in good faith is protected from retaliation.

11.3 Preliminary Resolution

- Minor issues should first be addressed through informal discussions facilitated by the President or Vice-President.
- Serious or repeated issues will proceed to formal action.

11.4 Formal Disciplinary Process

1. **Notice:** Written notice of the breach will be given, with 7 days to respond.
2. **Investigation:** Conducted by the President, Vice-President, and Secretary, or an appointed independent panel if conflicts exist.
3. **Determination:** Outcomes may include-
 - No action;
 - Verbal or written warning;
 - Removal from a role;
 - Temporary suspension from the Committee;
 - Removal from the Committee (per Clause 19 of the Constitution).
4. **Outcome Notification:** Outcomes will be provided in writing, with a summary reported to the Executive (excluding personal details).

11.5 Appeals

- Committee members may submit a written appeal to the Executive within 7 days of the outcome.
- Appeals will be reviewed promptly, and where possible, by Executive members not involved in the original decision.
- The Executive's decision on the appeal is final, subject to any further review available at an Annual or Special General Meeting in accordance with the Constitution.

12. Alignment with the Constitution

- Disciplinary processes for general members of WSLSA follow Clause 11 of the Constitution.
- This Code governs conduct within the Committee and Subcommittees.

13. Annual Review

The Code will be reviewed annually by the Executive Committee to ensure it remains effective and fit for purpose.

14. Member Acknowledgement

By accepting a role in the WSLSA, members acknowledge that they have read, understood, and agree to comply with this Code of Conduct.

14. Signature of Agreement

All committee and subcommittee members must sign below to confirm their agreement to uphold this Code of Conduct throughout their term.

Name: _____

Signature: _____

Date: _____