

**CANBERRA LAW STUDENTS' SOCIETY**  
**EVENTS POLICY**

Effective as at 19 November 2020

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## **PART 1 – Preliminary**

### **1 Purpose**

1.1. The purpose of the Canberra Law Students' Society Events Policy (**the Events Policy**) is to set out a process for Committee Members of the Canberra Law Students' Society (**the CLSS**) to create events.

1.2. This process has been established to ensure that:

1.2.1. all CLSS events are catered specifically to its Members;

1.2.2. all CLSS events fall under the Committee's mission and vision;

1.2.3. the CLSS has the resources required to implement the creation of all CLSS events;

1.2.4. the CLSS has the funds to meet all the required payments for all CLSS paid events; and

1.2.5. a strategic CLSS event calendar is created to reduce event clashing.

### **2 Scope**

2.1. This Policy applies to all elected and appointed Committee Members of the Canberra Law Students' Society.

### **3 Policy Statement**

3.1. Through this Policy the Canberra Law Students' Society sets out a process for Committee Members of the Canberra Law Students' Society to create events.

3.2. In previous years CLSS Committee Members have created events that did not align with the purpose of the CLSS, or created events and only after their creation sought reimbursements for money spent which was not initially approved by the Treasurer. All these situations create confusion and uncertainty internally and externally in the image the CLSS portrays to its Members. Additionally, it prevents the CLSS from using its resources frugally and effectively. Therefore, this process has been created to reduce such situations from re-occurring.

3.3. It is also hoped that the implementation of this process would allow the CLSS to better record its progression every year as it will be able to easily track how many events were held and at what cost to each. Such information will not only be beneficial to the CLSS internally but also externally as it uses the information to update its annual prospectus.

## **4 Definitions**

4.1. Wherever a word or phrase has been used in this Policy and is defined in the Constitution, the word or phrase shall adopt the meaning of that definition in the Constitution, even if a contrary intention is expressed in this Policy.

4.2. The following terms shall have the meaning set out below wherever they are used in this Policy:

*Executive* means the CLSS Executive Committee consisting of the

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Treasurer

## **PART 2 – Procedure**

### **5 Event Proposals**

5.1. Committee Members must make a proposal for all events by completing the relevant online event proposal procedure.

### **6 Event Creation**

6.1. An event may only be created once it has been approved by the Executive.

### **7 Consideration of an Event Proposal**

7.1. In considering an event proposal, the Executive may consider the following factors:

- 7.1.1. The objective of the CLSS
- 7.1.2. Obligations created under the CLSS Constitution
- 7.1.3. Sponsorship arrangements and obligations
- 7.1.4. Capacity of Committee Members
- 7.1.5. Funds available

7.2. The Executive may use its discretion to approve event proposals with adjustments, including but not limited to

- 7.2.1. Date, time and/or location of the event
- 7.2.2. Theme or structure of the event
- 7.2.3. Funds allotted to the event

### **8 Outcome of Consideration of Event Proposal**

8.1. The Executive must prepare an Event Proposal Form that outlines the following

- 8.1.1. Whether the event has been approved or denied; and
- 8.1.2. Where the event has been approved, whether there are any adjustments made to the event as aforementioned in section 7.2.

The Event Proposal Form must be sent by the Secretary via email to the Committee Member making the event proposal.

