

**CANBERRA LAW STUDENTS' SOCIETY**  
**INTERNAL ADMINISTRATION 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 Internal Administration Policy (**the Internal Administration Policy**) is to provide a mechanism for the effective management of internal processes and procedures relating to fundamental organisational governance of the Canberra Law Students' Society (**the CLSS**).

### **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 provides a mechanism for Executive Committee Members for the effective management of internal processes and procedures relating to fundamental organisational governance.

### **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:

4.2.1. **Meeting** means a formal meeting of Committee Members in which the following is discussed

4.2.1.1. Portfolio or role update;

4.2.1.2. Tasks update;

4.2.1.3. External communications update;

4.2.1.4. Internal communications update;

4.2.1.5. Any requests; and

4.2.1.6. Wellbeing update; or

4.2.1.7. Voting in a new Committee Member(s); or

4.2.1.8. Task updates;



4.2.1.9. Communications update; and

4.2.1.10. Any requests in relation to a collaboration on a project or activity.

4.2.2. ***Study period*** means all UC study periods including

4.2.2.1. Semester 1

4.2.2.2. Winter Term

4.2.2.3. Semester 2

4.2.2.4. Summer Term

4.2.3. ***External stakeholder*** means groups or people outside the CLSS which includes, but is not limited to

4.2.3.1. Sponsors

4.2.3.2. Law firms

4.2.3.3. BGL Faculty members

4.2.3.4. Other UC staff

4.2.3.5. Vendors

## **5 Distribution**

5.1. A copy of this Policy is to be made available to all Committee Members.

5.2. A copy of the Policy is to be placed on the CLSS website.



## **PART 2 – Meetings**

### **6 Agenda**

6.1. All Committee Members must submit agenda items to the relevant online form *at least* 48 hours *prior* to the meeting.

6.1.1. Meeting agenda items should include but is not limited to

- (a) Portfolio or role update
- (b) Tasks update
- (c) External communications update
- (d) Internal communications update
- (e) Any requests
- (f) Wellbeing update

6.2. If a Committee Member has no agenda items, they must complete the relevant online form by which they communicate their situation.

6.2.1. If a Committee Member indicates that they have no agenda items, no time will be allocated in the meeting agenda for them to speak about their portfolio or role.

6.3. All meeting agendas must be uploaded to the CLSS cloud storage space.

### **7 Minutes and Records**

7.1. Outcomes of all Committee Meetings are to be recorded in minutes and signed by two Members of the Executive to ensure their accuracy. These minutes are then to be provided by the Secretary to the UCX Manager of Clubs within 14 days of finalisation.

7.2. All Committee Meeting minutes must record the following:

- 7.2.1. the names of the Committee Members in attendance at the meeting
- 7.2.2. the business considered at the meeting
- 7.2.3. any resolution on which a vote is taken and the result of the vote.

7.3. All meeting minutes must be uploaded to the CLSS cloud storage space.

### **8 Proxy**

8.1. If a Committee Member appoints a proxy, they must notify of this through the relevant online form *at least* 48 hours *prior* to the meeting.



## **PART 3 – Committee Meetings**

### **9 Whole Committee Meetings**

- 9.1. It is at the discretion of the Executive to call a Whole Committee Meeting.
- 9.2. There must be at least one (1) Whole Committee Meeting per calendar year.
- 9.3. The following Committee Members must submit agenda items for all Whole Committee Meetings:
  - 9.3.1. President
  - 9.3.2. Vice President
  - 9.3.3. Secretary
  - 9.3.4. Treasurer
  - 9.3.5. Directors
- 9.4. The Secretary must collate all agenda items into an agenda and distribute it to Committee Members prior to the Whole Committee Meeting.
- 9.5. Outcomes of all Whole Committee Meetings are to be recorded in minutes and signed the President and Secretary to ensure their accuracy. These minutes are then to be provided by the Secretary to the UCX Manager of Clubs within 14 days of finalisation.
- 9.6. The President chairs all Whole Committee Meetings.

### **10 Portfolio Meetings**

- 10.1. It is at the discretion of a Portfolio Director to call a Portfolio Meeting for their Portfolio.
- 10.2. There must be at least three (3) Portfolio Meeting per Portfolio per calendar year.
- 10.3. The following Committee Members must submit agenda items for all Portfolio Meetings:
  - 10.3.1. Directors
  - 10.3.2. Managers
  - 10.3.3. Officers
- 10.4. The Director must collate all agenda items into an agenda and distribute it to Portfolio Committee Members prior to the Portfolio Meeting.
- 10.5. Outcomes of all Portfolio Meetings are to be recorded in minutes and signed by the relevant President and the Secretary to ensure their accuracy. These minutes are then to be uploaded by the IT Director to the CLSS cloud storage space.
  - 10.5.1. The Director may elect a Portfolio Committee Member to record the minutes.
- 10.6. The Director chairs all relevant Portfolio Committee Meetings.



## **11 General Committee Meetings**

- 11.1. It is at the discretion of the Executive to call a General Committee Meeting.
- 11.2. There must be at least three (3) General Committee Meetings per calendar year.
- 11.3. The following Committee Members must submit agenda items for all General Committee Meetings:
  - 11.3.1. President
  - 11.3.2. Vice President
  - 11.3.3. Secretary
  - 11.3.4. Treasurer
  - 11.3.5. Directors
- 11.4. The Secretary must collate all agenda items into an agenda and distribute it to all relevant Committee Members prior to the General Committee Meeting.
- 11.5. Outcomes of all Management Meetings are to be recorded in minutes and signed the President and Secretary to ensure their accuracy. These minutes are then to be provided by the Secretary to the UCX Manager of Clubs within 14 days of finalisation.
- 11.6. The President chairs all General Committee Meetings.

## **12 Executive Committee Meetings**

- 12.1. It is at the discretion of the Executive to call an Executive Committee Meeting.
- 12.2. There must be at least three (3) Executive Committee Meetings per study period.
- 12.3. The following Committee Members must submit agenda items for all Executive Committee Meetings:
  - 12.3.1. President
  - 12.3.2. Vice President
  - 12.3.3. Secretary
  - 12.3.4. Treasurer
- 12.4. The Secretary must collate all agenda items into an agenda and distribute it to Executive Committee Members prior to the Executive Committee Meeting.
- 12.5. Outcomes of all Executive Committee Meetings are to be recorded in minutes and signed the President and Secretary to ensure their accuracy. These minutes are then to be provided by the Secretary to the UCX Manager of Clubs within 14 days of finalisation.
- 12.6. The President chairs all Executive Committee Meetings.

## **13 Ad hoc Meetings**

- 13.1. It is at the discretion of the following Committee Members to call an ad hoc meeting:
  - 13.1.1. President
  - 13.1.2. Vice President
  - 13.1.3. Secretary



13.1.4. Treasurer

13.1.5. Directors

13.1.6. Managers

13.2. All relevant Committee Members must submit agenda items for all ad hoc meetings.

13.3. The Committee Member calling the ad hoc meeting must collate all agenda items into an agenda and distribute to the relevant Committee Member(s) prior to the ad hoc meeting.

13.4. Outcomes of all Executive Committee Meetings are to be recorded in minutes and signed the President and Secretary to ensure their accuracy. These minutes are then to be provided by the Secretary to the UCX Manager of Clubs within 14 days of finalisation.

## **PART 4 – Finance Matters**

### **14 Internal Reimbursement**

14.1. All internal reimbursements must be requested by completing the online internal reimbursement form.

14.2. Internal Reimbursements may be refused by the Treasurer if:

14.2.1. No material evidence provided of the purchase(s); or

14.2.2. Material evidence of the purchase(s) is insufficient;

14.2.3. The Treasurer did not give prior approval for the purchase(s).

### **15 Funding**

15.1. All funding must be requested by completing the relevant online funding request form.

15.2. Any purchase(s) made for or on behalf of the CLSS must receive approval by the Treasurer prior to the purchase(s).

## **PART 5 – Room Bookings**

### **16 Room booking requests**

16.1. A Committee Member must request a room to be booked by the Secretary by completing the relevant online form.

16.2. The following rooms may be booked by the Secretary:

16.2.1. Committee Meetings; and

16.2.2. CLSS on-campus events and programs.



## **PART 6 – Emails**

### **17 Emailing external stakeholders**

17.1. Where a Committee Member contacts an external stakeholder via email, they must Blind Carbon Copy (“Bcc”) the following Committee Members into the email:

- 17.1.1. President
- 17.1.2. Vice President
- 17.1.3. Secretary
- 17.1.4. Treasurer

### **18 Emails to Members**

18.1. Emails to Members from the CLSS are reserved for the following matters:

- 18.1.1. Annual General Meetings;
- 18.1.2. Special General Meetings;
- 18.1.3. Official statements by the CLSS;
- 18.1.4. Membership;
- 18.1.5. Applications including, but not limited to:
  - 18.1.5.1. Committee Member position applications;
  - 18.1.5.2. CLSS Competitions competitor applications;
- 18.1.6. External grievances



## **PART 6 – Marketing**

### **19 Social Media**

- 19.1. All Social Media Requests must be made *at least five (5) days prior* to the requested publication date.
- 19.2. Exception: any urgent posts as directed by the Executive
- 19.3. For social media posts, Social Media Requests must include, but are not limited to:
  - 19.3.1. Event or project the post is in relation to
  - 19.3.2. Post location, which includes but is not limited to:
    - 19.3.2.1. Main CLSS Facebook Page
    - 19.3.2.2. Affiliated Facebook Group
    - 19.3.2.3. CLSS Instagram page
    - 19.3.2.4. CLSS LinkedIn page
  - 19.3.3. Post publication date
  - 19.3.4. Post publication time
  - 19.3.5. Caption
  - 19.3.6. Links (for post to link to, but not be included in caption)
  - 19.3.7. Image(s) or video(s)
- 19.4. For Facebook events, Social Media Requests must include, but are not limited to:
  - 19.4.1. Event publication date
  - 19.4.2. Event publication time
  - 19.4.3. Event name
  - 19.4.4. Event location
  - 19.4.5. Event description
  - 19.4.6. Event date(s)
  - 19.4.7. Event time(s)
  - 19.4.8. Co-host
  - 19.4.9. Registration or ticket link
  - 19.4.10. Ticket price
  - 19.4.11. Event Sponsor(s)
  - 19.4.12. Image(s) or video(s)
- 19.5. For Facebook groups, Social Media Requests must include, but are not limited to:
  - 19.5.1. Group publication date
  - 19.5.2. Group publication time
  - 19.5.3. Group name





19.5.4. Group description

19.5.5. Image(s) or video(s)

19.6. The Social Media Manager and Social Media Officers may use their discretion to deny a Social Media Request where the Request:

19.6.1. is made within five (5) days of the requested publication date;

19.6.2. does not include the requisite information as provided in sections 20.2 – 20.4;  
or

19.6.3. conflicts with sponsorship arrangements, which includes but is not limited to

19.6.3.1. criteria for paid advertisements

19.6.3.2. allocation of complimentary social media posts.

19.7. All social media content actioned by the Social Media Manager and/or Social Media Officers must comply with the CLSS Brand Guidelines wherever possible and appropriate.

## 20 Graphic Design

20.1. All Graphic Design Requests must be made *at least* five (5) days *prior* to the requested creation date.

20.2. Graphic Design Requests must include, but are not limited to:

20.2.1. Design creation due date

20.2.2. Design creation due time

20.2.3. Event or project description the design is in relation to

20.2.4. Design description, which may include but is not limited to:

20.2.4.1. Fonts

20.2.4.2. Colours

20.2.4.3. Images

20.2.4.4. Text content

20.2.4.5. Inspiration

20.2.5. Event or project sponsor(s)

20.3. The Graphic Design Manager and Graphic Design Officers may use their discretion to deny a Graphic Design Request where the Request:

20.3.1. is made within five (5) days of the requested design date; or

20.3.2. does not include the requisite information as provided in section 21.2.

20.4. All graphic designs produced by the Graphics Design Manager and/or Graphic Design Officers must comply with the CLSS Brand Guidelines wherever possible and appropriate.

## 21 Publications

21.1. All Publication Requests must be made *at least* fourteen (14) days *prior* to the requested publication date.

21.2. Publication Requests must include, but are not limited to:



21.2.1. Publication due date

21.2.2. Publication due time

21.2.3. Publication description

21.2.4. Publication details, which may include but is not limited to:

21.2.4.1. Introduction

21.2.4.2. Contents page

21.2.4.3. Firm advertisements

21.2.4.4. Publication content

21.2.4.5. Interviews

21.2.5. Publication sponsor(s)

21.3. The Publications Manager and Publications Officers may use their discretion to deny a Publication Request where the Request:

21.3.1. Is made within fourteen (14) days of the requested publication date; or

21.3.2. Does not include the requisite information as provided in section 22.2.

21.4. All publications produced by the Publications Manager and/or Publications Officers must comply with the CLSS Brand Guidelines wherever possible and appropriate.

