**PORTFOLIO BY-LAWS**

**Monash University Law**

**Students’ Society Inc.**

**ABN 26 196 034 117**

**ARBN A0024695C**

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**PORTFOLIO BY-LAWS**

**Monash University Law Students’ Society Inc.**

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# — PRELIMINARY

### Interpretation and Definitions

##### The provisions of these By-Laws shall be construed subject to the Monash University Law Students’ Society Inc. Rules of Association, to which these By-Laws are a schedule;

##### The provisions of these By-Laws shall be construed subject to the constitution of the Clubs & Societies Council. Where these By-Laws are inconsistent with the constitution of the Clubs & Societies Council, the latter shall prevail, and the formal shall, to the extent of the inconsistency, be without force or effect.

##### In these By-Laws, unless the contrary intention appears, all words and expressions have the same meaning as they have in the constitution of the Clubs & Societies Council.

### Amendment of By-Laws

##### These By-Laws may be amended by the Executive at an executive meeting or by circular motion.

##### As provided by rule 80(2) of the Rules of Association, these By-Laws may not be repealed or removed as a schedule to the Rules of Association, nor may the name of these By-Laws be amended, other than by special resolution at a general meeting of the Association.

# — PORTFOLIO COMMITTEES

## — Composition of Portfolio Committees and duties of members

### Role and powers of the Portfolio Committees

##### The Portfolio Committees shall exercise all powers and functions—

###### delegated to it by the Executive; and

###### as required by rules 5 and 6 of these By-Laws.

##### The Portfolio Committees shall be part of the Council as defined in Part 8 of the Rules of Association.

##### Portfolio Committee members must exercise their powers and discharge their duties with reasonable care and diligence.

##### Portfolio Committee members must exercise their powers and discharge their duties—

###### honestly and in good faith in the best interests of the Association; and

###### for a proper purpose.

##### Portfolio Committee members and former portfolio committee members must not make improper use of—

###### their position; or

###### information acquired by virtue of holding their position—

##### so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

### Composition of the Portfolio Committees

##### The Portfolio Committees shall consist of 58 members, each being part of one of the 12 portfolios.

##### These 58 members of the 12 portfolios will make up the LSS Council, with the LSS Executive.

##### The Portfolios and their members are—

###### the LLB Administration Portfolio, consisting of:

a LLB Marketing Officer;

a LLB Social Media Officer; and

an Information Technology Officer;

###### the Postgraduate Administration Portfolio, consisting of:

a Postgraduate Marketing Officer;

###### the Treasury Portfolio, consisting of:

two Sponsorship Officers; and

two Assistant Treasurers;

###### the Careers Portfolio, consisting of:

six Careers Officers; and

two Publications (Careers) Officers;

###### the LLB Activities Portfolio, consisting of:

two LLB Activities Coordinators;

two LLB Functions Officers;

a LLB First Year Officer (Female);

a LLB First Year Officer (Male); and

a LLB Peer Mentor Coordinator;

one or two Law Revue Directors;

###### the LLB Competitions Portfolio, consisting of:

two LLB Judge Liaisons; and

five LLB Competitions Officers;

###### the LLB Education Portfolio, consisting of:

a LLB Tutorials Officer;

a LLB Publications (Education) Officer;

an LLB International Student Officer;

a LLB Academic Support Officer;

a LLB Disability & Wellbeing Officer; and

a Street Law Coordinator;

###### the LLB Social Justice & Equity Portfolio, consisting of:

an LLB Publications (Equity) Officer;

a LLB Women’s Officer;

a LLB Queer Officer;

two Just Leadership Program Coordinators and;

a LLB BIPOC Officer

###### the Postgraduate Activities Portfolio, consisting of:

two Postgraduate Functions Officers; and

a Postgraduate Peer Mentor Program Coordinator;

###### the Postgraduate Competitions Portfolio, consisting of:

a Postgraduate Judge Liaison; and

three Postgraduate Competitions Officers;

###### the Postgraduate Education Portfolio, consisting of:

a Postgraduate Tutorials Officer; and

a Postgraduate Publications (Education) Officer; and

a Postgraduate Academic Advocacy Officer; and

a Postgraduate International Student Officer; and

a Postgraduate Disability & Wellbeing Officer.

###### the Postgraduate Social Justice and Equity Portfolio, consisting of:

a Postgraduate Women’s Officer; and

a Postgraduate BIPOC Officer; and

a Postgraduate Queer Officer; and

### General Duties

##### As soon as practicable after being elected or appointed to the Committee, each non-executive committee member must become familiar with these By-Laws, the Rules of Association to which these By-Laws are a schedule, the Act and the C&S Constitution and Regulations.

##### All non-executive committee members must fulfil the following duties:

###### attending LSS events throughout their term of office that are deemed by the Executive to be compulsory;

###### complete one ‘office hour’ per academic week, selling membership and assisting with student enquires; and

###### fulfilling all the duties of their elected role, including those laid out rule 6 of these By-Laws.

##### In addition to any duties imposed by these By-Laws, a portfolio committee member must perform any other duties imposed from time to time by resolution at a general meeting.

### Duties of portfolio committee members

##### LLB Marketing Officer

###### The duties of the LLB Marketing Officer shall be to—

attend council meetings and general meetings;

design merchandise to be sold for the year;

contact all previous L Card Monash partners to encourage them to re-sign a discount contract;

seek out new L Card partners and discounts;

compile the weekly bulletin in conjunction with the Faculty; and

design all graphic materials for Facebook Event cover photos and Instagram for LLB events and initiatives.

##### LLB Social Media Officer

###### The duties of the LLB Social Media Officer shall be to—

attend council meetings and general meetings;

be administrator of the Monash LSS Facebook page and all Monash LSS associated Facebook groups;

be administrator of the Monash LSS Instagram account;

be administrator of the Monash LSS Snapchat account; and

be responsible for the timely and regular upload of all LSS Facebook, Snapchat and Instagram marketing.

##### Information Technology Officer

###### The duties of the Information Technology Officer shall be to—

attend council meetings and general meetings;

be responsible for the updating, maintenance and continued function of the LSS Website; and

ensure all members have login access to the website, throughout the period of their membership.

(3A) Law Revue Director

###### The duties of the Law Revue Director shall be to—

Attend council meetings and general meetings;

Be responsible for the organisation and direction of the Law Revue production run by the Association.

##### Postgraduate Marketing Officer

###### The duties of the Postgraduate Marketing Officer shall be to—

attend council meetings and general meetings;

contact all previous city-based L Card Monash partners to encourage them to re-sign a discount contract;

seek out new city-based L Card partners and discounts;

design all graphic materials for Facebook Event cover photos and Instagram for Postgraduate events and initiatives; and

be the administrator of the Postgraduate LSS Facebook page.

##### Sponsorship Officers

###### The duties of the Sponsorship Officers shall be to—

attend council meetings and general meetings;

compile a Sponsorship Prospectus for the year, to be given to law firms and other organisations interested in sponsoring LSS events and initiatives;

organise and attend meetings with firm representatives about potential sponsorship of LSS events and initiatives; and

ensure that communication is maintained with all sponsoring firms regarding their sponsored events and initiatives and any related marketing.

##### Assistant Treasurers

###### The duties of the Assistant Treasurers shall be to—

attend council meetings and general meetings; and

assist the Treasurer in all manners relating to the financial administration and compliance of the Association.

##### Careers Officers

###### The duties of the Careers Officers shall be to—

attend council meetings and general meetings;

organise the annual expert panel events run by the Association;

depending on the year, organise the biennial ‘Public Sector Careers Guide’ or biennial ‘International Careers Guide’ published by the Association;

organise a non-commercial careers fair;

organise the annual Barrister Shadowing Program;

organise the annual Mock Interview Program; and

organise any other Careers events and initiatives which the Directors (Careers) and Executive resolve.

##### Publications (Careers) Officers

###### The duties of the Publications (Careers) Officers shall be to—

attend council meetings and general meetings;

design and produce the annual ‘Seasonal Clerkship Guide’ published by the Association; and

organise the annual Networking Evening in conjunction with the Director (Careers).

organise any other Careers events and initiatives which the Directors (Careers) and Executive resolve.

##### LLB Activities Coordinators

###### The duties of the LLB Activities Coordinators shall be to—

attend council meetings and general meetings;

organise all barbecues run by the Association; and

organise any other events and initiatives which the Director (LLB Activities) and Executive resolve.

##### LLB Functions Officers

###### The duties of the LLB Functions Officers shall be to—

attend council meetings and general meetings;

organise the annual Law Ball run by the Association; and

organise any other events and initiatives which the Director (LLB Activities) and Executive resolve.

##### LLB First Year Officer (Female)

###### The duties of the LLB First Year Officer (Female) shall be to—

attend council meetings and general meetings;

organise the annual First Year Camp run by the Association; and

organise any other first year events and initiatives which the Director (LLB Activities) and Executive resolve,

in conjunction with the LLB First Year Officer (Male).

##### LLB First Year Officer (Male)

###### The duties of the LLB First Year Officer (Male) shall be to—

attend council meetings and general meetings;

organise the annual First Year Camp run by the Association; and

organise any other first year events and initiatives which the Director (LLB Activities) and Executive resolve,

in conjunction with the LLB First Year Officer (Female).

##### LLB Peer Mentor Coordinator

###### The duties of the LLB Peer Mentor Coordinator shall be to—

attend council meetings and general meetings;

organise the annual Peer Mentor Program run by the Association for first year LLB students;

appoint deputy coordinators and peer mentors from the LLB student body;

display and disseminate a registration form enabling incoming students to register for the program;

maintain a relationship with and consult the Faculty in the organisation of this program; and

organise any other events and initiatives which the Director (LLB Activities) and Executive resolve.

##### LLB Judge Liaisons

###### The duties of the LLB Judge Liaisons shall be to—

attend council meetings and general meetings; and

organise judges for every Clayton-based competition run by the Association.

##### LLB Competitions Officers

###### The duties of the LLB Competitions Officers shall be to—

attend council meetings and general meetings; and

assist the Director (LLB Competitions) in the necessary preparations for every Clayton-based competition run by the Association.

##### LLB Tutorials Officer

###### The duties of the LLB Tutorials Officer shall be to—

attend council meetings and general meetings;

interview and hire previous HD students as tutors for the annual Student Tutorials Program run by the Association;

book venues for the weekly tutorials that fall within the Student Tutorials Program; and

ensure that tutors write ‘sketch notes’ and practice problems for each of the subjects offered within the Student Tutorial Program.

##### LLB Publications (Education) Officer

###### The duties of the LLB Publications (Education) Officer shall be to—

attend council meetings and general meetings;

produce the annual ‘Law Guide’ published by the Association for the beginning of Orientation Week;

in conjunction with the Health & Wellbeing Officer, produce the annual ‘BEING’ Guide published by the Association;

ensure the online ‘Electives Guide’ is updated regularly; and

publish any other Education publications which the Director (LLB Education) and Executive resolve.

##### LLB International Student Officer

###### The duties of the LLB International Student Officer shall be to—

attend council meetings and general meetings;

develop and run a program and events that help LLB international students with their studies; and

develop and run a program and events that help international students to meet other law students and transition to life in Australia.

##### LLB Academic Support Officer

###### The duties of the LLB Academic Support Officer shall be to—

attend council meetings and general meetings;

represent the LLB student body on the Law Faculty’s Faculty Education Committee; and

advocate for student issues and act as the students’ point of contact regarding academic issues.

##### LLB Disability & Wellbeing Officer

###### The duties of the LLB Disability & Wellbeing Officer shall be to –

Attend council meetings and general meetings;

Act as a contact person and spokesperson for law students with a disability, chronic illness or other impairment, as well as a liaison and advocate between students and the Monash Disability Support Services;

Organise and promote activities for students with a disability and allies, such as informative activities and networking opportunities;

Run events and initiatives designed to educate the student body on mental health issues within the legal community, as well as events designed to reduce stress and anxiety levels among students;

Coordinate visits from Boof and Kaz, the LSS Support Dogs;

Organise any other events and initiatives which the Director (LLB Education) and Executive resolve.

(20A) Street Law Coordinator

###### The duties of the Street Law Coordinator shall be to—

attend council and general meetings;

organise the Street Law program run by the Association for LLB and Postgraduate students;

maintain a relationship with and consult the Faculty in the organisation of this program.

##### LLB Publications (Equity) Officer

###### The duties of the LLB Publications (Equity) Officer shall be to—

attend council meetings and general meetings;

produce the annual ‘Social Justice & Equity Guide’ published by the Association;

ensure the online ‘The Reasonable Observer’ blog is updated and contributed to regularly; and

publish any other Social Justice & Equity publications which the Director (LLB Social Justice & Equity) and Executive resolve.

##### LLB Women’s Officer

###### The duties of the LLB Women’s Officer shall be to—

attend council meetings and general meetings;

organise the annual ‘Women in Law Breakfast’ run by the Association; and

organise any other Women’s events and initiatives which the Director (LLB Social Justice & Equity) and Executive resolve.

##### LLB Queer Officer

###### The duties of the LLB Queer Officer shall be to—

attend council meetings and general meetings;

act as a contact person and spokesperson for LLB LGBTIQA+ law students;

organise and promote activities for LLB LGBTIQA+ students including at least one social activity, one networking activity, and one mental health and wellbeing activity; and

organise any other Queer events and initiatives which the Director (LLB Social Justice & Equity) and Executive resolve.

(24A) LLB BIPOC Officer

###### The duties of the BIPOC Officer shall be to –

* + 1. Attend council meetings and general meetings
    2. Act as a spokesperson for LLB BIPOC law students
    3. Organise the annual ‘BIPOC in Law Breakfast’ run by the association.
    4. Organise any other BIPOC events and initiatives which the Director (LLB Social Justice and Equity) and Executive resolve

##### Just Leadership Program Coordinators

###### The duties of the Just Leadership Program Coordinators shall be to—

attend council meetings and general meetings;

organise the annual Just Leadership Program run by the Association; and

organise the annual Just Leadership Program Graduation & Public Lecture with a prominent legal professional.

##### Postgraduate Functions Officers

###### The duties of the Postgraduate Functions Officers shall be to—

attend council meetings and general meetings;

organise the Mid-Trimester event run by the Association each trimester; and

organise any other events and initiatives which the Director (Postgraduate Activities) and Executive resolve.

##### Postgraduate Peer Mentor Coordinator

###### The duties of the Postgraduate Peer Mentor Coordinator shall be to—

attend council meetings and general meetings;

organise the annual Peer Mentor Program run by the Association for first year Postgraduate students;

appoint peer mentors from the Postgraduate student body;

display and disseminate a registration form enabling incoming students to register for the program; and

maintain a relationship with and consult the Faculty in the organisation of this program; and

organise any other events and initiatives which the Director (Postgraduate Activities) and Executive resolve.

##### Postgraduate Judge Liaison

###### The duties of the Postgraduate Judge Liaison shall be to—

attend council meetings and general meetings; and

organise judges for every City Chambers-based competition run by the Association.

##### Postgraduate Competitions Officers

###### The duties of the Postgraduate Competitions Officers shall be to—

attend council meetings and general meetings;

assist the Director (Postgraduate Competitions) in the necessary preparations for every City Chambers-based competition run by the Association.

##### Postgraduate Tutorials Officer

###### The duties of the Postgraduate Tutorials Officer shall be to—

attend council meetings and general meetings;

interview and hire previous HD students as tutors for the annual Exam Revision Tutorials Program run by the Association; and

book venues for the tutorials that fall within the Exam Revision Tutorials Program.

##### Postgraduate Publications (Education) Officer

###### The duties of the Postgraduate Publications (Education) Officer shall be to—

attend council meetings and general meetings;

produce the annual ‘Postgraduate Guide’, published by the Association;

organise the annual Postgraduate Guide Launch event, run by the Association;

organise the annual launch night of the Non Sequitur Magazine in conjunction with the Education Director (Postgraduate);

Coordinate the Non Sequitur Magazine subcommittee with the assistance of the Education Director (Postgraduate); and

Produce any other Postgraduate publications which the Education Director (Postgraduate) and Executive resolve.

##### Postgraduate Disability & Wellbeing Officer

###### The duties of the Postgraduate Disability & Wellbeing Officer shall be to –

Attend council meetings and general meetings;

Act as a contact person and spokesperson for law students with a disability, chronic illness or other impairment, as well as a liaison and advocate between students and the Monash Disability Support Services;

Organise and promote activities for students with a disability and allies, such as informative activities and networking opportunities;

Run events and initiatives designed to educate the student body on mental health issues within the legal community, as well as events designed to reduce stress and anxiety levels among students;

Coordinate visits from Boof and Kaz, the LSS Support Dogs;

Organise any other events and initiatives which the Director (Postgraduate Education) and Executive resolve.

##### Postgraduate Academic Advocacy Officer

###### The duties of the Postgraduate Academic Advocacy Officer shall be to

attend council meetings and general meetings; and

represent the Postgraduate student body on the Law Faculty’s Faculty Education Committee; and

advocate for student issues and act as the students’ point of contact regarding academic issues.

##### Postgraduate International Student Officer

###### The duties of the Postgraduate International Student Officer shall be to—

attend council meetings and general meetings;

develop and run a program and events that help postgraduate international students with their studies; and

develop and run a program and events that help international students to meet other law students and transition to life in Australia.

##### Postgraduate Women’s Officer

##### The duties of the Postgraduate Women’s Officer shall be to—

##### attend council meetings and general meetings;

##### organise the annual ‘Women in Law Breakfast’ run by the Association;

##### Undergo training to provide support and access to resources pertaining to sexual assault; and

##### organise any other Women’s events and initiatives which the Director (Postgraduate Social Justice & Equity) and Executive resolve.

##### Postgraduate Queer Officer

* 1. The duties of the Postgraduate Queer Officer shall be to—
     1. attend council meetings and general meetings;
     2. act as a contact person and spokesperson for postgraduate LGBTIQA+ law students;
     3. organise and promote activities for postgraduate LGBTIQA+ students including at least one social activity, one networking activity, and one mental health and wellbeing activity;

##### Undergo training to provide support and access to resources pertaining to sexual assault; and

* + 1. organise any other Queer events and initiatives which the Director (Postgraduate Social Justice & Equity) and Executive resolve.

(39) Postgraduate BIPOC Officer

* 1. The duties of the Postgraduate BIPOC Officer shall be to –
     1. Attend council meetings and general meetings
     2. Act as a spokesperson for Postgraduate BIPOC law students
     3. Organise the annual ‘BIPOC in Law Breakfast’ run by the association.
     4. Organise any other BIPOC events and initiatives which the Director (Postgraduate Social Justice & Equity) and Executive resolve

### Information Technology Officer

##### The position of Information Technology Officer will not be elected by way of general election referred to in rule 14.

##### Applications for Information Technology Officer will open within a reasonable time after the conclusion of the annual election process, and the officer will be appointed by the President and Secretary, at their sole discretion, pending an appropriate interview and review process.

#### 7A Law Revue Director

##### The position of Law Revue Director will not be elected by way of general election referred to in rule 14.

##### Applications for Law Revue Director will open in a reasonable time after the conclusion of the annual election process, and the officer will be appointed by the President and Secretary, at their sole discretion, pending an appropriate interview and review process.

##### The position of Law Revue Director can be held jointly by two members, and if held jointly will hold one vote jointly at a council meeting.

#### Non Sequitur Magazine Chief Editor

##### The position of the Non Sequitur Magazine Chief Editor will not be elected by way of general election referred to in rule 14.

##### Application for the Non Sequitur Magazine Chief Editor will be open within a reasonable time after the conclusion of the annual election process, and the officer will be appointed by the Postgraduate Director and Postgraduate Education Director, at their sole discretion, pending an appropriate interview and review process.

##### Priority will be given to a former member of the subcommittee.

## — Election of Portfolio Committee members and tenure of office

### Who is eligible to be a Portfolio Committee Member

##### A member is eligible to be elected or appointed as a Portfolio Committee member if the member—

###### is an ordinary member entitled to vote under rule 12(2) of the Rules, and

###### is enrolled for the durations of the term at a Victorian campus of the University; and

###### has not had their membership rights suspended;

###### is 18 years or older on the date they would take office;

###### has not been removed from office in accordance with these By-Laws or the Rules of Association;

###### has a substantial attendance at a Monash campus in Victoria, for the duration of the term, as defined in rule 9.

##### In addition to subrule (1) above—

###### a candidate for an LLB position as listed under subrules 4(3)(a), (e), (f), (g) and (h), other than those listed under subrule 4(3)(h)(v), must be a Clayton student; and

###### a candidate for a Postgraduate position as listed under subrules 4(3)(b), (i), (j) and (k) must be a City Chambers student.

1. For the avoidance of doubt, candidates for the position of Just Leadership Program Coordinator as listed under subrule 4(3)(h)(v) may be either Clayton students or City Chambers students.

##### In addition to subrules (1) and (2) above—

###### A candidate for the position of LLB Sponsorship Officer must have completed at least three semesters of study in the LLB.

###### A candidate for the position of Postgraduate Sponsorship Officer must have completed at least two trimesters of postgraduate law studies.

###### a candidate for the position of LLB First Year Officer (Female) must identify as female and be in their first year of study in the LLB;

###### a candidate for the position of LLB First Year Officer (Male) must identify as male and be in their first year of study in the LLB;

###### a candidate for the position of LLB Peer Mentor Coordinator must have previously been a Peer Mentor in the Peer Mentor Program;

###### a candidate for the position of LLB and Postgraduate International Student Officer must be an international student;

###### a candidate for the position of Women’s Officer must identify as female;

###### a candidate for the position of LLB or Postgraduate Disability & Wellbeing Officer must identify as having a disability, chronic illness or other impairment. This includes (but is not limited to):

Physical disability

Sensory disability

Neurological or cognitive disability

Intellectual disability

Anxiety disorders and depression

Visible disability and invisible disability

Permanent disability and dynamic disability

###### The Officer need not demonstrate a diagnosis; they simply must identify with the community.

###### a candidate for the position of Queer Officer must identify as LGBTIQA+ (Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, Asexual or other);

###### candidates for the position of Just Leadership Program Coordinators must be alumni of the Just Leadership Program; and

###### a candidate for the position of Street Law Coordinator must have participated in the program in at least one of the previous two years as either a Street Law Facilitator, Coordinator or Deputy Coordinator.

##### In addition to subrules (1) and (2) above—

###### the two Sponsorship Officers must include one Clayton student and one City Chambers student; and

###### the six Careers Officers must include four Clayton students and two City Chambers students.

##### Where nominations have not been received from eligible members for the positions listed in subrule (3) above, any other ordinary member eligible under subrule (1) above may be a candidate.

##### No person may hold more than one position listed in rule 4(3).

### Substantial Attendance

##### A ‘substantial attendance’ shall be met unless—

###### a member will be absent from the Monash campus at which they are enrolled for four continuous academic weeks during a semester; or

###### a member will not be present at the Monash campus at which they are enrolled for more than one week which they are required as part of their role; or

###### a member is not able to commit to fulfil all that is required of their role for the entirety of the term as defined in these By-Laws or the Rules of Association.

##### For the avoidance of doubt, an application for an Exchange Program is deemed to be proof of a failure to fulfil the role for the purposes of subrule 1(c), unless by operation of rule 9A.

##### Where the executive is satisfied that subrule 9(1)(c) does not apply, the Executive may resolve that the application of subrule 9(1)(a) and/or 9(1)(b) does not result in the member not meeting ‘substantial attendance’.

##### In the circumstances referred to in subrule (3) above, the Executive must be satisfied that the member will be able to fulfil their duties to an appropriate degree despite their absence.

##### In making the determination referred to in subrule (4) above, the Executive must consider—

###### The duties of the role; and

###### The period of absence; and

###### The timing of the absence; and

###### The experience and capabilities of the member; and

###### Any other factor it deems relevant.

##### Any other question of ‘substantial attendance’ shall be determined by a meeting of the Executive.

#### Exchange

##### If a member has applied for an Exchange Program that will take place during the term of office, the Executive must be notified within 7 days.

##### Failure to notify the Executive within 7 days may be grounds for disciplinary action and/or may be a factor in the Executive’s decision making.

##### The Executive may engage its powers under this rule if it has reasonable belief that a member has applied, or will apply for an Exchange Program.

##### The Executive retains the sole discretion to determine appropriate action on a case by case basis.

##### The member in question may make a statement at the Executive Meeting, or submit a statement to be read at the Executive Meeting.

##### If the position held by the member in question is shared with another person, that person may also make a statement at the Executive Meeting.

##### Any Executive member may make a statement at the Executive Meeting, or submit a statement to be read at the Executive Meeting.

##### After all statements are presented to the Executive, the Executive may discuss the appropriate action. A vote by show of hands or secret ballot shall determine the action.

##### Appropriate action includes but is not limited to:

###### encouraging the member to withdraw the Exchange Program application;

###### determining that the member has not or will not meet their substantial attendance and has therefore vacated office, in accordance with rule 16(2)(e), and the Executive does not feel it is appropriate in the circumstances for the member to be removed.;

###### removing the member from office;

###### determining that the member has, or will meet their substantial attendance requirements;

###### choosing to take no further action at present;

###### choosing to take no further action in the future;

###### requesting further information as the Executive sees fit; or

###### delaying any decision for an agreed period of time.

##### Any decision made by the Executive must be made:

###### by simple majority, including, if applicable, a decision to take no action under this section; or

###### by two-thirds majority where the decision is to remove the member.

##### For the avoidance of doubt, removal from office under this rule has the same effect as rule 17.

##### A member will be taken to have been removed from office if they vacate office under rule 16 for the purposes of undertaking an Exchange Program, except as otherwise decided by the Executive under this rule.

### Returning Officer

##### The Returning Officer shall be appointed by the Executive at least 6 weeks prior to the opening of Election Nominations.

##### The Secretary shall be appointed the Returning Officer unless the Executive resolves otherwise, or the Secretary self disqualifies.

##### Upon receiving a written request to do so from 5 executive members, the C&S executive shall supervise the Returning Officer and election.

##### The Returning Officer must be a Clayton student at the time of appointment.

##### The Returning Officer shall not—

###### be a candidate;

###### endorse a candidate; or

###### vote—

in an election over which they preside.

##### The Returning Officer shall review the Election Regulations and propose amendments to be considered at an SGM in accordance with rule 33(2)(a) of the Rules of Association.

### Positions to be declared vacant

##### Provided that quorum is present, the Returning Officer of the annual general meetings must declare all positions on the Portfolio Committees vacant at a specified date, subject to subrule (3).

##### Where quorum is not present, the Chairperson must adjourn the meeting under rule 38(3)(b) of the Rules of Association.

##### Unless otherwise agreed to by the majority of ordinary members present at the annual general meeting, the specified date shall be 1 October.

### Nominations

##### In August each year, the Returning Officer must call for nominations of candidates for election as members of the Portfolio Committees.

##### In order to be nominated for a position, an ordinary member of the Association must—

###### be nominated and seconded in writing by ordinary members who are entitled to vote at a general meeting; and

###### accept the nomination in writing.

##### A candidate may only consent to nomination for one position on any Portfolio Committee at any election.

##### The Returning Officer must publicly display the names of the candidates and the position for which they are nominated as soon as practicable before the election.

### Election of Portfolio Committee members

##### Separate ballot must be held for each of the positions listed in rule 4(3).

##### If the same number of, or fewer, members are nominated for a position than there are positions to be filled, the Returning Officer of the meeting must declare the nominated member, or members, elected to the position/s.

##### If more members are nominated for a position than there are positions to be filled, a vote must be held in accordance with rule 14.

### Election Procedure

##### Voting must be conducted by secret ballot either—

###### through an online voting platform, for a period no shorter than 2 academic days, and no longer than 1 academic week following the close of nominations; or

###### for at least 4 hours on two academic days in the week following the close of nominations at a polling place determined in the Election Regulations.

##### The mode of voting as set out in subrule (1) above is to be determined in the Election Regulations.

##### In the event of any equality of votes for any one position, the tie will be resolved in accordance with the Election Regulations.

##### The Returning Officer is to announce the names of the candidates elected and their respective positions at the annual general meeting.

##### The conduct of the election will be governed by the Election Regulations.

### Term of Office

##### Subject to subrule (3), rule 56, 57 and 58 of the Rules of Association, a portfolio committee member holds office until the positions of the Executive are declared vacant at a specified date at the next annual general meeting.

##### A portfolio committee member may be re-elected.

##### A general meeting of the Association may elect an eligible ordinary member of the Association to fill a vacant position in accordance with this Division.

### Vacation of Office

##### A portfolio committee member may resign from the Portfolio Committees by giving written notice specifying the date of cessation to the President and/or Secretary.

##### A person ceases to be a portfolio committee member if they—

###### cease to be a student enrolled in course of study administered at the Clayton Campus or City Campus;

###### is not enrolled in a unit of study at a Victorian campus of the University;

###### ceases to be a member of the Association; or

###### fails to attend 3 consecutive council meetings (other than special or urgent council meetings) without apology to the Secretary; or

###### fail to maintain a substantial attendance as defined in rule 9.

##### The Portfolio Committees may continue to act despite any vacancy in its membership.

### Removal from office

##### A portfolio committee member may be removed from office at a Special Council Meeting if two-thirds of the council vote in favour of the removal.

##### Special Council Meeting in subrule (1) refers to a meeting of the council that has—

been called by a majority of the Executive, including at least one of the President or Secretary; and

has been called with at least 14 days’ notice.

##### The portfolio committee member in question may make a statement at the Special Council Meeting, or submit a statement to be read at the Special Council Meeting.

##### The Executive may make a statement at the Special Council Meeting, or submit a statement to be read at the Special Council Meeting.

##### If the position held by the portfolio committee member in question is shared with another person, that person may also make a statement at the Special Council Meeting.

##### After all statements are presented to the Council, a vote by show of hands or secret ballot shall determine if the portfolio committee member is removed from office.

### Co-option

##### The Executive may co-opt (appoint) an eligible ordinary member, subject to subrule (2) below, of the Association who is entitled to vote to fill a position on the Portfolio Committees that—

###### has become vacant under rule 16; or

###### was not filled during the election, who shall hold office until the next general meeting of the Association

##### Where a position has become vacant under rule 16, an eligible ordinary member shall be—

###### the candidate who received the next highest number of votes for that position, who shall hold office until the position is declared vacant; or

###### where the candidate is no longer eligible or does not wish to hold the position, a person most appropriately suited to the role, who shall hold office until the next general meeting of the Association.

### Grievance Procedure

##### A grievance may refer to a complaint that a Portfolio committee member:

###### is engaging or has engaged in conduct that is contrary to the objects of the Society as listed in these rules;

###### is substantially neglecting or has substantially neglected their duties;

###### is behaving or has behaves in a manner that poses serious risk to the reputation, financial health, operation or member of the Society or

###### otherwise has brought the Society into disrepute.

##### If a grievance complaint comes to the attention of any committee member, they must report it to an Executive member. The Executive member must then instigate the following grievance procedure:

###### The person with the complaint should endeavour to resolve the grievance themselves by, for example, speaking directly to the Committee member/s involved or speaking to the Committee member’s Director or the President.

###### If it is inappropriate in the circumstances to attempt to resolve the grievance themselves, or attempts to resolve it themselves have been unsuccessful, as determined by the parties involved, the person with the complaint is encouraged to contact the Immediate Past President, who employ reasonable and appropriate measures to resolve the grievance.

###### If it is inappropriate to involve the Immediate Past President, or the measures employed by the Immediate Past President have been unsuccessful, as determined by the parties involved, the person with the complaint and the Committee member/s involved must got to mediation, as per rules 28 and 29 of the Rules of Association.

##### If a grievance occurs and it is the opinion of the President, Secretary or Treasurer that urgent intervention is required to prevent detrimental consequences to the Society or any of its members, the Executive must take a vote, and, by simple majority, can decide to suspend the Committee member effective immediately.

##### The effects of suspension are to be determined by the Executive and may include but are not limited to any or multiple of the following:

###### removal of access the officer’s association email account;

###### appointing a person to temporarily fulfil the duties of the suspended Committee members’ role;

###### removal of authorisation to act and/or make decisions on behalf of the Association.

##### if a committee member is suspended, a mediation must commence within 7 days of the beginning of the suspension.