



UNIVERSITY OF CANTERBURY
LAW STUDENTS' SOCIETY INCORPORATED
CONSTITUTION

As amended at the Special General Meeting of 10/11/2025

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1. Name and Logo

- 1.1. The name of the society shall be "University of Canterbury Law Students' Society Incorporated" (Society).
- 1.2. The Society shall be referred to as LAWSOC.
- 1.3. The official logo of LAWSOC shall be that created in 2024 by the Promotions Officers, as displayed above.

2. Registration

- 2.1. If they consider it appropriate, the LAWSOC Executive may apply for the Society to be registered as a charitable entity under the Charities Act 2005 (Charities Act). If, and while so registered, the Committee will comply with the requirements of that Act.

3. Definitions

- 3.1. In this Constitution, unless the context otherwise requires:

Academic Day means a university teaching day within the Academic Week;

Academic Week means a five day week within a university term;

Act means the Incorporated Societies Act 2022 or any Act which replaces it (including amendments to it from time to time), and any regulations made under the Act or under any Act which replaces it;

Annual General Meeting means a meeting of the Members, convened and conducted in accordance with clause 10;

Balance Date means the end of the Society's financial year, being 31 December in each year;

Constitution means this constitution amended from time to time in accordance with clause 12;

Contact Person means the current President of the Society;

General Meeting means an Annual General Meeting or a Special General Meeting;

LAWSOC Executive means the Officers elected or appointed in accordance with clause 8;

LAWSOC Executive Meeting means a meeting called in accordance with clause 9;

Member means a person who becomes a member of the Society in accordance with clause 5;

Officer means a person appointed to that role in accordance with clause 8;

Register of Interests means the register of interests of the Officers maintained in accordance with clause 8.24;

Register of Members means the register of Members maintained in accordance with clause 5.9;

President means the Officer appointed to that role in accordance with clause 8.

Promotions Officer means the Officer appointed to that role in accordance with clause 8.

Second Year Representative means the Officer appointed to that role in accordance with clause 8.

Special General Meeting means a meeting of the Members other than an Annual General Meeting, convened and conducted in accordance with clause 8.

Treasurer means the Officer appointed to that role in accordance with clause 8. **Vice**

President means the Officer appointed to that role in accordance with clause 8.

4. Purposes

4.1. The purposes of LAWSOC shall be to:

- 4.1.1. represent and promote the interests of law students enrolled at the University of Canterbury;
- 4.1.2. promote and enhance the social well-being of students enrolled at the University of Canterbury and in particular the students enrolled in the Faculty of Law;
- 4.1.3. promote and enhance the academic well-being of law students enrolled at the University of Canterbury, with such matters being deemed to include matters concerning future employment;
- 4.1.4. act in a manner consistent with the principles of the Treaty of Waitangi and where possible to implement those principles in attaining the foregoing objects identified in this clause; and

4.1.5. otherwise act as consistently as possible with the respective objects of the national and international law student organisations to which LAWSOC is affiliated at any given time.

4.2. No Member shall treat others with disrespect, nor shall they discriminate.

5. Membership

5.1. Any student enrolled at the University of Canterbury may become a Member of LAWSOC.

5.2. Any person not fitting the description in clause 5.1 may become a Member of LAWSOC at the discretion of the LAWSOC Executive.

5.3. Membership of LAWSOC for a given year shall be conferred upon any person who:

5.3.1. pays to LAWSOC the prescribed membership fee for that year (Membership Fee); and

5.3.2. completes and signs (consenting to becoming a Member) an application in such form as prescribed by the LAWSOC Executive from time to time. The LAWSOC Executive may decline an application for membership and must advise the applicant of its decision.

5.4. All persons holding Membership of LAWSOC shall be referred to as Members of LAWSOC and shall have corresponding rights and privileges.

5.5. The LAWSOC Executive shall be automatically deemed to be Members of LAWSOC for the calendar year in which they hold office.

5.6. Membership of LAWSOC shall only terminate in the following circumstances:

5.6.1. the calendar year in which the Member in question has paid the prescribed Membership Fee ends;

5.6.2. the Member in question dies;

5.6.3. the Member in question notifies the LAWSOC Executive of his or her wish to cease to be a Member of LAWSOC; or

5.6.4. the Officers of the LAWSOC Executive unanimously decide that the Member in question should be expelled from LAWSOC for reasons of misfeasance.

5.7. The Membership Fee of LAWSOC Members whose Membership has terminated pursuant

to clauses 5.6.2, 5.6.3 or 5.6.4 may be refunded at the discretion of the LAWSOC Executive.

- 5.8. Any Member of LAWSOC may be made a life-member of the Society by a simple majority vote at an Annual General Meeting of the Society. This shall be an honorary membership.
- 5.9. The LAWSOC Executive will keep and maintain the Register of Members which shall contain:
 - 5.9.1. the names and contact details of all Members, the dates on which they each became a Member and any other information the LAWSOC Executive deems relevant;
 - 5.9.2. the names of each person who has ceased to be a Member within the previous seven (7) years and the date on which each such person ceased to become a Member; and
 - 5.9.3. any other information the LAWSOC Executive deems relevant.
- 5.10. The Society must always have at least ten (10) Members or such other minimum number of Members prescribed in the Act.

6. Rights and Privileges of Membership of LAWSOC

- 6.1. The rights available to Members of LAWSOC shall include, but not be limited to, the following:
 - 6.1.1. the right to vote at any LAWSOC General Meeting on any matter put to the vote;
 - 6.1.2. the right to stand for office at any election of LAWSOC Executive Officers;
 - 6.1.3. the right to hold office on the LAWSOC Executive after due election to such office;
 - 6.1.4. the right to be informed of LAWSOC's activities, upon request; and
 - 6.1.5. the right to receive preferential treatment in relation to LAWSOC activities, where this is reasonable.
- 6.2. The LAWSOC Executive may, as they see fit, devise and confer any other rights and privileges upon the entire Membership of LAWSOC for a given year.
- 6.3. Only Members of LAWSOC shall be entitled to the rights and privileges referred to in this clause 4.

7. Management of LAWSOC

- 7.1. The LAWSOC Executive shall manage the internal affairs of LAWSOC, including:
- 7.1.1. supervision of the property of LAWSOC;
 - 7.1.2. the purchase of any goods and services required by LAWSOC to achieve the objects stated in clause 4;
 - 7.1.3. passing accounts for payment; and
 - 7.1.4. maintenance of a bank account(s) for LAWSOC.
- 7.2. The funds and resources of LAWSOC, from whatever source they may be derived, shall only be applied to the pursuit of the objects stated in clause 4.
- 7.3. No funds and/or resources of LAWSOC may be paid or given, whether directly or indirectly by way of dividend, bonus or salary to any Member of LAWSOC, except for the purpose of reimbursing money spent on LAWSOC expenses with the approval of the Treasurer.
- 7.4. No Member of LAWSOC shall take the property of LAWSOC without express permission of the President or Vice-President, or permission implied within their role, and must return it on request.
- 7.5. A failure to return property on request of the President or Vice-President may result in:
- 7.5.1. expulsion from LAWSOC; and
 - 7.5.2. arbitration and/or mediation under the supervision of the UC Law Faculty.
- 7.6. All monies paid to LAWSOC shall be received by the Treasurer, who shall deposit them in LAWSOC's bank account(s).
- 7.7. No individual Officers of the LAWSOC Executive or Members of LAWSOC generally may act on behalf of LAWSOC or use its funds or resources outside of the reasonable scope of their position or without the approval of the President, Vice-President or Treasurer.
- 7.8. Nothing in this clause prevents the powers of the LAWSOC Executive to delegate their duties, such as with subcommittees in Schedule 2;
- 7.9. Notwithstanding clause 7.8, LAWSOC Executive members retain responsibility for their tasks and duties.

8. The LAWSOC Executive

8.1. The LAWSOC Executive shall consist of no less than 3 Officers.

8.2. The LAWSOC Executive shall consist of the following Officers:

8.2.1. The President;

8.2.2. The Vice-President/Secretary;

8.2.3. The Treasurer;

8.2.4. Two Social Officers;

8.2.5. Two Education & Welfare Officers;

8.2.6. Two Competitions Officers;

8.2.7. Two Obiter Officers;

8.2.8. The Law Show Producer;

8.2.9. The Sports Officer,

8.2.10. The Second-Year Representatives; and

8.2.11. The Promotions Officer(s),

all of which must be Members.

8.3. The Officers are to be elected as follows:

8.3.1. Officers listed in clause 8.2.1 to 8.2.9 are to be elected in connection with an Annual General Meeting in under clause 8.4 or clause 8.21 as the case may be.

8.3.2. Officers listed in clause 8.2.10 and 8.2.11 are to be elected in accordance with the procedure outlined in clauses 8.12 to 8.14.

8.4. For the purposes of electing the Officers described in clause 8.3.1:

8.4.1. Nominations shall open no less than 21 days prior to the Annual General Meeting.

8.4.2. LAWSOC Members may self nominate or, anonymously, nominate up to two other LAWSOC Members for the LAWSOC Executive.

8.4.3. Nominations are submitted via an online form that requires the nominee:

8.4.3.1. if self nominating, to consent to the nomination and certify that they are not disqualified from being an officer under the Act and/or the Charities Act; or

8.4.3.2. if nominating someone else, to provide the details of the nominee so that the President can contact the nominee to get their consent to being an Officer and written certification that they are not disqualified from being an officer under the Act and/or the Charities Act.

8.4.4. Subject to clause 8.5, nominations shall close at the commencement of the Annual General Meeting.

8.4.5. Prior to voting, if a nominee is nominated for more than one Officer position, the nominee must specify which office they will take should they win more than one of them.

8.4.6. Voting shall be by an online form which opens at the conclusion of the Annual General Meeting and shall remain until the end of the business day following the Annual General Meeting. The online form shall be held by the outgoing President together with a returning Officer.

8.5. If insufficient nominations are received to fill all vacancies on the LAWSOC Executive, further nominations can be received at the Annual General Meeting provided that the nominee:

8.5.1. meets the candidacy requirements of clause 8.7;

8.5.2. accepts the nomination, either in person or via telephone call, text or email; and

8.5.3. is nominated by two Members present at the Annual General Meeting.

8.6. If insufficient further nominations are received, any vacant positions remaining on the LAWSOC Executive will be filled in accordance with clause 8.21.

8.7. Officers must be natural persons. A person who is not eligible to act as an officer under the Act and/or the Charities Act, shall not be eligible for election or to remain in office as an Officer.

8.8. Only students at the University of Canterbury may be in the LAWSOC Executive.

8.9. Subject to clause 8.11, all Officers must be Members of LAWSOC at the time they stand for office at an election of Officers, unless a simple majority of those present;

8.9.1. at the election of Officers in connection with an Annual General Meeting under clause 8.4; or

- 8.9.2. at the election of Officers at a Special General Meeting under clause 8.21 waives this requirement; and
- 8.10. Subject to clauses 8.12, 8.13, 8.14, 8.17, and 8.21, all Officers shall take office following their election in connection with an Annual General Meeting under clause 8.4.
- 8.11. The Promotions Officer and Second Year Representatives shall hold ex officio positions.
- 8.12. The position of Promotions Officer and Second Year Representative shall be advertised and the LAWSOC Executive shall invite applications as follows:
- 8.12.1. The incumbent LAWSOC Executive must advertise for applications of those seeking to be considered for Promotions Officer and Second Year Representative who satisfy the requisite skill requirements identified in the position description guidelines annexed to this Constitution in Schedule 1.
 - 8.12.2. The positions for Promotions Officer and Second Year Representative must be advertised concurrently with the other Officer positions prior to the Annual General Meeting and must close simultaneously with the conclusion of the Annual General Meeting voting.
- 8.13. As well as the requirements in clause 8.12, applicants for the position of Second-Year Representative:
- 8.13.1. must be enrolled to commence their second year of study towards a Bachelor of Laws;
 - 8.13.2. must be enrolled in a minimum of two 200-level LAWS papers to be considered eligible for the position; and
 - 8.13.3. shall be interviewed by the incumbent President and the incoming President.
- 8.14. Following receipt of all applications for the position of Promotion Officer and Second Year Representative in accordance with clause 8.12, the Promotions Officer and Second Year Representative shall be elected as follows:
- 8.14.1. subject to clause 8.15, the incoming President chooses applicant(s) who they believe to be most capable of fulfilling the requisite skill requirements identified in the position description guidelines annexed to this Constitution in Schedule 1 and who is also most capable of meeting the objectives identified in clause 4;
 - 8.14.2. the selected applicant(s) shall only be formally elected to office upon ratification by a simple majority of the incoming LAWSOC Executive when they take office.

8.15. There may be up to three Promotions Officers which shall be appointed at the discretion of the incoming President and Vice President, alongside an outgoing or existing Promotions Officer.

8.16. There may be up to two Second Year Representatives.

8.17. All Officers shall:

8.17.1. hold office from:

8.17.1.1. 1st October of the year of their election to office until 30th September of the year after their election to office, in the case of Officers elected in connection with an Annual General Meeting under clause 8.4 and subject to clause 8.20; or

8.17.1.2. from the time of their election until 30th September, which falls after the Officer takes office, in the case of Officers elected pursuant to clause 8.12 to 8.14, 8.22 and 8.23 and subject to clause 8.20 and 8.21, and

8.17.2. act in accordance with the purposes of LAWSOC, as specified in clause 4; and

8.17.3. bear the responsibilities of giving effect to this Constitution until their term in office terminates pursuant to clause 8.20.

8.18. The LAWSOC Executive shall:

8.18.1. manage the operation and affairs of the Society and control the finances of the Society (under its supervision) and shall have the powers necessary to do so; and

8.18.2. have capacity to carry on or undertake any activity, do any act, or enter into any transaction to give effect to the purposes outlined in clause 4 and have full rights, powers and privileges in order to do so.

8.19. The tasks and duties of each Officer identified in clause 8.17 and 8.18 are further described in the job description guidelines annexed to this Constitution in Schedule 1. In the event that the job description guidelines of any Officer do not cover a particular situation, or there is ambiguity in the job description guidelines which leads to conflict, the LAWSOC Executive shall resolve the matter at its discretion.

8.20. The term of office of an Officer shall only terminate in one of the following circumstances:

8.20.1. the Officer's term in office expires pursuant to clause 8.17;

8.20.2. the Officer dies;

8.20.3. any of the circumstances that breach an Officer's eligibility arise (including, but not limited to, them being ineligible to remain in office as an Officer as contemplated by clause 8.7;

8.20.4. the Officer resigns from office according to the following procedure:

8.20.4.1. the Officer provides a letter of resignation, outlining the reasons for the resignation;

8.20.4.2. the Officer's letter of resignation is delivered to the whole or part of the LAWSOC Executive at a meeting; and

8.20.4.3. the LAWSOC Executive considers and then accepts the letter of resignation and the reasons contained in that letter, or

8.20.5. the other Officers of the LAWSOC Executive by a 75% majority decide that the Officer in question should be expelled from office for reasons of incompetence and/or misfeasance and/or negligence in office.

8.21. Notwithstanding clause 8.9, if any Officer position identified in clause 8.2.1 to 8.2.9 falls vacant, for any reason, then the LAWSOC Executive may:

8.21.1. appoint a temporary replacement to hold office for not longer than four Academic Weeks;

8.21.2. convene a Special General Meeting within four Academic Weeks of the Office falling vacant, at which an election of a new Officer shall take place, subject to quorum; and

8.21.3. if a quorum is not present under clause 8.21.2, convene a subsequent Special General Meeting within two Academic Weeks of a Meeting held under subclause 8.21.2. Notwithstanding clause 10.9.1, a quorum for a meeting called under this clause 8.21.3 is formed regardless of how many Members attend the meeting.

8.22. If the Officer position identified in clause 8.2.10 and/or 8.2.11 falls vacant, for any reason, then the LAWSOC Executive shall appoint replacements for those positions in accordance with the procedure outlined in clause 8.12 to 8.14.

8.23. Where they see fit, and without limiting the effect of clauses 8.11, 8.12 and 8.13, the LAWSOC Executive may appoint or arrange for the election of other Members of LAWSOC to ex officio positions of responsibility within the LAWSOC Executive, such positions, being created for specified periods during which specified responsibilities are delegated to the appointed Members. Any rights and privileges attached to such Officers

will be awarded at the discretion of the LAWSOC Executive.

- 8.24. The Vice President/Secretary shall at all times keep and maintain an up-to-date Register of Interests disclosed by Officers as contemplated in clause 8.26.
- 8.25. If an Officer is interested (as defined in section 62 of the Act), or any equivalent provision under any replacement legislation) in a transaction or proposed transaction of LAWSOC, that Officer must disclose to the LAWSOC Executive and in the Register of Interests the nature and extent of such interest (including any monetary value of the interest if it can be quantified), as soon as practicable after the Officer becomes aware of the fact that he or she has such interest.
- 8.26. Once the LAWSOC Executive becomes aware of an Officer being interested pursuant to clause 8.25, the LAWSOC Executive may at its discretion require the interested Officer:
- 8.26.1. not to vote or take part in a decision of the LAWSOC Executive relating to the transaction;
 - 8.26.2. not to sign any document relating to the entry into a transaction or the initiation of the transaction;
 - 8.26.3. not to take part in any discussion of the LAWSOC Executive relating to the matter, be counted for the purposes of determining whether there is a quorum at any meeting at which the transaction is being considered and be present at the time of the decision of the LAWSOC Executive; and
 - 8.26.4. take such other steps as determined by the LAWSOC Executive in respect of any interest.
- 8.27. Where 50% or more of the LAWSOC Executive are prevented from voting on a matter because they are interested in that matter, a Special General Meeting must be called to consider and determine the matter, unless all non-interested Members agree otherwise.

9. LAWSOC Executive Meetings

- 9.1. The President shall call weekly meetings of the LAWSOC Executive when he or she sees fit, or when requested to do so by other Officers.
- 9.2. The quorum for LAWSOC Executive Meetings is five (5) Officers of the LAWSOC Executive.
- 9.3. Unless otherwise specified by this Constitution, decisions of the LAWSOC Executive upon a matter shall be made by a simple majority of those Officers attending a

LAWSOC Executive Meeting where that matter is raised and considered.

- 9.4. Each LAWSOC Executive Meeting shall be chaired by the President or his/her nominee.
- 9.5. The Chair of each LAWSOC Executive Meeting shall have a deliberative vote and, except in matters relating to the termination of office of an Officer, the Chair shall also have a casting vote.
- 9.6. Notice of a LAWSOC Executive Meeting may be provided to Members of LAWSOC as the LAWSOC Executive sees fit.
- 9.7. Any Member of LAWSOC may attend any LAWSOC Executive Meeting and may have speaking rights, subject to the consent of the Chair.
- 9.8. Subject to the foregoing provisions of this Constitution and the Act, the LAWSOC Executive shall determine its own internal procedures as it sees fit.
- 9.9. A failure to attend more than five (5) consecutive meetings, without excusal from the President or Vice-President, may result in termination of position as per subclause 8.20.5.
- 9.10. LAWSOC shall have a Contact Person. Any change in the Contact Person's details must be advised to the Registrar of Incorporated Societies within twenty (20) working days of any such change occurring.
- 9.11. A resolution in writing signed or consented to by email or other forms of visible or other electronic communication by the Officers as would constitute a quorum at a meeting will be valid and effectual as if it has been passed at a meeting of the LAWSOC Executive duly convened and constituted. Any such resolution may consist of several documents in the same form each signed by one or more of the Officers.
- 9.12. Any one or more Officers may participate in any meeting of the LAWSOC Executive and vote on any proposed resolution at a meeting of the LAWSOC Executive without being physically present. This may occur at meetings by telephone, through video conferencing or by other means of electronic communication (excluding email communication), provided that prior notice of the meeting is given to all Officers and all persons participating in the meeting are able to hear each other effectively and simultaneously. Participation by any Officer in this manner at a meeting shall constitute the presence of that Officer at that meeting.

10. Annual General Meetings and Special General Meetings

- 10.1. General Meetings of LAWSOC shall fall into two categories:

- 10.1.1. Annual General Meetings; and
 - 10.1.2. Special General Meetings.
- 10.2. An Annual General Meeting must be called and held by the incumbent LAWSOC Executive once every year at such time, date and place as the LAWSOC Executive determines, but no more than 15 months after the previous Annual General Meeting and no later than 6 months after the Balance Date.
- 10.3. A Special General Meeting shall be convened by the LAWSOC Executive:
- 10.3.1. at any time that the LAWSOC Executive sees fit to do so;
 - 10.3.2. within fifteen Academic Days of receipt by the Vice- President/Secretary of a written petition signed by no less than 5% of Members of LAWSOC; or
 - 10.3.3. pursuant to subclause 8.21.2 and 8.21.3 of this Constitution.
- 10.4. Notice of any General Meeting and the closing date for proposed motions shall be circulated to Members by email at least ten (10) working days prior to the date of the meeting in question.
- 10.5. If an urgent matter or matters arise (as determined by the LAWSOC Executive), or the LAWSOC Executive considers it in the interests of cost and/or efficiency to do so, or where the Members have agreed at a previous General Meeting to do so for a specific purpose, a General Meeting may be held by telephone, through video conferencing or by other means of electronic communication (excluding email communications) in which all persons participating can hear each other effectively and simultaneously, provided that prior notice of the manner of the meeting is given to all Members entitled to vote at the General Meeting in accordance with clause 10.4.
- 10.6. If an urgent matter or matters arise, as determined by the LAWSOC Executive, or the Members have agreed at a previous General Meeting to do so for a specific purpose, or the LAWSOC Executive considers the matter appropriate for resolution by postal vote, the LAWSOC Executive may use postal voting for any motions properly submitted for a General Meeting. For the purposes of this clause 10.6 postal voting may include voting via email.
- 10.7. The business of any Annual General Meeting shall consist of the following, in order of priority:
- 10.7.1. to receive the President's Report;
 - 10.7.2. to receive the Treasurer's Report, which shall include a presentation of the financial statements for the period from 1 January of the current year until 31

December of the same year;

10.7.3. to consider any proposed amendments to this Constitution, subject to time and the ability to hear speeches from LAWSOC Members running for positions on the LAWSOC Executive; and

10.7.4. to consider any other business that the LAWSOC Executive sees fit subject to time and the ability to hold elections for the new LAWSOC Executive.

10.8. The business of any Special General Meeting shall be determined by:

10.8.1. the LAWSOC Executive, where the Meeting is called pursuant to clause 10.3.1; or

10.8.2. the LAWSOC Executive, subject to the wishes of the petitioners, where the Meeting is called pursuant to a petition under clause 10.3.2.

10.9. The quorum for:

10.9.1. a Special General Meeting is ten (10) Members of LAWSOC; and

10.9.2. an Annual General Meeting is twenty (20) Members of LAWSOC.

10.10. At any General Meeting, the President or the President's nominee shall be the Chair.

10.11. The Chair of a General Meeting shall have only a casting vote.

10.12. Except for the election of Officers pursuant to clause 8.4, voting on any matter at any General Meeting shall be by a show of hands, unless a majority of those Members of LAWSOC present and voting at the General Meeting in question decide that the matter should be decided by secret ballot.

10.13. Except in matters concerning amendment to this Constitution, all motions shall be passed by simple majority of those Members of LAWSOC present and voting at the General Meeting in question.

10.14. No vote at a General Meeting may be made by proxy.

11. Handover Procedure

11.1. The purpose of this clause is to ensure the posterity of LAWSOC, continuity of its official roles, preservation of its institutional memory, standardisation of handover procedure and to clarify to Officers their constitutional duties.

- 11.2. All incumbent Officers of the LAWSOC Executive must provide a handover report to the incoming Officer(s) continuing their role - this report must:
- 11.2.1. Be given to the incoming Officer(s) at least seven (7) days prior to their commencement as Officer.
 - 11.2.2. Contain sufficient instruction and advice to ensure the continued effective performance of the relevant office.
 - 11.2.3. Contain the incumbent Officer's year(s) in which they held office, name, and where the Officer sees fit or appropriate, their actions of significance that they made as Officer, instructions and advice.
 - 11.2.4. Preserve a cumulative record of all past Officers, including their names, year(s) of service, actions of significance, instructions and advice.
 - 11.2.4.1. Past names, years of service and actions of significance shall not be edited or removed.
 - 11.2.4.2. Past instructions or advice shall not be edited or removed, unless repetitive, vexatious or otherwise unnecessary.
 - 11.2.5. Follow the format annexed to this Constitution in Schedule 3.
- 11.3. All handover reports are only binding insofar as they repeat the duties of Officers contained in clause 8.17 and 8.18.
- 11.4. On handover:
- 11.4.1. all incumbent Officers of the LAWSOC Executive must share the passwords of their LAWSOC email addresses, and, if applicable, social medias to the incoming Officer(s) continuing their role; and
 - 11.4.2. incoming Officers must thereafter change the passwords of the LAWSOC email addresses, and, if applicable, social medias.

12. The Constitution

- 12.1. This Constitution may only be amended at a General Meeting of LAWSOC.
- 12.2. Any proposed amendment to this Constitution must be received by the Vice President/Secretary at least two days prior to notice being given for the General Meeting at which the amendment is to be discussed.
- 12.3. Any proposed amendment to this Constitution shall be communicated by the LAWSOC

President via email together with the notice for the General Meeting at which the amendment is to be discussed.

- 12.4. Any motion to amend this Constitution, including any amendment to this clause, may only be passed by a resolution of at least a two-thirds majority of those Members of LAWSOC present and voting at the General Meeting at which the amendment is under consideration.
- 12.5. Notwithstanding clauses 12.1 to 12.4, any minor or technical amendment to this Constitution may be made in accordance with section 31 of the Act.
- 12.6. The Vice-President/Secretary shall keep copies of this Constitution and make them available for inspection upon request by any Member of LAWSOC.

13. Dispute Resolution

- 13.1. The LAWSOC Executive shall follow the procedures in clauses 2 to 9 of Schedule 2 of the Act in notifying and resolving all disputes and complaints (as those terms are defined in the Act).

14. Winding up and disposition of surplus assets

- 14.1. LAWSOC is solely responsible for all debts incurred in its name. No responsibility nor financial liability will be taken by the University of Canterbury Students' Association Inc.
- 14.2. In the event of LAWSOC being voluntarily liquidated, wound up or dissolved (Dissolved) all net assets and property remaining following the payment of debts and liabilities of the Society shall be distributed to The New Zealand Law Students Association.
- 14.3. If the distribution under clause 14.2 fails, the surplus assets shall be distributed in accordance with the Act.
- 14.4. The Society may be Dissolved if at a General Meeting of its Members, it passes a resolution to wind up, and the resolution is confirmed at a subsequent General Meeting called together for that purpose and held not earlier than 30 days after the date on which the resolution to be confirmed was passed.

SCHEDULE 1

LAWSOC Executive Officers' Job Descriptions

General Notes:

The attached job descriptions are designed to guide the activities of each Officer. As guidelines, it is the goal of these job descriptions to clarify the rights and responsibilities of each Officer so that the running of LAWSOC in any given year can be as smooth as possible, with as little conflict as possible over what the duties of each Officer are supposed to be.

These guidelines do not aim to cover every possible contingency that may arise. Each Officer is to be primarily guided by these job descriptions, but where there is ambiguity or no provision for a particular circumstance, it is the responsibility of the Officer(s) concerned and the Executive as a whole to resolve the matter as they see fit. Where they apply, the provisions of the LAWSOC Constitution take precedence over these job descriptions.

It is vital for each Officer to keep the rest of the LAWSOC Executive informed of his or her activities. At the very least, the President should be informed and consulted in relation to proposed actions to be taken by a Officer, before those actions are taken, if they are taken at all. Meanwhile, the President should, wherever possible, consult with the LAWSOC Executive before acting on behalf of LAWSOC on some matter.

1. President

The President has overall responsibility for ensuring that the objects of LAWSOC are pursued. This will involve coordinating and overseeing the activities of the other Officers, and taking an active role in the organisation of LAWSOC events and activities where appropriate.

The President has primary responsibility for handling the day-to-day administration of LAWSOC affairs. This includes collecting mail and maintaining the LAWSOC President's electronic mail account keeping them updated on LAWSOC affairs.

The President shall be the Contact Person for LAWSOC. As the Contact Person the President serves as the key point of contact for the Registrar of Incorporated Societies and should be capable of handling inquiries.

The President has primary responsibility for attaining sponsorship for LAWSOC events. This should be done prior to the start of the Academic year.

The President shall be the primary point of liaison between LAWSOC and other parties, and will handle correspondence with these outside parties. Such outside parties include:

1. The University of Canterbury Law Faculty
2. The University of Canterbury Students' Association (UCSA)
3. Sponsors
4. The New Zealand Law Students' Association (NZLSA)
5. The New Zealand Law Society
6. The New Zealand Law Foundation removed law district society
7. Members of the legal profession

The President shall represent the views of LAWSOC in various forums, including:

1. University of Canterbury Law Faculty Meetings
2. University of Canterbury Law Faculty Staff-Student Liaison Committee Meetings
3. ALSA Council Meetings
4. NZLSA Council Meetings

The President shall be primarily responsible for administrative tasks associated with LAWSOC's affiliation to national and international law student organisations.

The President shall represent LAWSOC at the NZSLA Conference and the ALSA Conference as required, with LAWSOC contributing towards the cost of flights and accommodation, subject to budget approval.

Where the duties of the President and the Competitions Officers overlap, the President shall share the duties with the Competitions Officers as appropriate. This includes the organisation of LAWSOC's delegations to each of the ALSA and NZLSA Conferences.

Where the President feels it is necessary or appropriate, and where the responsibility has not already been assigned under these job descriptions or in the Constitution, the President may delegate the responsibility of attaining the objects of LAWSOC to the other Officers. However, the President will still retain an oversight function.

The President shall be the Chair of LAWSOC Executive Meetings, unless the President delegates this responsibility to another Officer. The President shall call such meetings as he/she deems appropriate.

The President shall be the Chair of LAWSOC General Meetings, unless he/she delegates this responsibility to another Officer.

The President shall assist other Officers in their duties where possible and appropriate.

2. Vice President/Secretary

The broad role of the Vice-President/Secretary (VPS) is to provide support for the other Officers, and in particular the President, in the pursuit of the objectives of the Society.

The VPS shall attend LAWSOC Executive and General Meetings as possible. The VPS shall take minutes at such meetings. The minutes will be typed by the VPS, and a copy retained in the archives and will be made available by the VPS for perusal by any LAWSOC Member who wishes to view a copy of the minutes. Copies of the minutes will also be distributed by the VPS to each of the other Officers.

The VPS shall hold copies of the LAWSOC Constitution, and will update the Constitution when necessary. The VPS shall also make a copy of the Constitution available to any LAWSOC Member who wishes to view it.

The VPS shall stand in for the President whenever the President is unavailable or otherwise cannot fulfil the duties of President.

The VPS shall have primary responsibility for providing notice to LAWSOC Members of upcoming General Meetings.

The responsibility for organising the following events shall be shared with the Treasurer and the Second-Year Representatives:

- (a) The VPS shall have the responsibility of organising the annual 200-level Law Camp or accepted equivalent event, to be held in the first term. This responsibility shall be shared with the Treasurer and the Second-Year Representatives.
- (b) The VPS shall have the responsibility of organising the annual Leavers Dinner for final year students. This includes organising a key note speaker for the evening and liaising with the Law Faculty to determine their attendance.

The VPS shall assist other Officers in their duties where possible and appropriate.

3. Treasurer

The central role of the Treasurer is to control the finances of LAWSOC, and to account for every last cent that comes in and goes out of LAWSOC.

For every LAWSOC event, the Treasurer must ensure that all money coming in and out of the accounts are correctly coded in Xero to ensure that accurate event reports can be ascertained. The Treasurer is one of the two signatories to the cheque account (the other being the President)

Any discrepancies must be identified and investigated. All coins and cash held by the Treasurer must be banked as soon as possible.

The Treasurer must liaise with the President and other Officers to make appropriate budgets for events. A track of current sponsorship must be maintained and reports for major events during the year must be produced to ensure that funds are being appropriately managed.

The Treasurer is responsible for dealing generally with the collection of monies owing to LAWSOC (e.g. students' bounced cheques, sponsorship money not yet paid to LAWSOC) or with the payment of monies owed by LAWSOC. The Treasurer must ensure that all owed monies are paid and follow up with debtors as appropriate.

The Treasurer must keep records of every transaction involving LAWSOC funds through Xero. This can be accomplished by ensuring that every transaction is appropriately coded so that ledgers and reports for events can be produced. The funds that have been recorded as being held by LAWSOC must be reconciled with the monthly bank statements showing the funds that LAWSOC actually holds.

The Treasurer is expected, at the end of his/her term, to produce financial statements (profit and loss statement and balance sheet) detailing the financial performance and financial position of LAWSOC for the year, which are then presented to the Annual General Meeting.

There are two sets of accounts to produce. The first set of accounts will be for the entire year ending 31 December in the year of the Treasurer's election, which will incorporate transactions in the period from January up to the Annual General Meeting and the brief period from the Annual General Meeting to the end of the year. This is because the previous Treasurer will have only presented the accounts from January to the Annual General Meeting. This "closes off" the year for the previous Treasurer.

The second set of accounts will be for the period from January to the Annual General Meeting in the year after that in which the Treasurer is elected (the year they are actively in their role).

The Treasurer is also expected to give a Treasurer's Report to the Annual General Meeting, discussing the past year. Further, to keep the Exec well informed during the year as to the current financial status of LAWSOC, the Treasurer is expected to produce interim financial

statements during the year.

The treasurer is responsible for ensuring that LAWSOC meets its obligations to the Companies Office and Charities Commission. This includes uploading financial statements at the end of each financial year and ensuring that the office holders listed are up to date.

The Treasurer needs to keep track of LAWSOC's eligibility for UCSA Club grants. The Treasurer is responsible for ensuring that LAWSOC meets its taxation obligations. LAWSOC has an IRD number, and is now registered for GST. Income tax and GST laws and regulations must be complied with.

NOTE: The Treasurer must be present during the summer vacation to file the GST return (and any GST payment owing) for the six months ending 31 December of the year of his/her election, which is due on 31 January of the following year. Failure to do so will incur a penalty from the IRD.

During handover, the Treasurer must ensure that the incoming President and Treasurer have full access to the accounts by signing the required ASB forms, and ensuring that themselves and the current President are removed as signatories, and the incoming Treasurer and President are added. Further, any other account users on the ASB accounts must be removed to ensure that only current role holders have access and the authority to make payments.

The Treasurer shall assist other Officers in their duties where possible and appropriate.

4. Social Officer(s)

The Social Officer shall have primary responsibility for pursuing the object of promoting the fellowship of law students at the University of Canterbury and enhancing their social wellbeing. This is aimed at helping the collegiality and enjoyment of all those students studying law at the University.

The Social Officer may work in conjunction with a LAWSOC Social Subcommittee, which the Social Officer shall head. The Social Officer bears the responsibility for finding students who will be members of the Social Subcommittee. The members of this Social Subcommittee shall bear the responsibility of pursuing the social object of LAWSOC.

The Social Officers may work in conjunction with the LAWSOC Ball Committee to organise and run the Law Ball. The Social Officers shall jointly head the LAWSOC Ball Committee.

The President shall have the right to either sit on the LAWSOC Ball Committee

personally, or appoint a representative to sit in his/her place. Subject to acceptance in the form of a simple majority by the LAWSOC Executive, the Social Officers acting unanimously, may at their sole discretion appoint any consenting LAWSOC Member to the LAWSOC Ball Committee. The Social Officers acting unanimously will determine the LAWSOC Ball Committee's internal procedures.

The Social Officer shall have primary responsibility for ensuring that the following "core" social events are held during the year, as decided from year to year, but may include:

1. Launch Event
2. Cocktail Night
3. The Law Ball.
4. Quiz Night.

The Social Officer shall, where the LAWSOC Executive deems appropriate, endeavor to organise any other social functions that may be suggested during the year, where such functions do not fall within the scope of the job of any other Officers.

The Social Officer shall assist other Officers in their duties where possible and appropriate.

5. Education and Welfare Officer(s)

The Education and Welfare Officer's primary object is the promotion and enhancement of the academic skills and well-being of law students enrolled at the University of Canterbury.

The Education and Welfare Officer has three primary responsibilities:

1. Academic support;
2. Welfare support; and
3. Assisting the President where requested with coordinating careers and employment initiatives (Industry).

Academic Support

The Education and Welfare Officer shall ensure the following academic support initiatives are organised:

- Tutorials before all compulsory papers and their relevant assessments;

- The LAWSOC Tutors pool, including seeking new tutors for the pool from the new intake of honours students, and matching students seeking a tutor with an available tutor from the pool; and

The Education and Welfare Officer may work in conjunction with a LAWSOC Education and Welfare Subcommittee which the Education and Welfare Officer shall head.

The Education and Welfare Officer shall, subject to workload and where the LAWSOC Executive deems appropriate, endeavour to organise any other academic services or functions that may be suggested during the year.

Welfare Support

The Education and Welfare Officer shall organise and run a LAWSOC Mental Health Awareness Week towards the latter half of the year.

The Education and Welfare Officer shall organise the ‘Winter Wellness Series’ in coordination with the Sports Officer, as deemed appropriate.

The Education and Welfare Officer shall, subject to workload and where the LAWSOC Executive deems appropriate, endeavour to organise any other welfare services or functions that may be suggested during the year.

Industry

The Education and Welfare Officers shall, at the President’s request, liaise with the University, law firms, professional legal education providers and other interested parties to assist in organising careers and recruitment events, seminars from law firms, professional studies providers and other similar events for the benefit of law students.

The Education and Welfare Officer shall assist other LAWSOC Executive Officers in their duties where possible and appropriate.

6. Competitions Officer(s)

The role of the Competitions Officers is to organize and facilitate the running of law student competitions at the University of Canterbury which include but are not limited to:

- Open and Junior Mooting
- Client Interviewing

- Open and Junior Negotiations
- Witness Examination
- Paper Presentation

Where practicable, it is encouraged to organise a student demonstration for each competition before entries open.

The Competitions Officers shall liaise from year to year with the New Zealand Law Students' Association (NZLSA) Competitions Vice President and all relevant Competitions Rules Committees.

The Competitions Officers shall liaise from year to year with the sponsoring law firms with regard to the running of the competitions including the supply of problems and other relevant materials.

The Competitions Officers shall liaise with the University of Canterbury School of Law Moot Master and any other relevant faculty members with regard to the running of competitions.

The Competitions Officers shall be responsible for ensuring that all competitions are run in accordance with the following:

- Any rules prescribed by the NZLSA or other appropriate rule-making body
- Such other requirements for competitions as may arise from time to time

The Competitions Officers shall be responsible for facilitating the participation of competitors from the University of Canterbury in the following competitions:

- The annual NZLSA national conference
- The annual Australian Law Students Association (ALSA) national conference
- Such other law competitions as may arise from time to time.

The Competitions Officers shall assist other Officers in their duties where possible and appropriate.

7. Obiter Officer(s)

The Obiter Officer shall have primary responsibility for producing the LAWSOC Magazine,

"Obiter" at least once a year.

The Obiter Officer shall consult with the LAWSOC Executive as to what particular format "Obiter" will take during the Obiter Officer's term in office and must obtain final sign off of each edition from the Executive before going to print.

The Obiter Officer may work in conjunction with a Subcommittee, which will share the responsibility of producing "Obiter".

The Obiter Officer shall ensure:

1. The "Obiter" is produced as economically as possible.
2. That advertising space in "Obiter" is sold, so as to generate revenue which will offset the cost of producing "Obiter". This shall be done in conjunction with the President.
3. That "Obiter" is produced in a timely fashion and as regularly as possible.
4. That appropriate articles and other submissions to be included in 'Obiter' are written, collected, and edited.
5. That there is coverage in "Obiter" for key LAWSOC-related events.

The following are a set of key skills which the Obiter Officer(s) should be proficient in. They should:

- a) be capable of creative and innovative planning;
- b) exhibit strong attention to detail;
- c) capable of identifying how to promote and provide a valuable and material return to sponsors for their support; and
- d) demonstrate competence in art design software.

In Term 4 of each academic year, the Obiter Officers, with the assistance of the incoming Obiter Officers, may produce a yearbook. Sponsorship for the yearbook will be confirmed in conjunction with the President. The content of the yearbook shall be decided between the Obiter Officers and the LAWSOC Executive. A key aim of the yearbook is to be inclusive and will offer all graduating students the chance to include a personal profile.

The Obiter Officer shall assist other Officers in their duties where possible and appropriate.

8. Second-Year Representatives(s)

Primarily, Second-Year Representatives represent the interests of junior law students in their first and second years of study. Their primary role of the LAWSOC Executive is to increase engagement with junior law students by cultivating a collaborative and inclusive environment with their peers. They are responsible for the promotion of LAWSOC to junior law students and ensuring that events and activities appeal to the next generation of LAWSOC Members.

The Second-Year Representatives will be expected to liaise with junior students from time to time throughout the year and to bring any issues arising thereby to the attention of the LAWSOC Executive.

The Second-Year Representatives are responsible for running and organising their own LAWSOC event(s), including a Junior Launch Event. The Second-Year Representative shall, where the LAWSOC Executive deems appropriate, endeavor to organize any other events or initiatives that may be suggested during the year.

Pursuant to this the Second-Year Representatives shall endeavor to familiarize and involve themselves in a wide range of LAWSOC activities by assisting other Officers in the performance of their roles.

The Second-Year Representatives shall have the responsibility of helping to organize the annual 200-level Law Camp or equivalent accepted event, to be held in the first term. This responsibility shall be shared with the VPS and the Treasurer.

The Second-Year Representative would be expected to run for election to the LAWSOC Executive in the subsequent year.

9. The Promotions Officer(s)

The role of the Promotions Officer(s) is to raise the profile of LAWSOC as an organization.

The Promotions Officer(s) shall be responsible for the promotion of the events and other activities of LAWSOC to Members and other students of the University of Canterbury.

The Promotions Officer(s) shall be responsible for the production of posters, tickets and such other promotional material as may be required from time to time.

The Promotions Officer(s) shall coordinate other members of the LAWSOC Executive in assisting the Promotions Officer with such promotional activities as may arise from time to time.

The Promotions Officer(s) may work in conjunction with a LAWSOC Promotional Subcommittee which the Promotions Officer shall head.

The Promotions Officer(s) will work closely with the LAWSOC Executive in planning the

promotion of various events organised by LAWSOC. This may include producing tickets and organising ticket sales for events but may include other duties as required by the LAWSOC Executive.

The Promotions Officer(s) will be largely responsible for the membership drive at the start of the year. This will involve the production of LAWSOC merchandise including membership bags, membership cards, LAWSOC t-shirts and other promotional materials from various sponsors.

The Promotions Officer(s) will be responsible for the design and production of other LAWSOC merchandise, including apparel for the Executive and other goods where necessary.

The Promotions Officer(s) shall assist other Officers in their duties where possible and appropriate.

The following are a set of key skills which the Promotions Officer(s) should be proficient in. They should:

1. be capable of creative and innovative planning of promotional and media material consistent with an overarching marketing and promotional plan. Further, capable of identifying how to promote and provide a valuable and material return to sponsors for their support;
2. be competent with art design software;
3. be proficient in photography, as is required at events;
4. be capable of basic video filming and editing for the creation of promotional video materials; and
5. have strong communication and time management skills and be well organised.

10. The Law Show Producer

The role of the Law Show Producer is to oversee and manage the planning, coordination, and delivery of the annual LAWSOC Law Show.

The Law Show Producer's primary responsibility within the LAWSOC Executive is to ensure that the Law Show is engaging, inclusive, and professionally executed, showcasing the creativity and talent of LAWSOC Members.

The Law Show Producer shall be responsible for:

1. liaising with all relevant members of the LAWSOC Executive, the wider membership,

- and any external stakeholders, including sponsors, venues, and suppliers;
2. overseeing all aspects of the Law Show, including script development, casting, rehearsals, stage management, technical requirements, and budgeting;
 3. organising and chairing a Law Show subcommittee, delegating tasks where appropriate and ensuring all contributors are supported in their roles;
 4. promoting the Law Show to the wider University of Canterbury community to maximise engagement and attendance; and
 5. ensuring that all aspects of the Law Show comply with relevant University and LAWSOC policies and procedures. The Law Show Producer shall assist other Officers in their duties where possible and appropriate.

11. The Sports Officer

The role of The Sports Officer is to facilitate and organize sporting events that are linked to the University of Canterbury Law Students Society that include but are not limited to:

- The LAWSOC Social Football Team
- The LAWSOC Social Netball Team
- The SOULS Sports Exchange
- The LAWSOC and ENSOC Annual Sports Match

The Sports Officer shall liaise with the sponsoring law firms of the sports teams with regard to the running of the teams and the and the supply of sponsorship materials.

The Sports Officer will liaise with the appropriate executive member of the Otago Law Students Society in the organisation of the annual sports exchange.

The Sports Officer will be the primary holder of the collection of the sponsored shirts used for the teams.

The Sports Officer will ensure that all sports teams entered abide by the rules and regulations of the appropriate rule-making body.

The Sports Officer shall assist the Education and Welfare Officers with the 'Winter Wellness Series' where appropriate.

The Sports Officer shall endeavour to expand the Sports Officer role into new sporting opportunities where reasonable and appropriate.

The Sports Officer shall assist other LAWSOC Executive Officers in their duties where

possible and appropriate.

SCHEDULE 2

LAWSOC Subcommittees

1. Where necessitated because of workload, an Officer may work in conjunction with a subcommittee which assists in the performance of his or her duties, subject to the consent of the LAWSOC Executive.

2. Without limiting the generality of clause 1 of this Schedule, the following subcommittees may be formed at the beginning of the new LAWSOC Executive's term of office:

2.1. A Social Committee, consisting of persons appointed to organise and manage specified social activities to be held by LAWSOC, chaired and supervised by the Social Officer(s);

2.2. A Competitions Committee, consisting of coordinators of each of the law student competitions held by LAWSOC, chaired and supervised by the Competitions Officer(s);

2.3. An Education and Welfare Committee, consisting of representatives from each of the student year groups in the Faculty of Law, chaired and supervised by the Education and Welfare Officer(s);

3. Without limiting the generality of clause 1 of this Schedule, a Law Camp committee may be formed which shall be headed by the Vice-President/Secretary and Treasurer consisting of themselves and the Second-Year Representatives and any other Executive or general member (as deemed fit by the Vice-President/Secretary or Treasurer) to organise the managing and running of law camp during term one of the academic year.

4. The Law Show Production Team is to be established as a subcommittee of the LAWSOC Executive.

4.1. A President's Representative shall be present on the Law Show Subcommittee for administrative decisions. This President's representative will usually be the Treasurer.

4.2. The Law Show Subcommittee will also include the position of Promotions Officer

5. A position on any LAWSOC Subcommittee formed by an Officer shall be filled as follows:

5.1. Candidates for the subcommittee position in question shall be sought by the Officer in question and put to the LAWSOC Executive to consider; and

5.2. The position will be filled if and when the LAWSOC Executive selects a

candidate from those put forward under clause 5.1 and appoints that candidate to the subcommittee.

SCHEDULE 3

Template for handover reports. See highlighted text for which areas to edit.



[Role, eg; Competitions Officer] Handover Report

Guidance Note

1. Required:

Add the year in which you held office and your name below.

2. Optional:

Add any actions of significance you made as an officer.

3. Optional:

Add instructions and advice below where you see fit or believe it may supplement what is already written.

If you feel the prior instructions and/or advice listed below is adequate for the continued effective performance of this office, you do not need to add instructions and advice.

Past Holders of this Office

Year	Name	Actions of Significance

[Add rows to this table where needed]		

Instructions: [Copy the relevant officer's duties as per cl 6(2)/Schedule I of this Constitution]

Advice: