

BYLAWS

SOCIETY OF OTAGO UNIVERSITY LAW STUDENTS INCORPORATED

Adopted at the SOULS Annual General Meeting on 5 March 2026.

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Section 1 – Preliminary Matters

Commencement

1. These Bylaws come into force on 5 March 2026.

Definitions

2. In these Bylaws, unless the context otherwise requires:

"Act" means the Incorporated Societies Act 2022.

"ALSA" means the Australian Law Students' Association.

"Best Practice Guidelines" means the set of documents approved by the Executive Committee, from time to time, which set out the best practice guide to SOULS' management and operations, as at Schedule Two of these Bylaws below.

"Bylaws" means these bylaws, as amended from time to time.

"Chair" has the meaning given to it in the Constitution.

"Chairperson" has the meaning given to it in the Constitution.

"Class" has the meaning given to it in the Constitution.

"Constitution" means the constitution of SOULS, as adopted on 5 March 2026.

"Contact Person" has the meaning given to it in the Constitution.

"Dean of Law" has the meaning given to it in the Constitution.

"Eligible Person" has the meaning given to it in the Constitution.

"Executive Committee" has the meaning given to it in the Constitution.

"Executive Term" has the meaning given to it in the Constitution.

"Faculty of Law" has the meaning given to it in the Constitution.

"First Year Member" has the meaning given to it in the Constitution.

"General Meeting" has the meaning given to it in the Constitution.

"General Member" has the meaning given to it in the Constitution.

"IPLS" means the Institute of Professional Legal Studies.

"Law Student" has the meaning given to it in the Constitution.

"Law Revue Subcommittee" means the Subcommittee established by clause 37.

"LAWS Paper" has the meaning given to it in the Constitution.

"LAWS Points" has the meaning given to it in the Constitution.

"Member" has the meaning given to it in the Constitution.

"NZLSA" means the New Zealand Law Students' Association - Te Rōpū Taurā Ture O Aotearoa.

"NZLSA Conference Convener" means the person holding office as the NZLSA conference convener under clause 34.

"Officer" has the meaning given to it in the Constitution.

"Operational Guidelines" means the set of documents approved by the Executive Committee, from time to time, which set out the best practice guide to SOULS management and operations.

"OUSA" has the meaning given to it in the Constitution.

"OUSA Finance and Strategy Officer" means the person holding office as the finance and strategy officer of OUSA.

"Purposes" has the meaning given to it in the Constitution.

"SOULS" has the meaning given to it in the Constitution.

"SOULS Social Events" has the definition given to in in Schedule One, Part Six below.

"Subcommittee" has the meaning given to it in the Constitution.

"Te Rōpū Whai Pūtake" means the Māori Law Student Association of the University.

"University" has the meaning given to it in the Constitution.

"University Proctor" has the meaning given to it in the Constitution.

Interpretation

3. In these Bylaws, unless the context otherwise requires or specifically stated otherwise:

- (a) the table of contents, headings and descriptions relating to sections of the Act, are inserted for convenience only and must be ignored in construing these Bylaws;
- (b) the singular includes the plural and vice versa;
- (c) reference to a statute or other law includes regulations, rules, orders and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether before or after the date of adoption of these Bylaws);
- (d) "written" and "in writing" include any means of reproducing words, figures and symbols in a tangible and visible form;

- (e) words and expressions defined or explained in the Act or Constitution (unless expressly defined or explained in these Bylaws) have the same meaning in these Bylaws;
 - (f) any word or expression cognate with a definition in these Bylaws has a meaning corresponding or construed to that definition; and
 - (g) references to clauses and sub-clauses are references to clauses and sub-clauses in these Bylaws, unless stated otherwise.
4. These Bylaws have no effect to the extent that they contravene the Act, or are inconsistent with the Act, provided that if there is any conflict between a provision, word or expression defined or explained in the Act and a word or expression defined or explained in these Bylaws, the provision, word or expression in these Bylaws prevails.
5. If there is any conflict between the Constitution and these Bylaws, the Constitution shall prevail. If there should be any inconsistency between the Constitution and these Bylaws, the Bylaws shall be amended accordingly.

Section 2 - Membership

Classes of Membership

6. There shall be the following Classes of Membership:

- (a) General Member;
- (b) Restricted Member; and
- (c) Life Member.

7. Each Class has the following membership criteria:

Class	Eligibility criteria
General Member	A natural person who is enrolled in a minimum of one LAWS Paper at the University at 200-level or above, has paid the annual membership fee and has been admitted as a member of SOULS in accordance with these Bylaws and the Constitution.
Restricted Member	A natural person who is enrolled in a minimum of one LAWS Paper at the University at 200-level or above, has opted not to pay the annual membership fee and has been admitted as a restricted member of SOULS in accordance with these Bylaws and the Constitution.
Life Member	A natural person who has been admitted as a life member of SOULS, as approved by all members of the Executive Committee and by resolution at a General Meeting in accordance with these Bylaws and the Constitution.

Class entitlements

8. All Members are entitled to:

- (a) receive a copy of the Annual Report; and
- (b) be present and to take part in discussions at General Meetings.

9. All Members may exercise voting rights in respect of the following:

- (a) election of Officers; and
- (b) ordinary motions at a General Meeting.

Admission

10. All persons seeking admission as a Member of SOULS must complete a membership application form on the OUSA clubs portal. The Executive Committee may accept or decline the admission of any Member to SOULS at its sole discretion. The Executive Committee must advise the applicant of its decision.
11. If SOULS declines to admit an applicant as a Member, SOULS must specify the reasons for this in the notice provided to that applicant. If the applicant disputes this decision, it may appeal the decision to the Executive Committee who shall make a final determination.
12. At the time of admission, SOULS shall determine which Class the person shall be admitted to.
13. Immediately upon the admission of a person to the Class of Life Member, their name shall be added to Schedule Three of these Bylaws.

Removal

14. The Executive Committee may resolve to suspend and/or remove a Member from SOULS for any reason provided that:
 - (a) the Executive Committee provides notice to the Member of the intended grounds of removal;
 - (b) the proposed suspension or expulsion is on reasonable grounds; and
 - (c) the Member is provided reasonable opportunity to respond to the Executive Committee.

Contact information

15. All Members must provide to SOULS (among other information that may be requested by SOULS) the following contact details on admission:
 - (a) the Member's legal name;
 - (b) the Member's student ID number; and
 - (c) the Member's contact details, being either an email address or phone number.

Section 3 – Executive Committee of Officers

Executive Committee composition

16. The Executive Committee shall be comprised of the following persons:
 - (a) a President;
 - (b) a Vice President;

- (c) a Treasurer;
- (d) two Education and Careers Representatives;
- (e) two Welfare Representatives;
- (f) a Publications Representative;
- (g) a Sports Representative;
- (h) two Social Representatives; and
- (i) two Competitions Representatives.

- 17. Any appointment to the Executive Committee must maintain its composition, providing that from time-to-time certain positions may become or remain vacant.
- 18. Despite clause 17, when exercising its powers under clause 11.7 of the Constitution, the Executive Committee may appoint any Eligible Person as an Officer.

Voting

- 19. Every Officer has one vote. A resolution of the Executive Committee is passed if all Officers present agree to it without dissent, or if a majority of the votes cast on it are in favour of the resolution.
- 20. In the event of an equality of votes, the Executive Committee Chair shall not have a casting vote.

Election of Officers

- 21. The Executive Committee must count the votes, and announce the results as successful in accordance with the following subclause:
 - (a) Where the portfolio contains only one position, the candidate with the highest number of votes will be elected.
 - (b) Where the portfolio contains two positions, the two candidates with the highest number of votes will be elected.
 - (c) Where the portfolio contains only one position and 'no-confidence' receives the highest number of votes, no candidate will be elected.
 - (d) Where the portfolio contains two positions and 'no-confidence' receives either the highest or second highest number of votes, only one candidate will be elected.
- 22. Once the results have been announced, a recount may be requested by any candidate in the election in writing to the President. The recount is subject to the following rules:

- (a) the request must be made within 24 hours of the conclusion of the election at which the results were announced;
 - (b) the Returning Officers will be responsible for recounting the votes within a reasonable time;
 - (c) no additional votes may be cast to be included in the recount; and
 - (d) the results of the recount are final.
23. If a General Meeting fails to elect a candidate to each vacant position of the Executive Committee, a Special General Meeting shall be held within 28 days of the most recent General Meeting for the purposes of appointing a candidate to any vacant position on the Executive Committee.
24. Those nominated for a position on the Executive Committee must comply with the campaigning rules, as provided in Schedule 5.

Eligibility of member of the Executive Committee

25. In order to be a member of the Executive Committee, a person must be;
- (a) a Member of SOULS at the time of their election; and
 - (b) be enrolled in at least:
 - (i) one LAWS Paper at a 200-level or higher in each one of semester one and two at the University during the proposed Executive Term; and
 - (ii) 60 LAWS Points in the academic year of the University.

Obligation of members of the Executive Committee

26. All members of the Executive Committee must:
- (a) uphold the Purposes of SOULS;
 - (b) be positive representatives of SOULS;
 - (c) assist in making events and activities organised by SOULS successful;
 - (d) build and maintain good relationships with Members, sponsors, the Faculty of Law, and all other partners that SOULS associates with;
 - (e) make responsible financial decisions; and
 - (f) abide by these Bylaws, the Constitution and the Act.
27. The responsibilities of each Executive Committee member are determined by Schedule 1 to these Bylaws. The responsibilities of each Executive Committee member outlined in Schedule 1 are not exhaustive.

28. The Executive Committee may amend or delete Schedule 1 by ordinary resolution at a meeting of the Executive Committee. The amendment to Schedule 1 must be published to all Members of SOULS within 7 days of the Executive Committee passing the resolution. Notice of an amendment will be considered given to Members by publication on SOULS social media and display of an A4 notice on the Richardson 8th floor notice board.
29. All members of the outgoing Executive Committee are responsible for conducting a comprehensive handover to their successor before relinquishing their position. This includes producing written handover documents explaining the responsibilities of that Executive Committee member's role. After the Annual General Meeting, the outgoing Executive Committee may delegate any or all its powers to the Executive Committee elected at the Annual General Meeting with the consent of the Executive Committee elect.
30. A member of the Executive Committee may assist any other member of the Executive Committee to perform their role when necessary.
31. After the Annual General Meeting the Executive Committee may delegate any or all its powers to the Executive Committee elected at the Annual General Meeting with the consent of the Executive Committee elect.

Effects of an Officer's removal:

32. Once an Executive Member has ceased to hold office:
 - (a) the workload will be appropriately split amongst the remaining Executive Members;
 - (b) the Vice President, or in their absence another member of the Executive Committee, must give notice to the Membership within two days of the vacancy being created that the member of the Executive Committee has ceased holding that office;
 - (c) the Executive Committee must, within 28 days:
 - (i) call a Special General Meeting for the purpose of election of the vacant position if the vacancy is in the position of President, Vice President or Treasurer;
 - (ii) call a Special General Meeting for the purpose of election of the vacant position or, by ordinary resolution of the Executive Committee, agree to assign the position to an eligible Officer of the Executive Committee for the remainder of the Executive Term, or
 - (iii) call a Special General Meeting for the purpose of election of the vacant position or, by ordinary resolution of the Executive Committee, agree the position may remain vacant for the remainder of the Executive Term, if the vacancy is in the position is in any other portfolio.

Section 4 - Subcommittees

Committee procedure

33. Except as otherwise provided by these Bylaws or the Constitution, a Subcommittee may regulate its own procedures.

NZLSA Conference Subcommittee

34. During a term when SOULS will host the NZLSA conference, the Executive Committee shall appoint any Member to be the NZLSA Conference Convenor.
35. The NZLSA Conference Convenor cannot use, or make decisions about the use of, funds held by SOULS that are not held for the specific purpose of being used to host the NZLSA conference.
36. The NZLSA Conference Convenor may establish and appoint any Members of SOULS to the NZLSA Conference Subcommittee.

Law Revue Subcommittee

37. The Law Revue Subcommittee will be a standing subcommittee of SOULS.
38. The Law Revue Subcommittee shall be comprised of the following persons:
- (a) one Law Revue Director;
 - (b) one Law Revue Producer;
 - (c) one Law Revue Assistant Director; and
 - (d) any person(s) appointed to the Law Revue Subcommittee by the Executive Committee or in accordance with clause 40.
39. The Law Revue Director, Law Revue Producer and Law Revue Assistant Director will be appointed by ordinary resolution of the Executive Committee.
40. The Law Revue Director, Law Revue Producer and Law Revue Assistant Director may establish and appoint any Members of SOULS to the Law Revue Subcommittee.
41. To be eligible to serve as a Law Revue Subcommittee member a person must be:
- (a) a natural person who is at least 18 years of age;
 - (b) a General Member of SOULS; and
 - (c) enrolled in a minimum of 60 LAWS points at the University of Otago within the academic year.

Appointment to Subcommittees

42. Each Subcommittee member shall be appointed for a term determined by the Executive Committee.
43. Any retiring Subcommittee Members are eligible for re-appointment.

Cessation of Subcommittee Membership

44. A Subcommittee Member shall be removed from office immediately if they:
- (a) provide written notice to SOULS of their resignation;
 - (b) are removed by an ordinary resolution at a Special General Meeting;
 - (c) are removed by 75% resolution of the Executive Committee; or
 - (d) are no longer able to perform the functions of their office.
45. In the event a Law Revue Director is removed or resigns from the Law Revue Subcommittee, the President of the Executive Committee is empowered to appoint a replacement Law Revue Director who meets the qualifications of clause 41.

Section 5 - Management

Contact Persons

46. The Contact Person(s) shall be the individual(s) holding office as Vice-President.

Affiliation with OUSA

47. SOULS is affiliated with OUSA.
48. These Bylaws and the Constitution are subject to the constitution and bylaws (if any) of OUSA and are void and of no effect to the extent they conflict with the constitution of OUSA.
49. The Finance and Strategy Officer of OUSA will at all times be entitled to inspect the books, papers and accounts of SOULS.

Affiliation with NZLSA

50. SOULS is affiliated with NZLSA.
51. The President sits on the NZLSA council and represents all Otago University Law Students on the NZLSA council.

Ceasing or altering SOULS's relationship with OUSA or NZLSA

52. A decision that SOULS cease or alter its relationship with either OUSA or NZLSA can only be made at a General Meeting and requires 100 Members to vote in favour of the motion.

Best Practice Guidelines

53. From time to time, the Executive Committee may publish Best Practice Guidelines to assist in promoting best management and operational practice.
54. The Executive Committee shall uphold the Best Practice Guidelines contained in Schedule Two.

Sexual Misconduct Policy

55. Notwithstanding clause 17 of the Constitution, any Member of SOULS about whom a formal complaint of sexual misconduct has been laid with the University Proctor may be placed on probation from attendance at SOULS' events at the discretion of:

- (a) the current Executive Committee;
- (b) the Dean of Law; and
- (c) the University Proctor.

Such probation may occur pending the outcome of any investigation. Any findings of sexual misconduct may result in the permanent removal of the Member and a ban from any further attendance to SOULS events, at the discretion of the parties listed at clause 57(a)-(c).

56. The Executive Committee reserves the right to permanently remove Members and members of the Executive Committee from SOULS, if there is a finding of sexual misconduct following a formal investigation.
57. The Executive Committee will abdicate responsibility for conducting the aforementioned formal investigation to the relevant authority, in accordance with OUSA's sexual misconduct policy.
58. Sexual misconduct, for the purposes of this section, is defined as follows:

sexual misconduct includes any kind of inappropriate or unwanted action of a sexual nature, including sexual assault, sexual harassment, the unauthorised making and sharing of intimate visual recordings, and any action intended to harm any person as retribution for a complaint made under OUSA's sexual misconduct policy.

SCHEDULE ONE – PART ONE

PRESIDENT

Role Description

General

1. The general responsibilities of the President are to:
 - a. work with the Executive Committee to co-ordinate and oversee initiatives undertaken by SOULS.
 - b. act as the official representative of the SOULS.
 - c. endeavour to further the objectives of the SOULS.
 - d. represent and promote the concerns and interests of all Law Students, be these social, educational, or representative or any other issues concerning the law student body.
 - e. be ultimately responsible for all activities of SOULS. The President shall endeavour to oversee the organisation of all initiatives undertaken by SOULS.
 - f. set the calendar in conjunction with relevant members of the Executive Committee and the Faculty of Law, where appropriate.
 - g. be the primary contact for University of Otago Booking, facilitating any bookings required to run SOULS' initiatives.
 - h. be responsible for undertaking to achieve any election promise or new initiative as the President sees fit.
 - i. be the direct liaison between SOULS and:
 - i. The Faculty of Law at the University of Otago;
 - ii. OUSA; and
 - iii. the University.

Meetings

2. The responsibilities of the President at meetings of the Executive Committee are:
 - a. to chair all meetings of the Executive Committee;
 - b. to have a working knowledge of meeting procedure; and
 - c. to work with the Vice President to set the agenda for all meetings.

Finance

3. The President and Treasurer shall be joint signatories to all cheques and bank accounts.
4. The President shall attend all finance meetings between the President, Vice President and the Treasurer.

Constitution

5. The President will support the Vice President:
 - a. when drafting amendments to the Constitution or these Bylaws; and
 - b. when updating the Schedules of these Bylaws.

Sponsorship

6. It is the President's responsibility to facilitate and seek sponsorship of SOULS activities.
7. The President shall maintain good relationships with a variety of sponsors and potential sponsors.
8. The President must keep track and monitor sponsorship commitments, communicating invoicing information with the Treasurer.

Law Revue

9. The President will liaise with the directors and producer of Law Revue.

University team for ALSA and NZLSA

10. The President shall oversee the organisation of the University's team who compete at the ALSA and NZLSA conferences. This includes transport arrangements.

New Zealand Law Students' Association ("NZLSA")

11. The President must:
 - a. be informed of all matters pertaining to NZLSA;
 - b. attend or attempt to attend NZLSA Council meetings and the NZLSA annual conference, as well as any other Council meetings that may be held; and
 - c. be responsible for reporting the annual activities of SOULS to the NZLSA Executive.

Council of Legal Education Contact

12. The NZLSA representatives on the Council of Legal Education will report to the President and Education and Welfare representative on matters relevant to Law Students.
13. The President and Education and Welfare Representative are to report those matters to the Executive Committee and Law Students when appropriate.

14. The President and Education and Welfare Representative shall canvas student opinion and make submissions when necessary.

Law Admissions Committee

15. The President, subject to availability, shall be the SOULS representative on the law admissions committee.
16. In the event of being unable to attend a law admissions committee meeting, the President shall delegate this responsibility to another member of the Executive Committee, giving preference to the Vice President or the Education and Welfare Representative.

Faculty of Law Class Representative

17. The President is a SOULS' representative at the Faculty of Law class representative meetings.
18. The President shall attend all Faculty of Law class representative meetings.
19. The President shall raise any concerns which have been brought to SOULS's attention.
20. The President must consider how SOULS can help address any issues raised during the Faculty of Law class representative meetings.

Te Rōpū Whai Pūtake Portfolio

21. The President will meet with the tumuaki of Te Rōpū Whai Pūtake at least once a month to provide updates and communicate any needs or issues that may arise.
22. The President will support the Vice President and the Tumuaki Tuarua of Te Rōpū Whai Pūtake in organising the noho marae trip.

Other Law Student Societies Portfolio

23. The President will routinely meet with the Presidents of other Otago law student societies, including, but not limited to: PILSA, OALSA and PILO.
24. The President will seek to support other law students societies where appropriate.

General Executive

25. As an Officer, the President must attend all SOULS meetings and contribute to the running of SOULS activities generally.

SCHEDULE ONE – PART TWO

VICE PRESIDENT

Role Description

Meetings: The Vice Presidents responsibilities for meetings of the Executive Committee are:

1. to notify the Executive Committee of any meetings;
2. to liaise with the President to set agenda for meetings; and
3. to have a working knowledge of meeting procedure and apply it during meetings and while recording minutes.

Minutes and Correspondence

4. The Vice President will record and maintain minutes from all SOULS meetings.
5. The Vice President shall endeavour to provide electronic and hard copies of the minutes for members of the Executive Committee.
6. The Vice President will keep correspondence and records.

Finance

7. The Vice President shall attend finance meetings with the President and the Treasurer.

Administer the Constitution

8. The Vice President ensure that all meetings, notices, and other acts required under the Constitution, these Bylaws or the Act are given or done.
9. The Vice President shall ensure up to date copies are available.
10. The Vice President shall draft changes to the Constitution, these Bylaws and the Schedules to these Bylaws arising from Executive Committee proposals, in conjunction with the President.
11. The Vice President will advise on potential changes to the Constitution, these Bylaws and the Schedules of these Bylaws.
12. The Vice President shall update the Schedules of the Constitution where required.

Secretary of the Executive Committee

13. The Vice President shall act as the secretary of SOULS and be responsible for any other administrative matters that may arise.

Incorporated Societies Act 2022 Compliance

14. The Vice President shall ensure compliance with the Incorporated Societies Act 2022. This includes filing the financial statements and registering constitutional changes with the Incorporated Societies office.

Charities Act 2005

15. The Vice President shall work with the Treasurer to register SOULS on the Charities Register under the Charities Act 2005.
16. The Vice President shall ensure compliance with the Charities Act 2005.

Executive Responsibility

17. In the event of the President's absence, the Vice President is to take over all responsibilities of the President.

Te Rōpū Whai Pūtake Portfolio

18. The Vice President will meet with the President of SOULS and Tumuaki of Te Rōpū Whai Pūtake when invited to do so.
19. The Vice President will assist the President of SOULS and Tumuaki of Te Rōpū Whai Pūtake to organise an inter-executive bonding event for all law rōpū.
20. The Vice President will be responsible for working with the Tumuaki Tuarua of Te Rōpū Whai Pūtake to organise the collaborative noho marae trip.

Pacific Island Law Students Association Portfolio

21. The Vice President will work with the Pacific Island Law Students Association to develop and run an event by both executive committees.
22. The Vice President will endeavour to promote the Pacific Island Law Students Association and its objectives to the greater law school population.

General Executive

23. As a member of the Executive Committee, the Vice President must attend all SOULS meetings and contribute to the running of SOULS activities generally.
24. The Vice President shall assist and support the President where needed which can include, but is not limited to, decision-making, Executive Committee management and facilitating events run by sponsors.

SCHEDULE ONE – PART THREE

TREASURER

Role Description

General

1. The Treasurer is responsible for all aspects of SOULS financial management.
2. The Treasurer along with the President and Vice President are ultimately responsible for maintaining the financial accounts.
3. The Treasurer shall inform the Executive Committee of SOULS' financial position.
4. The Treasurer shall oversee and keep accurate and up-to-date records of all receipts, deposits, payments and invoices.

Special Skills

5. Whilst prior accounting knowledge and the ability to prepare financial statements and documents is not essential, it is recommended.

Internal Tasks

6. The Treasurer is tasked with setting budgets, in consultation with the President, Vice President and other relevant Executive Committee members, and handling money for all events.

External Tasks

7. The Treasurer shall file GST and charities returns.
8. The Treasurer shall settle all of SOULS's debts and deposit income in a timely manner.
9. The Treasurer shall prepare financial statements for presentation to the Annual General Meeting and the Incorporated Societies Office / Charities Office (whichever is applicable).
10. The Treasurer shall work with the Vice President to register SOULS on the Charities Register under the Charities Act 2005.
11. The Treasurer and the President shall be joint signatories to all cheques and bank accounts.

General Executive

12. As a member of the Executive Committee, the Vice President must attend all SOULS meetings and contribute to the running of SOULS activities generally.

SCHEDULE ONE – PART FOUR

EDUCATION AND CAREERS REPRESENTATIVES

Role Description

General

1. The Education and Careers Representatives is responsible for all education and careers initiatives organised by the SOULS Executive Committee.
2. The Education and Careers Representatives will organise any events related to education and careers as approved by the Executive Committee.
3. The Education and Careers Representatives will ensure that Law Students are aware of education and careers initiatives.

Mentoring

4. The Education and Careers Representatives shall endeavour to establish a mentoring network between senior and junior Law Students.
5. The Education and Careers Representatives will organise regular events to facilitate the mentoring network.

Tutorials

6. The Education and Careers Representatives shall organise tutorials or study sessions for compulsory Laws Papers.

Speaker Series

7. The Education and Careers Representatives shall endeavour to run a speaker series or event.

University relations

8. The Education and Careers Representatives shall liaise with interest groups and people outside of law school.
9. The Education and Careers Representatives shall liaise with such support or interest groups as may emerge within the law school.
10. The Education and Careers Representatives shall endeavour to establish such interest group representation as the Executive Committee determines.

Faculty of Law Class Representation

11. The Education and Careers Representatives are SOULS' representatives at the Faculty of Law's class representative meetings.
12. The Education and Careers Representatives shall use the Faculty of Law's class representative meetings as an opportunity to discuss with students and faculty members issues which have come to the attention of the Executive Committee.

13. The Education and Careers Representatives shall make themselves available and publicise the fact that they can hear students' issues.
14. The Education and Careers Representatives shall promote and facilitate communication and the exchange of information between SOULS and class representatives.

Council of Legal Education Contact

15. The NZLSA representatives on the Council of Legal Education will report to the President and Education and Careers Representatives on matters relevant to law students.
16. The President and Education and Careers Representatives must report those matters to the Executive and Law Students when appropriate.
17. The President and Education and Careers Representatives shall canvas the opinions of Law Students and make submissions when necessary.

Recruitment Application Preparation

18. The Education and Careers Representatives shall organise recruitment preparation that is not run by sponsors.
19. This includes, but is not limited to, events such as cv, cover letter and interview skills workshops.

General Executive

20. As a member of the Executive Committee, the Education and Careers Representatives must attend all SOULS meetings and contribute to the running of SOULS activities generally.

SCHEDULE ONE – PART FIVE

WELFARE REPRESENTATIVE

Role Description

Wellness Initiatives

1. The Welfare Representatives shall endeavour to run wellness initiatives throughout their term.
2. This includes, but is not limited to:
 - a. a wellness week initiative in each semester;
 - b. the community corner;
 - c. community kitchenette;
 - d. competitions wardrobe; and
 - e. events with a mindfulness and mental health focus.

Great Law Debate

3. The Welfare Representatives shall be responsible for organising the annual staff v students debate.

LexisNexis paper presentation competition

4. The Welfare Representatives shall be available to assist the Competitions Representatives in the organisation of the annual LexisNexis paper presentation competition.

Charitable Endeavours

5. The Welfare Representatives shall be responsible for promoting SOULS' participation in charity events.
6. This includes, but is not limited to:
 - a. assisting the Sports Representative in organising the Relay for Life event;
 - b. running a Pink Ribbon fundraiser, such as a breakfast or quiz night;
 - c. fundraising for any other charitable organisation.

Sponsorship

7. The Welfare Representatives shall coordinate with the President for the sponsorship of welfare events.

General Executive

8. As a member of the Executive Committee, the Welfare Representatives must attend all SOULS meetings and contribute to the running of SOULS activities generally.

SCHEDULE ONE – PART SIX

SOCIAL REPRESENTATIVE

Role Description

General

1. The Social Representatives are responsible for the social functions hosted by SOULS.
2. The Social Representatives shall, with the help of the SOULS Executive Committee, organise and run:
 - a. second year law event;
 - b. wine and cheese;
 - c. cocktail night;
 - d. law ball;
 - e. quiz night(s);
 - f. mystery bus tour;
 - g. finalists' dinner; and
 - h. second-year end of exams party,together, (**SOULS Social Events**).
3. The Social Representatives are responsible for any other social event the Executive Committee requires.
4. The Social Representatives shall coordinate with the Publications Representative on the publicity of social events.

Sponsorship

5. The Social Representatives shall coordinate with the President for the sponsorship of social events.
6. The Social Representatives shall be responsible for sourcing prizes for social events.

General Executive

7. As members of the Executive Committee, the Social Representatives must attend all SOULS meetings and contribute to the running of SOULS activities generally.

SCHEDULE ONE – PART SEVEN

COMPETITIONS REPRESENTATIVE

Role Description

General

1. The Competitions Representatives have the primary responsibility for running competitions, including:
 - a. client interviewing;
 - b. witness examination
 - c. paper presentation;
 - d. junior and senior mooting; and
 - e. junior and senior negotiation.

Responsibilities for organising Competitions

2. The Competitions Representatives shall set competition dates, in consultation with the President, sponsoring firms and the Faculty of Law office.
3. The Competitions Representatives shall book venues in consultation with the Faculty of Law office and the President for bookings managed by the University.
4. The Competitions Representatives shall source judges. These may include:
 - a. Faculty of Law staff;
 - b. local practitioners;
 - c. representatives from the sponsor; and
 - d. psychologists/counsellors/mediators for client interviewing.
5. The Competitions Representatives shall liaise with the Vice President to promote participation and attendance and this will include organising information sessions.
6. The Competitions Representatives shall arrange for actors/students to play clients/witnesses (where applicable).
7. The Competitions Representatives shall distribute, photocopy and ensure adequate confidentiality of problems, competitors' packs and judges' packs.
8. The Competitions Representatives shall organise catering, beverages and the venue for all post-final functions.

Organise University's team for ALSA and NZLSA conferences

9. The Competitions Representatives shall collect names and contact details of participants in the NZLSA or ALSA conferences. The Competitions Representatives is responsible for sending the participants' details to NZLSA for registration at these conferences.

NZLSA

10. The Competitions Representatives shall submit competition reports to NZLSA competitions vice president.

General Executive

11. As members of the Executive Committee, the Competitions Representatives must attend all SOULS meetings and contribute to the running of SOULS activities generally.

SCHEDULE ONE – PART EIGHT

SPORTS REPRESENTATIVE

Role Description

General

1. The Sports Representative shall organise any events related to sports as approved by the Executive Committee.
2. The Sports Representative shall coordinate publicity drive at start of the year to increase numbers involved in social sports.
3. The Sports Representative shall ensure that people are aware of social sports and attend games.
4. The Sports Representative shall act as the SOULS liaison with Unipol with regard to hiring of sports equipment for any social event that requires it.
5. The Sports Representative shall liaise with any sports representatives from other student societies to organise sports challenges as they arise.

Sponsorship

6. The Sports Representative shall liaise with the President regarding any sponsorship for sports registration, and any other sports related activities.

Sports Equipment

7. The Sports Representative shall ensure that any sports equipment or uniforms owned by SOULS are returned by the end of the year.

Relay for Life

8. The Sports Representative shall be responsible for organising and running the Cancer Society's Relay for Life event.
9. The Sports Representative shall be assisted in this by the Welfare Representatives.

General Executive

10. As a member of the Executive Committee, the Sports Representative must attend all SOULS meetings and contribute to the running of SOULS activities generally.

SCHEDULE ONE – PART NINE

PUBLICATIONS REPRESENTATIVE

Role Description

Editor of Welcome to Law School, Accession, and Estoppel magazines

1. The Publications Representative shall:
 - a. plan, organise and collate content and articles;
 - b. edit submitted articles;
 - c. liaise the publishing of magazines with a print company;
 - d. distribute magazines; and
 - e. ensure that magazines are produced to a high and respectable standard.

Website

2. The Publications Representative shall maintain and update the website (<https://soulsotago.org>) with new content frequently.
3. The Publications Representative shall publish any news, photos, and summaries of events concerning Law Students on the website.

Other online platforms

4. The Publications Representative shall maintain and regularly update the SOULS instagram account with pictures of events and other news.
5. The Publications Representative shall ensure that the SOULS Google My Business account (linked to the publications email account) is maintained and up to date.

Other publications

6. The Publications Representative shall investigate and follow up possible additional publications (e.g. NZLSA mental health and wellbeing guidebook).

Design work for other Executive Committee members

7. The Publications Representative shall design logos, posters, tickets, and cover photos for various events put on by SOULS.
8. The Publications Representative shall complete any other graphic design work for SOULS, where possible.
9. The Publications Representative shall help market SOULS events and initiatives through any promotional avenue in which they see fit.

SOULS Apparel

10. The Publications Representative, together with the Vice President, shall produce and sell SOULS Apparel, if there is approval for Apparel for that year from the SOULS Executive.

General Executive

11. As a member of the Executive Committee, the Publications Representative must attend all SOULS meetings and contribute to the running of SOULS activities generally.

SCHEDULE TWO BEST PRACTICE GUIDELINES

Competitions

1. In withdrawing registration from a SOULS legal skills competition, students must give the Competitions Representatives the appropriate notice by email:
 - a. the appropriate notice for mootings competitions (both senior or junior) is 48 hours before the day the appellants' synopses are due;
 - b. the appropriate notice for witness examination, client interviewing and negotiation is 24 hours prior to the day before the competition begins
2. The consequence for not supplying this notice, subject to the discretion of the Executive Committee, may be a one-year ban from competitions effective from the date the competition starts.

Social Events

3. Should students engage in inappropriate behaviour at a SOULS Social Event, the consequences may be as follows:
 - a. paying for the damage resulting from their actions;
 - b. a warning that their attendance at future social events may be disallowed; and/or
 - c. a one-year ban from attending SOULS Social Events, and
4. in each case the SOULS Executive Committee will assess the situation or behaviour and impose the appropriate consequence.
5. Inappropriate behaviour can include, but is not limited to:
 - a. drunk and/or disorderly behaviour;
 - b. property damage and theft; or
 - c. violence or abuse (physical, sexual or verbal).

SCHEDULE THREE: LIFE MEMBERS OF SOULS

1. Professor Mark Henaghan
2. Professor Nicola Peart

SCHEDULE FOUR: SOULS CODE OF CONDUCT

As law students, we represent not only the University of Otago Law Faculty, but the broader legal profession. We are held to a high standard of integrity, and our behaviour contributes to the trust placed in us by the public. Poor conduct not only undermines that trust but can also affect the ability of future SOULS committees to hold events and represent our community positively.

By attending any event hosted by SOULS, you agree to uphold the values of respect, inclusivity, cultural safety, and responsibility that define our community. SOULS is committed to creating a safe and welcoming environment for all students, and your conduct plays a vital role in making that possible.

This Code of Conduct exists alongside the *University of Otago Student Conduct Statute* and the *Ethical Behaviour Policy*, which set out the university's expectations for respectful, responsible, and lawful behaviour by all students. These policies apply at all times and provide a framework for dealing with misconduct, discrimination, and breaches of ethical standards. SOULS is committed to aligning with these principles to ensure our events are safe, inclusive, and reflective of the values of our legal community.

1. Respect and Inclusivity

- Treat all attendees, organisers, and staff with dignity and respect. Be mindful of how your words and actions affect others and actively foster a culture that supports equity and belonging.
- This includes showing care and respect for Māori, Pasifika, and other Indigenous peoples, as well as people of colour, women, disabled students, and rainbow communities.
- Discrimination, harassment, or inappropriate behaviour of any kind - whether verbal, physical, or online - will not be tolerated.

2. Cultural Safety and Partnership

- SOULS acknowledges te Tiriti o Waitangi as a foundational document of Aotearoa and affirms its commitment to cultural safety and partnership.
- As a society that encompasses Whai Pūtake, PILSA, and OALSA, SOULS recognises our responsibility to uphold these values in everything we do.
- This includes showing deep respect for Māori, Pasifika, and other Indigenous peoples, and ensuring that our spaces are culturally safe and responsive.

3. Responsible Behaviour

- Demonstrate a duty of care for yourself and others. If someone appears unwell, unsafe, or in distress, seek help or alert a SOULS executive member.
- If consuming alcohol, do so in moderation and with consideration for others.
- Intoxication will not be accepted as a justification for misconduct.
- Respect the venues we use and the people who work there.

4. Accountability

- SOULS reserves the right to take appropriate action in response to misconduct at our events. The type of response will depend on the nature and severity of the behaviour. Possible outcomes include, but are not limited to:
 - Removal from the event
 - A verbal or written warning
 - Suspension from future SOULS events
 - Referral to the University for formal disciplinary processes.
- In determining an appropriate response, SOULS will consider the impact of the behaviour, any prior incidents, and the wishes of those affected.
- Our society takes all concerns seriously and is here to ensure that everyone can enjoy SOULS spaces safely.

5. Reporting and Support

If you experience or witness inappropriate behaviour at a SOULS event, you are encouraged to report it. You may choose to:

- Speak to any member of the SOULS Executive
- Lodge a complaint to the Executive Committee according to the Dispute Resolution process outlined in the Constitution
- Report anonymously to our Welfare Team via feedback forms after the events
- Contact affiliated groups such as Whai Pūtake, PILSA, OALSA, and PILO
- Report directly to the Law Faculty, if preferred.

All reports will be received in confidence and handled with sensitivity and care. SOULS recognises that in some cases the concern may involve a member of the Executive; you are encouraged to report to whichever channel feels safest to you.

6. Online and Digital Conduct

This Code of Conduct applies to behaviour in person, in writing, and online, including but not limited to:

- Social media posts
- Group chats and messaging platforms
- Emails and other forms of digital communication.

Online conduct that breaches this Code will be treated with the same seriousness as in-person misconduct.

SCHEDULE FIVE: SOULS ELECTION CAMPAIGNING RULES

1. Failure to adhere with these rules may result in disqualification from running for a role, subject to the discretion of the Executive Committee.
2. Candidates must not use financial incentives to obtain votes.
3. Campaigning may begin from the point you are nominated for a position on SOULS. This requires someone, other than yourself, to have nominated you via email to vp.soulsotago@gmail.com with your name and the position(s) you will be running for.
 - a. If, in the scenario that the Vice President is running for a position, the President will monitor the Vice President's inbox.
4. Candidates must not publicise any links to the voting portal online. Members can only vote from the link provided by email. Sharing the voting portal link on social media risks jeopardising the integrity of the election.
 - a. For the avoidance of doubt, candidates may request their followers to vote for them, but they cannot provide a link or hyperlink to the voting portal.
5. If candidates run a joint campaign, the candidate must accept that this does not mean you will both be elected. Ultimately, you are running as individuals for that position and may end up elected with someone else.
6. You may invite the current SOULS Executive to your events on Facebook, however they (those Executive Members who are not running for a role) have been instructed not to attend any of your events, or share any of your promotional material, to remain impartial.