

I, Tanya Brits, Secretary of the Murdoch Student Law Society, submit the attached as my Executive Committee Report.

Introduction

This is the second year that the Society benefited from the massive governance overhaul done by the 2021 Society. The newly introduced By-Laws provided guidelines and direction for the effective functioning of the Society. I have worked closely with the Executive Committee to ensure all obligations under the Constitution and By-Laws have been adhered to.

Membership

In 2021, the Committee agreed to raise membership prices from \$10.00 to \$14.99 due to the growth in membership, and the number and quality of events. This would have meant a ~50% increase in revenue per member. However, due to the COVID-19 pandemic, the Society was struggling with membership and membership engagement. To encourage ongoing engagement, the Executive Committee agreed to lower membership prices back to \$10.00 for 2022 membership.

As of 3 August 2021, we had 245 members. As of 22 September 2022, we have 211 members. This meant that there was a ~14% decrease in membership between 2021 and 2022.

Under the MSLS Constitution, a person applies for membership by completing the membership form and paying the prescribed fee. Registering for membership was done in two ways in 2022:

1. Original membership platform of QPay; and
2. Via the MSLS website.

In March 2022, the Committee agreed to change membership platforms from QPay to TidyHQ and Humanitix. We used QPay in the first instance as it was part of our affiliation agreement with the Guild. However, we decided to change platforms following numerous

issues with Qpay. TidyHQ is now used for membership management and Humanitix is used for ticketing purposes.

Governance Overhaul

Matthew Glatzel, the 2021 Secretary for the Murdoch Student Law Society spearheaded a Governance Overhaul at the beginning of 2021. Matthew introduced seven (7) new by-laws, all of which have been brought into effect. These include:

- By-Law-01: Elections - codifies the election process for all types of elections
- By-Law-02: Record Keeping - regulates non-financial records of the Society
- By-Law-03: General Meeting Standing Orders
- By-Law-04: Finances - to regulate reimbursements, budgets and financial transparency
- By-Law-05: Competitions - a modernisation of previous Competitions By-Laws
- By-Law-06: Proxies
- By-Law-07: Committee Member Leave - to better balance the wellbeing of Committee Members with the needs of the Society

The By-Laws were a welcomed governance overhaul and have been referred to for guidance by me and my fellow executive members. No further changes have been made to any of these By-Laws by the Society in 2022. However, I encourage the Society to amend the By-Laws as they see fit to ensure currency and proper utility in 2023.

By-elections

There are three types of elections: the Annual Election; By-Elections for Executive Members; and By-Elections for Committee Members. Each has its own set of rules regarding nominations, dates and voting procedures. They have a unified set of dispute resolution provisions.

So far in the 2022 term, the Society has run three (3) election campaigns to fill ten (10) positions. The three (3) by-elections were to fill vacant positions within the Committee which were left vacant after the 2021 Annual Election. We filled five (5) of the 10 positions, however

the Mature Age Representative resigned at the start of September. This leaves six (6) positions vacant within the Society.

Record Keeping & Breaches of By-Law-02

By-Law-02: Record Keeping was introduced in 2021 with the intention of providing guidance to the Secretary regarding what 'significant non-financial documents' must be stored. In particular, By-Law-02 indicates what records are required to be kept for compliance with the *Associations Incorporation Act 2015* (WA). It is intended to be able to grow as the Committee sets processes for what records should be kept.

As required under cl 6.2 below is a summary of the records in the Executive Committee Office:

- Various records going back to 2011;
 - Previous Committees kept their financial and non-financial records in various levels of organisation
- Financial records from 2019 to 2021;
 - Admittedly, and contrary to cl 6.1 of By-Law-02, the 2022 Finance documents have been stored in electronic form only. I have confirmed with Olivia that physical copies of these records will be stored in the Executive Committee Office before the end of her term.
- The 2021 Governance File;
 - Admittedly, and contrary to cl 6.1 of By-Law-02, the 2022 Governance documents have been stored in electronic form only. I will review and store these records in a physical file in the Executive Committee Office before the end of my term.
- Competitions records; and
- A copy of the lease to the Cafe.

I will continue to compile and organise my digital Governance File as required under cl 11 of By-Law-02.

Clause 14 sets out the requirement to maintain a Record of Office Holders. This has not been kept up to date, but will be done by the time of AGM on Thursday, 29 September 2022.

Handover 2022-23

I am responsible for the handover between the 2022 Committee and the 2023 Committee. I have decided that from the date the Annual Election is finalised, the current Committee shall allow the incoming Committee to shadow them to learn the processes and requirements of their position before they assume office on 1 December 2022. This period is estimated to be approximately seventy (70) days.

In previous years, a single handover meeting was held in November for an hour or two. This meant that the incoming Committee would spend weeks trying to figure out the scope of their responsibilities and what works and what doesn't work. By allowing the incoming Committee to shadow the current Committee, the incoming Committee will have the opportunity to see all aspects of the role and learn from those who have been in this role for the last year.

Other Acting Capacities

Personally, I had no other acting responsibilities.

Conclusion

The Governance and Administration of the Society is an immense workload. It has been both a pleasure and a steep learning curve. It has given me the opportunity to work closely with most Committee Members as well as to build good friendships. Each Committee Member worked really hard this year. Their effort and support is appreciated and applauded.

I wish the 2023 Committee all the best of luck in their term and hope they continue to support the Murdoch Student Law Society in advocating and supporting students.

Schedules

Schedule 1 - Secretary Responsibilities

Schedule 2 - Admin Portfolio Officer Reports

Schedule 1: Responsibilities of the Secretary

It is the responsibility of the Secretary to:

- ensure the recording of all proceedings of the Society's meetings;
- coordinate and keep a record of all official correspondence of the Society;
- ensure that the Society has a formal method of communication with its Members, which, at a minimum, includes a monthly newsletter detailing upcoming events, competitions and any further information that may be of interest to Members;
- be responsible for coordinating and maintaining membership administration of
- the Society;
- ensure that every nominee for every Committee position understands the expectations of their nominated position, the objectives of the nominated position and the objectives of the Society, whether outlined formally in this Constitution or informally in any other guidelines publicly published by the Society;
- have orderly custody and ensure availability of all minutes, correspondence or other information in his/her care;
- keep an updated record of all breaches of this Constitution, as determined by the Executive Committee, to be prepared for the Annual General Meeting and to be made available to any Member upon request;
- monitor and oversee the Handover procedure of Executive and Committee Members;
- ensure that meetings of the Society comply with the appropriate By-laws;
- comply with the Act in relation to notifying the Commissioner of changes to this Constitution;
- ensure that meetings of the Society comply with the appropriate By-laws;
- comply with the Act in relation to notifying the Commissioner of changes to this Constitution;
- maintain a record of the names and email addresses of all Committee Members;
- open the nominations for the First Year Representatives Election;
- convene Executive Committee Meeting, Committee Meetings, General Meetings and Annual General Meetings;

- maintain a register of current Standard Members, Affiliate Members, and Alumni Members;
- keep a copy of all significant non-financial records, including minutes of meetings, in the Society's offices

It is the responsibility of the Secretary, as a member of the Executive Committee, to:

- proactively provide leadership and guidance to the Executive Committee, Committee and Sub-Committee;
- ensure that every Committee Member understands the expectations of their position, the objectives of the position and the objectives of the Society, whether outlined formally in this Constitution or informally in any other guidelines publicly published by the Society;
- represent the interests of the relevant Executive portfolio, Committee members and students;
- oversee the activities of the relevant Executive portfolio and delegate responsibility to the relevant Committee Member;
- assist the Committee in all endeavours, events and projects where appropriate; and
- work one (1) weekly shift in the Café of the Society in accordance with the appropriate By-law.

It is the responsibility of the President, under the by-laws in effect as at 13 July 2021, to:

- be the authority on the interpretation of BY-LAW-06 : Proxies;
- recording the use of proxies;
- receiving receiving complaints regarding the use of proxies;
- distribute General Meeting Standing Orders;
- Impose additional orders at General Meetings;
- organize for two (2) Committee Members to act as minute takers for each General Meeting;
- outline the procedural rules applicable at a General Meeting;
- organise new venues for adjourned General Meetings;
- maintain the online publication of all Society Rules;

- maintain the physical file of all Rules of the Society; and
- maintain the written responses of the Executive Committee and the Committee in relation to the Record of Breaches;
- appoint a returning officer for each election of the Society;
- open and regulate nominations for all elections of the Society;
- resolve questions of eligibility in elections before voting commences, and facilitating questions of eligibility while voting is underway.

Schedule 2 - Admin Portfolio Officer Reports

There was no Admin Officer during the 2022 period.