



2022/2023 COMMITTEE POSITION GUIDELINES

ABOUT DICTUM SOCIETY

Dictum Society was established in 2012 and has successfully engaged and serviced a wide variety of external and internal stakeholders in this short time.

We are a Society which aims to represent the diverse aspirations and attributes amongst our law students and improve their university experience. We achieve this by hosting a combination of initiatives and events, ranging from careers, competitions, social events, and education programs.

Dictum Society also operates as a bridge between law students and Victoria University's College of Law and Justice.

Chapter 1 of the Constitution - Administration of the Society

Aims and Purpose – section 14 - s24 of the Constitution

14. To advocate for students' needs within the College, Victoria University, and the broader community.
15. To develop and maintain a positive student culture at Victoria University, in particular, at the College.
16. To represent the interests of students within the College and the broader Victoria University community.
17. To foster respect and inclusiveness that supports the diverse and unique student body within the College and Victoria University.
18. To maintain a professional, accountable and viable Society.

19. To encourage and improve the educational opportunities and experiences available to students within the College.
20. To support students with preparation for careers beyond their studies.
21. To provide a range of social activities for the benefit of students.
22. To promote a commitment to social justice, opportunity, equality and inclusiveness.
23. To uphold the highest standards of professional conduct, ethical standards and good governance.
24. To ensure open and transparent operation and decision making.

Governing Materials

Relevant sections from the Constitution -

s25. The Committee shall make any Regulations for the proper conduct of the Society as it shall think fit in line with the Aims and Purposes of the Society, provided any Regulations made do not conflict with this Constitution. Any Regulations must be approved by a simple majority of all Committee Members.

s26. The Regulations are to be provided to any newly incoming Committee and will remain in force. A committee may vote to remove the regulations (in whole or in part) by a simple majority of a quorum of Committee Members.

Current Governing materials

- Constitution
- Co-Opted Member Regulations
- Committee Member Standards, Review, and Removal Regulations
- Policy, Practice and Procedure Regulations

Governing Structure

S41. The Committee shall consist of two types of Committee Members as follows: Executive

S42. Committee Members and General Committee Members.

Executive Committee Members are those elected to the four following positions:

President, Vice President, Treasurer and Secretary.

S43. General Committee Members are those elected to the six following positions: Director of Activities, Director of Careers, Director of Competitions, Director of Education, Director of Equity and Director of Publications.

EXECUTIVE COMMITTEE

PRESIDENT

S57. The President must chair a minimum of three Executive Committee Member Meetings in their term of office.

S58. Where the Vice President, Secretary or Treasurer resigns or is removed from office, the President shall ensure that a Committee Member takes responsibility for and completes the duties of the role in the interim period before a replacement is properly appointed or elected.

S59. The President's duties extend to any duty referred to in this Constitution related to the abovementioned duties or as otherwise conferred by this Constitution.

S60. After the term of office expires, the President will be expected to occupy the position of Immediate Past President. This includes being available to provide advice and guidance to any new President and being available as an impartial returning officer in elections. They have no binding powers. This is not required where a President holds successive terms.

VICE PRESIDENT

S61. The Vice President of the Society shall perform the duties of the President, in the President's absence, per the instructions of the President or in the absence of instruction. This power must be in line with the Aims and Purposes of the Society and in accordance with any restrictions placed on the Vice President's power to subsume specific duties as mentioned in this Constitution.

S62. The Vice President's duties extend to any duty referred to in this Constitution related to the abovementioned duties or as otherwise conferred by this Constitution.

SECRETARY

S63. Keep Minutes of the resolutions and proceedings of each Meeting together with a record of the names of Committee Members and Members (if any) present.

S64. Record and keep in their custody or under their control all books, documents and securities of the Society.

S65. Minutes of all Committee Meetings shall be made public by the Secretary or be available on written request directed to the Secretary.

S66. Minutes of all Committee Meetings shall be distributed to Committee Members within three working days of each Committee Meeting.

S67. The Secretary's duties extend to any duty referred to in this Constitution related to the above mentioned duties or as otherwise conferred by this Constitution.

TREASURER

S68. Collect and receive all moneys due to the Society and make all payments authorised by the Society;

S69. Keep correct accounts and books showing the financial affairs of the Society with full details of all receipts and expenditure connected with the activities of the Society (the 'accounts and books'); and

S70. Be responsible for official financial registration and management.

S71. The accounts and books shall be available for inspection by Members upon request.

S72. The accounts and books shall be available for inspection by Committee Members at all times. In particular, the Treasurer will provide a report on the Society's finances at every Committee Meeting.

GENERAL COMMITTEE

Director of Activities

In charge of putting together events and activities that provide the opportunity for VU students to socialise and broadly enhance the experience of being law student at City Queen campus. This year, the Director of Activities had the initiative to collaborate with other Directors to run on-campus events at City Queen campus.

Activities, duties and/or events previously associated with this role:

- BBQ Day
- Trivia Night 2023
- Games Night 2023
- Movie Night 2023
- Alumni Networking Event 2023
- Law Ball (key annual event)
- Dinner Event

Director of Careers

This position involves advocacy for, and engagement with VU students about their career's past, present and future. The Director of Careers engages with the student body about how Dictum Society can assist in providing learning and engagement opportunities which contribute to career prospects of VU students. This position also involves keeping up-to date with career related events external to the university e.g., LIV Careers fair, The Big Meet, etc.

Activities, duties and/or events previously associated with this role:

- Careers Guide
- PLT Information
- Alumni Networking Night

Director of Competitions

The Director of Competitions plans and executes competitions for VU students to participate in, competing against and alongside one another. These competitions include moots and negotiation competitions. The Director of Competitions plays a large role in engaging students to give them experience for intervarsity competitions.

Activities, duties and/or events previously associated with this role:

- Junior Moot
- Senior Moot
- Criminal Law Moot
- Cross Examination Competition
- Negotiations Competition

Director of Education

The education portfolio is around the provision of academic and study supports and programs to students, that complement those services already offered by the College of Law and Justice. Together with the Director of Equity, the Education portfolio also assists new students to make valuable social connections that are so important to success in law school.

Activities, duties and/or events previously associated with this role:

- Peer-to-Peer Mentoring Program (in person)
- Law Week Barbeque
- Ease back into Uni Breakfast
- Zoom Peer2Peer Mentoring Session (remotely)

Director of Equity

The Director of Equity liaises with relevant groups and individuals to identify issues pertaining to disadvantaged people and groups and ensures the interests of this cohort are represented in the College of Law and Justice and within the broader university. Many of us got into Law to make a difference; this portfolio gives you the chance to do exactly that. Whether it's mental health, student rights, or human rights, as Director of Equity you are in charge of how Dictum approaches social justice, and that is a very satisfying cause to invest your time in.

Activities, duties and/or events previously associated with this role:

- Dictum Society International Women's Day 2023
- Queer History and the Law Seminar 2023
- R U OK Day 2023
- Self-Care Day
- Women in Law Seminar

Director of Publications

The Director of Publications has a very broad range of duties in their Portfolio. From managing content, to promoting events, to publishing the Obiter, this Portfolio would be perfect for someone with a bit of a creative edge who loves to feed useful information to the students.

Activities, duties and/or events previously associated with this role:

- Publishing the Obiter newsletter – 4 Issues
- Liaising with other Directors to promote their portfolios
- Contacting sponsors and VU staff, alumni etc., to promote their portfolios
- Collaborating with students to get involved in providing content for the Obiter
- Assisting President with Managing and updating contact on social media sites

Migration and Criminology Co-Ordinators

Structure of the Branch Criminology & Branch Migration Officer/Coordinator Roles:

Fundamental intention is to 'bridge the gaps' between the various departments. There are already a number of Dictum programs and roles that can accommodate for Criminology & Migration students.

The easiest way to facilitate this will be in adapting existing programs that can accommodate for both Criminology and Migration's differences, and then in utilising the Officers of Migration and Officers of Criminology as direct links to the two sectors to provide the suggestions of students and hopefully faculty members too, to the President and Executive Members of Dictum Society to accordingly facilitate the hosting of any events.

If Faculty Members are able to stay in contact with the Officers over email and provide them suggestions and ideas that they can pass onto Dictum, we can ensure that they're evaluated and put into action. Alternatively, the representing officers specifically for Criminology and Migration students will work with a portfolio to offer exactly the same benefits given to Law students and to allow for more specific emailing and advertisement to be provided when more Criminology-catered and Migration-catered events are run.

The Migration and Criminology Officers will work closely with the President to ensure that the events catered for the students are met.

Activities, duties and/or events previously associated with this role:

- Migration or Criminology BBQ Day or a Dinner Event
- Migration or Criminology Trivia Games Night 2023
- Migration or Criminology Orientation Wrap Up Event 2023
- Migration or Criminology Library Session (for referencing such as Harvard)
- Migration or Criminology Ease back into Uni Breakfast
- Migration or Criminology Networking event
- And more...