

Flinders Law Student's Association Sub-Committee Guidelines

1. Basic Purpose of Sub-Committees

All FLSA sub-committees will be created with the aim of facilitating an efficient decision-making process. Each sub-committee will act within its power to organize events, liaise with students and staff members and assist in carrying out duties that would otherwise unnecessarily burden the Full Committee of FLSA.

2. Sub-Committee Membership

2.1 The relevant elected FLSA representative will become the President of any sub-committee created within their portfolio.

2.2 Applications for sub-committee membership will open one week after the committee members have been elected.

2.3 Sub-committee members must be current FLSA members. They will be appointed to the sub-committee upon volunteering their time to the relevant portfolio holder.

2.4 Where more applicants respond than are necessary, the President of the sub-committee will present all applications to the Full Committee. The Full Committee will then elect the sub-committee members with reference to their skill and suitability to act in this capacity, on a majority vote.

2.5 Once the sub-committee has been assembled, membership must be ratified in the minutes of the next FLSA Full Committee Meeting.

2.6 Sub-committee members must be furnished with a copy of these guidelines at the first official meeting of that sub-committee.

2.7 The Full Committee must be informed as to the membership of all sub-committees at all times.

3. Sub-Committee Meetings

3.1 Sub-committee meetings are to be held when the President deems necessary. All members are expected to attend and must submit their apologies to the President in writing if they are to be absent.

4. Decision Making

4.1 Decisions are to be reached by the sub-committee by way of consensus. They are to be recorded in the minutes of the meeting.

4.2 If the decision will affect FLSA's relationship with staff, students or the general public, the decision must be ratified by the Full Committee.

4.3 Similarly, any statement or assertion made by subcommittee members on behalf of FLSA without the consent or approval of the FLSA committee will result in the immediate disqualification of that subcommittee member from all FLSA subcommittees until the next election.

4.4 If the decision requires expenditure under \$100, this must be approved by the FLSA Executive and ratified by the Full Committee at the following meeting. Should approval not be given, individual sub-committee members will be liable for the cost.

4.5 If the decision requires expenditure that exceeds \$100, this must be approved by the Full Committee. Should approval not be given, individual sub-committee members will be liable for the cost.

5. Accountability

5.1 All sub-committee members will be accountable to the President of that sub-committee. The President will be accountable to the Full Committee of FLSA.

5.2 Should the sub-committee fail to act with integrity and respect for FLSA, its role within the Law School, and its Constitution, the sub-committee will be disbanded by majority vote from the Full Committee.