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Melbourne University  
**Law Students' Society**

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## **Law Students' Society Grants Policy**

In order to clarify the procedure regarding the granting of funds from the Law Students' Society's (LSS) reserve of funds, the following policy is being made available to the LSS membership (all JD and LLB students at the University of Melbourne).

### **Appropriation Procedure**

For money to be paid out of the LSS reserve, it requires an appropriation motion to be passed at a Committee meeting. For an appropriation to be passed:

- a Committee member must propose a motion;
- that motion must be seconded by another Committee member; and
- a simple majority of Committee members attending a meeting which has reached quorum (nine Committee members) must vote in favour of the motion.

### **Seeking a Committee Member to act as Proposer and Secunder**

In order for an LSS member off-Committee to obtain funding for an initiative, the LSS member requires a Committee member to propose a motion to the Committee and another Committee member to second that motion. Basically, you need to convince two Committee members to support you in order to have a motion put to a vote at a Committee meeting.

Prior to any Committee meeting, if a motion appears which is considered to fall within the purview of a particular portfolio, the Secretary will bring it to the attention of the elected Committee members responsible for that portfolio. For this reason, it is strongly advised that students seeking funding directly approach the Committee member most closely relevant to proposal, i.e. for an appropriation regarding an academic initiative it is advised you contact the Education Directors, Bill Stephenson and Daniel Osvath.

As only elected Committee members are obligated to attend meetings, and as these Committee members control their respective portfolios, it is also strongly advised that only elected Committee members be approached with proposals for appropriation.

A list of current Committee Members is available here: <http://mulss.com/about/committee>.

### **Information Required by the Committee**

Appropriation motions require a breakdown of the costs of the proposed event, including, where relevant, quotes and pricing schedules. Any member of the Committee will be able to assist you with the procedure for making an appropriation.

A cost breakdown as follows must be provided for each appropriation:

- Human Resources: Security staff, design and layout, and caterers
- Tangible Goods: Actual items like stationary, handouts and publications

- Event Related: Room costs, speaker gifts, sound and visual equipment, food and drinks
- Other: Anything not included above or you are unsure where it fits

## Remaining Committee Meetings for 2012/13 Committee

The term of office for the 2012/13 LSS Committee will end on 30 September 2013. Three Committee meetings have been scheduled for the remainder of the term of office. Committee meetings are held in the evening and tend to last for at least 2 hours.

- Tuesday, 30 July 2013
- Tuesday, 27 August 2013
- Tuesday, 24 September 2013

## Deadlines for Appropriation Requests

For an appropriation motion to be considered at an upcoming Committee meeting, the appropriation motion must be submitted to the Secretary (via an online appropriation form) at least 7 days prior to that meeting.

For the sake of clarity, the deadlines for appropriation motions to be submitted at the Committee meetings remaining in the 2012/13 LSS Committee's term of office are provided below.

Committee Meeting Date	Appropriation Motion Deadline
Tuesday, 30 July 2013	6pm, Tuesday, 23 July 2013
Tuesday, 27 August 2013	6pm, Tuesday, 20 August 2013
Tuesday, 24 September	6pm, Tuesday, 17 September 2013

With these deadlines in mind, it is worth approaching Committee members to act as Proposer and Seconder well in advance of the appropriation deadline.

## Release of Funds

If a motion is passed by the Committee, the Proposer and Seconder for that motion will contact the student who has approached them with the proposal. Funds will be released by the Treasurer in accordance with the appropriation motion passed at the Committee meeting.

## Final Note

The LSS Committee regularly discusses and accepts ideas from peers. You are strongly encouraged to approach a member of the Committee if you have an issue of representation or would like to propose a new initiative to improve law school life. If you have feedback to provide to the Committee, you are welcome to do so anonymously on the LSS website feedback form (<http://mulss.com/about/feedback>).

Patrick Easton  
President  
Melbourne University Law Students' Society