

## EVENT AND INITIATIVE APPROVAL POLICY

### 1—Objects

- 1) To define the process by which major events and initiatives of the Society shall be approved.
- 2) To ensure that the Executive is aware of, and can adequately guide and monitor, the creation of events and initiatives held in its name.
- 3) To promote accessibility as a key factor in the creation of events and initiatives of the Society.

### 2—Definitions

*excluded activity* means any activity that is purely of an administrative nature.

### 3—Interpretation

Interpretation of this policy is within the jurisdiction of the Executive.

### 4—Application of this Policy

- 1) Unless the requirement to do so is dispensed with, all Society events and initiatives must be approved by the Executive before being held or created, except for excluded activities.
- 2) Excluded activities shall not require approval from the Executive, however any substantive activity that would fall within this category should preferably be raised for discussion by the Executive where practicable.
- 3) For the purposes of this policy, the approval of events and initiatives includes both the approval of the concept and the approval of the details of the event or initiative.
- 4) For the purposes of clause 2, the definition of excluded activity shall explicitly include, but not be limited to:
  - a) any activity primarily regarding the sale or distribution of Society merchandise;
  - b) any activity primarily regarding the sale of Law School Local cards;
  - c) any activity primarily regarding the promotion of the Society at orientation activities; and
  - d) any activity required to be conducted by the Constitution.

### 5—Event and Initiative Approval Process

- 1) Prior to the approval of events and initiatives, the member of the Executive responsible for the event or initiative shall provide a summary containing the purpose and as much relevant background information as reasonably practicable for the Executive to make an informed decision about the event or initiative.
- 2) A summary of the event or initiative shall be distributed no less than 72 hours prior to the approval of such an event or initiative, but should preferably be distributed at least 5 calendar days prior to approval.
- 3) If the approval is not taking place during an Executive meeting, the member of the Executive responsible for the event or initiative shall ensure that other members of the Executive have the capacity to ask questions, raise concerns or make recommendations prior to the approval of the event or initiative.

- 4) The scale and cost of the event or initiative shall determine the amount of information required to be presented within the summary whereby:
  - a) events or initiatives with a larger expected turnout or reach, and with more funding required to run them, shall be expected to have more information provided than smaller events or initiatives.
- 5) Where the nature, cost, or scale of events or initiatives have deviated significantly from what was initially approved by the Executive, the member of the Executive responsible for them shall inform the Executive of any such changes, however minor changes shall not require Executive notification.
- 6) Where events or initiatives are raised in principle without sufficient detail, the Executive may approve the event or initiative pending further information being provided to the Executive sufficiently prior to the proposed event or initiative that the Executive may subsequently not grant approval.
- 7) If there are guest speakers or panellists as part of the event, the Executive shall be given an indication of the people likely appearing, or the organisations from which the speakers will be invited from.
- 8) If the event or initiative requires funding that is within the range of, or greater than the definition of, a Tier 2 expense as defined by the AULSS Constitution, an approximation of the costs involved and their allocation should be included within the event or initiative summary.
- 9) When providing the event or initiative summary to the Executive for review, provided that the requirements in this clause have been complied with, the format of approval may be made through any mechanism that the Executive deems fit and shall not require a formal resolution.
- 10) If the Executive deems it just and reasonable to do so considering the specific nature of an event or initiative, any requirement in this policy may be dispensed by special resolution of the Executive.

## **6—Approval Guidelines**

- 1) When considering whether to approve a proposed event or initiative, the Executive must consider:
  - a) whether the event or initiative bears a significant financial burden or risk to the Society;
  - b) whether the event or initiative bears any significant risk to the Society's reputation or public perception;
  - c) whether the event or initiative is consistent with the objects of the Society, and if relevant, whether considerations have been made for the wider opinions of the Society's members on the topic that it addresses; and
  - d) whether practical and accessibility considerations of the event or initiative have been considered including, but not limited to, the time it is held during, the location of the event or initiative, and whether sufficient notice will be given to members of the event or initiative.
- 2) When considering any event or initiative run collaboratively with any organisation other than the Adelaide Law School, the Executive must also consider whether the proposed event or initiative is of demonstrable benefit to law students and the continued pursuit of their studies.
- 3) If the Executive is of the view that a proposed event or initiative is too risky, costly, insufficiently relevant to members, or otherwise does not satisfy the guidelines in this clause, the Executive may choose to recommend alternations to a proposed event or initiative rather than refuse to grant approval outright.

## **7—Accessibility**

- 1) When determining the location of events or initiatives of the Society, reasonable attempts shall be made to ensure that locations will be chosen that are accessible to those with mobility impairments.
- 2) The Society shall stipulate whether venues for events and initiatives are accessible in the event description of any event or initiative that has social media advertising.