

## WLAQ CRIMINAL LAWYERS SUB-COMMITTEE BY-LAWS

The WLAQ Criminal Lawyers Sub-Committee is formed under clause 25 of the WLAQ Management Committee By-Laws, following the passing of a motion by the WLAQ Management Committee on 12 November 2019.

Any reference to the:

- (a) President is the President or her delegate that she has appointed for the purposes of responding to and approving a request of the Sub-Committee;
- (b) Sub-Committee is the WLAQ Criminal Lawyers Sub-Committee; and
- (c) Chair is the Chair of the WLAQ Criminal Lawyers Sub-Committee.

### 1. Objectives

- 1.1 The objective of the WLAQ Criminal Lawyers Sub-Committee is to:
  - (a) advocate, in line with the objectives of WLAQ, and raise awareness about issues impacting female criminal lawyers in practice in Queensland;
  - (b) increase collegiality and provide an opportunity for female criminal lawyers to share experiences and matters concerning them in their day-to-day work; and
  - (c) promote the work of WLAQ to female criminal lawyers with the aim of having them join as members.
- 1.2 The objectives may be amended by the passing of a resolution of the WLAQ Management Committee.

### 2. Members of Sub-Committee

- 2.1 The Sub-Committee Chair will be appointed by the President from time to time, and hold the position for at least the duration of the Financial Year in which they were appointed.
- 2.2 At the first meeting following the Annual General Meeting, the President will appoint a Chair for that Financial Year. Provided the Chair of the previous Financial Year remains a member of the WLAQ Management Committee, she remains eligible to be reappointed as Chair.
- 2.3 The President will be an ex-officio member of the Sub-Committee and should she not be able to attend, then one of the two Vice-Presidents will attend in her place.
- 2.4 The membership of the Sub-Committee shall be no more than six female lawyers (excluding the President, but including the Chair) admitted to practice in Queensland, who must be members of WLAQ, and will include the WLAQ Criminal Law Advisor. That is, the Sub-Committee shall comprise the Chair, the WLAQ Criminal Law Advisor and four other WLAQ Members. Any member of the WLAQ Management Committee is eligible to be part of the Sub-Committee, whose participation may or may not form part of the six female lawyers.
- 2.5 The Sub-Committee members shall be appointed per Financial Year. Following the first meeting at which the Chair is appointed, the Chair will confirm the members of the Sub-Committee and will provide the names at the second meeting following the Annual General Meeting for approval by the WLAQ Management Committee as to suitability.
- 2.6 All members of the Sub-Committee are to comply with the WLAQ Ambassador, Advisor and Sub-Committee Member Policy (previously called the WLAQ Ambassador and Advisory Policy), and are to be provided with a copy of that Policy within five days of being confirmed as a member of the Sub-Committee.

- 2.7 On their appointment, members of the Sub-Committee are to provide the Chair (who will then forward to the Secretary in a word document titled “WLAQ Sub-Committee Member Details FY[insert year]”) with their:
- (a) Contact email;
  - (b) Contact telephone number; and
  - (c) Position and name of their firm, Chamber group or organisation.
- 2.8 The Sub-Committee is authorised to:
- (a) do all things in accordance with the WLAQ Ambassador, Advisory and Sub-Committee Member Policy;
  - (b) hold meetings of the Sub-Committee;
  - (c) prepare a submission in response to a request from Governmental agency, provided the issue falls within the WLAQ objectives and does so with approval of the Advocacy Chair;
  - (d) host events in accordance with clause 4 below;
  - (e) prepare media releases for authorisation by the President;
  - (f) prepare other correspondence for authorisation by the President;
  - (g) request the Social Secretary (through the Chair) to publish and promote approved Sub-Committee events;
  - (h) request that the Media Advisor (through the Chair) publish and promote certain articles provided that they accord with WLAQ’s objectives; and
  - (i) provide names to the President (through the Chair) of people who may be suitable for appointment as a Magistrate, District Court Judge or Supreme Court Justice.
- 2.9 The Sub-Committee is not authorised to:
- (a) take any action not permitted by clause 2.8;
  - (b) bind WLAQ to any contract, statement or position;
  - (c) speak on behalf of WLAQ without the written approval of the President; and
  - (d) make representations on social media that they are speaking on behalf of WLAQ or the Sub-Committee unless written approval has been provided by the President.

### **3. Meetings**

- 3.1 Meetings of the Sub-Committee are to be scheduled with the prior approval of the President and can be held in person or by video or telephone means.
- 3.2 There should be at least eight weeks between meetings, unless an urgent issue arises, in which case the Sub-Committee is to comply with the WLAQ Circular Resolution By-Laws.
- 3.3 Sub-Committee members are not entitled to reimbursement for travel or other administration expenses for attendance at meetings.
- 3.4 The Chair is to prepare an Agenda for the President’s approval, which is to be provided to her at least two weeks prior to the meeting. The Agenda is to be sent to all Sub-Committee members one week prior to the meeting.

- 3.5 The Chair is to take minutes of the meeting and present them to the WLAQ Management Committee at the first monthly meeting following the Sub-Committee meeting.
- 3.6 The Agenda and Minutes are to take the same format as the WLAQ Management Committee meetings.
- 4. Events**
- 4.1 The Sub-Committee is permitted to host no more than six events per Financial Year, with each event to follow the Event Proposal process outlined in the WLAQ Ambassador, Advisory & Sub-Committee Member Policy, including that of judicial contact and the taking of photographs.
- 4.2 When proposing an event, the Sub-Committee must take into account the core events of WLAQ (WLAQ InterProfessional Evening, Annual General Meeting & Bi-Annual Diversity Forum; Women at the Bar Evening and Annual Awards Dinner) to ensure that there are no timing conflicts and that there are adequate resources on the WLAQ Management Committee to host the event.
- 4.3 The events must include:
- (a) a CPD event open for WLAQ members and non-members, with the speakers to be at least 30 percent male. This event could be co-hosted with the Bar Association of Queensland or Queensland Law Society;
  - (b) at least three WLAQ member only events, of which one must be a complimentary event; and
  - (c) an end-of-year celebration event.
- 4.4 For any complimentary event, WLAQ will commit funds for the purchase of food and beverages. Other expense approvals will be in line with what was proposed in the Event Proposal.
- 4.5 The Chair must submit the final Event Report at the first meeting following the event, in accordance with usual WLAQ Management Committee meeting practices.
- 4.6 Sub-Committee members are not entitled to reimbursement for travel or other administration expenses for attendance at meetings, unless that member is also a member of the WLAQ Management Committee and approval was provided under the WLAQ Travel & Reimbursement Policy.