

GUIDELINES

ALAA INTEREST GROUP CONVENERS

Interest Groups provide an opportunity for Association members to pursue common academic interests in related areas of law. Interest Group Conveners provide a link between the Association and its members and play an important role in encouraging the active participation of members in the Association's activities and bringing to the attention of the members of the Interest Group other events of interest, and to foster a climate of communication and collaboration among like-minded members.

1. Association Interest Groups

a. The Association has 9 Interest Groups:

- i. **Legal Education** (combining Legal Education, Law for Non-Law Students, and Clinical Legal Education and Practical Legal Training)
- ii. **Private Law** (combining Property Law, Torts and Contract, Equity and Trusts, and Family Law)
- iii. **Public Law** (combining Constitutional Law, Environmental Law, and Criminal Law, and adding Administrative Law)
- iv. **Commercial Law** (combining Company Law, Competition and Consumer Law, Revenue Law, Labour Law, and Intellectual Property)
- v. **International and Comparative Law** (combining Comparative and Asian Law, and Private and Public International Law)
- vi. **Jurisprudence and Legal History** (combining Legal History, Legal Theory, Law and Economics, and Legal Research and Communication, and adding Law and Literature)
- vii. **Law and Society** (combining Law and Medicine, Law and Social Justice, Indigenous Peoples and the Law, Law and Computers, and Law in Context)
- viii. **Legal Professional Practice** (combining Ethics and the Legal Profession, Evidence and Procedure, and Dispute Resolution)
- ix. **South Pacific Legal Studies**

b. The Association's General Executive may establish new Interest Groups from time to time.

c. Membership of an Interest Group will be open to any member of the Association.

d. An Interest Group Convenor will administer each Interest Group.

2. Appointment of Interest Group Conveners

- a. Interest Group Conveners must be members of the Association.
- b. Normally an Interest Group Convener may convene one Interest Group only.
- c. Interest Group Conveners are appointed or, in the case of contested positions, elected at the annual ALAA Conference.
- d. An Interest Group Convener is appointed for a term of three years. After a maximum of 3 years, an election for the Interest Group Convener's role must be held at the next ALAA Conference. The members of the Interest Group will elect the incoming convener.
- e. The process for the election of Interest Group Convener is as follows:
 - i. The Association will email the members of the Interest Group two months before the Conference, calling for nominations for the role of Interest Group Convener.
 - ii. The Interest Group Convener is eligible to nominate for election for a second term.
 - iii. The Association will email the members of the Interest Group a fortnight before the Conference providing the details of nominees for the role of Interest Group Convener.
 - iv. The incoming Interest Group Convener will be elected by ballot at the Interest Group session/s at the Conference, or, if there is no Interest Group session/s at the Conference, by email in the week following the Conference. The Association will administer and oversee the election process.
- f. The outgoing Interest Group Convener will notify the Association Secretariat of the outcome of the election.
- g. Interest Group Conveners names and contact details will be available on the Association's website.
- h. The Association Secretariat will provide Interest Group Conveners with a list of members in the Interest Group, and their contact details.

3. Duties of Interest Group Conveners

Interest Group conveners are expected to attend and encourage participation in the annual ALAA conference. The Interest Group Conveners' duties relate primarily to the Interest Group session/s at the annual ALAA Conference and include:

- a. Reviewing and accepting or rejecting abstracts and/or papers referred by the Conference Committee in accordance with the Conference Committee's guidelines on accepting and rejecting abstracts. Note that:

- i. To be accepted for presentation at the Conference, an abstract need not be accompanied by a written paper.
 - ii. Subject to the Conference Committee's guidelines and recommendations, there is no restriction on how many abstracts and/or papers can be accepted for each Interest Group.
 - iii. Although there is no restriction on the number of abstracts a delegate may submit, due regard will be given in the selection process to topics and presenters to ensure diversity, the representation of different interests and viewpoints and that a wide range of law academics have the opportunity to present..
 - iv. It is not a requirement that presenters are Association members. However, where the Conference Committee's guidelines and recommendations necessitate limiting the number of presentations, preference will be given to Association members.
- b. Liaising with the Conference Committee and Association Secretariat regarding the Interest Group session/s at the Conference.
 - c. Organising Chair/s for the Interest Group session/s at the Conference.
 - d. Following the Conference, assisting the JALTA (or JALAA) Editorial Committee to identify referees for the papers presented in their Interest Group and submitted for publication in JALTA (or JALAA).
 - e. Reporting to the Association Secretariat in the approved form suitable for publication of the Association's website on the Interest Group session/s at the Conference within 2 months of the Conference.
 - f. Appointing an Alternative Interest Group Convener from Interest Group members to administer the Interest Group session/s at the Conference if the Interest Group Convener is unable to attend.
 - g. Attending the Annual General Meeting of the Association at or prior to the Conference.

Apart from the conference, co-conveners are encouraged to bring to the attention of the members of the Interest Group other events of interest, and to foster a climate of communication and collaboration among like-minded members.

4. Interest Group Session/s at Conference

Interest Group Conveners are expected to liaise closely with the Conference Committee with regard to their Interest Group session/s at the Conference and are to provide them with advice on:

- a. Abstracts referred to their Interest Group by the Conference Committee that are more suitable for a different Interest Group.

- b. The number of suggested sessions for the Interest Group. One session typically comprises 4 presentations. If there are 5 or more accepted abstracts, the Interest Group Convener may request the Conference Committee to schedule another session.
- c. The ideal size of the meeting room.
- d. The facilities required for the session/s.
- e. The order of presentations. If also presenting, as a matter of courtesy, Interest Group Conveners are encouraged to present last at their Interest Group session/s where possible.
- f. The name and contact details of the Chair.
- g. Any further information and/or materials to be distributed prior to the session/s.