

UNIVERSITY COLLEGE LONDON LAW SOCIETY CONSTITUTION

(Current as of AGM on 26 February 2016)

PART I: INTERPRETATION AND MISCELLANEOUS PROVISIONS

1. Definitions

- (1) The Society shall mean the Law Society of University College London.
 - (2) The College shall mean University College London.
 - (3) The Faculty shall mean the Faculty of Laws of University College London.
 - (4) The Committee shall mean the Committee of the Society.
 - (5) The Officers shall mean the officers of the Society as defined in Part III.
 - (6) The Constitution shall mean the constitution of the Society as laid down in this document and amended from time to time in accordance with it.
 - (7) The Guidelines shall mean the guidelines for best practice in running the Society as laid down in the Schedule to this Constitution and amended from time to time in accordance with it.
 - (8) The Union shall mean the University College London Union.
 - (9) The term of office shall mean the period from the last day of the academic year to the last day of the next academic year, as stipulated by the College.
 - (10) Section 1(9) does not apply to the post of First Year Representative, whose term of office shall run from the Friday before reading week in the Autumn term to the same day one year further.
 - (11) Nothing in the Constitution shall preclude the First Year Representative from obtaining election to another Committee position in the second term elections during their term of office. In such a case the Offices shall run concurrently for as long as required under section 1(9) and 1(10).
2. The Society shall be called and shall be known by the title of: UCL Law Society.
 3. The objects of the Society shall be to promote and serve the interests of its members through the fulfilment of the Officers' duties. The income and property of the Society shall be applied solely to those objects.
 4. The Society shall also represent the undergraduate student body of the Faculty as a whole, without regard to membership, in the internal representation of the Faculty and of the College.
 5. The Society is not and shall not be affiliated to the Union.
 6. The Society shall be governed and administrated in accordance with this Constitution, and the Guidelines set out in the Schedule to this Constitution.
 7. The relationship between the Society and the Faculty is set out in the Memorandum of Understanding in the Schedule to this Constitution.
 8. In the event of any ambiguity between this Constitution and any other document, this Constitution shall have priority.

9. Any issues relating to interpretation of this Constitution shall be determined by the Committee.

PART II: MEMBERSHIP OF THE SOCIETY

10. Standard Membership of the Society shall be open to all full-time LLB undergraduate students of the Faculty.

11. Standard Membership of the Society confers membership on an individual for as long as they remain a full-time LLB undergraduate student of the Faculty.

12. Associate membership of the Society may be made available to any UCL student.

13. Associate membership of the Society shall expire at the end of every academic year.

14. The Committee may, at their absolute discretion, offer annual membership of the Society.

15. Membership fees shall be determined by the Committee on an annual basis.

16. The Committee may, by resolution, suspend for any period of time or expel any member of the Society, provided that the member has had a right of audience before the Committee. Notice of the proposed suspension or expulsion is to be given seven days in advance, during which time the audience must be given.

17. A resolution to suspend a member may only be passed at a meeting of the Committee in which all of the Committee are present, and in which at least three quarters of those present vote in favour of the resolution. Voting on such occasions must be by secret ballot.

18. For the purposes of §14-§17, “member” shall mean both “standard member” and “associate member”.

19. Associate members shall have no rights or privileges apart from attending certified careers events held by the Law Society.

20. An event is a certified careers event if both the President and the responsible Careers Officer jointly approve attendance of associate members.

21. Without prejudice to the President’s other powers under this Constitution, if the President and the responsible Careers Officer do not agree on whether to certify a careers event the question shall be determined by a vote of the committee.

PART III: COMMITTEE OFFICERS AND REPRESENTATIVES

22. The Committee shall consist of the Officers named below (section 31).

23. In addition to the specific duties set out below, all members of the Committee will be expected to assist in the general running of the Society, by undertaking tasks which may be outside their strict role. These general duties are as much a part of their specific duties as those outlined below.

24. The President may, at their absolute discretion from time to time, invite other persons to attend meetings of the Committee. These persons will have no vote and will not constitute a member of the Committee for the purposes of establishing a quorum or a minimum attendance of the Committee.

25. No member shall hold more than one office or representative position concurrently, save as set out in sections 1(10) and 31(2).
26. Each Officer shall have the power to co-opt two members of the Committee to assist them in the performance of their duties.
27. Unless expressly stated otherwise elsewhere in this document, the quorum for meetings of the Committee shall be three fifths and must include the President or the Treasurer (and in the absence of the President, the quorum must include the Vice President or the Secretary).
28. Decisions of the Committee shall be made by a simple majority, unless stated otherwise elsewhere in this document. In the event of a tie, the President shall have the casting vote.
29. Either the President or the Treasurer may exercise a power to veto a decision of the Committee on strict financial grounds only.
30. The President may exercise a power to veto a decision of the Committee to safeguard the reputation of the Society and where it is reasonable to do so.
31. The Officers of the Committee and their duties shall be as provided in this section.
 - (1) The PRESIDENT shall be the Chair of the Committee, shall formulate Society policy in close consultation with the Committee and shall exercise a general supervisory jurisdiction over the affairs and accounts of the Society.
 - (2) The VICE PRESIDENT shall, in the absence of the President, be the Chair of the Committee and assist the President in exercising a general supervisory jurisdiction over the affairs of the Society. The Committee shall elect, by a majority, one of its members to be Vice President at the earliest opportunity after the term of office begins. The Vice President shall continue to hold the office to which they were elected by members of the Society.
 - (3) The SECRETARY shall exercise a general administrative jurisdiction over the affairs of the Society. The Secretary shall publish an agenda before each meeting and shall be required to take minutes, which will be available upon request and shall be archived at the end of the year.
 - (4) The TREASURER shall supervise the financial affairs of the Society and shall be responsible for keeping the accounts and exercising jurisdiction over them.
 - (5) The CAREERS SECRETARY shall organise a full and varied programme of careers events, covering as wide a range of careers, both legal and non-legal, as reasonably possible, for the benefit of the members of the Faculty. They shall provide information to members of the Faculty on the same basis.
 - (6) The BAR CAREERS SECRETARY shall organise a full and varied programme of careers events, related to a career at the Bar, for the benefit of the members of the Faculty and shall provide information to members of the Faculty on the same basis.
 - (7) The SOCIAL SECRETARY shall be responsible for organising a full and varied programme of social events for members and shall ensure that the Society's events are publicised and brought to the attention of members.
 - (8) MOOTING OFFICERS

- a. The SENIOR MOOTS OFFICER shall be primarily responsible for organising the Senior Mooting Competition.
 - b. The JUNIOR MOOTS OFFICER shall be primarily responsible for organising the Junior Mooting Competition.
 - c. Both Moots Officers shall liaise and co-ordinate between themselves to organise and ensure the smooth running of all mooting activities within and outside the Faculty.
- (9) The VOCATIONAL OFFICER shall organise the Client Interviewing and Negotiation competitions within the Faculty and shall also organise Faculty participation in external competitions.
- (10) The SPEAKER SECRETARY shall organise debating competitions within the Faculty and, if reasonably possible, external retreats. They shall also endeavour to organise events with speakers on legal and non-legal issues of interest to the Faculty.
- (11) The PUBLICATIONS OFFICER shall edit and produce the Society magazine, *Silk v Brief*, with one issue to be brought out in each of the first two terms. They shall edit and produce any other publications the Committee may decide to publish.
- (12) The PRO BONO OFFICER shall be responsible for organising a full and varied pro bono and volunteering programme within the Faculty.
- (13) The SPORTS SECRETARY shall be responsible for organising a full and varied programme of sports events for members and shall ensure that the Society's events are publicised and brought to the attention of members.
- (14) The WEBMASTER shall be responsible for the maintenance and upkeep of the website.
- (15) The STUDENT REPRESENTATIVES shall represent the interests of students on the Committee and within the Faculty.
- a. The FINAL YEAR STUDENT REPRESENTATIVE shall represent the interests of students from all other years of the LLB undergraduate degree.
 - b. The SECOND YEAR STUDENT REPRESENTATIVE shall represent the interests of students in the second year of the LLB undergraduate degree
 - c. The FIRST YEAR STUDENT REPRESENTATIVE shall represent the interests of students in the first year of the LLB undergraduate degree.
 - d. The OVERSEAS STUDENT REPRESENTATIVE shall be responsible for the promotion and representation of the interests of non-UK students on the Committee, within the Society and within the Faculty.

PART IV: ELECTION OF COMMITTEE MEMBERS

32. No candidate may stand in any election unless they are a member of the Society in accordance with the provisions set out in Part II of this Constitution.
33. The Committee may not nominate, second or openly support candidates standing in any election.
34. In the event of there being no nomination for a vacant position before Hustings take place,

candidates may be nominated and seconded at Hustings.

35. No candidate may spend more than £100 for campaigning, save for Presidential candidates, who may spend no more than £200.
36. All standard members of the Society are eligible to vote.
37. Voting shall be by secret ballot on the basis of a first-past-the-post system. At the discretion of the Committee, this voting system may be changed for a particular election and the reasons for such a change must be published by the Secretary on the Society notice board before voting commences.
38. At the close of voting, counting shall be carried out as soon as is reasonably practicable. Counting shall be carried out by at least four Committee members acting as returning officers, one of whom shall be the President of the Society. The President shall select the other returning officers, none of whom shall be candidates.
39. The number of votes cast for each candidate shall be disclosed. The total number of votes cast in the election may be published with the results.
40. In the event of there being no nomination for any given position, the Committee may co-opt any member of the Society to fill the position on an interim basis until such time as another election can be held.
41. In the event of a tied result, a re-election shall commence at the next practicable day for a duration specified by the Committee.
42. A current member of the Committee may stand for any other Committee position that becomes vacant, provided that they resign their existing office in order to stand for this position. In this event, an additional election for this newly vacated office shall take place, and both elections shall take place together.
43. In the event of the position of President becoming vacant, a current Committee member need only resign from their existing office if and when they are elected as President. If this creates another vacant on the Committee, an election for this newly vacated office shall take place as soon as reasonably practicable. The Committee may co-opt members to the role on an interim basis.
44. If a Committee member ceases to be a full-time LLB undergraduate student, they must resign from their position.
45. The Committee may, by resolution, suspend for any period of time, or expel from the Committee any Officer or Representative provided that:
 - a. The Committee member shall be given a right of audience before the Committee when all of the Committee are present;
 - b. Such a resolution may only be passed at a meeting where at least three quarters of the Committee vote in favour of such a resolution.
 - c. Voting on such a resolution shall take place by secret ballot.
46. A Committee member's expulsion or suspension is subject to a right of appeal to a General Meeting convened under the procedure in Part V.

PART V: MEETINGS AND MEETING PROCEDURE

47. A General Meeting shall be the supreme legislative body of the Society and may, by resolution, do any thing or any act not prohibited by this Constitution.
48. The President and Treasurer may jointly exercise a power to veto a decision of a General Meeting on strict financial grounds only.
49. An Annual General Meeting shall be held each year to:
 - a. receive the report of the outgoing Committee on the activities of the Society during the last year; and
 - b. receive the annual accounts of the Society.
50. Any member or members of the Society may request a meeting of the Committee, where three quarters of the Committee must be present, in relation to any decision taken by any member or members of the Committee. This must be within seven days of a written complaint given to the President.
51. An Extraordinary General Meeting may be convened by either:
 - a. a resolution of the Committee; or
 - b. a request made in writing to the Committee by at least fifteen members of the Society. Such a request must be delivered to the President at least four days before the next scheduled meeting of the Committee.

If either of these conditions are met, a General Meeting shall be held within fourteen days following the Committee meeting at which the resolution was passed or request received.
52. Items for inclusion on the agenda of a General Meeting must be delivered to the Secretary at least four days before the General Meeting takes place.
53. The quorum for a General Meeting shall be forty members of the Society, including members of the Committee.
54. Voting at a General Meeting shall be by open ballot or, at the discretion of the President, by secret ballot.
55. In the event of a tie, the President shall have the casting vote.
56. No vote may be cast at any meeting of any body of the Society by a person who is not present at that meeting.

PART VI: FINANCES

57. Responsibility for the finances of the Society shall be vested jointly in the President and Treasurer.
58. The Treasurer shall keep the accounts of the financial transactions of the Society. Those accounts shall be available for inspection by the Committee or any member of the Society and shall be published once each term.
59. The Treasurer shall compile annual accounts for the presentation to the Annual General Meeting.
60. The financial year shall run concurrently with the term of office.

PART VII: AMENDMENTS TO THE CONSTITUTION

61. This Constitution may be amended by a two thirds majority of a General Meeting, where such an amendment is proposed by the Committee.
62. If the Committee decline to propose an amendment, members of the Society may petition a Student Representative to put the amendment before a General Meeting, their consent not to be unreasonably withheld. In such an event, the amendment will require a three quarters majority of the General Meeting.
63. Voting on amendments shall be by secret ballot. At the discretion of the President, such a vote may be by open ballot.

SCHEDULE

Guidelines for Conducting Elections

64. Vacant positions on the Committee shall be advertised by the President on the notice board as soon as is practicable, and in any event at least seven days before Hustings take place.
65. Responsibility for running the polls should lie with an Election Sub-committee comprising all Committee members who are not running for election and who do not have a conflict of interest. Of those on the Sub-committee, the officer whose position appears earliest in § 31 should be the Returning Officer for the election.
66. At the hustings, which must be advertised at least seven days in advance, each candidate for election will be able to speak briefly on his or her own behalf. Alternatively, at the candidate's discretion his or her proposer may speak on their behalf if they are unable to attend. The length of such speeches shall be determined by the President or such other Committee member as may be in charge of the hustings, at their absolute discretion.
67. Following these speeches, candidates for each Officer or Representative position may be questioned by those present who are eligible to vote in the election. Such questions must be addressed to all candidates for the position to which the question pertains. Any question may be disallowed by the President or such other Committee member as may be in charge of the hustings, at their absolute discretion.
68. Hustings will take place in the week preceding the elections. The elections will commence on the first Monday following hustings and shall be conducted for a period specified by the committee. Campaigning shall commence after hustings have been completed.
69. The result of any election shall be published by the Secretary on the Society notice board as soon as is reasonably practicable following the completion of the counting of the votes.