Law Society Constitution

Definitions
Activities Executive - the elected students representing Clubs and Societies as outlined in bye-law 11:2

1 Name, Aims and Objectives

1.1 The name of the Club/Society is Leeds University Union Law Society, hereafter referred to as the Club/Society, or such other name agreed at an AGM or EGM with the approval of the Activities Officer.

1.2 The objectives of the Club/Society are:-

The Society shall—

(a) promulgate information, advice and contacts regarding academic issues and careers in legally related fields.

(b) provide regular speaker and social events for its members [including an annual Law Ball, Careers Events, Excursions, and Socials].

(c) hold at least one or more alcoholic free social events a semester.

(d) hold regular Mooting and Negotiating and Debating Competitions and facilitate participation in external competitions by members,

(e) act as a point of liaison with other societies and faculties of law across the world.

(f) this society is a non-profit making society.

2 Membership

2.1 Membership takes effect on completion of registration online with the Club/Society. Where relevant this will include payment of the Club/Society membership fee.

2.2 Categories of membership and associate rights. Members only have the rights outlined in the relevant box.

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<thead>
<tr>
<th>Category</th>
<th>Rights</th>
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<tbody>
<tr>
<td>2.2.1 Full Membership may be granted only to current Members of Leeds University Union. Members are as defined in the Articles.</td>
<td>• To attend all meetings and take part in society activities</td>
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<td></td>
<td>• To vote on all questions of policy within the club/society</td>
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<td>• To nominate candidates for election as Core Officers and Committee Members of the club/society</td>
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<td>• To vote to appoint the Core Officers and the Committee Members of the club/society</td>
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<td>• To hold office on and stand for election as a Core Officer or</td>
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<td>2.2.2</td>
<td><strong>Associate Membership</strong> may be granted to other students registered at an HE institution in Leeds</td>
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<td>● To attend all meetings and take part in society activities (other than competing in external competitions)</td>
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<td>● To serve on the Committee, other than as a Core Officer, and stand for election as a Committee Member of the club/society</td>
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<td>● Membership fees and participation in activities cannot be subsidised using LUU grants.</td>
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<th>2.2.3</th>
<th><strong>Alumni Membership</strong> may be granted to graduates of the University of Leeds</th>
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<th><strong>Honorary Life Membership</strong> may be granted to a person that the club/society wishes to honour for services to the group</th>
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2.2.6 Public Membership may be granted to any member of the public with permission of the Activities Officer where there is good reason for granting such permission.

● To attend all meetings and take part in society activities (other than competing in external competitions)
● Membership fees and participation in activities cannot be subsidised using LUU grants.

2.3 The Membership Fee

2.3.1 The Executive Committee of the Society shall set the membership fee at the commencement of each term of office.

2.3.2 Any changes in the membership fee may take effect at a later date.

2.3.3 The executive Committee may set a variable membership fee.

2.3.4 Membership will entitle the member to all events that are free of charge or require a deposit. Non-Members will not be entitled to take part in these events.

2.3.5 Events with a non-returnable charge will be open to the general public.

2.3.6 The Leeds University Law Society Book Sale will be open to all law students.

3 Club/Society Committee Members

3.1 The Committee shall consist of the three Core Officers, and up to 20 Additional Members.

3.2 The three Core Officers must be Full Members as outlined in paragraph 2.2.1 and shall be known as the Executive Committee.

3.3 Any Additional Committee Members must be either Full, Associate or Alumni Members as outlined in paragraphs 2.2.1 to 2.2.3.

3.4 All Committee Members will be appointed by a vote of Full Members at the AGM or an EGM. Where a Club/Society wishes to appoint Associate Members or Alumni Members to Additional Committee roles, the appointment will need to be approved by the Activities Officer to ensure there is good reason not to offer the role to a Full Member. In any case, the majority of committee members must be Full Members of the Club/Society.

3.5 The term of office of all Committee roles will be approximately twelve months. Ordinarily Officers will only serve for one term in any role.

4 Core Officer Roles and Duties

4.1 The Core Officers have overall responsibility for the good running and financial oversight of the Club/Society for the benefit of its members and in line with the stated aims and objectives.

4.2 The primary duties and responsibilities of Core Officers are:

4.2.1 Attending all relevant committee training and ensuring an awareness of the requirements placed upon them as Core Officers.
4.2.2 Being a signatory to the Club/Society LUU cash office account.

4.2.3 Ensuring the Club/Society meets the requirements of the annual compliance check against all relevant LUU policy as determined by the Activities Officer and in accordance with relevant legal requirements as determined by the Head of Student Activities.

4.2.4 Ensuring the Club/Society LUU webpage, and, if applicable, own website and/or Facebook or similar social media sites, are maintained in line with relevant LUU policy.

4.2.5 Running and attending all committee meetings and AGMs in line with the rules outlined in this constitution.

4.2.6 Dealing with any complaints or disciplinary matters in line with the rules outlined in this constitution.

4.2.7 Attending Executive Category Meetings (at least one Core Officer must attend); and

4.2.8 Ensuring consultation with Full Members regarding their views on Ideas going to Better Union Forums.

4.2.9 Passing on the views of Full Members regarding Ideas to the relevant member of the Activities Executive, ideally at the Activities Assembly.

4.2.10 Failure to fulfil these duties may result in a motion of no-confidence and removal from office by an EGM or the Activities Officer.

4.3 The three Core Officer individual roles and duties in addition to those outlined in 4.2:

4.3.1 President/Captain/Chair:

- organising and overseeing the running of the Club/Society
- chairing Committee Meetings, AGMs and EGMs
- ensuring the production of an annual report
- ensuring there is an up to date entry in the Club/Society’s LUU webpage.

4.3.2 Secretary:

- maintaining membership records containing at least the name and membership category of all the Club/Society’s members
- producing agenda documents for all meetings
- maintaining a written record of all meetings
- maintaining an up-to-date copy of the Club/Society constitution
- ensuring only Full Members are given an opportunity to vote in society elections

4.3.3 Treasurer:

- responsibility for the finances of the Club/Society
- maintaining up-to-date accounts with the LUU Cash Office only
• submitting subsidy applications to Activities Executive
• produce a termly report and yearly budget
• submitting a detailed statement of accounts for the year to the Club/Society’s Annual General Meeting.

5 Additional Committee roles and duties:

5.1 The Club/Society may appoint Additional Committee Members to assist the Core Officers in the running and management of the Club/Society.

5.2 All Additional Committee Members must attend committee meetings, AGMs and EGMs in line with the rules outlined in this constitution.

5.3 Failure to fulfil these duties and those listed in the relevant paragraphs below may result in a motion of no-confidence and removal from office by an EGM or the Activities Executive.

5.4 The Additional Committee roles will be:

5.4.1 Media/Publicity Secretary
5.4.2 Mooting Secretary
5.4.3 Negotiating Secretary
5.4.4 Social Secretary
5.4.5 Social Excursion Secretary
5.4.6 Careers Secretary
5.4.7 Debating Secretary
5.4.8 Sport Secretary
5.4.9 Equality & Diversity Secretary
5.4.10 Bar Careers Secretary
5.4.11 Community Engagement Secretary
5.4.12 First Year Representative (x2)
5.4.13 Events Secretary

5.5 Sub Committees

5.5.1 A sub-committee may be formed to aid a member of the Committee, who will Chair that Sub-committee.

5.5.2 Only an elected member of the Committee can act as a Chair for a Sub-Committee.

5.5.3 The forming of the sub-committee may take place either at the initiative of the Executive Committee, or with the permission of the Executive Committee on the initiative of any Non-Executive Committee member
5.5.4 Members of a sub-committee will be appointed by the Chair on an ad-hoc basis, and the Chair will be required to inform the Executive Committee after any such appointment.

5.5.5 The Executive Committee reserve the right to veto any appointment to any sub-committee through a unanimous vote.

5.5.6 Members of such sub-committees shall not attend main Committee meetings.

5.5.7 Members of such sub-committees shall not hold voting rights on the main Committee.

5.5.8 Discipline of members of such sub-committees is the responsibility of the Chair. Disciplinary actions may include (but are not limited to) removal from the sub-committee.

5.5.9 Members of such sub-committees may appeal a disciplinary action to the Executive Committee.

5.5.10 Representations from the Chair and the appellant may be submitted to the Executive Committee.

5.5.11 The Executive Committee may remove any member of such sub-committee with a unanimous decision for: failing to perform his responsibilities to an acceptable level or indiscretions deemed to reflect poorly on the Society or run contrary to its morals.

5.5.12 The individual concerned will have the right of appeal to the President, whose decision will be final.

5.6 First Year Representative Elections

5.6.1 The First Year Representative elections must be held within the first six weeks of the commencement of Semester 1.

5.6.2 The number of positions available to the candidates will be set by the Executive Committee at the earliest opportunity. (There will be a current maximum of 2 positions available to the candidates.)

5.6.3 The candidates running must be in their first year of studying law at the University of Leeds.

5.6.4 Candidates must put their manifesto on the forum section of the website to be allowed to run for a position.

5.6.5 Only first years’ will be allowed to vote on behalf of the student vote.

6.1 Elections to Committee Roles

6.1.1 The Returning Officer for elections will be the Activities Officer. However their presence is not required at each election.

6.1.2 Elections shall take place by a secret ballot of Full members either online or in person as part of the societies AGM/EGM.
6.1.3 Candidates for positions on the Club/Society committee can only be nominated by Full Members of the Club/Society. For the purposes of clarity, Full Members may nominate themselves.

6.1.4 Nominations will open at least 10 working days before the AGM or EGM.

6.1.5 For online elections the nominations must be open for at least 10 working days, and the voting period must be at least 24 hours.

6.1.6 For elections in person the nominations must close at least seven days before the AGM or EGM.

6.1.7 Nominations should be through the official process (i.e. the process which has been approved by the Activities Officer or their nominee) and shared with the Activities Officer or their nominee.

6.1.8 Newly elected Club/Society Committee members must assume their duties after their handover and before the end of the academic year. The anticipated date for assuming these duties should be published with the opening of nominations.

6.1.9 The outgoing Committee shall hand over to the incoming Committee at any point before the end of the academic year.

6.2 Candidature

6.2.1 To stand for election, candidates must be full members of the Leeds University Law Society and studying at the University of Leeds.

6.2.2 Only candidates who have been a committee member for at least one year are permitted to run for President, unless the enforcement of this rule prevents the society from having a contested election.

6.2.3 Joint candidatures are forbidden.

6.2.4 To be eligible to run, the candidate must be in statu pupillari until the end of their term of office.

6.2.5 No one shall be permitted to occupy the Presidency for two years in succession.

6.3 The Returning Officer

6.3.1 The conduct of the Society elections shall be the responsibility of the Returning Officer with the help of the Deputy Returning Officer. They shall be responsible for booking a venue and administration of the elections.

6.3.2 It shall be the responsibility of the Executive Committee to appoint a Returning Officer, and Deputy Returning Officer.

6.3.3 If a member of the Executive Committee intends to seek election/re-election, the Vice-President (or other suitable Committee Member) shall take his place for matters relating to the election.

6.3.4 Standard procedure is for the President or another member of the Executive Committee to be appointed the Returning Officer.
6.3.5 The decision of the Executive Committee shall be absolute and final.

6.4 Publicity

6.4.1 Each candidate for a post on the Executive Committee shall be required to submit a written manifesto by the close of applications.

6.4.2 Failure to comply with this requirement invalidates the application.

6.4.3 The Returning Officer is required to bring these rules to the attention of candidates.

6.4.4 Each candidate shall be permitted to have a maximum of four posters within the Law School as advertisement for his or her campaign and will not be allowed to engage in any form of publicity that may be deemed to give him an unfair advantage such as handing out flyers and lecture shout-outs.

6.4.5 Any breach of the above shall constitute an electoral offence.

6.4.6 Any consequences of an offence will be decided at the discretion of the Returning and Deputy Returning Officers.

6.4.7 For all electoral offences, the first offence will potentially carry with it a ban from one day of campaigning. A candidate will potentially be banned from running if a second electoral offence is committed.

6.5 Electoral Offences

6.5.1. It shall constitute an electoral offence for any candidate to—

(a) Publish election material in conjunction with another candidate running for a position.

(b) Intimidate or defame any other candidate.

(c) Attempt to influence voters in the polling area.

(d) Interfere with the publicity produced by another candidate.

(e) Handing out flyers.

(f) Forming Law Society affiliated groups.

(g) Perpetrate any other action which the Returning Officer considers to be contrary to the fair, dignified and equal procedure required in a Society election.

(h) A candidate asks a committee member to send out a Lawsoc facebook group message to all the students saying to vote for them. (However it will be permitted for the candidate to write on the facebook group wall and to create their own ‘vote for me group’ as this will not be affiliated with the Lawsoc Group).

(i) Sending out a campaign message to the voters’ University email account and not copy and paste the list of contacts into the BCC section of the email. This constitutes a serious offence and more weight will be attached to the consequences.

(j) Exceeding the specified allowance of publicity posters.
(k) Failure on the part of a candidate to attend Hustings without an excuse accepted by the Returning Officer.

6.5.2 If the Returning Officer considers that any candidate has committed an electoral offence, they may come to a decision with the Deputy Returning Officer as to the consequences. The standard procedure will be a one day suspension from the voting area for the first offence and expulsion from the elections for a second offence. This decision is subject to a right of appeal to the Committee in an emergency committee meeting, who may then come to a conclusion on a three-quarter majority vote.

7 Club and Society Formal Meetings

7.1 The Activities Executive may, at its discretion, send an observer to any Club/Society formal meeting.

7.1.2 If any Full Member moves a no confidence in the Chair, a vote shall be taken immediately.

7.1.3 If a motion of no confidence in the Chair is passed, a new temporary Chair will be elected by Full Members at the meeting.

7.1.4 Decision making should ideally be by consensus. However if a vote is needed, voting shall be by show of hands unless a secret ballot has previously been requested, and decisions will be made by simple majority by those members having the right to vote as outlined in paragraph 2 of this constitution. No member has more than one vote.

7.2 Committee Meetings

7.2.1 Any Committee Member may call a Committee Meeting.

7.2.2 The time, date and location of Committee Meetings must be posted on the Club/Society LUU webpage at least two working days in advance.

7.2.3 Committee Meetings shall be open to all members of the Club/Society.

7.2.4 The agenda for Committee Meetings should be made available at the start of the meeting.

7.2.5 The quorum for all Committee Meetings shall be two thirds of all Officers who have a vote, or three Officers who have a vote, whichever is greater.

7.2.6 The minutes of any decisions made at the meetings must be accessible via the Club/Society LUU webpage, once ratified as a true and accurate record of the meeting.

7.3 Annual General Meeting

7.3.1 The Annual General Meeting (AGM) shall be held within 395 days of the previous AGM.

7.3.2 Notice of the AGM must be posted on the Club/Society LUU webpage or a member accessible web source, at least 10 working days in advance of the meeting.

7.3.3 The agenda for the AGM must be posted on the Club/Society LUU webpage or a member accessible web source at least seven days in advance of the meeting.
7.3.4 The order of business shall be:

- the President’s/Captain’s/Chair’s report
- the Financial report
- Constitutional Amendments
- Elections
- Any other business

7.3.5 The quorum for the AGM shall be either one third of all the Full Members or 20 Full Members, whichever is the lesser.

7.3.6 If an AGM is declared inquorate, it must adjourn to be reconvened within ten working days.

7.3.7 If a reconvened AGM is declared inquorate, the Club/Society shall report this to the Activities Officer who may authorise an inquorate AGM.

7.3.8 The Club/Society must submit the full agenda and minutes of their AGM to the Activities Executive, if requested by the Activities Executive.

7.4 Extraordinary General Meetings

7.4.1 An Extraordinary General Meeting (EGM) may be called by either one third of all the Full Members or 20 full members, whichever is the lesser, and/or by the Committee.

7.4.2 Notice of the EGM, together with their agenda, shall be posted on the Club/Society LUU webpage or a member accessible web source within two working days of the meeting being called.

7.4.3 The agenda for the EGM shall be restricted to the motion or business for which the meeting was called.

7.4.4 The quorum for the EGM shall be either one third of all the full members or 20 full members, whichever is the lesser.

7.4.5 If an EGM is declared inquorate it may not proceed.

7.4.6 The Club/Society must submit the full agenda and minutes of their EGM to the Activities Executive, if requested by the Activities Officer.

8 Miscellaneous Provisions

8.1 Constitution

8.1.1 In case of dispute over a particular interpretation of this constitution, the Activities Officer will be the final arbiter.

8.1.2 The assets or liabilities of the Club/Society shall remain with the Club/Society regardless of any changes to committee, group structure or constitution.
8.1.3 The Club/Society shall be a constituent part of LUU and thus subject to the rulings of Better Union and the Trustees.

8.1.4 In the event of dissolution or abolition of the Club/Society its assets will revert to LUU.

8.2 Constitutional Amendments

8.2.1 Constitutional amendments may be recommended either by an Annual General Meeting or Extraordinary General Meeting of the Club/Society.

8.2.2 Constitutional amendments may not come into force until they have been approved by the Activities Officer acting on behalf of the Student Executive and Activities Executive. For clarity approval will be in the form of an email confirmation to the Core Officers of the society with the amended constitution as an attachment.

8.2.3 Proposed constitutional amendments must be published in the agenda for the appropriate General Meeting and cannot be moved under ‘Any other business’.

8.2.4 Constitutional amendments shall come into effect immediately after Activities Officer approval unless otherwise stated in the amendment.

8.3 Administration and Finance

8.3.1 The Club/Society must produce within 24 hours, a detailed statement of accounts to the Activities Executive if requested by the Activities Executive.

8.3.2 The Core Officers shall accept full administrative and financial responsibility for the Club/Society.

8.3.3 Committee members may not receive financial payment or profit as a result of their position on the committee.

8.3.4 Committee members may be reimbursed for any reasonable expenditure on behalf of the Club/Society only after submitting a receipt to the Treasurer.

8.4 Cash Office

8.4.1 The Club/Society shall have bank account(s) with the LUU Cash Office only.

8.4.2 At least two Core Officers' signatures shall be required to make payments from the Club/Society account.

8.4.3 The Club/Society shall keep full, up-to-date accounts of its finances through the LUU Cash Office.

8.4.4 LUU Subsidies allocated to the Club/Society may not be spent on perishable goods such as food, drink or tobacco.

8.4.5 The Club/Society Subsidy and/or Grant account will be zeroed at the end of each academic year and the funds returned to LUU.

9 Marketing and communications

9.1 The Club/Society will at all times adhere to the LUU Data Privacy and Guidance for Clubs and Societies.
9.2 Gryphon Clubs will at all times adhere to The Branding Guidelines agreed by the Leeds Sport partnership.

10 **Expulsion and Suspension**

10.1 Any member, other than Ex-Officio Members, may be suspended or expelled from any or all rights, including membership, for any period by a decision of the Core Officers of the club/society, so long as the decision was made using the procedure outlined in this section.

10.2 The Club/Society Core Officers must consult at the earliest opportunity with the Head of Student Activities, or their nominee, for support in dealing with a disciplinary matter relating to any member, otherwise any subsequent decision will be treated as void.

10.3 The Club/Society Core Officers can expel or suspend any member of the group so long as they have taken explicit advice from the Head of Student Activities and informed the individual affected of the reason/s for the decision in writing.

10.4 The Club/Society Core Officers must immediately notify the Activities Officer, in writing, of any expulsions or suspensions with a summary of the reason/s for the decision.

10.5 Expelled or Suspended members may request that the decision of the Core Officers is reviewed by the Activities Officer so long as the request is submitted in writing to the Activities Officer within 14 days of being notified of this decision.

10.6 On receipt of a request for a review, the Activities Officer will:

- acknowledge receipt of the request as soon as reasonably possible;
- notify the Club/Society Core Officers and the Head of Student Activities that a review is taking place;
- if necessary consult with relevant parties regarding the original decision and may take into account new information;
- will decide whether to uphold, modify or over-turn the original decision and
- will inform both parties of the outcome of their decision within 14 days.

10.7 If the Activities Officer upholds the decision to Expel or Suspend the member, the matter will be deemed as having been through an LUU disciplinary and the individual will therefore have the right to appeal to the Disciplinary Appeals Body, as outlined in Bye-Law 17: Discipline and Appeals.

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President / Club Captain: Quinton McAndrews

Secretary: Jordan Denney

Treasurer: Harry Hughes