



Please fill out, update, or alter this template depending on your Society's needs, goals and requirements. All constitutions will need to be approved by both NUSU Communities Officer and NUSU Vice-President. Should you have any issues completing this, please contact your Communities Officer at communities@su.nulondon.ac.uk

The Constitution of the Law Society

Section One - Name and Objectives

1. Name of Society

The name of the Society was established and shall be *the Law Society*. From here on it will be referred to as *the Law Society*.

2. Objectives of the Society

The Society shall:

1. Empower and connect students with a keen interest in legal studies and the field of law in general. This is achieved through info sessions, networking events, MOOTs, and other events of which the nature of the Executive Committee (known henceforth as the "ExCo") seem fit in promoting mission statements. With every event we aim to give students the opportunity to involve themselves in legal discussions, whilst providing a great social scene to be involved in at any time of the year. We focus on breaking down the competitive barriers in the legal profession, inviting external speakers and making useful information more accessible, to ensure students are prepared for a career in, or further study of, the law. We aim to foster a community of like-minded individuals, that complements the existing legal studies students are engaged in, and also accommodates those not currently studying law as part of their degree to also explore opportunities into the legal profession.

2. Uphold and respect this Constitution and the Student Union Constitution.

a. The Student Union Constitution is the highest authority and this Constitution may under no circumstances contravene the Student Union Constitution.

3. Structure of the Society

To ensure that newly formed societies have prospects in holding events and using their allocated budget, there is a **minimum requirement for non-ExCo members**. There must be at least **5 people** who have expressed interest in attending. *Their names must be provided upon request of the Communities Officer.*

The Society **must** include an **Executive Committee (ExCo)**. The Executive Committee **will include the following positions:**

- A **President;**
- A **Vice President;**
- A **Treasurer;**
- A **Secretary** and;
- A **Mooting Officer.**
- other positions may be created but by the discretion of the ExCo council (with a qualifying majority vote)

Section Two - Membership

4. Scope of Membership

Membership is directed to and shall be allocated to currently enrolled law students from all years at Northeastern University London. Non-law students are also welcome to be admitted as members. No member shall be excluded based on their sex, race, religion, and more according to the Equality, Diversity and Inclusion in place at the University.

Membership is open to any and all current students of Northeastern University London.

5. Termination of Membership

The Executive Committee may terminate a membership for reasons of conduct deemed unsuited to the Society on a three-quarters vote at any Committee meeting.



- a. The quorum must be recorded of at least three members of the Executive Committee requiring the President to present for it to be an official termination of membership (it may be conducted online or in-person);
- b. Notice is given for such a meeting at least **7 days** in advance;
- c. The member concerned is given due notice **and** is given the opportunity to justify their conduct at said meeting;
- d. The member concerned may appeal (see Section 7) but may **not** appeal if they are not present in the official termination meeting (unless a proper written or oral notice is given to at least the **President** and the **Vice President** properly explaining the person's absence at their own termination meeting).

Section Three - The Officers and Committee

6. Components of the Committee

The Society's affairs shall be handled by the Executive Committee, which shall be composed of the **President**, the **Vice President**, the **Treasurer**, the **Secretary**, the **Mooting Officer**, and other optional roles that may be devised by the ExCo (majority approval with the **President** being the tie-breaker).

7. Officers' Powers and Duties

1. The core five officers of the Society shall be the **President**, the **Vice President**, **Treasurer**, **Secretary**, **Mooting Officer**.

- a. The officers shall be elected annually;
- b. Together they comprise the Executive Committee;
- c. The President may choose to add other optional roles if deemed necessary.

2. The roles of these officers shall be as follows:

- a. The **President** shall be responsible for the organisation of meetings, events, and activities (see Section 11), and for ensuring administrative and Student Union communication of said events and activities is distributed. They shall oversee the ExCo council and be the first point of contact in meeting with fellow Student Union members or faculty. They shall also engage regularly with the society email inbox. They must make sure to try their best to meet weekly or at least biweekly in-person (or online if necessary) to keep up morale and stay in touch with fellow ExCo members. It is up to the discretion of the **President** whether or not to have meetings in-person or online, but

it is advised to aim to have at least 2-3 meetings with the whole ExCo per month. The **President** must be present at each meeting unless they are unable to do so (for larger reasons involving work, travel, illness, etc...) and this is properly communicated to the whole ExCo and they catch-up with what has been discussed without them. It is the **President's** role in facilitating liaisons between the ExCo members and to do their best to catch-up with each ExCo member individually to check in on how they are doing and how they are keeping up with their individual work loads.

- b. The **Vice President** shall be responsible for taking over from the President should they become unable to perform their duties. They shall act as second in command and assist the President in responsibilities allocated by the President. They shall also engage regularly with the society email inbox. They are in charge of keeping an accurate list of current society members and sending out email newsletters of upcoming events and socials. In the event that the Vice President feels that this allocation of work is too demanding, it may be shared with the Secretary or the President (but it must be amicably decided upon to do so).

- c. The **Treasurer** shall be responsible for applying to the Society Budget Committee (composed of the SU President, Vice-President and Communities Officer) for Society funding. This includes, but is not limited to:
 - i. The Treasurer shall have particular responsibility for the financial affairs of the Society by keeping records of all expenditure and income which shall be inspected by the Executive Committee at least twice during their term, during meetings.
 - ii. All records and documents shall be handed over at the end of the term in office to the Treasurer-elect.
 - iii. All applications for funding must be submitted to the Society Budget Committee via the relevant form.

 - iv. All records and documents shall be made available to the Student Union Communities Officer upon request.



d. The **Secretary** shall be responsible for minute-taking at meetings, keeping on top of and constantly checking and responding to society emails, and the handing over of said minutes to the incoming committee at the end of their term. They shall keep the President informed of potential collaboration events proposed to the society as a whole, and assist the President in liaising with other societies.

i. In the event of there not being a Social Media and Marketing Coordinator (an optional position with the continuance of the role being up to the discretion of the ExCo), the Secretary will assume the role of overseeing social media and marketing, which comprises of and is not limited to: Instagram, LinkedIn, and a form of a website (the specifics are up to the ExCo with the final vote resting with the President).

e. The **Mooting Officer** shall be responsible for leading the mooting program. They shall keep the President informed of potential collaboration events proposed to the society as a whole, and assist the President in liaising with other societies.

f. The **Mooting Assistant** is an optional role that can be used in elections if deemed by the President necessary. The role primary responsibility is to assist the Mooting Office in their role and responsibilities as well as be the acting Mooting Officer if the real Mooting Officer is not available either for Mooting Training, Mooting Competitions or Exco Meetings.

3. All decisions of the Executive Committee should seek to be unanimous.

a. In the case of dissension, a majority vote will suffice;

b. In the case of an even split, the vote of the **President** will decide the decision (unless it is the outcome of termination of an ex-ExCo member).

8. Handing Over

The **outgoing** Executive Committee shall hand over to the **incoming** Executive Committee at the end of their term. The outgoing **President** shall pass a version of the



Constitution to the incoming President. The outgoing **Secretary** shall pass on all minutes from their term.

Section Four - Elections

9. Elected Positions

1. The Executive Committee positions of **President, Vice President, Treasurer, Mooting Officer** and **Secretary** are to be elected by members of the Society through a voting process that must be advertised to all current members at least a week before it is to be held. The voting process must involve an online ballot system communicated **at least** via members' institutional email accounts, but reminders may be posted on relevant social media accounts. The Communities Officer **must** be informed of any election due to take place.

2. At this time there is the electable position of **Mooting Assistant, Social Media and Marketing Coordinator**. The continuance of this position and re-election is up to the discretion of the **President** and the removal of the position is up to a simple majority vote of the ExCo. There are, at this time, no other electable positions.

3. Any other elected positions within the Society **must** follow the same electoral process as that of the Executive Committee.

4. The creation of new electable positions within the Society is up to the discretion of the President and requires a unanimous decision of the ExCo.

10. Candidates

Candidates must be full-time undergraduate or postgraduate students at Northeastern University London for the entirety of their term as Executive Committee member, otherwise they **may not** run for any position within the Executive Committee.

11. Returning Officer

1. The outgoing President shall be the **Returning Officer**. Where this is not possible, the **Vice President** shall take over this role. Where this is not possible, the **Secretary** shall take over this role.

2. The Returning Officer shall arrange for elections to take place.

3. The Returning Officer **must** inform the Communities Officer of any election.

4. Here, include any other restrictions or limitations you may have. Examples include:



- a. The Returning Officer is unable to vote (unless they are still currently enrolled and the ExCo has a majority winning vote in allowing for the Returning Officer's vote to be important and crucial to the process).
- b. The Vice President and Treasurer is in charge of the election process, the President will act in overseeing the process. The Secretary will be in charge of making sure each position has enough candidates in place (at least 2 people up for each position), and in the event there is not enough, making this known to the President and ExCo.
- c. The results of the successful candidates for each position will be transparent and first made known to the successful candidates before being made known to the public (via email, social media, etc...).

12. Elections

The Returning Officer must ensure that all candidates, members and the Societies Officer(s) are informed, via institutional email, as to how, when and where to vote. This must happen **at least a week** in advance of the election.

Voting must remain open for a **minimum of 24 hours** and for a **maximum of one week**, and may only be opened once all candidate manifestos have been received by all members of the Society. Elections need only take place if there is more than one candidate for an Executive Committee position, otherwise their appointment need only be confirmed by a majority vote of Society members.

In the event of the **President** leaving their position (whether it be during the academic year or at the end of the academic year in electing a new ExCo), the **Vice President** will automatically be considered a candidate for the role of **President** (unless the **Vice President** formally withdraws from automatically becoming a candidate for the **President** position and states to the whole ExCo that they do not want to be considered for the position or unless the majority of the ExCo disagree in the **Vice President** automatically becoming a candidate for the role of **President** in the new academic year or during the current academic year), and the Vice President will join



other potential candidates (this can include current ExCo such as the **Secretary** and **Treasurer**) to be will be considered for the position of **President**. In the event of the **President** being able to run for a 2nd term, it must come to a majority vote of the ExCo to determine whether the **President** can be a candidate again for **President** for the new ExCo.

13. Candidacy Requirements

1. Any and all members of the Society can apply for candidacy who are currently studying law as part of their degree (law being their main degree discipline is preferred);
2. A candidate may only run for one position on the Executive Committee;
3. Specific criteria will be outlined by the current ExCo and will be made available to prospective candidates, only after the SU Communities Officer has approved them. The Law Society will notify the SU Communities Officer by email and will wait 72 hours for review and approval, if no response is given by the SU Communities Officer, it is assumed that the specific criteria has been approved. The final decision cannot be appealed for any of parties and requires a new mutual decision.
4. . Candidates must specify previous Law Society events and activities they have attended to boost in their manifesto and during election application. Candidates may be considered disqualified if there is no evidence of attending a Law Society event or activity in their manifesto - the Law Society is responsible for keeping attendance at each event.
5. Candidates for President must have held a prior role in the Law Society Exco
6. . Each candidate running for a position on the Executive Committee must submit a written manifesto by email. This will then be shared with all Society members



- a. The manifesto must be 250 words in comic sans (10% allowance) and include information such as why you should be considered for the position, current and previous relevant experience, what you would bring to the society, and more.
- b. The manifesto may include a nomination (no more than 100 words) for a candidate from a fellow classmate and/or a member of the law faculty (such as a lecturer).

14. Hustings

NB: Hustings are only necessary if more than one candidate is running for a position.

1. Hustings will not be utilised unless a majority vote of the ExCo confirms it.

i. If confirmed:

ii. Hustings shall take place within Northeastern University London by the Returning Officer. Where this is not possible, they will be held in an online format, for example via Zoom.

iii. Hustings shall be advertised at least five days prior to their commencement.

iv. Allow each candidate a **minimum** of **three minutes** and a **maximum** of **five minutes** to speak.

v. Allow the audience to ask at least **three questions** per candidate.

15. Electoral Offences

It shall be considered an electoral offence for any candidate to:

1. Intimidate, threaten or express desire to harm any other candidate;

2. Interfere with the publicity produced by another candidate (tear down posters, respond aggressively to online posts, spread rumours, et cetera);

3. Gather votes in exchange for favours, monetary or otherwise;
4. Conduct or perpetuate any action deemed contrary to the fair, dignified and equal procedure required in such an election by the Returning Officer.
5. Should the Returning Officer consider that any candidate has committed an electoral offence, they may decide the consequence, which may include:
 - a. Removing the candidate's manifesto from the election;
 - b. Banning the candidate from the Society;
 - c. Reporting the candidate to the Communities Officer.
6. This decision is subject to a right of appeal to the Executive Committee if more than one other member disagrees with the Returning Officers' decision in an emergency meeting, which may then decide through an absolute majority vote.
7. In both cases, at the committee meeting and before the **Communities Officer**, the accused candidate shall be allowed a hearing to make their case.

16. Voting

1. Only students who are currently registered as students of Northeastern University London may vote in Society elections (using their Northeastern University London handles).
2. Of those students, only those who are members of the Society may vote.
3. The Returning Officer must be satisfied that only eligible voters may cast a vote, and that due diligence in ensuring this is used.
4. Voting can be conducted using Google Forms (with the emails collected), or a format preferred by the ExCo.

Section Five - Discipline

17. Impeachment of Executive Committee Members

1. If an elected member is considered to be failing in their duties as an Officer, a vote of impeachment may be proposed by either the President, members of ExCo members or majority of Society members (at least 30 students).

In the event of an ExCo member missing more than three ExCo meetings in a term without proper notice (email, phone call, text or written notice) to the **President** or **Vice President** and/or failing to realistically keep up with the work allocations given to the specified ExCo member according to their specified position (according to the President and Vice President's best judgement), their role has the right to be impeached and immediately be up for re-election. In the event that a current member of the ExCo would like to swap roles, this is acceptable but **not** for the **President** or **Vice President**, and it must come to a majority vote by the ExCo.

2. Examination of the conduct of the member shall take place at a joint meeting between the society ExCo and the SU Communities Officer, with the member in question permitted to answer any charges of misconduct or negligence brought against them.

The outcome of an election to impeach an ex-ExCo member is up to a simple majority vote (in the event of a tie, rock, paper, scissors may be utilised to reach a final outcome). In the event of impeachment, the regular procedures of an election for the position will commence with manifestos as outlined in Section 13.

3. The vote of impeachment shall be a secret ballot undertaken in the absence of the member in question.

Section Six - Appeals

18. Requirements for an Appeal

1. For the purpose of removal of a Society member, impeachment and other forms of discipline, parties may appeal to the Communities Officer.
2. In an appeal process, the decision that was made is the status quo, and the burden of proof is on the challenger of that verdict.
3. An appeal shall be heard within one week of the Committee vote.



4. The Communities Officer shall chair a panel of three persons chosen at their discretion, to hear the appeal.

5. A decision to overturn the previous action can be made by the Communities Officer if they deem it to be necessary.

6. Any decision made by the Communities Officer and their panel is final and cannot be appealed again.

Section Seven - Changing the Constitution

19. Manner of Alteration

1. Any and all proposed changes to this Constitution **must** be approved by both the Communities Officer and President and Vice-President. Any Constitution **must** abide by the Student Union Constitution.

2. Proposed changes to this Constitution may be submitted to the Communities Officer under these circumstances:

a. If approved by a majority of the Executive Committee, with the deciding vote being with the President or

b. If voted for by a majority of the Society members (at least 30 members).

Section Eight - Meetings, Activities and Events

20. Meetings

1. Meetings are to be classified as an informal discussion about the Society and its overall goals. Meetings are casual talks designed to share ideas, aims and hopes for the Society. These can be held in person or online (with the strong preference of it being in-person). The **President** must be present in every meeting (unless they cannot do and it is unavoidable due to illness, work conflicts, travel, etc..).

2. Meetings must be attended by all members of the Executive Committee, unless completely unavoidable.

3. Minutes of the meeting should be kept by the **Secretary** and made available to both the Communities Officer and the Society members.

21. Activities



1. Activities are classified as meetups or get-togethers involving as many members of the Society as possible.
2. Activities can be held within or outside the University.
3. Activities can be casual or formal.
4. Activities must be attended by all members of the Executive Committee, unless otherwise completely unavoidable (illness, work conflicts, travel, etc...).
5. Members of the Society should be informed via their institutional email.
6. The Society **Treasurer** may apply for funding for activities via the relevant forms, or by contacting the Communities Officer.

22. Events

1. Events are to be classified as university-wide events or talks hosted by the Society.
2. The themes of the Society Event should reflect the core themes and interests of the Society.
3. Events can be held within or outside of the University at any time of the academic year, unless said event violates any NU London policies or the Student Union deems it unsuitable.
4. Events should be attended by all members of the Executive Committee unless absolutely unavoidable (illness, work conflicts, travel, etc...).
5. The Society **Treasurer** may apply for funding for Events via the relevant forms, or by contacting the Communities Officer. The **Vice President** (or the **President** if needed) shall fill out the necessary risk-assessment forms, meetings with Student Union officers, and other relevant methods.

Section Nine - Roles and Rights of the Communities Officer

1. The elected Student Union Communities Officer reserves the following rights. These rights are subject to the Student Union Constitution and Constitutional Amendments:
 - a. To disband any Society for failure to comply with the Discrimination and Equality Act;
 - b. To retain access to any and all records, minutes and funding requests;
 - c. To reject or approve funding requests (on behalf of the Student Budget Committee);
 - d. To disband Societies deemed to be inactive;
 - e. To trigger a joint meeting between the society ExCo and the Communities Officer to discuss any arising issues;



- f. To have access to evidence against or about the behaviour of the accused;
- g. To mediate the situation and apply their own solutions, including but not limited to:
 - i. Disbandment of the Society;
 - ii. Removal of Committee members;
 - iii. Removal of membership;
 - iv. Triggering and oversight of re-elections for the Executive Committee.