



The Constitution of the King's College London Law Society (Last Revised on 25 Dec, 2016)

1. Name

1.1. The society's name is King's College London Law Society ('the Society').

2. Objects and Powers

2.1. The Society is established to:

- 2.1.1.** Provide a social and extra-curricular academic programme for members and non-members, who may be drawn from all academic departments at King's College London, both undergraduates and postgraduate programmes;
- 2.1.2.** Kickstart our students' careers in law.
- 2.1.3.** Act on behalf of the undergraduate student body in dealing with King's College London, including The Dickson Poon School of Law;
- 2.1.4.** Act on behalf of the student body in dealing with interested external parties;
- 2.1.5.** Represent the student body on law school committees and boards;
- 2.1.6.** To be otherwise responsible, so far as is reasonable and possible, for the welfare of individual students and student body as a whole.

2.2. In furtherance to such objectives, but not otherwise, the Society may:

- 2.2.1.** Raise money and procure contributions to the Society by personal or written appeals, public meetings or otherwise.

2.2.3. Do all other lawful things as are necessary for the attainment of such objectives.

3. Inter-Society Relations

3.2. Working in the best interests of the groups mentioned in s 3.1 will usually mean collaborating, not competing, with other student societies and rendering assistance if necessary and possible to those other societies.

4.1. Full membership of the Society shall be open to:

4.1.2. Any other individual who does not come within s4.1.1 above, conditional on such a person's application being approved by the executive committee of the Society, and subject to payment as defined by s4.1.1.

4.2.1. To approve or reject any applications for membership with good and sufficient reason.

4.2.2. To terminate the membership of any individual with good and sufficient reason.

- 4.3.** Should an individual's membership be terminated, their subscription fee shall be returnable at the discretion of the executive committee.
- 4.4.** Membership for the Society shall automatically terminate when an individual ceases to be a student of King's College London.

5. The Executive Committee of the Society

- 5.1.** All eligible voters defined in s7.1 shall elect an executive committee annually. Any member of the Society is eligible to run for election. The First Year, Postgraduate and Non-Law Representatives are not elected by popular vote but apply directly to the executive committee for selection in accordance with s5.7.
- 5.2.** The composition of the executive committee in order of precedence for procedure at meetings shall be as follows:
- 5.2.1.** President
 - 5.2.2.** Vice President
 - 5.2.3.** Treasurer
 - 5.2.4.** Vocational Officer
 - 5.2.5.** Events Officer
 - 5.2.6.** Social Officer
 - 5.2.7.** Debates Officer
 - 5.2.8.** Communications Officer
 - 5.2.9.** Administrative & Marketing Officer
 - 5.2.10.** First Year Representative
 - 5.2.11.** Postgraduate Representative
 - 5.2.12.** Non-Law Representative
- 5.3.** The responsibilities of each position are defined in Schedule 1.
- 5.4.** The officers (including the President, Vice President and Treasurer) of the executive committee shall be elected in March of each year and their term of office shall be one year.
- 5.5.** They shall be elected in accordance with s7.
- 5.6.** The officers of the executive committee shall be eligible for re-election should they so wish.
- 5.7.** The exceptions to s 5.4 are the First Year, Postgraduate and Non-Law Representatives who are not elected by popular vote. The First-Year and Postgraduate positions will be advertised at the beginning of each academic year and the Non-Law Representative position will be

advertised in April. Students will apply directly to the executive committee, which will hold an internal vote to determine which candidate is successful. They will then hold office until March and shall stand down with the rest of the executive committee. As members of the executive committee they have the same voting rights as the committee officers.

5.8. Should any position on the executive committee become vacant during the committee's time in office it may be filled by any member of the Society. Those interested must apply to the committee and must be approved by a two-thirds majority of the executive committee.

5.9. The policy and general management of the Society shall be the responsibility of the executive committee, which shall meet weekly during the semesters, and at the President's discretion during vacation periods. If a member of the executive committee is accepted to participate in the Phillip C Jessup International Law Moot Court Competition or holds a major leadership position in at King's College London (in a student society or otherwise), he or she must receive a unanimous vote of confidence from the remainder of the executive committee to continue in his or her role with the Society. This vote of confidence must be called immediately after the participating executive committee member announces his or her acceptance of the other position and again every six weeks after the first vote.

6. Nomination of Candidates for the Executive Committee

6.1. Any full member of the Society, shall be eligible for election to any position on the executive committee.

6.2. The First Year Representative shall be drawn from the first year student body only; the Postgraduate Representative shall be drawn from Postgraduate student body only and the Non-Law Representative should be drawn from the Non-Law student body only.

6.3. To be nominated for a position on the executive committee, he or she must acquire 50 signatures from "Eligible Voters" in s7.1

6.4. "Full member" includes members currently holding half-year memberships.

7. Elections & Campaigning

7.1. All undergraduate students of the law school, postgraduate students of the law school, students currently studying under the ERASMUS

program of the law school and all other Society members are eligible to vote and have one vote each. ("Eligible Voters")

7.2. Each member of the executive committee has a vote which carries the weight of five votes.

7.3. Elections shall be carried out by means of a secret ballot system.

7.4. No quorum of voters is required; the outcome of the elections shall be decided by a plurality.

7.5. In the unlikely event that two or more candidates are tied following the counting of votes, the exiting committee shall have the final decision. Such decision must be reached by a majority of the committee, and the reasons for such a decision must be made public to encourage transparency and provide legitimacy for the executive committee's actions.

7.6. The results of the election are final and not open to appeal unless there is a reasonable suspicion of bias or foul play in which case the exiting committee shall have full autonomy in deciding whether or not to reset, renew or revoke the election of any position under investigation.

7.7. No campaign material may be slanderous, libel and/or discriminatory toward a candidate or their position. No campaign material may be unequivocally degrading to any person, organization or department of the University or to any outside group. Failure to abide by these regulations could result in the disqualification of his or her candidacy by a majority vote of the current members of the executive committee.

7.8. Current committee members are permitted to publicly and privately endorse individual candidates.

7.9. No candidate is permitted to spend in excess of 50 GBP for his or her campaign. All campaign finances must be made public on the candidate's Facebook page or website or be publicly accessible.

7.10. Any attempt to bribe or solicit votes with anything other than purely promotional material will leave the candidate liable for disqualification.

8. Rules of Procedure at Committee Meetings

8.1. A meeting of the executive committee may not proceed with less than half of its officers in attendance.

8.2. The positions in s5.2. are listed in descending order of precedence for the purpose of committee meetings.

- 8.3.** Save as provided elsewhere within this constitution, all questions arising at meetings of the executive committee shall be decided by a simple majority of those present and eligible to vote. In the case of an equality of votes the President shall have a second, decisive vote. In the absence of the President or a conflict of interest for him or her, the next most senior member of the executive committee present, according to the listing in s5.2., holds the casting vote.
- 8.4.** It is the responsibility of the Administrative Officer to keep accurate records of all the proceedings, discussions and decisions at the meetings. The Administrative Officer shall keep a complete record of the minutes for each meeting and he or she will email the minutes of the previous meeting to the executive committee on the day of or the day following each meeting.
- 8.5.** Officers and representatives of the committee, acting as such, do so as agents of the Society.
- 8.6.** A member of the executive committee may be removed from his or her position, with good and sufficient reason, by a unanimous vote of the remainder of the executive committee. For guidance as to what constitutes good and sufficient reason see Schedule 2. For the purpose of this vote, those that are seen as biased on the case (such as committee members who are close friends) shall be excluded from the vote. The President will make the judgment on which committee member is biased. If the President is accused of bias the next most senior officer according to the precedence listed in s8.2 will judge which members of the committee should be considered biased.
- 8.7.** A member of the executive committee repeatedly absent from the weekly meetings, without good reason, shall be subject to such sanctions and disciplinary proceedings as the President and/or Vice President decide to be fair and reasonable in the circumstances. Guidance on these sanctions may be found in Schedule 3. Should the President or Vice President be accused of bias in this case, the next most senior officers according to the hierarchy will decide on the sanctioning.
- 8.8.** To accuse the President of bias as stated in s8.6 and s8.7 requires sound and reasonable evidence that must be presented to the entire committee. A three-fourths vote is then required in a vote on the

credibility of the evidence. If bias is established, the President must recuse himself from voting and/or sanctioning.

9. Finance

- 9.1.** All money raised by or on behalf of the Society shall be applied to further the objects of the Society, as defined in s2.1, and shall not be applied for any other purpose.
- 9.2.** The Treasurer shall keep proper written accounts of the finances of the Society. He or she shall present a written report on the finances of the Society to the executive committee on a monthly basis, at least. Any discrepancies therein must be accounted for and the executive committee as a whole must accept this report to be an accurate record of the Society's finances.
- 9.3.** The Society may only utilise the portion of revenue from membership fees that applies to the current calendar year. The entirety of a one-year membership may be utilised in the current calendar year, half of a two-year membership in the current year, one-third of a three-year membership in the current year and one-fourth of a four-year membership in the current year.
- 9.4.** Every executive committee is to maintain an 'emergency fund' containing, at least, five thousand pounds (£5000). This fund is meant to provide a buffer in case of a financial emergency. Where some or all of it is used, the executive committee should seek to ensure it is replenished as soon as feasible. The fund was established in 2014/2015 with an initial sum of £2000. Every subsequent executive committee is required to grow the fund by £1000p.a. until it reaches £5000. Thereafter it is the responsibility of executive committees to maintain it.
- 9.5.** Any member of the executive committee may call a vote to overrule a spending decision taken by the president. A simple majority of officers and representatives present is required.
- 9.6.** The executive committee shall authorise the President and Treasurer to sign cheques on the Society's behalf. All outgoings are to be recorded on expenses forms, signed by either the President, Vice President or Treasurer.

10. Constitutional Amendments

10.1 Any procedural amendments to this constitution, which are those defined as not affecting the substantive rights of the members of the Society, may be ratified by a two-thirds majority vote of the committee.

10.2 Any amendments to this constitution affecting the substantive rights of the members are to be ratified by a referendum. Members of the Society alone shall be eligible to vote in this and the amendments may be considered ratified if a majority vote in favour of the amendments.

11 Non-Attendance Policy

11.1 All events hosted by the KCL Law Society, unless otherwise stipulated, are subject to the KCLLS Non-Attendance Policy.

Schedules

Schedule 1

This Schedule is not taken to be exhaustive and serves only to set out the basic duties of each committee member.

1. **The President** shall be responsible for the day to day running of the Society. He or she will delegate tasks to the other officers as seen fit, in order to enable a smooth running of the Society. He or she shall sit on all school boards and committees necessary, or appoint a delegate to sit in his or her stead; He or she is responsible to raise funds for the Society before the commencement of the new academic year. The Vocational Officer and Vice President will assist in this task; as the public face of the Society his or her presence shall be required at all events possible; he or she is the chair of committee meetings; he or she is ultimately answerable for the actions of the committee to the members. He or she maintains or improves the Society's relationships with existing law firm sponsors and actively seeks to develop relationships with new law firms. He or she does everything else practicable to maintain and improve the Society's reputation at King's and within the broader legal community.

2. **The Vice President** shall be responsible for the second-hand book sale; Fresher's Fair; the welcome packs and letters going out to first-year students; he or she is the President's assistant and as such is the de facto delegate for any event requiring the President's presence but

which the President cannot attend and any matters for which the President or other committee members shall require assistance. He or she updates the internal and external calendars and raises funds for the Society with the President and Vocational Officer before the commencement of the new academic year (and should be in London for most of June and July).

3. **The Treasurer** is responsible for the managing of the Society's finances. He or she is further required to present a monthly financial report to the committee. He or she provides financial analysis and advice concerning budget allocation; organises all events for which he or she is the responsible Event Manager; and updates the internal and external calendars.
4. **The Vocational Officer** shall be responsible for: liaising with law firms for sponsorship & events together with the President; planning, co-ordinating and managing careers events with students and law firms; gathering feedback on these events and ensuring that the relevant information is up-to-date and disseminated. Specifically some of his or her tasks include (but are not limited to): updating the First Year LLB Careers Guide, annually the careers service annual law fair and the Annual Workshop (the largest vocational event each year). The Vocational Officer should expect to spend roughly 15-20 hours per week in June and July in order to assist the President in raising sponsorship and to plan the careers events in the upcoming academic year. Furthermore, he or she maintains or improves the Society's relationship with the Careers and Employability Centre; and updates the internal and external calendars.
5. **The Administrative & Marketing Officer** is responsible for keeping accurate minutes of committee meetings; he or she is responsible for all matters relating to membership, although the advice and assistance of other committee members may be sought at all times; he or she shall be responsible for the organisation of weekly meetings and for the dissemination of all important internal information; he or she shall be responsible for organizing the elections of the succeeding

committee. He or she is also responsible for maintaining the branding of the Society, the production of relevant graphics and must know how to use the Adobe Suite and the Adobe Photoshop Software. Furthermore, he or she organises all events for which he or she is the responsible Event Manager and updates the internal and external calendars.

6. **The Debates Officer** is responsible for organising debates, both internal ones within King's College London and in collaboration with other universities. He or she helps students develop their advocacy skills; and updates the internal and external calendars.
7. **The Social Officer** shall organise all the Society's social events including, but not necessarily limited to, a freshers' welcome evening, a Term I Party (Freshers' Party), a Term II party, pub nights with various law firms, joint social events with other universities and the Annual Law Ball. He or she also updates the internal and external calendars.
8. **The Communications Officer** shall be responsible for maintaining external awareness of The Society. He or she is to: send a weekly email newsletter and any supplementary emails as needed and update the Twitter feed, the notice board in Willie's Common Room, the Facebook page, the iOS App and the website as needed. He or she may also need to, amongst other duties, make lecture announcements, create promotional material and manage the external calendar. He or she shall further be responsible for managing Facebook page inbox, and for website maintenance. He or she organises all events for which he or she is the responsible Event Manager; and updates the internal and external calendars.
9. **The Events Officer** is responsible for the Event Manager system where responsibility for organising various events is delegated to other committee members; he or she organises sporting events both with other universities and and with law firms. He or she shall regularly consult the student body to determine whether any sporting wishes

and interests are being neglected. He or she is responsible for organising negotiation competitions and in assisting any of the other officers in organising events of their choosing. Furthermore, he or she organises all events for which he or she is the responsible Event Manager; he or she ensures that the internal and external calendars are always up-to-date; and he or she is responsible for enforcing the Non-Attendance Policy.

10. **The First Year Representative, Postgraduate Representative** and **Non-Law Representative** are responsible for conveying the wishes and concerns of their respective groups to the committee; they shall keep their respective groups informed as to Society events in the same way as the Communications Officer does for the School as a whole; they are jointly responsible for writing reports on parties, sporting events and other Society activities.

This list comprises the essential responsibilities only and the President and Vice President especially will be expected to take on much more. The President and Vice President may also delegate tasks and responsibilities to one or more committee members who are in a position to take on such a task. The society operates an Event Manager System and all officers and representatives, except the President, will be required to oversee the individual events they are tasked with.

Schedule 2

This Schedule is not to be taken to be exhaustive, nor is it intended to be binding and is included only to give guidance as to the application of s8.7.

The committee shall consider applying the measure provided for in s8.7 if:

- A member of the executive committee is shown to have acted contrary to the aims, objectives or interests of the Society;
- A member of the Society calls for the position of an executive committee member to be reviewed;

- A member of the executive committee is shown to have acted dishonestly;
- A member of the executive committee does not fulfil his or her role satisfactorily; or if;
- A member of the executive committee is repeatedly absent from committee meetings and the provisions of s8.8 prove ineffective to ensure that member's attendance.

Schedule 3

This Schedule is not to be taken to be exhaustive, nor is it intended to be binding and is included only to give guidance as to the application of s8.8.

The President and Vice President may jointly agree to impose one or more of the following sanctions or disciplinary proceedings in the case of repeated absence by a member of the executive committee:

- A special meeting of the executive committee may be convened to allow that member to account for the absences to the committee;
- That member's voting rights at meeting of the executive committee may be temporarily suspended;
- That member may be temporarily suspended from attending all meetings and other society organised events;
- That member may be served with a written warning that if his or her absences continue, the committee may consider the application of s8.7 in this constitution; and
- Ultimately that member may be removed in accordance with the provisions of s 8 and schedule 2.