



# University of Lincoln Law Society Constitution

## Part A: Name, Aims and Objectives and Society Structure

### 1) Name

- 1.1) The name of the Society shall be **University of Lincoln Law Society** hereinafter referred to as 'the Society'.

### 2) Aims and Objectives

- 2.1) The Society shall work towards achieving the following core aims and objectives:
- To provide skill based legal opportunities including working with the Law School to deliver Mooting and Negotiation to members,
  - To offer a wide range of employability and career based events and workshops jointly with the University Careers and Employability Team,
  - To deliver exciting social and formal events to develop members socially, culturally and professionally,
  - To act as a critical friend of the Law School working closely with the Law School Representative and other key staff and students.
  - To offer other opportunities as the Executive Committee see fit to benefit the members of the Society.

### 3) Society Structure

- 3.1) The Society shall be comprised of the following three-tiered structure:
- 3.1.1) The Executive Committee,
- 3.1.2) The Management Team, and
- 3.1.3) Team Members.
- 3.2) The Management Team and Team Members, collectively referred to as 'the Team', shall be split into operational divisions as follows:
- 3.2.1) The Engagement Division,
- 3.2.2) The Events Division,

3.2.3) The Marketing Division,

3.2.4) The Sports Division,

The structure of the committee can be seen as attached at Appendix A.

## **Part B: Elected Committee Members**

### **4) Executive Committee**

4.1) The elected Executive Committee shall be responsible for the strategic oversight and planning of the Society, and shall lead the rest of the Team.

4.2) The members of the Executive Committee shall be as follows:

- President
- Vice President
- Treasurer

### **5) Duties of Executive Committee Members**

5.1) The duties of the President shall be:

- To oversee the day-to-day running and be the main point of contact for the Society.
- To work with the Activities Department to further the Society's aims.
- To chair Society meetings democratically, ensuring they are conducted properly.
- To uphold the constitution, byelaws and standing orders of the Students Union and its Activities Department.

5.2) The duties of the Vice President shall be:

- To deputise for the President, record meetings and communicate this with the SU Activities Department and the membership.
- To uphold the constitution, byelaws and standing orders of the Students Union and its Activities Department.

5.3) The duties of the Treasurer shall be:

- To monitor and record the accounts of the Society, verify accounts made available by the SU Activities Department and be responsible

for ensuring that the Society adhere to the Students' Union financial regulations at all times.

- To uphold the constitution, byelaws and standing orders of the Students Union and its Activities Department.

## **6) Powers of the Executive Committee**

- 6.1) The Executive Committee has exclusive power to make decisions of administrative, financial, strategic or managerial importance to the society as a whole, and reserves the sole power to set, define and enforce such internal policies and guidelines as it deems fit for the betterment of the society and its smooth-running.
- 6.2) All decisions of the Executive Committee shall seek to be unanimous. If this proves to be impossible, a majority vote will suffice.
- 6.3) All decisions of the Executive Committee shall be final and binding in their entirety, except insofar as it may require further approval from the Students Union or, where the decision involves additional commitments or obligations being undertaken by a member of the Team, consent from the relevant member(s).

## **Part C: Appointed Team Members**

### **7) Management Team**

- 7.1) The Management Team shall be responsible for the operational running and planning of the Society and will convene weekly.
- 7.2) The members of the Management Team shall be as follows:
  - Executive Committee (President, Vice President, Treasurer)
  - Engagement Director
  - Events Director
  - Marketing Director

### **8) Duties of the Management Team Members**

- 8.1) The Management Team shall oversee and manage the rest of the team members in accordance with the strategic direction set for each division by the Executive Committee.
- 8.2) The Directors within the Management Team shall directly oversee their titular division and shall act as the point of contact between their respective divisional officers and the Executive Committee.

8.3) Each Director shall have specific duties in respect of their division, and these are set out in the job description documents appended to this constitution:

8.3.1) The duties of the Engagement Director shall be as per the Job Description attached at Appendix B.

8.3.2) The duties of the Events Director shall be as per the Job Description attached at Appendix C.

8.3.3) The duties of the Marketing Director shall be as per the Job Description attached at Appendix D.

## **9) Powers of the Management Team**

9.1) The Management Team shall have a general power to manage and supervise the duties, tasks and events carried out by the Divisional Team Members. Such power shall be devolved from the Executive Committee and therefore the same may vary the extent and limits of such power from time-to-time as it deems fit.

9.2) The Management Team shall not have the power nor discretion to make, design, plan, publicise, organise or represent any material, event, statement or other public-facing item, whether physical or otherwise, as being an official part of the Society, without first having approval from the Executive Committee.

9.2.1) The Executive Committee retains the ability at all times to disclaim such material in order to protect the interests of the Society and its membership.

## **10) Duties of the Team Members**

10.1) Team Members shall be responsible for the day-to-day running of the Society.

10.2) Individual Team Members shall carry out the duties defined with their respective Job Descriptions, which are appended to this constitution:

10.2.1) The duties of the Executive Assistant shall be as per the Job Description attached at Appendix E.

10.2.2) The duties of the Press Officer shall be as per the Job Description attached at Appendix F.

10.2.3) The duties of the Social Media Officer shall be as per the Job Description attached at Appendix G.

10.2.4) The duties of the Graphic Designer shall be as per the Job Description attached at Appendix H.

10.2.5) The duties of the Sports Officer shall be as per the Job Description attached at Appendix I.

10.2.6) The duties of the Mooting Officer shall be as per the Job Description attached at Appendix J.

10.2.7) The duties of the Mooting Assistant shall be as per the Job Description attached at Appendix K.

10.2.8) The duties of the Negotiation Officer shall be as per the Job Description attached at Appendix L.

10.2.9) The duties of the Negotiation Assistant shall be as per the Job Description attached at Appendix M.

10.2.10) The duties of the Pro Bono Officer shall be as per the Job Description attached at Appendix N.

10.2.11) The duties of the Events Officer shall be as per the Job Description attached at Appendix O.

10.2.12) The duties of the Events Assistant shall be as per the Job Description attached at Appendix P.

10.2.13) The duties of the Careers Officer shall be as per the Job Description attached at Appendix Q.

## **Part D: Administrative Provisions**

### **11) Constitutional Amendments**

11.1) the constitution may only be amended by the Executive Committee and such amendments must be presented at an ordinary meeting and approved via majority vote in order to be accepted.

### **12) Handing Over**

12.1) The Executive Committee shall hand over all records, social media accounts, email accounts and software that is the property or has existed for the use of the Society, to the Executive Committee Elect by the date set by the Students' Union.

12.2) The Society Treasurer will share all financial records with the Executive Committee Elect within 7 days of the election results.

12.3) The Executive Committee Elect shall shadow the outgoing Executive Committee until official handover.

12.3.1) The Executive Committee Elect will have no official powers during the period before handover, apart from the power of speech within meetings.

### **13) The Constitution**

13.1) The Executive Committee Elect must formally submit the constitution and pass them on to the Activities Office before the 1<sup>st</sup> of July for approved.

13.2) By submitting a constitution all members are required to uphold its aims and objectives.

### **14) Dissolution**

14.1) Should the Society reach a point where it is no longer able to carry out its mission and as such fold, or not re-affiliate with in one year, all assets and money will revert back to the University of Lincoln Students' Union.