**THE GLASGOW UNIVERSITY LAW SOCIETY CONSTITUTION**

**Section 1: Name**

The name of the Society shall be "The Glasgow University Law Society".

**Section 2: Aims and Objectives**

The aims of the Society shall be to provide (a) an annual Law Ball; (b) regular social and academic events for its members; (c) the opportunity for integration between law students from all years of study; (d) a point of contact for solicitors' firms wishing to advertise and contact members of the Society; (e) to publish the Glasgow Student Law Review and (f) opportunity to actively engage in charity and community-based initiatives

**Section 3: Activities**

The Society shall achieve its aims and objectives by securing sponsorship from external businesses and law firms. The Society shall host regular social and charity events as well as academic debates, lectures and workshops.

**Section 4: Membership**

4.1 Full membership of the Society shall be open to matriculated students of the University of Glasgow only.

4.2 Non-Students may join as Associate members. Associate members shall not account for more than 20% of the total membership. Examples of associate members would be students from other universities, University of Glasgow staff and members of the public. Associate members have no voting rights.

4.3 The membership fee shall be set by the President of the Society at the beginning of the Academic Year.

4.4 Once a Membership has been paid for, all members shall be members for the duration of their time at the University.

4.5 Records of membership details are to be kept and maintained by the Secretary of the Society.

**Section 5: Revocation of Membership**

5.1 In the event that a GULS member acts in a way which endangers themselves or those around them, and if the Committee deems it necessary, membership can be revoked by a two-thirds majority vote of the Committee.

5.2 i) Where membership is revoked, the person involved must be notified within five days of the Committee vote.

(ii) The person concerned may appeal the revocation of their membership to the Secretary.

(iii) Where the Secretary receives an appeal, a Board consisting of the Secretary and two members of Law School staff must review the decision impartially and give a final decision on the matter.

(iv) In the event that an individual has their membership revoked, their membership fee will be donated to the chosen GULS charity for the year in question.

**Section 6: Governance**

6.1 The affairs of the Society shall be managed by a Committee consisting of six executive officers and not more than 16 other Committee members.

6.2 The executive officers of the Society shall be the President, Treasurer, Secretary, Vice President Academic, Vice President Social and Welfare Officer. They will be elected every year.

6.3 The Committee members shall not exceed 20 in number and should include at least one representative from each undergraduate year-group, a Media and Publicity Convenor, a Diversity Convenor, a Sports Convenor, and a Charities and Sponsorship Convenor.

6.4 Ex Officio Members of the society will consist of the Past President and the Editor-In-Chief of the GULS Review. Ex Officio members may attend meetings for the purposes of their remit, and do not hold voting rights in Society decision making.

6.5 Where the Past President cannot be present in Glasgow to fulfil their advisory duties, they may nominate a member of the previous year's Executive to carry out their duties for them.

6.6 Committee meetings can be held when required. The Secretary shall take minutes of the meetings and distribute them to all Committee members as soon as possible. If the Secretary is not present, another committee member will be chosen to take a record of the minutes.

6.7 Where a committee member is no longer able to fulfil their duties and either stands down or is removed from their post, a new member will be chosen by a vote of the committee on anonymous applications. The candidate who receives the most votes will be elected to the committee.

6.8 Society/club bank accounts must always be under the control of the CURRENT treasurer and president. No club or society finances should be held within a student’s personal bank account or cash tin. All clubs or society funds should be held within a club/society bank account or SRC holding account.

**Section 7: Elections**

7.1 The Society shall be under the full democratic control of the University of Glasgow student membership.

7.2 Any member who is a fully matriculated University of Glasgow student shall have full voting rights at General Meetings of the Society. No honorary (unless a currently matriculated GU student) or associate members have voting rights on society matters. All voting will be carried out by secret ballot, and Rules on elections procedures must be made available to candidates in advance of any election.

7.3 A new committee shall be elected each year towards the end of the second semester. They shall serve until elections are held the following year.

7.4 To stand for election, candidates must be members of the Law Society and students at the University of Glasgow.

7.5 All full members of the Society are entitled to stand for any position in the elections, except for representative positions, which candidates can only apply for if they are in the relevant year group.

7.6 Only one person may run for each post. Joint candidatures are forbidden.

7.7 To be eligible to run for election, the candidate must be a law student until the end of their term of office.

7.8 To be eligible to run for election, the candidate must not be spending any of their time in office on a study abroad programme.

7.9 The conduct of the Society's elections to membership of the Committee shall be the responsibility of the Returning Officer. The Returning Officer shall be responsible for booking a venue for hustings and all the administration relating to the election, i.e. contacting the administrator of the School of Law to organise a virtual election whereby all students can vote on the Moodle.

7.10 The previous term's President shall be the Returning Officer and the previous term's Vice-President shall be the deputy Returning Officer. If they are seeking re-election, they must ensure that the elections are conducted fairly and thus appoint someone else to be returning/ deputy returning officer in place of themselves.

7.11 If the previous term's President is not able to be the Returning Officer, then the previous term's Vice-President shall take over. Failing this, the President may select someone who if approved by two-thirds of the Committee to serve as Returning Officer.

7.12 The decision of the Returning Officer with regard to the running of the elections and interpretation of the Constitution shall be absolute and final.

7.13 The elections must take place by April 21st each year so that a Committee can be formed well before the following Academic Year. The Returning Officer shall ensure that all candidates and members of the Society are duly notified of the time and place of the elections by email at least one week before polling and that the poll remains open for at least seven hours.

7.14 A Candidate must nominate him/herself. Nominations shall open two weeks before the poll and close one week before the poll. The Returning Officer must ensure that all candidates and members of the Society are duly notified of the opening of nominations, by email. Prospective candidates should nominate themselves by e-mail to the Returning Officer.

7.15 The Returning Officer must ensure that all candidates and members of the Society are duly notified of who is standing for election by email and by posting manifestoes on Moodle at least three days in advance of the elections.

7.16 Each candidate for an executive post shall be invited by the Returning Officer to submit a written manifesto of up to 300 words by the close of nominations. The manifestoes will be distributed among the membership at least three days before the election and will be posted on the Law School Notice board.

7.17 Each candidate for a non-executive post shall be invited by the Returning Officer to submit a written manifesto of up to 200 words by the close of nominations. The manifestoes will be distributed among the membership at least three days before the election and will be posted on the Law School Notice board.

7.18 Hustings shall take place the day before elections and all candidates for all posts shall be given the opportunity to make a speech.

7.19 Following the conclusion of speeches, a brief Q&A session will take place, to allow all members to ask questions to respective candidates.

**Section 8: Extraordinary General Meeting**

8.1 An Extraordinary General Meeting (EGM) of the Society may be called at the instigation of the President or fifty percent of the members of the Society. At least seven days' notice of such a meeting shall be given to all members of the Society. The quorum at such a meeting shall be thirty members. The President, or, if the meeting directly concerns him/her, the Vice-President shall be responsible for publicising such a meeting.

8.2 An EGM shall have the power to:

8.2(1) require any Officer or Officer Committee member to give an account of his/her actions;

8.2(2) remove any Officer or non-Officer Committee member from office;

8.2(3) alter the Society's constitution.

8.3 Any proposed action at an EGM shall be approved by a two-thirds majority of those members present at the meeting.

8.4 Any Officer or non-Officer Committee member removed from office by the EGM through the procedure outlined above shall have a right of appeal to the Honorary Secretary.

**Section 9: Annual General Meeting (AGM)**

9.1 An Annual General meeting shall be held at the end of the tenure of each President. The date and time shall be left to the discretion of the President but must be held before March 31st each year.

9.2 The membership must be made aware if the date of the AGM, at least 10 working days in advance of the meeting.

9.3 At the AGM, the President shall give a report of the activities of the Society over the previous year. The Treasurer will also provide a financial statement of the year’s accounts.

9.4 In lieu of an oral report, the President and Treasurer may write a small publicly available document of the activities of the Society.

**Section 10: Discipline**

10.1 If any Committee member is considered to be failing in his/her duty as a Committee member, a vote of impeachment may be proposed by either the President or seven other Committee members.

10.2 The proposers of such a motion shall give at least three days' notice to all Committee members of their proposal prior to the Committee meeting at which the matter shall be discussed.

10.3 The member in question shall be permitted to answer any allegations of misconduct or negligence brought against him/her prior to a vote on the matter.

10.4 If a majority of those present at the meeting (excluding the member in question) considers that member to be guilty of failing in his/her duty as a member of the Committee, he/she may be removed from the Committee subject to an appeal to the Secretary.

10.5 Such a vote of impeachment shall be a secret ballot undertaken in the absence of the member in question.

**Section 11: Appeals**

11.1 For the purposes of the removal of a Committee Member in section 8.1 by impeachment, the Secretary shall not be permitted to attend the Committee meetings or vote on the proceedings.

11.2 An Appeal shall be heard within a week of the Committee vote if requested by the removed member.

11.3 The Secretary shall chair a panel of three, chosen by themself to hear the Appeal.

11.4 The Appeal decision shall be final.

**Section 12: Code of conduct**

12.1 We expect our members and committee to treat each other with respect and kindness at both society events and also in day-to-day life.

12.2 We expect our members to be professional at our events and towards any guest visitors that we bring in

12.3 Members and committee are also bound by the University Code of Student Conduct during any events or excursions that are held throughout the year. If this is not adhered to then member(s) may face investigation and possible sanctions from the University.

**Section 13: Complaints and disputes**

13.1 A Procedure through which individuals can complain about the conduct of Committee and/or Society members shall be made available to all members of the Society. Complaints should be completed on the ‘Complaints’ section of our website through the Google Forms provided and will be dealt with by the Welfare Officer and the Media Convenor.

13.2 Complaints may be made anonymously but it is encouraged for individuals to put their names on any complaints.

13.3 The Committee shall make members of the Society aware of the relevant complaints procedure throughout the academic year.

13.4 All complaints must be taken into consideration within 5 working days, and if the complaint is likely to take longer than this timescale to resolve, the complainant and the defending party will be informed. If the reporting or defending party isn’t satisfied with the initial outcome, the complainant or defending party may request a review of this outcome which will be completed by one member of executive committee (not the Welfare Officer) and one year rep.

13.5 Unless the complaint relates to the Welfare Officer or Media Convenor, all complaint records should be kept by them for the remainder of the academic year. If they provide any use to the Committee elected for the year after then they shall be passed on, if not then they shall be removed from the system.

**Section 14: Disciplinary Process**

14.1 Upon notification to the office bearers of concerns around the behaviour of a member/members, they will call a meeting with the rest of executive to initiate the process of investigation.

14.2 The member(s) involved in the procedure will be made fully aware of any allegations

14.3 If it is an incident involving more than one party, 1-3 members of the executive will meet with any concerned parties to hear a statement and to discuss and then report back to the rest of executive to discuss the best way forward and if any formal action is needed. If a party is unsatisfied by the initial handling of the disciplinary case, the case may be appealed and reviewed by a different set of office bearers.

14.4 If the concern is for an individual, the President will speak to the member in order to hear a statement and then report back to the executive to discuss further action.

14.5 Sanctions available will depend on the actions but will range from the ability to apologise, prevention of going to events (e.g., Law Ball) temporary suspension from the society, or removal of membership all together.

14.6 If it is a serious incident that also breaches the University Code of Conduct, then the President will email the University Senate (student-conduct@glasgow.ac.uk) for them to investigate. During this process the member(s) will be temporarily suspended from the society and our events. Upon the decision from the University Senate it shall be discussed by executive the best sanction for the member(s).

14.7 If the issue relates to Gender-based Violence or Sexual Assault, the Law Society should never try to resolve this internally without first seeking specialist support. If a student approaches the society to report this type of incident, society office bearers will talk this through with the SRC Advice Centre for advice & support

**Section 15: Changes to the constitution**

15.1 The Constitution may only be changed as follows:

15.2 by a two thirds majority at an EGM

15.3 by a three-quarter majority of those members present at any Committee meeting. At least five working days' notice of such a meeting shall be given to all Committee members.

15.4 Any change in the Constitution shall be submitted to the Secretary for prior approval.

15.5 Once the Secretary approves of the changes, the previous version of the Constitution shall be considered moribund.

**Section 16: Equal Opportunities**

16.1 The Society shall provide and promote equal opportunities, whatever a person’s race, colour, ethnic or national origin, religion, beliefs, sex, age, sexual orientation, gender identity, HIV status, physical or mental disability, state of health, appearance, status, or family circumstances.

**Section 17: Data Protection**

The Club/Society records personal information about its members (e.g. names, contact details etc) for the purposes of running the club/society (legitimate interest). This information will be held securely and only for as long as it is needed. The information will not be sold or otherwise passed on to third parties without individuals’ consent. Club/Society members have the right to a copy of the information held about them on request, and to correct any inaccuracies in the information held.