



The European Law Students' Association  
SOUTHAMPTON

## CONSTITUTION

### 1. Defined terms

“**Association**”, referring to the association herein concerned with this constitution.

“**Chair**” is referring to the President of the ELSA Local Group who shall be chairing the General Meetings.

“**Committee**”, referring to the group who shall administer and manage the Local Group.

“**Member/Membership**”, all paying members of the Association.

**“Member”**, an individual member from the abovementioned membership.

**“Committee”**, all committee members, collectively as a democratic decision making body, of the Society elected/appointed to hold positions.

**“Majority”**, a 2/3 of the Committee/Society members voting in one way, unless expressly otherwise stated.

**“Executive Committee”**, the Student’ Union’s Executive Committee, comprised of the five elected full time Executive Officers.

**“Union”**, is the University of Southampton Student’ Union.

**“Student Activities Executive Officer”**

**“Constitution”**, this document; the Constitution of ELSA

## Southampton. 2. **Title**

2.1. The society shall be known as “ELSA Southampton”, which stands for “the European Law Students’ Association Southampton” (hereafter referred to as the Association).

## 3. **Purpose**

3.1. 3.1. ELSA Southampton recognizes the statutes of the ELSA UK and ELSA International and supports their goals.

3.2. The Aims and Activities of ELSA are:

ELSA is a non-political, independent, non-profit-making association the aims of which are to promote, establish and develop mutual understanding, co-operation and personal contracts between law students and young lawyers from different states and legal systems, thereby equipping them for professional life in an international environment.

3.3. With respect to the realization of the above aims, ELSA will be guided by the following philosophy statement:

3.3.1. **Vision:** A just world in which there is respect for human dignity and cultural diversity.

3.3.2. **Purpose:** To contribute to legal education, to foster mutual understanding and to promote social responsibility of law students and young lawyers.

- 3.3.3. **Means:** To provide opportunities for law students and young lawyers to learn about other cultures and legal systems in a spirit of critical dialogue and scientific co-operation. To assist law students and young lawyers to be internationally minded and professionally skilled. To encourage law students and young lawyers to act for the good of society.
- 3.4. The aims of the Association shall be to contribute to legal education in an international context, to foster mutual understanding and to promote social responsibility for law students at the University of Southampton.
- 3.5. It shall do so by:
- 3.5.1. Providing opportunities for law students and young lawyers to learn about other cultures and legal systems in a spirit of critical dialogue and scientific co-operation.
  - 3.5.2. Assisting law students and young lawyers to be internationally minded and professionally skilled.
  - 3.5.3. Encouraging law students and young lawyers to act for the good of society.
- 3.6. In order to reach its aims as set out above ELSA Southampton's main field of activities are:
- 3.6.1. **Academic Activities (AA)** involving the development of legal knowledge through guided practical activities.
  - 3.6.2. **Seminars and Conferences (S&C)** involving the acquisition of knowledge through guided practical activities.
  - 3.6.3. **The Student Trainee Exchange Programme (STEP)**, providing opportunities for law students and young lawyers to gain work experience in a foreign legal system while learning about other culture.
  - 3.6.4. **Moot Court Competition (MCC)** involving using moot courts to bridge the gap between legal theory and practice.

#### 4. Aims & Objectives

- 4.1. The primary objectives of the Association shall be to pursue and achieve the purpose as set out under Section 3(3.1) and 3(3.2), via the aims as laid down below under section 4(4.2):

- 4.2. The aims of the Association are as follows:
- 4.3. To have a minimum of one seminars per semester.
- 4.4. To organize certain academic activities such as negotiation and essay competition, aimed at developing the legal skills of the Members.
- 4.5. To encourage Members to engage in the STEP Programme to gain work experience in an international environment and to become internationally minded.
- 4.6. To establish a regular social event in each term to promote bonding of the Members.
- 4.7. The Committee shall act at all times towards the Association's objectives as laid down in section 4(4.1) and 4(4.2), above; failure of the Committee to act within, and/or towards, the Association's aims and objectives shall be grounds for Committee dismissal if such decision to dismiss the Committee is made at an Association General Meeting by a majority of the vote of the Association Membership.

## **5. Affiliation**

- 5.1. Affiliation shall not entail the 'donation' of, or otherwise 'giving' of, Union monies to external organizations (charitable or other), in accordance with the Charities Act 2006.
- 5.2. Nothing in the aforementioned provision (Section 5.1) prevents the Association from trading with external organizations under normal consumer conditions.
- 5.3. Nothing in the aforementioned provision (Section 5.2) precludes the Society from co-operating or receiving a benefit from organizations.
- 5.4. The Association is affiliated to the European Law Students' Association (ELSA) and the European Law Students' Association UK (ELSA UK).
- 5.5. ELSA Southampton operates in the framework of ELSA as a local group and will work in collaboration with ELSA UK and other ELSA local groups in the UK and around Europe benefitting from the ELSA Network in a spirit of collaboration and to promotion of the ELSA aims.

## **6. Membership**

- 6.1. Full members of the University of Southampton's Student Union and the

University of Southampton Law School shall be eligible for ordinary membership of ELSA Southampton. Membership fees may be introduced by the ELSA Southampton Executive Committee at their own discretion. To ensure fairness, the subscription must be set for the period before any memberships fees are taken from members, upon which such cannot be changed for that period.

- 6.2. Prior to approval by the Executive Committee, associate membership shall be available to persons, other than full members of the University of Southampton Students' Union. Associate members shall not be entitled to vote and shall not count as members for the purpose of assessing the Union grant, nor shall be accounted for at AGMs, or other meetings of constitutional importance.
- 6.3. The President may appoint an Honorary Member at any time , provided that the decision is approved by a vote of majority of the Executive Committee. Honorary members shall not be entitled to vote and shall not count as members for the purpose of assessing the Union grant, nor shall be accounted for at AGMs, or other meetings of constitutional importance.
- 6.4. The Association shall have the right to expel any member of the Association at any General Meeting of the Association. Fourteen days' notice, with grounds, shall be given of any resolution to expel a member. An expelled member may appeal to the Student's Union Executive's Committee or the University of Southampton Law School Executive Committee within 28 days from the expulsion.
- 6.5. It is within the remit of the Association's jurisdiction to invite external personnel into the Association either as temporary or symbolic permanent fixtures, in the capacity of advisors, insofar as it is to the benefit to the overall Association's membership. These personnel cannot be Committee members, and do not have voting rights.
- 6.6. Such inclusion of external personnel into the functioning and operation of the Society must be agreed upon by the Association's Committee.
- 6.7. Such external personnel shall have no representative power vis-à-vis the Students' Union, and shall not be recognized as belonging to the Association in any official capacity.

## **7. Composition**

7.1. The Association shall be composed by:

7.1.1. Ordinary Members

7.1.2. Associated Members

7.1.3. Honorary Members

7.1.4. Alumni Members

7.1.5. Executive Committee

## 8. **Meetings**

8.1. The Executive Committee shall hold General Meetings when necessary, and at least once a year.

8.2. The Executive Committee must hold an Annual General Meeting (AGM) in each academic year in accordance with the University of Southampton Students' Union Constitution and not more than fifteen months elapse between successive AGMs.

8.3. Ten days' notice must be given for a General Meeting

8.4. Three days' notice must be given for an Extraordinary Meeting.

8.5. The quorum shall consist of  $\frac{2}{3}$  of the members being present.

8.6. No decision of any Committee member affecting policy or procedure of the Society shall be valid unless passed by a majority of the Committee at a properly constituted meeting and recorded in a meeting minute.

8.7. Meeting venues and times shall be decided by the Secretary General with regard to the general availability of all Committee members.

8.8. Minutes are to be taken at all meetings.

8.9. The President, the Secretary General and the Treasurer may also hold meetings as and when necessary relatively to matters pertaining to the functional management of the Association.

8.10. A General Society Meeting can be established by the membership of the Society, irrelevant to the Committee's will, by a petition for a General Meeting

that is supported by at least 15% of the Society's membership.

## 9. **Election**

- 9.1. Association Committee elections shall be conducted under the guiding framework of the University of Southampton Student Union.
- 9.2. Elections for the Committee shall be held at an Annual General Meeting. By-elections for vacant offices shall be held at an Extraordinary General Meeting.
- 9.3. A First-Past-The-Post system shall be used for all election.
- 9.4. In all elections Re-Open Nominations, 'RON', shall be a candidate. An election yielding a result of RON shall be re-run as a by-election.
- 9.5. The count for elections shall be conducted publically by the Chair of the General Meeting, who must do so accurately. Should the Members in General Meeting be dissatisfied with the accuracy of the count, they may resolve as a Point of Order to have the election re-counted or, if they remain dissatisfied, re-run as a by-election.
- 9.6. The Member of the Committee shall assume office with effect from the conclusion of the General Meeting of their appointment.
- 9.7. A Member of the Committee shall retire with effect from the conclusion of the AGM next after their appointment, but shall be eligible for re-election at that AGM.
- 9.8. The Committee must update their committee information on the Student Groups Hub provided by the University of Southampton Students' Union within seven days.
- 9.9. A retiring member of the Committee must transfer all the information and documentation to their newly-elected counterpart, or to the President, within fourteen day.

## 10. **The Executive Committee**

- 10.1. The Executive Committee shall be compromised by a:

10.1.1. President

10.1.2. Secretary General

10.1.3. Treasurer

10.1.4. Vice President for Academic Activities

10.1.5. Vice President for Marketing

10.1.6. Vice President for Seminars and Conferences

10.1.7. Vice President for Students' Trainee Exchange Program (STEP)

10.1.8. Vice President for Moot Court Competition

10.2. The President may appoint additional members, provided that the decision approved by a majority vote of the Executive Committee.

10.3. The Committee shall have the power to appoint sub-committees for specific purposes as necessary.

10.4. A Member of the Executive Committee may resign at any point.

10.5. A Member of the Executive Committee may be expelled in the case of serious negligence or misconduct. The expulsion is effective once a motion of no confidence, presented by  $\frac{2}{3}$  of the Executive Committee, has been passed.

## 11. **Function of the Executive Committee Members**

### **11.1. President**

11.1.1. Shall be an equal Committee member with special responsibilities distinctive for their position.

11.1.2. Shall bear an overall responsibility for the coordination of the Executive Committee's activities, the resolution of conflict and the motivation of the Committee members and exercises control over the fulfilment of activities planned by the Committee.

11.1.3. Shall act as a Chairperson of all Executive Committee meetings and approve the minutes.

11.1.4. Shall act as ex-officio head of any sub-committee.

11.1.5. Shall be in charge of matters relating to the Association's Constitution.



11.1.6. Shall take overall control over the proposal of new amendments and the chairing of the Constitution Amendment Meeting.

## **11.2. Secretary General**

11.2.1. The Secretary General is responsible for directing, organizing and maintaining the internal structure of the Association, and shall consequently be responsible for ensuring that decisions to this effect are implemented and respected by the Executive Committee.

11.2.2. Shall act as the Chairperson in absence of the President. 11.2.3. Shall

keep the minutes of any meeting of the Executive Committee.

11.2.4. Shall be responsible for the compiling and editing of the Annual Report.

11.2.5. Shall send out an email newsletter detailing Association activities as necessary, limited to a minimum of three per term.

## **11.3. Treasurer**

11.3.1. The Treasurer is in charge of the financial management of the Association being responsible among other things for the accounting, property, and payments.

11.3.2. The Treasurer is responsible for billing and collecting any fees, levies or other amounts due to ELSA Southampton from the members or any third parties.

11.3.3. Shall arrange for a final audit of the accounts to be attached to the Annual Report.

11.3.4. Shall be responsible, alongside the VP for Marketing, for the securing and the maintaining of sponsorship for all of the Association's activities and events.

## **11.4. Vice President for Academic Activities**

11.4.1. Shall be in charge of the development of legal knowledge through guided practical activities.

11.4.2. Shall be responsible for organizing trips of an academic nature to national and international locations.

11.4.3. Shall be responsible for the overall planning, coordination and supervision of any further activities in accordance with the guidelines provided by ELSA International.

### **11.5. Vice President for Marketing**

- 11.5.1. Shall publicize all events of the Association in a suitable manner, subject to the regulations of the University and of the Students' Union.
- 11.5.2. Shall be responsible for the purchase and sale of Association merchandise
- 11.5.3. Shall be responsible for acquiring and distributing of Association merchandise.
- 11.5.4. Shall be responsible for all marketing of the Association's brand.
- 11.5.5. Alongside the Treasurer will assist to secure sponsors.
- 11.5.6. Shall be responsible for the overall planning, coordination and supervision of any further activities in accordance with the guidelines provided by ELSA International.

### **11.6. Vice President for Seminars and Conferences**

- 11.6.1. Shall be responsible of the actual organization of seminars, conferences, lectures and any other form of academic event.
- 11.6.2. Shall be responsible for the overall planning, coordination and supervision of any further activities in accordance with the guidelines provided by ELSA International.

### **11.7. Vice President for Students' Trainee Exchange Program (STEP)**

- 11.7.1. Shall be responsible for the overall planning, coordination and supervision of any further activities in accordance with the guidelines provided by ELSA International.
- 11.7.2. Shall collaborate with the University of Southampton Law School's Careers and Employability representatives to support all of the members' needs.

### **11.8. Vice President for Moot Court competition**

- 11.8.1. Shall attempt to gather participants and support them in order to take part in the ELSA United Kingdom Moot Court Competitions.
- 11.8.2. Shall be responsible for the overall planning, coordination and supervision of any further activities in accordance with the guidelines provided by ELSA United Kingdom.

## **12. Finance and Accountability**

- 12.1. The Association will comply with the Financial Regulations set out by the Students' Union
- 12.2. The Association shall present its accounts for scrutiny to the Students' Union upon request.
- 12.3. Any bank accounts, grant funding accounts and/or fundraising accounts operated by the Association, whether they be in an internal or external capacity to that of the Students' Union, shall require two signatures to authorise withdrawals.
- 12.4. The Association shall produce its membership list, budget and minutes of all Committee and General Meetings for scrutiny to its Membership upon request by any Association Member(s).
- 12.5. Where necessary, the Association shall be accountable for compliance to all Students' Union Bye Laws, Failure to comply with the Students' Union Constitution shall result in sanctions being levied against the Association.
- 12.6. The Committee is collectively accountable for the prudent financial management of the Association's finances, in relation to any bank/grant/fundraising accounts operated by the Association.

### **13. Students' Union Constitutional and Policy Supremacy**

- 13.1. Whereby any constitutional provisions or policies operated by the Society, here concerned in this Constitution, come into conflict with any provisions in the Students' Union Constitution, Students' Union Bye-Laws or Policies, either that passed by the Students' Union Executive or Union Parliament, those Society's Constitutional provisions or policies, as declared and ratified by the Society, shall be subordinate to the Students' Union Constitution, Students' Union By-Laws and/or Policies.

### **14. Standing Orders**

- 14.1. The Executive Committee may further regulate the Association's internal affairs, the rights and obligations of its members and any other affairs that may appear to the Executive Committee to require further regulation, in Standing Orders. In the event of conflict, this Constitution shall take precedence over the Standing Orders.

### **15. Amendments to the Constitution**

- 15.1. The Executive Committee may amend any provision contained in the

Constitution provided that

15.1.1. the resolution to amend a provision of the Constitution is passed by at least a two-thirds majority of the Full Members present at a General Meeting

15.1.2. a copy of the resolution amending the Constitution is sent to the Students' Union within seven days of it being passed;

15.1.3. the resolution is ratified by the Students' Union's Student Group Committee.

15.2. Amendments may be proposed outside of a review by:

15.2.1. Two Executive Committee Members submitting a proposal in writing to the Secretary General at least two weeks before the AGM.

15.2.2. The Executive Committee unanimously, during any meeting.

15.2.3. Ten ordinary Members signing the motion and submitting it to the Secretary General, who shall call a GM.

## **16. Dissolution**

16.1. In the event of the dissolution of the Association the remaining funds shall be reimbursed to the University of Southampton's Students' Union or the University of Southampton Law School, subject to which funds were obtained in that given year, after payment of any debts or liabilities owed.