

**CONSTITUTION OF THE
SUSSEX JUNIOR LAWYERS DIVISION**

1. NAME

The name of the organisation is the Sussex Junior Lawyers Division ("**Sussex JLD**").

2. OBJECTS

The objects of the Sussex JLD are to promote the benefit of its members.

3. POWERS

3.1 In furtherance of the objects, but not otherwise, the Sussex JLD shall have power to:

- 3.1.1 raise funds and invite or receive donations and contributions, whether by subscription or otherwise;
- 3.1.2 open and administer a bank account in the name of the Sussex JLD ("**JLD Account**"), with two signatories, one of whom shall be the Treasurer;
- 3.1.3 organise events for its members;
- 3.1.4 represent the interests of its members on the National JLD Committee;
- 3.1.5 support such charitable trusts, associations or institutions as are appropriate to its membership;
- 3.1.6 employ such persons as are necessary for the proper pursuit of the objects; and
- 3.1.7 do all such other lawful things as shall further the objects of the Sussex JLD.

4. MEMBERSHIP

4.1 Membership of the Sussex JLD shall be open, irrespective of sex, sexual orientation, race, nationality, age, or political, religious or other opinion to all law students of at least undergraduate level or equivalent, paralegals, legal assistants, solicitor apprentices, trainee solicitors and qualified solicitors with up to five years' PQE, trainee and qualified legal executives with up to five years' PQE, pupil barristers and barristers within five years of completion of pupillage, or similar, who are resident or employed within Sussex or the surrounding area.

4.2 Membership of the Sussex JLD is not transferable to anyone else.

5. SUBSCRIPTIONS

All individual members shall pay such subscriptions as the Committee may from time to time determine.

6. TERMINATION OF MEMBERSHIP

6.1 The Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member of the Sussex JLD or terminate or suspend any member of the Committee, if in its opinion, their conduct is prejudicial to the interests and objects of the Sussex JLD and that it is in the best interests of the Sussex JLD that their membership is terminated.

6.2 A resolution to remove a member from membership may only be passed if:

- 6.2.1 the member has been given at least fourteen clear days' notice in writing of the meeting of the Committee meeting at which the resolution will be proposed and the reasons why it is to be proposed;
 - 6.2.2 the member or, at the option of the member, the member's representative (who need not be a member of the Sussex JLD) has been allowed to make representations to the meeting; and
 - 6.2.3 such a resolution is passed by two thirds of those officers of the Committee present.
- 6.3 Furthermore, membership may be terminated if:
- 6.3.1 the member dies;
 - 6.3.2 the member ceases to satisfy the membership criteria in article 4 above;
 - 6.3.3 the member resigns by written notice to the Sussex JLD unless, after the resignation, there would be less than two members; or
 - 6.3.4 any sum due from the member to the Sussex JLD is not paid in full within three months of it falling due.

7. MEETINGS OF THE SUSSEX JLD

7.1 General Meetings

- 7.1.1 The Sussex JLD may hold a general meeting as its annual general meeting ("**AGM**") in each year in addition to any other meetings in that year and must specify the meeting as such in the notices calling it.
- 7.1.2 At an AGM the report of the Committee and the accounts for the previous year may be considered, calls upon the officers may be made, the Committee for the following year must be announced, and any other business may be transacted that may be transacted at an AGM by statute or these articles.
- 7.1.3 A copy of the proceedings of all AGMs and the annual accounts must be sent to each member for which the Committee holds appropriate contact details for that submits a written request for the same.
- 7.1.4 All general meetings other than the AGM must be called special general meetings ("**SGM**").
- 7.1.5 The President of the Committee, at any time at their discretion may, or upon receipt of a request signed by ten members of the Sussex JLD must, call an SGM.
- 7.1.6 If the President of the Committee does not proceed to convene the SGM within twenty-one clear days from the date of the request, the requestors or any other ten members may themselves convene the SGM.

7.2 Notice of Meetings

- 7.2.1 At least twenty-one clear days' notice of every AGM and SGM must be given.
- 7.2.2 The notice must specify the place and the day and hour of meeting and in case of special

business, the general nature of such business and must be sent by email to each member for which the Committee holds appropriate contact details or published on the website of the Sussex JLD.

- 7.2.3 The accidental omission to give any notice, or the non-receipt of such notice by any member shall not invalidate the proceedings at any AGM or SGM.

8. COMMITTEE

- 8.1 The Sussex JLD shall be run on a day-to-day basis by a committee ("**Committee**"). The Committee may (subject to article 8.2 below) be composed of the following officers:

- President;
- Vice-President;
- Secretary;
- Treasurer;
- Social Secretary;
- Membership Officer;
- Diversity and Inclusion Officer;
- Social Media and Marketing Officer; and
- National JLD Committee Representative.

- 8.2 Where any of the above listed positions are not taken up in accordance with article 9 below, the position shall, at the discretion of the Committee, be offered to the person with the next highest number of votes, or remain vacant until the earlier of:

8.2.1 the new committee elections the following year; or

8.2.2 a candidate being nominated for that position during the year and a vote being held by the Committee on such nomination. In such circumstances article 9.1.4 below shall apply.

- 8.3 Subject as provided in this article 8, officers of the Committee must be elected at an AGM in accordance with article 9 for one year until the day after the AGM after their election ("**Term**").

- 8.4 Officers of the Committee are eligible for re-election in subsequent years so long as they remain bona fide members of the Sussex JLD in accordance with article 4.1.

- 8.5 Elections for the positions stated at article 8.1 above shall take place via the voting procedure set out in article 9 below.

- 8.6 Any elected officer of the Committee who in any one Term, attends fewer than half of the Sussex JLD meetings or who fails to attend three consecutive meetings or Sussex JLD events shall be, at the discretion of the Committee, removed from their position.

- 8.7 If a casual vacancy occurs in the Committee between one election and another, the Committee may appoint an officer to fill the vacancy, but the officer so appointed may hold office until only the day

after the next election, unless at such meeting they are re-elected for a further period.

8.8 Only members of the Sussex JLD shall be eligible to fill any position on the Committee.

9. ELECTION PROCEDURE

9.1 Elections for positions of the Committee shall be as follows:

- 9.1.1 The Committee shall agree on a returning officer, who should be a member of the Sussex JLD, but not a candidate for any position in the election.
- 9.1.2 All voting shall take place in person, by secret ballot online or by email, as agreed by the Committee.
- 9.1.3 Each current member of the Sussex JLD shall vote in person, online or by email, as decided by the Committee. If voting takes place online or by email, votes should be submitted to the returning officer by the given deadline with the name of their chosen candidate for each available Committee officer position.
- 9.1.4 All votes will be won on a simple majority of votes cast by those voting.

10. MEETING PROCEDURE

10.1 Attendance

A meeting of the Sussex JLD or of its Committee may be held in person, online or by other electronic means, as agreed by the Committee on a case by case basis.

10.2 Voting

- 10.2.1 Except in the cases otherwise specifically provided for by in this constitution, any question arising at any meeting of the Sussex JLD or of its Committee shall be decided by a simple majority of those present and voting.
- 10.2.2 No officer of the Committee shall exercise more than one vote, except in case of an equality of votes at any meeting in which case the President shall have a second or casting vote.
- 10.2.3 The Committee may decide, at its discretion and subject to a two-thirds majority, to allow proxy or remote voting as appropriate.

10.3 Quorum

- 10.3.1 **Committee meetings:** one-third of the Committee with power to vote shall form a quorum at meetings of the Committee and all other sub-committees of the Sussex JLD.
- 10.3.2 **AGMs and SGMs:** ten members with power to vote or one-third of the Committee with power to vote, whichever is the less, shall form a quorum at an AGM or SGM of the Sussex JLD.
- 10.3.3 However:

(a) in the event that no quorum is present at an AGM or SGM of the Sussex JLD, or the meeting has to be abandoned the meeting shall stand adjourned and be reconvened fourteen clear days from and including the date of the abandoned meeting, and those members or officers with power to vote present at that meeting shall be deemed to form a

quorum; and

(b) if no quorum is present at that latter meeting, then all matters to be decided at the meeting will be passed to the Committee to resolve.

10.4 Minutes

Minute books (whether electronic or physical) shall be kept by the Secretary of the Sussex JLD and the Secretary shall enter therein a record of all proceedings and resolutions.

11. FINANCE

11.1 All money raised by or on behalf of the Sussex JLD shall be applied to further the objects of the Sussex JLD and for no other purpose, **PROVIDED THAT** nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration or bona fide expenses to any officer of the Committee or members of the Sussex JLD.

11.2 The Treasurer must produce a set of annual accounts of the Sussex JLD.

11.3 All payments made on behalf of the Sussex JLD must be authorised by a minimum of two members of the Committee.

12. DISSOLUTION

12.1 If the Committee by a simple majority or ten members of the Sussex JLD decide at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Sussex JLD it shall call a SGM.

12.2 If such decision shall be confirmed by a simple majority of those present and voting at such meeting the Committee shall have power to dispose of any assets held by or in the name of the Sussex JLD to satisfy any liabilities.

12.3 Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied, as the SGM may resolve.

13. ALTERATIONS TO THE CONSTITUTION

13.1 If the Committee by a simple majority or ten members of the Sussex JLD decide at any time that it is necessary or advisable to amend this constitution it shall call a SGM.

13.2 If such decision shall be confirmed by a simple majority of those present at the SGM this Constitution shall be amended and the Committee shall make a copy of the amended constitution available to all members for which the Committee holds appropriate contact details for.

14. INTERPRETATION OF THE CONSTITUTION

Any question arising as to the interpretation of this Constitution shall be determined at the absolute discretion of the Committee and the Committee's determination shall be final.