

CONSTITUTION OF THE NOTTINGHAMSHIRE JUNIOR LAWYERS DIVISION

1 NAME

1.1 The name of the organisation is the Nottinghamshire Junior Lawyers Division (hereinafter called 'the NJLD').

1.2 The organisation shall be run by an elected committee ('the Committee').

2 OBJECTS

The objects of the NJLD are:

2.1 to further the education of members;

2.2 to provide a forum for the meeting and socialising of all members;

2.3 to provide for and protect the interests both of present and future members;

2.4 to preserve and maintain the integrity of the legal profession; and

2.5 to do such other things and engage in any such activities as the NJLD may from time to time determine in general meeting.

3 POWERS

3.1 In furtherance of the objects, but not otherwise, the NJLD 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 NJLD, 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 Junior Lawyers Division Committee;

3.1.5 support such charitable trusts, associations or institutions as are appropriate to its membership;

3.1.6 engage suppliers 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 NJLD.

4 MEMBERSHIP

4.1 Membership shall be open, irrespective of sex, sexual orientation, race, nationality, age, or political, religious or other opinion to law students, paralegals, legal executives, legal assistants, legal administrators, solicitors/barristers in training and qualified solicitors/legal executives for up to 5 years post qualification and barristers up to 5 years post-pupillage experience resident or employed within the Nottinghamshire region area.

4.2 Any solicitor/legal executive/barrister qualified for 6 years or more shall be unable to renew their Membership.

4.3 Membership of the NJLD is non-refundable or transferable to anyone else.

4.4 The Committee may, refuse membership if in its opinion their conduct is prejudicial to the interests and objects of the NJLD and that it is in the best interests of the NJLD that their membership is refused. A resolution to refuse membership may only be passed by the Committee if:

4.4.1 the member has been given at least twenty-one 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;

4.4.2 the member or, at the option of the member, the member's representative (who need not be a member of the NJLD) has been allowed to make representations to the meeting; and

4.4.3 such a resolution is passed by two thirds of those members of the Committee present.

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 NJLD or terminate or suspend any member of the Committee, if in its opinion, their conduct is prejudicial to the interests and objects of the NJLD and that it is in the best interests of the NJLD that their membership is terminated. A resolution to remove a member from membership may only be passed if:

6.1.1 the member has been given at least twenty-one 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

6.1.2 the member or, at the option of the member, the member's representative (who need not be a member of the NJLD) has been allowed to make representations to the meeting; and

6.1.3 such a resolution is passed by two thirds of those members of the Committee present.

6.2 Furthermore, membership may be terminated if:

6.2.1 the member dies or ceases to qualify the membership criteria in clause 4 above

6.2.2 the member resigns by written notice to the NJLD unless, after the resignation, there would be less than two members

6.2.3 any sum due from the member to the NJLD is not paid in full within six months of it falling due.

7 MEETINGS OF THE NJLD

7.1 Annual General Meetings:

7.1.1 The NJLD must hold a general meeting as its annual general meeting 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 Not more than 15 months may elapse between the date of one annual general meeting of the NJLD and that of the next;

7.1.3 The annual general meeting should be held between August and October each year, at such time and place as the Committee appoints;

7.1.4 At the annual general meeting there will be a report of the Committee, the annual accounts will be considered, the Committee elections for the following year shall be announced and any other business may be transacted that may be transacted at an annual general meeting by statute or these rules;

7.1.5 A copy of the proceedings of all annual general meetings must be sent to each member that submits a written request for the same; and

7.1.6 All general meetings other than the annual general meeting must be called special general meetings.

7.2 Special General Meetings:

7.2.1 The Chair of the Committee

7.2.2 at any time at their discretion may or

7.2.3 upon receipt of a request signed by 25 members of the NJLD must call a Special General Meeting.

7.2.4 If the Chair of the Committee does not proceed to convene the meeting within 21 days from the date of the request, the requestors or any other 25 members may themselves convene such meeting.

7.3 Notice of meetings

7.3.1 At least 14 clear days' notice of every annual general meeting and of any other general meeting must be given.

7.3.2 The notice must specify the day and hour of meeting and in case of special business, the general nature of such business and must be sent by email or pre-paid post to each member for which the Committee holds appropriate contact details

7.3.3 The accidental omission to give any notice, or the non-receipt of such notice by any member shall not invalidate the proceedings at any annual general or special meeting.

8 COMMITTEE

8.1 The NJLD shall be run on a day to day basis by a committee (the Committee). The Committee shall be composed of the following officers which may be varied at the discretion of the Committee as it sees fit:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Membership Secretary
- National and Nottinghamshire Law Society Representative
- Careers & Education Representative
- Marketing Representatives
- Social Representatives
- Sports Social Representative
- Ball Society Representatives
- In-House Representative
- Barrister Representative

8.2 Subject as provided below, members of the Committee must be elected as allowed for in rule 9 for one year from 1 January until 31 December.

8.3 Officers of the Committee are eligible for re-election in subsequent years so long as they remain bona fide members of NJLD, in accordance with rule 4.1.

8.5 Any elected member of the Committee who in any one year of office, misses more than five meetings or who fails to attend three consecutive meetings shall be at the discretion of the Committee removed from their position and/or may be declared ineligible for re-election.

8.6 If a casual vacancy occurs in any of the Committee between one election and another, the Committee may appoint a member to fill the vacancy by offering the position to the Members if deemed necessary and accepting the first applicant nominated; but the member so appointed may hold office until only the next election, unless at such meeting they are re-elected for a further period.

8.7 In determining whether a member appointed under article 8.5 to fill a vacancy on the Committee is ineligible for re-election under article 8.6 regard must be had to the proportion of their attendances to the number of meetings held after their appointment.

8.8 Only members of the NJLD shall be eligible to fill any position of the Committee with the roles Chair, Vice-Chair, National Representative and Treasurer requiring any candidate to have previously served on the Committee unless no previous Committee members apply.

8.9 The Committee shall comprise of no more than 5 members of any one firm at the date of the elections unless necessary to fill the roles listed in 8.1.

9 ELECTION PROCEDURE

9.1 Elections for positions of the Committee shall be as follows, and shall be subject to Voting Rules passed by the Committee:

9.1.1 All voting shall be by email;

9.1.2 All votes will be won on a simple majority of votes cast by eligible members;

9.1.3 Votes must be made by way of email to the Chair and Membership Secretary, in the event either Committee Member is up for a contested role for the following year the vote shall be made by way of email to a designated Committee Member who is not up for vote, that person will be selected by simple majority vote of the Committee; and

9.1.4 The Committee may decide, subject to a 2/3 majority vote to arrange any other suitable alternative for electing the Committee.

10 RULES OF PROCEDURE AT ALL MEETINGS

10.1 Voting

10.1.1 Except in the cases otherwise specifically provided for by in this constitution, any question arising at any meeting of the NJLD or of its Committee shall be decided by a simple majority of those present (in person or remote) by voting.

10.1.2 No member of the Committee shall exercise more than one vote, except in case of an equality of votes at any meeting in which case the Chair shall have a second or casting vote.

10.1.3 Only members of the Committee present at each meeting may vote. There is no facility to exercise proxy voting.

10.2 Quorum

10.2.1 Committee: one-third of the members of a committee with power to vote shall form a quorum at meetings of the Committee and all other committees and sub-committees of the NJLD.

10.2.2 General and Special General Meetings: 25 members with power to vote or one-third of the members with power to vote, whichever is the less, shall form a quorum at General Meetings of the NJLD, subject to 12.2 below. However:

10.2.2.1 in the event that no quorum is present at an Annual General or Special General Meeting of the NJLD, or the meeting has to be abandoned the meeting shall stand adjourned and be reconvened fourteen days later, and those members with power to vote present at that meeting shall be deemed to form a quorum; and

10.2.2.2 if no quorum is present at that latter meeting, then all matters to be decided at the meeting will be passed to the Executive to resolve.

10.3 Minutes

Minute books shall be kept by the Secretary of the NJLD and all its committees and the respective secretary shall enter therein a record of all proceedings and resolutions.

11 FINANCE

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

11.2 The Treasurer must produce a set of annual accounts of NJLD to be presented to the Annual General Meeting.

12 DISSOLUTION

12.1 If the Committee by a simple majority or 50 members of the NJLD decide at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the NJLD it shall call a Special General Meeting.

12.2 A quorum will be formed if 50 members with power to vote or one-third of the members with power to vote 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 NJLD.

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

13 ALTERATIONS TO THE CONSTITUTION

13.1 If the Committee by a simple majority or 25 members of the NJLD decide at any time that it is necessary or advisable to amend this constitution it shall call a Special General Meeting.

13.2 If such a decision is confirmed by a simple majority of those present this constitution shall be amended and the Committee shall endeavour to send a copy of the amended constitution to all members.