

CAMBRIDGE UNIVERSITY STUDENTS' PRO BONO SOCIETY CONSTITUTION

THIS CONSTITUTION is adopted by the Founders of the **CAMBRIDGE UNIVERSITY STUDENTS' PRO BONO SOCIETY**, hereinafter referred to as 'the Society', this 14th day of March, 2003.

WHEREAS the Society is an body founded to promote, organise and support *pro bono publico* work by students in the community; and

WHEREAS the Society wishes to formally structure its organisation and operations, and become a University Society;

NOW THEREFORE, the Founders of the Society do hereby enact the following Constitution.

Article I – General Provisions

- § 1 The society shall be known as 'The Cambridge University Students' Pro Bono Society', hereinafter abbreviated to 'the Society'.
- § 2 The aims of the Society shall be:
- A. to advance the education of its members in law and ethics by providing training and placements to allow its member to provide pro bono legal services.
 - B. to assist the local and wider community through supporting the provision of pro bono legal services.
- § 3 Membership of the Society shall be open to any member of the University, upon application to the Executive Committee. The Society shall not refuse membership on grounds of race, gender, sexual orientation, religion or political opinion. A fee may be charged for membership, to be determined by the Executive Committee. Any member whose activities are deemed likely to bring the Society into disrepute may be expelled by the Executive Committee. The Society may offer Honorary Membership to any person upon such terms as it sees fit. Honorary members shall have no right to vote or be elected to the Executive Committee.

Article II – The Executive Committee

§ 1 There shall be an Executive Committee, responsible for the management and administration of the Society. The Executive Committee must comprise the following Officers, who are to be known as the ‘Principal Officers’:

- A. President: the President shall be ultimately responsible for the administration and management of the Society, and shall represent the Society as a whole. The President shall be empowered to enter into agreements on behalf of the Society where approved to do so by the Executive Committee.
- B. Vice-President and Secretary: the Vice-President and Secretary shall support the President in his or her duties. The Vice-President and Secretary shall also be responsible for the administration of the business of the Executive Committee, and shall handle communications and records on behalf of the Society. In the event of the President vacating his or her position, the Vice-President and Secretary shall assume his or her duties for the time being.
- C. Treasurer: the Treasurer shall be responsible for the financial affairs of the Society, for keeping appropriate records of transactions and for advising the Executive Committee on the financial situation of the Society. The Treasurer must ensure that the accounts of the Society are available for audit by the Senior Treasurer before the division of Full Term of the Lent Term in the year following his appointment. The Treasurer shall liaise with the Senior Treasurer as appropriate.

§ 2 The Principal Officers of the Executive Committee may also co-opt persons, being members of the Society, provided that membership of the Committee shall not exceed seven. Such co-opted members will be subject to such conditions as to tenure and responsibility as the Principal Officers of the Executive Committee may see fit. The Senior Treasurer shall be a member of the Executive Committee *ex officio*, but shall only be notified of meetings of the Executive Committee if he so requests. A majority of the Principal Officers shall be full-time undergraduate or postgraduate students of the University and a majority of the Executive Committee shall be full-time undergraduate or postgraduate students of the University or members of the Regent House. The Executive Committee shall give notice by e-mail to all members whenever a change is made to the membership of the Executive Committee.

§ 3 A meeting of the Executive Committee may be called by any two members of the Executive Committee, or any Principal Officer of the Executive Committee alone, providing at least two days notice is given of date, time and location to all other members of the Executive Committee. The quorum of any such meeting shall be three members of the Executive Committee, providing that at least one Principal Officer must be present. In the event of any vote of the Executive Committee

resulting in a tie, the President (or the Vice-President and Secretary in the President's absence) shall have a casting vote.

- § 4 The Executive Committee shall have the right to enter into agreements on behalf of the Society, providing that any agreement expressly limits the liability of the Society and its members solely to the assets held in the name of the Society wherever possible.
- § 5 The Executive Committee shall appoint a Senior Treasurer who shall be resident member of the Senate or other person approved for the purpose by the Junior Proctor. The Senior Treasurer shall not be liable for any financial debt or other obligation of the Society unless he or she has personally authorised to undertake such liability or obligation in writing. The Senior Treasurer shall be responsible for auditing the accounts of the Society annually.
- § 6 The Executive Committee shall meet at least once during each Full Term. It is the responsibility of the President to ensure at least one meeting is called during each Full Term.
- § 7 The Principal Officers of the Executive Committee shall be elected by vote of the members of the Society to serve a term of one year, from the division of the Lent Term of their appointment. Such elections shall be held in the Annual General Meeting in accordance with Article III.
- § 8 A member of the Executive Committee may resign by submitting a letter to the Executive Committee or may be removed under the provisions of Article III. Should a member of the Executive Committee fail to attend three consecutive meetings of the Executive Committee, he shall be subject to removal by a majority vote of the Executive Committee. Removal shall not prevent the person from standing in a further election, including the EGM to elect for the position made vacant by his removal. Upon a vacancy arising amongst the Principal Officers, an EGM must be called by the Executive Committee to appoint a replacement for the remainder of the Committee's tenure.

Article III – Meetings

- § 1 There shall be an Annual General Meeting (AGM) of the Society. This meeting shall not be held before the start of Full Lent Term and shall be held by the division of Lent Term. A notice of intent to hold an AGM, and request for nominations for elections, shall be sent at least ten days before the AGM. The date, time and location shall be set by the Executive Committee and notified to all members by electronic mail at least seven days in advance of the date of the meeting. The AGM shall deal with any matters arising, and must conduct the elections of the Executive Committee as described in §4. The Executive Committee shall, at their sole discretion, nominate the chair and secretary for the meeting.
- § 2 An Extraordinary General Meeting (EGM) may be called by any three members of the Executive Committee, or by petition to the Executive Committee of at least twenty members. The date, time and location shall be set by the Executive Committee and notified to all members by electronic mail at least seven days in advance of the date of the meeting. An EGM may conduct any business arising, and must conduct elections under §4 where required by §8 of Article II. The Executive Committee shall, at their sole discretion, nominate the chair and secretary for the meeting.
- § 3 There shall be a quorum of at least six members, excluding members of the Executive Committee, before an AGM or EGM may conduct any business. If at any point during an AGM or EGM the quorum is not met, the meeting must be adjourned and shall be reconvened at a date and time to be decided by the Executive Committee and notified to the membership at least two days in advance. Any member of the Society may propose a motion to an AGM or EGM, providing notice of the motion is given to the Executive Committee at least three days before the date of the meeting. Late motions may be accepted at the discretion of the Executive Committee. The motion shall be voted upon at the Meeting, provided that another member seconds the motion.
- § 4 Business at an AGM or EGM shall be conducted according to the following provisions:
- A. Elections to the Executive Committee: nominations must be submitted to the Executive Committee not later than five days before the AGM or EGM called for the purpose of elections, and must be submitted by the person wishing to stand for election. The nomination must be seconded by two other members of the Society. No candidate shall be permitted to stand for the position of President at an AGM unless the Executive Committee certify, on receipt of an otherwise valid nomination, that the candidate has held office as a member of the Executive Committee or as a member of any other recognised committee of the Society. If no valid nomination is received for the position of President by the close of nominations for

the AGM, the President before the AGM shall continue in his or her position until an EGM can be held to elect a replacement. A person may be nominated for more than one position. The nomination must include a manifesto consisting of not more than two hundred words, without any graphics or art. The Executive Committee may refer any manifesto they feel to be inappropriate to the Senior Treasurer, who shall make a final determination as to whether the manifesto shall be accepted. Details of all nominees and their manifesto shall be forwarded by electronic mail to all members not later than three days before the meeting. Nominees shall not incur any expenditure in activities related to the election other than as required in this section, nor shall they aid or procure any other person to incur such expenditure on their behalf.

- B. Hustings: each nominee for a contested election to the Executive Committee shall have the right to address the AGM or EGM for a period to be determined at the sole discretion of the chair of the meeting. If the Chair of the Meeting deems it appropriate, questions may be asked to any or all candidates for a particular position after hustings for that position have been completed.

- C. Method of Voting - Elections to the Executive Committee: upon conclusion of the hustings, all eligible members present at the meeting shall be given a voting slip to allow them to record their vote. Members who are not able to attend the meeting shall (on request) be sent a voting slip from the Executive Committee in advance of the meeting, and the member should return their signed slip in a sealed envelope to the Executive Committee before the conclusion of hustings. There shall not be the option to Re-open Nominations. In the event of a person standing for more than one position, their nomination for a lower Office shall be treated as void should they be successfully elected to a higher Office, and any votes for that person for the lower Office shall not be counted, but the voter's choices shall be appropriately renumbered and counted. The order of seniority of Offices shall be: the President, the Vice-President and Secretary, the Treasurer. There shall be two returning officers. The returning officers shall be the President and Vice-President and Secretary of the Society. No person who is standing for election may be a returning officer; should either of the *ex officio* returning officers be standing for election, the Executive Committee shall appoint members of the Society to act as returning officers. The two returning officers shall be given all voting slips, including those returned in sealed envelopes to the Executive Committee, and shall perform the count according to the Single Transferable Vote system as described in the Cambridge University Statutes and Ordinances, insofar as it is not expressly or impliedly amended by this Constitution. The returning officers shall issue, in writing and signed by both returning officers, a declaration of the results of the election. If there shall be any dispute as to the result, the matter shall be referred to the Senior Treasurer, whose decision shall be final.
- D. Method of Voting – Other Business Contested business shall be determined in so far as is possible in accordance with the provisions for Elections to the Executive Committee, excepting that short speeches regarding the motion shall be held in place of hustings, only those present at the AGM or EGM shall be entitled to vote, and simple majority voting shall apply. If the chair of the meeting deems it appropriate, any other contested business may be conducted by a show of hands rather than by a written vote.
- E. Assuming Office: Those members duly elected shall take their positions on the division of Lent Term. In the event of an insufficient number of members being elected to fill all elected positions on the Executive Committee, the incoming Executive Committee may co-opt to fill any vacancies.
- F. Changes to the Constitution: an AGM or EGM may – providing at least two thirds of those members present vote in favour of the motion – amend any provision of the Society's Constitution. Such changes will become effective after fourteen days, unless annulled by

a later resolution within those fourteen days (to require a simple majority only).

- G. Removal of an Officer: an AGM or EGM may – providing at least two thirds of those members present vote in favour of the motion – remove any member (whether co-opted or elected) of the Executive Committee. The Senior Treasurer shall not be removed in this way.
- H. Dissolution of Society: an AGM or EGM may – providing at least two thirds of those members present vote in favour of the motion – dissolve the society. In the event of the Society dissolving, any assets of the Society remaining after all liabilities have been met shall be transferred to another registered University Society or to the Societies Syndicate.

§ 5 No motion shall be valid if its effect is to remove an officer, dissolve the Society, or change the constitution unless it is made according to the provisions of §4(F), (G) or (H) as appropriate. A subsequent AGM or EGM may annul any resolution of a previous AGM or EGM. A motion to dissolve the Society shall not take effect