



The Constitution of the **KCL Law Society**

*As drafted and approved by the Committee of the KCL Law Society, and as amended from
time to time.*

Ratified, updated, and correct as of 01 March, 2023

1. **Name.** The name of the society is King’s College London Law Society (“**KCLLS**”).

2. **Objects and Powers.** The KCLLS is established to:
 - 2.1. Provide a social and extra-curricular academic programme for members and non-members, who may be drawn from all academic departments at King’s College London, both undergraduates and postgraduate programmes;
 - 2.2. Kickstart the students’ (as described in Clause 2.1) careers in law.
 - 2.3. Where it is within the power of the KCLLS, act on behalf of the undergraduate student body in dealing with King’s College London, including The Dickson Poon School of Law;
 - 2.4. Act on behalf of the student body in dealing with interested external parties;
 - 2.5. Represent the student body on law school committees and boards;
 - 2.6. To be otherwise responsible, so far as is reasonable and possible, for the welfare of individual students and the student body as a whole.
 - 2.7. In furtherance to such objectives, but not otherwise, the KCLLS may:
 - 2.7.1. Raise money and procure contributions to the KCLLS by personal or written appeals, public meetings or otherwise.
 - 2.7.2. Place the money of the KCLLS, not immediately required for such objects, in a bank account or similar account.
 - 2.7.3. Do all other lawful things as are necessary for the attainment of such objectives.
 - 2.8. In carrying out these objectives, the KCLLS aims to be as transparent as possible, in order to pre-empt any allegations of misconduct. With this aim in mind, however, the KCLLS also recognises the need for discretion, particularly pertaining to financial information, and may take actions that include, but are not limited to, the redaction of any documents or information published by the KCLLS.

3. **Inter-Society Relations.**
 - 3.1. **Best Interests.** With regards to the activities of other societies, the KCLLS shall work in the best interests of King’s College London law students and the members of the KCLLS.
 - 3.1.1. Working in the best interests of the said groups will usually mean collaborating, not competing, with other student societies and

rendering assistance if necessary and possible to those other societies, and where convenience allows for the KCLLS.

4. **Membership.**

4.1. **Full Members.** Full Membership of the KCLLS shall be open to:

4.1.1. Any individual who is a full-time student of King's College London as well as students studying under the ERASMUS program, upon payment of the membership fee, as stipulated by the executive committee.

4.1.2. Any other individual who does not come within Clause 4.1.1 above, conditional on such a person's application being approved by the Executive Committee of the KCLLS, and subject to payment as defined in Clause 4.1.1.

4.1.3. Those that comply with Clause 4.1 are deemed to be Full Members.

4.1.3.1. "Full Member" includes members currently holding half-year memberships.

4.2. **Determination of Membership.** The executive committee shall have the right:

4.2.1. To approve or reject any applications for membership with good and sufficient reason.

4.2.2. To terminate the membership of any individual with good and sufficient reason.

4.2.3. Should an individual's membership be terminated, their subscription fee shall be returnable in part or in full at the discretion of the executive committee.

4.2.4. Membership for the KCLLS shall automatically terminate when an individual ceases to be a student of King's College London, or when the membership period lapses.

5. **The Committee of the KCLLS (the "Committee").**

5.1. **Electing the Committee.** All eligible voters defined in Clause 10.1 shall elect the Committee annually. Any member of the KCLLS is eligible to run for election.

5.1.1. The First-Year, Postgraduate and Non-Law Representatives are not

elected by popular vote but apply directly to the executive committee for selection in accordance with Clause 5.4.1 and 5.6.1.

5.1.2. The Committee shall be elected in accordance with Clause 9 and 10.

5.2. **Structure of the Committee.** The composition of the Committee in order of precedence for procedure at meetings, unless otherwise dictated by the Executive Committee (refer to Clause 6), shall be as follows:

5.2.1. President

5.2.2. Vice-President

5.2.3. Treasurer

5.2.4. Careers Officer

5.2.5. Community Officer

5.2.6. Competitions Officer

5.2.7. Debates Officer

5.2.8. Communications Team, comprising of the:

5.2.8.1. Social Media Officer

5.2.8.2. Graphics Officer

5.2.9. Administrative Officer

5.2.10. First-Year Representative

5.2.11. Postgraduate (LLM) Representative

5.2.12. Non-Law Representative(s)

5.3. **Responsibilities.** The responsibilities of each position are defined in Schedule 1.

5.4. **Term of the Committee.** The officers (including the Executive Committee) of the Committee shall be elected in March of each year and their term of office shall be one year.

5.4.1. The exceptions are the First Year, Postgraduate (LLM), and Non-Law Representatives who are not elected by popular vote.

5.4.1.1. The First-Year and Postgraduate positions will be advertised at the beginning of each academic year and the Non-Law Representative position will be advertised in April. Students will apply directly to the Committee, which will hold an internal vote to determine which candidate is successful. They will then hold office until March and shall stand down with the rest of the Committee. As members of the Committee, where

eligible, they have the same voting rights as any other Committee officers.

- 5.5. **Re-Election.** The officers of the Committee shall be eligible for re-election if they fulfil the criteria set out in Clause 5.1.
- 5.6. **Vacancy.** Should any position on the Committee become vacant during the Committee's time in office, it may be filled by any member of the KCLLS.
 - 5.6.1. Those interested must apply to the committee and must be approved by a two-thirds majority of the Committee.
- 5.7. **Participation in Other Societies.** If a member of the Committee is accepted to participate in the Phillip C. Jessup International Law Moot Court Competition, or holds a major leadership position at King's College London (in a student society or otherwise), they must receive a unanimous vote of confidence from the Executive Committee to continue in their role with the KCLLS. This vote of confidence must be called immediately after the participating Committee member announces their acceptance of the other position.
- 5.8. **Capacity of the Committee.** Officers and Representatives of the Committee, acting as such, do so as agents of the KCLLS.

6. **The Executive Committee.**

- 6.1. **Structure.** The Executive Committee shall consist of: the President, Vice-President, Treasurer, and the Careers Officer.
- 6.2. **Management.**
 - 6.2.1. The policy and general management of the KCLLS shall be the responsibility of the Executive Committee, which shall meet weekly during the semesters, and at the President's discretion during vacation periods.
 - 6.2.2. Their roles and duties include, but are not limited to:
 - 6.2.2.1. Leading the Committee and all meetings and general oversight of the KCLLS, and resolving any disputes within the KCLLS or the Committee.
 - 6.2.2.2. The President will preside over the Executive Committee, and in tandem with each other position in the Executive Committee, will oversee each jurisdiction;

- 6.2.2.3. The Vice-President will have oversight of all internal affairs of the KCLLS;
 - 6.2.2.4. The Treasurer will have oversight over all financial matters and membership of the KCLLS; and
 - 6.2.2.5. The Careers Officer will have oversight over all external affairs of the KCLLS.
- 6.3. **Decision Making Process.** If required, on decisions relating to the KCLLS, the Executive Committee reserves the right to the final say.
- 6.3.1. All decisions must be made as a united front, and with a three-fourths majority of the Executive Committee.
- 6.4. **Application of Rules.** The Executive Committee is subject to the same election rules as listed in Clause 5, and any other rules that apply to the wider Committee.

7. **Discharge of a Committee Member.**

- 7.1. **Requirements.** A member of the Committee (including the Executive Committee) may be removed from their position, with good and sufficient reason, by a qualified vote of 80% of the remainder of the Committee.
- 7.1.1. For guidance as to what constitutes good and sufficient reason see Schedule 2.
 - 7.1.2. For the purpose of this vote, those that are seen as biased on the case (such as committee members who are close friends) shall be excluded from the vote. The Executive Committee will make the judgment on which Committee member is biased.
 - 7.1.3. If a member of the Executive Committee is accused of bias they must abstain from the vote.
 - 7.1.3.1. This will be determined by the President, or if the President is accused of bias, then the remainder of the Executive Committee is to decide.
 - 7.1.3.2. To accuse a member of the Executive Committee of bias as stated in Clause 7.1 requires sound and reasonable evidence that must be presented to the entire Committee. A three-fourths vote is then required in a vote on the credibility of the evidence.
 - 7.1.3.3. If bias is established, that member of the Executive Committee

must recuse themselves from said voting and/or sanctioning.

8. **Rules of Procedure at Committee Meetings.**

- 8.1. **Frequency.** The Committee shall meet weekly during the semesters, and at the President's discretion during vacation periods.
- 8.2. **Minimum Required Attendance.** A meeting of the executive committee may not proceed with less than half of its officers in attendance.
- 8.3. **Meeting Order.** The positions in Clause 5.2. are listed in descending order of precedence for the purpose of committee meetings, unless the Executive Committee decides otherwise.
- 8.4. **Decisions.** Unless provided elsewhere within this Constitution, all issues arising at meetings of the Committee shall be decided by a simple majority of those present and eligible to vote. In the case of a tie in votes, the Executive Committee shall have a collective decisive vote.
- 8.5. **Meeting Minutes.** It is the responsibility of the Administrative Officer to keep accurate records of all the proceedings, discussions and decisions at the meetings. The Administrative Officer shall keep a complete record of the minutes for each meeting and they will email the minutes of the previous meeting to the executive committee on the day of or the day following each meeting.
 - 8.5.1. Due to the confidential nature of such meeting minutes, these will not be made public.
- 8.6. **Absenteeism.** A member of the Committee repeatedly absent from the weekly meetings, without good reason, shall be subject to such sanctions and disciplinary proceedings as the Executive Committee decides to be fair and reasonable in the circumstances. Guidance on these sanctions may be found in Schedule 3.
 - 8.6.1. Should a member of the Executive Committee be accused of bias in this case, the remaining Executive Officers will decide on the sanctioning.

9. **Nomination of Candidates for the Committee.**

- 9.1. **Application.** Clause 9 applies to both the Executive Committee and the Committee.

9.2. **Eligibility for Running in Elections.** Any Full Member (defined in Clause 4.1) of the KCLLS shall be eligible for election to any position on the Committee.

9.3. **Procedure.**

9.3.1. In order to secure the nomination each candidate must submit an application to the Committee.

9.3.2. The applications shall be reviewed by those members of the Committee, with the exception of those applying to be on next year's Committee.

9.3.3. The Committee will submit a maximum of three candidates per role to progress to the nomination stage.

9.3.3.1. If there are more than three candidates the Committee can exercise its discretion to put more people forward to the nomination stage.

9.3.4. The First Year Representative shall be drawn from the first-year student body only; the Postgraduate Representative shall be drawn from the Postgraduate (LLM) student body only; and the Non-Law Representative(s) shall be drawn from the Non-Law student body only.

9.3.5. To be nominated for a position on the executive committee, they must acquire a discretionary quantity of signatures from Eligible Voters (as defined in Clause 10.1).

9.3.5.1. The quantity of signatures required is decided on a yearly basis, and at the discretion of the Executive Committee.

10. **Elections & Campaigning.**

10.1. **Voting Eligibility.** All undergraduate and postgraduate students of the law school, students currently studying under the ERASMUS program of the law school and all other Full Members of the KCLLS are eligible to vote and have one vote each. (“**Eligible Voter**”)

10.2. **Voting Weight.**

10.2.1. Each Eligible Voter has a vote which carries the weight of one vote.

10.2.2. Each member of the Committee has a vote which carries the weight of five votes.

10.3. **Election System.** Elections shall be carried out by means of a secret ballot

system.

- 10.3.1. The counting of votes is overseen by the President and the Admin Officer only. In the event that the aforementioned officers are running in the elections, a member of the Executive Committee will count the votes for that position.
 - 10.3.2. No quorum of voters is required; the outcome of the elections shall be decided by a plurality. Except where Re-Open Nominations reach or exceed 30% in votes for an election race, the committee will have final discretion on the outcome.
 - 10.3.3. Should the committee be notified of a complaint regarding a candidate at any point during the election, the exiting Committee will follow this procedure
- 10.4. **Voting Ties.** In the unlikely event that two or more candidates are tied following the counting of votes, the exiting Committee shall have the final decision.
- 10.4.1. Such a decision must be reached by a two-thirds majority of the exiting Committee, and the reasons for such a decision must be made public to encourage transparency and provide legitimacy for the Committee's actions.
- 10.5. **Results of the Election.** The results of the election are final and not open to appeal unless there is a reasonable suspicion of bias or foul play in which case, the exiting Committee shall have full autonomy in deciding whether or not to reset, renew or revoke the election of any position under investigation.
- 10.6. **Campaigning Rules.**
- 10.6.1. No campaign material may be slanderous, libelous and/or discriminatory toward a candidate or their position.
 - 10.6.2. No campaign material may be unequivocally degrading to:
 - 10.6.2.1. Any person, position, candidate, or Committee member of the KCLLS; or
 - 10.6.2.2. Any person, organisation or department of the University or to any outside group.
 - 10.6.3. Any attempt to bribe or solicit votes with anything other than purely promotional material will leave the candidate liable for disqualification.

- 10.6.4. Failure to abide by these regulations could result in the disqualification of their candidacy by the Executive Committee.
- 10.7. **Endorsing.** Current Committee members are permitted to publicly and privately endorse individual candidates.
- 10.8. **Election Expenditure.** No candidate is permitted to spend in excess of 50 GBP for their campaign.
 - 10.8.1. All campaign finances must be made available to the Treasurer on request.

11. **Finances.**

- 11.1. **Objectives.** All money raised by or on behalf of the KCLLS shall be applied to further the objects of the KCLLS, as defined in Clause 2, and shall not be applied for any other purpose.
- 11.2. **Financial Reports and Records.** The Treasurer shall keep proper written accounts of the finances of the KCLLS.
 - 11.2.1. They shall present a written report on the finances of the KCLLS to the Executive Committee at the end of the academic year.
 - 11.2.2. Any discrepancies over 1% of the annual income therein must be accounted for and the Executive Committee as a whole must accept this report to be an accurate record of the KCLLS finances.
- 11.3. **Minimum Handover Sum.** Every executive committee is to maintain and handover to the next committee a sum of at least five thousand GBP (£5,000).
 - 11.3.1. This fund is meant to provide a buffer in case of a financial emergency. Where some or all of it is used, the executive committee should seek to ensure it is replenished as soon as feasible.
 - 11.3.2. It is the responsibility of the Treasurer to maintain this fund, and ensure this is handed over.
- 11.4. **Authorisation.** The Committee shall authorise the President and Treasurer to sign cheques on the KCLLS' behalf.
 - 11.4.1. All incomings and outgoings are to be recorded on expenses forms, if required, signed by the Executive Committee, or any other Committee member which the Executive Committee authorises.
- 11.5. **Secretary.** The President shall be the Secretary authorised to supply lists of authorised signatories to the KCLLS Bank Account.

12. **Constitutional Amendments.**

12.1. **Requirements.** Any procedural amendments to this constitution, which are those defined as not affecting the substantive rights of the members of the KCLLS, may be ratified by a two-thirds majority vote of the Committee present at a meeting.

12.2. **Constitutional Amendments Affecting Substantive Rights of Members.** Any amendments to this constitution affecting the substantive rights of the members are to be ratified by a referendum. Members of the KCLLS (including the Committee) alone shall be eligible to vote in this, and any amendment is ratified if a simple majority vote in favour of the amendments.

12.2.1. No quorum of voters is required.

13. **The KCLLS Terms and Conditions for Events.**

13.1. **Application.** All events hosted by the KCLLS, unless otherwise stipulated, are subject to the KCLLS Terms and Conditions for Events.

Schedules

Schedule 1

This Schedule is not taken to be exhaustive and serves only to set out the basic duties of each committee member.

1. **The President** shall be responsible for the day to day running of the KCLLS. They will delegate tasks to the other officers as seen fit, in order to enable a smooth running of the KCLLS. They shall sit on all school boards and committees necessary or appoint a delegate to sit in their stead; they are responsible for raising funds for the KCLLS before the commencement of the new academic year. The Vice President, Treasurer and Careers Officer will assist in this task; as the public face of the KCLLS their presence shall be required at all events possible; they are the chair of committee meetings; they are ultimately answerable for the actions of the Committee to the members. They maintain or improve the KCLLS' relationships with existing law firm sponsors and actively seek to develop relationships with new law firms. They do everything else practicable to maintain and improve the KCLLS' reputation at King's and within the broader legal community. Alongside the Vice-President, they are also responsible for selecting new committee members, including the LLM, First-Year and Non-Law Representatives. They are required to oversee all social events as well as vocational events, including debates and competitions, or appoint another Executive Committee member to do so. The President also acts as the Secretary authorised to supply the list of authorised signatories to the KCLLS Bank Account.

2. **The Vice-President** shall be responsible for the second-hand book sale; Freshers' Fair; the welcome packs and letters going out to first-year students; they are the President's assistant and as such are the de facto delegate for any event requiring the President's presence but which the President cannot attend and any matters for which the President or other committee members shall require assistance. They are also responsible for maintaining and furthering the KCLLS' Mentorship Scheme; partnering with mentors from a variety of firms, determining which applicants may join the Scheme, acting as the sole point of contact for any scheme related queries and scheduling mentorship sessions. They are responsible for non-corporate legal events and any more non-vocational events that are outside the remit of the Career Officer's

role. Additionally, they should assist in liaising with the law school; amending the first year LLB guide, in line with the current SRA regulations; and merchandise for the KCLLS.

3. **The Treasurer** is responsible for the managing of the KCLLS' finances – they provide financial analysis and advice concerning budget allocation on any and all expenditure. They are further required to present a yearly financial report to the Executive Committee. They are responsible for making and sending invoices during the summer and on an ad-hoc basis, and be the contact point for firms where financial matters are involved (including, where required, to follow up with firms when they have not paid their sponsorship fee). The Treasurer must be willing to learn how to use all relevant financial softwares, and maintain an accurate account of the KCLLS' finances on all current platforms (HSBC, Google Drive, Manager.io). They also oversee all memberships, including, but not limited to: payments, the Free Membership Scheme, and ensuring that the KCLLS Terms and Conditions are updated. The Treasurer should also oversee the creation of the LLB and LLM Guides, and be involved with the financial planning of each KCLLS event (including, but not limited to: all socials (bus party, boat party, winter social, law ball), and other events where expenditure is required. The Treasurer is also responsible for the timely reimbursements of all Committee members, and ensures that each reimbursement is supported by some form of proof.

4. **The Careers Officer** shall be responsible for: liaising with law firms for sponsorship and events together with the President; planning, coordinating and managing careers events with students and law firms; gathering feedback on these events and ensuring that the relevant information is up-to-date and disseminated. Specifically, some of their tasks include (but are not limited to): ensuring the KCLLS fulfils its obligations with sponsors, gaining content from sponsors for the Virtual Hub updating the First Year LLB Careers Guide, liaising with the non-law representatives over summer to get an idea of the non-law specific events they want to hold and pitching this during the sponsorship meetings, annual careers service, annual law fair and organising career events such as the Annual Workshop (the largest vocational event each year) and in-focus panel series. They will assist the President,

during the summer break and autumn term, by spending 30-35 hours a week, in raising sponsorship and to plan the careers events in the upcoming academic year. Furthermore, they maintain or improve the KCLLS' relationship with the Careers and Employability Centre; and update the internal and external calendars. The Careers vocational events officer is also responsible for liaising with the other law related societies at King's and making sure that the events of the KCLLS do not conflict with that of the other societies.

5. **The Community Officer** shall be responsible for the organisation of all the KCLLS' social events including, but not limited to: the Annual Bus Party, the Annual Boat Party, the Charity Pub Quiz, the Winter Social and Law Ball. They are responsible for the organisation of internal committee socials. They are also responsible for the promotion of Mental Health and Well-being initiatives within the KCLLS. These include, but are not limited to, the organisation and hosting of weekly 'Tea Talks' sessions and the 'Mental Health and Wellbeing Session' for the Dickson Poon School of Law Induction. They also organise all events for which they are responsible Event Manager, update Eventbrite for relevant events, and update the internal and external calendars when necessary.

6. **The Competitions Officer** is primarily responsible for running the negotiations competitions, commercial awareness competitions, and sporting events both with other universities and law firms. They should ensure to have all negotiation and commercial awareness competition briefings completed before the academic year begins, and shall contact the relevant sponsors of the negotiation and commercial awareness competitions in coordination with the Careers Officer. They shall regularly consult the student body to determine whether any sporting wishes and interests are being neglected, and maintain close ties with Football, Rugby and Netball Captains for internal sporting events. They are responsible for organising negotiation competitions and commercial awareness competitions, and assisting any other Officers in organising events where required. Furthermore, they organise all events for which they are the responsible Event Manager, and they ensure that the internal and external calendars are always up-to-date.

7. **The Debates Officer** is responsible for organising debates, both internal ones within King's College London and in collaboration with other universities, as well as debating workshops. They help students develop their advocacy skills, and are encouraged to liaise with King's Debating Society and develop taster-sessions for students. Additionally, they are responsible for the organization of the KCL-UCL Debate. In the event that the Debates Officer decides to invite external actors to act as chairs for the debate competitions, at the discretion of the Debates Officer, said individuals may not subsequently be allowed to attend competitions as debaters. Those individuals invited to act as chairs will be made aware about this rule in advance. Furthermore, they organise all events for which they are the responsible Event Manager, and they ensure that the internal and external calendars are always up-to-date.

8. **The Communications Team** consists of the **Social Media Officer** and the **Graphics Officer**.

8.1 **The Social Media Officer** shall be responsible for maintaining external awareness of the KCLLS. They are to: send a weekly email newsletter and any supplementary emails as needed, whilst also overseeing the production of the podcast and managing the virtual hub. They will update the social media platform (including, but not limited to: Facebook, Instagram, and Eventbrite) feeds, and the website as needed. They shall further be responsible for managing Facebook and Instagram inbox, and website maintenance. They are encouraged to work closely with the President, Careers Officer, and Graphics Officer prior to the academic year to ensure that Instagram, Facebook, and the website are up to date. Additionally, they should maintain close contact with all social media feeds of partner firms and sponsors, and promote posts on relevant social media feeds when necessary. They organise all events for which they are the responsible Event Manager, and update the internal and external calendars. They may also rebrand upon consultation with the Executive Committee. Additionally, they should maintain close contact with the Graphics Officer and in events of emergency when relevant posts cannot be made, should take responsibility to do so themselves.

8.2 **The Graphics Officer** shall be responsible for creating promotional material utilised by the KCLLS. They are to: create a weekly update to be posted every Sunday on Instagram, create graphic images for sponsored events and competitions. Reference to be made to the KCLLS events calendar to decide which social media graphics should be made for. Among other duties, the Graphics Officer is to work closely with the Social Media Officer in maintaining the Facebook, Instagram, and website, updating it with any new and relevant material to ensure it is up to date. They are encouraged to work closely with the President, Careers Officer, and Social Media Officer prior to the academic year and make all the relevant event banners for Eventbrite and Facebook, and maintain the Website's calendar. Additionally, they should maintain close contact with the Social Media Officer and in events of emergency when relevant posts cannot be made, should take responsibility to do so themselves.

9. **The Administrative Officer** is responsible for keeping accurate minutes of committee meetings; they are responsible for all matters relating to membership, although the advice and assistance of the Executive Committee may be sought at any time; they shall be responsible for the organisation of weekly meetings and for the dissemination of all important internal information; they shall be responsible for organising the elections of the succeeding committee and for enforcing the KCLLS Terms and Conditions for Events. The Admin Officer is also responsible for making room bookings for Committee meetings and in-person career events, and oversees the use of Zoom. They organise all events for which they are the responsible Event Manager. Furthermore, they are responsible for the organisation of the internal email accounts, and the maintenance and improvement of the membership system.

10. **The First-Year Representative** is responsible for conveying the wishes and concerns of their respective groups to the Committee; they shall keep their respective groups informed as to KCLLS events in the same way as the Communications Officer does for the School as a whole; they are jointly responsible for writing reports on parties, sporting events and other KCLLS activities. The First-Year Representative will also assist in drafting the First-Year Guide. In addition to their primary role, the

First Year Representative can be called upon to assist other committee members in the KCLLS in areas where necessary. Furthermore, they organise all events for which they are the responsible Event Manager, and update the internal and external calendars where necessary.

11. **Postgraduate (LLM) Representative** is responsible for conveying the wishes and concerns of the postgraduate cohort to the Committee; they shall keep the postgraduate cohort informed as to KCLLS events in the same way as the Communications Officer does for the School as a whole. They shall liaise with the Postgraduate Law Society and work closely in order to promote events. They are additionally responsible for keeping the LLM Guide updated. Furthermore, they organise all events for which they are the responsible Event Manager (especially those directly relevant to the postgraduate cohort, such as the LLM Event), and update the internal and external calendars where necessary.

12. **Non-Law Representative(s)** are primarily responsible for widening the KCLLS' outreach by engaging directly with non-law students. They will be a point of contact for non-law students and help represent their concerns to the committee, communication with non-law students can partly be facilitated through the specific non-law social media that the Non-Law Representatives are responsible for running. The Non-Law Representatives shall also be responsible for updating the Non-Law Guide on an annual basis and work with the Executive Committee to ensure sponsorship of the Guide. They are further responsible for running specific non-law initiatives on behalf of the KCLLS, which can include non-law events, socials and competitions. They shall reach out to relevant non-law departments and societies to help widen the outreach of events. Additionally they shall act as Event Managers when appropriate and support the Committee with their wider responsibilities. There shall be 2 Non-Law Representatives annually.

This list comprises the essential responsibilities only and the Executive Committee will be expected to take on much more. The Executive Committee may also delegate tasks and responsibilities to one or more Committee members who are in a position to take on such a task. The KCLLS operates an Event Manager System and all officers and representatives,

except the Executive Committee, unless appointed, will be required to oversee the individual events they are tasked with.

Schedule 2

This Schedule is not to be taken to be exhaustive, nor is it intended to be binding and is included only to give guidance as to the application of Clause 7.

(1) The Committee shall consider applying the measure provided for in Clause 7 if:

- (a) A member of the Committee is shown to have acted dishonestly, or contrary to the aims, objectives or interests of the KCLLS;
- (b) A member of the KCLLS calls for the position of a Committee member to be reviewed.

(2) A member of the Committee is shown to have acted dishonestly if:

- (a) A member of the Committee does not fulfil his or her role satisfactorily; or if,
 - (i) A satisfactory performance will be determined by the Executive Committee.
- (b) A member of the Committee is repeatedly absent from committee meetings.

Schedule 3

This Schedule is not to be taken to be exhaustive, nor is it intended to be binding and is included only to give guidance as to the application of Clause 7 and 8.6.

- (1) The Executive Committee may jointly agree to impose one or more of the following sanctions or disciplinary proceedings in the case of repeated absence by a member of the Committee:
 - (a) A special meeting of the Executive Committee may be convened to allow that Committee member to account for the absences;
 - (b) That Committee member's voting rights at meetings may be temporarily suspended;
 - (c) That Committee member may be temporarily suspended from attending all meetings and other KCLLS organised events;
 - (d) That Committee member may be served with a written warning that if their absences continue, the Executive Committee may consider the application of s7 in this constitution; and
 - (e) Ultimately that Committee member may be removed from their position in accordance with the provisions of Clause 7 and Schedule 2.