

University of Aberdeen Mooting Society Constitution

1. NAME

The name of the Society shall be: “University of Aberdeen Mooting Society” (hereinafter “the Society”)

2. AIMS AND OBJECTIVES

The aims and objectives of the Society shall be:

- a) To provide students with mooting-related opportunities to improve their legal skills; and
- b) To conduct activities of the Society, including moot training, organising moot competitions and holding speaker events relating to advocacy and career enhancement.

3. GOVERNANCE

The Society shall be an integral part of the Association, whose Societies’ Union Committee shall have full authority to ensure the proper and lawful use of the club’s resources. Subject to this, the society shall be managed by its elected committee.

4. MEMBERSHIP

There shall be three grades of membership of the Society: Ordinary Members of the Society, Associate Members of the Society and Honorary Membership.

- a) Ordinary Members of the Society: All full-time and part-time student members and associate members of the Aberdeen University Students’ Association shall be eligible for full membership of the Society, provided they have expressed their agreement with the aims and objectives of the Society. Ordinary membership shall be obtained upon purchase of membership from the AUSA website. At all times, University of Aberdeen students should make up a minimum of 51% of the full Society membership.

Full membership of the Society grants the right to:

- Attend all meetings and participate in the activities of the Society, subject only to the constraints arising from resources, including the participation of moots;

- Vote for officers and stand for election to the office within that Society; and
 - Vote on all questions of policy within the Society.
- b) Associate Members of the Society: Associate Membership includes the right:
- To participate in activities and to attend but not vote at meetings.
- c) Honorary Membership of the Society:
- Honorary Membership shall be elected annually by the Society's Committees.

Termination of membership of the Society: The Society's Committee members may discontinue any membership of the Society. Any member who feels that they have been unjustly excluded shall have a right to appeal to the Societies' Union Committee and shall additionally have recourse to the Association's or University's complaints procedure.

5. OFFICERS AND COMMITTEE

Only current members of the Society shall be eligible for office in that Society.

The officers and Committee shall be elected at the Annual General Meeting (AGM) of the Society or at the Extraordinary General Meeting (EGM). They shall then take up office following their election.

In the event of a vacancy arising in any Committee of a Society, an EGM of the Society may elect another person to fill the vacancy. If no member is elected, then the Committee may co-opt a member.

The Committee shall comprise of: President, Vice President, Secretary, Treasurer, Social Secretary, Senior External Mooting Coordinator, Senior Internal Mooting Coordinator, Junior External Mooting Coordinator, Junior Internal Mooting Coordinator, and First-Year Class Representative.

The Officers of the Society shall comprise: President, Vice President, Secretary and the Treasurer.

There shall additionally be one non-voting Committee position belonging to the Master/Mistress of Moots.

The composition of the Committee shall be stated in full, to all members of the Society, and a record kept by the Societies' Union Chair.

At least five (5) working days' notice shall be given to members for all AGMs of the Society.

Upon election, each Executive Committee member shall register their name, and any contact details required, with the Societies' Union within the timeframe agreed annually by the Societies' Union.

A handover meeting shall take place within a month after the AGM. Following the handover, the newly elected Committee shall take over responsibility.

6. MEETINGS

The Annual General Meeting (AGM) shall be open to all members and law students and shall be held in the second semester of each year. The AGM shall include a President's Report, Treasurer's Report and the election of office bearers. Notice of the meeting shall be posted in advance of the AGM, and the agenda shall be produced five working days before the AGM. The quorum shall be 15% of the ordinary members. Minutes shall be taken of the AGM together with a record of the names and matriculation card numbers of those attending. These shall be submitted to the Societies' Union Chair at a timeline agreed by the Societies' Union Committee, annually.

The Committee may call an EGM, if the whole committee votes by a qualified majority of three quarters to do so. The quorum shall be 15% of the ordinary members. The Secretary shall publish

notice of the meeting with the agenda within two (2) working days of the receipt of a request for such a meeting. The meetings shall be held within five (5) working days from the day of publication.

Committee Meetings shall be held regularly. A Committee Meeting will be deemed to have been held validly if attended by the Executive Committee and at least two additional members from the Committee.

Attendance for all Committee members is mandatory. In the event of an unjustified absence to any of the Committee meetings, the Committee will send the absent member a notice of warning.

Failure to attend more than two consecutive meetings without justification will be considered a breach of that Committee member's duties and upon decision of the Committee may be considered as acceptable reason for replacement of that Committee member. The decision as to whether a justification submitted by the non-attending members/s is acceptable shall rest with the Committee as formed by the members in attendance.

Resolutions shall be validly approved if approved by the simple majority of the Committee members in attendance.

7. ELECTIONS

First-Year Class Representative shall be elected within the first month of the academic year at a first-year class lecture, following emailed notes of interest to the Society. Election shall be by a show of hands.

AGM elections shall be by secret ballot until contested, in which case they shall be by a show of hands.

In order to run for election to the role of President the candidate must have been Vice-President, Treasurer, or Senior Internal/External Mooting Coordinator for at least one year.

When one or fewer of the aforementioned members presents themselves as a candidate for the role of President, any person having held any committee position for at least two years may present themselves as a candidate for the role.

In order to run for President, Vice-President, Treasurer or Secretary the candidate must have been on the committee for at least a year in another official position.

At the AGM, in the case where the President, Vice-President, Treasurer or Secretary roles have not been filled, the regulations regarding prior terms of service shall be discounted.

The Master/Mistress of Moots is a position which must be offered to a Staff Member of the School of Law, University of Aberdeen, failing which subject to election in an EGM, failing which be co-opted by the Committee.

8. AMENDMENT TO THE CONSTITUTION

Amendments to the constitution must have the approval of two-thirds (2/3) of the Ordinary Members of the Society present at the AGM or at an EGM of the Society convened for this purpose.

Notice of the proposed constitutional changes must be published in the agenda and cannot be brought up under the item 'any other business.'

After the official AGM of the commencing year, an amendment to the constitution is subject to the final approval of the Societies' Union Committee.

Appendix A: Office Bearers Roles & Duties

1. **President** – Shall guide and represent the Society as well as chair Committee meetings, seek sponsorships and maintain the cupboard. The President will have the responsibility to keep in regular contact with the heads of all law-oriented societies affiliated with AUSA, and to foster cooperation between them and the Society.

2. **Vice-President** – Shall support the President in their role, and be responsible for the annual London trip.
3. **Secretary** – Shall take and distribute minutes for Committee meetings and store notes.
4. **Treasurer** – Shall be responsible for finances of the Society, grant applications, collect sponsorships and make regular reports to the Society.
5. **Social Secretary** – Runs the socials for the year and maintains the social media accounts including the website.
6. **Senior External Mooting Coordinator** – Interacting with other societies, organisations and lecturers to organise moots on and off-campus, including ESU and Lords Jones etc.
7. **Senior Internal Mooting Coordinator** – Creates a year-long calendar with dates of moots, assigns problems, puts up sign-up sheets, liaises with competitors and judges. They shall also be responsible for all internals including the Main Faculty Competition and the First Year Moot, etc.
8. **Junior External Mooting Coordinator** – Helps Senior External Mooting Coordinator in their roles.
9. **Junior Internal Mooting Coordinator** – Helps Senior Internal Mooting Coordinator in their roles.
10. **First-Year Class Representative** – Publicising events and moots.
11. [Admin Assistant: ABOLISHED AGM 2022]
12. [Moot Tutor: ABOLISHED AGM 2022]
13. [Jessup Coordinator: ABOLISHED AGM 2021]
14. **Master/Mistress of Moots** - Non-voting Committee member responsible for providing mooting training.