

**CONSTITUTION OF THE
LEEDS JUNIOR LAWYERS DIVISION**

1. NAME:

1.1 The name of the organisation is the Leeds Junior Lawyers Division (hereinafter called "**the Leeds JLD**").

2. OBJECTS

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

3. POWERS

3.1 In furtherance of the said objects, but not otherwise, the Leeds 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 Leeds JLD ("**the JLD Account**"), with three 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 Leeds JLD.

4. MEMBERSHIP

4.1 Membership of the Leeds JLD shall be open, irrespective of sex, sexual orientation, race, nationality, age, or political, religious or other opinion to: trainee solicitors and qualified solicitors up to 5 years PQE; GDL, LPC and BPTC students; paralegals; trainee and qualified legal executives; legal assistants; solicitor apprentices; pupil barristers and barristers within five years of completion of pupillage; or similar, who are resident or employed within West Yorkshire or the surrounding areas.

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

5. SUBSCRIPTIONS

5.1 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 Leeds 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 Leeds JLD and that it is in the best interests of the Leeds 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 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 Leeds 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 Leeds JLD unless, after the resignation, there would be less than two members; or
 - 6.3.4 any sum due from the member to the Leeds JLD is not paid in full within three months of it falling due.

7. MEETINGS OF THE LEEDS JLD

7.1 General Meetings

- 7.1.1 The Leeds 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 record of 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 annual general meeting by statute or these articles.
- 7.1.3 A copy of the proceedings of all AGMs and the annual accounts must be published on the website of the Leeds JLD.
- 7.1.4 All general meetings other than the AGM must be called special general meetings ("**SGM**").
- 7.1.5 The Chair of the Committee, at any time at their discretion may, or upon receipt of a request signed by 25 members of the Leeds JLD must, call an SGM or an AGM.
- 7.1.6 If the Chair of the Committee does not proceed to convene the SGM or AGM within 21 days from the date of the request, the requisitionists or any other 25 members may themselves convene the SGM or AGM.

7.2 Notice of Meetings

- 7.2.1 At least 21 clear days' notice of every AGM and of any other 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 or published on the website of the Leeds 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. EXECUTIVE COMMITTEE

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

- Chair;
- Vice Chair;
- Treasurer;
- Secretary;
- Barrister Representative;
- Charity and Education Officer;
- Firms of Eight or Less Trainees/In House Officer;
- Sports Officer (1);
- Sports Officer (2);
- Publicity Officer;
- Events Officer (1);
- Events Officer (2);
- Sponsorship Officer;
- Leeds Law Society Liaison Officer; and
- National JLD Committee Representative,

where a person who is eligible to be a member and is nominated for, voted in and willing to accept such an officer position in accordance with this constitution (a "**candidate**").

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 9.2.4 below shall apply.

- 8.3 Subject as provided below, officers of the Committee must be elected in accordance with article 9 for one year until the day after the Committee meeting after their election (the "**Term**").
- 8.4 Officers of the Committee are eligible for re-election in subsequent years so long as they remain eligible to be a member of the Leeds JLD in accordance with article 4.1.
- 8.5 No one person may form part of the Committee for more than three consecutive Terms, though the Committee may in exceptional circumstances permit an officer of the Committee to serve one or more additional consecutive Terms, provided that such further reappointment may only take effect with the consent of at least 75% of the Committee.
- 8.6 The Chair and Vice Chair positions must be filled each year where possible by existing officers of the Committee from the preceding Term to promote continuity and direction within the Leeds JLD.
- 8.7 The positions of Chair and Vice Chair will be voted upon only by the Committee and will not be put to a vote of members.
- 8.8 Elections for the positions stated at article 8.7 above shall take place at either a meeting of the Committee or via the online voting procedure set out at article 9 below.
- 8.9 Any elected officer of the Committee who in any one Term, attends fewer than half of the meetings or who fails to attend three consecutive meetings or Leeds JLD event shall be at the discretion of the Committee removed from their position.
- 8.10 If a casual vacancy occurs in any of 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 he is re-elected for a further period.
- 8.11 Candidates must become members of the Leeds JLD before they will be eligible fill any position of the Committee.

9. ELECTION PROCEDURE

- 9.1 Elections for positions of the Committee (save for Chair and Vice Chair) shall be as follows:
- 9.1.1 The Committee shall agree on a returning officer, who should be a member of the Leeds JLD, but not a candidate for any position in the election.
- 9.1.2 All voting shall be by secret ballot online or in the form of e-mail.
- 9.1.3 Each current member of the Leeds JLD shall vote online or by e-mail 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 officer positions will be won on a simple majority of votes cast by those voting and the results of the votes cast shall be shared with the Committee.

10. MEETING PROCEDURE

10.1 Attendance

- 10.1.1 A meeting of the Leeds JLD or of its Committee may be held either in person or by suitable electronic means (including but not limited to telephone calls with or without video conferencing facilities) or a hybrid of the two agreed by

the Committee in which all participants may communicate with all the other participants simultaneously.

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 Leeds 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 Chair shall have a second or casting vote.
- 10.2.3 The Committee may decide, at its discretion and subject to a 2/3 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 Leeds JLD.
- 10.3.2 **Annual General Meetings and Special General Meetings:** twenty-five 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 Leeds JLD.
- 10.3.3 However:
 - (a) in the event that no quorum is present at an AGM or SGM of the Leeds JLD, or the meeting has to be abandoned the meeting shall stand adjourned and be reconvened fourteen days later, 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

- 10.4.1 Minute books (whether electronic or physical) shall be kept by the Secretary of the Leeds 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 Leeds JLD shall be applied to further the objects of the Leeds 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 Leeds JLD.
- 11.2 The Treasurer must produce and maintain a record of payments made and received by Leeds JLD and payments shall be authorised by two members of the Committee.
- 11.3 The Committee must use its best endeavours to ensure that the JLD bank account contains a minimum of £5,000.00 at the conclusion of each Term.

12. CONTRACTS

- 12.1 All contracts between the Leeds JLD and any other person or organisation are made by the Committee as agents for the members.
- 12.2 Such contracts shall be authorised by a resolution of the Committee and recorded in the minutes.
- 12.3 Such contracts shall be executed by an officer of the Committee on behalf of the Leeds JLD.

13. INDEMNITIES AND LIMITATION OF LIABILITY

- 13.1 Full indemnity out of the Leeds JLD's property is given to:
 - 13.1.1 Officers of the Committee against all payments and other liabilities properly incurred by them in the exercise of their duties or powers for the Leeds JLD; and
 - 13.1.2 Officers of the Committee or other member entering into any contract on behalf of the members against all payments and other liabilities incurred by them in connection with that contract.
- 13.2 The liability of officers of the Committee or other members entering into any contract for the Leeds JLD and the liability of the members on whose behalf the contract is made is limited to the assets of the Leeds JLD.
- 13.3 The limit of each member's indemnity given to officers of the Committee or other members in any calendar year in relation to any contracts entered into by them for the Leeds JLD is a sum equal to one year's membership subscription.

14. LEGAL PROCEEDINGS

- 14.1 No officers of the Committee or other members are bound to bring or defend any actual or prospective legal claim or proceedings or incur any liability or prospective liability for legal costs (including costs which may be payable by them to any other party) without being satisfied that they are sufficiently indemnified or otherwise protected against having to bear such costs and any other judgment against them (beyond their own proper shares as members) in one or more of the following ways: (i) indemnity out of the Leeds JLD's property; (ii) personal indemnities by all or some of the other members; (iii) legal expenses insurance.

15. DISSOLUTION

- 15.1 If the Committee by a simple majority or 25 members of the Leeds JLD decide at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Leeds JLD it shall call a Special General Meeting.
- 15.2 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 Leeds JLD to satisfy any liabilities.
- 15.3 Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied, as the Special General Meeting may resolve.

16. ALTERATIONS TO THE CONSTITUTION

- 16.1 If the Committee by a simple majority or 25 members of the Leeds JLD decide at any time that it is necessary or advisable to amend this constitution it shall call a Special General Meeting.
- 16.2 If such decision shall be confirmed by a simple majority of those present at the Special General Meeting this constitution shall be amended and the Committee shall publish the updated constitution of the website of the Leeds JLD.