



## **The Constitution of the KCL Pro Bono Society 2020/21**

### **1 NAMES AND DEFINITIONS**

- a) The Group name shall be the **KCL Pro Bono Society** (after this referred to as 'the Group').
- b) The definitions given in this Constitution and in KCLSU Policy documentation shall be valid throughout this Constitution.

### **2 AIMS AND OBJECTIVES**

#### **2.1 Overall**

- a) To enrich the learning experience at KCL by empowering our members to serve their communities legal and social needs;
- b) To plan and execute miscellaneous events and/or competitions in line with our 6 different projects: Amicus Chapter, Climate Justice Project, Human Rights Project, (Oxfam) Junior Lawyers Against Poverty Project, Legal Outreach Project, and Mediation Project;
- c) To garner exclusive internships and/or opportunities with charities, law firms and/or NGO's in line with individual project requirements for our members; and
- d) In pursuance of the above Aims and Objectives, the Group shall ensure that the safety of all persons affected by the Group's activities is treated with the utmost importance.

#### **2.2 Main Committee**

- a) To manage the 6 projects and aid in the planning and execution of events;
- b) To provide conflict resolution between projects or within projects;
- c) To provide the projects with clear overall goals and aims for the society at the start of every year; and
- d) To organise general Pro Bono events and activities that are not covered by the remit of any of the projects.

#### **2.3 Amicus Chapter:**

- a) To liaise with Amicus ALJ for the bi-annual Amicus training and advertise the workshop to the group's members;

- b) To seek scholarships for students to attend the Amicus ALJ bi-annual workshop;
- c) To plan and execute miscellaneous events and/or competitions raising awareness about capital punishment; and
- d) To ensure constant and open communication with the Main Committee President and Vice President.

#### **2.4 Climate Justice Project:**

- a) To plan and execute miscellaneous events and/or competitions in order to raise awareness of the rising climate issue and how the law and lawyers can affect change;
- b) To ensure constant and open communication with the Main Committee President and Vice President

#### **2.5 Human Rights Project:**

- a) To plan and execute miscellaneous events and/or competitions in order to raise awareness of current human rights issues;
- b) To stimulate debate and exchange of opinions between students and human rights academics and professionals about current human rights issues;
- c) To seek exclusive internship opportunities with law firms, charities and/or NGO's for the Group's members; and
- d) To ensure constant and open communication with the Main Committee President and Vice President.

#### **2.6 (Oxfam) Junior Lawyers Against Poverty Project:**

- a) To plan and execute miscellaneous events and/or competitions in line with the goals as determined by the JLAP steering committee;
- b) To raise awareness amongst students about the role of law and access to justice in eradicating poverty; and
- c) To ensure constant and open communication with the Main Committee President and Vice President.

#### **2.7 Legal Outreach Project:**

- a) To offer guidance to students interested in venturing into law with focus on the UCAS process, advice for studying for and succeeding in the LNAT, life as a law student and career options available after a law degree;
- b) To run interactive workshops and events on the King's College, London campus and at schools around London;
- c) To liaise with law firms that have an existing relationship with the project (CMS) and IntoUniversity in order to achieve these aims;

- d) To ensure the continuation of the Law Mentoring project by facilitating open communication and dialogue via email between student mentees and KCL law mentors; and
- e) To ensure constant and open communication with the Main Committee President and Vice President.

### **2.8 Mediation Project:**

- a) To organise the bi-annual mediation training and liaise with the Society of Mediators from 218 Strand on the details of the training;
- b) To seek scholarships for students to attend the mediation training;
- c) To ensure a smooth application process via Google Forms open at least 3 weeks prior to the date of the training;
- d) To liaise with the Main Committee Treasurer, 218 Strand and KCLSU to ensure payment is made in advance to 218 Strand; and
- e) To ensure constant and open communication with the Main Committee President and Vice President.

## **3 MEMBERSHIP**

- a) Ordinary Membership of the Group shall be open to all King's students and Associate Members who are in broad agreement with the Group's Aims and Objectives as defined in clause 2 of this constitution.
- b) Membership of the Group must comprise a simple majority of King's students to Associate Members.
- c) Membership shall usually be granted on payment of an annual membership fee, the level of which is set at an Annual General Meeting (AGM) of the Group.
- d) Any and all members of the Group are required to buy Membership at the beginning of the academic year when they commence their terms.
- e) Attendees to general events may be exempt from buying membership.
- f) Projects are required to ensure that any individuals attending workshops (specifically the Mediation Training and the Amicus Training), volunteering on a long-term basis (specifically Legal Outreach volunteers and any new recruitments for subsidiary creative projects) and applying to internships and/or work opportunities specifically garnered by the Society, have paid the annual membership fee.

#### **4 SUSPENSION, WITHDRAWAL OR REFUSAL OF MEMBERSHIP**

- a) Membership of the Group may be refused, suspended for a specified period or withdrawn, with the approval of a two-thirds majority of the Group's Main Committee. Any suspension, withdrawal or refusal of membership must be reported to KCLSU.
- b) Refusal, suspension or withdrawal of membership by the method established in clause 4(a) shall be subject to appeal to the Student Life Committee which may uphold, amend or annul the decision of the Group.
- c) Appeals to the Student Life Committee shall take place no longer than four weeks from the date of refusal, suspension or withdrawal of membership.

#### **5 GROUP GOVERNANCE**

- a) Organisational affairs of the Group shall be conducted by a Group Committee which shall consist of the following positions who will be responsible for the following:

##### **5.1 President: Evangeline Zhao ([yangchen.zhao@kcl.ac.uk](mailto:yangchen.zhao@kcl.ac.uk))**

- The President is responsible for the general governance of the Group and will specifically be in charge of the Main Committee. This includes, but is not limited to:
  - Selecting the first-year representative;
  - Ensuring the smooth functionality of each of the Main Committee individual roles;
  - Delegating responsibilities and tasks to members of the Main Committee; and
  - Being the main point of contact for any concerns or issues within the Main Committee.
- The President shall provide basic governance and support to the Projects. This includes, but is not limited to:
  - Organising virtual meetings with each project over the summer prior to the official commencement of their term;
  - Meeting with each project at least once each term;
  - Providing approval for any budgetary requirements;
  - Providing approval for the addition of any new members to the project;
  - Providing conflict resolution between and within projects; and
  - Being the main point of contact for any concerns or issues within the projects.
- The President shall facilitate:
  - A welcome reception at the start of the academic year;
  - Any events during National Pro Bono Week;
  - The smooth running of the application and interview process for incoming committee members;
  - The Annual General Meeting (AGM) to celebrate the achievements of the outgoing committee and to introduce the incoming committee; and
  - Any sponsorships and/or collaborations with law firms, charities or NGO's.
- The President shall attend the PAT Training at the start of the academic year, as required by KCLSU

## **5.2 Vice President: Emma Short ([emma.short@kcl.ac.uk](mailto:emma.short@kcl.ac.uk))**

- The Vice President is required to work closely with the President and provide any support to the President.
- In the event that the President must step-down from their duties the Vice President will be required to ensure the smooth running of the Main Committee and the Projects and act as President.
- The Vice President will provide support to any Projects requiring such. This includes, but is not limited to:
  - Attending events organised by the Projects to provide support;
  - Aiding the Projects in the garnering of any scholarships or sponsorships; and
  - Liaising between the Projects and the President, if needed.
- The Vice President is required to organise:
  - Sweatshirts or hoodies for the incoming committee members over the summer period prior to the commencement of the academic year;
  - A welcome reception at the start of the academic year (in close liaison with the President);
  - An annual workshop for all members of the Group prior to the October reading week;
  - Any events during National Pro Bono Week; and
  - Any other events, activities, or meetings as requested by the President.

## **5.3 Communications Officer:**

- The Communications Officer shall:
  - Facilitate any communication between KCLSU, the Law School and King's Venues with regards to catering, room bookings and the booking of external speakers on behalf of the Main Committee and all the Projects;
  - Curate and publish a monthly newsletter, ensuring to request for submissions for the Group at least one week prior to the release of the newsletter;
  - Create and maintain a list of the Group's members for the newsletter;
  - Create and maintain a directory of the Committee members of the Group;
  - Create and maintain a directory of the Group's network and connections, including law firms, charities and NGO's;
  - Be in charge of regularly updating the website to reflect the Groups upcoming events, activities and/or publications;
  - Manage the Groups Facebook Page and the Instagram Page. The Communications Officer has no obligation to aid in the management of individual Project Facebook pages, but can choose to do so;
  - Create and publish graphics to advertise any news to the Facebook page, Instagram page or website upon request from the Main Committee or the Projects, provided the requests are submitted 2 weeks prior to their publication;
  - The Communications Officer shall provide support to any Projects with regards to the publishing of any blogs, videos, or other media, provided it is reasonable for them to do so; and
  - Provide support to the Main Committee in the conducting of any Main Committee events, as and when required.

#### **5.4 Treasurer:**

- The Treasurer shall:
  - Attend the PAT Training at the start of the academic year, as required by KCLSU;
  - Be fluent in the use of EXPense365;
  - Be in contact with the Projects and Presidents regarding any budgetary requirements;
  - Submit receipts from the Projects to EXPense365 for the President to approve; and
  - Provide support to the Main Committee in the conducting of any Main Committee events, as and when required.

#### **5.5 Amicus Chapter, President:**

- The Amicus Chapter President shall:
  - Be responsible for ensuring the smooth functioning of the Project;
  - Liaise with Amicus ALJ regarding the bi-annual Amicus training and advertise as required;
  - Seek scholarships for students wishing to participate in the Amicus training;
  - Be the first point of contact for the President of the Main Committee; and
  - Delegate any responsibilities to, and work closely with, the Vice President.

#### **5.6 Amicus Chapter, Vice President:**

- The Amicus Chapter Vice President shall:
  - Work in close proximity with the Amicus Chapter President;
  - Take over the responsibilities of the President should there be a need to do so;
  - Be responsible for the planning and execution of any events and/or competitions focused on raising awareness about the issues with capital punishment;
  - Be responsible for any creative projects the Project wishes to pursue; and
  - Liaise directly with the Communications Officer for any room bookings and in the creation of any graphics for the Project.

#### **5.7 Climate Justice Project, President:**

- The Climate Justice Project President shall:
  - Be responsible for the smooth functioning of the Project;
  - Work closely with the Main Committee President and Vice President to decide on the direction and focus of the project;
  - Take creative lead for the planning and execution of any events hosted by the Project;
  - Be the first point of contact for the President of the Main Committee; and
  - Delegate any responsibilities to, and work closely with, the Vice President.

#### **5.8 Climate Justice Project, Vice President:**

- The Climate Justice Project Vice President shall:
  - Work in close proximity with the Climate Justice Project President;
  - Take over the responsibilities of the President should there be a need to do so;
  - Aid the President in the planning and execution of any events hosted by the Project; and
  - Liaise directly with the Communications Officer for any room bookings and in the creation of any graphics for the project.

### **5.9 Human Rights Project, President:**

- The Human Rights Project President shall:
  - Be responsible for the smooth functioning of the Project;
  - Take creative lead for the planning and execution of any events hosted by the Project;
  - Reach out to relevant charities, law firms and NGO's to secure exclusive internships for the Groups members;
  - Delegate any responsibilities to, and work closely with, the Vice President.

### **5.10 Human Rights Project, Vice President:**

- The Human Rights Project Vice President shall:
  - Work in close proximity with the Human Rights Project Vice President;
  - Take over the responsibilities of the President should there be a need to do so;
  - Aid the President in planning and execution of any events hosted by the Project; and
  - Liaise directly with the Communications Officer for any room bookings and in the creation of any graphics for the Project.

### **5.11 (Oxfam) Junior Lawyers Against Poverty, President:**

- The (Oxfam) Junior Lawyers Against Poverty President shall:
  - Single-handedly manage the project;
  - Liaise directly with the Junior Lawyers Against Poverty steering committee;
  - Plan and execute events within the Project's mandate for the Groups members; and
  - Be the first point of contact for the President of the Main Committee.

### **5.12 Legal Outreach Project, President:**

- The Legal Outreach President shall:
  - Be responsible for the smooth functioning of the Project;
  - Liaise directly with IntoUniversity and any law firm partners;
  - Be responsible for accruing new law firm partners and/or sponsors should there be a need to do so;
  - Take creative charge of any events hosted on King's College, London's campus;
  - Ensure the smooth running of the Volunteers workshop and handle any CBS checks;
  - Be the first point of contact for the President of the Main Committee; and
  - Delegate any responsibilities to, and work closely with, the School Coordinator and Online Mentorship Coordinator

### **5.13 Legal Outreach Project, School Coordinator:**

- The Legal Outreach Project School Coordinator shall:
  - Liaise directly with existing school contacts;
  - Accrue new contacts and create a new network of schools, should there be a need to do so;
  - Plan and execute events and/or workshops for students at their respective schools;
  - Provide support to the President of the Legal Outreach Project, as and when required;
  - Work in close proximity with IntoUniversity; and
  - Liaise directly with the Communications Officer for any room bookings and in the creation of any graphics for the Project.

#### **5.14 Legal Outreach Project, Online Mentorship Coordinator:**

- The Legal Outreach Online Mentorship Coordinator shall:
  - Ensure the continuation of the Law Mentoring Project by facilitating open communication and dialogue via email between student mentees and KCL law mentors;
  - Plan and execute events and/or workshops with the School Coordinator for participants in the online mentorship;
  - Provide support to the Legal Outreach School Coordinator for any events taking place on or off campus; and
  - Liaise directly with the Communications Officer for any room bookings and in the creation of any graphics for the Project.

#### **5.15 Mediation Project, President:**

- The Mediation Project President shall:
  - Organise the bi-annual mediation training and work closely with the Society of Mediators at 218 Strand;
  - Handle the application process for the Groups members who wish to participate in the Mediation training;
  - Liaise with Main Committee Treasurer, 218 Strand and KCLSU to ensure payment is made in advance to 218 Strand;
  - Be the first point of contact for the President of the Main Committee; and
  - Delegate any responsibilities to, and work closely with, the Vice President of the Mediation Project.

#### **5.16 Mediation Project, Vice President:**

- The Mediation Project Vice President shall:
  - Aid the President in the organisation of the bi-annual mediation training;
  - Plan and execute events to raise awareness about civil and commercial mediation;
  - Work closely with the Legal Clinic to seek work opportunities for Mediation trainee's; and
  - Liaise directly with the Communications Officer for any room bookings and in the creation of any graphics for the Project

- b) All Group Committee Members shall be members of the Group and King's Students only.
- c) No person may hold more than one position on the Group Committee.
- d) Group Committee Members shall be selected by individual Projects and announced prior to the Group's Annual General Meeting, and will serve for a term of one year.
- e) The Group shall provide the Union with a full list of Committee Members during the May Society Registration. If a position becomes vacant during the year, the group shall immediately notify the Union of who has been selected to fill the position.
- f) Group members shall act in the interests of the entire Group Membership, as expressed at Group General Meetings and elsewhere.



## **6 GROUP SELECTIONS**

- a) Group selections must be held over a period of one month between February and March.
- b) Group selections shall be done by a process of applications and interviews.
  - i. The Main Committee President and Vice President shall create an application form on Google Forms containing a series of preliminary questions for any applicants.
  - ii. The application form must be shared with the Group at least one week prior to opening applications.
  - iii. Once the application period is over, individual Projects may select between 3 and 5 applicants to interview for each position.
  - iv. In the event that a Project has not had any direct applicants, the Project may select a candidate to interview from the general pool of applicants.
  - v. An outline of the interview process shall be provided by the President and Vice President containing guiding questions.
  - vi. All projects and main committee members shall record the interviews conducted and shall share the recordings of the interviews with the President and Vice President.
  - vii. No member shall hold more than 1 (one) position in the society.
  - viii. All projects are required to share their selections for the incoming committee members with the rest of the Group prior to communicating to the successful applicants the outcome of the interview.
  - ix. The outcome of the interview process shall be communicated to the applicants at a date chosen by the President and the Vice President.
- c) All students are eligible to apply for positions on the Society, except for the position of President.
- d) Only members of the Group are eligible to apply for the position of President.
- e) Projects wishing to expand their roles may apply to the Main Committee over the course of the year or prior to the opening of applications through the following process:
  - i. The Project must first trial passing on responsibilities to the Vice President and First-Year Representative.
  - ii. If the Project finds itself struggling to maintain their responsibilities, they may submit an expansion plan to the Main Committee detailing:
    - i. The reason for needing a new member; and
    - ii. Exact responsibilities that the new member shall engage in.
  - iii. Once the expansion plan has been submitted to the Main Committee, the Main Committee shall deliberate and inform the Project of its decision within two (2) weeks' time.
  - iv. If the expansion plan is accepted by the Main Committee, the Project may open applications using the process detailed above (6(b)(i)-(ix)).
- f) All incoming members of the group are required to buy memberships for the Society for the academic year for which they will be holding positions in the Group.

- g) The First-Year Representative shall be selected by way of the application process detailed above (6(b)(i)-(ix)) prior to the first reading week of the academic year.
- h) The First-Year Representative is required to be a first-year law student and will be selected by the Main Committee.
- i) Any disputes or issues over the selected candidates must be submitted to the Main Committee within 7 days of the Group being informed of the successful applicants.

## **8 GROUP FINANCES**

- a) The Group's funds shall be used only in pursuance of the Aims and Objectives of the Group, as defined in clause 2 of this Constitution.
- b) The Treasurer shall be responsible for Group funds and accounting, in accordance with KCLSU regulations.
- c) Authorisations of all payments must be made in Exchequer by the finance-trained President or Treasurer.
- d) All 'Grant' funds allocated by KCLSU shall revert to KCLSU at the close of that academic year. Should the Group become de-ratified or dormant, all 'Private' funds shall revert after a period of seven years.
- e) In the event that a Project may require funding in pursuance of their individual Aims and Objectives, they must:
  - a. Submit a draft budget to the treasurer and president, 4 weeks prior to the date of the event that shall be reviewed and either approved, amended or rejected by the Main Committee;
  - b. Once approval has been granted, the project may choose one of 2 options, the project may:
    - i. Submit an invoice from the trader/supplier from whom they require goods or services;
    - or
    - ii. Personally fund the supply of the goods or services for reimbursement.
  - c. In the event of payment via an invoice, the project must submit the invoice at least 2 weeks prior to the payment being due.
  - d. In the event of a reimbursement, the project must allow at least 2 weeks for KCLSU to process the payment and must provide the treasurer with the following:
    - i. Bank details (must be a UK bank account): sort code & bank account;
    - ii. Description of transaction; and
    - iii. Receipt of transaction for reimbursements or invoices for payments clearly showing the amount, date and items purchased.
- f) Any purchases made without the prior approval of the President may not be reimbursed.

## **9 RELATIONS WITH THE UNION**

- a) As a ratified KCLSU group, the Group shall at all times abide by the Bye-Laws, Articles of Association and all other finance, insurance and health & safety policies and guidelines of the Union.
- b) Financial irresponsibility or other serious mishandlings are in contravention of clause 8.1 and shall result in a review by the Student Life Committee which may result in measures being taken against the offending Group or Committee Member.
- c) The measures taken by the Student Life Committee may be as follows:
  - KCLSU Disciplinary of the offending Group Member.
  - Monetary fine.
  - Temporary suspension of group activity including transactions on group accounts.
  - De-ratification of the Group.
- d) If unsatisfied with the measure taken by the Student Life Committee, the Group President may make a formal complaint using the KCLSU Complaints Procedure.

## **10 AMENDMENTS TO THE CONSTITUTION**

- a) Amendments to this Constitution shall be deemed to take effect once approved by a two-thirds majority at a Group's Annual General Meeting.

## **11 COMPLAINTS PROCEDURE**

- a) Group Members wishing to make a complaint should address it initially to the Group President. Complainants unsatisfied with the response should follow the KCLSU Complaints Procedure.