



# The Constitution of Inner Temple's Inner Temple Students' Association ('ITSA') Constitution

## 1. Membership

- 1.1 All student members of The Honourable Society of the Inner Temple ('Inner Temple') shall be eligible to be members of the ITSA ('the Society').
- 1.2 Upon joining Inner Temple as a student member, a person will be given the opportunity to opt into membership of all student societies.
- 1.3 Membership of the Society shall terminate upon the sooner of the following:
  - 1.3.1 the commencement of the second six months of pupillage,
  - 1.3.2 the passage of six years from the date of the member joining the Inn,
  - 1.3.3 the resignation of the member by notice in writing to the Secretary of the Society with a copy to the Education and Training Department,
  - 1.3.4 the removal of membership under clause 9 below.
- 1.4 The Education and Training Department will maintain the definitive list of current members of all student societies.

## 2. Duties and Responsibilities of Members

- 2.1 In joining the Society, all members agree to be bound by the provisions of the following Policies and Codes of Conduct of the Inner Temple:

[Volunteers and Participants Code of Conduct](#)

[Equality and Diversity Policy](#)

[Conflict of Interests Policy](#)

[Social Media Policy](#)

[Complaints Policy](#)

[Anti-Bribery](#)

- 2.2 If a member of the Society fails to attend a pre-booked event without good reason, the Sub-Treasurer has the discretion (without any input from the Committee) to issue a formal warning and/or suspend the member from future events.

## 3. Communication

- 3.1 The Society may communicate to its members through the social media channels designated in clause 3.2 below.
- 3.2 The Society's social media presence includes:
  - a. Instagram - @innertemplestudents
  - b. Twitter - @innertemplesa



3.3 The Society may also communicate to members using a mailing list. This list will be stored on the Google Workspace with domain [itsa@innertemplesocieties.org](mailto:itsa@innertemplesocieties.org) and will be audited by the Education Engagement Co-ordinator annually to remove those who may have been expelled, barred or progressed in their career at the Bar.

3.4 Management and use of any personal information (including emails) must be compliant with GDPR and Data Protection legislation.

#### **4. Administration**

4.1 The Society shall be run by a Committee consisting of a President and other Officers as provided for in Schedule I of this Constitution.

4.2 Committee members will be selected annually as provided for in the rules set out at clause 5.1 below.

4.3 The rules regarding the selection and removal of Committee members may from time to time be changed by the current Committee. This is subject to the general oversight of the Master of ITSA and the Student Engagement and Support Committee.

#### **5. Selection and Release of President and Other Officers**

##### **5.1 Selection**

5.1.1 The description of each role, based on the duties and responsibilities listed in Schedule II of this Constitution, must be sent to the Education Engagement Co-ordinator by 31 July each year.

5.1.2 The above descriptions must then be published on the Society's website and distributed to its members through the mailing list by 31 August.

5.1.3 The deadline for student members to apply for any advertised Committee roles will be set by the outgoing Committee as it sees fit.

5.1.4 Applications for Committee positions should consist of a CV and cover letter emailed to the Society's main email address ([itsa@innertemplesocieties.org](mailto:itsa@innertemplesocieties.org)) before the deadline.

5.1.5 An application review panel should consist of two members of the outgoing Committee, the Master of Activity, and the Assistant Master of Activity/Liaison to the Committee (where relevant).



## 5.2 Release of Committee Members from their Duties

- 5.2.1 If a Committee member is not fulfilling their responsibilities as listed in this Constitution, the Master of ITSA must be informed of why it is believed the individual is not fulfilling their role.
- 5.2.2 The individual in question will be provided support from the Committee, the Master of ITSA and the Education Engagement Co-ordinator (as appropriate) so they are able to do the role to the best of their ability.
- 5.2.3 If the individual is unwilling or unable to fulfil their role, the Committee may release the individual from their responsibilities with the authorisation of the Master of ITSA.
- 5.2.4 The Master of ITSA may then make such provision as they see fit for the performance of the removed Officer's duties during the remainder of their term of office.

## **6. Term of Office, Reappointment and Handover**

### 6.1 Term of Office

- 6.1.1 A term of office ('a term') for the President and all other Officers of the Committee shall last from November until October in the following year.

### 6.2 Applications for a Second Term

- 6.2.1 An individual may only be a member of the Committee for a maximum of two terms.
- 6.2.2 The Society will aim to retain at least two members of the outgoing Committee, dependent on Committee member availability.
- 6.2.3 A Committee member seeking reappointment must re-apply for a position on the Committee as per the rules outlined at clause 5.1 above.

### 6.3 Handover

- 6.3.1 The outgoing Committee will have their handover document prepared by 30 September each year.
- 6.3.2 A new Committee must be chosen by 15 October.
- 6.3.3 A handover between the outgoing and incoming Committee should be completed by 1 November.
- 6.3.4 A list of new Committee members must be sent to the Education Engagement Co-ordinator.
- 6.3.5 A meeting with all new Committee members will be scheduled by the Education Engagement Co-ordinator.



## 7. Obligations of the Committee

7.1 The Committee is expected to run the following events each year:

7.1.1 *Essay Competition*

7.1.2 *Burns Night Dinner*

7.1.3 *At Least One Regional Event Outside London (To Be Determined by Committee)*

7.1.4 *A Series of Pupillage Application Events*

7.1.5 *A Bar Course Scholarship Advice Event*

7.1.6 *At Least Two Social Events*

7.2 The Committee may, at its discretion, also run such other events as it deems appropriate provided it has regard to the objectives listed in paragraph 7.3.

7.3 The objectives which the Committee is required to consider when deciding which events to run under paragraph 7.2 above are as follows:

7.3.1 Promoting collegiality among the students of Inner Temple;

7.3.2 Helping Inner Temple students maximize their enjoyment of the Bar Course;

7.3.3 Providing a voice for the students of Inner Temple and advocating for their interests both in the Student Engagement and Support Committee and with Inner Temple;

7.3.4 Providing opportunities for students to socialise;

7.3.5 Providing students with opportunities to build their CV and network with other students, barristers and members of Inner Temple;

7.3.6 Assisting students in their applications for pupillage by providing experiences that can improve their skills, knowledge and understanding of the Bar.

7.4 The Committee shall also consult with the Master of ITSA and the Education Engagement Co-ordinator in deciding which events to run under clause 7.1 above.

7.5 If a Committee member takes a leave of absence, it is the Committee's collective responsibility to ensure that their functions are performed in their absence.

7.6 If the President gives notice to the rest of the Committee that they are no longer able to perform their role or becomes absent for a period of at least three weeks, the Master of ITSA shall be informed.

7.7 In the event of the Treasurer's absence, the Education Engagement Co-ordinator will be able to process invoices and expenses on behalf of the Society.



## **8. Financial Support**

8.1 The Society will receive an annual subvention from Inner Temple which is to be managed by the Committee in accordance with its budget.

8.2 Matters of funding and financial accountability shall be in accordance with the procedures agreed with the Education and Training Department from time to time. The current procedures are reproduced in Schedule III.

## **9. Removal of Membership**

9.1 Membership of student societies is a privilege and liable to be removed if its continuance is not conducive to the wellbeing of the Society or the reputation of Inner Temple. The Master of ITSA, acting with the concurrence of the Student Engagement and Support Committee, shall be at liberty to remove any student from membership of the Society. In considering removal of membership, regard shall be had to Inner Temple's policies as set out in clause 2.1 above.

## **10. Amendment**

10.1 This Constitution, including the Schedules thereto, may be amended by the Committee at any time in accordance with the separate procedure laid out in writing and with the concurrence of the Master of ITSA following consultation with the Student Engagement and Support Committee.



## Schedule I

The Committee of the Society shall comprise the following Officers:

*President*

*Vice President*

*Treasurer*

*Secretary*

*2 x Events and Social Media Officers*

## Schedule II

The duties and responsibilities of the President and other Officers shall be as follows:

### ***President***

- a) General oversight of the Committee and wider Society;
- b) Supervising the organisation and planning of the events run by the Society;
- c) Making the final decisions regarding the organisation of all events and Society activities;
- d) Liaising with Committee members to organise Committee meetings;
- e) Chairing Committee meetings;
- f) Representing the Society at Student Engagement and Support Committee quarterly meetings;
- g) Overseeing budget drafting and spending;
- h) Acting as the main point of contact for both Society members and Inner Temple staff.

### ***Vice President***

- a) Supporting the President, as well as the other members of the Society, with their responsibilities;
- b) Assisting the President with enquiries from Society members and Inner Temple staff;
- c) Responding to queries received to the ITSA email address;
- d) Assisting with the organisation and planning of Society events.

### ***Treasurer***

- a) Ensuring that ITSA's finances are in order;
- b) Budgeting for Society events;
- c) Ensuring that spending is controlled and accounted for;
- d) Reimbursing Committee members for any expenses incurred;
- e) Drafting an annual budget;
- f) Assisting with applications for sponsorship of Society events;
- g) Ensuring that all transactions (incoming/outgoing), whether made directly through Inner Temple or the online expense platform, are clearly recorded and maintained in a single spreadsheet. A copy of this document should be stored on the Society's Google Workspace to allow transparency with all Committee members.
- h) Ensuring that any relevant information about finance is updated in the Society's handover document(s) if necessary.



***Secretary***

- a) Note-taking during Committee meetings;
- b) Supporting Committee members in the planning and organisation of events;
- c) Monitoring the Society website and ensuring all information is up to date.

***2 x Events & Social Media Officers***

- a) Designing posters and promotional materials for each event the Society runs;
- b) Managing all social media accounts. This includes responsibility for responding to all queries received to the Society's social media accounts;
- c) Advertising Society events through its social media accounts;
- d) Organising and planning social events hosted by the Society.



### Schedule III

The funding of the Society and matters concerning financial accountability are as follows:

- I. The annual grant will be allocated by the Inn based on the approved annual budgets established by the SESC, Finance Committee and Executive committee at the end of each year for the year ahead.
- II. The annual grant will be available from January to December of each year. Any funds left over that year will not automatically roll over.
- III. The Society is expected to operate within the annual grant each year and only commit to activities that meet the objectives of this constitution.
- IV. Annual budget planning will begin in May. The Society will review expenditure and income to date and put forward a forecast of overall spending in the current year, their proposed budget for the following year and any budget proposals to the SESC in the October meeting.
- V. Any financial proposals affecting the annual grant of the Society must be approved by the SESC in the October meeting to allow time for approval from the Finance Committee and Executive.
- VI. Before presenting any financial proposal, the Society must consult with their Master of Activity, Education Engagement Co-Ordinator and the Director of Education.
- VII. Where the Society's event is held internally and incurs a cost from the catering of the event an invoice will not be produced, the cost of the event will be charged internally. The Event Manager from the Inn's Catering team should provide the Society with the final cost of the event for their records. The Education Engagement Co-Ordinator will be responsible for following up on this if the information is not given in a timely manner post-event.
- VIII. If the Society makes any external purchases of goods or services, an invoice should be produced and addressed to the Inn in the following way: *The Inner Temple Debating Society, The Honourable Society of the Inner Temple, Crown Office Row, EC4Y 7HL.*
- IX. If the Society's event is held in an external venue whether the space is free or incurs a hire fee, the Master of Activity should be consulted before any agreement is made to avoid any conflicts of interests.
- X. The Master of Activity must also approve all international travel/accommodation and any volunteers' gifts that exceed £25 each, to uphold the Inn's [anti-bribery policy](#).