BCU

Law & Debating Society

Society Constitution

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A Message from your President

It is my privilege to welcome you to the Constitution of the Birmingham City University Law & Debating Society!

The Law Society exists to be more than simply a student society. It is a community built around ambition, opportunity, academic excellence and professional development. Our purpose is to ensure that every student, regardless of their background or level of experience, has the opportunity to develop their legal skills, explore different areas of the profession, and build meaningful connections with fellow students, academics and legal professionals.

As President, my vision is for the Society to become an integral part of the student experience at University. Through mooting, debating, negotiation, academic workshops, careers events, networking opportunities, social activities and collaboration with the Law Department and external organisations, we aim to bridge the gap between studying law and practising it.

However, a successful Law Society is not defined solely by the events it organises. It is defined by the people within it. Every member should feel that they have a voice, a place within the Society, and the opportunity to contribute. The Constitution therefore represents not only the rules by which the Society operates, but also the values of transparency, inclusivity, accountability and professionalism that we aspire to uphold.

I hope that during your time with the Law & Debating Society, you will challenge yourself, support those around you, make lasting connections and take opportunities that may otherwise have seemed beyond your reach.

The legal profession is constantly changing, and so must we. Our ambition is not simply to prepare students for the law as it exists today, but to encourage them to become the lawyers, advocates and leaders who will shape its future.

~ President (Armaanpreet Singh), AY 2026/27

Purpose of the Handbook

1.1 Constitutional and Operational Basis

The Birmingham City University Law and Debating Society Handbook establishes the primary constitutional and operational framework for the student-led organisation. This document provides a structural foundation designed to ensure administrative efficiency, operational continuity, and professional harmony across all activities. This handbook serves as the reference point for resolving internal disputes and maintaining institutional stability.

1.2 Committee Obligations and Professional Standards

The objective of this handbook is to cultivate accountability, professionalism, and systematic cooperation among the student body. To achieve this, the document explicitly delineates the specific portfolios, duties, and individual responsibilities of each member. Clarifying these distinct roles ensures that all collective administrative actions directly advance the core objectives of the society. Every committee member operates under a strict mandate to execute their duties diligently and competently, thereby maintaining the high professional standards.

1.3 Regulatory Hierarchy and Amendment Protocols

The provisions within this handbook operate in conjunction with the overarching regulations set forth by the Birmingham City University Students' Union (BCUSU). The majority of the rules detailed herein derive from standard BCUSU society guidelines, which remain universally binding upon all committee and general members.

To ensure the society remains agile and responsive to changing requirements throughout the academic year, this handbook remains a dynamic document subject to continuous review. The President retains the executive authority to enact necessary amendments to this document at any juncture during their tenure. The exercise of this discretion shall be guided by consultation with Academic Representative Team (ART) to ensure any updates align with wider university policy.

Constitution

1.1 Governance Statement

The Birmingham City University Law and Debating Society operates as a democratic institution under the overarching jurisdiction of the Birmingham City University Students' Union (BCUSU). The governance structure is led by the President, who maintains executive oversight over all committee operations and strategic initiatives.

The President owes a fiduciary duty and a strict duty of care to all general and committee members. In executing their executive functions, the President must act appropriately to uphold the reputation of the organisation and limit any potential liability to themselves or BCUSU.

1.2 Standards of Conduct and Relations

The society demands the highest standards of professional conduct, mutual respect, and courtesy from all constituents, including general members and committee officials. A culture of collaborative professionalism must be maintained across all communication channels.

The society enforces a zero-tolerance policy regarding any form of harassment, discrimination, disrespect, or legitimate threats of violence and harm. Any breach of these behavioural standards constitutes a serious misconduct and will be reported to BCUSU for formal disciplinary action.

1.3 Committee Training, and Accountability

To ensure administrative competence and compliance with university protocols, all elected and appointed committee members must complete all mandatory BCUSU training modules. Completion of this training is a strict prerequisite for holding office and is non-negotiable.

Committee members must execute all assigned directives diligently, efficiently, and within designated deadlines. The society recognises that academic pressures, illness, or mitigating circumstances can impact performance. Accordingly, reasonable extensions may be granted at the discretion of the presiding executive, provided that the affected committee member submits a formal notification detailing their inability to complete the work prior to the deadline.

1.4 Democratic Participation and Decision-Making

Democracy is a fundamental right within the society, ensuring that all members have a platform to present ideas, proposals, and strategic plans. While all constructive input will be reviewed and taken into serious consideration, decisions will be executed through a dual mechanism:

- **Democratic Voting:** Major structural decisions, policy shifts, or core initiatives will be subject to a majority vote by the committee.
- **Executive Discretion:** Specific administrative, operational, or urgent matters will be determined directly by the President to ensure efficient governance.

1.5 Financial Accountability and Asset Management

Financial governance within the society adheres to strict principles of fiscal responsibility and transparency. Authority over the society financial accounts and budget allocations is restricted exclusively to President, Treasurer, and Secretary. No other individual may authorise expenses or access society funds. To ensure collective alignment and accountability, the Executive Team shall present a clear, detailed budget and financial plan to the full committee for review monthly.

1.6 Confidentiality

Proceedings, debates, and strategy discussions occurring within committee meetings are strictly confidential. Committee members are bound by an absolute duty of non-disclosure regarding internal governance matters. Deliberate disclosure or leakage of confidential information to general members, external individuals, or outside organisations constitutes a severe breach and may result in immediate removal from office. This protocol extends to all documents, formal or informal, handled by the Society, and to materials created by/for general members.

1.7 Supremacy of the Constitution

The regulations, protocols, and duties set forth within this Constitution are universally binding. Every individual affiliated with the society must comply fully with these provisions to ensure the integrity and lawful operation of the organisation.

Society Members

1.1 Membership and Onboarding

All individuals wishing to participate in society initiatives must hold a valid membership purchased exclusively through the official Students' Union (BCUSU.com) website. Upon securing a membership, individuals must formally contact the Executive Committee via the official society email or designated messaging channels to be integrated into the primary communication networks. To ensure no members are excluded, the committee will distribute comprehensive onboarding communications periodically throughout the academic year, detailing essential contact information and access protocols.

1.2 Members' Engagement

Members are strongly encouraged to actively engage in discussions, workshops, events, and digital conversations. To facilitate continuous institutional improvement, the committee will implement structured feedback mechanisms at the conclusion of each workshop and major event. This data enables the committee to evaluate the efficacy of sessions, preserve high-quality content, and adapt future programming to better serve student needs. There is a mandatory requirement to provide feedback after attending.

While active participation is encouraged, attendance remains entirely voluntary. Members retain complete autonomy over which events, academic sessions, or competitive tournaments they attend, and the member may withdraw from any event at any moment.

1.3 Grievance Procedure and ADR

To safeguard the welfare of all members, the society operates a structured grievance procedure. If a member feels aggrieved by the conduct of a peer or a committee official, they are advised to immediately contact the Participation and Inclusion Executive and the President. This dual reporting mechanism ensures that all complaints are reviewed impartially, appropriate internal interventions are deployed, and matters are escalated to the university's SU, when appropriate.

1.4 Fiscal Policy

The society operates on an accessible model, ensuring that general membership remains entirely free of charge for all Birmingham City University students. The committee is fundamentally committed to keeping the vast majority of workshops, guest lectures, and activities free to attend.

However, members should note that certain specialised initiatives, external events, or high-scale events may incur unavoidable operational costs. In such instances, the committee will make every effort to subsidise expenses and ensure that any associated ticket prices remain as affordable and economically accessible as possible.

Executive Roles

Duties & Responsibilities

President

1.1 Executive Leadership

The President serves as the chief executive officer and principal leader of the Birmingham City University Law and Debating Society. The President is responsible for establishing the fundamental operational regulations, constitutional policies, and behavioural standards governing both the committee and the general membership. All members are required to adhere to these established directives. Furthermore, the President defines the overarching strategic vision, long term objectives, and performance benchmarks for the society to ensure sustained institutional growth and academic excellence.

1.2 Duties

The President owes an absolute duty of care and a fiduciary obligation to the entire student membership. In executing this duty, the President must actively engage with, listen to, and consider the feedback, insights, and grievances raised by the student body.

The relationship between the President and the membership is built upon a foundation of mutual respect and professional courtesy. While the committee and general members must respect the executive authority vested in the office of the President, the President must equally treat all members with dignity, fairness, and professional respect.

1.3 Chairmanship and Voting

The President serves as the standard Chairman for all official committee meetings, though administrative functions or specific sessions may be delegated to the Secretary where appropriate. In all governance and operational debates, the President retains the authority to bring discussions to a close and deliver a final determination.

To ensure administrative decisiveness, voting procedures within the committee will operate under a specific protocol: in the event of an equal division of votes on any resolution, the President shall exercise a casting vote to deliver the final, binding decision.

In the exceptional event that a committee member fails to comply with their duties and responsibilities, and/or is unable to execute their assigned tasks for a substantial period of time, the President will hold an Extraordinary Executive Meeting (EEM), to hold a formal proceeding. The proceeding will include the opportunity for the accused and the accuser to present their case, followed by a final anonymous vote on the retention of said officer, executive or subsidiary.

1.5 Judicial Authority

The President maintains supreme judicial oversight over the Internal Debate Tournament, and Mooting Competition spanning both academic semesters. By virtue of the office, the President serves as the Chief Judge for these proceedings.

In circumstances where the President is unable to preside over a round due to scheduling conflicts, academic commitments, or potential conflicts of interest, the authority to appoint alternative, qualified adjudicators rests exclusively with the President.

1.6 Proxy Nomination

The core, fundamental responsibility of the President is the macro management, strategic direction, and daily operations of the society. This involves the effective delegation of specific portfolios, tasks, and administrative projects to the relevant committee officers, who remain directly accountable to the Executive office.

To ensure continuous operations during unforeseen absences, illness, or mitigating circumstances, the President retains the power to nominate a temporary proxy. This designated individual will step into the executive role or assume judicial duties on a temporary basis, ensuring that society governance remains uninterrupted.

Secretary

1.1 Executive Management

The Secretary serves as the chief administrative officer of the Birmingham City University Law and Debating Society. The Secretary maintains primary responsibility for the management of internal and external communications, corporate governance documentation, and administrative compliance. Acting as the central conduit between the committee, the general membership, and university authorities, the Secretary ensures operational efficiency across all administrative departments.

1.2 Official Communications

To maintain institutional professionalism and prevent fractured communication channels, the Secretary exercises exclusive authority over formal correspondence with university academic staff, faculty members, and external legal professionals.

- **Exclusive Liaison Authority:** The Secretary remains the sole committee member authorised to initiate or conduct official email correspondence with university staff. No other committee member or general society member may contact university staff on behalf of the society without explicit authorisation.
- **Administrative Infrastructure:** The Secretary manages the official society digital platforms, email inbox, drafting and dispatching all formal notices, institutional letters, and general administrative paperwork.

1.3 Governance and Minutes

The Secretary is the custodian of the society's institutional memory and is responsible for ensuring committee accountability.

- **Minute-Taking and Transcription:** The Secretary shall attend all formal and extraordinary committee meetings to transcribe authoritative minutes. Following the conclusion of each session, the Secretary will compile a comprehensive summary of decisions and action points, distributing these records via email to all committee members to ensure transparency.
- **Meeting Management:** The Secretary manages the scheduling of committee meetings, issues formal agendas ahead of sessions, and tracks committee progress on assigned tasks, reporting any delays or compliance issues directly to the President.

1.4 Marketing Compliance

While the Social Media Executive retains creative discretion over the design and conceptual layout of marketing campaigns, the Secretary shares joint executive oversight with the President regarding the final approval of all public-facing material.

The Secretary has the authority to audit, edit, or veto any promotional graphics, text, or digital media to ensure all marketing assets align with the professional values, aesthetic standards, and branding guidelines of the society.

1.5 External Engagement Compliance

The Secretary manages the administrative protocols governing society visitors, distinguishing general visitors from formal external guest speakers who require separate BCUSU clearance.

The Secretary acts as the primary point of contact for external liaisons and ensures full compliance with university health, safety, and security regulations. This includes maintaining a direct reporting line to the Students' Union and the designated ART Representative, Francesca Fell, ensuring all guest lists, event logs, and administrative notifications are submitted accurately and within university deadlines.

Treasurer

1.1 Executive Financier

The Treasurer serves as the chief financial officer of the Birmingham City University Law and Debating Society. The Treasurer maintains primary responsibility for fiscal management, budgetary compliance, asset protection, and sponsorship procurement. Operating under a strict fiduciary standard, the Treasurer ensures that all financial resources are managed transparently, lawfully, and in strict alignment with BCUSU banking regulations.

1.2 Fiscal Management

The Treasurer maintains comprehensive oversight of the society's financial accounts and is responsible for preserving the long-term economic stability of the organisation.

- **Account Maintenance and Reporting:** The Treasurer must monitor all account balances, tracking income and expenditures meticulously. The Treasurer shall produce monthly financial reports for review by the President and BCUSU, and must immediately alert the President to any outstanding balances, deficits, or financial irregularities.
- **Confidentiality Protocols:** Financial data, budgetary allocations, and ledger details are strictly confidential. The Treasurer is prohibited from disclosing budget details to general members or unauthorised committee officials. Financial information may only be shared with authorised individuals, including the President, Secretary, and BCUSU ART.

1.3 Procurement Procedures

The financial operations of the society do not utilise a standard independent commercial bank account. Instead, all capital is held in trust and administered by BCUSU.

- **Authorised Purchasing Path:** The society cannot execute direct external purchases. To procure equipment, materials, or services, the Treasurer must submit comprehensive inventory lists, formal quotes, and requisite purchasing requests directly to BCUSU, who will execute the transaction from the trust fund.
- **Executive Authorisation:** No purchase, commitment, or financial obligation may be started by the Treasurer without receiving explicit prior authorisation from the President.

1.4 Reimbursement and Expense Compliance

To protect the financial integrity of the society, individual reimbursements are subject to strict evidentiary and utility requirements.

- **Evidentiary Instructions:** Members will not receive reimbursements for out of pocket expenses unless they provide definitive, legible proof of purchase. The Treasurer must collect and archive all physical/digital receipts before any reimbursement claim is submitted to BCUSU.

- **Collective Utility Standard:** All expenditures and reimbursements must directly benefit the operational capacity and collective membership of the society as a whole. Personal travel costs, such as individual train tickets to events, do not meet this threshold and are expressly excluded from reimbursement

1.5 Asset Protection

The Treasurer is the designated custodian of all physical assets and property owned by the society. This includes maintaining direct responsibility for the security, cleanliness, and organisation of the official society locker. The Treasurer must maintain an accurate inventory log of all equipment, tournament materials, and promotional assets stored within, ensuring that society property is safeguarded against loss or damage.

1.6 Fund Procurement and Sponsorships

To augment the funding provided by the university, the Treasurer owes an active, ongoing duty to secure external revenue streams. The Treasurer must proactively design sponsorship packages, initiate contact with law firms, corporate entities, and local businesses, and negotiate commercial agreements to secure financial backing and resources for society initiatives.

1.7 Anti-corruption Duties

The funds held in trust for the society are intended solely for the advancement of its academic and constitutional objectives. The Treasurer is strictly prohibited from deploying society capital, assets, or financial leverage for personal enrichment, individual benefit, or any purpose detached from official society operations: this rule is applicable to all committee and general members. Any breach of this fiduciary duty constitutes severe financial misconduct and will result in immediate removal from office and formal escalation to BCUSU and disciplinary boards.

Participation & Inclusion Executive

1.1 Executive Welfare

The Participation and Inclusion Executive serves as the primary safeguarding, equity, and student welfare official of the Birmingham City University Law and Debating Society. Operating as an executive officer, the P&I Officer maintains a strict constitutional duty to cultivate a safe, accessible, and deeply welcoming environment for all members. The P&I Officer acts as the principal advocate for diversity, equity, and inclusion, ensuring that all society operations respect the diverse backgrounds of the student body

1.2 Safeguarding

The P&I Officer serves as the frontline collector of intelligence regarding behavioural standards and must maintain a vigilant awareness of the internal culture of the organisation.

- **Zero Tolerance Monitoring:** The P&I Officer must actively monitor all society environments for harmful, discriminatory, or exclusionary behaviours. This includes but is not limited to misogyny, racism, xenophobia, homophobia, religious bigotry, or any form of abusive and vile treatment.
- **Evidence Management and Escalation:** In the event of a behavioural breach, the P&I Officer is responsible for securely gathering and archiving comprehensive evidence, such as digital screenshots, witness statements, or incident logs. The P&I Officer must promptly update the President and the Secretary on these matters to facilitate a structured review and initiate formal escalation procedures.

1.3 Feedback and Data Collection

To ensure the society continuously adapts to the needs of its membership, the P&I Officer manages a comprehensive, multistage feedback loop that spans the entire lifecycle of every society initiative.

- **Continuous Evaluation Mandate:** The P&I Officer owes an active duty to collect member feedback across three distinct phases: prior to an initiative to gauge expectations, during physical or digital events to assess real time engagement, and immediately following the conclusion of workshops or activities.
- **Administrative Distribution:** The P&I Officer is responsible for designing, distributing, and collecting digital feedback forms at the conclusion of all workshops and activities. They must compile this data into structured lists of general and specific feedback ahead of every monthly committee meeting.

1.4 Strategic Diversity Initiatives

The P&I Officer is responsible for driving institutional progress through proactive planning rather than passive observation.

During monthly committee sessions, the P&I Officer must propose concrete, actionable initiatives designed to sustain member engagement and create targeted opportunities for underrepresented or minority groups within the law school. To maintain professional credibility, the P&I Officer must arrive at committee meetings fully prepared with data, feedback statistics, and clear charts to substantiate their proposals and justify strategic shifts.

1.5 Accessibility Protocols

The P&I Officer ensures that no student is structurally or physically excluded from full participation in society life.

- **Demographic Awareness:** The P&I Officer must maintain a confidential, updated register of members who possess specific learning differences, physical disabilities, mobility constraints (such as wheelchair usage), or strict dietary requirements.
- **Accessibility and Safety Reporting:** Prior to the execution of major events, external trips, or competitive tournaments, the P&I Officer must conduct rigorous venue assessments. Where required or requested by the Executive Team, the P&I Officer shall draft formal accessibility and safety reports, ensuring that logistics, catering, and room allocations accommodate every attending member safely and equitably.

Subsidiary Members

Duties & Responsibilities

Mooting Officer

1.1 Mooting Administration

The Mooting Officer serves as the principal subsidiary officer responsible for the administration, development, and delivery of all mooting activities conducted by the Birmingham City University Law and Debating Society. The Mooting Officer shall work under the direction of the Executive Team to ensure that mooting opportunities are accessible, organised, and valuable.

1.2 Competition Management

The Mooting Officer is responsible for the organisation and administration of internal mooting competitions, including the preparation of competition schedules, allocation of participants, coordination of rounds, and communication of competition requirements.

- **Round Administration:** The Officer shall coordinate individual mooting rounds, ensuring that participants, judges, rooms, and relevant materials are arranged in advance.
- **Participant Coordination:** The Officer shall maintain accurate records of participating students and communicate all relevant deadlines, rules, and procedural requirements.
- **Judicial Coordination:** The Officer shall assist in securing suitable judges, including academics, practitioners, alumni, and suitably qualified students, subject to approval.

1.3 Mooting Development

The Mooting Officer shall promote the development of advocacy skills among society members through structured training and practical opportunities. The Officer shall assist in delivering introductory and advanced mooting sessions, including training relating to oral advocacy, legal research, authorities, submissions, court etiquette, and responding to judicial questioning.

1.4 Competition Standards

All internal mooting activities shall be conducted in a manner consistent with professional standards of advocacy and fairness. The Mooting Officer shall ensure that competition rules are communicated clearly to all participants and that judging procedures are applied consistently.

Any dispute concerning the administration of a mooting round shall initially be referred to the Mooting Officer and, where necessary, escalated to the President for final determination.

1.5 Reporting and Accountability

The Mooting Officer shall provide regular updates to the Executive Team regarding participation levels, competition progress, member feedback, and any operational difficulties encountered.

Where two Mooting Officers are appointed, both Officers shall share responsibility for the portfolio and shall maintain effective communication to ensure continuity of administration.

Debating Officer

1.1 Debate Administration

The Debating Officer serves as the principal subsidiary officer responsible for the administration, development, and delivery of the Society's debating programme.

The Officer shall ensure that debating activities provide members with structured opportunities to develop public speaking, critical analysis, argumentation, rebuttal, and persuasive communication skills.

1.2 Debate Sessions

The Debating Officer shall coordinate regular debate sessions, including the selection of motions, preparation of debate structures, allocation of speaking positions, and management of individual rounds. The Officer shall ensure that debate motions remain sufficiently diverse and intellectually challenging while remaining accessible to students with varying levels of experience.

1.3 Debate Competitions

The Officer shall assist in organising internal debating competitions and tournaments, including the maintenance of competition schedules, participant registration, allocation of rounds, and coordination of adjudicators.

The Officer shall maintain accurate records of competition results and provide relevant results to the Executive Team for institutional records.

1.4 Adjudication and Standards

The Debating Officer shall assist in maintaining consistent standards of adjudication across Society debates. Adjudicators should assess participants objectively and provide constructive feedback where appropriate. The Officer shall ensure that all debate participants are afforded a fair opportunity to participate and that debate sessions remain consistent with the Society's Code of Conduct.

1.5 Member Development

The Officer shall promote opportunities for members to progress from introductory debating sessions into competitive debating and external competitions. Where appropriate, the Officer shall identify students demonstrating particular aptitude and encourage their participation in inter-university competitions and other external debating opportunities.

Where two Debating Officers are appointed, both Officers shall share responsibility for the portfolio and coordinate the Society's debating programme collectively.

Academic Officer

1.1 Academic Development

The Academic Officer serves as the principal subsidiary officer responsible for supporting the academic development of Society members.

The Officer shall identify opportunities through which the Society can supplement students' academic experience and strengthen the connection between academic study, practical legal skills, and professional development.

1.2 Academic Workshops

The Academic Officer shall assist in designing and coordinating academic workshops, revision sessions, examination preparation sessions, and other educational initiatives.

Such activities may include, but are not limited to, legal research, legal writing, OSCOLA referencing, examination technique, case analysis, statutory interpretation, essay planning, and other areas identified through student feedback.

1.3 Module Integration

The Academic Officer shall work with the Executive Team and relevant academic staff to identify areas where Society initiatives may complement existing University modules.

The Officer may liaise with module representatives and assist in developing Society activities which respond to identified academic difficulties or areas of student demand, subject to appropriate approval from the Executive Team and University staff where required.

1.4 Academic Resources

The Academic Officer shall assist in identifying, developing, and distributing appropriate academic resources to members.

All resources distributed by the Society must be accurate, appropriately sourced, and presented in a manner that does not misrepresent University teaching or constitute unauthorised academic material.

1.5 Feedback and Evaluation

The Academic Officer shall review academic feedback received from members and identify recurring areas of difficulty or demand.

Where appropriate, the Officer shall present recommendations to the Executive Team concerning future academic initiatives and shall assist in evaluating the effectiveness of previous sessions.

Careers Officer

1.1 Professional Development

The Careers Officer serves as the principal subsidiary officer responsible for supporting the professional development and employability of Society members.

The Officer shall seek to create meaningful opportunities for students to gain knowledge of the legal profession, graduate recruitment, training contracts, pupillage, qualifying work experience, alternative legal careers, and related professional pathways.

1.2 Careers Events

The Careers Officer shall assist in organising careers workshops, networking sessions, panel discussions, law firm events, application workshops, and professional development initiatives.

The Officer shall seek to ensure that careers programming represents a broad range of legal careers, organisations, practice areas, and professional backgrounds.

1.3 Employer and Professional Engagement

The Careers Officer shall assist the Executive Team in identifying and developing relationships with law firms, chambers, legal professionals, alumni, professional organisations, and other relevant external bodies.

All formal external communications shall remain subject to the communication and authorisation procedures established by the Secretary and Executive Team.

1.4 Application Support

The Careers Officer shall assist members in developing professional application skills, including CV preparation, cover letters, application forms, assessment centres, interviews, networking, and recruitment processes.

The Officer shall not provide regulated legal advice or represent that Society guidance constitutes professional legal or recruitment advice.

1.5 Opportunities and Information

The Careers Officer shall monitor relevant opportunities and communicate suitable internships, insight schemes, vacation schemes, training contracts, pupillage opportunities, competitions, scholarships, and other professional development opportunities to members.

The Officer shall ensure that information circulated by the Society is obtained from credible sources and is communicated accurately.

Social Media Manager

1.1 Digital Communications

The Social Media Manager serves as the principal subsidiary officer responsible for the Society's social media presence and digital promotional activity.

The Officer shall maintain a professional, consistent, and recognisable digital identity across all Society-approved platforms.

1.2 Content Production

The Social Media Manager shall design, prepare, and publish promotional material relating to Society events, initiatives, achievements, announcements, and other approved activities.

Content may include promotional graphics, photographs, videos, informational posts, event reminders, member achievements, and other digital communications.

1.3 Brand Compliance

All public-facing material must comply with the Society's established branding, professional standards, and constitutional requirements.

The Social Media Manager shall ensure that published material does not contain misleading information, inappropriate content, unauthorised personal information, or material capable of bringing the Society or University into disrepute.

1.4 Publication Approval

The Social Media Manager retains responsibility for the creative development and preparation of content but shall remain subject to the final approval mechanisms established by the President and Secretary.

Where content concerns sensitive matters, external organisations, University staff, or formal Society policy, publication shall require appropriate executive approval.

1.5 Digital Engagement

The Social Media Manager shall monitor audience engagement and assist in evaluating the effectiveness of digital campaigns.

Where two Social Media Managers are appointed, both Officers shall coordinate content scheduling, platform management, and campaign development to ensure consistency across all Society platforms.

Events Coordinator

1.1 Event Administration

The Events Coordinator serves as the principal subsidiary officer responsible for assisting in the planning and operational delivery of Society events.

The Officer shall work closely with the Executive Team to ensure that events are organised efficiently, safely, and in accordance with University and Students' Union requirements.

1.2 Event Planning

The Events Coordinator shall assist with the preparation of event schedules, room bookings, attendee management, equipment requirements, event materials, catering arrangements, and other logistical requirements.

No event may be formally confirmed or financially committed to without the appropriate authorisation from the Executive Team and, where applicable, BCUSU.

1.3 Event Operations

The Officer shall assist with the practical execution of Society events, including registration, room preparation, guest coordination, event timings, and post-event procedures.

The Events Coordinator shall ensure that operational difficulties are promptly communicated to the relevant Executive Officer.

1.4 External Events

Where the Society conducts external visits, conferences, social activities, or other off-campus initiatives, the Events Coordinator shall assist in ensuring that appropriate logistical, safeguarding, accessibility, and administrative arrangements are considered.

The Officer shall work with the Secretary and Participation and Inclusion Executive where additional University or Students' Union procedures apply.

1.5 Event Evaluation

Following major Society events, the Events Coordinator shall assist in collecting operational feedback and identifying improvements for future activities.

Where two Events Coordinators are appointed, both Officers shall share responsibility for event planning and delivery and shall coordinate their respective assignments with the Executive Team.

Outreach Officer

1.1 External Engagement

The Outreach Officer serves as the principal subsidiary officer responsible for promoting the Society's visibility and developing relationships with relevant student, academic, professional, and community organisations.

The Officer shall seek to increase awareness of Society activities and identify opportunities for collaboration that advance the Society's constitutional objectives.

1.2 Internal Outreach

The Outreach Officer shall assist in ensuring that Society opportunities are communicated effectively across the wider Birmingham City University student body.

This may include engagement with course representatives, other student societies, student networks, University departments, and relevant student communities.

1.3 External Partnerships

The Officer shall identify potential opportunities for collaboration with external organisations, professional bodies, educational institutions, legal organisations, and other relevant groups.

All formal partnerships, commitments, or representations made on behalf of the Society shall require appropriate authorisation from the Executive Team.

1.4 Membership Development

The Outreach Officer shall assist in increasing Society membership and participation by identifying barriers to engagement and developing appropriate outreach initiatives.

The Officer shall particularly seek to ensure that Society opportunities are communicated to students who may not ordinarily engage with extracurricular legal activities.

1.5 Reporting

The Outreach Officer shall maintain appropriate records of outreach activity and provide periodic updates to the Executive Team concerning new contacts, prospective collaborations, and engagement outcomes.

Journalist

1.1 Editorial Responsibility

The Journalist serves as the principal subsidiary officer responsible for documenting, reporting, and preserving the Society's activities and achievements.

The Journalist shall produce written material that accurately reflects the activities, initiatives, competitions, achievements, and developments of the Society.

1.2 Society Publications

The Journalist shall assist in producing approved Society publications, including newsletters, event reports, interviews, articles, competition summaries, and other written material.

All publications must maintain a professional standard and remain consistent with the Society's values and constitutional objectives.

1.3 Event Reporting

The Journalist shall attend selected Society events where appropriate and produce accurate reports documenting the event, its purpose, key outcomes, and relevant achievements.

Where photographs, quotations, or personal information are incorporated into publications, the Journalist shall ensure that appropriate consent and data protection requirements are observed.

1.4 Editorial Standards

All published material must be factually accurate, impartial where appropriate, and free from discriminatory, defamatory, or otherwise inappropriate content.

The Journalist shall not publish confidential committee discussions, private member information, or restricted Society documentation without explicit authorisation.

1.5 Institutional Record

The Journalist shall assist in preserving a professional historical record of the Society by documenting significant achievements, events, competitions, partnerships, and developments throughout the academic year.

Where two Journalists are appointed, both Officers shall coordinate editorial responsibilities and may divide reporting assignments between them as determined by the Executive Team.

Miscellaneous Provisions

Additional Information

Meeting Procedures

1.1 Scheduling Logistics

The committee shall convene for ordinary meetings on a monthly basis throughout the academic year. Additional extraordinary meetings may be scheduled at alternative intervals where operational demands, urgent administrative issues, or specific circumstances dictate.

To facilitate efficient coordination, all committee members owe a strict administrative duty to submit their academic timetables for both semesters to the Secretary immediately upon receipt. The Secretary maintains sole responsibility for analysing this scheduling data to identify and secure optimal meeting times that minimise academic conflicts.

1.2 Virtual Proxy Protocols

Maintaining the operational integrity of the society requires consistent, active participation from all committee officials.

- **In Person Attendance Expectation:** Committee members are required to attend all scheduled meetings in person. Physical attendance is considered the standard baseline for professional engagement.
- **Mitigating Circumstances and Virtual Integration:** Reasonable leniency will be extended to members facing genuine conflicts, such as illness, severe academic pressure, or unavoidable personal commitments. To qualify for this dispensation, the affected member must submit a formal, reasoned explanation to the Secretary and President well in advance of the session.
- **Microsoft Teams Compliance:** Members granted permission to attend virtually must join the session live via Microsoft Teams. To ensure transparency, active engagement, and professional accountability, cameras must remain activated for the entire duration of the virtual broadcast.

1.3 Transcription and Confidentiality

To maintain flawless governance and a precise historical ledger, all committee proceedings will be audio recorded and handwritten by the Secretary.

- **Transcription and Distribution Lifecycle:** Following the adjournment of each meeting, the Secretary shall utilise the audio file to draft fully transcribed minutes and summary notes. These documents will be processed and distributed to all committee members via email to track action points and maintain accountability.
- **Data Security and Confidentiality:** The raw audio recordings are classified as strictly confidential internal property. They will not be published, broadcast, or shared across any public or private communication platforms. The recordings will be securely archived by the Secretary and will only be disclosed in exceptional circumstances where internal

disputes arise that necessitate formal intervention by the Birmingham City University Students' Union (BCUSU).

1.4 Democratic Presentations

Committee meetings serve as the primary forum for strategic debate and administrative execution. Accordingly, all members are expected to maintain professional focus, listen attentively to ongoing presentations, and treat the contributions of their colleagues with due respect and openness.

The society explicitly protects the right of individual initiative; therefore, structured opportunities will be consistently provided for members to pitch independent proposals, deliver feedback on past initiatives, and highlight operational bottlenecks so they can be addressed collaboratively.

1.5 Agenda Management

Meetings will be formally chaired and led by the President. In instances where the President is absent, or where executive functions are explicitly delegated, the Secretary shall assume the chair and preside over the proceedings.

While meetings will follow a structured agenda managed by the chair, a dedicated portion of the parliamentary floor will be reserved during each session. This period empowers committee members to raise strategic questions, present project updates, submit programmatic ideas, or highlight institutional grievances.

Unified Code of Conduct

1.1 Core Principles

All elected and appointed committee members, encompassing both Executive Officers and Subsidiary Committee Members, must execute their institutional duties with absolute objectivity, impartiality, and integrity. Committee members are strictly prohibited from utilising their administrative portfolios to advance personal biases or afford preferential treatment to specific individuals.

Every leader within the society maintains a constitutional obligation to engage with the student body in a fair, transparent, and non-discriminatory manner, actively upholding the statutory equality standards prescribed by the Students' Union (BCUSU) regulations.

1.2 GDPR and Data Protection

To ensure compliance with general data protection standards and institutional security, all sensitive data related to the operations of the society or the personal details of its members is classified as strictly confidential.

- **Prohibition on Disclosure:** Committee members are strictly prohibited from disclosing, duplicating, or sharing sensitive operational data, personal contact details, or internal society records with unauthorised personnel or external entities.
- **Authorisation Protocols:** The extraction or sharing of confidential society data is permitted only under exceptional circumstances where express, written authorization has been jointly granted by the President and the Secretary.

1.3 Constitutional Hierarchy and Violations

Any unconstitutional action, material breach of this code, or failure to uphold designated committee responsibilities will trigger formal disciplinary interventions. The society operates a structured, progressive disciplinary framework to address misconduct equitably:

1. **Formal Written Warning:** For initial or minor administrative infractions, the President, following consultation with the Executive Team, will issue a formal written warning detailing the breach and prescribing immediate corrective actions.

2. **Suspension of Privileges:** For secondary or more severe infractions, the Executive Team may temporarily suspend the officer's administrative access, communication privileges, or event execution powers pending a formal review.

3. **Permanent Expulsion and Removal from Office:** For egregious constitutional breaches, financial misconduct, or severe behavioural violations, the society retains the power to permanently remove the individual from the committee and revoke their society membership entirely.

1.3 Protocol for Removal

The removal of an active committee official is an extraordinary constitutional remedy requiring rigorous due process. To enact a permanent removal from office, the following administrative procedure must be executed precisely:

- **Convening the Hearing:** The President will schedule an Extraordinary Executive Meeting (EEM) to formally review the allegations, providing the complainant and the responding officer an equal opportunity to present their evidence.
- **Confidential Ballot:** Following the conclusion of the formal proceedings, a confidential Vote of No Confidence will be initiated.
- **Majority Threshold:** To ensure maximum democratic legitimacy, the motion for permanent removal must secure a simple majority vote from both the sitting Committee and the voting general assembly of the Society via a secure, anonymous secret ballot overseen by the Secretary. Upon achieving this threshold, the officer will be stripped of title immediately, and a formal notification of the vacancy will be submitted to BCUSU.