



Edinburgh Napier Student Law Review

**THE
CONSTITUTION**

Section 1: Name and Objects

- 1.1 The name of the Society shall be “The Edinburgh Napier Student Law Review”.
- 1.2 The Society may also be known as “Napier Student Law Review/ ENSLR”, both titles having equal validity to the title outlined in Section 1.1
- 1.3 The aim of the Law Review shall be to provide:
 - (a) frequent blogs and articles;
 - (b) a Law Review Journal published on the website;
 - (c) opportunities for members to participate in competitions and oral debates hosted by the Law Review;
 - (d) regular social and speaker events for its members;
 - (e) a connection with national and international solicitors’ firms and Advocates of the Faculty of Advocates;
 - (f) a point of contact for solicitors’ firms and the Faculty of Advocates wishing to advertise or contact members of the Law Review;
 - (g) opportunities for members of the Law Review to meet representatives from and obtain information about solicitors’ firms and the Faculty of Advocates; and
 - (h) general advice on legal careers and academic issues working in association with members of the careers team at Napier.
- 1.4 For the purposes of this section “Members” means anyone who—
 - (a) has paid the relevant membership fee, as set out in section 2.2;
 - (b) does not hold a title of the Editorial Board.

Section 2: Membership

- 2.1 Membership of the Law Review shall be open to all matriculated students at Edinburgh Napier University.
- 2.1 The membership fee shall be set by the President and Editor-in-Chief of the Law Review at the beginning of each academic year. Membership shall be free for the academic year 2020/21. Membership shall include a 10% discount on tickets to any paid social events arranged during an academic year.
- 2.2 Prior to membership of the Law Review, an applicant must first have purchased the appropriate membership fee as set out in section 2.2. In addition, a Code of Conduct must be signed and sent to the Editor-in-Chief to be countersigned before the membership will be valid. A new signed form must be submitted at the beginning of each academic year. At the close of each academic year, all signed Code of Conducts must be deleted or destroyed. A training pack shall be provided to each member at

the beginning of the academic year after the Code of Conduct is returned to the Editor-in-Chief.

- 2.3 The President and Editor-in-Chief may, at any time during an academic year, terminate an individual's membership of the Law Review for conduct unbecoming to the Law Review on a vote of those present at any Board meeting. A vote shall only be held provided that such a person has been given the opportunity to explain their conduct at the meeting. At least seven days' notice of such a meeting is required to be given to all members of the Board. There shall be a right of appeal to the Elections and Appeals Officer who shall be Dr Lorna Gillies, Associate Professor in Law.

Section 3: Officers and the Board

- 3.1 The Editorial Board shall consist of not more than a total of eleven members (this does not include members of a sub-committee).
- 3.2 The Editorial Board shall consist of, at least, a President, Editor-in-Chief, Treasurer, and Secretary. Additional roles on the Team can be created by the President as they so require (possibly including, but not limited to, Social Media and Content Manager, Publications Officer, Events Coordinator, Student Relations Officer, Diversity Officer, Human Rights Officer, Membership Officer and an IT Officer).
- 3.3 The role of the President shall be to run the Law Review during their term. They shall be responsible for, but not limited to, publishing articles and blogs; organising all speaker events and social events; hosting competitions and debates; and attempting to form relationships with solicitors and the Faculty of Advocates, working alongside the appropriate members of the Board. They shall oversee the day-to-day running of the Law Review including its finances, and they shall be responsible for representing the Law Review to sponsors, speakers and members. They shall be responsible for the preparation of an agenda in advance of each meeting, informing the members of the Board as to the date, time and place of the meeting and circulate the minutes of previous meetings to all Board members. They will also assist to arrange dates and times for events and make sure every member is notified. In the event that there are Co-Presidents, they shall each be equally responsible for the role as each other.
- 3.4 The role of Editor-in-Chief shall be to edit and publish the Edinburgh Napier Student Law Review. They shall manage volunteer editors of the Law Review, the maximum being ten editors (although this number may be increased by the President's approval if demand is high). In addition, they shall be responsible for the management of the Law Review website and its content. Any matriculated law student at Edinburgh Napier University can propose an article, comment, or note they wish to have published in the Law Review Journal. The Journal shall be published on the website, but a physical copy can be made available on request by an individual in exchange for the exact printing cost. In addition to the Journals published throughout the year, there may be an additional publication falling on the last Friday of the academic year featuring the best articles from that year as chosen by the editors. The Editor-in-Chief will assist the President in their responsibilities including, but not limited to, organising all speaker events and social events; hosting competitions and debates; and attempting to form relationships with solicitors and the Faculty of Advocates,

working alongside the appropriate members of the Board. Furthermore, they shall assist the President when representing the Law Review to sponsors, speakers and members.

- 3.5 The role of the Treasurer shall be to manage the finances of the Law Review. They shall provide a monthly financial report to the Board. They shall work in association with the President and Editor-in-Chief providing financial analysis and advice concerning budget allocation for events. The Treasurer will provide a copy of the accounts to the successive Treasurer at the end of their term in office and will be accountable to the President for their actions. They shall also be responsible for all matters relating to membership, making sure that information is accurate at all times.
- 3.6 The role of Secretary shall be to liaise with solicitors' firms and Advocates for sponsorship and events together with the President and Editor-in-Chief. They shall ensure that there is a continuing successful relationship between the Law Review and the solicitors' firms and Faculty of Advocates. They, together with the President and Editor-in-Chief, shall plan, co-ordinate, and manage careers events with students and law firms. They shall assist the running of the Annual Law Fair with the careers team and attract solicitors' firms and Advocates to participate. Furthermore, they shall communicate with Law Reviews/societies at other institutions to share insights and events. They shall also manage the Law Review email and reply to emails from members of the Law Review.
- 3.7 The role of Social Media and Content Manager shall be to maintain external awareness of the Law Review. They shall send a weekly email newsletter to keep members of the Law Review informed such as, but not limited to, updates, future events and careers opportunities. They shall create promotional material to be posted around campus, on Social Media, and on the website as required. In addition, they shall be responsible for managing social media inboxes and website maintenance. Furthermore, they shall remain in constant close contact with all the social media feeds of Partner firms and sponsors and promote on relevant social media feeds when necessary.
- 3.8 The role of Events Coordinator shall be to organise all the Law Review's social events. They may, for example, wish to produce ideas for an event and then take an online poll from members of the Law Review as to which they would like to go ahead, or ask members of the Law Review for ideas to an event they would like to see take place in the future. They shall also be responsible for organising any fundraisers. They shall work in association with the Treasurer to ensure that all expenses are accounted.
- 3.9 The role of Student Relations Officer shall be to remain in contact with students to answer questions relating to, but not limited to, the Law Review; its events and competitions; its opportunities; or advice in relation to life as a student and careers opportunities.
- 3.10 The role of Publication Officer shall be to provide advice and guidance on members' ideas for blogs, articles, and related content for the Law Review. They shall approve or decline any ideas after consultation with the President and Editor-in-Chief. In

addition, they shall provide support for members during the writing process and answer any questions.

- 3.11 The Elections and Appeals Officer shall oversee the running of the Law Review's elections and, where necessary, acting as an impartial judgment during a disciplinary proceedings appeal.
- 3.12 The President shall have the power to delegate any further duties to any members of the Editorial Board where they deem it necessary. The positions occupied by members of the Editorial Board and their duties shall be allocated by the President at the beginning of each term.

Section 4: Editorial Board Meetings

- 4.1 The President shall convene a Board Meeting at least twice in an academic year. The first meeting shall take place at the earliest convenience after the elections have been held, and the second shall take place as the final meeting of that academic year. Other meetings may be held face-to-face throughout the academic year at the discretion of the President if they believe it to be necessary. Otherwise, communication will continue through email and other such means. Where face-to-face meetings are not possible for whatever appropriate reason, the meeting shall be conducted through online communication, such as Microsoft Teams or Zoom.
- 4.2 All members of the Board shall be notified of the time and place of each Board meeting at least one week in advance or earlier.
- 4.3 All Board members shall attend Board meetings unless the President, or Editor-in-Chief if the President shall not be in attendance, is notified of a valid excuse. There may be exceptions as to those Board members who may not be required at every meeting as decided by the President.
- 4.4 If the validity of an excuse should be questioned by the President or two other Board members, its validity shall then be put to a vote by the Board. A majority vote by those members present shall deem the excuse to be invalid.
- 4.5 Failure to attend a Board meeting or late attendance by a Board member, whose presence is required, without valid excuse(s) shall be a ground for disciplinary proceedings. If a Board member misses three meetings within a three-month period, the members of the Board must meet to decide whether to bring disciplinary proceedings. Their decision will be based on the Board member's excuses, their work performance of their specific duties, and their general conduct whilst on the Board.
- 4.6 Any matter during a Board meeting which requires a vote shall be decided by a majority of two-thirds of those present at any Board meeting unless otherwise specified in the Constitution.
- 4.7 Any matter may be brought to a vote by the President or any other two Board members present, except those matters which are stated in the Constitution as being at the sole discretion of the President.

- 4.8 In the event of the total number of Board members resting below nineteen or in the event of a resignation or impeachment of a Board member, or the workload of the Board proves to be overwhelming, the President may appoint additional members subject to a vote of the Board.
- 4.9 The President may appoint any unsuccessful candidate(s) from the election at the beginning of the academic year. The highest polling of these candidates will be the first choice. In the event that there are no unsuccessful candidates to choose from, or they are unwilling to accept the role, the President may recommend a candidate for each position, subject to the approval of the Board.
- 4.10 Where a Board member resigns or is removed from their role, the President may appoint a substitute from the members of the Board until a new member has been decided. If the President was to resign or be removed from office, the Editor-in-Chief shall undertake such role permanently or until another individual is appointed President.

Section 5: Discipline

- 5.1 If any Board member is considered to be failing in their specific duties or has acted contrary to the terms set out in the Code of Conduct, a vote of impeachment may be proposed by either the President or two other Board members at the discretion of the President.
- 5.2 The proposers of such an allegation shall give at least seven days' notice to all Board members of their proposal prior to the commencement of the Board meeting.
- 5.3 The member in question shall be entitled to respond to any allegations of misconduct brought against them prior to any vote on the matter.
- 5.4 In the event of a majority of those present at the meeting (excluding the member in question) believing the member to be guilty of failing in their duties, the member shall be removed from the Board immediately.
- 5.5 The vote for impeachment shall be carried out using a secret ballot undertaken in the absence of the member in question.
- 5.6 Any member subject to a disciplinary hearing shall have the right to an appeal to the Elections and Appeals Officer. The decision of the Officer on appeal shall be final and, if found to be guilty of such misconduct alleged against them, the member shall be removed from the Board immediately.
- 5.7 "Failing in their duties" may include: any action contrary to the terms of the Code of Conduct, abuse of position, misrepresenting the Law Review, financial misconduct, publication of profanity or defamatory content, dishonest conduct, or misconduct towards Members of the Board and/or any abuse to other members.

- 5.8 Two or more members of the Editorial Board can bring forward a vote of no confidence against the President if they believe the individual is unfit to hold that position. "Unfit" may include: abuse of position, misrepresenting the Law Review, inadequate in their duties, failing to carry out obligations, failing to act or a neglect of position, making decisions that other members feel as being detrimental to the Law Review, any action contrary to the terms of the Code of Conduct, or misconduct towards Members of the Board and/or any abuse to other members.
- 5.9 The members of the Board shall vote using a secret ballot undertaken in the absence of the President. If a vote of no confidence is passed, the President shall be removed from their position immediately and the Editor-in-Chief shall undertake the President's duties either permanently or until a replacement is decided.

Section 6: Finance

- 6.1 The Treasurer must endeavour to ensure that the ordinary expenditure of any given year is not more than the ordinary income of that year.
- 6.2 The President and Editor-in-Chief shall oversee the work of the Treasurer and ensure that at the end of the year the ordinary expenditure is not more than the ordinary income of that year.
- 6.3 The Law Review shall be non-profit making. The Board members may only receive payment, direct or indirect, as reimbursement for legitimate expenses. A valid receipt must be presented to the Treasurer. Any Board member who makes any payment on behalf of the Law Review without the express authority of the President shall not recover any such payment from the Law Review.
- 6.4 The main income shall be defined as income arising from membership fees, sponsorship, fundraising, event ticket sales, merchandise sales, and any other source as agreed by the Board.
- 6.5 Other than those expenses which are necessary for the running of the Law Review, such as monies to finance events and publicity, expenses shall only be deemed reasonable if proposals have been brought to the attention of the President and the Board has approved such proposals by a two-thirds majority of those present at the Board meeting and if the explicit approval of the Editor-in-Chief has been obtained.
- 6.6 When considering whether a proposed expense is reasonable, the Board shall take into account the scale of the expense in comparison to the potential benefits.
- 6.7 Any reserves at the end of the academic year shall be carried over into reserves for the next following academic year.
- 6.8 A loss carried forward into the following financial year shall be notified and explained during the final year Board meeting.
- 6.9 The Treasurer shall be responsible for ensuring that all monies owing to the Law Review are received by the end of the academic year and that all debts owed by the

Law Review are paid by the end of the academic year.

- 6.10 The Treasurer shall keep complete and accurate accounts throughout the year and ensure that a copy is given to, or made accessible to, the following year's Treasurer.

Section 7: Elections

- 7.1 The conduct of the Law Review's elections to membership of the Board shall be the responsibility of the Elections and Appeals Officer. The election for the roles of the Editorial Board for the next academic year shall take place in May, or another appropriate time at the end of the second trimester of the current academic year.
- 7.2 All applicants for the roles of President, Editor-in-Chief, Treasurer and Secretary shall submit an application consisting a maximum of three hundred words explaining their manifesto to the Elections and Appeals Officer. The manifestos will then be uploaded on to the website along with an optional photograph of the applicant. All applicants applying for the roles of President, Editor-in-Chief and Treasurer, shall be required to have previously held a position on the Editorial Board for a minimum period of one academic year.
- 7.3 The deadline for applications shall be set by the current President, Editor-in-Chief and Elections and Appeals Officer. The elections shall take place as soon as is reasonably possible after the applications deadline. The current President and Editor-in-Chief shall ensure that all candidates and members of the Law Review are duly notified, by email and/or social media, when the online voting system opens. They shall also ensure that the voting system remain open for a period of at least one week.
- 7.4 The manifestos of each candidate shall be made available on the website at least five days prior to the election week and will be included in an email which provides access to the election website.
- 7.5 Only members of the Law Review shall be eligible to vote. Each member will have one vote for the President, Editor-in-Chief, Treasurer and Secretary.
- 7.6 Once the President, Editor-in-Chief, Treasurer and Secretary have been elected, it shall fall to the President to form their Board. The President, with the assistance of the Editor-in-Chief, shall decide the candidates for the roles of Social Media and Content Manager, Publications Officer, Events Coordinator, Student Relations Officer, etc.
- 7.7 The President shall base their decision on applications by members of the Law Review. Applicants must have been a member of the Law Review for at least one academic year. Applications for the remaining roles on the Board shall consist of no more than two hundred and fifty words. If the President decides an interview is necessary to help judge the best candidate, they may do so with the Editor-in-Chief.
- 7.8 In the event that there are no applications for a particular role on the Board, the President and Editor-in-Chief can propose a member of the Law Review as a candidate they wish to fulfil the role.

- 7.9 The Editor-in-Chief shall have the sole discretion of appointing their sub-committee of article and content editors of individuals who are interested in being involved in the Law Review. The sub-committee shall not form any part of the main Board. The President must be made aware of the editors chosen and the number of editors forming the sub-committee.
- 7.10 The list of electoral offences shall include, but is not limited to, the following. It shall be an electoral offence to:
- (a) publish election material other than that approved by the President and Editor-in-Chief on the website;
 - (b) conduct any type of intimidation or make defamatory implications about other candidates;
 - (c) use the membership database during the election to a personal electoral advantage;
 - (d) spend monies on campaigning.
- 7.11 The Elections and Appeals Officer shall oversee the running of the Law Review's elections, ensuring that there are no electoral offences committed by applicants. If an offence is identified by the Officer, they shall remove the applicant from the election immediately.
- 7.12 In the event that an offence is identified by the President or Editor-in-Chief of the current academic year, the offence shall be brought to the attention of the Elections and Appeals Officer. The Officer shall then decide whether the offence warrants removal of the applicant from the election.

Section 8: The Website and Email

- 8.1 Administrator access shall only be granted to the President and Editor-in-Chief of the current academic year. No other member of the Editorial Board is permitted to hold administrator access.
- 8.2 All blogs, articles, or related content must be checked by the Editor-in-Chief and President of the Student Law Review prior to publication.
- 8.3 The Editor-in-Chief must regulate and manage all content of the website during the academic year.
- 8.4 Names, biographies, and contact information must be collated by the Editor-in-Chief and shall be made available on the 'Meet our Team' page at the beginning of each academic year.

- 8.5 The publication of any profanity, vulgarity, slander, or equivalent, is strictly prohibited. Submissions must not contain content that could be considered offensive, abusive, derogatory or potentially defamatory.
- 8.6 The Law Review email shall be ednapier.lawreview@gmail.com and only the President, Editor-in-Chief, and the Secretary shall have administrator access to the email account. The password of the email account shall be made known only to the succeeding President, Editor-in-Chief, and Secretary at the end of the current academic year.

Section 9: The Constitution

- 9.1 The founding constitution was written in December 2020 by Sean Doig (Editor-in-Chief 2020/21). The draft was reviewed by Taylor Reid (Secretary 2020/21) and was affirmed in January 2021 by Sarah Harris (President 2020/21).
- 9.2 The Constitution may be altered if a motion to alter the Constitution has the support of a two-thirds majority of the Board members present at such meeting. Any alterations to the Constitution shall be recorded for future reference.
- 9.3 At least seven days' notice shall be given to all Board members prior to such meeting being held.