
CONSTITUTION
of the
UNIVERSITY OF CAMBRIDGE ALUMNI
ARBITRATION LAW ASSOCIATION

20 February 2018

CamARB

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1. Interpretation

1.1 In this Constitution:

AGM	means an annual general meeting of the Members convened in accordance with Rule 7;
Alumni Practitioners	means alumni practising in Arbitration;
alumni	means those persons who have: (a) matriculated within the University; and (b) studied within the University for one or more of the following degrees: <ul style="list-style-type: none">(i) Bachelor of Arts, and such other Bachelor's degrees as may be established by Special Ordinance;(ii) Master of Arts;(iii) Such other Master's degrees as may be established by Special Ordinance;(iv) Doctor of Philosophy, and such other Doctor's degrees as may be established by Special Ordinance;(v) Bachelor of Divinity;(vi) Master of Surgery; and(vii) Doctor of Divinity, Doctor of Law, Doctor of Medical Science, Doctor of Science, Doctor of Letters, and Doctor of Music.
Arbitration	means the law and practice of arbitration as a form of dispute resolution including international commercial arbitration and the arbitration of disputes concerning the existence, nature or extent of obligations arising under treaties or otherwise under international law;
Association	means the Cambridge University Arbitration Law Association, an unincorporated association of which this document is the Constitution;
Commencement Date	means the date on which this Constitution comes into force;
days	means calendar days unless expressly stated otherwise;

Executive Committee	means the committee provided for by Rule 5.1;
Faculty	means the Faculty of Law of the University;
General Meeting	means an AGM or a SGM;
Initial Period	means the period between the Commencement Date and the date of the first AGM held under Rule 9;
Member	means a person who has applied to the Executive Committee to be a member of the Association and whose application has been approved in accordance with Rule 4.2 and whose membership has not terminated in accordance with these Rules;
Membership Category	means the categories of membership of the Association specified in Rule 4.1;
Misconduct	means: (a) behaviour by a Member which is seriously or persistently in breach of these Rules; or (b) behaviour by a Member which, although not in breach of these Rules, is serious or persistent and, in the opinion of the Executive Committee, renders the Member's continued membership of the Association contrary to the best interests of the Association and/or the pursuit of the objects of the Association;
Office	means an office listed in Rule 6;
Officer	means a person appointed by the Executive Committee in accordance with Rule 6;
Registers	means the registers required to be made, administered and maintained by the Secretary under Rule 6.1(c)(A)-(C);
Regulations	means any written regulations made by the Executive Committee pursuant to a power conferred upon it under these Rules;
Rules	means the provisions of this Constitution;

Secretary	means the Secretary of the Association holding office by virtue of Rule 6;
SGM	means a special general meeting of the Members convened in accordance with Rule 9.5;
the University	means the University of Cambridge and its affiliated research and educational establishments and organisations.

- 1.2 The use of the words ‘including’ or ‘includes’ in this Constitution after words of general description shall not be interpreted to impose any limitation on the generality of the meaning of such foregoing words.
- 1.3 Words importing gender include all genders and the masculine pronoun is used herein only for the sake of brevity.
- 1.4 Headings are used for convenience only and shall not affect the interpretation of this Constitution.

2. Name

The Association shall be known as ‘The University of Cambridge Alumni Arbitration Law Association’, which may be abbreviated to ‘CamARB’.

3. Purpose

- 3.1 The objects of the Association shall be:
- (a) to provide opportunities for Members to meet to discuss and consider Arbitration, including through meetings and discussions:
 - (i) between current students of the University on the one hand and Alumni Practitioners on the other hand;
 - (ii) between current academic staff of the University on the one hand and Alumni Practitioners on the other hand;
 - (iii) between Alumni Practitioners;
 - (b) to promote research into, and the teaching and study of, Arbitration by members of the University, including academic staff and matriculated undergraduate and graduate students of the University, with a view to establishing the University as the leading centre for those activities in the United Kingdom;

- (c) to promote the improvement of Arbitration;
- (d) to undertake or to assist in the preparation and promotion of proposals, agreements, arrangements, reports and responses in respect of the unification and development of Arbitration;
- (e) to consider with other associations abroad proposals for the unification of the laws of different states on Arbitration;
- (f) to publish analysis and commentary on Arbitration;
- (g) to organise and publicise conferences, seminars and other meetings;
- (h) to cooperate with other scholarly and professional associations in connection with Arbitration;
- (i) to collect and provide to Members statistical and other information concerning Arbitration of interest to Members;
- (j) to do all such other lawful things as are incidental to or conducive to the attainment of the above objects or of any of them.

4. Members

4.1 The Association shall have five categories of membership each of which shall be open only to natural persons:

(a) **Alumni Membership**

Alumni Membership is open only to alumni who have an interest in arbitration and who are current or retired legal practitioners, civil servants, members, officers and staff of legislative bodies, members of the judiciary and such other alumni or former academic staff of the University with an interest in arbitration as the Executive Committee may decide.

(b) **Academic Membership**

Academic Membership is open only to current members of the academic staff of the University.

(c) **Student Membership**

Student Membership is open only to matriculated members of the University who are pursuing a course of study or research in the University.

(d) **Associate Membership**

Associate Membership is open only to persons not eligible for Academic Membership, Alumni Membership or Student Membership and whose membership of the Association the Executive Committee considers conducive to the achievement of the objects of the Association and to ensuring that the Association operates in the interests of the University, Academic Members, Student Members and Alumni Members.

(e) **Honorary Life Membership**

Honorary Life Membership may be conferred by the Members in General Meeting upon any person (or persons) who, in the opinion of the Executive Committee, has (or have) rendered exceptional services rendered to the Association or to Arbitration in general. Any such candidate shall be proposed by the Executive Committee and notice of such proposal shall be given to the Members not less than 14 days before a General Meeting at which the matter is to be laid before them for decision.

- 4.2 The initial Members are the persons named in Part 1 of Schedule 2 and who have affixed their signatures thereto.
- 4.3 Subject to Rule 4.2, a person becomes a Member only upon approval by the Executive Committee of an application he has made to the Secretary seeking to become a Member. An application to become a Member shall contain such information and be in such form as the Executive Committee shall specify in Regulations. That information shall include:
- (a) from each prospective Student Member and Academic Member, an email address at the '@cam.ac.uk' domain; and
 - (b) from each prospective Student Member, the expected month and year in which he expects to be admitted to the degree for which he is reading.
- 4.4 No person may hold membership of more than one Membership Category.
- 4.5 No person may become a Member without paying an admission fee in such amount as the Executive Committee shall specify in Regulations.
- 4.6 Every Member, except for Honorary Life Members, shall pay an annual subscription to the Association by 31 January each year in an amount set by the Executive Committee in Regulations. The Members in General Meeting may vary the frequency or amount of such subscriptions.

- 4.7 Where membership is granted part of the way through the year, the amount of the annual subscription due in respect of that calendar year may be reduced by such amount as the Executive Committee may specify in Regulations.
- 4.8 If a Student Member graduates and thereby ceases to be eligible to remain a Student Member then he shall, upon request made no later than 56 days after the date on which his degree is conferred, be registered as an Alumni Member without being treated as if he has resigned and without the need to pay any further admission fee.
- 4.9 A person ceases to be a Member if and when his name is removed by the Secretary from the Register of Members. The Secretary shall remove a Member's name from the Register of Members if that Member:
- (a) gives notice of his resignation to the Secretary;
 - (b) is (subject to Rule 4.8) a Student Member or Academic Member and ceases to be eligible for the category of membership which he holds, in which case he shall be treated as having resigned on the date on which he ceased to be eligible;
 - (c) fails to pay his annual subscription by the deadline, upon which event the Member is treated as having resigned on that date under Rule 4.9(a), unless by the next 14 February he gives the Secretary a written request to remain a Member and the Executive Committee then so allows on whatever terms it imposes as to payment of that subscription or otherwise;
 - (d) is expelled from the Association for Misconduct in accordance with Rule 4.10;
 - (e) dies; or
 - (f) is mentally incapable and the Executive Committee determines, in its sole discretion, that it is not in the best interests of the Association for that person to continue as a Member.
- 4.10 Any Member who is in serious or persistent breach of these Rules, or who otherwise acts in a way which in the opinion of the Executive Committee is seriously or persistently inappropriate for a member of the Association, may be disciplined pursuant to the Disciplinary Procedure in Schedule 1.
- 4.11 A Member whose membership has terminated by resignation or expulsion is not entitled to any return or rebate of subscription and he remains liable for debts he owes to the Association.

4.12 Upon termination of a Member's membership in the Association, all of that Member's rights and interests in the Association and its property cease immediately in accordance with these Rules.

5. Executive Committee

5.1 The day-to-day running of the Association is under the control of the Executive Committee, which consists of:

- (a) the Officers;
- (b) no more than four other members, elected for a period of one year; and
- (c) no more than three other members co-opted by the Executive Committee at any time and for a term not lasting beyond the next elections under Rule 10.

5.2 No one may hold more than one seat on the Executive Committee at any one time.

5.3 The Executive Committee shall have such powers as are incidental to the fulfilment of its duties under these Rules, including the powers:

- (a) to make such Regulations as it sees fit to govern the implementation of this Constitution;
- (b) to designate such offices, in addition to those provided for in Rule 6, as it considers fit and to appoint a person to hold any such additional offices but for a term not exceeding one year in duration; and
- (c) to form such sub-committees of the Executive Committee and delegate thereto such of its work as it sees fit.

5.4 Persons co-opted under Rule 5.3(b) may be removed from the Executive Committee by the Executive Committee at any time.

5.5 Any power exercisable by the Executive Committee under a Rule or Regulation shall be exercised in a manner consistent with all other Rules. No Regulation may conflict with any Rule and any such Regulation shall be void and of no effect *ab initio*.

5.6 Every Regulation made hereunder shall be notified to the Members as soon as practicable after it is made.

5.7 The quorum for a meeting of the Executive Committee (and of any sub-committee thereof) shall be three.

- 5.8 The members of the Executive Committee in attendance at a meeting at which the Chairman is not present shall elect a person to chair the meeting.
- 5.9 Decisions of the Executive Committee (including any matter stated in these Rules as being for the decision of the Executive Committee) shall be taken by resolution at a meeting of the Executive Committee and by majority vote, with each member present being entitled to cast one vote. No resolution may be made unless at least eight members are in attendance. Executive Committee members may attend meetings in person or by telephone or video-conference. In exceptional circumstances, and with the prior consent of every other member of the Executive Committee in attendance, a member may attend an in-person meeting through a delegate physically there present and who may exercise any and all powers of that member in the meeting. No person may attend through a delegate at consecutive meetings or at more than two meetings in any twelve-month period.
- 5.10 The Executive Committee shall meet at such times and places as they consider fit and shall meet at least four times a year.
- 5.11 In the event of an even number of votes being cast for and against a resolution, the Chairman (or his delegate) shall have the casting vote.
- 5.12 Should a member of the Executive Committee fail to attend two or more meetings of the Executive Committee (excluding occasions when he may be validly represented by his delegate in accordance with Rule 5.9) without reasonable excuse then the Executive Committee shall be empowered to remove that person from the Executive Committee by a two-thirds majority.
- 5.13 Minutes of the meetings of Executive Committee must be made and shall be provided to any Member upon request.

6. Offices

- 6.1 The Association shall have the following executive offices, the holders of which shall have the following duties:

(a) **Chairman**

The Chairman shall: (i) lead the Association in order achieve its objects; (ii) ensure that the activities of the Association are in accordance with these Rules and any Regulations made hereunder; (iii) set and prepare the agenda for General Meetings and meetings of the Executive Committee, in consultation with the Secretary; (iv) chair, when present, General Meetings and Executive Committee meetings; and (v) represent the Association in its relations with the University, including being the

Association's primary contact for the University's Development and Alumni Relations team.

(b) **Treasurer**

The Treasurer shall: (i) maintain and administer the Association's bank account(s); (ii) report the state of the Association's finances to the Executive Committee and Members; (iii) keep, or cause to be kept, such accounting records as are required in order to give a true and fair view of the finances of the Association and to disclose its financial position with reasonable accuracy at any time; (iv) make, or cause to be made, all returns required by law in relation to such accounts at the due time; (v) prepare, or cause to be prepared, an annual balance sheet and income and expenditure account as at the end of the month prior to the AGM; and (vi) cause such accounts to be audited if and when required by law or by resolution of the Members in General Meeting.

(c) **Secretary**

The Secretary shall: (i) in compliance with applicable data protection legislation, make, administer and maintain: (A) a register of Members; (B) a register of members of the Executive Committee; (C) a register of Officers; and (D) a register of Trustees, each of which shall contain the name and address of each such person and such other information as the Executive Committee may specify in Regulations); (ii) ensure that the Association's correspondence is properly conducted; (iii) ensure proper custody of all documents; (iv) prepare the agenda for each General Meeting and meeting of the Executive Committee in consultation with the Chairman; (v) keep minutes of all General Meetings and meetings of the Executive Committee and cause those minutes to be made available to Members; (vi) arrange for the taking out and maintenance of such policies of insurance as the Executive Committee considers to be reasonably required to protect the Members, Officers and Trustees; and (vii) take legal advice where reasonably required to ensure that the Association's affairs comply with the law.

6.2 No candidate may be proposed as an Officer unless he shall have served as a member for at least one year on the Executive Committee.

6.3 Offices may be shared. A person may hold more than one Office.

7. Trustees; the Association's Property

- 7.1 There shall be four Trustees of the Association who are the Treasurer and three other Members elected in General Meeting.
- 7.2 The Treasurer cannot be removed as a Trustee as long as he is Treasurer but ceases to be a Trustee on ceasing to be Treasurer when the new Treasurer automatically becomes a Trustee.
- 7.3 Subject to Rule 7.2, the Members in General Meeting may remove or appoint Trustees at any time.
- 7.4 A Trustee holds office until death, resignation or removal by the Members in General Meeting.
- 7.5 All property of the Association including money (except cash up to £1,000.00 held by the Treasurer at any time for the Association's purposes) is to be held and used by the Trustees for the benefit of the Association.
- 7.6 The Trustees will hold and use the Association's property in accordance with all lawful directions of the Executive Committee.

8. Advisory Board

- 8.1 There shall be an Advisory Board of Members, whose members shall be appointed, and may be removed, by the Executive Committee.
- 8.2 The Advisory Board may give advice, when consulted by the Executive Committee, as to how the Association's objects should best be pursued. Nothing in this Constitution shall impose any duty upon any member of the Advisory Board to give advice when consulted.
- 8.3 There shall be a President of the Advisory Board who shall be appointed, and may be removed, by the Executive Committee and who shall act as chairman of any meetings of the Advisory Board.

9. General Meetings

- 9.1 An AGM shall be held once a year.
- 9.2 The first AGM shall take place in the first November which falls at least two years after the Commencement Date.
- 9.3 Notice of the date, time and place of an AGM shall be given to Members at least two months in advance.

- 9.4 The functions of the AGM shall be:
- (a) to confirm minutes of the previous AGM (if any) and of any intervening SGM;
 - (b) to elect Members to vacancies arising on the Executive Committee in accordance with Rule 10;
 - (c) to consider reports of the Executive Committee on past and forthcoming activities of the Executive Committee;
 - (d) to approve a statement of accounts and financial report from the Treasurer;
 - (e) to approve the amount of the annual membership subscriptions for Members;
 - (f) to consider resolutions put forward by Members, which shall normally be notified to the Secretary in writing at least fourteen days in advance of the AGM; and
 - (g) to consider and either ratify, repeal or vary, any resolution made at a SGM.
- 9.5 A SGM shall be convened by the Executive Committee if it sees fit, or at the request of at least ten Members or at least 5% of Members, whichever is the greater in number, to discuss and decide any matter relating to the Association. Notice of a SGM shall be given to Members at least fourteen days in advance.
- 9.6 General Meetings shall be held in London or Cambridge, and at such a time and place there, as the Executive Committee shall decide.
- 9.7 Any Member may attend and speak at a General Meeting. A non-Member may attend or address the Association at a General Meeting with the permission of a majority of the Executive Committee there in attendance.
- 9.8 No Member shall have a right to vote on a resolution at a General Meeting unless he has been a Member for six months or more.

10. Elections

- 10.1 The Members shall, by ballot at each AGM, elect the Officers, the members of the Executive Committee and (subject to Rule 7) the Trustees.

- 10.2 The term of office of each Officer, member of the Executive Committee and Trustee elected hereunder shall commence seven days after the AGM at which he was elected.
- 10.3 Any person elected under this Constitution may be re-elected.
- 10.4 Any Member seeking election to the Executive Committee shall notify the Secretary in writing at least twenty-eight days in advance of the next AGM.
- 10.5 The first elections held under this Rule 10 shall take place at the first AGM, subject to Rule 19.
- 10.6 If the number of candidates standing at the AGM is equal to the number of vacancies, then those candidates will be elected unopposed. If there is no candidate, or if there are fewer candidates than the number of vacancies, nominations may be made orally at the AGM. If there are more candidates than vacancies, a secret ballot shall take place at the AGM using the alternative vote system in which each Member, subject to Rule 10.7, shall be entitled to cast one ballot. If two or more candidates receive equal votes in such a ballot, then the candidate(s) with the most first-choice votes will be elected to the available seats. Any remaining tie shall be broken by lot.
- 10.7 Only persons who have been Members such for six months or more at the date of the ballot shall be eligible to vote in any election held under this Rule 10.
- 10.8 Vacancies in Offices, on the Executive Committee or in Trustees arising for any reason between elections shall be filled through by-election at a SGM convened as follows:
- (a) the Secretary shall within a reasonable time of the vacancy arising send a notice to all Members:
 - (i) notifying them of the vacancy that has arisen; and
 - (ii) inviting prospective candidates to submit to the Secretary an application for candidacy for election to the vacant position;
 - (b) within twenty-one days of notifying Members of the vacancy in accordance with Rule 10.8(a), the Secretary shall send a notice to all Members:
 - (i) stating the names, Membership Categories and occupations of all those Members who have applied for candidacy; and

- (ii) stating the time, date and place of a SGM to occur no sooner than twenty-eight days and not later than forty-two days from the date of the notice;
 - (c) the election of a candidate to the vacancy shall be conducted at the SGM in accordance with the procedure in Rule 10.5 (in which references to 'AGM' shall be read as references to the SGM);
 - (d) the term of any person elected under this Rule 10.8 shall last until: (i) the next elections are held at the next AGM; or (ii) if the election under this Rule 10.8 takes place more than six months after the last AGM, until the second AGM immediately following his election.
- 10.9 If the Executive Committee decides it necessary in order to continue the operations of the Association effectively, it may make appointments to fill any such vacancies arising for the period up to the elections under Rule 10.8.
- 10.10 For the avoidance of doubt, no vacancy shall arise on the Executive Committee solely by virtue only of a Student Member ceasing to be eligible to be a Student Member provided that he becomes an Alumni Member in accordance with Rule 4.8.

11. Employment and other Contracts

- 11.1 The Association may engage employees on such terms as the Executive Committee decides.
- 11.2 All contracts of employment are made by the Trustees and will state that the employers are the Trustees for the time being.
- 11.3 The Secretary may enter into any contract as agent for the Members which does not involve property or money exceeding £500 or such higher amount as the Executive Committee decides.
- 11.4 All other contracts between the Association and any other person are made by the Trustees as agents for the Members unless the Executive Committee instead authorises any one or more of the Officers or other members of the Executive Committee to enter into a contract as agents for the Members.

12. Indemnities and limitation of liability

- 12.1 Full indemnity out of the Association's property is given to:
 - (a) Trustees against all payments and other liabilities properly incurred by them as Trustees;

- (b) Officers and other members of the Executive Committee against all payments and other liabilities properly incurred by them in the exercise of their duties or powers for the Association; and
- (c) every Trustee, Officer or other Member entering into any contract on behalf of the Members against all payments and other liabilities incurred by them in connection with that contract.

12.2 The liability of Trustees, Officers or other Members entering into any contract for the Association and the liability of the Members on whose behalf the contract is made is limited to the assets of the Association

12.3 The limit of each Member's indemnity given to Trustees, Officers or other Members in any calendar year in relation to any contracts entered into by them for the Association is a sum equal to one year's membership subscription.

13. Legal Proceedings

No Trustee, Officer or other Member is bound to bring or defend any actual or prospective legal claim or proceedings or incur any liability or prospective liability for legal costs (including costs which may be payable by them to any other party) without being satisfied that he is sufficiently indemnified or otherwise protected against having to bear such costs and any other judgment against him (beyond their own proper shares as members) in one or more of the following ways:

- (a) an indemnity out of the Association's property;
- (b) personal indemnities by all or some of the other Members; and
- (c) legal expenses insurance.

14. Non-payment of Sums Due to the Association

Upon a Member being given a written notice of demand by the Secretary for payment of any sum already due from that Member to the Association, failure to pay that sum in full within 14 days (or such longer period specified in the notice) is a serious breach of the rules which may be disciplined under Rule 4.10. There will be no appeal from a decision of the Executive Committee unless the Executive Committee in its sole discretion decides that there are special circumstances which make it reasonable for the Member to be allowed to do so. Any such appeal will be heard by the Executive Committee, which shall apply such procedure to the appeal as it thinks fit provided that the Member in question is given a reasonable opportunity to be heard.

15. Access to documents

15.1 Subject to the duties of the Secretary, the Executive Committee and the Association under the data protection legislation under applicable law, the Secretary may, upon request by a Member, permit that Member to inspect and/or to obtain a copy of:

- (a) these Rules;
- (b) any and all Regulations;
- (c) the Registers;
- (d) minutes of AGMs, SGMs and meetings of the Executive Committee;
- (e) resolutions of the Association in AGMs and SGMs;
- (f) resolutions of the Executive Committee; and
- (g) financial reports laid before the Members by the Treasurer under Rule 6.1(b).

15.2 Any documents of which inspection is permitted or copies given pursuant to a request from a Member under this Rule 15 shall:

- (a) not be disclosed by that Member to any person who is not a Member, save unless he is obliged to do so by law or order of a court of competent jurisdiction; and
- (b) shall be used by that Member solely for the purposes of the Association.

15.3 Save as set out in this Rule 15, Members shall not have a right to inspect any other internal documents of the Association.

16. Borrowing and charges

16.1 The Executive Committee may borrow money if authorised by a resolution of the Members in General Meeting and on the terms authorised in that resolution.

16.2 The Trustees shall make such dispositions of the Association's property and enter into such transactions as the Executive Committee directs for the giving of security for such borrowing.

16.3 All Members whether or not voting on such resolution, and all Members joining the Association after the passing of the resolution, are taken to have assented to the resolution as if they had voted in favour.

17. Constitution Binding

This Constitution, and any Regulations made hereunder, shall be binding on all Members.

18. Disputes

18.1 Any dispute as to the existence, validity, meaning or termination of these Rules or any Regulations must be submitted to the Executive Committee whose decision shall be final and binding on all Members.

18.2 Nothing in Rule 18.1 shall prevent Members from resolving to amend or to repeal any provision of these Rules or any Regulation in accordance with Rule 21.

19. Initial Administration

19.1 During the Initial Period:

(a) the Executive Committee shall consist of the persons whose names appear in Part 2 of Schedule 2 and such other persons as they shall co-opt to the Executive Committee under Rule 5.1(c), provided that the members of the Executive Committee shall not number more than five persons during the Initial Period;

(b) the quorum for decisions of the Executive Committee shall be two;

(c) the Officers shall be: (i) the person whose name appears in Part 3 of Schedule 2, provided that he may appoint another Member to be Secretary alone or jointly with him for as much of the Initial Period as he thinks fit but may remove that person as Secretary at his sole discretion; and (ii) such others as the Executive Committee may appoint pursuant to Rule 5.3(b); and

(d) there shall be at least one and no more than four Trustees who shall include the Treasurer for the time being.

19.2 The first elections for Chairman shall not take place until the third AGM, until which time the founding Chairman, whose name is stated in Part 3 of Schedule 2, shall remain as Chairman unless he ceases to be a Member pursuant to Rule 4.9 or Rule 4.10.

19.3 For the period of three years after the end of the Initial Period, each of the two initial members of the Executive Committee whose names appear in Part 2 of Schedule 2 shall remain members of the Executive Committee, unless he ceases to be a Member pursuant to Rule 4.9 or Rule 4.10.

20. Commencement

This Constitution shall enter into force from the date of the second signature affixed in Part 1 of Schedule 2.

21. Amendment And Repeal

The Members at an AGM may resolve to repeal or amend any Rule or Regulation. No such resolution will be effective unless:

- (a) notice of the proposed change was given at the previous AGM;
- (b) the change is supported by at least four elected members of the Executive Committee at the AGM at which the proposed change is to be decided; and
- (c) at least 50% of all Members cast a vote on the proposal; and
- (d) at least 75% of those Members casting a vote on the proposal vote in favour.

22. Dissolution

23. The Association may be dissolved by a resolution of at least three-quarters of the Members present when the vote is taken but only if there are at least fifty members voting in favour of the resolution.

24. The resolution takes effect immediately unless it expressly states that it is to take effect on a specified date not more than four weeks later.

25. As soon as the resolution takes effect the Executive Committee must pay or otherwise settle all debts and other liabilities of the Association. Any surplus remaining shall be transferred to the University or to its order. For these purposes the Executive Committee may decide on the sale or other realisation of Association property at its sole discretion.

26. Notices

26.1 Any notice required to be given by the Association to a Member under this Constitution or any Regulations shall be validly given:

- (a) if sent by email or post to the address provided by the Member in his application to become a Member or as notified to the Secretary by that Member from time to time; or
- (b) if stated in a legible on the Association's website at the URL notified to Members from time to time.

26.2 Any notice required to be given by a Member to the Secretary under this Constitution or any Regulations shall only be validly given if:

- (a) sent by email, with confirmation of receipt, to the Secretary at the email address notified by the Association to Members from time to time; or
- (b) sent by first-class post recorded delivery to the Secretary at the address notified by the Association to Members from time to time.

SCHEDULE 1

Disciplinary Procedure

1. Disciplinary Committee

- 1.1 If the Executive Committee suspects a Member is guilty of Misconduct then it may require him to attend before it for a hearing in order to explain his conduct.
- 1.2 The Secretary will notify the Member in writing at least 14 days before the hearing of:
 - (a) the date, time and place of the hearing;
 - (b) the conduct alleged to be a serious or persistent breach of the Rules, specifying which rule or rules;
 - (c) the alleged Misconduct; and
 - (d) the available penalty or penalties.
- 1.3 The Member may respond in writing to the Executive Committee and will also in any case be given a fair opportunity at the oral hearing to refute, explain or excuse his conduct and to say why he should not be penalised or what penalty is appropriate for any proven allegation.
- 1.4 The Member has no right to representation at the hearing by a lawyer or any other person, but whether to allow such representation (as well as the procedure generally) is at the sole discretion of the Executive Committee.
- 1.5 There is no oral hearing and the matter will be resolved entirely on written materials if either:
 - (a) the Member waives the right to an oral hearing; or
 - (b) the Executive Committee resolves and so notifies the Member that it will not consider expulsion or suspension and that in those circumstances the matter does not justify an oral hearing.
- 1.6 The standard of proof to be applied by the Executive Committee in reaching its decision as to matters of fact is the balance of probabilities.
- 1.7 If the Executive Committee finds the Member guilty of Misconduct then it may:

- (a) impose a fine on the Member of not more than £50;
 - (b) suspend the Member from all or some specified rights and benefits of membership for such period or periods as it decides, with or without conditions; or
 - (c) expel the Member from the Association with immediate effect.
- 1.8 The Executive Committee's decision as to the whether the allegations are proven or not and on the penalty if any must be made and notified to all Members on the day the hearing is concluded or the following day.
- 1.9 A decision of the Executive Committee under paragraph 1.7 of this Disciplinary Procedure shall have immediate effect from the time it is made (and not the time it is notified to Members) and the mounting of an appeal shall not itself operate to stay or otherwise postpone the effect of the decision of the Executive Committee pending the outcome of that appeal.

2. Appellate Committee: Appeals against expulsion or suspension

- 2.1 A Member who is expelled or suspended from any rights or benefits of membership for a period of more than six months has the right to appeal against the decision by written notice to the Secretary given within 14 days after the decision, setting out his reasons why the decision should be set aside or varied, either on the finding of proof of any Misconduct or any penalty or both. No other person has any right of appeal in respect of such a decision.
- 2.2 Any appeal is heard by an Appellate Committee appointed by the Executive Committee consisting of three Members including one member of the Executive Committee.
- 2.3 The Secretary will notify the Member in writing, at least 14 days before the hearing, of the date, time and place of the hearing by the Appellate Committee, which will give the Member a fair opportunity to make representations at an oral hearing to explain why the decision of the Executive Committee or Disciplinary Committee should be set aside or varied.
- 2.4 The Member has no right to representation at the hearing by a lawyer or any other person, but whether to allow such representation (as well as the procedure generally) is at the sole discretion of the Appellate Committee.
- 2.5 The Appellate Committee may only set aside or vary any decision of the Executive Committee or Disciplinary Committee if in its opinion either the decision was unreasonable or otherwise unfair or the proceedings leading to that decision were conducted unfairly or unreasonably towards the Member. It

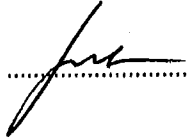
must not consider evidence not put before the Executive Committee or the Disciplinary Committee unless satisfied that there are good reasons why that was not done or that there are exceptional circumstances justifying allowing new evidence.

- 2.6 If the Appellate Committee does set aside or vary any decision of the Executive Committee or the Disciplinary Committee it may itself:
- (a) impose a fine of not more than £50.00;
 - (b) suspend the Member from all or some specified rights and benefits of membership for such period or periods as it decides, with or without conditions;
 - (c) expel the Member from the Association with immediate effect; and/or
 - (d) if it considers that the appeal never had any serious prospect of even part success, order the Member to pay up to £50.00 as costs of the Association (without any need for proof that such costs were actually incurred).
- 2.7 The Appellate Committee's decision must be made and notified to all Members on the day the hearing is concluded or the following day.
- 2.8 There is no further appeal after an Appellate Committee has decided.

SCHEDULE 2

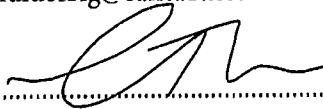
Part 1: The Initial Members of the Association (Rule 4.2)

1 **James Hayton**
Solicitor
james.hayton@cantab.net

Signed: 

Dated: 20 February 2018

2 **Calum Mulderrig**
Solicitor
calum.mulderrig@cantab.net

Signed: 

Dated: 20 February 2018

Part 2: The Initial Members of the Executive Committee

1 James Hayton

Solicitor

james.hayton@cantab.net

2 Calum Mulderrig

Solicitor

calum.mulderrig@cantab.net

Part 3: The Initial Officers of the Association

CHAIRMAN, SECRETARY & TREASURER

James Hayton

Solicitor

james.hayton@cantab.net

Part 4: The Initial Trustee of the Association

James Hayton

Solicitor

james.hayton@cantab.net