



## **NOTICED CONSTITUTION**

This Constitution provides a definition of the policies, procedures and sets guidelines for the organisation of NOTICED.

Date of Constitution (last amended): 22 June 2017

### **1. OBJECTIVES**

1.1. The objectives of NOTICED are:

- 1.1.1. to advance education and raise awareness in equality and diversity in the legal profession, particularly concerning issues faced by ethnic minorities, not just in accessing the legal profession but also in their progression within the profession;
- 1.1.2. to encourage diversity in the legal profession and within member firms with a view to making the profession more accessible to individuals from ethnic minority backgrounds;
- 1.1.3. cultivating a sentiment in favour of equity, equality and diversity;
- 1.1.4. promoting activities and initiatives to foster the progression of ethnic minorities within the legal profession.

1.2. NOTICED seeks to achieve its aims by:

- 1.2.1. encouraging active engagement from the legal community on the issue of multiculturalism through collaboration with the member firms' existing diversity networks and programmes; and

- 1.2.2. providing platforms to encourage individuals in the legal profession to engage in an open dialogue on diversity and inclusivity, initiate action for change, and celebrate successful initiatives.

## 2. **MEMBER FIRMS**

- 2.1. The member firms are listed on the NOTICED website (<http://www.noticed.org.uk>).
- 2.2. Each member firm contributes an annual amount, as decided by the Steering Committee from time to time, towards the activities of NOTICED.

## 3. **STEERING COMMITTEE**

- 3.1. NOTICED shall be administered by a Steering Committee comprising of representatives nominated by each of the member firms. There should be not less than one representative and a maximum of 5 representatives from each member firm.

### 3.2. **Functions and duties of Steering Committee members**

The Steering Committee must elect (from among themselves) the following office bearers/positions of responsibility:

#### 3.2.1. **Co-Chairs**

It is the duty of each Co-Chair to:

- i. provide leadership and direction to NOTICED in consultation with the steering committee;
- ii. develop agendas for and chair meetings of the Steering Committee;
- iii. update and maintain the NOTICED website ([www.noticed.org.uk](http://www.noticed.org.uk));
- iv. oversee the NOTICED bank account (Co-Chairs will be the signatory to the account);

- v. keep abreast of all NOTICED activities in liaison with other office bearers and the Steering Committee members;
- vi. manage internal and external communications on behalf of NOTICED; and
- vii. represent NOTICED at official events and on the Law Society's Ethnic Minority Lawyers Division committee.

### 3.2.2. **Secretary**

It is the duty of the Secretary to:

- i. manage the NOTICED email domain and monitor NOTICED's email account;
- ii. liaise with Steering Committee representatives to confirm the agenda and arrangements for meetings;
- iii. prepare and distribute minutes of meetings;
- iv. manage the NOTICED database: assisting the Co-Chairs with regular updates of the contact list for core members and wider group;
- v. assist the Co-Chairs with the organisation of external events; and
- vi. assist with the election process for office bearers and other specified positions of responsibility.

### 3.2.3. **Treasurer**

It is the duty of the Treasurer to:

- i. manage the NOTICED bank account together with the Co-Chairs, and provide regular updates to the Steering Committee as to the utilisation of NOTICED's funds;
- ii. manage payments and bookings and keep a record of the use of NOTICED's funds; and

- iii. maintain NOTICED's accounting books.

#### 3.2.4. **Publicity Managers**

It is the duty of the Publicity Managers to:

- i. publicise NOTICED events through social media (including Twitter and LinkedIn) and NOTICED's website;
- ii. assist with press reports, liaising with member firms for press reports in respect of the events hosted by them. The press report must be prepared by the member firm hosting the event, but the publicity manager will be required to act as a liaison with the legal press and the manager of NOTICED'S website; and
- iii. liaise with the legal press generally to enhance the profile of NOTICED.

3.3. In addition to the office-bearers and positions of responsibility required under article 3.2 the Steering Committee may elect (from among themselves) any further positions they consider appropriate.

3.4. All office-bearers will hold office on a regular rotation basis as decided by the Steering Committee from time to time and may be re-elected under article 3.6.

3.5. A person or firm elected to any position will automatically cease to hold that position:

- 3.5.1. In the case of an individual, if he/she ceases to be an employee of or a partner at a member firm;
- 3.5.2. If the firm ceases to be a member;
- 3.5.3. If the individual or firm gives to NOTICED a notice of resignation from that office.

### 3.6. Election process

- 3.6.1. The following rules shall apply to the election process for the positions listed at article 3.2 and any other positions deemed necessary by the Steering Committee:
- i. Each member firm shall have one vote, irrespective of their number of representatives on the Steering Committee.
  - ii. Each member firm shall either nominate:
    - a. itself for one or more positions; or
    - b. another member firm for one or more positions provided the nominee has consented to the nomination.
- 3.6.2. The Secretary will set a timetable for the election process, allowing reasonable time to each member firm to cast their votes.
- 3.6.3. In the event of a tie vote, the Secretary will invite member firms to cast their votes for the two candidates with the most votes. Where the deadlock continues, the Co-Chairs will resolve it in good faith in consultation with the relevant candidates and their respective firms.
- 3.6.4. In the event that any issue arises which is not covered by the rules listed at this article 3.6, the Secretary will, in consultation with the Co-Chairs, endeavour to resolve and address the issue in order to ensure that the election process is free, fair and transparent.

## 4. DECISION-MAKING

- 4.1. The following decisions shall be agreed by a majority of members of the Steering Committee. Any decision relating to:
- 4.1.1. Amendment of this Constitution;
  - 4.1.2. The NOTICED bank account or the use of NOTICED funds;

- 4.1.3. Elections to the positions listed at article 3.2 of this Constitution and other positions deemed necessary by the Steering Committee;
- 4.1.4. Membership of the Steering Committee, including the appointment of new member firms.
- 4.2. A decision may be taken either:
  - 4.2.1. At a meeting of the Steering Committee; or
  - 4.2.2. In writing.

## 5. **MEETINGS**

- 5.1. Steering Committee meetings shall be held quarterly and must be attended by at least one representative from each member firm.
- 5.2. The business of each meeting must include:
  - 5.2.1. An update by the Co-Chairs on recent and upcoming activities of NOTICED; and
  - 5.2.2. Consideration of the accounts of the organisation including an update by the Treasurer on the NOTICED bank account and Publicity Managers on the Twitter account, LinkedIn account and website of NOTICED.