



# The Constitution of Inner Temple's Mooting Society

## 1. Membership

- 1.1 All student members of The Honourable Society of the Inner Temple ('Inner Temple') shall be eligible to be members of the Mooting Society ('the Society').
- 1.2 Upon joining Inner Temple as a student member, all students will be given the opportunity to opt into membership of all student societies.
- 1.3 Membership shall terminate upon the sooner of the following:
  - 1.3.1 the commencement of the second six months of pupillage,
  - 1.3.2 the passage of six years from the date of the member joining the Inn,
  - 1.3.3 the resignation of the member by notice in writing to the Secretary of the Society with a copy to the Education and Training Department,
  - 1.3.4 the removal of membership under clause 8.
- 1.4 The Education and Training Department will maintain the definitive list of current members of all student societies.

## 2. Duties and Responsibilities of Members

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

[Volunteers and Participants Code of Conduct](#)

[Equality and Diversity Policy](#)

[Conflict of Interests Policy](#)

[Social Media Policy](#)

[Complaints Policy](#)

[Anti-Bribery](#)

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

## 3. Administration

- 3.1 The Society shall be run by a Committee of students ('the Committee') selected annually as provided for below, subject to the general oversight of the Inner Temple Bencher designated Master of Mooting and the Student Engagement and Support Committee ('SESC').
- 3.2 The Committee shall comprise a President and other officers as provided for in Schedule I.



#### **4. Selection of President and Other Officers**

- 4.1 The President and other officers shall be selected annually in such manner as may be approved from time to time by the Master of Mooting.
- 4.2 The duties and responsibilities of the President and Other Officers shall be as specified in Schedule II.
- 4.3 If the President or any other officer is unable or unwilling to perform their duties, they may be removed from office by the Master of Mooting, acting with the concurrence of the SESC.
- 4.4 The Master of Mooting may make such provision as they see fit for the performance of the removed officer's duties during the remainder of their period of office.

#### **5. Term of Office**

- 5.1 The President and other officers shall hold office from 1 October until 30 September in the following year.
- 5.2 No role on the Committee shall be occupied by the same individual(s) for a period exceeding two consecutive years, however no one shall serve on any committee for more than three years, except in exceptional circumstances.

#### **6. Obligations of the Committee**

- 6.1 The Committee is expected to run the following events each year:
  - 6.1.1 *The Intervarsity Moot (for universities)*
  - 6.1.2 *The Lawson Moot (for Inner Temple students)*
  - 6.1.3 *The Pepperdine Moot*
- 6.2 The Committee may, at its discretion, also run:
  - 6.2.1 *The Commercial Law Moot*
  - 6.2.2 *The Ecclesiastical Law Moot*
  - 6.2.3 *One or more training programmes*
  - 6.2.4 *Such other competitions as it deems appropriate.*
- 6.3 The Committee is required to select teams to compete in such national and international competitions as it deems appropriate, and to make provision for training and funding entrance fees and the expenses of travel and accommodation.
- 6.4 The Committee is required to arrange training sessions and provide other opportunities for students to develop their mooting skills.

#### **7. Financial support**

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



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

## **8. Removal of membership**

8.1 Membership of student societies is a privilege and liable to be removed if its continuance is not conducive to the wellbeing of the Society or the reputation of the Inn.

8.2 The Master of Mooting, acting with the concurrence of the SESC, shall be at liberty to remove any student from membership of the Mooting Society. In consideration removal of membership, regard shall be had to Inn's policies as set out at clause 2.1 above.

## **9. Amendment**

9.1 This Constitution, including the Schedules thereto, may be amended by the Committee at any time by instrument in writing made with the concurrence of the Master of Mooting following consultation with SESC.



## Schedule I

The Committee of the Mooting Society shall comprise the following officers:

*President*  
*Head of Administration (Vice President)*  
*Head of External Mooting (Vice President)*  
*Head of Internal Mooting (Vice President)*  
*One or more External Mooting Officers*  
*One or more Internal Mooting Officers*  
*External Mooting Training Officer*  
*Internal Mooting Training Officer*  
*Secretary*  
*Social Media Officer*  
*Treasurer*  
*Librarian*

## Schedule II

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

### *President*

- a) The President is responsible for the oversight and leadership of the Society.
- b) This involves chairing regular meetings with the Head of Internal, the Head of External, and the Secretary to ensure that the Society runs its events and fulfils its remit smoothly.
- c) The President may also offer support to members of the Committee more broadly to assist them in their roles to ensure they fulfil their roles effectively.
- d) The President must also liaise with and update key figures within the Inn, such as the Master of Mooting and the Barrister Liaison.
- e) The President will also attend SESC meetings.

### *Head of Administration*

- a) The Head of Administration is responsible for overseeing the Administrative Sub-Committee, ensuring that social media posts, handover documents, constitutional affairs, and emails are organised and timely.
- b) The Head of Administration is responsible for liaising with the Inn to ensure an up-to-date Constitution is in place for the Society.
- c) The Head of Administration is also responsible for managing the transition to the new Committee and writing and updating the Society's handover documentation.

### *Social Media Officer*

- a) The Social Media Officer is responsible for maintaining the Society's social media presence.



- b) The Social Media Officer should focus on increasing the Society's social media presence further by developing a stronger branding package and increasing our student engagement.

### ***Secretary***

- a) The Secretary is responsible for scheduling and minuting the Society's Committee meetings.
- b) This role includes ensuring that the Society's main inboxes are monitored and all queries it receives replied to appropriately.
- c) The Secretary is also responsible for communicating with the membership using the Society's mailing list.

### ***Treasurer***

- a) The Treasurer of the Society is responsible for ensuring that all transactions (incoming/outgoing), whether made directly through the Inn or through the Inn's online expense platform, are clearly recorded and maintained in a single spreadsheet. A copy of this document should be stored on the Society's Google Workspace to ensure transparency.
- b) The Treasurer is also responsible for ensuring that any relevant information about finance is updated in the Society's Handover documentation if necessary.

### ***Librarian***

- a) The Librarian is responsible for building and maintaining the library of moot problems.
- b) This involves liaising with practitioners to aid in the writing of the problems, as well as ensuring that all problems in the library remain up to date with developments in the law.

### ***Head of Internal Mooting ("Head of Internal")***

- a) The Head of Internal Mooting is responsible for ensuring all Internal Mooting events and competitions run smoothly. This involves running regular meetings and keeping abreast of different deadlines for various competitions.
- b) They Chair and oversee the Internal Sub-Committee.
- c) The focus of the Head of Internal is the Society's flagship events: the Lawson Moot which runs throughout the year, and the Inter-Varsity Moot which should usually take place in January.
- d) The Head of Internal should also support the Internal Mooting Officers in running the Pepperdine Moot, Note Dame Moot, Ecclesiastical Law Moot, Commercial Law Moot, Northern Moot, and any other internal moot.

### ***Internal Mooting Officer(s)***

- a) The Internal Mooting Officer(s) should act as a support to the Head of Internal Mooting.



- b) Each Internal Mooting Officer should be primarily responsible for separate, smaller competitions, with the guidance of the Head of Internal, as well as helping with the larger workload of the flagship competitions.

#### ***Internal Training Officer***

- a) The Internal Training Officer should arrange the core training events related to the Lawson and the Intervarsity Moot, aimed at providing guidance to novice competitors on how to draft skeleton arguments and deliver oral submissions.
- b) The Internal Training Officer may wish to consider the idea of debriefing, training sessions and workshops with for other competitions additionally. This may involve approaching guest speakers and may involve preparing resources for training.

#### ***Head of External Mooting ('The Head of External')***

- a) The Head of External is responsible for ensuring that the most viable external mooting opportunities (non-Inner Temple events) are accessible to student members.
- b) They chair and oversee the External Sub-Committee.
- c) This involves keeping up to date with other institutions' competitions and relevant dates of registration.
- d) The role also involves advertising for and sorting through applications from members to attend external moots and matching teams to coaches to aid their development.

#### ***External Mooting Officer(s)***

- a) The External Mooting Officer(s) will act as a support to the Head of External Mooting in registrations and team selection, as well as in taking point on liaising with students, ensuring they connect with teammates and coaches and meet individual deadlines.
  
- b) They should also track and record team performance, so that this can be reported to the Inn and celebrated appropriately.

#### ***External Training Officer***

- a) The External Training Officer should ensure that the Society's external mooters are put in contact with professional coaches who are willing to support the mooters both in preparation of their written submissions and delivery of their oral arguments.



### Schedule III

The funding of the Mooting Society and matters concerning financial accountability shall be as follows:

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