September 2026

Inner Temple Students' Association ('ITSA') Constitution

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 ITSA ('the Society').

1.2 Upon joining Inner Temple as a student member, a person will be given the opportunity to opt into membership of all student societies.

1.3 Membership of the Society 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 9 below.

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, all 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 ITSA 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 ITSA.

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 ITSA, acting with the concurrence of the SESC.

4.4 The Master of ITSA 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 January until 31 December 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. Handover

6.1 The incoming Committee shall be selected and notified of their appointment by 1 December each year.

6.2 The outgoing Committee shall provide the incoming Committee with a written handover document by 1 December.

6.3 During December, the incoming Committee may begin preparing for the Pupillage Panels, Burns Night, and other upcoming events, with support from the outgoing Committee.

6.4 The Committees shall formally mark the handover at the Society's Winter Social or other end of year event.

6.5 The outgoing Committee shall remain responsible for the Society and its events until 31 December.

6.6 The incoming Committee shall assume responsibility on 1 January.

7. Obligations of the Committee

7.1 The Committee is expected to run the following events each year:

- *7.1.1 Burns Night Dinner*
- *7.1.2 A series of pupillage application events*
- *7.1.3 At least one regional event outside London (to be determined by the Committee)*
- *7.1.4 At least two social events*
- *7.1.5 Essay Competition*

7.2 The Committee may, at its discretion, also run such other events as it deems appropriate provided it has regard to the objectives listed in paragraph 7.1.

7.3 The objectives which the Committee is required to consider when deciding which events to run under paragraph 7.2 above are as follows:

7.3.1 Promoting collegiality among the students of Inner Temple;

7.3.2 Helping Inner Temple students maximize their enjoyment of the Bar Course;

7.3.3 Providing a voice for the students of Inner Temple and advocating for their interests both in the SESC and with Inner Temple;

7.3.4 Providing opportunities for students to socialise;

7.3.5 Providing students with opportunities to build their CV and network with other students, barristers and members of Inner Temple;

7.3.6 Assisting students in their applications for pupillage by providing experiences that can improve their skills, knowledge and understanding of the Bar.

7.4 The Committee shall also consult with the Master of ITSA and the Education Engagement Co-ordinator in deciding which events to run under clause 7.2 above.

8. Financial Support

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

8.2 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.

9. Removal of Membership

9.1 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.

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

10. Amendment

10.1 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 ITSA following consultation with the SESC.



Schedule I

The Committee of the Society shall comprise the following Officers:

President
Vice President
Treasurer
Secretary
Events Officer
Social Media Officer



Schedule II

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

President

a) General oversight of the Committee and wider Society;
b) Supervising the organisation and planning of the events run by the Society;
c) Making the final decisions regarding the organisation of all events and Society activities;
d) Liaising with Committee members to organise Committee meetings;
e) Chairing Committee meetings;
f) Representing the Society at Student Engagement and Support Committee quarterly meetings;
g) Overseeing budget drafting and spending;
h) Acting as the main point of contact for both Society members and Inner Temple staff.

Vice President

a) Supporting the President, as well as the other members of the Society, with their responsibilities;
b) Assisting the President with enquiries from Society members and Inner Temple staff;
c) Responding to queries received to the ITSA email address;
d) Assisting with the organisation and planning of Society events.

Treasurer

a) Ensuring that ITSA's finances are in order;
b) Budgeting for Society events;
c) Ensuring that spending is controlled and accounted for;
d) Reimbursing Committee members for any expenses incurred;
e) Drafting an annual budget;
f) Assisting with applications for sponsorship of Society events;
g) Ensuring that all transactions (incoming/outgoing), whether made directly through Inner Temple or the 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 allow transparency with all Committee members.
h) Ensuring that any relevant information about finance is updated in the Society's handover document(s) if necessary.

Secretary

a) Note-taking during Committee meetings;
b) Supporting Committee members in the planning and organisation of events;
c) Monitoring the Society website and ensuring all information is up to date.

Events Officer

a) Assisting with the organisation and planning of social events hosted by the Society;
b) Liaising with the other Inns to explore and co-ordinate potential joint events;
c) Keeping the President informed of any Inter-Inn collaborations;
d) Liaising with the Social Media Officer to ensure that events are promoted in line with their objectives and timelines.



Social Media Officer

a) Designing posters and promotional materials for each event the Society runs;
b) Managing all social media accounts. This includes responsibility for responding to queries received to the Society's social media accounts;
c) Advertising Society events through its social media accounts.



Schedule III

The funding of the 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 autumn meeting.

V. Any financial proposals affecting the annual grant of the Society must be approved by the SESC in the autumn 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 Students' Association, 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.