

York Negotiation Societies Constitution // 2019-20

1. Definitions

- 1.1 The society in this document will be referred as the 'York Negotiation Society'.
- 1.2 Those chosen to collectively represent the 'Society', shall be referred to as the 'Committee'.

2. Name of the Society

- 2.1 The Society's name shall be [York Negotiation Society]. The Society will be considered an [Academic and Educational society] and be represented by the relevant member of Societies Committee.

3. Aims and Objectives of the Society shall be:

- 3.1 Improving the negotiation skills of its members.
- 3.2 Providing opportunities for members to negotiate in official competitions.
- 3.3 Creating an inclusive environment which promotes equality of opportunity
- 3.4. Provide networking opportunities
- 3.5 The Society will hold at least one training session a month
- 3.6 The Society will use professionally written negotiation scenarios during training sessions.
- 3.7 The Society will provide and facilitate reflection and feedback on each member's performance during training sessions.
- 3.8 The Society will hold an internal competition in the first semester of each academic year, to be called "The York Negotiation Competition (Year)."
- 3.9 The Society will provide competitors for the annual Roses competition, in coordination with the University of Lancaster's Law Society.
- 3.10 The Society will actively seek out external opportunities for its members to negotiate competitively.
- 3.11 The Society will actively seek out speakers with professional negotiation experience to present to the members.
- 3.12 The Society will do this through engaging with the social and professional networks of the Committee, academics and its corporate sponsors.
- 3.13 The Society will hold an internal competition for York Law Students in the second term of each academic year, to be called "The York Law School Negotiation Competition: (insert subject) Focus (Year)."
- 3.13.1 The executive Committee will have the final say regarding the subject of "The York Law School Negotiation Competition" each year.

4. Membership

4.1 Membership of the Society

- 4.1.1 Membership of the Society will be open to all members of YUSU
- 4.1.2 Membership of the Society, in addition to section 4.1, will be open to non-YUSU members who are not subject to disciplinary proceedings or consequent condition of their membership, this includes leave of absence.
- 4.1.3 Non-YUSU members must not exceed 20% of the overall Society membership
- 4.1.4 The Society must have a core minimum membership of 10 YUSU members. If it does not reach this minimum, it will be required to submit proof of its regular activity to the Student Opportunities Coordinator upon request.
- 4.1.5 Membership fees will be available through YUSU for £5.00 per non-YUSU and YUSU member
- 4.1.6 Only paid members will be permitted to participate in all York Negotiation Society Competitions.

4.1.7 Only paid members will be permitted to vote in elections, AGMs and EGMs.

4.2 The Minimum Standards for a Society shall be:

4.2.1 Hand in all documents by the deadline - Signatories Sheet, Full Committee List, Constitution, Risk Assessment etc.

4.2.2 All Committee members paid; every society must have at minimum a President/Chair, a Secretary, and a Treasurer.

4.2.3 Minimum 10 members on backpages list

4.2.3.1 Societies with fewer than 10 members will be required to provide proof of consistent activity when asked (minimum 3 meetings/activities/events per term)

4.2.4 Attend YUSU Societies Open Meeting

4.2.4.1 A signatory of all newly-ratified societies must also attend New Societies Induction

4.2.5 Adhere to the Room Usage Policy and Societies Code of Conduct

5. Additional Code of Practice

5.1 Where the executives fail to meet the aims and objectives under section 3 an explanation must be addressed at the first AGM, EGM, or Committee Meeting following that failure.

5.2 No member should undertake any action that may bring the reputation of the Society, YUSU or the University into disrepute.

5.3 A member must not participate in or omit to mention anything which might cause damage to themselves or others.

5.4 Members must respect the different viewpoints of the Society's members if different from their own.

5.5 Members must respect the property of the University, YUSU, the Society and of other members.

5.6 Societies must adhere to the GDPR in order to protect their members data, they should make members aware of how their data will be used and be able to justify doing so.

5.7 There is a zero-tolerance policy on all hate speech, including:

5.7.1 Age

5.7.2 Gender identity

5.7.3 Sexual orientation

5.7.4 Disability

5.7.5 Religion

5.7.6 Belief

5.7.7 Partnerships

5.7.7.1 Marriage

5.7.7.2 Civil Partnership

5.7.8 Private Life

5.7.9 Family Life

5.7.10 Race

5.7.11 Ethnicity

5.7.12 Language

5.8 Failure to adhere to report hate speech will result in a revocation of membership and committee position.

6. The Committee

6.1 The Committee will be collectively responsible for the effective management and day to day running of the Society.

- 6.2 All of the Committee must be current YUSU members who are enrolled and studying on a University of York programme.
- 6.3 The Committee shall have the power to set Society rules, in accordance with the Society Constitution.
- 6.4 A new Committee must be elected at least annually at the Annual General Meeting (AGM)
- 6.5 The democratically elected committee must consist of:
- 6.5.1 President
 - 6.5.2 Vice-President
 - 6.5.3 Treasurer
 - 6.5.4 Secretary
 - 6.5.5 Director of Communication
 - 6.5.6 Director of Competitions
 - 6.5.7 Director of Training
- 6.6 The democratically appointed committee will consist of:
- 6.6.1 Officers of Competitions
 - 6.6.2 Officers of Training
 - 6.6.3 Ordinary Officer
- 6.7 The appointed committee members will be chosen in a democratic method consisting of a mixture of the outgoing (2018/19) President and (2018/19) Vice President and the newly elected (2019/20) President, (2019/20) Vice President and/ or the (2019/20) Director of Training or (2019/20) Director of Competitions.
- 6.7.1 Where an Officer of Training is being appointed the outgoing (2018/19) President and (2018/19) Vice President along with the newly elected (2019/20) President and (2019/20) Director of Training will hold the appointed interviews
 - 6.7.2 Where the Officers of Competitions are being appointed the outgoing (2018/19) President and (2018/19) Vice President along with the newly elected (2019/20) President and (2019/20) Director of Competitions will hold the appointed interviews.
- 6.8 The motion to add additional appointed committee members must be introduced at a general committee meeting and voted on and passed with a $\frac{2}{3}$ majority vote.

7. Society Specific Duties

7.1 Society Specific Duties for the President

- 7.1.1 Co-ordinating the activities of the Committee efficiently and transparently.
- 7.1.2 Taking ultimate responsibility for ensuring that each Director's duties are fulfilled.
- 7.1.3 Running training sessions where the Director of Training is unavailable.
- 7.1.4 Appointing Officers of Training and Competitions under each of the Directors, according to the Society's needs.
- 7.1.5 Leading discussions on how to spend the Society's funds.
- 7.1.6 Taking part in decisions over applications
- 7.1.7 Overseeing the creation and cultivation of relationships with sponsor organisations and constructing sponsorship contracts.
- 7.1.8 Overseeing the creating and cultivation of relationships with academic staff at York.
- 7.1.9 Overseeing the creating and cultivation of relationships with university societies, both at York and beyond
- 7.1.10 The President is empowered to require any member of the Committee to help them in their duties in any way that they see fit.
- 7.1.11 The President will provide leadership for the Society in Society Data Protection - see below
- 7.1.12 Being a spokesperson/figurehead and representing the Society to relevant external stakeholders
- 7.1.13 Ensuring that Society adheres to the relevant policies and to this constitution.
- 7.1.14 Ensuring the Society Committee contains officers named in section 6.6

- 7.1.15 Attending Society Officer Training and Society Open Meeting
- 7.1.16 Calling and chairing meetings of the Society's committee, including AGM and EGMs.
 - 7.1.16.1 Should the President be absent or unable to lead a meeting, the Vice-President will lead the meeting.
 - 7.1.16.2 Should the Vice-President be unable to lead a meeting on the Presidents behalf, the meeting will be postponed until the President or Vice-President is able to attend and lead the meeting.
- 7.1.17 Overseeing the promotion of events and sponsors. Publicising the Society
- 7.1.18 Any other duties as mutually agreed by the Committee in accordance with the President's vision.
- 7.1.19 Creating and implementing the vision for the Society.
- 7.1.20 Data Protection:
 - 7.1.20.1 All membership personal data is subject to General Data Protection Regulations (GDPR), law and YUSU procedures.
 - 7.1.20.2 The President is responsible for the safety and security of all membership personal data held outside of YUSU software and systems and must take all reasonable steps to ensure access to YUSU software and systems is not shared without YUSU consent.
 - 7.1.20.3 The President is required to successfully undertake GDPR online awareness and compliance training supplied by YUSU.
 - 7.1.20.4 The President must advise YUSU of any breaches of data protection as soon as they are made aware of any such breach.
 - 7.1.20.5 The President can formally nominate a Data Protection Officer from the President who is responsible for overseeing the society's compliance to GDPR and YUSU procedures.
 - 7.1.20.6 Key responsibilities include:
 - 7.1.20.6.1 Membership personal data including email addresses are private and confidential and should only be used for society membership purposes and contact that would be reasonably expected as part of the membership offer.
 - 7.1.20.6.2 Bulk or multiple emailing must only be done as "bcc".
 - 7.1.20.6.3 The President is responsible for obtaining the necessary consents from members to hold and process personal data in relation to membership.
 - 7.1.20.6.4 The President must not share membership personal data with any other society, university department or external organisation without the prior written consent of the data subject or YUSU.
 - 7.1.20.6.5 The President must advise YUSU of any breaches of data protection as soon as they are made aware of the breach.
 - 7.1.20.6.6 Failure to follow YUSU's data protection guidance and procedures will constitute grounds for de-ratification and/or disciplinary procedures.
- 7.1.21 Lead the executive Committee members to choose a professional communication platform, i.e., freedcamp or asana to use for committee communications.
- 7.1.22 Both the President and the Vice-President will approve all messages to any external contact, academic staff and societies at the University of York and beyond.

7.2 Society Specific Duties for the Vice-President

- 7.2.1 Supporting the President and other Committee members in their duties.
- 7.2.2 Ensuring the accountability of every Committee member.
- 7.2.3 Co-chairing meetings alongside the President.
- 7.2.4 Call and run meetings in the absence and circumstances where the President is unable to do so.
- 7.2.5 Communication:
 - 7.2.5.1 Communicate with all executive committee members.

- 7.2.5.2 Communicate regularly with all committee members via professional platform ie; asana or freedcamp.
- 7.2.5.3 Communicate with members.
- 7.2.5.4 Facilitate communication between all committee members and the President.
- 7.2.6 Conducting Committee activities efficiently and transparently.
- 7.2.7 Both the Vice-President and the President will approve all messages to any external contact, academic staff and societies at the University of York and beyond.

7.3 Society Specific Duties for the Secretary

- 7.3.1 Attend Society secretary, Officer Training and Society AGM training
- 7.3.2 With the permission of the President and/or Vice-President, act as a signatory in the absence of the President and/or Vice-President
- 7.3.3 Maintaining a record of all former Committee members for the purpose of capitalising on their links for the development of the Society.
- 7.3.4 Communicate:
 - 7.3.4.1 frequently with all executive committee members
 - 7.3.4.2 regularly with all committee members
 - 7.3.4.3 with members
- 7.3.5 Be aware of key dates for the Society throughout the year, including keeping the Society calendar up to date.
- 7.3.6 Conducting Committee activities efficiently and transparently
- 7.3.7 Helping maintain records of the York Negotiation Competition.
- 7.3.8 Ensure and assist the Director of Competitions and Director of Training to book rooms for competitions and training sessions.
- 7.3.9 Fill out and submit an event management form (EMF) to YUSU, a minimum of 21 days prior to all on campus York Negotiation Society events.
- 7.3.10 Fill out and submit an off campus notice form to YUSU, a minimum of 21 days prior to all off campus York Negotiation Society events.
- 7.3.11 Organise the Society email folders
- 7.3.12 Take meeting minutes and store them appropriately in the Society drive for Committee members to view.
- 7.3.12 Working closely with the Committee to promote society events via the society email, operated using the Society's mailchimp account.

7.4 Society Specific Duties for the Treasurer

- 7.4.1 Conducting Committee activities efficiently and transparently
 - 7.4.1.1 Keep the committee & members informed of the Society's financial situation
- 7.4.2 Support the entire committee with purchases.
- 7.4.3 Ensure a budget is created and maintained for each term.
- 7.4.4 Reimburse members on expenses they have incurred.
- 7.4.5 Ensure any society purchases are within budget and align with the objectives of York Negotiation Society.
- 7.4.6 Act as a point of consultation before any society purchase.
- 7.4.7 Administering the Society's finances in accordance with the Constitution, Laws and Bye Laws of YUS
- 7.4.8 Attending Society Officer Training and Society AGM
- 7.4.9 Learn and understand the Students' Union financial system
- 7.4.10 Apply for the annual grant and extra funding from YUSU as necessary
- 7.4.11 Countersign every claims form and transport form
- 7.4.12 Any other duties as agreed by $\frac{3}{4}$ the Executive Committee

7.5 The Director of Training is responsible for

- 7.5.1 Conducting Committee activities efficiently and transparently
- 7.5.2 Answering to the President and Vice-President of the Society for their responsibilities.
- 7.5.3 Ensuring that the Society's training sessions are intellectually rigorous.
- 7.5.4 Suggesting Training Officers to the Head as determined by the need to fulfil the Director's responsibilities.
- 7.5.5 Creating a calendar of training events across the year.
- 7.5.6 Delivering workshops and training which make clear, distinct contributions to the development of member skills.
 - 7.5.6.1 Where appropriate, using Society funds to pay for professionally written training scenarios.
 - 7.5.6.2 Taking full responsibility for preparing sessions, including:
 - 7.5.6.2.1 Booking rooms.
 - 7.5.6.2.2 Developing knowledge of negotiation to successfully run training sessions.
 - 7.5.6.2.3 Keeping master copies of all training scenarios in a safe and legible condition.
 - 7.5.6.2.4 Passing these to their successor in a timely fashion.
- 7.5.7 Cultivating relationships with external speakers.
- 7.5.8 Arranging travel and room-hire for workshop and training events with external speakers.
- 7.5.9 Publicising events in coordination with the Director of Communications.
- 7.5.10 Ensuring delivery of information and tasks to Officer of Training.
- 7.5.11 Guiding the Officer of Training to lead training sessions along with an executive member or Ordinary Officer should the Director of Training be absent or unavailable.
- 7.5.12 Requesting assistance from an executive Committee member or Ordinary Officer should the Officer of Training be absent or unavailable to assisting in leading a training session.

7.6 The Director of Competitions is responsible for:

- 7.6.1 Conducting Committee activities efficiently and transparently
- 7.6.2 Answering to the President and Vice-President of the Society for their responsibilities.
- 7.6.3 Establishing and maintaining a relationship with the member of staff at York Law School with special responsibility for external competitions.
- 7.6.4 Suggesting Competitions Officers to the Head as determined by the need to fulfil the Director's responsibilities.
- 7.6.5 Arranging at least one internal negotiation competition to be held every academic year in accordance with the appendix to this constitution.
- 7.6.6 Securing appropriately difficult negotiation scenarios for the competition.
- 7.6.7 Maintaining a record of, and arranging, competition heats.
- 7.6.8 Arranging attendance at external competitions and team compliance with the practices of individual competitions.
- 7.6.9 Cultivating relationships with judges and academic staff responsible for competitions.
- 7.6.10 Making logistic arrangements for external competitors and judges.
- 7.6.11 Publicising events in coordination with the Director of Communications.
- 7.6.12 Ensuring delivery of information and tasks to Officers of Competitions.
- 7.6.13 Guiding the Officers of Competitions to lead competitions along with an executive member or Ordinary Officer should the Director of Competitions be absent or unavailable.
- 7.6.14 Requesting assistance from an executive Committee or Ordinary Officer member should the Officers of Competitions be absent or unavailable to assisting in leading a training session.

7.7 The Director of Communications is responsible for

- 7.7.1 Conducting Committee activities efficiently and transparently
- 7.7.2 Answering to the President and Vice-President of the Society for their

responsibilities.

7.7.3 Publicising the Society's existence and its events across the university. Specifically, responsible for the Society's social media presence on Facebook, Instagram and Twitter.

7.7.4 Collating all the society's contacts at other societies, academics and corporate sponsors.

7.7.5 Responsible for maintaining current information on the Society's website, operated through squarespace.

7.8 Any Training Officer is responsible for

7.8.1 Conducting Committee activities efficiently and transparently

7.8.2 Answering to the Director of Training.

7.8.3 Helping the Director of Training in the execution of their duties.

7.9 Any Competitions Officer is responsible for

7.9.1 Conducting Committee activities efficiently and transparently

7.9.2 Answering to the Director of Competitions.

7.9.3 Helping the Director of Competitions in the execution of their duties.

7.10 Any Ordinary Officer is responsible for

7.10.1 Conducting Committee activities efficiently and transparently

7.10.2 Answering to allocated Society tasks, given by the executive Committee

7.10.3 Helping Committee Members in the execution of their duties

7.10.4 Carrying out their own duties which are overseen by the President and Vice-President

8. Society Finance

8.1 All Society income and expenditure shall be conducted through the YUSU Finance Office. Holding funds externally will constitute grounds for de-ratification and/or disciplinary procedures.

8.2 The President (Chair), Secretary and Treasurer shall automatically be signatories to the Society accounts, once YUSU has received an up-to-date signatory list.

8.3 Two of these signatories shall be required for each expense claim and for any contract or undertaking, financial or otherwise, on behalf of the Society; one of which must be the Treasurer unless the Treasurer is making the claim.

8.4 The society's accounts shall be available for inspection at any reasonable time by YUSU staff.

8.5 An annual membership fee is required from all Society members, unless the Society states otherwise, and agrees not to receive YUSU grant. The Committee are also responsible for determining this fee and its collection.

8.6 YUSU members shall receive no remuneration from the Society, except in legitimate expenses incurred in connection with the Society business.

9. Meetings

9.1 The primary decision making bodies of the Society are Committee meetings, Annual General Meetings (AGMs) and Extraordinary General Meetings (EGMs).

9.2 All general meetings must be open and advertised to all members.

9.2.1 Minutes should be taken at each meeting and published to all members. A copy of the minutes must also be made available to YUSU staff upon request.

9.2.2 The Committee shall give at least 7 days notice of any general meetings

9.2.3 The quorum of a general meeting shall be 20% of YUSU members of the Society or 10 YUSU members of the Society, whichever is greater.

9.2.4 An EGM can be called by the Committee of the Society, Societies Committee or a petition signed by a petition of 25% of YUSU members of the Society or 10 YUSU members of the Society, whichever is greater.

10. Election of the Committee

10.1 Only current members of the Society are allowed to stand for elections. 10.2 The committee must be elected by the Society at an AGM (see section 9), which must be held at least once in every 12 month period, in the time period suggested by the Activities Officer in the Societies Timeline.

10.3 All members should be made aware of their ability to stand for election and vote.

10.3.1 Only Society members who are also full members of YUSU shall be entitled to vote.

10.3.2 The committee must be democratically elected in a free and fair elections.

10.3.3 All Society members must have the chance to question candidates and submit a vote in private and in absentia (where necessary).

10.3.4 Votes may be counted using either First Past The Post or the Alternative Vote/Single Transferrable Vote, which offer preferential voting.

10.3.5 If desired, YUSU can provide assistance in the running of any election to ensure fairness or to count votes where necessary.

10.3.6 If any vacancies occur in the committee during the academic year, they shall be democratically filled as soon as is convenient via an EGM (Extraordinary General Meeting).

11. Society Complaints Procedure

11.1 This procedure allows members to raise complaints about any issues relating to the Society, including (but not limited to):

11.1.1 The safety of activities

11.1.2 The standards of instruction

11.1.3 The standard of equipment used for the activities

11.1.4 Bullying and harassment

11.1.5 Disregard of operational policies of YUSU including the Equal Opportunities and Safe Space policies.

11.2 Complaints should first be addressed in writing to the Society President/Chair. When a complaint is made, the President/Chair they must consult YUSU for advice.

11.3 If this initial process does not provide a satisfactory outcome, a Formal Complaint should be made to the Student Activities Officer in writing, triggering the use of YUSU's Code of Conduct (Bye-Law 12) which will be followed in addressing Formal Complaints.

11.4 In serious or unresolved cases, the member will be supported by YUSU in progressing the complaint through the University's Code of Practice on Harassment and/or Complaints Procedure.

12. Dismissal and Resignation of Committee Members

12.1 No committee member shall be deemed to be dismissed unless they have received during their term of office a vote of 'no confidence' from their Society members.

12.2 Before a vote of 'no confidence' can be considered against a committee member, the complainant must have attempted to settle the matter informally, and one of the committee members named in section 6.5 will be responsible to oversee this informal process, and act as a mediator when and where they deem necessary..

12.3 Any incident which cannot be satisfactorily resolved in this way must be referred to the YUSU Student Opportunities Coordinator, who will facilitate a vote of 'no confidence'. This request must be accompanied by a petition of 25% of YUSU members of the Society or 10 YUSU members of the Society, whichever is greater.

12.4 If a 'no confidence' motion is called then a Society EGM (see section 9) must be held, and in order for a vote of 'no confidence' motion to be carried it must be supported by two-thirds of those voting.

12.5 If the no confidence motion is successful or a committee member resigns, then a committee member must inform YUSU immediately. The Society will then need to hold another EGM to re-elect a new person to the position (see section 9)

12.6 If the no confidence motion is unsuccessful.

12.7.1 YUSU will facilitate support with the committee to resolve any outstanding issues.

12.7.2 Further 'no confidence' motions must be on different grounds and not within one calendar month of the general meeting at which the last 'no confidence' motion against that committee member was heard.

13. Suspension and Exclusion of Members

13.1 No member shall be deemed to be suspended or excluded without a formal process involving YUSU. This is to ensure fairness and transparency of processes.

13.2 Any matter which may be considered grounds for suspension or exclusion must be referred as a matter of urgency to YUSU who will instigate the process for an investigation.

13.3 If an imminent risk is identified a Society member may be suspended immediately for a period of up to 14 days.

13.3.1 Any assessment of risk must be carried out by YUSU at the earliest opportunity.

13.3.2 If no process is initiated within these 14 days to permanently exclude the member then the suspension will be lifted and considered resolved once 14 days have passed.

13.4 Exclusion of a member is a penalty that can only be considered in exceptional circumstances and subject to the below procedure.

13.5 Any member facing exclusion from a Society must have a fair hearing at which they have the right to speak in their defence, have a supporter present and have been advised of the allegations made, and supporting evidence disclosed at least 7 clear days in advance.

13.5.1 The panel for the hearing will be chaired by the Student Activities Officer (or the York Sport President if there is a conflict of interest) with the following additional members: a member of Societies Committee (who is not a member of any other Society in the same group as the Society) and a member of the York Sport Committee, neither of whom should have previous knowledge of the nature of the allegations, and a YUSU Staff member will minute the meeting.

13.5.2 Any decision to exclude a member requires a majority vote from the panel and must be communicated in writing, with a statement of reasons, to the excluded member within 7 days.

13.6 A member may appeal against any decision to suspend or exclude them on the grounds of lack of adherence to process, provision of further evidence or evidence that the decision was biased or prejudiced. The member must communicate their intention to appeal in writing to YUSU.

13.7 Any appeal of a decision to suspend or exclude a member must be heard by a panel who were not involved with the original decision, have no prior knowledge of the case and will be chaired by a Full Time Officer. Ideally this panel will also consist of one more member each from Societies Committee and the York Sport Committee. However the panel will primarily be constituted with a view to fairness and elimination of conflict of interest.

13.8 An appeals panel only has the power to uphold or overturn a decision by the initial panel. They may not suggest alternative sanctions.

14. Amendments to the Society Constitution

14.1 The Constitution may be amended by two thirds of the members present at an AGM or EGM.

14.2 If amended, the constitution shall be re-ratified by the Societies Committee before coming into effect, this includes a change of name.

15. Dissolution

15.1 The Society may be dissolved if deemed necessary by the members in a simple majority vote at an AGM or EGM. Any assets or remaining funds after debts have been paid shall revert to YUSU, in line with charity law requirements.

15.2 In exceptional circumstances, the Society may also be dissolved by Societies Committee if deemed necessary and subject to the approval of the Activities Officer.

16. Declaration (All committee members) *

Please state position and name of committee which have agreed with this

Your answer

President - Emily Brown

Vice-President - Shayla Domin

Treasurer - Mehvish Ashraf

Secretary - Maria Alexia Fragaki

Director of Training - Nadine Konstantina Paspatis

Director of Competitions - Theodora-Iris Rodanou

Director of Communications - Liam Middleton

Officer of Training - Stavros Paterakis

Officer of Competitions - Simon Kuan

Officer of Competitions - Ikhlaf Shafiq

Ordinary Officer - Kristians Butins

17. Additions to your Society Constitution

17.1 Constitutional Requirements of the Founder of the York Negotiation Society

17.1.1 The Society's Founder, Adam Hill (the Founder), may be consulted in perpetuity about the long-term health of the York Negotiation Society.

17.1.2 The Founder is willing to help with

17.1.2.1 contacting sponsors;

17.1.2.2 organising prizes;

17.1.2.3 arranging events;

17.1.2.4 mediating disputes, and;

17.1.2.5 advising on any other aspect of the Society.

17.1.3 The Founder is empowered to take on an official advisory role to the Committee at any time the Head of the Society deems it necessary.

17.1.4 The Secretary is responsible for ensuring that the Society holds up-to-date contact information for the Founder.

17.2 Constitutional Requirements of the Organisation of the York Negotiation Society.

17.2.1 The President and Vice - President must ensure that all relevant passwords and accounts are transferred to the new Committee as soon as reasonably practicable following a Committee election.

17.2.2 The President and Vice - President are responsible for maintaining a strong working relationship with York Law Society (YLS)

17.2.3 The President and Vice - President must actively seek feedback on their performance at every Committee meeting.

17.2.4 The President and Vice - President must transfer to the new Committee all reasonably useful professional contacts used in service of the Society.

17.2.5 The Society's activities must be managed using reasonable and free project management software. Reasonable examples include Asana and Slack.

17.2.6 Before the beginning of an academic year, a calendar of society events and administrative deadlines for that academic year must be created.

17. 3 Constitutional Requirements of the York Negotiation Competition (the competition).

17. 3. 1 The competition will be named "The York Negotiation Competition."

17. 3. 2 The Competition may take place over two days in November.

17. 3. 2. 1 On the first day of the competition all competitors will compete in one round of negotiation.

17. 3. 2. 2 On the second day of the competition the top two scoring teams will compete in a Grand Final to determine the overall winners of the competition.

17. 3. 3 The President and Vice - President must lead efforts to hold the Grand Final at the offices of a sponsor organisation.

17. 3. 4 The final round of the competition must include a reflective period during which teams reflect on their performance in conversation with the judges.

17. 3. 4. 1 The Director of Competition must coordinate with the Director of Training on a session dedicated to effective reflection, to be held before the Grand Final.

17. 3. 4. 2 The Director of Competition must ensure that the judges are briefed on what to expect from reflection.

17. 3. 5 The Director of Competitions will have full autonomy over the competition, and can be overruled in a decision regarding the competition only by a joint decision of the President and Vice - President. The Director of Competitions must abide by any joint decisions.

17. 3. 6 The competition must be open to all members.

17. 3. 7 The judging criteria for the competition must be unanimously agreed upon by the Directors of Competitions and Training, the President and Vice-President.

17. 3. 7. 1 The Director of Competitions is responsible for drafting the judging criteria and presenting them to the Committee.

17. 3. 7. 2 The Director of Competitions must draft the judging criteria in contemplation of

17. 3. 7. 2. 1 all previous judging criteria used;

17. 3. 7. 2. 2 the judging criteria of external competitions the Society will send teams to that year, and;

17. 3. 7. 2. 3 the opinions on the criteria of relevant academics in York Law School, which they have a duty to seek out.

17. 3. 8 Impartial judges must be used. No member of the Committee may sit on any judging panel.

17. 3. 9 All committee members, except for the Director of Competitions, may compete in the competition. No committee member who competes may take part in collating scores, announcing winners, or the process of awarding prizes.

17. 3. 10 The Director of Competitions must oversee the process of awarding prizes. In this process, they must:

17. 3. 10. 1 Ensure the process is carried out in a timely fashion.

17. 3. 10. 2 Give the highest-scoring team the first choice of a prize from the prize pool, the second highest-scoring team the second choice, and so on.

- 17. 3. 10. 3 Connect winning teams with the awarding-organisation in a timely fashion.
- 17. 3. 11 The highest-scoring team must be given the option of competing at the CEDR National Negotiation Competition. If one or both members of the team decline this opportunity, the remaining spot(s) must be offered to the second-highest scoring team, then the third, and so on.
- 17. 3. 12 The Secretary must co-operate with the Director of Competitions in maintaining records for each team, containing
 - 17. 3. 12. 1 their score;
 - 17. 3. 12. 2 their contact details;
 - 17. 3. 12. 3 their names.
- 17. 3. 13 The Secretary must co-operate with the Director of Competitions in maintaining records for each judge, containing
 - 17. 3. 13. 1 where their connection to the Society comes from;
 - 17. 3. 13. 2 their contact details, and;
 - 17. 3. 13. 3 their name.
- 17. 3. 14 The Secretary must co-operate with the Director of Competitions in maintaining records for each prize-giving sponsor, containing
 - 17. 3. 14. 1 the nature of the prize;
 - 17. 3. 14. 2 a named contact within the sponsor with special knowledge of the prize;
 - 17. 3. 14. 3 the sponsor's general contact details and the personal contact details for that named contact.

17. 4 Constitutional Requirements for External Competitions

- 17.4.1 The President and Vice - President and Director of Competitions are jointly-responsible for seeking out external opportunities for competitive negotiation.
 - 17.4.1.1 At a minimum the Society must send two teams to compete at the CEDR National Negotiation Competition whenever it is held.
- 17.4.2 The Treasurer must ensure that funding is available to pay for external competition entry fees, and travel expenses where appropriate.
- 17.4.3 The selection of teams for all external competitions must be impartial.
 - 17.4.3.1 Members must be given two weeks notice of application deadlines.
 - 17.4.3.2 The application process must be identical for all members.
 - 17.4.3.3 All application processes must, at a minimum, ask members to give evidence of relevant experience. The Head, Deputy Head and Director of Competitions may decide to hold competitive trials to settle, and only to settle, extremely difficult choices between applicants.
 - 17.4.3.3.1 These trials would be open only to chosen applicants drawn from the general application process, which must have been open to all members. It must mirror the structure of the York Negotiation Competition. Members of the York Law School faculty must be used where possible to choose among applications to compete at external competitions.
 - 17.4.3.3.2 Where this proves impossible, the Head, Deputy Head and Director of Competitions must reach unanimous decisions on every competitor.
- 17.4.4 All members of the committee may apply to compete at any external competition the Society fields a team at.
- 17.4.5 The Director of Competitions must facilitate coaching for all external competitors, whether from professionals or members of the Committee.

17.5 The international negotiation, namely, York v York Competition with the University of York's York Negotiation Society and York University's Negotiation Society at Osgoode Hall Law School in Toronto, Ontario in 2019 will be carried out by the founder Emily Brown.

17.5.1 The President/ Vice-President will aim to maintain contact with the York University Negotiation Society at Osgoode Hall Law School in Toronto, ON, Canada, or aim to facilitate international negotiation connections.

17.5.1.1 The President/ Vice-President will include the founder of the international component of the Society (Emily Brown) in maintaining contact with the York University Negotiation Society at Osgoode Hall Law School in Toronto, ON, Canada.

17.5.1.2 The President/ Vice-President will include the founder of the international component of the Society (Emily Brown) in any events (i.e., social, academic or career) including both the University of York Negotiation Society and York University Negotiation Society at Osgoode Hall Law School in Toronto, ON, Canada.