

CONSTITUTION OF THE COMMITTEE OF HEADS OF UNIVERSITY LAW SCHOOLS

REVISED FEBRUARY 2011



1. Terms of Reference

The terms of reference of the Committee are:

- (i) to represent Law Schools and their management to the Funding Councils and other established committees in the legal sector;
- (ii) to promote mutual respect and active co-operation between Law Schools regionally, nationally and internationally;
- (iii) to consider and advise relevant bodies on the structure, development and resourcing of legal education;
- (iv) to disseminate information and good practice concerning legal education;
- (v) to assist in the promotion of good management practice in Law Schools;
- (vi) to liaise with ALT, SLS, SLSA and other bodies on matters of mutual interest;
- (vii) offer support to Heads of Law (as defined at 2.3).

2. Membership

2.1 The membership of the Committee is:

- All Institutions of Higher Education which were in membership of either the Committee of Heads of University Law Schools or the Committee of Heads of Polytechnic Law Schools at the time of the dissolution of those Committees;
- Other Institutions of Higher Education which are in receipt of funding from a Higher Education Funding Council and which offer their own law degrees recognised by the professional bodies as giving exemption from the academic stage of legal education are eligible to apply for membership.

2.2 All matters relating to membership will be determined by the Committee whose decision will be final.

2.3 An Institution in membership of the Committee will be represented by the Executive Head of its academic law group who will be entitled to nominate a substitute.

3. **Structure**

The full Committee will meet at least once a year to consider the following Agenda:

(i) To receive and consider reports from officers, sub-committees and representatives on external bodies.

(ii) To appoint officers, sub-committee members and representatives on external bodies.

(iii) To receive and consider presentations etc. on matters of current concern to legal education.

4. **Officers**

4.1 The Committee's officers will be: Chair, Vice-Chair, and Secretary/Treasurer.

4.2 The term of office of the Chair and Vice-Chair will be three years with the possibility of re-election for one further term. The term of the Secretary/Treasurer will be three years in the first instance and thereafter the person holding this post will continue to be eligible for re-election every three years. Normally posts will be assumed on 1 January in a given year.

5. **Sub-Committees**

The Committee will be empowered to appoint sub-committees and it is proposed that the following will be constituted:

5.1 The Executive

5.1.1 Membership: This sub-committee will comprise the officers and seven ordinary members. The terms of office of ordinary members will be three years and persons will be eligible for re-appointment on one further occasion. Persons will not normally be entitled to serve more than two terms without a break of at least three years.

5.1.2 Purpose: The sub-committee will act on behalf of the Committee in all matters except those assigned to other sub-committees and, in particular will:

- (i) co-ordinate representation on external bodies;
- (ii) liaise with appropriate external bodies;
- (iii) promote the public profile of the Law Schools;
- (iv) co-ordinate the work of other sub-committees;
- (v) prepare agendas etc. for meetings of the full Committee;
- (vi) assist in developing co-operation etc. between Institutions across the whole of the Higher Education sector;
- (vii) co-opt up to three additional members where it is deemed appropriate to do so. Co-options will be reported to the next Full Committee Meeting.

5.2 Following the establishment of the Committee, the Executive will be empowered to establish further sub-committees and determine their membership and these sub-committees will operate until such time as the Committee determines formally its sub-committee structure. The Executive will bring proposals for such a structure before the Committee as soon as practical.
