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**1 FEMINIST LAW SOCIETY CONSTITUTIONAL AIMS:**

* To examine the law and legal profession through a feminist lens.
* To educate ourselves and others on how to incorporate equal practice into study, research, legal work, and everyday life.
* To provide others with the tools to recognise, address, and understand the realities of inequality.
* To create and use resources that are inclusive of diverse learning styles and needs.
* To promote and signpost to examples of good feminist legal practice
* To work collaboratively with feminist law campaign groups and organisations to achieve shared aims in facilitating social, cultural, policy and legislative change.
* To highlight and tackle the sexist myths and stereotypes that permeate society and that, subsequently, influence outcomes within our legal systems

**1.2 EXPECTATIONS OF THE WHOLE TEAM**

**For all committee members of a University Feminist Law Society:**

* + 1. It is suggested that, as an affiliate of Feminist law Society, University Feminist Law Societies adopt the constitution of Feminist Law Society (see 1).
    2. All committee members of the **[enter your university’s name here] Feminist Law Society** are to fulfil the constitutional aims through everything they do as a committee member of the Society.
    3. Only [enter your university’s name here] students can be committee members of **[enter your university’s name here] Feminist Law Society** .
    4. There is an expectation of professionalism in everything that you do within the team and while carrying out all tasks for the Society.
    5. All applicants must be able to demonstrate commitment, competence, integrity, and efficiency.
    6. It is vital that all committee members are familiar with the Equality Act 2010, namely the ‘protected characteristics’: <https://www.legislation.gov.uk/ukpga/2010/15/section/4> and that they have an understanding of intersectionality: <https://www.youtube.com/watch?v=O1islM0ytkE>
    7. It is not a prerequisite to securing a role to have an understanding of feminist law, but it is integral to the role to be open and willing to learn about feminist law while in the role.
    8. Attend all committee meetings as and when required, at whichever location required. Please note, adjustments should always be made for those who need to attend through an online medium for any reason relating to a protected characteristic.
    9. While WhatsApp is seen as a convenient platform to communicate on for many, WhatsApp is not a convenient platform for many of those with unseen disabilities such as dyspraxia, dyslexia and visual impairments. It is advised that committee members be considerate of this and have alternative and accessible platforms to communicate on, in an accessible way and in accessible formats that assistive technology can be used with. For example, a highly accessible platform for working collaboratively is Microsoft OneNote. Word documents are the most accessible document format than any other format for a multitude of reasons. Please note, when using Microsoft OneNote, if using the app rather than web-view, that committee members must always protect the Society’s data and ensure that committee members only use their own devices to log into committee OneNote notebooks and always delete notebook backups from their own devices when their role ends.
    10. Understand the need for utilising varying formats such as video, audio, images as well as text in all resources produced by the Society. For example, in newsletters and when relaying complex information.
    11. Use full case, legislation, report, policy, and research citations whenever referenced.
    12. Always ensure that you are clear that you are a university society and do not mislead any individuals or organisations into thinking that you work for the independent organisation, Feminist Law Society. You are **[enter your university’s name here] Feminist Law Society**. This full and clear name, which always includes your university name, should be detailed in all your communications and your email signatures.
    13. **[Enter your university’s name here] Feminist Law Society** members are entitled to exclusive member only content.
    14. All information and event promotion must be shared with your paid Society members first, before being shared across campus and on social media.
    15. Always use **[enter your university’s name here] Feminist Law Society**’s logo and honour the agreed brand that has been created by your Society.

**2 KEY COMMITTEE ROLES: PRESIDENT, VICE-PRESIDENT, TREASURER**

THE STUDENT UNION WORKS WITHIN A HIERARCHICAL STRUCTURE AND THEREFORE, THESE THREE ROLES HAVE KEY VOTING RIGHTS OVER FUNDAMENTAL ISSUES RE THE SOCIETY.

HOWEVER, FEMINIST LAW SOCIETY DOES ENCOURAGE EQUALITY OF STANDING THROUGHOUT THE TEAM AT EVERY REASONABLE OPPORTUNITY, SO DOES ENCOURAGE VOTES TO BE OPEN TO THE WIDER COMMITTEE WHEREVER POSSIBLE.

AS PER THE STUDENT UNION’S REQUIREMENTS, THE KEY ROLES ARE INTEGRAL TO FORMING A STUDENT UNION SOCIETY:

**2.1 PRESIDENT**

It is the President’s role to:

* + 1. Steer the direction, and oversee the activities, of **[enter your university’s name here] Feminist Law Society.**
    2. Be the key contact for: the Society members; [enter your university’s name here] Student Union; [enter your university’s name here]; Feminist Law Society Universities Co-Ordinator; all other relevant external organisations and individuals.
    3. Submit the content upload request to Feminist Law Society using the ‘Feminist Law Societies at Universities FLS Website Upload Request Form’ downloaded from <https://feministlawsociety.org.uk/for-student-societies> to utilise the page on the Feminist Law Society website dedicated to the **[enter your university’s name here] Feminist Law Society.** This includes committee member names, link to become a member of your society, price list and details for membership, events, and resources. This can include public editions of **[enter your university’s name here] Feminist Law Society** newsletters.
    4. Safeguard all **[enter your university’s name here] Feminist Law Society** ’s accounts and passwords.
    5. Liaise with Feminist Law Society re hosting the **Feminist Law Society Feminist Law Lecture Programme ©** at [enter your university’s name here]. See ‘A Guide for University Feminist Law Societies applying to host Feminist Law Society Feminist Law Lecture Programme **©**’ uploaded here: <https://feministlawsociety.org.uk/for-student-societies> for full details
    6. Complete and submit the ‘Feminist Law Society Feminist Law Lecture Programme © Hosting Permission Application Form’ from Feminist Law Society website: <https://feministlawsociety.org.uk/for-student-societies>
    7. Liaise with Feminist Law Society and with the relevant campaign groups’ named contacts to support the campaign reps in their roles within the committee structure.
    8. Lead during meetings and events.

**2.2 VICE-PRESIDENT**

**It is the Vice-President’s role to:**

* + 1. Assist the President with all of their tasks.
    2. Deal with all committee member issues, referring serious matters to the President and to the Student Union.
    3. Assist during meetings and events.
    4. Lead during meetings and events where the President is not present.
    5. Liaise with Feminist Law Society Universities Co-Ordinator in the President’s absence.
    6. In the President’s absence, be the key contact for: the Society members; [enter your university’s name here] Student Union; [enter your university’s name here]; Feminist Law Society Universities Co-Ordinator; all other relevant external organisations and individuals.

**2.3 TREASURER**

**It is the Treasurer’s role to:**

* + 1. Understand the financial requirements of the Society and to manage financial transactions.
    2. Manage all aspects of the financial transactions relating to all merchandise sales.
    3. Manage all Society funds and liaise with relevant parties to resolve invoices and facilitate reimbursements.
    4. Stay informed of any changes through the relevant Student Union Coordinator.
    5. Be responsible for the financial health of the Society, dealing with all required payments and reimbursements.
    6. Bring with them a relatively basic level of previous experience in dealing with finances.
    7. Attend and complete introductory Student Union training.

1. **WIDER COMMITTEE ROLES:** THESE ARE ANY ROLES THAT THE KEY COMMITTEE DECIDE THEY NEED IN ORDER TO RUN AN EFFECTIVE SOCIETY.

HERE IS FEMINIST LAW SOCIETY’S SUGGESTED COMMITTEE ROLE STRUCTURE FOR A UNIVERSITY FEMINIST LAW SOCIETY COMMITTEE ROLE STRUCTURE:

**3.1 SECRETARY**

**It is the Secretary’s role to:**

* + 1. Liaise with the key committee and wider committee to draft and circulate committee meeting agendas.
    2. Take minutes and circulate the minutes and actions of each committee meeting.
    3. Run the member space on the Student Union dashboard.
    4. Organise and post through the mail the merchandise that has been purchased.
    5. Send out member communications. For example, information, updates and sending out the newsletter in a downloadable accessible format, such as Word or PDF, as an attachment to an email.
    6. Assist the President and the Vice-president with any admin tasks as and when required.
    7. Give general admin assistance to the team, as and when necessary.

**3.2 [ENTER YOUR UNIVERSITY’S NAME HERE] FEMINIST LAW SOCIETY RECLAIM THE CAMPUS REP**

**It is the [enter your university’s name here] Feminist Law Society Reclaim the Campus Rep’s role to:**

* + 1. Understand that they are always representing two organisations: **[enter your university’s name here] Feminist Law Society** and Reclaim the Campus and act accordingly at all times.
    2. Know about the campaign Reclaim the Campus and what they do: <https://www.reclaimthecampus.com>
    3. Understand the Reclaim the Campus Report: <https://www.reclaimthecampus.com/the-reclaim-report>
    4. Remain up-to-date with and promote any Reclaim the Campus surveys that are being carried out at any given time.
    5. Be aware of any upcoming and significant promotions from Reclaim the Campus so that **[enter your university’s name here] Feminist Law Society** can incorporate those promotions with our own promotions.
    6. Know the relevant university staff structure within your university and who is accountable for any matters relating to the university’s sexual misconduct policy.
    7. Check in with either Josie or Nky at Reclaim the Campus at reasonably spaced intervals and feedback to **[enter your university’s name here] Feminist Law Society** committee.
    8. Liaise with **[enter your university’s name here] Feminist Law Society**’s Marketing Team Manager re promoting Reclaim the Campus campaigns.
    9. Understand how men are impacted as victims.
    10. Understand how to reach our male allies and involve them.
  1. **OPPORTUNITIES FOR [ENTER YOUR UNIVERSITY’S NAME HERE] FEMINIST LAW SOCIETY RECLAIM THE CAMPUS REP FROM RECLAIM THE CAMPUS CAMPAIGN TEAM:**
     1. Support from Reclaim the Campus in understanding the policy situation at your university.
     2. Support finding channels to approach the university and guidance on how to approach campaigning for policy reform.
     3. Be furnished with useful resources to share with fellow students around campus.
     4. Access to contacts in the fields of campaigning, policy and law.
     5. Access to research on university sexual misconduct policy nationwide.
     6. The opportunity to work towards making real impact on policy.

* 1. **[ENTER YOUR UNIVERSITY’S NAME HERE] FEMINIST LAW SOCIETY BEYOND EQUALITY REP**
* ***In line with*** [***positive action***](https://www.equalityhumanrights.com/en/advice-and-guidance/employers-what-positive-action-workplace)***, and to promote diversity, this role is suggested to be for a man or a [enter your university’s name here] student who identifies as a man***

**It is the [enter your university’s name here] Feminist Law Society Beyond Equality Rep’s role to:**

* + 1. Understand that they are always representing two organisations: **[enter your university’s name here] Feminist Law Society** and Beyond Equality and act accordingly at all times.
    2. Know about the organisation Beyond Equality and what they do: <https://www.beyondequality.org>
    3. Understand Beyond Equality’s mission and core values.
    4. Keep up-to-date with and promote Beyond Equality’s work with universities through the issues they focus on, research they are involved with and the media they are represented through.
    5. Whenever **[enter your university’s name here] Feminist Law Society** is creating and posting content or hosting lives that involve the issues relating to the Beyond Equality Rep’s role and purpose, collaborate with **[enter your university’s name here] Feminist Law Society**’ s Marketing Team Manager and Beyond Equality’s social media team.
    6. Champion Beyond Equality and open doors to collaboration with the broader [enter the name of your university here] community with the aim of booking workshops with and running events for **[enter your university’s name here] Feminist Law Society** in collaboration with the [enter the name of your university here] Student Union and Athletics Union.
    7. Report to the central Beyond Equality team at the end of each academic term with updates from both parties.
    8. Remain committed as an individual to exploring masculinities.
  1. **OPPORTUNITIES FOR [ENTER YOUR UNIVERSITY’S NAME HERE] FEMINIST LAW SOCIETY BEYOND EQUALITY REP FROM BEYOND EQUALITY CAMPAIGN TEAM**
     1. Beyond Equality will provide the Rep with access to training, development and learning through inviting them to become part of their Community of Allies. This will give the Rep access to allyship training, event resources, a broader community of development, and invites to ‘spotlight sessions’ run by Beyond Equality.
     2. Beyond Equality will provide additional support to set up and run one event per term at [enter the name of your university here], exploring a different theme around masculinities, with the aim of broadening conversations and engaging a larger university audience.

**3.6 TECHNOLOGY MANAGER**

**It is the Technology Manager’s role to:**

* + 1. Manage the technical requirements for hosting online and on campus events
    2. Wherever possible, facilitate and manage the video, audio recording, live closed captions and transcribing of all **[enter your university’s name here] Feminist Law Society** events to ensure accessibility for those with disabilities.
    3. Manage the technical requirements for hosting the annual **Feminist Law Society Feminist Law Lecture Programme ©.** This lecture programme begins during the week of International Women’s Day, 8 March.
    4. Should the skill set of the Technology Manager include video editing, edited videos should include subtitles that have been created using accessible fonts and colours. Classic white font with black background is advised.
    5. Feminist Law Society does not yet have a funding pot for funding a video editor for University Feminist law Societies who are hosting the **Feminist Law Society Feminist Law Lecture Programme ©** to edit the lecture programme videos. For the time being, you are advised to approach your university Student Unions to fund this or ask a video editor to do this on a voluntary basis.
    6. Videos and online promotions should remain visually stable for those with unseen disabilities such as dyspraxia. Clean, clear lines, no visual clutter and no flashing or moving animations.
    7. All exclusive member only content videos are to be sent to the key committee to be uploaded to private member view space on YouTube
    8. All publicly available **Feminist Law Society Feminist Law Lecture Programme ©** videos are to be sent to the Universities Co-Ordinator at Feminist Law Society with all the related information and materials to be uploaded onto Feminist Law Society website. See ‘A Guide for University Feminist Law Societies applying to host Feminist Law Society Feminist Law Lecture Programme **©**’ uploaded here: <https://feministlawsociety.org.uk/for-student-societies>
    9. Public event videos can be uploaded to Feminist Law Society website on the page they have given to **[enter your university’s name here] Feminist Law Society**. This is done by the President submitting an upload request with the accompanying written details and the video, audio and transcript file. All event educational resources should be made available to upload alongside the video on the website in Word format so that it can be read with assistive technology and can be edited in a way to filter colours and change font size etc.

See examples of videos of **Feminist Law Society Feminist Law Lecture Programme ©** hosted by University of Westminster Feminist Law Society in March and April 2021:

* <https://feministlawsociety.org.uk/dr-harriet-samuels-1>
* <https://feministlawsociety.org.uk/harriet-wistrich-1>

See example of video of a Feminist Law Event hosted by University of Westminster Feminist Law Society **in** December 2020

* <https://feministlawsociety.org.uk/honour-crime-panel>

**3.7 MARKETING TEAM MANAGER**

**It is the Marketing Team Manager’s role to:**

* + 1. Be the key point of communication between the Key Committee and the Marketing Team Social Media Co-Ordinators to streamline communication.
    2. Remain Informed by the Key Committee of the overall objectives of **[enter your university’s name here] Feminist Law Society** and always steer the marketing of the Society with this in mind.
    3. Organise and promote the merchandise in collaboration with the Treasurer.
    4. Ensure that the Marketing Team Social Media Co-Ordinators are producing accessible social media posts that are about feminist law and are of an academic standard.
    5. Work collaboratively with **[enter your university’s name here] Feminist Law Society** Reclaim the Campus Rep and Reclaim the Campus Campaign’s points of contact, Josie or Nky, when launching campaigns and posts that involve the **[enter your university’s name here] Feminist Law Society** Reclaim the Campus Rep’s role objectives.
    6. Work collaboratively with **[enter your university’s name here] Feminist Law Society** Beyond Equality Rep and with Beyond Equality’s social media team when launching campaigns and posts that involve the **[enter your university’s name here] Feminist Law Society** Beyond Equality Rep’s role objectives.

**3.8 MARKETING TEAM SOCIAL MEDIA CO-ORDINATORS x 4**

**It is the Marketing Team Social Media Co-Ordinators’ role to:**

* + 1. Be competent to run the Facebook, Twitter, Instagram, LinkedIn and TikTok accounts independently and collaboratively,
    2. Be able to use online design platforms for your social media posts and promotions.
    3. Create original, engaging, and interactive content that relates to **Feminist Law** and is of an academic standard.
    4. Contribute to developing a social media strategy as part of the marketing team.
    5. Ensure that **[enter your university’s name here] Feminist Law Society** is engaging with others online while posting original content frequently.
    6. Communicate with others online to create a strong network of feminist law campaigns and organisations.
    7. Promote and support the work and events of other feminist law: societies; legal practitioners; campaigns; organisations; research; reports; policy development and Bills.
    8. Advertising and promoting events will require creating and monitoring events on Facebook, for example, as well as sharing on all other platforms.
    9. Post on social media to celebrate others in feminist law.
    10. Supporting and celebrating your colleagues at [enter your university’s name here].

**3.9 NEWSLETTER EDITOR**

**It is the Newsletter Editor’s role to:**

* + 1. Create monthly feminist law focused member only newsletters.
    2. At times of public need for clarification on, high-profile, feminist law issues, it is acceptable to run a public newsletter edition. This can be submitted to Feminist Law Society to publish on the website page dedicated to **[enter your university’s name here] Feminist Law Society**.
    3. Liaise with your committee’s Reclaim the Campus Rep and Beyond Equality Rep each month to ascertain and receive the information they will be submitting for each newsletter publication.
    4. Ensure that the content and layout is accessible for those with different learning styles and needs by using a variety of formats such as audio, video, images and text and using Sans fonts with 1.5 line spacing.
    5. Ensure that the content linked to in newsletters is not behind a paywall or exclusionary of those who are not privileged enough to be students themselves and don’t have access to university online library databases.
    6. Use full academic citations so that your members and followers can incorporate the information and citations straight into their academic work or practice.
    7. Ensure that all formats/text/information collation is accessible so that members with accessibility needs can access and process the information easily. For example, information is to be clear and concise.
    8. Content relevant to feminist law only, ensuring that there is always an educational focus that is accessible for those with varying learning styles and needs.