

RULES AND REGULATIONS

OF

THE SUSSEX LAW SOCIETY

2026

NAME

1. The name of the Society shall be **The Sussex Law Society** (‘**Society**’).

MEMBERSHIP

2. All admitted solicitors of the Senior Courts in England and Wales and whose name is on the Roll kept by Solicitors Regulation Authority (‘**Roll**’) who are practising, employed or residing in the historic and geographical County of Sussex (‘**Sussex**’) shall be eligible as Members of the Society.

3. Every Member who is also a member of any other local law society shall elect whether he shall be counted as a member of this Society or of such other local law society for the purpose of the nomination of candidates for membership of the Council of the Society and in all other matters in which the voting strength of the Society is material. Notice of such election must be given to the Honorary Secretary, and by him to any other local law society concerned and such election shall remain effective until notice in writing of any alteration is given to the Honorary Secretary.

4. A Member wishing to retire from the Society must give notice to the Honorary Secretary or the Society’s administrator of his intention to do so before the first of January, or he will remain liable for the subscription for the following year.

ASSOCIATE MEMBERS

5. Trainee solicitors and/or LPC Graduates employed or residing in Sussex shall be eligible for Associate Membership of the Society. Associate Membership shall carry with it such rights and privileges as the Committee may from time to time determine provided that an Associate Member shall have no power to vote at any meeting of the Society nor shall an Associate Member be eligible to hold any office or become a Member of the Committee of the Society.

AFFILIATE MEMBERS

6. Chartered Legal Executives and paralegals who are training to become such, employed or residing in Sussex, shall be eligible for Affiliate Membership of the Society. Affiliate Membership shall carry with it such rights and privileges as the Committee may from time to time determine provided that an Affiliate Member shall have no power to vote at any meeting of the Society nor shall an Affiliate Member be eligible to hold any office or become a Member of the Committee of the Society.

CORPORATE MEMBERS

7. Firms of solicitors practising in Sussex will be eligible to become Corporate Members and upon joining as such all directors, members, partners and employees who qualify for individual membership in accordance with these Rules shall, as a consequence of their firm becoming a Corporate Member, become, in their own right, a member of the Society and will remain as such for so long as they continue to be a director, member, partner or employee of the Corporate Member firm.

HONORARY MEMBERS

8. The Society may, at any General Meeting, elect any persons, being Judges or non- practising Barristers or solicitors, to be Honorary Members of the Society. Such Honorary Members shall not be required to pay any subscription, nor be entitled to attend or vote at any meeting of the Society.

OBJECTS OF THE SOCIETY

9. The principal objects ('**Objects**') of the Society shall be: -

9.1. to protect the character, status, rights and interests of the Members of the Society, and the Profession generally;

9.2. to promote honourable practice among Solicitors;

9.3. to consider all questions affecting the interests of the profession at large, or the alteration or administration of the law;

9.4. to promote legal education;

9.5. to provide social and other amenities and facilities for the Members of the Society;

9.6. to confer and act in conjunction with any other Society having similar objects;

9.7. to do such other things as are incidental or conclusive to the attainment of the above objects.

OFFICERS AND COMMITTEE

10.

10.1. The officers of the Society shall be the President, the Vice-President, the Deputy Vice-President, the Honorary Treasurer, the Deputy Treasurer, and the Honorary Secretary ('**Officers**'), all of whom shall be elected annually at the Annual General Meeting.

10.2. The Management of the Society shall be entrusted to a Committee which shall consist of: -

10.2.1 the Officers;

10.2.2 the immediate Past President;

10.2.3 any member of the Society who is a member of the Council of the Law Society;

10.2.4 six elected members ('**Elected Members**'); and

10.2.5 up to four co-opted members.

10.3. Two of the Elected Members of the Committee shall retire each year in order of seniority of service on the Committee (and in case of equal seniority the Elected Member or Elected Members retiring shall be determined by lot). They shall be eligible for re-election save that Elected Members of the Committee who have served for four consecutive years on the Committee will not be eligible for election as Elected Members for one year thereafter. Such number shall include an Elected Member or Elected Members retiring voluntarily or becoming ineligible to serve on the Committee by virtue of sub-clause 10.2.5 of this clause.

10.4. Members nominated for service on the Committee shall be elected at the Annual General Meeting.

10.5. At a meeting of the Committee five shall form a quorum and in the case of equality of votes, the Chairman (who shall be an Officer assuming the role with precedence in the order as set out in paragraph 10.1 above) shall have a second or casting vote.

10.6. All candidates for election of Officers or as Elected Members of the Committee must be nominated in writing. Nominations must be sent so as to reach the Honorary Secretary not less than ten working days before the day appointed for the Annual General Meeting, and a list of nominations with the names of the Proposer and Seconder in each case shall be circulated not less than five working days before the Annual General Meeting.

10.7. An Elected Member of the Committee who has not attended at least half the meetings of the Committee held in any period between two

Annual General Meetings since he was elected and has not been excused by the Committee for good and sufficient reasons shall be deemed to have retired and shall be ineligible for further service on the Committee for one year thereafter.

POWERS OF COMMITTEE

11. The Committee shall be responsible for the general management of the Society and the conduct of its affairs, and (without detracting from such general powers) shall have power in the name and on behalf of the Society: -

11.1. to take any steps towards opposing or supporting any legislative or other changes affecting the interests of Members of the Society or of the profession as a whole;

11.2. to oppose the admission of any person as a Solicitor who in the Committee's opinion ought not to be admitted on the Rolls;

11.3. generally to adopt all such actions as they think expedient for promoting the objects of the Society;

11.4. to appoint their own meetings and regulate their proceedings;

11.5. to fill up any vacancy that may occur in the Officers of the Society or other Members of the Committee by death, resignation or otherwise between the General Meetings. The Member filling such vacancy shall retire but be eligible for re-election at the next following Annual General Meeting;

11.6. to co-opt additional members of the Committee; or

11.7. to appoint from time-to-time Sub-Committees from among the Members of the Society for any special purpose and to delegate to any such Sub-Committee such powers as the Committee may determine.

ORDINARY AND SPECIAL MEETINGS

12.

12.1. The Annual General Meeting of the Society shall be held each year upon such day during the period commencing on 1 September and ending on 30 November, at such hour and place as shall be appointed from time to time by the Committee. Fifteen clear working days' written notice of the day, and the hour, and place appointed by the Committee for the Annual General Meeting of the Society shall be sent to all

Members of the Society together with the Report of the General Committee, a statement of the Accounts and the Agenda which shall specify the Officers to be elected and the number of vacancies to be filled on the Committee.

12.2. Notice of a resolution to be brought before the Annual General Meeting may be given in writing to the Honorary Secretary signed by the Proposer and Seconder not less than ten clear working days before the day appointed for the Annual General Meeting and the Honorary Secretary shall circulate the Resolution together with the names of the Proposer and Seconder not less than five clear working days before the day appointed for the Annual General Meeting.

12.3. A Special General Meeting of the Society shall be called by the Honorary Secretary on the written requisition of the President or any 5 Members (none of them being partners together) stating the purpose of the proposed Special General Meeting. If the Honorary Secretary shall be of opinion that the purpose for which a Special General Meeting is requested does not come within the rules or objects of the Society, the Honorary Secretary shall submit the question of calling the Meeting to the Committee, whose decision thereon shall be final.

12.4. Five clear working days' notice at least of every Special General Meeting and the business to be transacted thereat shall be given by the Honorary Secretary to each Member of the Society. The business of the Special General Meeting shall be confined to that expressed in the notice.

12.5. Twelve Members shall be a quorum at any Annual and Special General Meeting.

PROCEEDINGS AT ANNUAL AND SPECIAL GENERAL MEETINGS

13. The President of the Society or, if absent, the Vice-President, or, if absent, the Deputy Vice-President, shall take the Chair at all Meetings, but if all three be absent, the Meeting shall elect a Chairman. All proceedings shall be brought forward by way of motion and amendment, duly made and seconded, and put from the chair, and shall be determined by the votes of a majority of the Members then present and voting, the Chairman to have a second casting vote.

Every question shall be decided by a show of hands, or in such other manner as the Chairman of the meeting shall determine.

14. At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll (before or on the declaration of the result of the show of hands) is demanded: -

14.1. by the chairman; or

14.2. by at least three Members (none of them being partners together) present in person or by proxy and entitled to vote that the meeting on the resolution in question; or

14.3. by a Member or Members present in person or by proxy and presenting not less than 10 votes from Members having the right to vote at the meeting on the resolution in question.

APPLICATIONS FOR MEMBERSHIP

15. Applications for membership of the Society must be made in writing or by email to the Honorary Secretary or the Society's administrator. On the receipt of the application and until confirmed or rejected by the Committee the candidate for membership will have the status of an Associate Member of the Society.

16. An application for membership (if received at least three clear working days prior to) will be considered at the next following meeting of the Committee and, unless the candidate is otherwise notified in writing or by email within twelve weeks following, the candidate is admitted as a full Member of the Society.

EXPULSION

17. At least three-quarters of the Members present and voting at any General or Special Meeting shall be competent to expel any Member of the Society for a breach or non- observance of the Rules, for any dishonourable, unprofessional or improper conduct or for breach of that just confidence which should prevail in the Society; the Member whose conduct is complained of shall have twenty clear working days' previous notice in writing from the Honorary Secretary or the Society's administrator, sent to him, addressed to his last known address in England, that a motion is intended to be proposed against him, and such notice shall state generally the nature and grounds of complaint, and he shall be entitled to be heard at such Meetings.

CESSATION OF MEMBERSHIP

18.

18.1. Upon the resignation, expulsion, disqualification, removal from the Roll, bankruptcy or insolvency of any Member, the Member shall, *ipso facto*, cease to be a Member of the Society, and his interest in the property of the Society shall lapse, but the Committee shall have power to reinstate a bankrupt or insolvent Member if two-thirds of the whole Committee be of opinion that his professional character is not affected by such bankruptcy or insolvency.

18.2. The Personal Representatives of a deceased Member shall not be entitled to any interest in the assets of the Society.

PROPERTY

19. The property of the Society shall be vested in the Members of the Society for the time being.

SUBSCRIPTIONS

20.

20.1. The rates of the Annual Subscription for the following categories may be varied from time to time with the authority of the Committee where proposed increases are not above 10% a year. Increases over that amount will need to be authorised by a resolution passed by the Members either at the Annual General Meeting or at a General Meeting of which special notice shall have been given: -

20.1.1. for individual membership; and

20.1.2. for corporate membership.

20.2. All subscriptions are due on the first day of January and shall be payable no later than the last day of June in every year.

21. If any Member suffers his subscription to become more than six months in Arrears, he shall thereupon cease to be a Member of the Society, and his interest in the property of the Society shall be absolutely forfeited for the benefit of the Society.

22. No person elected as a Member of the Society shall be an actual Member thereof until he has paid his subscription. All Members shall be bound by the Rules and Regulations of the Society for the time being in force.

ACCOUNTS

23. The Society's Accounts shall be made up to 31st August in every year and laid before the Annual General Meeting of the Society having been previously audited by two Members of the Society or approved by or agreed with the Chartered Accountants who advise the Society.

MEMBERS' DEEMED AUTHORITY TO DISCLOSE THEIR BUSINESS & EMAIL ADDRESSES

24. On becoming a member of the Society every member shall be required to provide details of the address at which they practise as well as their business email address (and will thereafter notify the Administrator of the Society for the time being of any changes) and unless they give written notification to the Administrator to the contrary they shall be deemed to have given the Society permission to disclose both to any actual or potential sponsors of events or any other activity undertaken by the Society in pursuance of its Objects.

ALTERATION OF RULES

25. It shall be competent for any Members present and voting at any General or Special Meeting of the Society, of which five clear working days' previous notice shall have been given, from time to time to alter or rescind any of the Rules and Regulation, and to make new or additional Rules or Regulations, provided that the purport of such new Rules or Regulations or alterations shall have been given by the persons intending to propose the same to the Honorary Secretary ten clear working days previous to such meeting, and shall appear upon the agenda of the notice calling the same, and a Resolution to that effect shall be approved by not less than three-quarters of the Members present and voting at that Meeting.

DISSOLUTION

26. The Society shall be dissolved upon a resolution to that effect, approved at a Special Meeting to be held for the purpose by not less than three-quarters of the Members present and voting.

NOTICES

27. All references to the giving of any notice in writing shall include use of email and such other electronic means as shall be approved by the Committee from time to time.

GENDER NEUTRAL

28. Wherever used herein, a pronoun in the masculine gender shall be considered or otherwise construed as including the female gender unless the context clearly indicates otherwise.

Version	Date	Comments & Author	Approver
1.0	2016	Most recent version of these Rules and Regulations	
2.0	2026	Amendments include introduction of Deputy Vice President and Deputy Treasurer.	Society's Members in AGM on 12th November 2026.