



## Constitution

### 1.0 Preamble

- 1.1 The Law Society Mediation Service [LSMS] provides information about mediation and access to solicitor mediators who have undertaken mediation training.
- 1.2 The LSMS is administered by the Law Society of Northern Ireland

### 2.0 Membership

- 2.1 Membership of the LSMS is open to qualified solicitors on the Roll of Solicitors in Northern Ireland.
- 2.2 Members wishing to offer services as a mediator are entitled to be called a Practitioner Member.
- 2.3 To be a Member of the LSMS an applicant must complete the Application Form used by the LSMS from time to time. Membership requires to be renewed annually and renewal will require compliance with the Membership Regulations.
- 2.4 To be a Practitioner Member, Members of the LSMS must:
  - 2.4.1 comply with the LSMS Code of Practice and the European Code of Conduct for Mediators and
  - 2.4.2 comply with the Continuing Professional Development (CPD) requirements of the LSMS Member Regulations and
  - 2.4.3 hold a current Practising Certificate issued by the Law Society of Northern Ireland or alternatively produce a certificate of professional indemnity insurance in respect of the provision of mediation services.

### 3.0 Aims

- 3.1 The aims of the LSMS are:

To promote the use of Alternative Dispute Resolution (ADR) (and in particular Mediation) as part of the civil justice system in Northern Ireland.

To enable the public and legal practitioners access to experienced solicitor mediators who provide services as ADR mediation practitioners.

To maintain and publish a register of solicitor mediators who are available to provide ADR mediation services.

When requested, to nominate a LSMS Practitioner Member to act as ADR Mediator in a dispute referred to the LSMS.

To engage with government and the business community about ADR mediation and to provide information about and promote the use of solicitor mediation.

To provide training and continuing professional development opportunities for solicitor mediators.



## Constitution (Continued)

### 4.0 Membership Regulations

All Members must comply with the Membership Regulations of the LSMS in force from time to time. The Membership Regulations shall, inter alia, provide that Members shall complete CPD during each membership year and shall adhere to the standards and disciplines from time to time promulgated by the LSMS.

### 5.0 Management

5.1 The conduct of the work of the LSMS shall be entrusted to the LSMS Management Board which shall comprise:

The Chair  
The Vice Chair, The Secretary, The IT Officer, The Treasurer  
The CPD Moderator and Up to seven members

5.2 The Chair and Vice Chair shall be selected from Members.

5.3 The Secretary shall be an Assistant Secretary of the Law Society of Northern Ireland.

5.4 The LSMS Management Board shall be elected at the Annual General Meeting (AGM) of the LSMS and the Chair and Vice Chair shall normally serve for a two-year term.

5.5 The LSMS shall hold an AGM on a date arranged by the Management Board. The AGM shall be an event which will attract three CPD points and which will provide an opportunity for establishing the views of Members on developing ADR mediation and for learning of recent cases and other legal developments.

5.6 From time to time, as required, and at the discretion of the Management Board an Extraordinary General Meeting (EGM) of the LSMS membership shall be arranged and in any event an EGM shall be arranged and held if 50 per cent or more of the Members request that the LSMS Management Board hold such a meeting.

5.7 The procedure for decision making at an AGM or EGM shall be as determined by the LSMS Management Board, which shall from time to time publish an AGM and EGM Procedures Guide.

### 6.0 Complaints

The LSMS Management Board shall provide a complaints procedure to consider complaints in relation to any member who has provided mediation services.

### 7.0 External Relations

The LSMS Management Board shall develop filial relations with lawyers and other mediation groups within Northern Ireland and in other jurisdictions.

### 8.0 Alterations and Modifications to the Constitution

From time to time the LSMS Management Board shall prepare and propose alterations to this Constitution, which shall be presented to the AGM or an EGM if required for approval by the Members.