



Solicitor Associates Policy

Introduction

The IP Federation values the contributions made by its solicitor associates. This policy is intended to set out the principles by which the Federation selects and engages with its solicitor associates.

Applicability

This policy applies to:

- All representatives of member companies;
- All vice presidents, honorary fellows and associates; and
- All representatives of associate solicitor firms.

Policy

1. Council may invite solicitor private practices, being private practice firms regulated by one of the approved regulators listed in Part 1 of Schedule 4 of the Legal Services Act 2007, to become solicitor associates of the Federation. Solicitor associates will be required to pay an appropriate membership fee.
2. Solicitor associates will be invited to appoint one named Council representative at the time of becoming a solicitor associate. The Council representative will receive all papers circulated for Council meetings and will be entitled to attend Council meetings as an observer. Council representatives will have no voting rights.
3. A solicitor associate may designate one Deputy Council representative who may attend Council meetings in place of the Council representative. However, no solicitor associate may send more than one representative to any Council meeting unless expressly invited to do so by Council.
4. Council may invite a solicitor associate to designate one or more Committee representatives who may attend one or more meetings of specific committees of the Federation. No solicitor associate may designate more than one Committee representative for any one committee of the Federation.
5. The president or the chair of a committee of the Federation may exclude solicitor associate representatives from papers and discussions relating to the financial and general management and governance of the Federation or where there is a conflict of interest.
6. A solicitor associate shall promptly notify the president if it has a conflict of interest on any issue which might arise for consideration by the Federation.
7. The procedure for selecting solicitor private practices to either become or continue as solicitor associates is as follows:

- a. At the September Council meeting, the president invites members to nominate new solicitor associates, with a deadline of the beginning of the relevant item in the October Council meeting.
 - b. At the October Council meeting, the president consults on the desirability of rotation of solicitor associates (if practicable), on raising or reducing the total number of solicitor associates, and on any postal voting to be carried out before the November Council meeting.
 - c. At the November Council meeting, a final decision is made on which solicitor private practices will be invited to become or continue as solicitor associates for the following calendar year.
 - d. The number of solicitor private practices invited to become solicitor associates for the following calendar year may not exceed 20% of the number of member companies entitled to send a representative to Council meetings on the date of the meeting mentioned in paragraph c above.
8. Council may terminate a solicitor private practice's status as a solicitor associate:
- a. If the relevant fee is not paid in due time (taking account of the Federation's Subscription Fee Payment policy); or
 - b. At its sole discretion at any time (in which case the Federation shall refund to the solicitor associate one eleventh of the relevant fee paid by the solicitor associate for every Council meeting still to be held in the relevant calendar year).
9. In the event that a solicitor private practice withdraws as a solicitor associate part-way through the calendar year, no refund of the relevant fee for that year shall be paid.

Implementation

This policy will come into effect on 1 January 2016.

Version 1 - Date of adoption by Council: 13 November 2015

Version 2 - Date of adoption by Council: 13 January 2017

Version 3 - Date of adoption by Council: 14 May 2021

Date of last review by Governance Committee: 3 April 2023