

The Women in Pre-Law Society Constitution

Article I – Organization’s Purpose

The Women in Pre-Law Society will serve as a stepping-stone for pre-law students and provide aid in the transition to the legal field. The organization will articulate the needs of the female pre-law student on the campus of Florida State University and see to it that every possibility of fulfilling that need is examined. The organization will: (1) Act as a medium for pre-law women of Florida State University to openly express their opinions; (2) Conjugate effective relationships between the female pre-law student, law students, and established legal professionals; (3) Indoctrinate professional development from the standpoint of attire to the necessities of networking; (4) Host events and forums related to the advancement of members and the community that are legal under University, local, state, and federal laws; (5) Expose female pre-law students to the challenges faced by female legal professionals in an attempt to prepare them for their future legal careers.

The following constitution will lay out the organizational structure of the program.

Article II – Name and Definitions

Section I

The name of this organization will be the Women in Pre-Law Society of Florida State University, herein commonly referred to as “WIPS.”

Section II

The President, Vice President of External Affairs, Vice President of Internal Affairs, Treasurer, and Secretary will comprise the Executive Board, hereafter additionally referred to as the “E-Board.”

Section III

The Networking and Legal Coordinator Chair, Membership Chair and Public Relations Chair will comprise the Leadership Board.

Section IV

Unless matters involve the technicality of distinguishing between the Executive and Leadership Boards, the group of eight Chairs will collectively be referred to as the “Executives” or “E-Board.” Technicalities worthy of this distinction are explained in Article III Sections V and VI.

Section V

Official meetings of the Women in Pre-Law Society will be referred to as “General Body Meetings” or “GBM”.

Article III – Membership

Section I

Membership for the Women in Pre-Law Society of Florida State University is limited to all students enrolled at Florida State University. The criteria for acceptance and membership into the society include, but are not limited to the following:

Section II

The organization consists of honorary members and general member undergraduate students. Any student to attend society meetings but not have paid their semesterly dues will be referred to as a guest. Honorary members will be those who provide documentation verifying their Florida State University grade point average to be above a 2.89 according to their latest completed semester. This information is to remain confidential and will only be stored by the organization for the semester of which it is relevant. General members will be those who choose not to provide a record of their FSU grade point average or those with a grade point average below 2.90.

Section III

Recruitment will take place throughout the year, and opportunity for membership is open at all times. The primary efforts devoted to recruitment, however, will take place during the first two weeks of the Fall and Spring semesters (i.e. Orientation, Seminole Sensation Week, Fall/Spring Involvement Fair, etc.). It is at the President’s discretion to specify designated recruiting weeks and to determine which events members are

required to attend.

Section IV

The responsibilities of membership include:

Attendance is requested for all General Body Meetings and other events hosted or taken part by the Women in Pre-Law Society. A responsible member will notify their Executive Board of any legitimate circumstances by which they cannot attend these organizational meetings. Attendance will be taken for record at each General Body Meeting. If the Executive Board decides to take attendance during any other event, members will be emailed in advance to have an opportunity to make arrangements.

Section V

Membership may be revoked at any time by due process if a society member fails to meet any one or more of the responsibilities and commitments outlined in Article III, Section IV. A membership revocation decision will be determined with a majority vote given by the Executive Board members in good standing with Florida State University. The member is allowed two written warnings prior to revocation. The member will be notified in writing of the possible revocation at least 48 hours prior to the vote and will be allowed to address the E-Board in order to relate any relevant defense prior to the voting for removal. If a conclusive and majority vote is not determined by the E-Board alone, it will then be determined by a conclusive and majority vote of both the Executive and Leadership Boards. Revocation of membership will be valid for up to one (1) semester, not including summer term. Students whose memberships are revoked will not be entitled to a refund of their Dues.

Section VI

Any student whose membership is revoked will have ten (10) calendar days to appeal the revocation. The appeal must be submitted in writing to the President and Secretary, and must include any relevant information that has not already been presented. Former members will begin the appeal with the statement, "I am [name of student], and I am appealing my revocation from the Florida State University Women in Pre-Law Society for [insert number of reasons why] reasons," and then state reasons in a numbered format. The President will then submit the appeal to an Appeals Committee for a majority vote. This committee will consist of (3) Executive Board members and (2) general body members. This committee will then render a decision at the next General Body Meeting or in fourteen (14) calendar days, whichever occurs first.

Section VII

All members must pay Dues of either \$45 or \$50 for every semester they wish to be a member of the society. Dues must be paid to the satisfaction of the Treasurer by the specified date in order to receive any included merchandise that the society may offer. Dues are nonrefundable and do not include the summer semester, however, it is at the President's discretion to decide whether or not a refund is entitled for a society member based upon the member's circumstances. In addition, the E-Board may raise or lower Dues according to the financial needs of the program by a majority vote.

Article IV – Executive Powers

Section I

The E-Board will oversee the administrative matters involving the society. Administrative matters will be comprised of the following: recruitment of new members, fundraising, budgetary matters, travel arrangements, communication with student governance boards, communication with Florida State University Administration, dress code and calling official meetings. The E-Board has the responsibility to inform society members about decisions regarding the society as a whole in accordance with the interests of the society. All Executive and Leadership Board members of the Women in Pre-Law Society are to be enrolled full-time at Florida State University and maintain a minimum grade point average of 2.90 which is to be verified at the start of each semester.

Section II

The E-Board will be limited to the following officers: President, Vice President of External Affairs, Vice President of Internal Affairs, Treasurer, and Secretary. No officer will be permitted to hold more than one officer position at any one time. Officers cannot re-appoint themselves for a second term; they must be re-elected as described in Article V. The respective duties of these officers will be limited to the following powers expressly enumerated herein.

The President will:

- Supervise the activities of the organization.
- Preside over all meetings and call all meetings to order.
- Be one of two signers on financial documents.

- Coordinate all meetings.
- Ensure all officers are performing their duties as defined in this Constitution.
- Assign special projects to officers.
- Create ad hoc committees as needed; i.e., Appeals Committee.
- Uphold the highest level of professionalism and integrity at all times.

The Vice President of External Affairs will:

- Assist the President in her duties.
- Assume the President's responsibilities in her absence.
- Ensure the line of communication between networks for the organization is open by *continuously* working closely with the Networking Chair.
- Establish a relationship with at least one (1) new network to bring back to the organization every month.
- Be able to speak and interact well with audiences as she may be asked to speak on behalf of the President/organization often.
- Assist in special projects as assigned by the President.
- Plan and be responsible for all retreats and training of the organization.
- Monitor the image of the organization as a whole and make suggestions to the President in regard to it.
- Uphold the highest level of professionalism and integrity at all times.

The Vice President of Internal Affairs will:

- Assist the President in her duties.
- Keep accurate records of all meetings in the Secretary's absence.
- Coordinate new and attractive recruiting techniques and assist the Membership Chair as much as possible with recruiting (especially during the 2 weeks of recruiting at the start of each semester).
- Be able to speak and interact well with audiences as she may be asked to speak on behalf of the President/organization often.
- Assist in special projects as assigned by the President.
- Help oversee the planning of the End-of-the-Year Reception; delegation of duties is mandatory and a Reception Committee may be established if need be.
- Perform an audit of all financial transactions of the organizations done at the end of each fall and spring semester.
- Uphold the highest level of professionalism and integrity at all times.

The Secretary will:

- Send out the updated calendar of events at the beginning of every month during semesters of operation.
- Continuously update and monitor the Google Documents Calendar.
- Assist Public Relations Chair in the upkeep of the organization's media accounts.
- Notify members of meetings via e-mail and/or telephone/text at least 48 hours in advance, and send meeting/event reminders out 24 hours prior to each meeting/event.
- Keep accurate records of all meetings via minutes.
- Maintain accurate list of members and their contact information.
- Perform an attendance check at every event/meeting/seminar, and maintain an attendance record for the entire school year.
- Track involvement throughout the year via the point system, which will be crucial in determining who can attend the End-of-the-Year Reception and run for positions.
- Prepare ballots for elections.
- Keep a copy of the Constitution on hand at all times and have it available for members.
- Assist in special projects as assigned by the President.
- Uphold the highest level of professionalism and integrity at all times.

- Keep track of all excused and unexcused absences.

The Treasurer will:

- Keep an accurate account of all funds received and expended.
- Be one of two signers on financial documents.
- Be responsible for collecting Dues and notifying members who are delinquent in their payments.
- Maintaining and continuously updating a Google Document of payment history.
- Keep all receipts on file and keep a receipt book at all times.
- Be responsible for creating budget reports at the beginning of each Fall and Spring semester and as requested by the President, Vice Presidents, and/or FSU faculty/staff advisor.
- Provide financial records sufficient to allow the Vice-President to perform audits.
- Present expenditure reports and bank statements at every Executive Board meeting.
- Perform a minimum of six (6) fundraisers per semester.
- Set a financial goal each semester and surpass it (i.e. ensuring that at least \$50 is raised every month).
- Send out donation letters at the beginning of every semester if the Executive Board decides to do so.
- Assist in special projects as assigned by the President.
- Uphold the highest level of professionalism and integrity at all times.

Section III

The Leadership Board will be limited to the following officers: Networking and Legal Coordinator Chair, Membership Chair, Public Relations Chair, and Member Experience Liaison. These individuals will serve in non-executive positions that are appointed by the E-Board during the normal elections process and are elected in Spring for the following school year to lead with the new Executive Board. No officer will be permitted to hold more than one officer position at any one time. Officers cannot re-appoint themselves for a second term; they must be re-elected as described in Article V. The respective duties of these officers will be limited to the following powers expressly enumerated herein.

The Membership Chair will:

- Coordinate the two (2) weeks of intense recruiting at the beginning of each semester.
- Set a membership goal and present the plan to achieve it to the Executive Board at the start of each semester.
- Continuously recruit and promote the organization at events and in day-to-day interactions throughout the year.
- Be well-informed of the purpose of the organization and be able to articulate what the organization offers.
- Coordinate the New Member Social at the beginning of each semester.
- Report to the Vice President of Internal Affairs to ensure that the organization's goals are being met.
- Uphold the highest level of professionalism and integrity at all times.
- Determine who from the Executive and Leadership Boards will be the designated Merchandise representative
- Monitor the interbody mentorship program for the Women in Pre-Law Society
- Monitor the intrabody mentorship program with Women's Law Symposium in the College of Law

The Networking and Legal Coordinator Chair will:

- Coordinate at least one (1) law firm/court/legal entity visit each semester.
- Establish a minimum of one (1) legal network and present their information to the board every month during semesters of operation.
- Host community service events each semester.
- Contact 20 alumni from the FSU website contact list each semester.
- Attend or have committee members attend outside legal functions, such as meetings, legislative events, etc. and take notes to establish legal networks.

- Report possible available internships at the end of each month or as they arise.
- Coordinate at least one networking social each semester with outside legal professionals and/or law students.
- Maintain a contact list of networks established so far for record on Google Documents.
- Report to Vice President of External Affairs to ensure that the organization's goals are being met.
- Uphold the highest level of professionalism and integrity at all times.

The Public Relations Chair will:

- Take pictures at every event and record videos when appropriate.
- Post flyers and media advertisement at a minimum of one week prior to the event.
- Table advertise (with flyer hand-outs) on campus for General Body Meetings and for other major events/seminars in the week prior or during the week of.
- Table advertise (with flyer hand-outs) at Market Wednesday for events that will occur on or after the Wednesday of that week.
- Update the organization's website and social media continuously.
- Chalk for events at a minimum of two (2) days prior to the event (at President's request).
- Examine the organization's brochures each semester and make sure that they are updated and up-to-par.
- Report to Vice President of External Affairs to ensure that the organization's goals are being met.
- Uphold the highest level of professionalism and integrity at all times.

The Member Experience Liaison will:

- Serve as the main point of contact between the Executive Board and organization members.
- Send electronic updates regarding meeting and event announcements.
- Conduct monthly voting for the organization members to understand group needs.
- Organize one social event per month with the assistance of the Membership Chair
- Assist the Membership Chair in any and all requests.

Article V – Officer Selection and Election

Section I

Running for a position in office will be limited to all students who are active members (accumulated at least 20 points in the Spring semester) and are in good standing (paid dues and are in good standing with Florida State University). Only active members who meet the requirements stated in Article IV, Section I are eligible to hold office. **There will not be a limit on the number of positions one can run for.**

Section II

The application to become a member of the Executive Board will open before the End-of-the-Year Reception held in the Spring semester. One must submit their application for office before the designated deadline. However, to be eligible for office, the candidate must be considered an active voting member (as defined in Article V, Section I) and maintain a grade point average greater than 2.89. All applicants will be given an interview in which the members of the Officer Selection Committee will ask pertinent questions to determine one's fitness for the position and discuss the applicant's ideas for the organization.

Section III

The outgoing Executive Board will oversee the selection process based on one's fitness for the position, their prior involvement in the organization, and their ideas for the future of WIPS. The Officer Selection Committee will be composed of the following Executive Board

members, assuming they are not up for re-election: the President, the Vice President of Internal Affairs, the Vice President of External Affairs, and the Treasurer. If any of these Executive Board members are up for re-election, the President has authority to determine whether to replace or diminish the size of the Officer Selection Committee.

Section IV

In order to serve as a member of the Executive Board, one must be enrolled in a minimum of 6 credit hours for every semester they hold a position. In the event that an Executive Board member graduates after the Fall semester, their position becomes vacated, and the replacement process will commence consistent with the procedures outlined in the rest of this Article.

Section V

The length of office will be no longer than one academic year. Newly elected officers will take office immediately after the last meeting before the End-of-the-Year Reception held in the Spring semester, and the former Executive Board's term will end at the last meeting before the End-of-the-Year Reception held in the Spring semester, once the new officers are announced.

Section VI

Conduct of the Executive Board and Leadership Board will be monitored as follows: a three-strike system will be implemented, and after the third strike is issued the entire Executive Board and Leadership Board members in good standing (with no strikes) can hold a vote on the removal of the officer. Strikes will be administered via email by the President, with the Vice Presidents copied. Conduct that warrants a strike includes but is not limited to: the failure to complete specified roles, failure to attend events or meetings, disrespect and disregard for other officers, and failure to comply with warnings or suggestions. Furthermore, an Executive Board member is able to be impeached if four Executive Board members vote for them to be removed via a written memorandum with the reasons for removal.

Article VI – Officer Vacancies

(IV) Officers no longer wishing to serve on the Executive Board must submit their resignation to the President at least two weeks in advance. Prior to the officer's final day, she will provide all documents relating to the organization and brief her replacement of current projects in her care. A special selection process will be held to replace the E-Board member, consistent with the procedures set forth in Article V. In the event an officer is removed or resigns, the President may fill the position or appoint an eligible member to fill the position. The newly appointed officer's term will end at the last meeting before the End-of-the-Year Reception held in the spring semester.

Article VII – Meetings

The President will be in charge of calling General Body Meetings and the Secretary will be responsible for notifying all society members. Members must be notified of meetings at least 48 hours in advance and will be notified via e-mail, web posting and/or telephone. The President will preside over all meetings.

Article VIII – Advisor

Section I

The Advisor will be selected by a majority vote of the Executive Board. The Advisor will serve as a mentor to the organization, providing guidance to the officers and members. The Advisor has no voting rights other than to oversee the tabulating of votes during election. The Advisor position has no term limit other than they must be a current, full-time FSU faculty or staff member, and each Executive Board can choose their Advisor. If there are issues or concerns amongst the officers, the Advisor's job is to not discuss any disputes amongst members; it is the President's job to discuss and come to a fair and conclusive arrangement. Although not a requirement, it is highly recommended that the Advisor attend several events throughout the year for organizational and structural purposes.

Article IX – Finances

Section I

Membership Dues will be fifty dollars (\$50) per semester with the commitment to two fundraisers. Membership Dues will be collected on a date at the beginning of the semester set by the President and Treasurer prior to the New Member Social. Upon payment of Dues, active members are offered all benefits and eligible to run for officer positions. Dues collections will remain open following the initial deadline for students who want to join at any point later in the year. *No Florida State University student may be denied membership due to inability to pay Dues.* If a member is

not able to pay Dues, other arrangements will be made (payment plan, installments, or by meeting Due-substitution requirements to be determined by the Executive Board).

Section II

For the protection of the organization and its officers, it is required that two authorized signatures sign all monetary transactions. Only the President, Treasurer, and/or FSU Faculty/Staff Advisor may be signers on the organization's account. Organizational funds may be spent on items such as office supplies, events/activities, publicity, travel expenses, conference fees, etc., but funds will not be used for anything illegal under University, local, state and federal laws. Documentation must be provided for all funds allocated from the organization's trust account (i.e. receipts, billing summaries, etc.). Whenever funds are withdrawn from the organization's account, it must be discussed at the Executive Board Meeting prior to withdrawal of funds. Under no circumstances may WIPS funds be spent on items that do not directly pertain to the organization.

Section III

It will be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures after each election with the organization's financial institution. In addition, the Treasurer will be responsible to pass along all information from previous year's budget and current budget.

Section IV

In the event that the organization ceases to exist, any funds remaining in the organization's account will be remitted back to the Student Government Association, or donated to a charitable cause deemed suitable by the organization's standing President.

Article X – Publications

Section I

All advertisements of the organization must comply with the University Posting Policy (The Secretary and President must approve all publications, shirts, flyers, etc. prior to duplication and distribution. <http://posting.fsu.edu/>)

Article XI – Amendments

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the executive board during a scheduled meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the next scheduled meeting. The amendment will not take effect until approved by a 2/3 majority vote of eligible executive board members.

Article XII – Anti-Hazing Policy

No hazing or discrimination will be used as a condition of membership in this organization. Information regarding hazing can be found at <http://hazing.fsu.edu>.

Article XIII – Non-Discrimination Policy

This organization agrees to adhere to the University non-discrimination statement: No university student may be denied membership on the basis of race, creed, color, sex, religion, national origin, age, disability, veterans' or marital status, sexual orientation, gender identity, gender expression, or any other protected group status.

Addendum – Election Policy

Due to past elections being held virtually per 2020 COVID-19 rules, the elections for the 2020-2021 Executive Board will continue to be elected via interviews by the 4 graduating members of the 2021-2022 Executive Board.

Recognized Student Organization Constitution Addendum 2022-2023

In order to be an active recognized student organization at Florida State University, you must agree to the following statements, terms, and conditions. This addendum **must** be added to the end of your organization's constitution. Your organization's constitution should align with the student organization conduct code and the statements presented below. Anything written in your constitution that conflicts with the code of conduct and/or the below statements will be considered null and void.

- Recognized student organizations shall be limited to currently enrolled FSU students. Students who are dual enrolled at Tallahassee Community College or Florida Agricultural and Mechanical University alongside FSU are eligible to be members.
 - No hazing or discrimination will be used as a condition of membership in this organization. Per the FSU Code of Conduct: "Hazing is defined as any group or individual action or activity that endangers the mental or physical health or safety or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s)." Find out more at <https://hazing.fsu.edu/>
 - This organization agrees to adhere to the University non-discrimination statement: No university student may be denied membership on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans' or marital status, sexual orientation, gender identity, gender expression, or any other protected group status.
 - No university student may be denied membership due to inability to pay dues. If a member is not able to pay dues, other arrangements will be made.
 - All advertisements of the organization must comply with the University Posting Policy.
 - Organizations may NOT use FSU or Florida State University in the front of their name and may NOT use any fonts or symbols trademarked for FSU in their logo due to trademark and licensing guidelines and the Florida Administrative Code. More information regarding this policy can be found [here](#).
 - The advisor does not have any voting rights within the organization.
 - The advisor does not have access to any bank accounts affiliated with the student organization.
- By signing this addendum, you are agreeing to abide by the above statements and understand that they will take precedence over what is written in your organization's constitution. It is your responsibility to share this information with all members of your organization.