

Florida State University's Women in Pre-Law Society Constitution

ARTICLE I: ORGANIZATION'S NAME & COLORS

The name of the organization shall be the Women in Pre-Law Society. The organization may also refer to itself as "WIPS."

The colors of the organization shall be dark pink, light pink, and white.

ARTICLE II: PURPOSE

The purpose of the organization is to serve as a stepping stone for women in Pre-Law to the legal field. The organization shall articulate the needs of the female pre-law student on the campus of the Florida State University and see to it that every possibility of fulfilling that need is examined. The organization shall: (1) Act as a medium for pre-law women of the 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.

ARTICLE III: MEMBERSHIP

Section I: Membership Statement

Membership is limited to all female students who are enrolled with the Florida State University, but students from other institutions may join with approval by the President.

No hazing or discrimination will be used as a condition of membership in this organization.

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, veteran's or marital status, sexual orientation, gender identity, gender expression, or any other protected group status.

Section 2: Recruitment

Recruitment shall take place throughout the year and membership shall be open at all times. However, two weeks at the beginning of each semester must be dedicated to recruitment; i.e. attending spring preview, orientation, Seminole Sensation Week, Fall/Spring Involvement Fair, etc. The President will deem what are sufficient recruiting weeks, and determine which events members should attend.

Section 3: Revocation of Membership

Membership shall be revoked upon a majority vote of eligible executive board members, for non-participation, misconduct, or violations of any provisions of the Constitution. 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 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 executive board alone, it will then be determined by a conclusive, and majority vote of presiding officers, and two underlying officers. Revocation of membership will be valid for up to one (1) semester, not including summer term. Members whose memberships are revoked will not be entitled to a refund of their dues

Section 4: Appeal Process

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. 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 the Appeals Committee for a majority vote. This committee shall 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.

ARTICLE IV: EXECUTIVE BOARD OFFICERS & CHAIRS

Section 1: Eligibility

All executive board members of the Women in Pre-Law Society shall be enrolled full time at the Florida State University and possess at least a 2.5 grade point average. All committee chairs shall be enrolled in at least 6 hours of college coursework, and have at least a 2.0 grade point average.

Section 2: Titles & Duties

The presiding offices of this organization shall include the executive board, which shall consist of a President, Vice President of External Affairs, Vice President of Internal Affairs, Secretary of Public Relations, & Treasurer. The underlying offices of committee chairs shall consist of Membership Chairman & Social Chairman. No presiding officer will be permitted to hold more than one presiding officer position. Underlying officers are limited to only one committee chair position. Officers cannot reappoint themselves for a second term; they must be re-elected as described in Article V.

The President shall:

- Preside over all meetings and supervise all WIPS activities.

- Coordinate and spearhead planning for all meetings, and prepare the material presented at them (i.e. PowerPoints).
- Be one of two cosigners/approvers of all financial documents and purchases along with the Treasurer.
- Approve materials that are sent out on behalf of the organization (emails, website edits/information, social media posts, flyers, ect).
- If applicable, meet with our advisor to update her on the organization's functioning.
- Communicate announcements or updates for all WIPS Executive Members and general members.
- Ensure all officers are performing their duties as defined in this Constitution.
- Assign all officers with special projects and ensure all offices are performing how they should be according to their duties.
- Create ad hoc committees as needed; i.e. appeals committee.
- Make executive decisions/is the tiebreaker vote in Executive Board votes.
- Book all rooms for meetings and events.
- Maintain and update the NoleCentral Roster for members.
- Reach out to organizations to partner with alongside the VP of External Affairs.
- Continuously update and monitor the Google Docs calendar.
- Uphold the highest level of professionalism and integrity at all times.

The Vice President of External Affairs shall:

- Assist the President in her duties.
- Assumes the President responsibilities in her 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 beginning of each semester).
- Plan and be responsible for all retreats and training of the organization.
- Ensure the lines of communication between networks for the organization is open *continuously*.
- Establish a relationship with at least 1 *new* network to bring back to the organization every 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.
- Monitor the image of the organization as a whole and make suggests to the President in regards to it.
- Host at least one community service event/opportunity per semester; expressing the importance of community service prior to or during the event.
- Coordinate at least one law/court/legal entity visit each semester.
- Establish a minimum of one legal network, and present their information to the board every month of each semester.
- Arrange and recruit the guest speakers.
- Report possible, available internships at the end of each semester, or as they arise, to members.
- Maintain a contact list of networks established so far for view in Google Docs.
- Uphold the highest level of professionalism and integrity at all times.

The Vice President of Internal Affairs shall:

- Assist the President in her duties.
- Assumes the Vice President of External Affairs' responsibilities in her absence.
- Assist Vice President of External Affairs in the planning for all retreats and trainings.
- Keep accurate records of all meetings in the Membership Chairman's absence.
- Perform an audit of all financial transactions of the organization done at the end of each semester.
- Monitor committee chairs and their performance, relaying any necessary information back to the President regarding their duties.
- Select and present "Member of the Month Award" once a month, with President's approval.
- Send out monthly calendar of events by the first of every month during semesters of operation.
- Update and maintain the organization's website.
- Notify members of meetings via text/GroupMe at least 48 hours in advance, and send an additional reminder out 24 hours prior to meetings/events.
- Send weekly/biweekly emails or newsletters that update members on all WIPS events and meetings.
- Prepare ballots for elections if necessary.
- Keep a copy of the Constitution on hand at all times and have it available for members.
- Coordinate bonding/team building events if asked.
- Monitor meetings' dress code.
- Ensure that a positive atmosphere is maintained among the organization, and make suggestions to the President on actions to be taken if otherwise.
- Maintain the TestMasters LSAT course discount and a roster of eligible members list alongside the Treasurer.
- Assist in special projects as assigned by the President.
- Uphold the highest level of professionalism and integrity at all times.

The Treasurer shall:

- Keep an accurate account of all funds received and expended.
- Be one of two signers on financial documents.
- Ensure that there is at least a \$200 balance in the organization's account at the end of every academic year.
- Be responsible of collecting dues and notifying members who are delinquent in their payments.
- Maintain and continuously update a Google Doc 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 academic semester and as requested by the President or Vice Presidents, and/or FSU faculty/staff advisor.
- Provide financial records sufficient to allow the Vice Presidents to perform audit.
- Coordinate and perform at least one fundraiser per semester; set a financial goal each semester and surpass it (i.e. ensuring that at least \$50 is raised).
- Maintain the TestMasters LSAT course discount and a roster of eligible members alongside the VP of Internal Affairs.
- Assist the VP of External Affairs with coordinating WIPS fundraisers.

- Assist in special projects as assigned by the President.
- Uphold the highest level of professionalism and integrity at all times.

The Secretary of Public Relations shall:

- Post on WIPS' social media platforms (including the Instagram and website) about meetings and events, and is responsible for the management and upkeep of our digital brand (including Direct Messages on Instagram).
- Post flyers and media advertisement at a minimum of one per week prior to the event/meeting.
- Table advertise (with flyer hand-outs) on campus or Market Wednesdays for events that will occur on or after the Wednesday of that week.
- Assist the Membership Chairman in passing out merch at any Market Wednesday in which they attend.
- Assist the Vice President of Internal Affairs in maintaining and updating the organization's website.
- Examine the organization's flyer (both printed and virtual) each semester and make sure that they are updated.
- Maintain continuous contact with the Vice President of External Affairs in order to guarantee that events/meetings are being posted on the organization's social media.
- Take pictures at every event, and record videos when needed.
- Coordinate the end of the year presentation for the End of the Year Event.
- Uphold the highest level of professionalism and integrity at all times.

The Membership Chairman shall:

- Coordinate the two weeks of intense recruiting at the beginning of each academic semester.
- Set a reasonable membership goal and present 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.
- Keep accurate records of all meetings.
- Keep track of all excused/unexcused absences.
- Maintain an accurate list of all members and their contact information (i.e. New Member Information Form).
- Perform an attendance at every event/meeting/seminar (including creating a QR code for the President to put on the *Attendance* slide for meetings), and maintain an attendance record for the entire school year.
- Track points throughout the entire year.
- Be well-informed of the purpose of the organization and be able to articulate what the organization offers.
- Coordinate the new member social/interest meeting at the beginning of each semester.
- Design at least 3 WIPS merchandise at the beginning of Fall and Spring semesters (t-shirts, sweatshirts, tote bags, pins, ect) that will be included in members' dues.
- Responsible for distributing all merchandise and organizing Merch Pickups throughout the year.
- Spearheads the planning and functioning of Market Wednesdays.

- 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.

The Social Chairman shall:

- Coordinate the new member social/interest meeting at the beginning of each semester.
- Plan all social events and ensure there is at least one social event a month.
- Assist the Membership Chairman as needed in point documentation and merchandise pass-outs.
- Interact with all members and get feedback from them.
- Assist members in finding rides to meetings and events.
- Plan the End of the Year Event; a committee may be established if needed.

ARTICLE V - SELECTION OF OFFICERS

Section 1: Eligibility to Hold Office

Any rising sophomore, junior, or senior member of WIPS is eligible to apply for any open Executive Board position. The only requirement of any applicant is their ability to serve the *entire* academic-year-long term of their position (for example, the 2023 into 2024 school year). Any applicant must also be in good academic standing with the organization.

Section 4: Term of Office

The length of office shall be no longer than one academic year. Newly elected officers shall take office immediately after the last meeting before/after the end of the year event held in the spring semester, and their term will end at the last meeting before the end of the year reception held in the spring semester once new officers are announced.

Section 3: Election Process

In addition to an application, all applicants must schedule an interview with the Executive Board to further discuss their application. Executive Members present at these interviews will consist of the President, Vice President of Internal Affairs, and Vice President of External Affairs; unless one (or both) of the VPs are eligible to apply for another Executive position. In this case, any other graduating Executive member may sit alongside the President and/or Vice Presidents. This Executive Member will be decided by the President. No more than three (3) Executive Members shall conduct the interviews.

Interviews will allow applicants to speak one-on-one with the President and Vice Presidents to answer any questions that were not included on the application, explain why they would be a good candidate for the specified position(s), and express any other interests or concerns they may have regarding serving on our Executive Board.

ARTICLE VI - OFFICER VACANCIES

Section 1: Removal of Officers

Any officer may be removed from office upon a 2/3 majority vote of eligible members. The officer will be notified in writing of the possible termination or removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal.

Section 2: Resignation

Officers no longer wishing to serve on the board must submit their resignation to the President at least two (2) weeks in advance. Prior to the officers final day he/she shall provide all documents relating to the organization and brief her replacement of current projects in her care.

Section 3: Filling Vacant Officer Positions

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 shall 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 meetings and the secretary will be responsible to notify all members. Members must be notified of meetings at least 48 hours in advance and shall be notified via e-mail, web posting, and/or telephone. The president shall preside over all meetings.

ARTICLE VIII - ADVISOR

FSU no longer requires organizations to establish an advisor, but in the event that the Executive Board decides to elect one:

Section 1: Nomination and Role

The advisor shall be selected by a majority vote of the executive board. The advisor shall serve as a mentor to the organization providing guidance to the officers and members. The advisor has no voting rights other than to tabulate votes during election. The advisor position has no term limit other than he/she must be a current, full-time FSU faculty or staff member. 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.

Section 2: Removal and Replacement of Advisor

The advisor will be notified in writing at least 72 hours prior to removal. The advisor shall be selected by a majority vote of the executive board.

ARTICLE IX - FINANCES

Section 1: Membership Dues

Membership dues shall be fifty (\$50) dollars per year. Membership dues will be collected on a date at the beginning of the semester set by the President prior to the new member social. Dues collections shall remain open following the deadline for members who want to join later in the year. ***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 (payment plan, installments, or by meeting due-substitution requirements to be determined by the executive board).***

Section 2: Organizational Expenditures

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 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 3: Officer Transition

It shall 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 organizations financial institution. In addition, the Treasurer will be responsible to pass along all information from previous year's budget and current budget.

Section 4: Dissolution of Organization

In the event that the organization ceases to exist, any funds remaining in the organization's account shall 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 1: Compliance

All advertisements of the organization must comply with the University Posting Policy (<http://posting.fsu.edu/>).

Section 2: Approval

The Secretary of Public Relations and President must approve all publications, shirts, flyers, etc. prior to duplication and distribution.

ARTICLE XI - AMMENDMENTS

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization 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 shall not take effect until approved by a 2/3 majority vote of eligible members of the organization.

HISTORY OF CONSTITUTION

Written by Delreese Dykes on the 30th day of June, in the year of 2012; amended by Tyler Kress on the 29th of March, in the year of 2024.