

Women in Pre-Law Society Constitution

ARTICLE I-ORGANIZATION'S NAME AND 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 bright maroon and navy blue.

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 1: Membership Statement

Membership is limited to all 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, veterans' 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-OFFICERS AND COMMITTEE 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 and 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, and Treasurer. The underlying offices of committee chairs shall consist of Financial Advising,

Membership, Community Outreach, Networking and Legal Coordinator, Public Relations, Growth and Development, and Alumni Relations. 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:

- 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 and present “Member of the Month” award at each GBM.
- 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 shall:

- Assist the President in his/her duties.
- Assumes the Presidents responsibilities in his/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 start of each semester).
- 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 1 new network to bring back to the organization every month.
- Be able to speak and interact well with audiences as he/she may be asked to speak on behalf of the President/organization often.
- Assist in special projects as assigned by the President.
- Assist Vice President of Internal Affairs in the planning for all retreats and trainings.
- Monitor the image of the organization as a whole and make suggestions to the President in regards to it.
- Uphold the highest level of professionalism and integrity at all times.

The Vice President of Internal Affairs shall:

- Assist the President in his/her duties
- Assumes the Vice President of External Affairs' responsibilities in his/her absence.
- Keep accurate records of all meetings in the Secretary's absence.
- Plan and be responsible for all retreats and training of the organization.
- Perform an audit of all financial transactions of the organization done at the end of each fall and spring semester.
- Monitor committee chairs and committee performance and relay any necessary information back to the President regarding their duties.
- 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.
- Assist in special projects as assigned by the President.
- Uphold the highest level of professionalism and integrity at all times.

The Secretary shall:

- Send out a monthly calendar of events by the first of every month during semesters of operation.
- Continuously update and monitor the Google Docs calendar.
- Assist Public Relations Chair in the upkeep of the organization's website.
- 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 meeting/event.
- Keep accurate records of all meetings.
- Keep track of all excused and unexcused absences.
- Maintain accurate list of members and their contact information.
- Perform an attendance check at every event/meeting/seminar, and maintain an attendance record for entire school year.
- Track points throughout the year, which will be crucial in determining who can attend the end of the year reception and run for positions, with assistance from Growth and Development Chair.
- 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.

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 for collecting dues and notifying members who are delinquent in their payments.
- Maintaining and continuously updating 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 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 audit.
- Present expenditure reports and bank statements at every executive board meeting.
- Assist in special projects as assigned by the President.
- Uphold the highest level of professionalism and integrity at all times.

The Financial Advising Chair Shall:

- Perform a minimum of 6 fundraisers per semester.
- Set a financial goal each semester and surpass it; i.e., ensuring that at least \$50 is raised every month.
- Motivate committee members at all times.
- Meet with Treasurer to ensure that there is at least a \$200 balance in the account at the end of the year.
- Send out donation letters at the beginning of every semester.
- Report to the Treasurer to ensure the organization's financial stability.
- Uphold the highest level of professionalism and integrity at all times.

The Membership Chair Shall:

- Coordinate the two (2) weeks of intense recruiting at the beginning of each 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.
- 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 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 Community Outreach Chair Shall:

- Host at least 3 community service events each semester.
- Express the importance of community service prior to or during the event.
- 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 Networking and Legal Coordinator Shall:

- Coordinate at least one law firm/court/legal entity visits each semester.
- Establish a minimum of one (1) legal networks, and present their information to the board every month of each semester.
- Attend, or have committee member 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 view in Google Docs.
- 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 Shall:

- Post flyers and media advertisement at a minimum of one week prior to the event.
- Table advertise (with flyer hand-outs) on campus for a minimum of two (2) days for general body meetings, and a minimum of four (4) days for other major events/seminars *either in the week prior, or during the week of.*
- Table advertise (with flyer hand-outs) at Union Wednesday for events that will occur on or after the Wednesday of that week.
- Update the organization's website continuously.
- Chalk for events at a minimum of two days prior to the event (*at President's request*).
- Send out e-blasts for events with flyer at a minimum of two 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 Growth and Development Chair Shall:

- Coordinate bonding/team building events.
- Monitor dress code and issue point deductions for violations.
- Monitor members throughout the year, and take notes on any areas of growth witnessed, which will be presented at the end of the year reception.
- Present “On the Move” spotlight presentations at every general body meeting.
- Collect statements of what members “Want to Gain” at the beginning of the year, and “What they’ve Gained” at the end of the year to be presented at the reception.
- Ensure that a positive atmosphere is maintained among the organization, and make suggestions to the President on actions to be taken if otherwise.
- Report to 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 Alumni Relations Chair Shall:

- Take pictures at every event, and record videos when needed.
- Coordinate the end of the year presentation for the reception.
- Maintain the contact information for alumni of the organization in a Google Doc.
- Coordinate one (1) event for members and alumnus to attend during the academic year.
- 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.

ARTICLE V-SELECTION OF OFFICERS

Section 1: Eligibility to Vote and Hold Office

Active voting membership will be limited to all students who are active members (*reached 70% or more points out of total possible points for the year*) in good standing (*paid dues*). Only active voting members in good standing, who meet the requirements stated in Article IV, Section 1 are eligible to hold offices.

Section 2: Nomination Process

The nomination of officers shall occur at the second to last meeting before the end of the year reception held in the spring semester. Any eligible member (as defined in Article III Section 1) present may nominate someone or themselves for office by verbally nominating the individual during this procedure. However, to be eligible for the ballot, the nominee must be considered an active voting member (as defined in Article V Section 1). Absentee ballots and proxy ballots are not permitted in the nomination or election process; the individual MUST be present to vote.

Section 3: Election Process

The election of officers shall occur at the last meeting before the end of the year reception held in the spring semester. The nominated candidates will be given a chance to address the organization to discuss his/her qualifications and reasons why he/she should be selected. Once each candidate has had the opportunity to speak, all active voting members (as defined in Article V Section 1) present will have the opportunity to vote by secret ballot. The faculty/staff advisor and current highest-ranking officer not running for office will tabulate all votes. The highest-ranking officer not running for office shall announce the officer with a simple majority of votes cast by active voting members. After announcing the new officer, the highest-ranking officer not running for office shall ask if any active voting members contest the count. If no active voting member contests the count the new officer shall take office immediately. If an active voting member contests the count the faculty/staff advisor and the highest-ranking officer not running for office will recount all votes. In the event of a tie, the President shall cast the deciding vote for office unless he/she is running for the said office. In that case, the next highest-ranking officer not running for that said office shall make the deciding vote.

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 the end of the year reception 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.

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 his/her replacement of current projects in his/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

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-five (\$55) 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

[\(http://posting.fsu.edu/\)](http://posting.fsu.edu/).

Section 2: Approval

The Secretary 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.