PRE-LAW CLUB CONSTITUTION

# ARTICLE I

## OFFICES

Section 1. The official name of this student organization shall be the Pre-Law Club.

# ARTICLE II

## PURPOSE

Section 1. Mission. The Mission of the Pre-Law Club is to prepare ISU students interested in becoming future law school students; to promote the potential career of law, and secure equal opportunities for all, do order and establish this constitution for the Pre-Law Club at ISU. The Pre-Law Club emphasizes inclusivity, networking within the club, and becoming comfortable both with Iowa State and with law school applications.

Section 2. Goals. The Goals of the Pre-Law Club shall be for members to become more familiar with the law school admissions process, while also gaining experience from within the club to add to their Law School applications. The Pre-Law Club will also attempt to prepare members for the Law School Admission Test (LSAT) by sharing opportunities for free practice exams, preparation course listings, preparation tools, sample questions, and activities. Pre-Law Club will also have year-long volunteer experiences, LSAT study sessions with other Pre-Law students, and opportunities to find internships and other means to develop members’ Law School Admission applications.

Section 3. Purpose. The Purpose of the Pre-Law Club is to prepare members interested in attending Law School by immersing them in a learning community environment with like-minded students on campus who are taking steps to prepare and apply for law school admissions and exploring their legal interests.

Section 4. State of Compliance. Pre-Law Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Pre-Law Club agrees to annually complete President’s and Treasurer’s Training.

# ARTICLE III

## MEMBERS

Section 1. Membership. The Pre-Law Club shall be open to all registered students at Iowa State University. Criteria for memberships are set forth below.

Section 2. Criteria for Membership. Members of the Pre-Law Club shall meet the following minimum membership criteria as set forth in the Constitution:

A. Collegiate Members. Collegiate members shall be students enrolled in a baccalaureate or graduate program at Iowa State University. Interested members may reach out to the current President of the Pre-Law Club at the time, or request to become a member through the Pre-Law Club’s student organization website.

Section 3. Non-Discrimination Statement. Iowa State University and The Pre-Law Club do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

Section 4. Privileges of Membership. Active members shall have the right to vote, hold appropriate office, be elected or appointed to committees of the Pre-Law Club provided other uniform criteria are met listed below in Article IV, and shall have such other privileges as the Executive Team shall determine.

Section 6. Membership Attendance Policy. Pre-Law Club members must attend every club meeting, whether meetings are held in person or not. Members can notify the Secretary via email if they cannot attend a meeting and provide an excuse as to why. Members can miss up to two meetings without an excused absence emailed to the Secretary before Article III Section 10 is performed. Members can maintain membership for a specific amount, a semester, or the whole school year if there are circumstances prohibiting them from attending Pre-Law Club meetings, such as going to study abroad for a semester, having another club that meets at the same time as Pre-Law Club meetings, or work during the Pre-Law Club meeting times.

Members who have one of these circumstances must notify the Secretary and the President. The Secretary must record the membership’s circumstances when taking attendance.

Section 7. Membership Dues. The dues, fees, and assessments for each category of membership shall be determined annually by the Executive Team. The Executive Team may use any reasonable method for determining the amount of the dues.

1. Membership dues shall be $10 per semester, or $20 for the school year, and all dues paid to the treasurer. Membership dues are non-refundable. Membership dues should be paid for by members by the second meeting of the fall semester.
2. Membership dues are to benefit running the Pre-Law Club, and shall be strictly utilized under the supervision of the club’s advisor along with Pre-Law Club officers. Treasurer must keep records of transactions.
3. Dues shall be paid to the Treasurer by week 2 of each semester, and the Treasurer or Secretary must keep records of who has paid membership dues.
4. Members who have not paid their dues by the due date of each semester or year, shall be considered as not being in good standing with the club and shall lose all membership privileges, including voting, and attending events organized by the Pre-Law club, until the dues are paid.

Section 8. Voting of Active Members. Each active member of the Pre-Law Club is entitled to one vote upon each matter submitted to a vote at a club meeting of its members. Voting is in accordance with the Constitution.

1. A simple majority of club members present at a meeting are needed to have voted on a matter during a club meeting.

Section 9. Resignation of Membership. An active member desiring to resign from the Pre-Law Club shall submit such resignation in an email to the Secretary or withdraw membership from the Pre-Law Club’s student organization website. The Secretary shall forward the acceptance of such resignation to the President who will remove the name from the membership roster. Any member having resigned from membership may be reinstated with good reason upon application to the President or the Pre-Law Club’s student organization website, and must agree to once again meet the membership terms and conditions established in Article III. A member resigning shall not receive a return of membership dues.

Section 10. Suspension or Termination of Membership. In addition, membership in the Pre-Law Club may be suspended or terminated by the Executive Team for just cause, primarily for failing to meet attendance requirements (2 unexcused absences). Sufficient cause for such suspension or termination of membership may result from violation of the Constitution, or other conduct deemed by the Executive Team to be

prejudicial to the best interests of the club. A statement of the charges shall be sent through email to the member, accompanied by notice of the time and place of the meeting at which the charges are to be considered. At least two weeks notice shall be given, and the member shall have the opportunity to appear in person to present any defense to such charges before action is taken by the Executive Team under the supervision of the club advisor. The Executive Team may adopt such rules as may be necessary to assure due process to the member. The decision for suspension or termination shall be by a two-thirds vote of the Executive Advisory Board present at the meeting. A member suspended or terminated for just cause shall not be entitled to return of membership dues.

1. Grounds for Removal: Any member not fulfilling the requirement as outlined in the Consitution of the Pre-Law Club to the satisfaction of the voting membership or violating Iowa State University policy, Student Code of Conduct, or Student Organization rules may be removed from membership. A simple majority vote of those present at a given meeting shall be required for the removal of any member.
2. Notice of Charges: The motion to remove a member from the Pre-Law Club must be presented in a meeting to the total voting membership present at least 2 weeks before the meeting at which the removal will be voted on.
3. Right to Fair Hearing: The member subject to removal shall have the right to present his/her case to the club members at the meeting in which the voting for removal is to take place.
4. Right to Appeal: Appeals relating to the removal of members shall be done through the Office of Student Conduct on campus. Appeals must be made within two weeks after the vote for removal has been taken.
5. Form of Vote: All voting under Article III Section 10 shall be done by a written ballot.

# ARTICLE IV

## OFFICERS

Section 1. Qualifications. The officers of the Pre-Law Club must meet the following requirements:

1. Be in good standing with the university and enrolled: at least half time (Six or more credit hours), if an undergraduate student (Unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (Four or more credits), if a graduate-level student (Unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
2. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment, and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (Half-time credits) must have been taken for the semester under consideration.
3. All officers must attend every club meeting, if an emergency accrues, then an officer must notify the Vice President via email, and the Vice President then notifies the President.
4. After missing 2 consecutive club meetings, officers will have the consequence of relinquishing their position as an officer.
5. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in

(a) (b) (c) (d).

1. Members who fail to maintain the requirements as prescribed in (a) (b) (c) (d) will be ineligible to hold office for one full year (August to May).

Section 2. Elected Officers. The officers of this organization will be: (a) President, (b) Vice President, (c) Secretary/Treasurer, (d) Director of social media, (e) director of fundraising.

Section 3. Term of Office. The term of office will be one full year (August to May). There is the possibility of reelection, provided the student officer continues to meet academic requirements as defined by the Student Organization Recognition Policy.

Section 4. Officer Communication. All officers shall comprise the Executive Team of the Pre-Law Club. The Executive Team shall establish a consistent form of online communication that will serve as the main basis of communication for the Executive Team.

Section 5. Officer Leave of Absence. In the event an officer is unable to perform their duties due to extenuating circumstances, i.e. study abroad, accidents, personal reasons, etc., then an interim officer will be elected to fill that position.

Section 6. Elections.

1. General Elections for Pre-Law Club officer positions will be held in the third week of April.
2. Special Elections shall be held when an officer position is vacated before a term has expired, and will be held as necessary.
3. Form of Vote: All elections shall be by written ballot; candidates will be allowed to vote on positions other than the ones they have applied for, and they will leave the room while voting on the positon/s they applied to occurs.

Section 7. Duties.

* 1. President: Shall be the chief executive officer of the organization and shall preside over meetings; shall complete the annual President training; shall submit additional information as required by Iowa State University; represent the Pre-Law Club on campus; ensure that the organization is operating in conformity with the standards set forth by Iowa State University; maintain communication with

Pre-Law adviser; schedule meetings, rooms, and guest speakers; create an agenda for club meetings; shall assist the Treasurer in preparation of requests for funding; submit amendments to the Constitution to the Pre-Law Club advisor before they are voted on by Pre-Law Club members; maintain the Pre-Law Club’s website up to date. Shall assume the risk management responsibilities in order to manage the Pre-Law Club’s risk management policies or procedures and ensure that necessary documentation for future events is submitted to ISU’s Risk Management Office. Shall minimize potential risks for club activities; recommend risk management policies or procedures; to submit documentation to ISU’s Risk Management Office and ensure that proper waives and background checks are on file with Risk Management for events (if applicable).

* 1. Vice President: Shall assume the duties of the President during his/her absence and shall succeed to the position in the event that the position becomes vacant, until a special election can be held; assist in submitting amendments to the Constitution to the Pre-Law Club advisor before they are voted on by Pre-Law Club members; have the opportunity to create their own Pre-Law Club project if they choose.
  2. Secretary: Shall enforce the Pre-Law Club attendance policy as stated for officers in Article IV Section 1 and for Pre-Law Club members in Article III Section 6; take attendance for each meeting, and reply to those who have emailed an excused absence to the Secretary to confirm they have received it; maintain attendance sheets; forward any information that the President should receive in accordance with the Constitution; maintain an accurate record of all organization meetings on the Pre-Law Club website; maintain membership directory and roster; take and maintain minutes.
  3. Treasurer: Maintain accurate record of organization transactions; collect dues at the beginning of the semester and or for the year; keep up with the organizaton’s funds and notify the President if funds have been used at any point; arrange fundraising opportunities for the organization; solicit additional funding if needed from Student Government; associate in conjunction with the President.
  4. Public Relations Director: Coordinate organization’s promotions and publicity of events; coordinate the Pre-Law Club’s social media; maintain the Pre-Law Club’s website up to date.

Section 8. Removal of Officers. Any elected officer of the Pre-Law Club may be removed for just cause. Sufficient cause for such removal may be violation of the attendance policy, not enacting the duties prescribed for the officer position, not maintaining the GPA as listed in this Constitution, and not being in good standing with Iowa State University. For the removal of an elected officer for cause, it shall be necessary for the Executive Team to hold a formal hearing. A statement of the charges shall be sent by email to the officer accompanied by notice of the time and place of the meeting at which the charges are to be considered. At least a two week notice shall be given, and the officer shall have the opportunity to appear in person to present any defense to such charges before action is taken. The Executive Team shall adopt such rules as may be necessary to assure due process to the officer. Upon a two-thirds affirmative vote, the Executive Team shall recommend removal. The Executive Team shall, by majority vote, approve or reject the removal of the officer.

* + 1. Grounds for Removal: Any officer not fulfilling his/her duties as outlined in the Constitution or who has violated a Iowa State University policy, may be removed from office. A simple majority vote of the Executive Team shall be required for removal of any officer.
    2. Notice of Charges: The motion to remove an officer from their position must be presented in writing to the Executive Team at least 2 weeks before the meeting at which the removal will be voted.
    3. Right to Fair Hearing: The officer subject of removal shall have the right to present their case to the membership at the meeting in which the removal is to take place.
    4. Right to Appeal: Appeals relating to the removal of officers shall be done through the Office of Student Conduct on campus. Appeals must be made within two weeks after the vote for removal has taken place.
    5. Form of vote: All voting under this section shall be done by written ballot.

Section 9. Replacement of Removed Officers. Following the removal of an elected officer, the club shall within fourteen days hold a special election in order to fill the vacancy. The special election rules will consist of a majority vote by members of the club.

# ARTICLE V

## ADVISOR

The Pre-Law Club shall have a chapter advisor, who is a full-time faculty member of Iowa State University. The President is one to find and ask a faculty member to be the Pre-Law Club’s advisor.

Section 1. Method of Selection of Adviser. The selection of adviser for Pre-Law Club will be selected and appointed by the President and Vice President.

Section 2. Adviser Term of Service. The Advisor for Pre-Law Club will serve a term on a year-to-year basis. The duration of the advisor’s tenure is individually determined but is generally one year and can be renewed.

Section 3. Duties: The advisor is the leader of the Pre-Law Club and coordinates with the President and Vice President to determine the activities and functions of the organization; assists in the preservation of the club; assists the Executive Team with any questions, concerns or problems that may arise throughout the school year; maintain communication and meet with officer(s) regularly; awareness and approval of financial expenditures; ensure that the organization is operating in conformity with the standards set forth by Iowa State University.

Section 4. Replacement of Adviser. If extenuating circumstances occur where an advisor can no longer fulfill their duties or they are unsuitable to do so, then a replacement advisor will be appointed by the President and Vice President of the club.

# ARTICLE VI

## MEETINGS

Section 1: Voting Percentages. Motions dealing with amendments and the removal of officers will require a simple majority vote of those present at a given meeting.

Section 2: Frequency of Meetings. The Pre-Law Club shall meet bi-weekly during the school year The Advisor and officers may call emergency meetings. Written notice of Pre-Law Club meetings shall be given at least once weekly to all club members and officers. Written and/or verbal notice of special or emergency meetings shall be given to all members at least 3 days in advance.

# ARTICLE VIII

## FINANCES

Section 1. Funds. "All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment."

Section 2. Use of Funds No part of the net earnings of the Pre-Law Club shall be used to the benefit of any private individual, and no part of the activities of the Pre-Law Club shall involve propaganda or otherwise attempt to influence legislation, and the Pre-Law Club shall not participate in or intervene in any political campaign on behalf of any candidate for public office (Including the publishing or distribution or statements).

Section 3. Finance Origins. The finances of the Pre-Law Club will come from membership dues, fundraising events, and from Iowa State University.

Section 4. Membership Dues. The semester and or annual membersip dues will be $10 per semester or $20 for the year, collected by the second meeting of the fall semester. For the additional funds for specific club activities, i.e. t-shirts, trips, social events, etc., in such a case a reasonable one-time charge may be assessed to supplement club funds in covering said expense.

# ARTICLE IX

## STANDING RULES, AMENDMENTS

Section 1: Standing Rules. This organization may approve standing rules for the specific operation of the Pre-Law Club with advisor approval.

1. Pre-Law Club accepts new members on a rolling admissions basis.
2. The Pre-Law Club does not create positions without passing an amendment to the Constitution on creating a new official position, and without advisor approval
3. Members must be in good standing with the Pre-Law Club
   1. “Good Standing” means that individual are active members in the club’s meetings and other events
   2. “Active member” means that a club member must have paid membership dues, attend club bi-weekly meetings and events, and not have missed 2 club meetings without an excused absence.

Section 2. Amendments. A proposal to amend the Constiution must be presented to the total membership through email by the President at least seven days before it is to be voted upon. A proposed amendment must be adopted by majority of those who are in attendance at the meeting the amendment is voted on.

a. The Constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President, Vice President, and Treasurer and with a simple majority of the membership present at a given meeting. Ratified amendments to this Constitution must be submitted to the Student Organizations within 10 days.