

CONSTITUTION
of the
Pre-Law Society

ARTICLE I. NAME

This organization shall be known as the UCA Pre-Law Society.

ARTICLE II. OBJECTIVE

Section 1. Purpose

The purpose shall be to promote students' interest in a law career and provide direction for pursuing a law degree.

Section 2. Objectives

The major objectives shall be to (1) educate students on the law school application process, (2) examine the various types of law and career options, and (3) facilitate networking opportunities in the field.

ARTICLE III. MEMBERS

Section 1. Eligibility

A. Membership to the Pre-Law Society *is open to all students enrolled at the University of Central Arkansas.*

B. Any member or officer having two unexcused absences a semester from any meeting or event may be removed from the organization. A two-thirds (2/3) vote amongst the officers must be obtained to remove the individual.

ARTICLE IV. DUES AND FINANCES

Section 1. Accounting Year

A. The accounting year for the Pre-Law Society will be from July 1 to June 30th. The funds of this organization shall be accrued by fees, fines, dues, and by such other means as the Club may determine.

Section 2. Dues

A. *Dues shall be \$0 per semester, and this will be re-evaluated each academic year depending on the club's needs and goals. Dues will be collected by the Treasurer no later than the second meeting of the fall term from all members of the Pre-Law Society (including officers).*

B. *All dues will be applied to the cost of activities, merchandise, and advertisement of the Pre-Law Society's choosing (as well as any other investments that the executive board deems necessary). Each investment will be discussed with the majority of the club's members in advance.*

Section 3. Monetary Transactions

A. *In order for a monetary transaction to take place (sign check, deposit, etc.) and be authorized, it must be approved by both advisor and Treasurer. All Pre-Law Society transactions shall have the signature of the Treasurer and advisor.*

Section 4. Contracts

A. *In order for a contract to be binding, both advisor and President must sign the contract. All contracts must comply with Board of Trustees Policy #416.*

Section 5. Dissolution of Club and Allocation of Remaining Funds

A. *Should the organization be dissolved for any reason, all the funds will go to the UCA Honors College Scholarship Fund.*

ARTICLE V. OFFICERS

Section 1. Requirement of Officers

A. *The officers of the Pre-Law Society must meet the following requirements: (1) have a 3.000 cumulative grade point average; (2) be an enrolled student in good standing with the University of Central Arkansas; (3) have been active member of the Pre-Law Society for at least one semester prior to election.*

Section 2. Officers and Duties

A. President – Shall preside over regular and executive meetings, coordinate group activities and the quarterly schedule, oversee any external communication, and communicate with the officers and advisors on all matters.

B. Vice President – Shall assist the president and preside over meetings in the absence of the president. Shall assist the president with developing and executing a monthly meeting schedule.

C. Secretary – Shall record minutes at all business meetings, check attendance at functions, and receive and review excuses for absences.

D. Treasurer – Shall collect dues, pay bills, oversee other monetary transactions including fundraising and social activities, and prepare and maintain an annual budget.

E. Membership Chairman/Media Coordinator – Shall be chair of the membership committee to coordinate recruitment and selection of new members during each fall semester. Shall be in charge of all social media accounts and advertisements.

Section 3. Election Process

A. Elections for the executive board shall be held in the last month of the Spring semester.. A simple majority vote amongst the general

membership will elect (either virtually or in-person). Newly elected officers shall internally vote on positions and assume responsibility immediately thereafter the results have been announced. Officer will then begin the planning process during the following summer.

B. The term of office for executive board members shall be two semesters (one full academic year that begins in the Fall and is completed in the Spring).

Section 4. Replacement of Officer Vacancies

A. In case of a vacancy in any office (in which they cannot be present for any meetings virtually or in-person), a new officer shall be elected to complete the term. Such election shall be held during the meeting following that which the announcement of a vacancy takes place. The office of President, however, shall be occupied by the Vice President for the remainder of the term.

Section 5. Removal of an Officer

A. Officers are subject to removal from office by the Pre-Law Society and/or the Pre-Law Society's faculty/staff advisor should the requirements in Article V, Section A be violated. A two-thirds (2/3) vote amongst the general membership is required to remove an officer.

ARTICLE VI **MEETINGS**

Section 1. Regular Meetings

A. The regular meeting of the Pre-Law Society shall be held once per month. Time and place to be decided a month before the start of each fall and spring semester.

Section 2. Executive Board Meetings

A. Members of the executive board shall meet once a month virtually or in-person (this is at the discretion of the acting President) to discuss any updates and/or make any executive decisions.

Section 3. Called/Special/Emergent Meetings

A. Special meetings may be called by the president or a majority of the officers. The purpose, time, and place shall be stated in the call of the meeting and at least 48 hours written notice shall be given to all members.

Section 3. Quorum Defined

A. *A quorum shall consist of 4/5 executive board members or the majority of the general membership population and must be present to conduct business.*

ARTICLE VII

COMMITTEES

Section 1. Standing Committees

A. Membership Committee – the Membership Committee will be responsible for recruiting new members and retaining current members. The Membership Committee will consist of four current members with the addition of the Membership Chairman. Members of the committee can volunteer at the first meeting of the fall semester. Committee members will serve a one year term.

B. Marketing Committee – the Marketing Committee will work with the Membership Chairman to hang flyers, work marketing events, or any other advertising task. This committee will consist of four current members with the addition of the Membership Chairman. Members of the committee can volunteer at the first meeting of the fall semester. Committee members will serve a one year term.

C. Student Activities Committee – the Student Activities Committee will help coordinate Pre-Law Society activities, as well as set-up/take-down events. The Student Activities Committee will consist of four current members with the addition of the Vice President. Members of the committee can volunteer at the first meeting of the fall semester. Committee members will serve a one year term.

D. The Chairman of each standing committee shall be appointed by the president.

Section 2. Special/Ad hoc Committees

A. Special committees shall be created as the Pre-Law Society deems necessary to carry on the work of the organization. The chairman of such committees shall be appointed by the president with majority approval of the club members.

ARTICLE VIII ADVISOR

Section 1. Selection

A. *The advisor must be a faculty/staff member of UCA.*

B. The advisor shall be selected by the president prior to the beginning of the academic term and is committed to serving two (2) semesters or one (1) year term.

C. The advisor shall attend business meetings and to the best of his/her ability, see that the organization's purposes/activities are within University policy.

ARTICLE IX PARLIAMENTARY AUTHORITY

A. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of the Pre-Law Society.

ARTICLE X **AMENDMENT**

A. *This constitution may be amended at any regular meeting of the Pre-Law Society by a two-third (2/3) vote of the entire membership or by a two-third (2/3) vote of the executive board, provided that the amendment has been submitted in writing a week in advance.*