**Constitution of Law Women of UCLA**

**Article I. Name**

The name of our organization is Law Women of UCLA, hereinafter referred to as Law Women. We are part of the School of Law at the University of California, Los Angeles.

**Article II. Statement of Purpose**

The purposes of Law Women are to:

1. advocate for the recruitment and retention of female faculty;
2. increase academic opportunities for students in the areas of feminist legal theory and the interaction of women and law, including the recruitment of faculty specializing in these areas;
3. encourage administrative support of and commitment to the appropriate treatment of gender-related topics in the classroom;
4. actively recruit female applicants and advocate for the admission of women who will contribute to the diversity of the female voice at UCLA School of Law;
5. provide academic, social, moral, and mental health support for female students to ensure the success of female students;
6. educate the UCLA Law community on issues facing women in the workplace and strive to better prepare female students for the challenges they will face;
7. provide a forum for conversation regarding gender-related issues in the law.

**Article III. Statement of Non-Discrimination**

The Law Women of UCLA, in accordance with applicable Federal and

State law and University Policy, does not discriminate on the basis of race, national

origin, religion, gender, disability, age, marital status, citizenship, or sexual orientation.

The Law Women of UCLA also prohibits sexual harassment.

This non-discrimination policy covers organization membership and eligibility for

leadership positions, access to organization programs and activities, and the general

treatment of members in the organization.

**Article IV. Membership**

*Section 1. Eligibility*: Membership shall be open to all students at UCLA School of Law who support the purposes of Law Women.

*Section 2. Member Defined*: A member shall be a person who has paid his/her dues. As used throughout this Constitution, dues-paying members include both general body members and Board members.

*Section 3. Dues*: Membership dues shall be $20 per member per academic year or as unanimously approved by the Board for any academic year. Installment plans may be arranged with the Treasurer. Dues waivers may be considered and approved by the Board by majority vote.

**Article V. Board Members**

*Section 1. Board Members*: The Board members of this organization shall be Chairperson(s); Secretary; Treasurer; Academic Support Chairperson(s); Community Outreach Chairperson(s); Admissions Chairperson(s); Alumni Chairperson(s); Social Chairperson(s); Publicity Chairperson(s).

*Section 2. Chairperson(s)*: The Chairperson(s) shall:

1. preside at all Law Women Board Meetings;
2. preside at all Law Women General Body Meetings;
3. act as the official representative of Law Women;
4. be a member, ex officio, of and oversee all subordinate boards and committees of Law Women;
5. have signatory powers over Law Women bank accounts.

*Section 3. Secretary*: The Secretary shall:

1. record minutes of all regular meetings and maintain permanent records of such minutes;
2. maintain a membership list, including name, email address, and class year;
3. maintain contact information for board members, including name, email address, and phone number;
4. record attendance at each Board Meeting, General Body Meeting, and Law Women Event;
5. in the event the Secretary cannot attend an event, s/he shall delegate attendance keeping duties another Board member;
6. receive and delegate correspondence according to Board member responsibilities;
7. maintain Law Women email account;
8. coordinate sending emails to general members with Publicity Chairperson(s);
9. attend all Board Meetings and General Body meetings;
10. act as Chairperson in the event of the Chairperson(s)’s absence.

*Section 4. Treasurer*: The Treasurer shall:

1. collect membership dues and maintain a list of all members who have paid dues;
2. develop an annual budget with the Chairperson(s);
3. have signatory powers over Law Women bank accounts;
4. keep financial records and make such financial records available to University officials upon request
5. manage and direct fundraising efforts;
6. act as chief financial officer of Law Women as required;
7. attend all Board Meetings and General Body Meetings;
8. act as Chairperson in the event of the Chairperson(s)’s and Secretary’s absence.

*Section 5. Academic Support Chairperson(s)*: The Academic Support Chairpersons(s) shall:

1. develop and provide academic support programming to help members succeed academically;
2. develop and maintain career programming in conjunction with the Office of Career Services;
3. attend all Board Meetings and General Body Meetings.

*Section 6. Community Outreach Chairperson(s)*. The Community Outreach Chairperson(s) shall:

1. establish and maintain relationships with other schools and community organizations and associations, including, but not limited to the Women Lawyer’s Association of Los Angeles (“WLALA”);
2. maintain lists of past and potential speakers for Law Women events;
3. attend all Board Meetings and General Body Meetings.

*Section 7. Admissions Chairperson(s)*: The Admissions Chairperson(s) shall:

1. advocate on behalf of female applicants in the admissions process;
2. coordinate with the Admissions Office to contact admits and encourage their attendance at UCLA School of Law;
3. coordinate campus visits for potential applicants who contact Law Women;
4. coordinate Law Women’s participation in appropriate admitted student’s events;
5. attend all Board Meeting and General Body Meetings.

*Section 8. Alumni Chairperson(s)*: The Alumni Chairperson(s) shall:

1. work in conjunction with UCLA School of Law Alumni Office to maintain a current list of female alumni and their contact information;
2. maintain a list of Law Women alumni and contact information;
3. organize at least one alumni event each academic year;
4. attend all Board Meetings and General Body Meetings.

*Section 9. Social Chairperson(s):* The Social Chairperson(s) shall:

1. schedule and organize social events for Law Women members;
2. coordinate with the Publicity Chairperson and Secretary regarding publicity of such events;
3. attend all Board Meetings and General Body Meetings.

*Section 10. Publicity Chairperson(s)*: The Publicity Chairperson(s) shall:

1. coordinate with the Secretary to publicize Law Women events and meetings;
2. maintain the website for Law Women;
3. attend all Board Meetings and General Body Meetings.

**Article VI. Election of Board Members**

*Section 1.* *Who is Eligible to Vote*: Only those members who have paid dues for the academic year in which the election occurs will be eligible to vote for board members for the upcoming academic year.

*Section 2. Election Procedures*: Elections shall be held during the spring semester preceding the academic year in which elected Board members shall serve. Board members must receive a majority of votes by the dues-paying general body members in attendance. Votes shall be cast by secret ballot to be counted by the Secretary and Chairperson(s). Newly elected Board members shall assume office by the end of the school year.

*Section 3. Election of Original Board Members*: Original Board members shall be chosen by application upon unanimous election by the founding members.

**Article VII. Operating Procedures**

*Section 1.* The Board shall hold regularly constituted meetings.

*Section 2.* Any dues-paying member may propose an issue before the board, provided such member gives appropriate notice of the proposal to the Board. Issues that come before the Board must receive a majority of votes to be approved.

*Section 3.* The Board shall hold a General Body Meeting at the beginning of each semester.

*Section 4.* Members of the Board shall carry out their responsibilities as set out in Article VI.

**Article VII. Removal of Officers, Resignation, and Vacancies**

*Section 1. Removal of Officers*. A petition for removal of a Board member may be submitted to the Chairperson(s) by a dues-paying member. The petition must state the reason(s) for removal. In the event that the petition is to remove a Chairperson, the petition shall be submitted to the Secretary. A Board member may be removed only by unanimous vote of the remaining Board members or by two-thirds of the general body members in attendance.

*Section 2. Notice of Action.* Prior to any vote for removal, the Board member in question must receive two weeks written notice stating the reasons for the requested removal.

*Section 3. Resignation*. A Board member who wishes to resign shall provide written notice to the remaining Board members, continue fulfilling his/her responsibilities until a replacement Board member has been elected, and provide transitional information to the replacement Board member.

*Section 4. Vacancies.* In the event of a vacancy on the Board, an election shall be held within two weeks by the Board. Candidates must receive two-third of Board member votes to be approved.

*Section 5. Positions Reserved for 1Ls*. In accordance with the bylaws, elections for any positions held open for 1Ls shall be held within the first month of the fall semester.

**Article VIII. Provision to Make Financial Records Available to Authorized University Officials Upon Request**

Upon written request, authorized university officials may request that financial records be made available to them. The Treasurer shall make these records available to authorized university officials within 30 days or as specified in the request.

**Article IX. Procedures for Amending Constitution**

*Section 1. Who May Submit Amendments or a New Constitution*. Only board or members or general members who have paid dues during the academic year in which they propose amendments or a new Constitution may submit such amendments or new Constitution.

*Section 2. Submission of Amendments or a New Constitution.* Any proposed amendment or new Constitution shall be submitted to the Chairperson(s) for review to ensure compliance with University rules and procedures.

*Section 3. Submission to and Approval by the Board*. After meeting the requirements of Section 2 of this Article, the Chairperson(s) shall submit any proposed amendment or new Constitution to the Board. The amendment or new Constitution must receive approval by three-quarters of Board members to be passed.

*Section 4. Submission to the General Body.* After meeting the requirements of Section 3 of this Article, the Chairperson(s) shall submit any proposed amendment or new Constitution to the General Body of dues-paying members. The amendment or new Constitution must receive approval by two-thirds of General Body members to be passed.

*Section 5. Enactment.* Upon passage of an amendment or new Constitution, the Chairperson(s) shall implement the changes and in the case of an amendment, shall ensure internal consistency within the Constitution. The amendment or new Constitution shall take effect within 30 days of passage under Section 4 or by the beginning of the next semester, whichever comes first. The Chairperson(s) shall notify the Board upon enactment.

*Section 6. Original Enactment*. Upon unanimous approval of the founding members, this Constitution shall be enacted and immediately effective.

As Written by Co-founders Ana Jabkowski ’14 and Katie Cheng ‘14

July 22, 2012 in Los Angeles, CA