

Womxn* In Pre-Law Club Constitution

Article I: Name

The name of this club shall be the Womxn* in Pre Law Club or WIPL for short.

Article II: Purpose

Section 1: The purpose of this organization shall be to:

- A. Promote connections among women and others who share an interest in pre-law or who plan to go into law.
- B. Promote learning and preparedness for the LSAT and law school.

Section 2: The goals of this organization include:

- A. Teaching ourselves and fellow members more about having a career in law and how they can be successful as a lawyer. This shall happen through various activities and events involving professionals, Iowa State alumni, and current Iowa State students.

Article III: Statement of Compliance

Section 1: The Womxn* in Pre-Law Club abides by and supports established Iowa State University policies, State and Federal laws and follows local ordinances and regulations.

Section 2: The Womxn* in Pre-Law Club agrees to annually complete President's Training, Treasurer's Training, and Adviser's Training.

Article IV: Non-Discrimination Statement

Section 1: Iowa State University Womxn* in Pre-Law Club does not discriminate based on 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.

Article V: Membership

Section 1: Membership Eligibility

- A. Membership is open to all registered students at Iowa State University.
- B. Members must maintain a 2.0 GPA based on a 4.0 scale and remain in “good standing” with the university. Members must also remain in “good standing” with the club executive board and adviser(s). If not in good standing, action may be taken to deny further membership.

Section 2: Officer Eligibility

- A. To be a Womxn* in Pre-Law officer, each eligible student must:
 - a. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately before 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. For this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
 - b. 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.

Article VI: Officers

Section 1: The following positions shall constitute the executive board of the Womxn* in Pre-Law club, and shall perform the following duties:

A. President (required position)

- a. Responsible for running meetings.
- b. Maintain communication with the adviser.
- c. Responsible for risk management documents and procedures if there is no vice president.
- d. Ensure that the Womxn* in Pre-Law club is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.

B. Vice-President (officer in charge of risk management operations)

- a. Run meetings if the president is absent.
- b. Schedule meetings with university offices.
- c. Responsible for submitting documents to the ISU Risk Management Office.
- d. Ensure that proper waivers and background checks are on file with Risk Management for events.
- e. Responsible for helping minimize potential risks for club activities and recommending risk management policies or procedures.

C. Treasurer (required position)

- a. Maintain an accurate record of transactions.
- b. Collect dues.
- c. Develop an organization budget.

- d. Cosign organization checks along with the Adviser.
- e. Arrange fundraising opportunities for the organization.
- f. Solicit additional funding if needed from the Student Government.
- g. Present a financial report at each meeting.

D. Secretary

- a. Organize and keep record of each meeting.
- b. Maintain up to date records on the roster and current members.
- c. Communicate with the executive board, club members, guest professionals, and the university.

E. Public Relations Manager

- a. Keep Instagram and Twitter accounts up to date.
- b. Promote social events, membership recruitment, and club meetings on social media.
- c. Promote and run club fest events.

Section 2: Elections

- A. Officers shall be elected by a majority vote of the due paying members of the Womxn* in Pre-Law Club.
- B. Elections shall be held in the second to last week of April each academic year.
- C. All officers shall serve an academic year, beginning in August and concluding the following spring in May.
- D. All officers must be due paying members of the Womxn in Pre-Law Club.

Section 3: Process for Impeachment/Removal of Officer(s)

- A. Any officer that abuses their power and/or does not complete required duties shall be voted on for removal. Causes for removal include but are not limited to: negatively representing the club or ISU, treating anyone with disrespect,

and repeatedly failing to complete necessary tasks for one's executive position.

- B. There shall be a majority vote held to decide on the removal of the officer(s).
- C. The officer being voted on for removal can voice their opinion.
- D. The officer being voted on for removal shall not be present at the time of the vote.

Article VII: Adviser

Section 1: Adviser Duties

- A. Communicate and meet with the executive board often.
- B. Approve financial expenditures.
- C. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center.

Section 2: Method of Election/Selection of Adviser(s)

- A. The adviser shall be appointed by the club's executive council.

Section 3: Adviser(s) Terms of Service

- A. The adviser shall serve at their leisure.
- B. The adviser is not required to attend meetings but it is encouraged.
- C. The adviser shall communicate with the executive board any questions, concerns, or ideas.

Section 4: Impeachment/Removal of Adviser(s)

- A. In extreme circumstances, a majority vote will take place for the removal of an adviser. Examples for removal of an adviser include but are not limited to: negatively representing the club or ISU, treating anyone with disrespect, and repeatedly failing to complete necessary tasks.
- B. The adviser shall be allowed to speak on their behalf but shall not attend the majority vote.

Section 5: Replacement of Adviser(s)

- A. If there is a vacancy, suggestions for a new adviser shall be accepted from any member or officer of the club.
- B. Normal election procedures shall take place for the replacement of an adviser.

Article VIII: Finances

Section I: University Accounting Procedures

- A. 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).
- B. All funds must be deposited within 48 hours after collection.
- C. The Adviser to this organization must approve and sign each expenditure before payment.
- D. Dues will be collected through the Student Organization Marketplace.
- E. Scholarships for members are a potential opportunity and will be determined on a case by case basis.

Section II: Dues shall not exceed \$30 per year.

- A. Dues will be required for all members with the intention of voting and/or running in elections.

Section III: Funding Procedures

- A. WIPL will apply for funding through the student government annually.
- B. If necessary, WIPL will apply for additional funding from the Event Funding Board.
- C. WIPL will host necessary fundraising events to support activities including
 - a. Give back nights at restaurants

- b. Game day help and concessions

Article IX: Amendments and Ratification

Section 1: Amendments

- A. Amendments can be made by any member of the organization.
- B. There shall be a 1-2 minute speech discussing the details of the change.
- C. The constitution shall be amended officially with the approval of the executive board and with the majority vote of the members present.
- D. The President, Treasurer, and members will be given 1 week to consider amendments to the constitution.
- E. Ratified amendments must be sent to the Student Activities Center within 10 days.