

Constitution of the Women in Law & Leadership

ARTICLE I - NAME OF THE ORGANIZATION

The name of the organization shall be Women in Law & Leadership.

ARTICLE II - OBJECTIVES OF THE ORGANIZATION

The objectives of this organization shall be:

1. To provide a common association for UDSL women law students and an opportunity to interact with other women in the law community in Dayton and beyond.
2. To be the principal advocate on campus to support and promote women in leadership roles both when they are on campus and in their future careers
3. To provide a safe space for members of Women in Law & Leadership to voice their concerns and a positive body to bring forward those concerns to the appropriate administrator as deemed proper by the Board
4. To promote opportunities and organize events that are beneficial to the members of Women in Law & Leadership
5. To connect the members of Women in Law & Leadership with opportunities to serve both the Dayton community and beyond as it relates to the other objective listed above

ARTICLE III - MEMBERSHIP

- A. Every law student enrolled in the University of Dayton School of Law shall be eligible for membership in Women in Law & Leadership
- B. A student shall become a member of this organization upon paying membership dues
 1. The amount of annual dues shall be established by the executive board prior to the first meeting or event of each school year
 2. For returning and new members dues shall be payable by the deadline set by the administration for which they require dues to be paid in order to receive money from the school for the organization
- C. If a member's actions become hostile towards the other members or disrespectful of the objectives of the organization their membership can be revoked by a unanimous vote of the Executive Board members including the appointed members.

ARTICLE IV - ATTENDANCE

Attendance at meetings and events is strongly encouraged, but we understand that each student has a unique set of circumstances and may choose to prioritize another aspect of their lives. However, the success of the organization is contingent on the members involvement and participation.

ARTICLE V - ORGANIZATION

- A. The governing body of the Women in Law & Leadership shall consist of an elected Executive Board composed of the President, Vice-President, Secretary, and Treasurer.
- B. The Executive Board may appoint a representative for each class and up to two other unrelated positions if they see fit.
- C. Any person who is a member of Women in Law and Leadership, has attended at least half of the meetings/events the previous year, and has shown interest in being an Executive Board member is eligible.
- D. A quorum shall consist of $\frac{2}{3}$ of the current members of Women in Law and Leadership.

ARTICLE VI - DUTIES OF OFFICERS

- A. The duties of the President shall be:
 - 1. To preside over all meetings of Women in Law and Leadership
 - 2. To provide an agenda for each meeting to those attending
 - 3. To attend Student Bar Association meetings which are relevant to Women in Law and Leadership and report back to the organization
 - 4. To conduct the election of officers as needed
 - 5. To serve as a liaison to the Dayton Women's Bar Association unless the President chooses to delegate this task
 - 6. To ensure the organization follows the rules and processes outlined in this Constitution and successfully follows the objective outlined in Article II
 - 7. To attend Executive Board meetings
- B. The duties of the Vice President shall be:
 - 1. To assume the duties of the President in her absence
 - 2. To serve in the capacity of Parliamentarian at monthly meetings to keep order and ensure that all votes are conducted according to the methods prescribed within this Constitution, or, if not within this Constitution, according to Roberts Rules of Order.
 - 3. To manage communications with administrators and faculty sponsors on behalf of Women in Law and Leadership
 - 4. To attend Executive Board Meetings
- C. The duties of the Secretary shall be:
 - 1. To take the minutes of each meeting
 - 2. To keep membership and attendance records
 - 3. To manage the social media of Women in Law & Leadership
 - 4. To attend Executive Board Meetings
- D. The duties of the Treasurer shall be:
 - 1. To collect annual dues
 - 2. To keep financial records of Women in Law & Leadership providing for a separate accounting of:

- a. Membership dues
 - b. Monies received from SBA specifically allotted to the Women in Law & Leadership
 - c. Monies received by SBA which correspond to special projects conducted by Women in Law & Leadership in conjunction with SBA
3. To establish a budget per semester which is subject to approval of the Executive Board
 4. To prepare a monthly report showing the beginning balance, income received, expenses, and ending balance.
 5. To attend Executive Board meetings
- E. The duties of the appointed 1L, 2L, and 3L Representatives shall be:
1. To serve as representatives of the class at Executive Board meetings
 2. To attend Executive Board meetings
 3. To keep classmates informed and involved
- F. The duties of the other appointed officials shall be decided upon before the first memberships meeting/event.

ARTICLE VII - MEETINGS

- A. The Women in Law & Leadership Executive Board shall meet at least once a month and shall plan at least one meeting or event every other month.
- B. The first meeting or event of each semester shall be held within the first two weeks of each semester at a time and date established by the Executive Board
- C. Special meetings shall be called by the President when deemed necessary

ARTICLE VIII - VOTING

- A. A quorum of current members of the organization is required for the election of officers. For all other issues presented for vote, a majority of members present at the meeting is required for approval unless otherwise provided in this Constitution.
- B. All members in good standing shall be entitled to vote upon any proposal before the Women in Law and Leadership

ARTICLE IX - ELECTIONS

- A. Elections of officers
 1. The elections of officers shall be conducted by the President of the Women in Law & Leadership
 2. Elections shall be conducted by secret ballot and can be submitted online
 3. Officers shall be elected by a simple majority of a quorum vote as defined in Article V, Section D.

4. The Executive Board shall send out an email to see who is interested in open positions two months before the elections will take place and interested members must email back promptly stating the position they would like to run for
 5. Elections must take place one month prior to the end of the semester
 6. Positions become open for election upon an Executive Board members graduation, willingness to step down, or removal as stated below in Section B.
 7. Appointed positions must be reappointed each year
- B. In the event the membership finds a need to replace or remove an officer the following procedure applies:
1. At any point in time an Executive Board member can be removed when any member calls a special meeting with a quorum receiving the majority vote to remove an elected or appointed Board member. There is no need to notify the Board of such a meeting and if the majority votes on removal the Board member must step down immediately.
 2. A vacancy in the office of the President shall be filled by the Vice President until elections at the end of the year.
 3. A vacancy in any other office shall be filled by a member appointed by the Executive Board until elections at the end of the year.

ARTICLE X - ADOPTIONS AND AMENDMENT

- A. Adoption of this Constitution shall be effective upon a majority vote of the members conducted during a meeting or through an online platform after each member is given a substantial chance to read and review.
- B. Proposed changes to the Constitution must be presented in writing including email at any time, read by the Executive Board, and voted on by a majority vote at any time. The President reserves the right to veto.
- C. The Constitution may be suspended at any time by a majority vote if a quorum is present. Any member can call a meeting to suspend, but the Executive Board must be notified a week prior to the meeting.
- D. The Executive Board must review the Constitution at the beginning of each year and may make any changes deemed necessary during that initial review, but not at any time during the year. Members have a right to object to any changes made and require a majority vote for those changes.