

THE PRE LAW CLUB CONSTITUTION

Article 1. ORGANIZATION

- A. The name of the club shall be PRE LAW CLUB under the consideration of the students involved in the club. The name can change at any given time, and notified to ASO every semester to make sure the name is at its most current.
- B. The mission of PRE LAW CLUB is to provide a mutually supportive and positive environment in which every individual member has the opportunity to develop academically as well as socially in order to be equipped for a professional career in the Judicial as well as social justice field.

In order to carry out this purpose, this club shall:

- **Provide a resources and opportunities to "give back" to the community for students who are pursuing a career in the field of law, criminal or social justice fields.**
- **assist students with getting into and attending law school (through new [Pathways Program](#))**
- **participate in mock trials and debate competitions (see [Street Law.org](#))**
- **participate with internships/externships and community activities which promote social justice**
- **assist with mock interviews, and resume drafting for jobs in the legal, criminal and social justice fields**
- **opportunity to gain insight from various law school admissions directors, professors, law students, legal experts**
- **LSAT Prep Course assistance and scholarships**
- **opportunity to participate in UWLA Law School Boot Camp (summer and winter)**
- **opportunity to pre-law resource library**
- **opportunity to visit law schools and meet with law school admissions directors**

Article2. MEMBERSHIP

- A. All members of this club shall meet Article 2 Section Ba-d. No person shall be excluded from membership in, or from any program or activity of this club because of age, race, color, creed, gender, national or ethnic origin, sexual orientation, or physical or mental disability, so long as the individual, through his or her own effort, is able to participate in the club.
- B. Special Requirements for Membership are:
- a. Membership will forever and foremost be not limited on the basis on age, race, religion, gender, sexual orientation, or national origin.
 - b. Inactive members or/and alumni members are welcome to the meetings, but will not be considered members. Membership is only given to those who are current students at Los Angeles Mission College.
 - c. A list of members shall be given to the ASO Office each semester to maintain communication.

Article 3. OFFICERS AND ELECTIONS.

- A. The titles and duties of the officers are as follows:
- a. President shall:

- i. Supervise the activities of the club.
- ii. Assist the members with their projects.
- iii. Work closely with the Advisor and the ASO.
- iv. Be available to students if they have any questions.
- v. Promote the image and principles of the club.
- vi. Sign letters or documents necessary to carry out the will of the club.

b. Vice President shall:

- i. Preside at meetings of the club in absence of the President, exercising all the powers and duties of the President.
- ii. Attend Inter-Club Council meetings, or appoint someone to attend those meetings.
- iii. Succeed to the office of the President, if the office should become vacant for two weeks and hold special elections if time allows (mid-way fall semester or beginning of spring semester). If not he/she shall become President till the end of the school year (spring Semester).
- iv. Act as an aide to the President, carrying out such duties as the President assigns in accordance with the position.
- v. Inform all club representatives about the ICC and their rights and responsibilities.
- vi. Plan a year-end recognition party for members with ICC and present leadership certificates if any.

c. Treasurer shall:

- i. Serve as a regular voting member of the club and guide the club to sound financial decisions.
- ii. Implement, as efficiently as possible, the decisions of the club regardless of personal opinion of their decision
- iii. Keep accurate records of all club expenditures and keep all members of the club aware of their budget status.
- iv. Sign letters or documents necessary to carry out the will of the club.

d. Secretary shall:

- i. Maintain a master calendar of events scheduled to be held.
- ii. Coordinate the scheduling of any events, in order to prevent scheduling conflicts.
- iii. Be responsible for all official correspondence to the club.
- iv. Format and type the agenda.
- v. Distribute copies of the agenda and minutes to the advisor and to the ICC chair. THE PRE LAW CLUB CONSTITUTION
- vi. Record accurate minutes during meetings including within it an attendance report of Council Members at those meeting.

e. Parliamentarian shall:

- i. Shall serve as the Sergeant of Arms for the Council meetings.

f. Historian shall:

- i. Keep records of all club activities and ASO newsletters if any.

ii. Create a photo album and year book, which both must be created by the end of May.

g. Social Activities shall:

i. Ensure that all social activities on campus are carried out properly

h. Recruitment shall:

i. Be in charge of the recruitment of members to the club membership by establishing and maintaining contacts with students.

ii. Shall also be in charge of putting out a club table (along with pamphlets and fliers) for any and all open campus activities that Students will be attending.

i. Any other officers shall be amended and added to the most current constitution as needed.

B. All officers should be elected proceeding the last two weeks of the spring semester.

C. Terms of office for each position are 2 semesters by fiscal year.

D. Special requirements as to Scholastic standing or other rules are as follows:

a. Be a paid ASO member to be the example to the other members.

b. Be able to remain an active member throughout the semester.

E. Any replacement due to ineligibility should be done as the position is open. The president, together with the board shall appoint a new officer as needed.

a. If in case the President becomes ineligible, the VP should act as president as accordance to

Article 3. Section A b-iii.

b. If in case both the President and VP are ineligible, the treasurer shall act as president and appoint a member. Same rule applies to the secretary.

c. If in case all officers are ineligible, the advisor shall appoint an interim officer until members are appointed or elected.

F. Quorum should be at least majority of the members present. The president cannot vote except to break a tie or to establish a quorum.

a. The officers cannot make all decisions involving the club without a proper meeting.

G. Standing committees should be appointed for regular services and given recognition by membership on the council. Work should be delegated to as many as possible.

Article 4. REPRESENTATIVE TO COUNCIL OTHER THAN OFFICERS.

A. Representation other than officers should be appointed by the officers through a vote of the majority of the members present on the meeting of appointment.

B. Qualifications are in accordance to Article 3. Section Da-b.

C. Term of office is until resignation, or ineligibility.

Article 5. FACULTY ADVISORS

All club advisors are selected and invited by the members. Faculty advisors will be strict on enforcing this constitution to the newly appointed officers if they aren't aware of any rule or specifics on the club. The club may have more than one faculty or staff advisor, as long as all remain in accordance to the Faculty Registration Form.

Article 6. CLUB RULES

A. Club rules as set up by Los Angeles Community College Board of Trustees will be reviewed by the president and advisor with the membership at a meeting of each club in each semester as the club progresses.

B. A club may become inactive due to lack of interest, or disciplinary measures on the recommendation of the ASO council.

C. Club fund raising events must be approved in writing by the ASO Advisor.

Article 7. AMENDMENTS TO THE CONSTITUTION.

A. Methods of originating an amendment:

- a. Any member should have the right to propose an amendment.
- b. Officers should always check the constitution to make sure it is up to date.
- c. Advisor(s) will remind the club that they must ratify the constitution as needed.

B. Requirements for adoption:

- a. No amendment should be adopted by less than the majority of the voting members and the majority of the members present.

Article 8. RATIFICATION

The Pre-Law constitution ratification makes this constitution effective when all members are in accordance to the rules and laws explained in this document.

PRE LAW CLUB PRESIDENT

PRE LAW CLUB VICE PRESIDENT

PRE LAW CLUB TREASURER

PRE LAW CLUB PARLIMENTARIAN