Constitution

ARTICLE I: NAME

The name of this organization shall be (Name of Organization) ("Abbreviated Name").

ARTICLE II: PURPOSE

Section 1: The Purpose of this organization shall be:
(a) (Add as many as necessary)

ARTICLE III: QUALIFICATIONS FOR MEMBERSHIP

Section 1: Any person who is registered as a law student at Oklahoma City School of Law may be a member.
Section 2: Membership shall be classified as status as an active member. Active members are those who are current on their semester dues and have attended at least one of the previous three meetings.
Section 3: Dues shall be $ per academic year. If a student desires to join and become a member during the Spring Semester, dues shall be pro-rated to $ for the remainder of the academic year.

ARTICLE IV: OFFICERS

Section 1: The officers shall be President, Vice President, Secretary, Treasurer, and a Student Bar Association (SBA) Representative. This group shall comprise the Executive Board.
Section 2: All of the above officers shall be elected by the general membership.
Section 3: In the event any office, except for the President, becomes vacant, a special election should be held at the next meeting of the general membership.
Section 4: Officers may only be removed from office by a 2/3rds vote of no confidence by the general membership.

ARTICLE V: DUTIES OF OFFICERS

Section 1: The President shall have all of the duties and powers assigned to him/her under Robert's Rules of Order.
(a) The President and the Treasurer shall both be responsible for signing all disbursements of funds.
(b) The President shall be responsible for agenda preparation; all agenda items must be submitted to the President at least 48 hours before a regularly scheduled meeting, except in an emergency.
(c) The President shall keep all permanent records.
(d) The President shall be in charge of developing social activities.
(e) The President shall have the power to appoint all committee chairpersons.

Section 2: The Vice President shall have all the duties and powers assigned to him/her under Robert's Rules of Order.
(a) In the absence of the President, the Vice President shall assume the duties of the President.
(b) In the event the office of President is vacated before the term of duty is completed, the Vice President shall assume the position of President until the next election.
(c) The primary duty of the Vice President shall be recruitment of new members.
(d) The Vice President shall be in charge of the coordination and preparation of social activities, fund raising, and general meetings.

Section 3: The Secretary shall:
(a) Be responsible for the minutes of the meeting of the general membership and those of the executive body.
(b) Print copies of the agenda or any correspondence for meetings at the request of the President.
(c) Inform the membership, and the OCU Law community at-large, of the scheduled meetings.
(d) Be responsible for collecting and distributing mail, and email.

Section 4: The Treasurer shall:
(a) Be responsible for preparation and presentation of the budget proposal to the Student Bar Association (“SBA”) and Student Senate in conjunction with the President.
(b) Be responsible for all the financial records.
(c) Be responsible for purchasing supplies necessary for maintaining the organization.
(e) Be responsible for coordinating fund raising activities in conjunction with the Vice President.
(f) Be responsible for balancing the budget.

Section 5: The SBA Representative shall:
(a) Be the liaison between the CLA, the SBA, and other OCU Student Organizations.
(b) Report to the general membership information received from the SBA, including projects and programs that facilitate the purpose of the organization, or OCU School of Law.

ARTICLE VI: ELECTION OF OFFICERS

Section 1: Nominations and Elections
(a) Nominations of all officers shall take place the third to last meeting of the semester. Each candidate shall be nominated by at least two active members.
(b) Elections of President, Vice President, Secretary, Treasurer, and the SBA Representative shall take place at the second to last meeting of Spring Semester. The Officers shall assume their positions immediately.
Section 2: Eligibility requirements for President, Vice President, Secretary, Treasurer, and SBA Representative are as follows:

a. The student must be an active member in accordance with Article III.

b. (Add more if Necessary)

Section 3: Each Active Member shall have one vote for the offices of President, Vice President, Secretary, Treasurer, and SBA Representative. The President shall only vote in the event of a tie. All voting shall be by secret ballot.

Section 4: There will be no voting by proxy except in cases of emergency (as defined by the Executive Board).

Section 5: In the election for officers, the winning candidate must have a majority of the votes to be declared elected. The President shall chair the election as he/she deems appropriate.

ARTICLE VII: MEETINGS

Section 1: The general membership shall meet at least once per month.

Section 2: The Executive Board shall meet separately from the general membership, at least once per month.

Section 3: The President shall decide the dates and times of meetings.

Section 4: A quorum shall consist of 5 members who are present at the beginning of each meeting.

Section 5: In all meetings of the Executive Board and the general membership, business shall be conducted according to Robert's Rules of Order.

ARTICLE VIII: AMENDMENT AND RATIFICATION

Section 1: Amendments to this constitution shall be ratified upon proper motion and approval by two-thirds of the general membership.

Section 2: The Executive Board shall have the power to amend the Constitution and By-Laws in order to correct typos and other similar errors.