The Constitution of The Pre-Law Club of Bakersfield College

I. Preamble

We, the members of the Pre Law Program do hereby establish this Constitution in order that our mission and purpose is realized to its fullest extent.

II. Name

1. Name

What is the exact title to be used in addressing this organization?
The name of the organization will be the Pre-Law Club.

III. Purpose

1. Mission Statement/Purpose

The Mission of the Pre-Law Club is to promote law-related activities for Pre-Law scholars. These activities include law school information sessions, campus visits to law school, statewide debate competitions, local internship opportunities, and social events.

2. Authority

1) Pre-Law Club will registered with the Office of Student Life in accordance with policies and procedures set forth to be a registered student organization at Bakersfield College within the Bakersfield College’s Office of Student Life. Pre-Law Club understands and is committed to fulfilling its responsibilities of abiding by Bakersfield College Student Government Association (BCSGA), the Office of Student Life, Bakersfield College, Kern Community College District’s policies, conditions, and procedures.

IV. Membership

1. General Membership

1) Pre-Law Club accepts all members of the Bakersfield College community that are enrolled in the Pre-Law Program.

2) There shall be no other requirements for admission to general membership. Each general member has equal rights and privileges.

3) The general membership will be responsible and strongly encouraged to attend Pre-Law Club meetings and events.

4) There shall be no required dues for any the general membership of the Pre-Law Club as the revenues are provided through fundraising and donations.

2. Active Members

1) Active Members shall be limited to students who are registered and enrolled at Bakersfield College as either full or part time students who are enrolled in the Pre-Law Program.

2) Any BC student from the General Membership who pays the Pre-Law Club annual due or signs the membership agreement form will be considered an Active Member of the StudOrg.

3) Pre-Law Club leadership positions and voting privileges shall be restricted to only Active Members.

3. Non-Discrimination Clause

Pre-Law Club complies with all federal laws, executive orders and state regulations pertaining thereto and does not discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.
4. **Anti-Bullying and Harassment Statement**
Pre-Law Club will not tolerate any form of bullying or hazing. Bullying and/or hazing encompasses any action or activity that does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; and/or which demeans, degrades, or disgraces any person regardless of location, intent, or consent of participants. In keeping with the commitment to a positive academic environment, the BC community is unconditionally opposed to any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Respect and cooperation among peers within registered of the Pre-Law Club is a guaranteed right that all students possess, regardless of race, religion, gender, sex, sexual orientation, accessibility, or national origin.

V. **Officers**

1. **Executive Board**
   1) The Pre-Law Club Executive Board is comprised of:
      a) President
      b) Vice President
      c) Secretary
      d) Treasurer
      e) ICC Rep
      f) Advisor
   2) The Pre-Law Club Executive Board is responsible for providing all aspects of leadership for the student organization and is responsible for their own actions as well as the actions of all student organization and members.
   3) Be a BC Student and Active Member of the Pre-Law Club

2. **President**
   1) The President is the primary student contact for the Pre-Law Club and the “external spokesperson” of the group who regularly interacts with other student organizations and College officials. The President is the liaison between the student organization and the advisor and other University or community contacts.
   2) The responsibilities of this position include but are not limited to:
      a) Providing guidance, direction, and support for the Pre-Law Club in pursuit of its goals and objectives
      b) Voting in cases where there is a tie
      c) Chairing all Pre-Law Club meetings
      d) Overseeing the process of student organization event planning
      e) Maintaining a current list of members of the Pre-Law Club officers, advisor and members
      f) Submitting all required paperwork for Pre-Law Club renewal
      g) Holding a minimum of two meetings for the general membership per semester
      h) Representing the Pre-Law Club at official functions
      i) Maintains contact with the Pre-Law Club advisor and the Office of Student Life

3. **Vice President**
   1) The Vice President should be the President’s “right hand person” and should maintain continuous contact with the President. The Vice President must be up-to-date on all student organization communication and events.
   2) The responsibilities of the Vice President include but are not limited to:
      a) Chairing Pre-Law Club meetings in the absence of the President
      b) Assisting the President with the oversight of the Pre-Law Club including fundraising, event planning, etc.
      c) Scheduling locations for meetings and events
      d) Planning New Officer’s orientation and organization retreats
      e) Obtaining appropriate facilities for Pre-Law Club activities
      f) Coordinating organizational recruitment efforts
      g) Maintains contact with the Pre-Law Club advisor and the Office of Student Life

4. **Treasurer**
   1) The Treasurer (chief financial officer) manages the financial matters of the Pre-Law Club. The treasurer should keep the officers and members informed about the student organization’s financial activities.
2) The responsibilities of the Treasurer include but are not limited to:
   a) Preparing the annual Pre-Law Club budget
   b) Monitoring the Pre-Law Club budget
   c) Tending to the status of all purchase requests
   d) Collecting funds and depositing to the Pre-Law Club Club Account
   e) Paying bills in a timely manner
   f) Keeping a record of all transactions, i.e. deposits, checks and adjusting entries
   g) Preparing monthly financial reports and documents to keep the Pre-Law Club membership informed about the Pre-Law Club financial situation
   h) Collect and maintain accurate information regarding membership dues or agreements
   i) Should be familiar with the SOF Conditions and Procedures
   j) Oversees all Pre-Law Club fundraising activities
   k) Maintains contact with the Pre-Law Club advisor and the Office of Student Life

5. Secretary
   1) The Secretary keeps the Pre-Law Club afloat and running efficiently. Record keeping and operational duties are vital. The Secretary works hand in hand with the other officers for the day-to-day needs of their Pre-Law Club.
   2) The responsibilities of the Secretary include but are not limited to:
      a) Taking minutes at every Pre-Law Club meeting
      b) Keep an accurate record of all proceedings of the Pre-Law Club meetings
      c) Maintaining the Pre-Law Club history for the academic year
      d) Assisting with Pre-Law Club projects where needed
      e) Maintaining Pre-Law Club overall communication, which may include emails, letters, phone calls, social media
      f) Maintain and update membership roster for the Pre-Law Club
      g) Be responsible for notifying all active members of all meetings
      h) Provide copies of the minutes of the previous meetings to all members present at each meeting
      i) Maintains contact with the Pre-Law Club advisor and the Office of Student Life

6. Inter-Council Council Representative
   1) The Inter-Council Council Representative (ICC Rep) is the main point of contact for the Pre-Law Club and BCSGA by attending bi-monthly meeting.
   2) The responsibilities of the ICC Rep include but are not limited to:
      a) Attend ICC meetings held by BCSGA
      b) Relate information from BCSGA back to the Pre-Law Club
      c) Maintains contact with the Pre-Law Club advisor and the Office of Student Life

7. Pre-Law Club Advisor
   1) The Pre-Law Club Advisor is chosen and approved by the members of the Pre-Law Club and confirmed by the Office of Student Life at Bakersfield College.
   2) Behind most successful student organizations is an effective advisor. The Pre-Law Club Advisor provides the organization with continuity from year to year by sharing Pre-Law Club history and assisting new officers during the transition process. The Pre-Law Club Advisor selected should be an individual who has a high level interest in the activity of the Pre-Law Club and preferably some experience or expertise in the area or activity. The Pre-Law Club Advisor is a vital link between the StudOrg and Bakersfield College, providing guidance and offering mature judgment and experience in program development.
   3) The responsibilities of the Pre-Law Club Advisor include but are not limited to:
      a) Attend monthly Pre-Law Club Advisor Round Discussions when possible
      b) Recognize and support participation in the StudOrg for its contribution to the educational and personal development of students within the higher education setting
      c) Provides continuity within the student organization and should be familiar with the Pre-Law Club history
      d) Be familiar with the Pre-Law Club’s constitution and bylaws and be prepared to assist the StudOrg Advisor’s Executive Board and other members with interpretation when necessary
      e) Be available during the development and coordination of programs for the Pre-Law Club. The StudOrg Advisor shall ensure the activities and undertakings of the Pre-Law Club are sound and reflect favorably on the College by offering suggestions or ideas for the group's discussion
f) Be aware of the goals and direction of the Pre-Law Club by attending Pre-Law Club meetings and consulting with the Executive Board. Pre-Law Club Advisor should monitor the Pre-Law Club Advisor’s progress toward predetermined organizational goals and objectives

g) Be aware of the general financial condition of the Pre-Law Club Advisor and encourage the keeping of good financial records

h) Assist the Pre-Law Club in complying with College policies and procedures. The Pre-Law Club Advisor needs to be aware of the Pre-Law Club conditions and procedures, the Student Code of Conduct, and the BC/KCCD Policies and procedures

i) Monitor group functions and encourage members to participate and maintain a balance between academic endeavors and co-curricular commitments

j) Assist in orienting new officers and developing the leadership skills of all members

k) Consult the Office of Student Life about organizational opportunities, plans or changes in Pre-Law Club status or a member’s status when appropriate

l) Attend most, if not all, Pre-Law Club meetings and events. While Pre-Law Club Advisor is not required to attend all meetings, they should meet with the club at least once a month and the Executive Board bi-weekly. Notes from these meetings should be placed in the club’s records

m) Continue the voluntary association of being the Pre-Law Club Advisor as long as both parties believe the relationship is productive and mutually satisfying

n) Refrain from managing the Pre-Law Club or completing the tasks assigned to the Pre-Law Club. The management of the Pre-Law Club is each member’s responsibility

o) Maintains contact with the Office of Student Life

VI. Operations

1. StudOrg Meetings

1) The Pre-Law Club shall meet at least twice a semester, beginning within two weeks of the start of the fall semester and continuing throughout the year at the same regularity so long as this Pre-Law Club continues to remain registered with the Office of Student Life.

2) The President, or designee, shall be responsible for requesting items to be placed on the agenda, developing the agenda of the meeting, and posting the agenda at least three (3) instructional days before the meeting is held.

3) The Secretary, or designee, shall be responsible for taking minutes and presenting them to the membership at the next scheduled meeting

4) All meetings will occur at the time selected and will follow the procedure set forth below:
   a) Attendance
   b) Report by the President
   c) Committee reports
   d) Vote on all committee motions and decisions
   e) Any other business put forward by the members of the club
   f) Dismissal by the President

2. Quorum

1) The number of individuals required to hold a bona fide meeting shall be a majority of the Active Members (meaning one more than half of the registered membership).

3. Parliamentary Procedures

1) The rules contained in the most recent version of Robert’s Rules of Order, Newly Revised shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

4. Standing Committees

1) The President shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization

2) The President shall appoint the chairpersons and members of all committees

3) The organization shall have the following standing committees:
Hospitality Committee: The task of this committee is to help new guests feel welcomed through friendly and authentically gracious service. Oversee the working of all hospitality program and member care. Coordinate the activities that involve hospitality. Be alert to the needs of the club membership and ways to serve those needs.

Nominating Committee: The task of this committee is to ratify appointed nominees for Committee Chair positions. A 2/3 vote is needed to ratify a nominee appointed by the President.

5. Executive Committee
1) The Executive Committee shall consist of the elected and appointed officers, with the StudOrg Advisor(s)
2) Pre-Law Club Advisor(s) serve as non-voting member(s)
3) The Executive Committee shall meet every two (2) weeks in the academic year.
4) Special meetings may be called by the President or a majority of the Executive Committee. All members must be given 24 hours’ notice of the meeting. A quorum shall consist of a majority of the Executive Committee members.
5) When necessary, Executive Committee business can be conducted via email or via online meetings, but all decisions and actions must be reflected within the next scheduled StudOrg meeting for verification.
6) The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.
7) The Executive Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the Active Members by a majority vote.

6. Voting
1) All official StudOrg decisions shall require a simple majority vote of the membership present at either a regular or called meeting provided a majority of the Active Members are present.
2) The exceptions of voting quorum are of impeachment votes which require a three-fourths vote plurality, and amendments which require two-thirds plurality

7. Election of Officers
1) All officers shall be elected by a majority vote of eligible Active Members of the Pre-Law Club.
2) All elections will be held on an annual basis during the month of May.
3) The Pre-Law Club Advisor will take nominations from the floor, the nomination process must be closed and the movement seconded.
4) The nominated parties will be allowed to vote.
5) All voting shall be done by secret ballot to be collected and tabulated by the StudOrg Advisor and one voting member appointed by an outgoing officer.
6) No officer may serve more than two consecutive terms.

8. Removal of Officers
1) Any officer in violation of the StudOrg’s purpose or constitution may be removed from office by the following process:
   a) A written request by at least three active members of the organization
   b) Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak
   c) Discussion by the membership in regular or called meeting where a majority of the active members are in attendance;
   d) Opportunity for the accused to testify and/or defend;
   e) Motion to impeach followed by a second; and
   f) Three-fourths voting plurality at said meeting in support of the impeachment.

9. Filing Vacancies
1) In the case where an officer’s position becomes vacant, then replacement shall be according to the normal procedure:
   a) Vacancy placement on the next agenda
   b) Nomination from the floor and
   c) Confirmation of position by majority vote
VII. Amendments

1. Amendments to the Constitution
   1) This Pre-Law Club constitution is binding to all members of the Pre-Law Club. But the constitution is not binding unto itself.
   2) Amendments to the constitution may be proposed in writing by any voting member at any meeting at which two-thirds (2/3) of the voting members is present.
   3) These amendments will be placed on the agenda for the next regular meeting of the executive council or other officer grouping.
   4) Proposed amendments will become effective following approval of two-thirds (2/3)-majority vote of Active Members.
   5) Amendments shall come from the floor at any regular or called meeting, provided a majority of the membership is in attendance.
   6) Amendments require:
      a) Motion
      b) Second
      c) Discussion
      d) Two-thirds voting plurality