



Pre-Law Association

Bylaws

As confirmed on November 28, 2016

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Article I: Name and Purpose of Organization

1. This organization shall henceforth be named the Pre-Law Association at University of California, Davis (PLA at UC Davis). For the remainder of this document Pre-Law Association at University of California, Davis shall be referred to as PLA.
2. The purpose of this organization is:
 - a. To help prospective law students make informed decisions regarding their postgraduate studies;
 - b. To provide said students with all available resources on campus, including, but not limited to, information about law-related organizations and events, as well as professional events on campus organized by PLA itself;
 - c. To foster a sense of community amongst prospective law students by hosting social, community-building events, in addition to the aforementioned professional events.

Article II: Executive Board Members

1. All voting Executive Board members shall each be responsible for:
 - a. Coordinating and leading a minimum of one event per quarter, unless otherwise determined by the board. Each event would entail following the directions as specified by the PLA Event Coordinating Guide;
 - b. Updating social media, including, but not limited to Facebook, with their respective event information, pending approval from the Social Media Director, Technology Director, or President;
 - c. Attending all board meetings. Failure to attend over half of a quarter's meetings without a legitimate excuse or 24 hour notice shall be cause for termination — see Article 2 Section 9;
 - d. Meeting publicity requirements, as determined by the Public Outreach Director;
 - e. Conducting a certain number of interviews per hiring cycle, as determined by the Vice President.
2. All Executive Board members shall be known as Event Coordinators, unless said members occupy another office within PLA.
3. Offices other than Event Coordinators of PLA consist of the following:
 - a. President, whose responsibilities include, but are not limited to:
 - i. Calling and presiding over all board meetings,
 - ii. Setting agendas for all board meetings,
 - iii. Ensuring that all board members fulfill their duties under the Bylaws,

- iv. Appointing an individual to record minutes of all board meetings,
 - v. Determining the yearly and quarterly schedules, including public events and board member events,
 - vi. Acting as the chief executive officer of PLA with authority to perform other functions and duties related to the executive position
 - vii. Registering and keeping track of PLA and its paperwork,
 - viii. Being solely responsible for collecting mail on a monthly basis from the Center for Student Involvement (CSI) Office,
 - ix. Appointing a Chief Finance Officer and Technology Director for the duration of said President's elected term,
 - x. Working with the Chief Finance Officer to set a quarterly budget,
 - xi. Taking any and all training modules deemed necessary for PLA by the University, excluding the Club Finance Council (CFC) training module,
 - xii. Issuing reimbursements in the event of the Chief Finance Officer's absence,
 - xiii. Serving as one of five members financially and legally responsible for PLA in the event of its bankruptcy or other legal complications;
- b. Vice President, whose responsibilities include, but are not limited to:
- i. Acting with the powers and responsibilities of the President in the event of the President's absence, as enumerated by, and only by, Article II, Paragraph 2, Clauses ai through avi,
 - ii. Assisting the President and other members of the board with administrative affairs, as determined at the President's discretion,
 - iii. Serving as one of two members who book rooms for meetings and events,
 - ~~iv.~~ Overseeing the hiring and training process for all new board members,
 - v. Appointing a Social Media Director and Public Outreach Director for the duration of said Vice President's elected term,
 - vi. Serving as one of five members financially and legally responsible for PLA in the event of its bankruptcy or other legal complications;
- c. Chief Finance Officer, whose responsibilities include, but are not limited to:
- i. Acting in the capacity of PLA's chief financial officer,
 - ii. Working with the President to set a quarterly budget, to be drafted one week prior to the first day of instruction of the quarter,
 - iii. Collecting any and all payments from students and other organizations,
 - iv. Issuing any and all reimbursements and securing receipts necessary for said reimbursements,

- v. Renewing the agency account through CSI, with assistance from the President,
- vi. Serving as one of five members financially and legally responsible for PLA in the event of its bankruptcy or other legal complications;
- d. Technology Director, whose responsibilities include, but are not limited to:
 - i. Maintaining and regularly updating the PLA website,
 - ii. Maintaining the PLA listserv, including, but not limited to:
 - 1. Managing subscribers,
 - 2. Replying to emails,
 - iii. Working with the Social Media Director to issue regular email newsletters through said listserv, at a rate agreed upon by all board members,
 - iv. Tracking and announcing VIP membership,
 - v. Maintaining any and all lists for company discounts;
- e. Social Media Director, whose responsibilities include, but are not limited to:
 - i. Maintaining all PLA social media through:
 - 1. Assisting event coordinators with event page creation,
 - 2. Posting relevant articles and events from partner associations,
 - ii. Writing the regular email newsletters for the PLA listserv and working with the Technology Director to distribute them,
 - iii. Contacting relevant organizations and departments to publicize all events;
- f. Public Outreach Director, whose responsibilities include, but are not limited to:
 - i. Creating and printing flyers for all events,
 - ii. Coordinating tabling and chalking efforts for general recruitment and events by:
 - 1. Booking tables through Conference and Event Services,
 - 2. Preparing tabling materials (i.e. flyers, banners, sign up sheets),
 - 3. Issuing sign ups to board and VIP members;
- g. Senior Advisor, a non-voting board member who must be a former PLA President or Vice President, whose responsibilities include, but are not limited to:
 - i. Attending at least 1 PLA event per quarter,
 - ii. Attending PLA board meetings when called upon by a majority of voting members,
 - iii. Maintaining contact with other PLA board members in order to give advice when called upon.

4. All Board Member offices, with the exception of Senior Advisor and Event Coordinator, shall be held by a maximum of one person at any given time, for the duration of a normal academic year, unless appointed by the Board, through simple majority vote of all board members, to fulfill a vacant office, with the President serving as the appointer in the event of a tie.
5. Hiring of board members must adhere to the following rules:
 - a. The Vice President shall oversee the hiring process and carry out or delegate the following tasks:
 - i. Promoting applications amongst appropriate communities,
 - ii. Determining the interviewing schedule,
 - iii. Determining the minimum amount of interviews each board member must be present for,
 - iv. Deciding upon the number of applicants PLA will take each hiring cycle;
 - b. All hirings must take place during a hiring cycle, which can be called into action by a simple majority vote of the Board at any time during the academic year, excluding finals week of Fall, Winter, and Spring quarter;
 - c. Any and all students in good academic standing shall be allowed to apply through an online application;
 - d. The President, Vice President, Treasurer, and another Board member, determined by a simple majority vote of the remaining members of the board, will have sole discretion in choosing which applicants to grant interviews to;
 - e. Board members present for an applicant's interview will be given up to 2 votes either for or against said individual; board members not present for said applicant's interview will be given up to 1 vote either for or against said individual;
 - f. Applicants with the highest number of votes will be taken as board members.
6. The onboarding process for newly hired board members, shall include, but not be limited to:
 - a. A quarter long shadowing process, during which each new member is assigned a veteran board member to work with;
 - b. A training session hosted by the President, or their designee, for all new members, which will address the following topics:
 - i. Bylaw overview,
 - ii. Google Drive walkthrough,
 - iii. Any other administrative business, as deemed necessary by the President.

7. The offices of President and Vice President shall be determined in a single transferrable vote system (otherwise known as ranked-choice) election during the last PLA meeting of Winter quarter and must adhere to the following rules:
 - a. All board members in good academic standing will be eligible to run for the offices of President and Vice President;
 - b. All board members may nominate any board member in good academic standing, including themselves, to run for President or Vice President;
 - c. The nominee must accept the nomination in order to be officially placed on the ballot;
 - d. Each board member, including those running for office, will receive one ballot;
 - e. All candidates will be allotted a speaking time of up to 3 minutes, prior to voting, to be used at their discretion;
 - f. In the event of a tie in a race with more than two candidates, the board members will be allowed to recast their votes for the top two candidates;
 - g. In the event of a tie in a race with two candidates, the board members will be allowed to recast their votes;
 - h. In the event of a sustained tie, only the President, Vice President, and Chief Finance Officer will recast their votes and this will determine the winner of the office;
 - i. Anyone who has formerly held the office of PLA President will not be eligible for reelection in any elected office. However, at their own discretion, an individual who has formerly held the office of PLA President or Vice President, and only an individual who has formerly held the office of PLA President or Vice President, may choose to become a Senior Advisor.
8. Termination of board members must adhere to the following rules:
 - a. A termination meeting will be called into action, if and only if, at least one-half of the board or in the event of an odd-number board, one member less than half of the board, submits a written notice to the President, or the Vice President if the President is being called into question, calling for a meeting, specifying the individual whom they wish to call into question;
 - b. The President, or Vice President, in the case of the President's termination, will choose a meeting time at which the member in question and no less than one-half of the board shall be available to attend;
 - c. The member in question will be given a minimum of a 3 minute speaking time to plead their case;
 - d. The member will be subject to a maximum of a 30 minute question and answer period from the remaining members of the board;

- e. At the end of the termination meeting, the member will be terminated, if and only if, a two-thirds majority of the board members in attendance, not including the member in question, votes for their termination.
9. Resignation of a member of the board must adhere to the following rules:
 - a. The member wishing to resign will submit a formal letter of resignation to the remaining members of the board, giving an explanation for their departure;
 - b. The President must sign the outgoing member's formal letter of resignation. If the President wishes to resign, the Vice President will sign their letter of resignation.

Article III: Membership and Events

1. As per Article I, in order to foster a sense of inclusivity and pre-law community, PLA will have no formal membership. Instead, all public events and LSAT company discounts will be open to the UC Davis community at large.
2. However, individuals who attend 3 or more events in any given quarter may qualify for PLA V.I.P. status, provided that they volunteer for 2 publicity or staffing hours per subsequent quarter to maintain said membership. PLA V.I.P. status allows students to:
 - a. List PLA membership on their resume;
 - b. Purchase PLA merchandise.
3. While board members can reserve the right to ask students to leave the premises if they are being disruptive, rude, or not following established rules, no student may be denied entry to an event or asked to leave on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, service in the uniformed services, or the intersection of any of these factors, as per the UC Principles Against Intolerance.
4. PLA will host or staff at least 3 public events during each quarter of the academic year, including, but not limited to, workshops, showcases, conferences, luncheons, and socials.

Article IV: Dissolution

1. In the event that PLA is unable to continue carrying out its purpose and adequately fulfilling its duties to the pre-law community and the board members unanimously vote to dissolve, PLA shall effectively be dissolved. In the event of the dissolution of

PLA, all privately obtained funds shall be donated to a nonprofit organization of the board members' choice through majority vote.

Article V: Amendments

1. Bylaw meetings must adhere to the following rules:
 - a. During one meeting of fall and spring quarter of the academic year, on a date determined by the President and announced at least 1 week prior to said date, the board must hold a bylaw meeting;
 - b. Any additional bylaw meeting can be called for by a simple majority vote of the board;
 - c. In order for a bylaw meeting to be called to order, two-thirds of the entire board must be present;
 - d. The board must collectively read through the bylaws, in their entirety, over the course of the meeting;
 - e. Any member of the board may submit an amendment for consideration during the bylaw meeting.
2. Any amendments, additions, and/or deletions shall be adopted after, and only after, a two-thirds majority vote from all board members present at the amendment meeting.
3. Following the adoption of the amendments into the working document and approval of the board, the title page must be updated to reflect the last amended date and the document shall be saved in PDF form to the Google Drive and titled, "PLA Bylaws Month Day, Year." At no point, other than in the event of the dissolution of PLA, should the Bylaw Working Document be deleted.

Article VI: Ratification

1. The ratification and establishment of these bylaws requires a unanimous vote from the PLA board.
2. Done in convention by the unanimous consent of the PLA board on the Fourteenth day of April in the year Two Thousand and Sixteen.