

THE LAW SOCIAL AT UC SAN DIEGO CONSTITUTION - 2024-2025 ACADEMIC YEAR

ARTICLE I. NAME OF ORGANIZATION

The organization will be called The Law Social at UC San Diego.

ARTICLE II. STATEMENT OF PURPOSE

The Law Social at UC San Diego strives to create an environment for Pre-Law students to network and learn more about the field they are going into. We aim to achieve our goals by hosting weekly meetings and social events, bringing in legal professionals as speakers to discuss their specialty law and experiences in their firms, and overall creating a welcoming and inclusive environment where students can be comfortable communicating with each other. Overall, we hope that by the end of their time in this organization, students will have made meaningful connections that will last them throughout their time at UCSD and gained valuable information about the legal field.

ARTICLE III. NONPROFIT STATEMENT

The Law Social at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

Anyone registered as a student at UC San Diego is eligible to become a member of The Law Social. All members must fill out at least one attendance form to be listed on our roster, be a part of our weekly newsletter, attend the majority of our quarterly general body meetings, and pay our membership dues. Membership dues will be collected once a year and can be paid at any time during the year. Members are only allowed 2 absences per quarter.

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

The Law Social will convene at least once per week every quarter. Students will be required to attend at least one meeting per quarter in order to be eligible for membership. Minutes will not be taken for the meeting but slides will be posted after each meeting to the organization's discord for all to access.

Officer meetings will be held weekly throughout the quarter. At least 7 meetings should be held throughout the quarter. Minutes will be taken by the Secretary for these meetings.

ARTICLE VI. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers. Any individuals interested in a board officer position must be a registered member of UC San Diego and an active member. New positions can be created but must be approved by the President. At the end of the school year elections will be held in order to reselect board members. Officers will serve for a full year (3 whole quarters). For a board member to maintain their position, they must run for it again.

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Any officer who does not uphold the duties and responsibilities associated with their position and with the organization will be relieved of office. This will be executed by a board majority vote. To vote, all board members must be present and in agreement with the stipulations brought forth against the accused officer.

President

- *Is responsible for all initial communication between the organization and the organization's collaborators (guest speakers, club advisor, UCSD faculty, volunteering organizations, etc.)*
- *Helps create presentations for general body meetings*
- *Sets up weekly board meetings*
- *Hosts and leads weekly board meetings*
- *Helps facilitate communication between officers*
- *Designates responsibilities for each position*
- *Must help plan and execute all events within the organization*

Vice President

- *Responsible for the duties of the President in case of absence*
- *Recruits new members*
- *Organizes an end of year celebration*
- *Aids in the creation of weekly meeting slides*
- *Assists all other board members with their duties*
- *Coordinates with President on the creation of board bonding activities*
- *Attends all meetings*

Secretary

- *Obtains appropriate facilities for organization activities (including permission for events/trips)*
- *Keeps a record of all members of the organization*
- *Prepares an agenda with the President for all meetings*
- *Prepares organization's calendar of events*
- *Keeps the organization informed of both organizational and university business*
- *Keeps and distributes minutes of each meeting of the organization*
- *Maintains attendance at all meetings*
- *Aids in the creation of weekly meeting slides*
- *Creates polls to decide weekly activities*

Treasurer

- *Pays organization bills*
- *Collects and keeps a record of all dues*
- *Collects and keeps a record of all financial transactions and manages an annual budget*
- *Prepares all budget requests for funds*
- *Prepares and submits financial reports to the members*

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- *Provides advisor with a summary of financial records at the end of the academic year*
- *Prepares purchase orders, requisition forms, or supply requests*
- *Coordinates fundraising events with Public Relations Manager and Secretary*
- *Aids in the creation of weekly meeting slides*

Public Relations Manager

- *Works very closely with the Social Media Manager*
- *Responsible for organizing events on campus*
- *Responsible for creating connections between the organization and different law firms*
- *Responsible for organizing trips*
- *Responsible for finding internship and volunteering opportunities for students*
- *Aids in the creation of weekly meeting slides*

Social Media Manager

- *Works very closely with the Public Relations Manager*
- *Notifies members of meetings*
- *Creates posts for the organization on Instagram*
- *Creates stories for the organization on Instagram*
- *Creates fliers for the organization and posts them throughout campus*
- *Responsible for spreading word of the organization*
- *Runs the organization's discord and frequently updates/manages it*
- *Takes photos for social media during meetings*
- *Responsible for the organization's newsletter*
- *Aids in the creation of weekly meeting slides*

ARTICLE VII. RISK MANAGEMENT

The Law Social at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

The Law Social at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

ARTICLE VIII. HAZING PREVENTION

The Law Social does not condone hazing of any kind. We will educate our members on what hazing is, how to identify it, and how to report/prevent it. We understand the repercussions that our organization will face if hazing is found to have happened.

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ARTICLE IX. COMMUNITY MENTOR

The community mentor is selected based on their knowledge on law/pre-law and their knowledge/access to on campus resources. The community mentor must be a current UCSD staff or faculty member. The community mentor will serve as an advisor for the board and provide them helpful information regarding campus resources, external resources, and networking opportunities. They will serve until they formally withdraw from their position. If that occurs, a new mentor will be selected by the organization's board.

ARTICLE X. FINANCIAL MANAGEMENT

Our organization will finance its activities through membership fees and fundraisers held throughout the year. These fundraisers will mostly be tailored to the organization's purpose and contain social and law related events. All financial responsibilities will be handled by the Treasurer. This includes an off campus bank account that will contain all financial contributions to the organization. The Law Social at UC San Diego plans on submitting a budget to the A.S. finance committee quarterly.