

# HARVARD COLLEGE LAW SOCIETY

## CONSTITUTION

### **Article I. Name**

The name of the organization shall be the Harvard College Law Society (hereafter "the society").

### **Article II. Purpose**

The Harvard College Law Society is dedicated to providing Harvard College undergraduates with an opportunity to learn about the field of law and the career options it provides. The society will seek to promote greater awareness and understanding of these opportunities within the field of law by appropriate means such as publications, meetings, seminars, and other educational events. By working with other law-related student organizations on campus, we hope to establish a support infrastructure for pre-law students at Harvard College.

### **Article III. Organizational Structure**

1. The organization shall consist of the following committees: finance, advising and mentorship, law school and admission, law journal, career and internships, law exploration, and speaker series.
  - a. Additional committees may be added as needed by a majority vote of a quorum of the members of the society and with approval of the Executive Board by a majority vote.
    - i. As such, Article III, Section 1 of the Constitution may be amended by the above procedure without following the standard amendment procedure in Article VIII.
2. Each committee, with the exception of the law journal, shall have no less than two and no more than twenty (20) members. The law journal committee may have up to one hundred (100) members and requires a minimum of ten members to maintain committee status.
3. Each committee will have a chairperson who will oversee and direct the activities of the respective group.
  - a. With the exception of the law journal committee, each chairperson may appoint up to two (2) additional officers within each committee. The law journal committee chair may appoint up to ten (10) additional officers.
    - i. Appointed committee officers are not classified as officers of the group, and as such are not members of the Executive Board.
  - b. Each chairperson will be elected according to the regulations delineated in Article VI.
  - c. The term of a chairperson shall not exceed one year without reelection. Chairpersons may be reelected no more than three times, and may thus serve a maximum of four years.
4. The chairpersons of each committee will serve on an Executive Board for the society, which will also consist of a president, vice-president, secretary, and treasurer, in addition to any special appointed or elected officers (see Article V).
  - a. A chairperson will serve on the Executive Board throughout the duration as his or her term as a committee chair
  - b. Each chairperson will be responsible for the performance of his or her committee.
  - c. The chairperson of the finance committee will serve as the Treasurer for the Executive Board.
  - d. The chairperson of the law journal committee will serve as the publication's Editor-In-Chief.

#### **Article IV. Membership and Participation**

1. Membership in this organization shall be open to all students in good standing currently enrolled in Harvard College, regardless of race, creed, color, sex, sexual orientation, or physical disability.
2. Membership in this organization requires active participation in at least one committee at all times, except when the University is not in session (including, for instance, summer vacation).
  - a. Active participation is to be determined by the committee chairperson.
  - b. If a member is inactive, the chairman may petition for the expulsion of said member (see Article IV, Section 3).
3. Membership can be terminated if the committee chair determines a member has been inactive for a period no less than two months or if a member's actions jeopardize the society or its mission.
  - a. A member will never be expelled without a two-week warning and thorough discussion.
  - b. Final expulsion is subject to approval by the president and vice-president and the committee chair.
    - i. Any member may appeal his or her expulsion before the Executive Board by submitting an appeal in writing to any Executive Board member. The Executive Board must grant the member a hearing before a quorum (defined in Article VII) of Executive Board members. Termination of membership requires a two-thirds supermajority.
  - c. Membership will never be terminated for any reason other than inactivity or poor conduct. Personal disagreements, conflicts of interests, differing opinions, or any other prejudice will not be tolerated as grounds for expulsion.
4. All members are fiscally responsible for the solvency of the society.
  - a. Dues may be required when necessary and shall be designated by the executive committee.
    - i. A two-thirds supermajority vote of the Executive Board is required to collect dues.
  - b. Dues may not exceed \$20 per semester, and are encouraged to remain below \$5 a semester at all times.
  - c. Fees may be collected on an ad-hoc basis to cover events planned by the board. These fees require a majority vote by a quorum of members.
    - i. Any fee required for an event may be waived by the executive board on an individual basis to individuals with a financial hardship.
    - ii. The fee can be made mandatory to participate in said event, but all members have the option to bypass the event and waive the fee.
5. Any member may resign at any time by filing a written resignation with the Secretary.
6. Participation in panels, career fairs, events, and discussions will be open to all individuals affiliated with Harvard University, including Law School students and alumni.
7. Any individual affiliated with Harvard University may be on the mailing list for the organization
8. All individuals affiliated with Harvard University are encouraged to use the society, its members, documents, and webpage as a resource for exploration in the field of law.

#### **Article V. Officers**

1. The officers of the group shall consist of a President, Vice-president, Secretary, Treasurer, and each committee chair, as well as any additional officers as designated by the group.
  - a. Committee officers other than the chair who may have been appointed or elected within a committee are not classified as officers for the organization as a whole.
2. All officers shall be registered undergraduates in Harvard College.

3. The officers shall comprise the Executive Board, as discussed in Article III.
4. The President shall be the chief executive officer of the group and shall have general supervision and control of its activities and programs. The President shall lead all full board and Executive Board meetings. The President shall also have the power to veto any action or decision of the group
  - a. A presidential veto may be overruled by a two-thirds supermajority vote of a quorum of official members.
5. The Vice-president shall assist the President and assume his or her duties when the President is unable to serve.
6. The Secretary is responsible for maintaining records, taking minutes at each meeting, and distributing all necessary documents. The Secretary is generally the contact person for many registrations, and as such must be capable of sorting through large quantities of email.
7. The chairman of the Finance Committee shall serve as the Treasurer. The Treasurer shall have general charge of the financial affairs of the group, subject to the approval of the President. He or she must keep accurate records of these affairs. The Treasurer is responsible for ensuring compliance with University guidelines and regulations and with any applicable laws governing club finances, and assumes all responsibility and liability for accounting or other reporting errors.
8. The President may appoint special officers to the Executive Board on an ad-hoc basis subject to the approval of the Executive Board.
  - a. Appointed members may serve a maximum of one year on the Executive Board without election.
    - i. No position (regardless of the occupant) may remain on the Executive Board without election for more than fourteen (14) months.
      1. To continue for a longer duration, the position must be added to the Executive Board by a two-thirds vote of the Executive Board.
        - a. The individual must then be elected to the position by a majority vote of the entire society.
  - b. All Presidential appointments require a majority vote of the Executive Board unless otherwise specified.

#### **Article VI. Elections and Terms**

1. Officers shall be elected annually by a quorum of the members of the society.
2. Elections shall be held during the first two months of the school year, not to be held later than Thanksgiving Break.
3. The term of office shall start immediately upon the adjournment of the current meeting and shall terminate during the next year's election.
  - a. If an officer cannot finish his or her term (due to graduation, study abroad, or other leave of absence), the position may be temporarily filled by appointment, election, or left vacant at the discretion of the Executive Committee.
4. An elected officer may serve no more than fourteen (14) months without reelection.
  - a. In the case of extenuating circumstances, the Executive Board may extend the term of any officer by no more than one additional semester. This requires a two-thirds supermajority vote of the Executive Board. To extend beyond one semester requires a majority vote of the full society.
5. Any undergraduate member of the society in good standing may be nominated for election.

6. Nominations shall be filed in writing with the Secretary at least one week before the date appointed for elections. All members shall have one vote by secret ballot. Members may vote by written proxy if necessary. The Secretary shall be responsible for informing all members of the election date and candidates.
  - a. In special circumstances, the one-week notification requirement can be waived by the Executive Board on a case-by-case basis.
7. Candidates will be required to give formal speeches for each position. The President shall have a maximum time limit of four (4) minutes, the Vice President, Secretary, and Treasurer a limit of three (3) minutes, and the other committee chairs a maximum of two (2) minutes.
  - a. The order of the elections shall be: President, Vice-President, Secretary, Treasurer, any additional executive board positions, and followed by the chair positions for each committee in an order to be determined by the acting President.
8. Following speeches, a maximum of three (3) minutes is allotted per candidate for questions. This time shall be pooled together, and members may question all candidates.
  - a. In most cases, all candidates must answer the same question. The order of answering questions shall begin opposite of speaking order and shall cycle through with each person moving up one position and the first moving to the end.
  - b. If the record, plan, or position of a specific candidate is in question, members may directly question said individual for a maximum of two minutes after the speech.
  - c. The Acting President shall have discretion in question appropriateness.

#### **Article VII. Meetings**

1. Meetings of the group shall be held on a regular basis for the purpose of determining policy, activities, programs, and other business. Special meetings of the group may be called by the President or by petition signed by at least one-third of the group.
  - a. Members may also that a meeting be called by contacting the President or Vice-President.
2. Individual committees may meet as needed, to be determined by the committee chairperson.
  - a. Individual committee meetings must follow the same guidelines as full meetings, including agendas and minutes.
  - b. Committees are required to meet at least once a month.
3. The agenda is to be set by the President.
  - a. The President is required to add any reasonable item to the agenda requested by any member of the board.
4. Official action (by vote) may only be taken on items delineated in the published agenda. The agenda must be made public on the website or via email to all members at least 24 hours prior to the meeting.
5. A simple majority (one more than half) of the group shall constitute a quorum. The group is defined in this case as the voting body. An Executive Board vote requires a quorum of executive members, a committee meeting requires a quorum of committee members, and so on.
  - a. Quorums are NOT required to hold a meeting, only to take official action by vote.
6. The President shall chair all meetings. In the President's absence, the Vice President shall chair.
  - a. If both the President and Vice-President are unavailable, the Secretary shall run the meetings, and then the Treasurer. If all four executive officers are unavailable, a full board or executive meeting cannot be held.

7. Notice of regular and special meetings shall be communicated to all members of the group by the Secretary.
8. All members shall have one vote with respect to any resolutions put forward during a meeting. Members may vote by written proxy if necessary.
9. All actions, resolutions, and other votes require a motion by a member and a second by a member. All such actions, resolutions, and votes require a standard majority vote of the body in attendance unless otherwise specified.

**Article VIII. Amendments and Approval**

1. This constitution must initially
2. This constitution may be amended by a two-thirds majority vote of the group.
3. Any amendment must have a sponsor, at least one co-sponsor, and a signed petition with signatures of at least one-third of the society or the approval of the President. At least one sponsor or co-sponsor must be a member of the Executive Board.
  - a. Alternatively, the President may move for an amendment without petition. Such an amendment also requires a two-thirds majority.
4. Proposals shall be filed in writing with the President prior to a meeting, so that the group may debate the proposal. Amendments may be voted on at regular or special meetings.

Approved this 15<sup>th</sup> day of September 2005 by unanimous vote of the members of the Harvard College Law Society.

Signed,



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Greg D. Bybee  
President