

**CONSTITUTION AND BYLAWS
OF
THE ANDREWS UNIVERSITY PRE-LAW SOCIETY**

PREAMBLE

We the students of Andrews University, in order to promote academic excellence, cultivate an atmosphere of intellectual curiosity and rigor, provide for leadership opportunity and growth, foster a commitment to justice, and encourage a lifetime commitment to learning, integrity, humility and service, do hereby ordain and establish this Constitution.

**ARTICLE I
NAME OF THE SOCIETY**

The name of this society shall be the Andrews University Pre-Law Society (hereinafter, the “Society”).

**ARTICLE II
PURPOSE OF THE SOCIETY**

The purpose of the Society shall be to promote an understanding of the law, the legal system and the legal profession; to examine the law within a context of Christian philosophy; to assist its Fellows and Members in exploring the option of a career in the legal profession; to prepare pre-law students for the study of law; and to recognize and encourage scholarship and leadership among pre-law students.

**ARTICLE III
MEMBERSHIP**

Section 1. Types of Membership. The Society shall consist of two types of members: Fellows and Members (when Fellows and Members are combined into one group in this document, it shall be referred to as the “Membership”).

Section 2. Fellows. To be a Fellow, a candidate must: apply to become a Fellow; meet the initial eligibility requirements; be elected as a Fellow; and remain in good standing.

- A. Application. A candidate must submit an application to the Society’s Secretary or Sponsor. The details and procedures of the application process will be determined by the Society’s Executive Committee.

- B. Eligibility. To be eligible to become a Fellow, a candidate must:
- i. Be a currently enrolled student at Andrews University;
 - ii. Have a cumulative undergraduate GPA of 3.33 or higher or, have a cumulative graduate GPA of 3.50 or higher, or, if becoming a Fellow in her or his first year of college, a high school GPA of 3.50 (on a 4.0 scale) or higher.
 - iii. Be a person of integrity and good character.
- C. Election. After submitting an application and satisfying the eligibility requirements, a candidate must be: (a) recommended for election by the Society's Executive Committee and/or Sponsor and (b) elected by a vote of at least two-thirds (2/3) of current Fellows.
- D. Good Standing. To remain a Fellow, an individual must:
- i. Maintain a minimum cumulative undergraduate GPA of 3.33 or a cumulative graduate GPA of 3.50; if a Fellow's GPA slips below the above-stated minimum standards, the Fellow will have one academic term in which to raise the appropriate cumulative GPA above the required minimum in order to remain a Fellow.
 - ii. Keep current with applicable Society dues, in accordance with Article VII, Section 1.
 - iii. Conduct her/himself as a person of integrity and good character.
 - iv. Be a currently enrolled student in good standing with the University.
 - v. Meet the service requirement established by the Executive Committee.
 - vi. Demonstrate a level of commitment to the Society; e.g., through attendance at Society meetings.

Section 3. Members. To be a Member, a candidate must: seek membership; meet the initial eligibility requirements; and remain in good standing.

- A. Eligibility. To be eligible to become a Member, a candidate must:
 - i. Be a currently enrolled student at Andrews University; and
 - ii. Be interested in the law, the legal system and/or the purposes of the Society.
- B. Good Standing. To remain a Member, an individual must:
 - i. Keep current with applicable Society dues, in accordance with Article VII, Section 1.
 - ii. Be a currently enrolled student in good standing with the University.

Section 4. Honorary Fellows. A person who, in the opinion of the Society, has rendered distinguished service to the Society, the University, and/or the community, consistent with the purposes and ideals of the Society, may be designated as an Honorary Fellow. This honorary designation shall be conferred at the discretion of the Executive Committee. Nominations for honorary designations may be made to the Executive Committee by any Fellow or Member.

ARTICLE IV OFFICERS

Section 1. Officers. The officers of the Society shall consist of a President, Vice-President, Secretary, Treasurer and Communications Director. No individual may hold more than one office at any one time.

Section 2. Terms of Office. Each of the officers will serve a one-year term, beginning on the second Monday of May immediately following elections and ending on the day before the second Monday of May in the subsequent year, unless an officer is removed from office consistent with Section 5, below.

Section 3. Election to Office. Elections for officers of the Society shall be held in April of each year. A simple majority vote of the current Membership shall be necessary to elect each officer.

Section 4. Qualifications to Hold Office. Any Fellow shall be eligible to hold the office of President or Vice President. Any Fellow or Member shall be eligible to hold the office of Secretary, Treasurer or Communications Director.

Section 5. Removal from Office. An officer is automatically removed from office if she or he (i) loses the status of Fellow or Member which qualified her or him for office and/or (ii) either fails to attend three consecutive Executive Committee meetings or fails to attend at least two-thirds (2/3) of the scheduled Executive Committee meetings in

any given academic term. An officer also will be removed from office if three-fourths (3/4) of the Membership sign a petition that any such officer be removed.

Section 6. Succession. If for any reason the Office of President should become vacant, the Vice-President shall become President. If for any reason an office other than President should become vacant, the Executive Committee shall appoint a successor to serve the remainder of the vacated term of office.

Section 7. Duties of Officers.

A. The President of the Society shall:

- a. preside over all meetings of the general membership;
- b. serve as chair of the Executive Committee and preside over all of its meetings;
- c. act as spokesperson for the Society; and
- d. confer regularly with the Society's Sponsor(s).

B. The Vice-President of the Society shall:

- a. assist in any and all of the duties of the President; and
- b. in the event the President is unable to perform his or her assigned duties, act in the capacity of President until such time as the President is able to resume her or his duties..

C. The Secretary of the Society shall:

- a. be responsible for recording the minutes of all meetings of the Society;
- b. be responsible for all communications with the Executive Committee;
- c. maintain and update the membership roster;
- d. take roll call at all meetings of the Society;
- e. provide the Membership with notification of all meetings; and
- f. hold the constitution and by-laws of the Society for referral.

D. The Treasurer of the Society shall:

- a. be responsible for all funds of the Society;
- b. plan, organize and implement all fund raising activities;
- c. collect membership dues;
- d. deposit promptly in the appropriate university office all monies collected;
- e. keep records of all transactions; and
- f. prepare and distribute financial reports upon request of the Executive Committee and/or Sponsor.

E. The Communications Director of the Society shall:

- a. plan, organize and implement all internal and external communications of the Society, including mailings/e-mailings to the Membership;
- b. be responsible for producing the Society's newsletter;
- c. be responsible for maintaining and updating the Society's bulletin board, web page and/or other communications devices;
- d. be responsible for advertising and promotion; and
- e. be responsible for other special communications activities.

ARTICLE V EXECUTIVE COMMITTEE

Section 1. Composition of Executive Committee. The Executive Committee of the Society shall consist of the President, Vice-President, Secretary, Treasurer and Communications Director.

Section 2. Term of Executive Committee Members. Each member of the Executive Committee shall serve on the Committee for the full term of her elected office.

Section 3. Meetings of the Executive Committee. The Executive Committee shall meet as needed to fulfill its duties. It is expected that the Executive Committee will meet at least twice during each full month of the academic calendar. At least three (3) members of the Executive Committee must be present, whether in person or by other means, to establish a quorum and transaction business. The Society's Sponsor shall be a non-voting invitee to every meeting of the Executive Committee.

Section 4. Duties of the Executive Committee. The Executive Committee shall be responsible for: the conduct of the Society's business; planning, organizing and

implementing all Society activities; approving the budget; appointing any special committees; and other duties designated in this Constitution and By-Laws.

ARTICLE VI GENERAL MEETINGS AND PROCEDURES

Section 1. Meetings. There shall be meetings of the Society as deemed necessary to conduct the business of the Society. It is expected that the Membership will meet, either for a general meeting or other Society activity, at least once during each full month of the academic calendar.

Section 2. Quorum. At least nine (9) Fellows and/or Members present at any meeting shall constitute a quorum for the transaction of Society business

Section 3. Voting. Each Fellow and Member shall be entitled to cast one vote at Society meetings. Honorary Fellows and/or the Sponsor(s) do not have a vote.

ARTICLE VII FINANCE

Section 1. Dues. The amount of dues shall be set by the Executive Committee and required of each Fellow and Member. Dues amounts for Fellows and Members may differ. Dues shall not be collected from Honorary Fellows. Dues will not be refunded to individuals who lose their status/membership in the Society, whether that loss is temporary or permanent.

Section 2. Expenditure of Funds. All dues, fees, donations, grants, and other types of financial income shall be expended for the purposes of the Society

ARTICLE VIII AMENDMENTS

The Constitution and Bylaws of the Society may be amended at any time in the following manner:

A. A written amendment shall be submitted to the Executive Committee at least ten (10) days prior to the next general membership meeting.

B. The amendment shall then be presented at the following general membership meeting for discussion and possible approval. Approval shall require a two-thirds (2/3) vote of the Membership present at the general membership meeting.

C. After approval, the amendment shall be added to the Constitution.