



McGEORGE WOMEN'S CAUCUS CONSTITUTION

As amended Spring 2013

I. Purpose

The purposes of the McGeorge Women's Caucus are to promote the interests of women engaged in the study of law and to encourage the entry of women into the profession. The Caucus shall function as a collective such that all members have an equal opportunity to participate, assume responsibility, and develop their leadership potential.

II. Meetings

Meetings are open to the public.

III. Dues

Yearly dues of an amount to be determined by the Caucus will be due from the membership at the beginning of each academic year.

IV. Voting Rights

Voting rights are conferred only on members whose dues are fully paid.

V. Organization

The Caucus shall have the following representatives who shall be elected by the voting members of the Caucus at the final general meeting of the spring quarter. All representatives must be dues paying members. Voting shall be performed by secret ballot. A simple majority vote shall be sufficient for election. In case of a tie vote, a coin toss will be used to decide the outcome.

A. The President The duties of the President include but are not limited to:

1. acting as the Official representative of the Caucus;



2. leading Board meetings and moderating general meetings.
3. coordinating networking events and activities; and
4. conducting community outreach.

B. Vice President The duties of the Vice President include, but are not limited to

1. assuming the President's duties in such member's absence;
2. planning social activities;
3. coordinating educational discussions;
4. organizing volunteer opportunities.

C. Representatives Three representatives shall be elected; both the Day and Evening programs must be represented. The duties of the Representatives include, but are not limited to:

1. publicizing information about club activities including
 - i. taking pictures of club events and activities for use for use on on TWEN, Facebook, at orientation, and in publications
 - ii. posting notices of meetings in appropriate places;
2. coordinating committee activities through the Board (Article VI.A.) including
 - i. keeping current master lists of committee membership;
 - ii. checking on progress of committees' activities.
 - iii. acting as the primary liaison between committee chairs and Board.

D. Treasurer The duties of the Treasurer include, but are not limited to:

1. keeping records of Caucus' finances and dues paid;



status at

Student Bar

2. making monthly reports of financial

each general meeting;

3. making annual budget requests to

Association;

4. making annual requests of the Administration for Conference subsidies.

5. preparing the proposed annual budget and tracking actual expenses.

E. Secretary A student from the in-coming first year class shall be elected by the voting members of the Caucus at the first general meeting at the beginning of the fall quarter. The duties of the Recorder include, but are not limited to:

1. keeping written minutes of Caucus meetings and posting them on the Women's Caucus bulletin board;

2. handling all Caucus correspondence;

3. keeping written records of general membership and committee leaders and members in the Caucus central files;

4. setting TWEN reminders.

VI. Standing Committees

The Caucus shall have the following standing committees:

A. **Executive Board** consisting of the President, Vice President, the Day Representative, the Evening Representative, the Treasurer, and the Secretary.

B. **Election Committee** consisting of at least three persons elected by the Caucus.

C. **Wine Tasting Event Committee** consisting of at least an executive chair, communications chair, and logistics chair.

VII. Committee Representatives



The chair of each non-standing committee shall keep the board apprised of all committee activities, unless the non-standing committee chooses another representative.

VIII. Election Committee

The primary purpose of the Election Committee shall be the fair and efficient election of representatives each spring. Duties shall include, but not be limited to:

1. validating proxies before the vote;
2. seeking interested persons to fill each of the positions;
3. preparing ballots;
4. counting the ballots;
5. in the event of a tie, conducting the coin toss;
6. at the February general meeting the election committee will begin taking nominations for the printed ballots and at the March meeting it will conduct the election of President, Vice President, Day Representative, Evening Representative, Treasurer and Election Committee. At the first general meeting of the year, it will conduct the election of the Secretary.

IX. Non-Standing Committees

Committees, other than standing committees, shall be created at the Goals Workshop and throughout the year as the need arises. Each committee shall elect a chair.

X. Committee Meetings

The committees shall meet as needed and shall keep a written file of members, goals, and activity progress to be submitted to the newly elected Vice President at the end of each year. The files shall be passed on to the respective committees the following year. Responsibility for maintaining such file is given to the committee chair, who



may then designate the duty to a willing party, if desired.

XI. General Meetings

- A. General meetings shall be held at least once each month during the academic year on a date set by the Board. The meeting date, time, and place shall be posted on the Women's Caucus bulletin board and in classrooms during the week preceding the meeting.
- B. Each meeting shall be moderated by the President, or Vice President in the President's absence. An agenda shall be prepared and used for each general meeting by the moderator.
- C. To facilitate the smooth operation of each general meeting the attached procedures shall be followed.

XII. Attendance at Meetings for Executive Board Members

Invalid absence without notice by a member of the Board from three consecutive meetings, general or Board, or a total of four such meeting during any academic year shall result in removal from office. Summer meetings shall not be considered subject to this provision. Notice shall be given to any representative after their second or third absence respectively. Validity of the absence and replacement procedures shall be determined by the Board.

XIII. Amendments

This constitution may be amended by an affirmative vote of more than fifty percent (50%) of the voting members present at any general meeting. A proposed amendment must be introduced at least one general meeting prior to the meeting at which it will be voted on.

GUIDELINES OF PROCEDURE FOR WOMEN'S CAUCUS MEETINGS



1. All matter presented before the group for discussion and decision shall be done in the form of a motion. If possible, members who desire to bring up a matter for discussion at a meeting should notify the President beforehand so it can be conveniently placed in the agenda.
2. Only one person shall speak at a time, after being recognized by the Chair, with the exception of making a point of order, which shall be ruled on by the Parliamentarian.
3. Motions shall be handled in the following manner:
 - a. Principal motion made
 - b. Seconded
 - c. Discussion (time constraints may be imposed if necessary at the discretion of the Chair).
 - d. Point of information
 - e. Motion to amend
 - f. Seconded
 - g. Discussion on amendment
 - h. Vote on amendment
4. Vote on principle motion (as amended if approved)
4. A simple majority shall be needed to carry the vote, unless previously decided otherwise by a majority of the group.
5. A quorum of seven, including the Chair, shall be required to vote on any motion before the group. The Chair shall not vote except in the case of a tie.
6. The Chair of the meeting shall be a nonpartisan, administrative body whose main duty is to moderate and organize the meeting. If the Chair wishes to express an opinion or vote on an issue before the group, the gavel must be passed to the next highest officer in command who has a neutral stand on that issue.



7. A posted agenda shall be used and followed at each meeting.

SAMPLE AGENDA

- I. CALL TO ORDER
- II. READING OF MINUTES
 - a. Additions or deletions
 - b. Approved as read (corrected)
- III. TREASURER'S REPORT
- IV. OLD BUSINESS
 - a. Committee reports
 - b. Tabled motions
 - c. Other
- V. NEW BUSINESS
 - a. Upcoming events
 - b. Other
 - c. Next meeting
- VI. ADJOURNMENT