Constitution of the Women's Caucus

ARTICLE I -- NAME OF THE ORGANIZATION
The name of the organization shall be WOMEN'S CAUCUS

ARTICLE II -- OBJECTIVES OF THE ORGANIZATION
The objectives of the organization shall be:
1. To provide a common association for women law students and an opportunity for women law students to interact with other members of the Law School community.
2. To promote affiliations with practicing women attorneys in the Dayton area.
3. To provide an effective forum for student concerns and grievances and to act as a positive body to implement such suggestions as the membership deems proper.
4. To promote and organize services of benefit to the student body that are agreed upon by members of the WOMEN'S CAUCUS.
5. To provide assistance to local community organizations in an effort to enhance the awareness of the needs of the community.

ARTICLE III -- MEMBERSHIP
A. Every law student enrolled in the University of Dayton School of Law shall be eligible for membership in the WOMEN'S CAUCUS.
B. A student shall become a member of this organization upon attending a regularly scheduled meeting and paying membership dues.
   1. The amount of annual dues shall be established by the executive board prior to the first meeting of each school year.
   2. Annual dues are payable to the Treasurer by the second general meeting of the semester.
   3. For new members, dues are payable upon joining.

ARTICLE IV -- ATTENDANCE
Attendance at regular meetings is strongly recommended. Successful achievement of all WOMEN'S CAUCUS objectives is contingent upon active participation and involvement by every member.

ARTICLE V -- ORGANIZATION
A. The governing body of the WOMEN'S CAUCUS shall consist of an Executive Board composed of a President, Vice-President, Secretary, Treasurer and Committee Chairpersons.
B. Any person who is a member of WOMEN'S CAUCUS and a student in good standing at the University of Dayton School of Law shall be eligible to hold any office in the WOMEN'S CAUCUS.
C. A quorum shall consist of 2/3 of the current membership of the WOMEN'S CAUCUS.
ARTICLE VI -- DUTIES OF OFFICERS

A. The duties of the President shall be:

1. To preside over all meetings of the WOMEN'S CAUCUS.
2. To provide an agenda for each meeting to those attending.
3. To attend Student Bar Association ("S.B.A.") meetings which are relevant to WOMEN'S CAUCUS concerns and activities and report to the WOMEN'S CAUCUS concerning S.B.A. activities.
4. To establish additional committees which the membership deems necessary to provide services for or address the concerns of the WOMEN'S CAUCUS.
5. To conduct the annual election of officers.
6. To serve as liaison to the Dayton Women's Bar Association unless the President chooses to appoint another member to serve in this capacity.
7. To attend monthly Executive Board Meetings.

B. The duties of the Vice-President shall be:

1. To assume the duties of the President in her absence.
2. To serve as the Programming Committee Co-Chairperson.
3. To serve in the capacity of Parliamentarian at monthly meetings to keep order and ensure that all votes are conducted according to the methods prescribed within this Constitution, or, if not within this Constitution, according to Robert's Rules of Order.
4. To attend monthly Executive Board Meetings.

C. The duties of the Secretary shall be:

1. To take the minutes of each meeting.
2. To keep membership and attendance records.
3. To handle the correspondence of the WOMEN'S CAUCUS.
4. To attend monthly Executive Board Meetings.

D. The duties of the Treasurer shall be:

1. To collect annual dues.
2. To keep financial records of the WOMEN'S CAUCUS providing for a separate accounting of:
   a. Membership dues
   b. Monies received from S.B.A. specifically allotted to the WOMEN'S CAUCUS.
   c. Monies received from S.B.A. which correspond to special projects conducted by the WOMEN'S CAUCUS in conjunction with the S.B.A.
3. To establish an annual budget which will be subject to the approval of the Executive Board.
4. To prepare a monthly Treasurer's Report showing the beginning balance, income received, expenses, and ending balance.
5. To attend monthly Executive Board Meetings.
E. The duties of the First-, Second-, and Third-Year Class Representative shall be:
1. To attend monthly Executive Board meetings.
2. To serve as representative of the class at such Executive Board meetings.
3. To inform class members of upcoming meetings and events.

F. The duties of the Outline Coordinator shall be:
1. To attend monthly general meetings.
2. To organize and coordinate educational materials.

G. Upon recommendation from the Executive Board, an officer or committee chairperson may be removed from office by a 2/3 vote of quorum at any regular meeting of WOMEN'S CAUCUS. If any member believes that an officer is not fulfilling their duty, he/she may recommend that the Executive Board consider dismissal of said officer.

ARTICLE VII -- STANDING COMMITTEES
A. The following committees shall be established as Standing Committees of the WOMEN'S CAUCUS:
   1. Fundraising Committee
   2. Programming Committee
   3. Community Service Committee

B. Each Committee shall consist of a Chairperson and at least two (2) members of the WOMEN'S CAUCUS, with the exception of the Programming Committee which shall consist of two (2) Co-Chairpersons.

C. Each Chairperson or Co-Chairperson shall be a member of the WOMEN'S CAUCUS Executive Board and will be required to attend monthly Executive Board Meetings.

D. The Committee Chairpersons or Co-Chairpersons shall be elected at the first general meeting of the academic year by a majority of a quorum vote.

E. The other members of each Committee shall be established on a volunteer basis after the election of the Chairperson or Co-Chairperson.

F. Purpose of each Committee:
   1. Fundraising
      a. The purpose of the Fundraising Committee shall be to organize fundraising events for WOMEN'S CAUCUS.
      b. The Fundraising Chairperson shall work closely with the Treasurer to determine the financial needs of the organization.
   2. Programming
      a. The purpose of the Programming Committee shall be to establish speakers and other events relevant to the objectives of WOMEN'S CAUCUS.
b. The Programming Co-Chairperson shall work in association with the Vice-President who shall serve as the other Co-Chairperson to organize these events.

3. The purpose of the Community Service Committee shall be to assess the needs of the community and determine how WOMEN'S CAUCUS can best meet those needs.

ARTICLE VIII -- MEETINGS
A. The WOMEN'S CAUCUS shall meet on a monthly basis with the dates and times of such meetings established by a vote of the membership at the first general meeting of the semester.

B. The first general meeting of each semester shall be held within the first two weeks of each semester at a time and date established by the Executive Board.

C. Special meetings shall be called by the President when deemed necessary.

ARTICLE IX -- VOTING
A. A quorum of current members of the organization is required for the election of officers. For all other issues presented for vote, a majority of members present at the meeting is required for approval unless otherwise provided for in this Constitution.

B. All members in good standing shall be entitled to vote upon any proposal before the WOMEN'S CAUCUS.

ARTICLE X -- ELECTIONS
A. Election of officers
1. Nominations for officers shall be taken from the floor at the March meeting.

2. A Statement of Candidacy must be submitted by each candidate for executive office to a member of the current Executive Board two weeks prior to election for posting on the WOMEN'S CAUCUS bulletin board.

3. Election of officers will be held during the April meeting with the term of office to begin immediately following the election.

4. The election of officers shall be conducted by the President of the WOMEN'S CAUCUS.

5. If the President is running for an office for the next term, an officer who is not running shall conduct the elections.

6. If all officers are running for an office next term, the election shall be conducted by a member of the WOMEN'S CAUCUS.

7. Elections shall be conducted by secret ballot.

8. Officers shall be elected by a simple majority of a quorum vote as defined in Article V, Section D.
B. In the event the membership finds a need to replace an officer due to removal or resignation, the following procedures shall apply:
   1. A vacancy in the office of President shall be filled by the Vice-President for the unexpired term.
   2. A vacancy in any other office shall be filled by a majority vote of quorum of WOMEN'S CAUCUS members at a regular meeting after nominations have been heard.
   3. The term for these replaced officers shall begin immediately following the election and shall terminate upon the regular election of new officers during the April meeting.

ARTICLE XI -- ADOPTION AND AMENDMENT

A. Adoption of this constitution will be effective upon majority vote of the members present at the meeting in which adoption is proposed.

B. Proposed changes to this Constitution must be presented in writing at a regular meeting of the organization, read by the President, and tabled until the next regular meeting when a vote shall be taken. A 2/3 vote of the members present at that meeting will be required to approve any changes or amendments.

C. This Constitution may be suspended at any regular meeting of this organization by a 2/3 vote of the members present.

D. The organization's Constitution shall be reviewed every year with the approval of the organization by a committee appointed by the President and chaired by an officer or the President.