Whittier Law School
Older Wiser Law Students Student Organization

Bylaws

Article I – NAME

§ 1. The name of the organization shall be Older Wiser Law Students, Whittier Law School Chapter (OWLS).

Article II – MISSION AND VISION

§ 1. Mission: Founded in 2002, OWLS serves students of Whittier Law School undertaking law as a successive career. The organization aids nontraditional students by providing an academic and social support network geared toward those with significant life experience beyond the classroom. OWLS contributes to the betterment of Whittier Law School and the quality of law students' lives by promoting excellence in legal education in partnership with its sponsors and stakeholders, all of which promote justice for citizens of our community, our state, our country and our world.

§ 2. Vision: Five years from now, OWLS Members will hold the status of students most likely to succeed in the practice of law.

Article III – MEMBERSHIP

§ 1. Classes of Membership:

A. Current Students: All students currently enrolled at Whittier Law School shall be eligible to join OWLS. All non-traditional students enrolled at Whittier Law School shall be encouraged to join OWLS.

B. A non-traditional student is defined as a student who is older than the typical law student and has either interrupted her/his studies earlier in life or has chosen law as a change in career.

C. Alumni: All Whittier Law School alumni are eligible to serve as Advisory Members.

§ 2. Admission to Membership:

A. Membership to OWLS shall be automatically approved for all current students.

B. OWLS shall not discriminate against any member, or member prospect, including but not limited to race, religion, national origin, gender or age. Advisory Membership is based upon a majority vote of the Board of Directors.
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§ 3. Membership Responsibilities:
   A. All members shall be encouraged to attend general meetings.
   B. Each member shall complete no less than 80% of committee responsibilities as agreed at the beginning of each semester.

§ 4. Member Resignation:
   Any member may resign in good standing if s/he is not being considered for removal from Active membership by the Board of Directors (Board).

§ 5. Member Removal:
   A. A member may be removed from membership for reasons including, but not limited to the following:
      1. Failure to satisfy 80% of the responsibilities delegated to and accepted by the member;
      2. Unethical conduct; or
      3. Conduct that substantially frustrates the mission and vision of the organization.
   B. The process of removal is as follows:
      1. A member of the Board shall submit to the Board a written statement of recommendation for removal and reasons why;
      2. By two-thirds majority vote, the Board shall direct the President to direct the Membership Director to notify the member, in writing, of the following
         a. S/he is in danger of removal and the specific related conduct;
         b. Removal and reinstatement process
         c. Specific measures and deadlines required to prevent removal; and
         d. Opportunity to appeal the Board’s decision to remove.
   C. The intent to appeal shall be made in accordance with WLS Student Bar Association due process.

§ 6. Reinstatement:
   A. A removed member may apply for reinstatement.
      1. Application for reinstatement must be submitted in writing to the Membership Director.
      2. The written application must directly address the following:
         a. Stated reasons for removal from active membership;
         b. Evidence of corrective action taken;
         c. Intent to comport with membership in good standing
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3. Within two weeks of receipt, the Membership Director shall advise the Board of the application for reinstatement.
4. The Board may reinstate the member with a two-thirds majority vote.
5. The Membership Director shall, in writing, advise the removed member of the Board’s decision.

B. A member who resigned in good standing may apply for reinstatement.
   1. Application for reinstatement must be submitted in writing to the Membership Director.
   2. The Membership Director may reinstate said member without prior approval from the Board.

Article IV – DUES AND FINANCIAL OBLIGATIONS

§ 1 There shall be no membership dues for OWLS

§ 2. All members, however: shall contribute to fund-raising efforts for OWLS service events. Examples of fund-raising efforts include, among others, personal contributions, fundraising events and private donations from third parties.

§ 3. Any and all funds contributed shall be used solely in support of the OWLS mission and vision.

Article V – BOARD OF DIRECTORS

§ 1. All Board members shall be in good academic standing with Whittier Law School.

§ 2. The Board shall form the Bylaws Committee.

§ 3. The Board shall have the authority to appoint additional committees, committee chairpersons, and committee members, as appropriate.

§ 4. All actions and decisions of the Board, unless otherwise enumerated in the OWLS Bylaws or any amendments to the Bylaws, are subject to ratification by the OWLS Membership upon proper motion at any general or special meeting.

§ 5. The following shall comprise the Board of Directors:
   A. President
   B. Secretary/Treasurer
   C. Membership Director
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D. Programs Director
E. Communications Director

§ 6. Duties of the Board of Directors:

A. In General
1. All Board members have a primary duty to advance and support the mission and vision by meaningfully engaging in planning and carrying out approved OWLS activities.
2. Each Board member is responsible for knowing and carrying out duties as specified herein.
3. Duties specific to each Board position include but are not limited to the following (see below).

B. President
1. Assist and coordinate with the Membership Director to schedule regular meetings of the Executive Board and of the Membership;
2. Preside at such regular meetings;
3. Enforce these Bylaws in the best interest of the OWLS;
4. Recommend and establish goals and objectives in keeping with these Bylaws, and with approval of the Membership and Faculty Advisor;
5. Delegate functions to all Officers and to any committees established by the Executive Board;
6. Coordinate the functions of the Officers and any standing committees;
7. Serve as back-up administrator for the OWLS TWEN site.
8. Assist and participate as needed to plan, schedule and carry out approved OWLS events.
9. At least two weeks prior to last week of classes each term, submit to the Secretary-Treasurer any budget requests for the following term.
10. Succession
    a. Submit to the Membership Director at least one qualified nomination for President in the succeeding term
    b. Prior to last day of Spring semester classes, pass to the Secretary-Treasurer all materials necessary and appropriate to fulfill the duties of President.
    c. Prior to the first day of the following term, orient the succeeding President
C. Secretary-Treasurer

1. **OWLS Budget and Finance**
   a. By the end of the third week of classes each term, submit to the Student Bar Association (SBA), for final approval, the **OWLS Budget Proposal** (approved by the Board during preceding term).
   b. Notify Board members of deadline to submit budget item requests for the following term.
   c. Prior to final exam week of each term, prepare and submit for Board approval the proposed budget for the following term.
   d. Provide fiscal/budgetary support and information needed to plan and carry out approved **OWLS activities**.
   e. Submit a Treasurer's Report to the Board at least once per term and to the Membership at least annually at the Spring general meeting.

2. **Meeting Minutes**
   a. Record the Minutes at official meetings
   b. Submit the Minutes for approval
      i. At each meeting, present to the respective body (Board or Membership) for approval the Minutes of the previous meeting.
      ii. Online approval (by e-mail or TWEN polling) of Minutes is permissible

3. Maintain digital and hard copies of all Treasurer's Reports and approved Minutes

4. **Repository of OWLS Belongings**
   a. Maintain in good order, in a secured location, all such intellectual and personal property as the student organization office and desk location, telephone extension number, budget, minutes, bylaws, organization binders, keys, signs and banners and so on (the Repository).
   b. Maintain a list of items in the Repository
   c. At the direction of the Board, distribute keys to designated Board members and maintain a record of who received which key. If necessary, collect a refundable deposit to ensure return or replacement.
   d. At the beginning of new term of office, distribute Board materials to the appropriate Board members (see Succession, below).

5. **OWLS Office and Telephone**
   a. At least weekly, check for messages at the **OWLS student organization mailbox and voice mailbox**
   b. In timely fashion, forward the correspondence to the appropriate Board member(s).
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6. Bylaws
   a. Review Bylaws at least annually
   b. Submit to the Board recommended revisions

7. Succession
   a. Submit to the Membership at least one qualified nomination for the succeeding Secretary-Treasurer
   b. Collect materials from other Board members in preparation for the succeeding Board.
   c. Prior to the first day of the following term
   d. Orient the succeeding Secretary-Treasurer
   e. Pass to the succeeding Secretary-Treasurer the entire OWLS Repository.

D. Membership Director
   1. Serve as Chair of the Membership Committee
   2. Plan and schedule General Membership and Election meetings in accordance with the Bylaws.
   3. Prepare the slate of candidates for each term (see Art. VII), in
   4. At least two weeks prior to the last week of classes each term, submit to the Secretary-Treasurer any budget requests for the following term.
   5. Prior to last day of term, pass to the Secretary-Treasurer all materials necessary and appropriate to fulfill the duties of Membership Director

E. Program Director
   1. Present Event Plans to the board for approval and delegation
   2. In coordination with the Board, arrange and schedule speakers;
   3. Coordinate co-sponsored activities with appropriate representatives from other student organizations;
   4. Maintain the Master Event Schedule for OWLS for the current school term;
   5. Coordinate with Communications Director for timely dissemination of event information to Membership and WLS student body;
   6. Secure, with minimum of two weeks notice, appropriate rooms for events;
   7. Coordinate catering and related services for events,
   8. Develop an Event Planning Guide tool with milestones and lead time for such tasks as program agenda planning and presenter recruitment, room scheduling and catering,
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9. At least two weeks prior to last week of classes each term, submit to the Secretary-Treasurer any budget requests for the following term.

10. Succession
   a. Submit to the Membership Director at least one qualified nomination for Program Director in the succeeding term
   b. Prior to last day of Spring semester classes, pass to the Secretary-Treasurer all materials necessary and appropriate to fulfill the duties of Program Director.
   c. Prior to the first day of the following term, orient the succeeding Program Director

F. Communications Director
   1. Serve as Site Administrator for the OWLS TWEN site,
   2. Manage advertising, publicity and announcements for all OWLS activities
   3. Succession
      a. Submit to the Membership Director at least one qualified nomination for Communications Director in the succeeding term
      b. Prior to last day of Spring semester classes, pass to the Secretary-Treasurer all materials necessary and appropriate to fulfill the duties of Communications Director.
      c. Prior to the first day of the following term, orient the succeeding Communications Director

§ 3. Nomination, election and terms of the Board of Directors:
   A. The term of the Board shall be for one academic year, unless otherwise agreed upon by a majority vote of the membership.
   B. Prior to the last General Meeting of each year, the Membership Committee shall develop a single slate of candidates for the Board of Directors.
   C. The Membership Committee shall manage and oversee nominations and elections.
   D. Upon a majority vote of the membership, the newly approved Board shall assume responsibility for the organization on July 1 following the elections meeting.

§ 4. Meetings of the Officers and Board
   A. The Board of Directors shall meet regularly three times a year as follows: summer or early fall, mid- to late fall and mid to late-Spring.
   B. For purposes of conducting business a quorum requires at least three Board members, two of which shall be the President and Secretary-Treasurer.
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Article VI – COMMITTEES

§ 1. Standing Committees:
   A. Membership
   B. Programs
   C. Communications

§ 2. Ad Hoc Committees shall be formed at the discretion of the President, and shall be for a term of no more that one full semester.

Article VII – MEETINGS

§ 1. General Membership Meetings:
   A. The General Membership shall meet twice yearly, once in early fall and once in mid-to late spring.
   B. Agenda of the Spring meeting shall at minimum include the following:
      1. Approval of Minutes
      2. Treasurer’s Report
      3. Approval of By-laws revisions and other issues requiring membership vote
      4. Approval of new Board

§ 2. Special Meetings:
   Either a majority of the General Membership or the Board of Directors may call a special meeting at any time in the school year, provided that there is at least 14 days public notice of the meeting, and the agenda is available at least 72 hours prior to the meeting.
Article VIII – ADMINISTRATIVE PROCEDURES, ELECTED OR APPOINTED POSITIONS

§ 1. Resignation
   A. Elected or appointed officials of the Association shall submit a written resignation to the appropriate Association official as provided in the Administrative SOP.
   B. The Association shall act upon such requests, including notifying appropriate committees concerning the vacancy.

§ 2. Censure
   Motions to censure an elected or appointed official shall occur consistent with a fundamentally fair process under procedures as described in Robert's Rules of Order in the chapter on disciplinary procedures.

§ 3. Removal
   Motions for removal of an elected or appointed official shall occur consistent with a fundamentally fair process under procedures described in Robert's Rules of Order in the chapter on disciplinary procedures.

§ 4. Appeal
   The intent to appeal shall be made in accordance with WLS Student Bar Association due process.

§ 5. Vacancies
   A. In the case of vacancy in elected position(s) other than the President, the presiding officer of the Board shall appoint successor(s) upon ratification by a majority of the remaining Board.
   B. In the case of vacancy in the office of President, a successor shall be named by two-thirds majority vote of the remaining Board.

§ 6. Term of Office
   Unless otherwise specified, a term of office shall be 1 academic year beginning July 1 and ending June 30 of the following year, or until a successor has been appointed or elected, and begins July 1.
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Article VIII – BYLAWS

§ 1. The Secretary-Treasurer shall serve as Chair of the Bylaws Committee.

§ 2. Revision of the Bylaws
   A. Substantive revisions require a majority vote of the General Membership.

Article IX – BYLAWS

§ 1. The Secretary-Treasurer shall serve as Chair of the Bylaws Committee.

§ 2. Revision of the Bylaws
   B. Substantive revisions require a majority vote of the General Membership.
   C. Technical changes require majority vote of the Board
   D. Copy editing requires no approval

(Original 2/11/02 – Cynthia C. Siebel)
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