

WLC Constitution and By-Laws

ARTICLE I: NAME

A. The primary purposes of the WLC include the following:

1. To incorporate an analysis and awareness of gender issues in law-related discussions and decisions;
2. To promote equality and equity through the legal and political systems; and
3. To function as a catalyst for community awareness and an educational resource by sponsoring and participating in community projects and outreach that are of interest to the organization.

ARTICLE III: GENERAL MEMBERSHIP

A. General membership shall be open to any law student currently enrolled in the School of Law. Pursuant to the Graduate and Professional Student Association guidelines, non-UNM student membership will be restricted to twenty-five percent (25%) of the total membership.

2. Alumni membership shall be open to any law school graduate currently working within the New Mexico legal community, including members of the Women's Bar Association, faculty of the University of New Mexico School of Law, and lawyers.
3. The WLC welcomes and embraces members of all genders, races, cultures, ages, sexes, orientations, religions, philosophies, physical or mental abilities, medical conditions and family status.
4. Voting members shall be those members who pay an annual membership fee determined annually by the Board.

Article IV: BOARD OF DIRECTORS

A. General Composition

1. The Board of Directors (Board) shall include seven (7) elected officers. These officers shall share all responsibilities for the operations of the WLC, except as otherwise noted.
2. The President, two Vice Presidents, Treasurer, and Secretary shall be elected annually in March. They shall serve for one (1) calendar year, with their term beginning and concluding in June.
3. The 1L Representative shall be elected in August or September from the new members of the first-year class.
4. An officer may be elected to more than one term. However, no 1L or Pre-Law rep may serve in that respective capacity longer than one (1) school year from the confirming vote.

The name of the organization is UNM Women's Law Caucus (WLC).

ARTICLE II: PURPOSES

6. In the event any officer is unable to serve an entire term, the membership shall advise the Board to appoint a successor or shall elect a successor from the membership for the balance of the term. The membership will determine which procedure to follow.
7. Any Board member who misses two (2) consecutive administrative meetings or a total of three (3) meetings shall be brought before the Board to show good cause. If no good cause is determined by the majority of the Board, the general membership shall elect a successor to the position.

B. Duties

1. All Board members shall:
 - i. Participate in the fall orientation for incoming first year students and transfer students.
 - ii. Review the Constitution and By-Laws. This shall be the first duty of an incoming Board.
 - iii. Conduct a training retreat with the incoming Board to ensure a smooth transition between leadership. This shall be the last duty of an outgoing Board and should be conducted in May or June of each year.
2. The President shall:
 - i. Act as spokesperson for the organization.
 - ii. Call and preside at meetings.
 - iii. Participate in committees and provide guidance and assistance to committee chairpersons.
 - iv. Handle and maintain the organization's files and necessary documentation.
 - v. Act as co-historian.
 - vi. Either serve as the election chairperson or arrange the appointment of an election committee as discussed in the Elections section of these By-Laws.
3. The Vice President for Programs and Membership shall:
 - i. Fulfill the President's duties in the case of absence.
 - ii. Chair or co-Chair the Programs and Membership committees.
 - iii. Seek to develop new programs to serve the WLC membership.
 - iv. Handle member recruitment and communications.

4. The Vice President for Community Outreach shall:
 - i. Serve as the official liaison with such outside organizations as the Board deems appropriate, including the New Mexico State Bar.
 - ii. Develop funding, networking, and other opportunities for the WLC and its members through outreach to professional organizations in the community.
 - iii. Maintain a WLC alumni database and handle alumni affairs.

5. The Treasurer shall:
 - i. Prepare and submit a budget proposal for the approval of the Board and membership.
 - ii. Report monthly the financial status of the organization to the Board and membership.
 - iii. Prepare and submit financial information to secure necessary funding from UNM or community sources. Maintain financial controls and records for the WLC and coordinate disbursement of funds.
 - iv. Prepare end-of-year summaries for use by the incoming Board, including an annual statement of cash flows and balance sheet.

6. The Secretary shall:
 - i. Publish notice of all meetings.
 - ii. Reserve meeting times and rooms.
 - iii. Record and maintain the minutes of all general and Board meetings.
 - iv. Act as co-historian.
 - v. Keep hard and digital copies of agendas and minutes.

7. The 1L Representatives shall:
 - i. Attend all Board meetings as a voting member and the representative of the 1L class.
 - ii. Serve as a liaison between the Board and the 1L class.
 - iii. Serve as a member of no less than one committee.

C. Elections

1. The President shall be the Election Committee Chairperson provided that the President is not running in the upcoming election. If the President is running in the upcoming election, the Board shall appoint a member for Chairperson.

2. The Election Committee shall be appointed by the President and the Vice Presidents provided that the President and Vice Presidents are not running in the upcoming election. If one or more Board members are running in the upcoming election, the remaining Board members shall appoint the members of the Election Committee.

3. If an Elections Committee is required, it shall consist of five (5) members including the Election Committee Chairperson.
4. The Elections Committee shall conduct an elections information session prior to the call for nominations. The call for nominations must be made three (3) weeks prior to the election and the slate must be set two (2) weeks before the election.
5. Candidates may be self-nominated or nominated by another member of this organization.
6. Candidates must be active, voting members of the WLC.
7. Candidates will be required to submit a half page statement of candidacy to the Election Committee at least two (1) week before the election.
8. The election shall be conducted in the following manner:

i. The Election Committee will distribute the candidate statements to the membership for their consideration at least one (1) week before the election.

1. Notice of either a Board meeting or a general meeting requires a minimum of five (5) school days' notice to the relevant attending members. The date or time of the meeting shall not be altered without providing a minimum of two (2) school days' notice to members. Notice shall also be published in the Law School general calendar.

- iii. Proxy votes will be accepted from active members for good cause up until the start of the regular election. Proxy votes must be submitted to a member of the Election Committee.
- iv. The Election Committee will be responsible for maintaining a list of members who have voted while ensuring anonymity in the voting process.
- v. The Election Committee will be responsible for counting the ballots at the close of the election.
- vi. Results of the election will be posted no later than 48 hours after the election has closed.
- vii. Each candidate has the right to one recount. A recount demand must be made in writing and presented to any Election Committee member within 24 hours of the posting of the election results. In the event an electronic voting has been chosen, the anonymous results of the voting effort will be disseminated among the membership.
- viii. The general election for officers other than the 1L Rep may be held by written ballot during the March general membership meeting or via electronic sources, so long as the integrity of the vote may be preserved for vote reporting purposes.
- ix. The election for 1L Rep may be held by written ballot during the earliest convenient Fall general membership meeting or via electronic sources, so long as the integrity of the vote may be preserved for vote reporting purposes.

9. Elections or votes on any special matter as may come before the Board or WLC may be held by written ballot provided notification of the attendant circumstances and all relevant documentation has been provided to the voting population no less than one (1) week prior to the vote.

10. Any electronic voting must record the name of the member for accounting and verification purposes. At no time, except under exceptional circumstances and as advised by the Faculty Advisor, should any names and their specific votes be published to the general membership outside of the Election Committee otherwise described herein.

D. Impeachment

1. Notice and a list of alleged offenses will be given to the Board member whose membership is the target of an impeachment at least one (1) week prior to a closed, special meeting for impeachment proceedings.
2. The target of impeachment will have an opportunity to state his or her position and address questions during a comment period at the special meeting.
3. Voting will be held by ballot and will require a two-thirds (2/3) majority of the voting membership present.
4. Impeachment proceedings will be the same for member removal.

ARTICLE V: MEETINGS

A. Vote and Quorum

1. All active members shall have one (1) vote.
2. Active members may vote by written proxy given to any Board member present at the meeting.
3. A quorum shall exist when a majority of active, voting members are present. A vote may be taken only when a quorum is satisfied.
4. A vote shall be taken on all important decisions of the organization which includes but is not limited to:
 - i. Annual budget approval.
 - ii. Any non-budgeted expenditure of WLC funds over \$200.
 - iii. Any motion will carry by a simple majority of the members present.
 - iv. This procedure does not apply to Amendments to the Constitution.
5. Law School members of the WLC will have voting privileges over all matters contained herein, over all matters affecting the pre-law and alumni functions the WLC is sponsoring, and over all matters relating to the WLC's general business as otherwise outlined in this Constitution.
6. Pre-Law members of the WLC may be allowed to vote on events involving the pre-law community but otherwise not on matters affecting solely the law school community and its events or the alumni community and its events.
7. Alumni members of the WLC may be allowed to vote on events involving the New Mexico legal community, such as the Justice Mary Walters Banquet, but otherwise not on matters affecting solely the law school community and its events or the pre-law community and its events.

B. Meeting Times

1. General meetings shall be held once a month while school is in session.
2. Committee meetings shall be held as needed.

3. Board meetings shall be held once per month.
4. Necessary special meetings shall be scheduled at least two (2) weeks prior to the scheduled meeting time.
5. If the special meeting is for impeachment of an office or other such sensitive topics, the meeting shall be designated as "closed." Only active, voting members shall be present at closed, special meetings.

ARTICLE VI: AMENDMENTS

- A. Any amendments to the constitution or by-laws shall be submitted in writing to the Board and membership at least one (1) week prior to any meeting.
- B. Approval of an amendment shall require two-thirds (2/3) vote of the active, voting members present at such meeting.

ARTICLE VII: FACULTY ADVISOR

The Faculty Advisor of the WLC will be a faculty member of the University of New Mexico School of Law. The Faculty Advisor will be chosen by the Board and ratified by the general membership.

Article VIII: BY-LAWS

1. The WLC By-Laws shall govern the general and administrative operations of the organization.
2. In all other matters, common fairness shall govern.

Amendment I: COVID-19 Global Pandemic & Emergency Procedures

In the event that a large-scale emergency prevents this group from conducting business as outlined in this document, we reserve the right to temporarily override normal operating procedures. Any and all changes to normal operating procedures must be affirmed by a majority vote of officer and members. Revised procedure will be shared with the advisor, general membership, and UNM Student Activities Center via email within 48 hours. Changes to normal procedures will not be used to limit participation of members and will revert when conditions allow the group to resume normal operations.