

## **Constitution of The Knights Pre-Law Association**

### **Article I—Organization Name**

The name of this organization shall be Knights Pre-Law Association. The organization may also refer to itself as KPLA.

### **Article II—Mission and Goals**

#### Section 1: Mission

The mission of The Knights Pre-Law Association is to gather like-minded individuals to support one another and give them access to resources in the pre-law field to be successful.

#### Section 2: Goals

- To gather pre-law students to form a supportive network of like-minded individuals who wish to achieve a career in the law field.
- To hold workshops for making oneself a better candidate for a postgraduate law institution.
- To hold networking events to connect members with career focused individuals in the law profession.
- To connect students to internships, careers, and volunteer experience in the law field.
- To allow affordable access to resources so no student feels they cannot be part of the organization.
- To give members access to LSAT preparation by their peers and allow students to support one another in group study sessions.
- To have Law students speak on their experiences with members so they have an idea what to expect in the coming years.
- To help members know their options post-graduate and have support from one another when applying to Law School.
- To hear from different speakers in the Law profession to allow students to figure out what exactly they would like to have as a career in the future, as well as allowing them to network.

#### Section 3: Governing Authority

All activities and functions of the organization must be legal under University, College, local, state, and federal laws. The most recent version of the UCF Golden Rule, Valencia College Student Development Resource Manual, Valencia College Student LifeMap Handbook, and Valencia College’s policies and procedures will supersede all requirements set forth during the creation and revision of this constitution. In addition, the most recent version of Robert’s Rules of Order shall be the authority over those questions which have not been specified by university regulations or this constitution. Within this constitution, a majority shall be defined as “more than 50%.”

### **Article III—Membership**

#### Section 1: Membership Statement

Membership in this organization is limited to any student who is paying Activity and Service Fees and is currently and/or continuously enrolled at the University of Central Florida that meets their institution’s eligibility. No discrimination shall be made on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, gender expression, or veteran status. Hazing will not be allowed as a condition of membership in this organization.

#### Section 2: Additional Membership Requirements

Members must pay dues as per Article IX; Members must attend 50% of membership meetings within the current semester. Together with Article III, Section 1, these additional requirements define what it means to be an “active student member.”

#### Section 3: Recruitment

Recruitment shall take place throughout the year and membership is open at all times.

#### Section 4: Voting Rights

Only active student members are eligible to vote.

### Section 5: Revocation of Membership

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 2/3 affirmative vote of active student members.

### Section 6: Reinstatement of Membership

Membership may be reinstated after one full semester has passed. The former member may submit a request for reinstatement to the President. At the next membership meeting, the organization must vote on the reinstatement request. Membership may be reinstated by a 2/3 affirmative vote by active student members.

## **Article IV—Officers**

### Section 1: Eligibility

Potential officers must meet the minimum eligibility requirements of active student membership (Article III, Sections 1 and 2). All officers of the organization shall possess (at the time of election and during their term) at least the minimum requirements regarding enrollment hours, GPA, academic and disciplinary standing, and financial and disciplinary holds to serve in a leadership position, as stated in the most recent version of the Golden Rule of the University of Central Florida. Officers who do not meet these requirements during their term shall be resigned or removed.

### Section 2: Additional Eligibility Criteria

Potential officers must have been active student members for at least two consecutive semesters, including the semester of their nomination and election. They must have a 3.0 GPA or above in order to be appointed an officer. They must also plan on attending Law School after they graduate. The requirements of this section may be waived by a 2/3 affirmative vote of active student members, prior to nominations and elections.

### Section 3: Officer Requirements

Officers must attend 80% of all officer meetings, membership meetings, and events unless they have an excused absence. Absences can be expunged by a 2/3 affirmative vote of officers.

#### Section 4: Titles and Duties

The officers of this organization shall include a President, Executive Vice President, Treasurer, Secretary, Vice President of Event Planning, Vice President of Social Media, and Vice President of Recruitment. No officer will be permitted to hold more than one officer position at a time, unless appointed to an interim position as per Article VI, Section 3.

The President shall:

- Supervise and coordinate the activities of the organization.
- Preside over all meetings and call all meetings to order.
- Maintain communication with the Office of Student Involvement and/or Student Engagement (Downtown) and ensure that all paperwork is current.
- Be one of three signers on financial documents.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Treasurer.
- Ensure that all officers are familiar with this Constitution, via a review to happen within one month of officer installation.
- Ensure that all officers are performing their duties as defined in this Constitution.
- Keep advisor informed of activities and functions of the organization.
- Be familiar with Robert's Rules of Order to conduct meetings.
- Be familiar with the Golden Rule regulations as they relate to student organizations and communicate them to the organization as needed.
- Provide all documents and records pertaining to their responsibilities to the newly-elected President.
- Assign special projects to officers.

The Executive Vice President shall:

- Assist the President in their duties.
- Assume the President's responsibilities in their absence.
- Coordinate all conferences.
- Keep accurate records of all meetings in the Secretary's absence.
- Plan and be responsible for all retreats and training of the organization.
- Perform an audit of all financial transactions of the organization once per semester.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Vice President.
- Assist in special projects as assigned by the President.
- Manage the Vice President of Event Planning, Vice President of Social Media, and Vice President of Recruitment.

The Treasurer shall:

- Keep an accurate account of all funds received and expended.
- Present a budget report of deposits and expenditures to the membership at least once per month, and as requested by the President, Vice President, advisor, or Office of Student Involvement and/or Student Engagement (Downtown).
- Be one of three signers on financial documents.
- Be responsible for collecting dues and notifying members who are delinquent in their payments.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the President.
- Provide financial records sufficient to allow the Vice President to perform audits.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Treasurer.
- Assist in special projects as assigned by the President.

The Secretary shall:

- Notify members of meetings via e-mail and/or telephone at least 48 hours in advance.
- Keep accurate minutes and records of all meetings.
- Maintain accurate list of members and their contact information.
- Prepare the organization's Update Form to submit to OSI at the beginning of each semester, and when there are changes in organizational information over the course of the semester.
- Take attendance at all meetings and maintain an attendance record.
- Prepare ballots for elections.
- Check eligibility for potential officers, prior to annual elections.
- Keep copy of constitution and have available for members.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Secretary.
- Assist in special projects as assigned by the President.

The Vice President of Event Planning Shall:

- Be responsible for planning meetings
- Schedule Events with various speakers
- Promote Events to UCF students
- Present Planned out Programs to the Executive Vice President for approval

The Vice President of Social Media shall:

- Run all KPLA Social Media Accounts.
- Create flyers for social media and to be printed and handed out.

- Run all posts and flyers by the Executive Vice President.
- Make sure social media engagement is up and encourage members to have an active presence on the club's social media.
- Keep members of the organization up to date on upcoming meetings and events.

The Vice President of Recruitment shall:

- Be responsible for attracting new members.
- Promote the club through tabling outside of the Student Union.
- Be educated about the clubs values and goals when approached.
- Stay engaged via text, email, social media with new and potential new members.

#### Section 5: Voting Rights

All officers shall retain voting rights; however, the President shall only vote in the case of a tie, with the exception of officer elections.

#### Section 6: Term of Office

The length of term of office shall be no longer than one year.

### **Article V—Selection of Officers**

#### Section 1: Nomination Process

The nomination of officers shall occur each academic year in February. The highest-ranking officer not naming for office shall facilitate the nomination and election process. If this is not possible, the facilitator will be the Vice-President of Internal Affairs.

Any active student member who is able to serve on the Executive Committee for the next school year is eligible to apply for an officer position.

#### Section 2: Election Process

The election of officers shall take place over a series of interviews after all applications have been submitted and reviewed by the Executive Committee.

The nominated candidates for each office will be given a chance to address the Executive Committee to discuss their qualifications and reasons why they should be selected to that office.

After formal interviews with each candidate have been conducted, the Executive Committee will decide on which candidates will fill each officer position.

Candidates offered an officer position on the Executive Committee will have a certain amount of time (as designated by the Executive Committee) to either accept or decline the offer. If no candidate declines, the new officer shall take office as per Article V, Section 3.

### Section 3: Installation of Officers

### Section 4: Installation of Officers

Newly elected officers shall take office immediately following the first membership meeting in April and their term will end immediately following the first membership in April meeting the following . Current officers should assist in the transition and training of the officers-elect, from elections until installation. A change in officer information should be reported to the Office of Student Involvement within 10 school days of installation.

### Section 5: Re-election

Any officer may be re-elected; however, not for more than two consecutive terms in the same officer position. Officers cannot reappoint themselves for a subsequent term, they must be re-elected as described in Article V.

## **Article VI—Officer Vacancies**

### Section 1: Removal of Officers

Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, or violations of any provisions of the Constitution. The officer will be notified in writing of the possible removal from office at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Any officer may be removed from office upon a 2/3 affirmative vote of active student members. The removed officer shall provide all documents relating to the organization and brief their replacement of current projects in their care.

### Section 2: Resignation

Officers no longer wishing to serve on the board must submit their resignation to the President (or Vice President if the President is resigning) and advisor at least two (2) weeks in advance. Prior to the officer's final day they shall provide all documents relating to the organization and brief their replacement of current projects in their care.

### Section 3: Filling Vacant Officer Positions

In the event an officer (besides President) is removed or resigns, the remaining officers will decide if the position is to be filled. If it is to be filled, the nomination and election process as stated in Article V will take place at the next membership meeting. The officers may appoint an interim officer to serve in the vacant position until the next membership meeting.

If the President is removed or resigns, the Vice President will assume the role of President upon a majority confirmation of the remaining officers. If not confirmed, the position of the President will be filled as per the paragraph above.

Each newly elected officer's term shall end at the annual installation of officers in April. A change in officer information should be reported to the Office of Student Involvement and/or Student Engagement (Downtown), via Update Form, within 10 school days of the election.

## **Article VII—Meetings and Events**

### Section 1: Membership Meetings

The membership should meet at least once per month during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President, unless otherwise stated) and active student members (unless otherwise stated) are allowed one vote per motion. The quorum required to conduct business is a majority of the officers and organization's active student members. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

### Section 2: Officer Meetings

The officers should meet at least twice per month during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President, unless otherwise stated) are allowed one vote per motion. The quorum required to conduct business is a majority of the officers. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.



### Section 3: Calling Meetings

The President will be in charge of calling meetings and the Secretary will be responsible for notifying all members and/or officers at least 48 hours in advance, by e-mail and/or telephone. A majority vote of the officers or active student members may also call a meeting.

### Section 4: Meeting Procedure

The President shall use their discretion as to the manner and process in which they preside over meetings. However, the President shall follow Robert's Rules of Order in a given meeting if 2/3 of the active student members so request.

### Section 5: Events

Events shall be held periodically during the fall and spring semesters. Events are open to those defined in Article III, Section 1. The President will be in charge of calling events and the Secretary will be responsible for notifying all members at least 48 hours in advance, by e-mail and/or telephone.

## **Article VIII—Advisor**

### Section 1: Selection

The advisor shall be selected by the officers. To be eligible to serve as the advisor, the person must be a contracted UCF (faculty or A&P), or Valencia College employee, as defined by Human Resources.

### Section 2: Role and Authority

The advisor shall serve as a mentor to the organization, providing guidance to the officers and members in the development and implementation of programs and activities, as well as UCF and Valencia College policy and procedure. Additionally, the advisor will monitor expenditures of the organization. The advisor has no voting rights. The advisor must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, purpose, and activities of the organization.

### Section 3: Length of Term

The advisor has no term limit as long as they remain a contracted UCF or Valencia College employee.

### Section 4: Removal and Replacement of Advisor

The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a majority vote of active student members, the advisor will be removed from their duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to the Office of Student Involvement and/or Student Engagement (Downtown), via Update Form.

## **Article IX—Finances**

### Section 1: Membership Dues

Membership dues shall be \$60 per year . Membership dues will be collected by the Treasurer during the fall and spring semesters only. All active student members, including officers, are required to pay membership dues. Full or partial refunds can only be granted upon a 2/3 affirmative vote of the officers.

### Section 2: Budget Approval

The Treasurer (in conjunction with the President) shall create a budget for the fall and spring semesters. The officers and active student members must approve the budget within the first month of each semester. New expenditures, above \$30, not approved in the semester budget must be approved by a vote of the active student members.

### Section 3: Financial Authority

For the protection of the organization and its officers, it is required that two authorized persons approve all monetary transactions. Only the President, Treasurer, and Advisor can be signers with the organization's financial institution. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University, local, state, and federal laws. All funds must be deposited within 24 business hours after collection.

#### Section 4: Officer Transition

It shall be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures with the organization's financial institution after each election. In addition, it is the outgoing Treasurer's responsibility to compile and present all banking documents and information about the previous and current budget to the new Treasurer.

#### Section 5: Dissolution of Organization

In the event that the organization ceases to exist, any funds remaining in the organization's account shall be donated to:

Jordan Kronen Foundation  
9750 Napoli Woods Lane, Delray Beach, FL 33446  
561-441-2727

### **Article X – External Affiliations**

The rules and regulations of the external affiliate shall be followed when not inconsistent with the rules and regulations of this Constitution and University of Central Florida.

### **Article XI – Committees**

Committees may be formed by a vote of officers or active student members. At the time of formation, the process for committee member selection, chair selection, committee and chair responsibilities must also be approved by a majority vote of all officers. Committees may be dissolved by a majority vote of officers or active student members.

### **Article XII—Publications and Advertising**

#### Section 1: Compliance

All graphics and publicity of the organization must comply with the Golden Rule, Event Policies, Student Union and other building guidelines, and the UCF University Marketing Graphic Standards.

## Section 2: Approval

The Secretary and President must unanimously approve all graphics and publicity (e.g., shirts, flyers, and other forms of advertising/marketing) prior to duplication and distribution.

## **Article XIII—Ratification and Empowerment**

### Section 1: Ratification

This constitution will become ratified by a 2/3 approval of the officers of the organization.

### Section 2: Empowerment

This constitution will take effect only after it is approved by the Student Government Association and Office of Student Involvement and/or Student Engagement (Downtown).

## **Article XIV—Risk Management**

### Section 1: General

The organization will follow all risk management guidelines and procedures as provided by Office of Student Involvement and/or Student Engagement (Downtown) or other university/college entities, in regards to organizational activities, event planning, and group travel. Additionally, officers of the organization will continually review organizational procedures in attempt to minimize any potential risks.

## **Article XV—Amendments**

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a membership meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the following membership meeting and approved by a 2/3 affirmative vote of active student members. All amended constitutions must be submitted to the Office of Student Involvement and/or Student Engagement (Downtown) within two school weeks. The amendment shall not take effect until approved by the Office of Student Involvement and/or Student Engagement (Downtown).

## History of Constitution

Created: Wednesday March 3rd, 2021

Revised: Wednesday April 13<sup>th</sup>, 2022