

CONSTITUTION

The Constitution of Immigration Law Association at The University of Akron

ARTICLE I – NAME

A. The official name of this organization shall be: Immigration Law Association.

ARTICLE II – PURPOSE

A. The purpose of the Immigration Law Association is to promote awareness of immigrant and refugee issues to the University of Akron School of Law and to educate students who are interested in the practice area of immigration law.

ARTICLE III – MEMBERSHIP

A. Those eligible for membership are currently enrolled as law students at The University of Akron School of Law and must be in good standing with the university, defined as:

1. At least a 3.0 GPA
2. Being clear of academic probation or suspension.
3. Being clear of disciplinary probation or suspension.
4. Being clear of unsatisfied financial obligations to the university.
5. Being in good standing as defined by the student's academic college or program.
6. This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identify or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

B. General Membership will consist of the following duties and roles:

1. Voting: each member in good standing may vote and a quorum will be 2/3 of the membership based on current enrollment.
2. Attendance: each member will attend at least one membership meeting per full year and will try to attend as many membership meetings as possible during the academic semesters.
3. Participation: each member will participate in organization activities including events, volunteer experiences, fundraisers or donation drives, or other.

C. Membership will be revoked by the organization under the following situations:

1. Failure to remain in good standing with The University of Akron
2. Failure to abide by the Immigration Law Association constitution's stated purpose

ARTICLE IV – OFFICERS

A. Officer Positions in this organization include:

1. President
2. Vice President

3. Treasurer
4. Secretary
5. Community Engagement Director
6. Networking Executive
7. Social Media Coordinator

B. The powers and duties of the officers shall be:

1. President

- a. The President shall serve as the main contact with the University and its officers
- b. The President shall with the approval of the executive board appoint all committee chairpersons
- c. The President shall with the approval of the executive board direct the budget for each fiscal year
- d. The President shall with the approval of the executive board fill by appointment any vacancies in officer positions
- e. The President shall represent the group at all official functions and activities
- f. The President shall coordinate with the Secretary to set the agenda for all organization meetings
- g. The President shall ensure adherence to the organization's constitutional purpose
- h. The President shall work with all other executive board members to achieve the organization's goals for each year and to execute all organization activities

2. Vice President

- a. The Vice President shall serve as the secondary contact with the University and its officers
- b. The Vice President shall assume the duties of the President should the office become vacant or in the absence of the President
- c. The Vice President shall keep and have available current copies of the constitution and other organization documents
- d. The Vice President shall help oversee the organization's committee structure and coordinate with any committees to provide support and resources
- e. The Vice President shall represent the group at all official functions and activities in the absence of the President
- f. The Vice President shall coordinate with the President to set the agenda for all organization meetings
- g. The Vice President shall work with all other executive board members to achieve the organization's goals for each year and to execute all organization activities

3. Treasurer

- a. The Treasurer shall keep a current record of all financial transactions and budgets
- b. The Treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time
- c. The Treasurer shall advise the President on the budget for each fiscal year
- d. The Treasurer shall coordinate with the other executive board members and relevant committees to plan for fundraisers or donation drives
- e. The Treasurer shall create and monitor the budget for each fiscal year
- f. The Treasurer shall provide financial reports to the executive board members each academic semester

- g. The Treasurer shall work with all other executive board members to achieve the organization's goals for each year and to execute all organization activities
- 4. Secretary
 - a. The Secretary shall keep accurate records of all organization meetings
 - b. The Secretary shall maintain membership enrollment information and officer information
 - c. The Secretary shall distribute the agenda for each meeting to officers and members
 - d. The Secretary shall take meeting minutes for each meeting
 - e. The Secretary shall notify members and officers of each meeting and send a reminder prior to the meeting date
 - f. The Secretary shall maintain a current registration form, including a list of officers, their addresses, the name of the Campus Advisor, and the most recently amended constitution with the Department of Student Life via RooConnect
 - g. The Secretary shall work with all other executive board members to achieve the organization's goals for each year and to execute all organization activities
- 5. Community Engagement Director
 - a. The Community Engagement Director shall coordinate the organization's outreach initiatives and volunteer experiences
 - b. The Community Engagement Director shall develop and maintain relationships with local practitioners, partners, and organizations that can help support the organization's activities and goals
 - c. The Community Engagement Director shall remain informed of current events impacting the practice area of immigration law as well as immigrant and refugee populations
 - d. The Community Engagement Director shall educate its members about social issues and relevant cultural competencies
 - e. The Community Engagement Director shall coordinate with all other executive board members to plan and execute the organization's activities for each academic semester
 - f. The Community Engagement Director shall work with all other executive board members to achieve the organization's goals for each year and to execute all organization activities
- 6. Networking Executive
 - a. The Networking Executive shall develop connections with local student organizations, bar associations, or other partners
 - b. The Networking Executive shall remain informed of local community networking events and present those opportunities to the executive board and membership group
 - c. The Networking Executive shall coordinate with all other executive board members to plan and execute the organization's activities for each academic semester
 - d. The Networking Executive shall work with all other executive board members to achieve the organization's goals for each year and to execute all organization activities
- 7. Social Media Coordinator
 - a. The Social Media Coordinator shall maintain the organization's social media account
 - b. The Social Media Coordinator shall present a social media plan to the executive board members for each academic year and execute that plan accordingly
 - c. The Social Media Coordinator shall coordinate with all other executive board members to plan and execute the organization's activities for each academic semester and to bring awareness to such events through social media channels

d. The Social Media Coordinator shall work with all other executive board members to achieve the organization's goals for each year and to execute all organization activities

C. Election of officers.

1. To qualify to be an officer a student must:
 - a. Be in good academic standing defined by The University of Akron Law standards
 - b. Be a member of the organization for at least one full academic semester before assuming an officer role
 - c. Send a letter of intent to the executive board members prior to running in any officer
 - d. Be elected by the organization's voting members
2. The election and/or selection process to be used will be:
 - a. A letter of intent sent to the executive board members in the spring semester prior to each yearly officer election cycle
 - b. The executive board members will review all letters of intent at the end of the spring semester and create the election ballots through a virtual form
 - c. The virtual ballots will be sent to all eligible voting members at the end of May for each calendar year
 - d. Eligible voting members will have from the end of May to the 1st day in August to cast their vote for officers
 - e. Current executive board members will review the results and the candidate(s) receiving the most amount of votes will be declared the winner and will take office on the first day of fall semester
 - f. The term(s) of office shall be from the first day of fall semester until the last day of spring semester (one full academic year)

D. Vacancies. Should vacancies occur before the completion of a term of office, the vacancy will be filled in the following manner:

1. In the event that an office position becomes vacant or an officer is removed from their position or failing to meet the expectations of the organization, the President with the approval of the executive board shall appoint a new officer for the remainder of the term.

E. Removal by Impeachment. Charges can be brought against any officer for the following reasons:

1. Academic misconduct
2. Failure to remain in good standing with the University of Akron School of Law
3. Failure to adhere to the organization's constitutional purpose

F. Impeachment proceedings.

Impeachment may be enacted upon a 2/3 vote consisting of all active officers (executive board members).

G. If an impeachment proceeding is voted to occur, the following procedures will be followed:

1. The officer in question will be notified of the charges in writing
2. A special executive board meeting will be set up with all officers present to discuss the charges and the officer in question will be given an opportunity to respond
3. At the special executive board meeting, a vote will be held that includes all current officers pursuant to section (f)
4. The group will appoint a replacement pursuant to section (d)(1)

ARTICLE V – ORGANIZATIONAL STRUCTURE

A. The Executive Board shall consist of the following officers:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Community Engagement
6. Networking Executive

B. The Executive Committee's duties shall be to:

1. Develop a yearly plan of the organization's activities and goals for each calendar year
2. Remain informed and attend all on-campus and community events that help bring awareness to the organization and increase membership
3. Work together to execute the organization's yearly plan and to promote the organization's constitutional purpose

ARTICLE VI – CAMPUS ADVISOR

A. In order to qualify to be the Campus Advisor, the individual must have an HR status of full-time faculty or contract professional at The University of Akron. Final approval of the Campus Advisor will rest with the Department of Student Life. Other requirements are:

B. The Campus Advisor shall be selected by the Executive Board

C. The term of office for the Campus Advisor will be from fall semester until spring semester (one full academic year)

D. In the event that the Campus Advisor fails to meet the organization's requirements outlined in Article VI, Section A., the following procedure shall be taken for removal of office:

1. The Executive Board shall notify the organization at a meeting consisting of at least two-thirds (2/3) of all active members.
2. The membership will hold a vote of confidence for the Campus Advisor.
 - i. All members shall vote either "Confidence" or "No Confidence"
3. If the Campus Advisor receives a vote of "No Confidence" from two-thirds (2/3) of the membership, the Campus Advisor will be notified in writing and shall be removed from advising the organization.
4. If deemed necessary, a Campus Advisor may also be removed at the discretion of the Executive Director, Student Union, or their designee.

E. In the event of a vacancy within the position of Campus Advisor, it is the responsibility of the organization to appoint a new Campus Advisor within five (5) business days. No business shall be conducted until a new Campus Advisor has been appointed and approved through the Department of Student Life (via RooConnect) or before conducting business.

ARTICLE VII – RULES OR ORGANIZATIONAL PROCEDURES

A. Attendance policy for members shall be 1 membership meeting per academic semester

B. Organizational meetings shall be held:

1. Membership Meetings: January, March, and May of Spring Semester and August, October, and December of Fall Semester
2. Executive Board Meetings: monthly during the entire calendar year

C. In order to conduct business, a quorum shall consist of:

1. Membership Meetings: $\frac{3}{4}$ of the total membership
2. Executive Board Meetings: $\frac{3}{4}$ of the current executive board

D. In the event of conflict concerning proper rules of procedure, Robert's Rules of Order will serve as the recognized authority.

ARTICLE VIII – FINANCE

A. Dues for membership to the organization shall be determined at a later date.

B. Other sources of organizational funding, besides university funding, shall be donations, funding, coordination with other student organizations and local bar associations.

C. The organization shall manage its own finances in accordance with the rules and regulations prescribed by The University of Akron. Registered student organizations, with the exception of those under the Office of Fraternity and Sorority Life Programs, are not permitted to have outside accounts, other than the provided UAF/EAF and SAF accounts which are administered by the Department of Student Life and the SOuRCe.

ARTICLE IX – AMENDMENTS

A. The following process must be followed to amend this constitution:

1. Any proposed amendment to this constitutional must be presented in writing to the executive board and then the entire membership body
2. Discussion of the proposed amendment shall occur at a full membership meeting and there shall be a vote
3. The amendment shall become part of the constitution upon a $\frac{3}{4}$ vote of the entire membership body

ARTICLE X – NONDISCRIMINATION CLAUSE

It is the policy of this institution that there shall be no unlawful discrimination against any individual in employment or in its programs or activities at the university of Akron because of race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, disability, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, military status, genetic information, or status as a veteran. The university of Akron prohibits sexual harassment of any form in all aspects of employment and in its programs and activities and prohibits discrimination on the basis of sexual and racial or ethnic orientation in employment and admissions. See UA Board Rule 3359-38-01 (A2).

ARTICLE XI – STUDENT LIFE CLAUSE

International Law Association shall maintain a current registration form, including a list of officers, their addresses, the name of the Campus Advisor, and the most recently amended constitution with the Department of Student Life via RooConnect.