

Chapman University Undergraduate Law Review Journal Constitution

1. Article I: Name

1. **Section 1:** The name of this organization shall be the Chapman University Undergraduate Law Review Journal hereinafter referred to as the “Chapman University Undergraduate Law Review Journal”.

2. Article II: Purpose

1. **Section 1:** The purpose of this organization shall be to provide students with practice and insight into legal writing, to educate undergraduate students on the domestic and foreign law, and to provide students with the space to conduct meaningful discourse surrounding the law. In the Chapman University Undergraduate Law Review Journal, students will not only be able to articulate their thoughts in a legal context, but they will gain meaningful insight into the inner workings of a law review journal which will better prepare undergraduates for law school law review journals. Each year all students involved in the CU Undergraduate Law Review Journal will work together to publish One journal in May compiled of the legal writing composed by the members throughout the year.

3. Article III: Membership Composition

- a. **Section 1:** Membership in the Chapman University Undergraduate Law Review Journal shall be open to any and all undergraduate students attending Chapman University full-time who meet the below listed membership requirements. Once a student graduates or ceases to be a student at the University, their membership shall cease.
- b. **Section 2:** Active membership in the Chapman University Undergraduate Law Review Journal requires that each member must maintain a cumulative 3.00 GPA, miss no more than 5 of the required meetings set forth by the Executive Board, and participate as is required by their specific position. A member may be excused to up to 5 meetings only if they notify a member of the Executive Board of their conflict at least 24 hours in advance.
- c. **Section 3:** Any member may be at risk of being removed from membership for not meeting the requirements of active membership outlined in Article III, Section II and by a two-thirds vote of the Executive Board.
- d. **Section 4:** Removal from the Chapman University Undergraduate Law Review Journal will require the following protocol: (1) Written charges by a member are to be presented to the Executive Board; (2) an executive officer must notify the member in question with sufficient opportunity given for the member to answer charges at a meeting of the membership. All members must be notified of this pending action at least one week prior to the removal decision; (3) voting for

removal from membership is to be done by secret ballot; (4) the member in question must be notified immediately of the outcome of the vote.

- e. **Section 5:** As per Chapman University's Harassment and Discrimination Policy, it shall be stated as part of the policy of the Chapman University Undergraduate Law Review Journal at Chapman University that membership and membership privileges must be open to all students without regard to race, color, religion, ancestry, national origin, marital status, sexual orientation, age, disability, veteran status, or any other classification protected by law, so that all members of the community are treated at all times with dignity and respect. Membership and participation in the Club must also be open without regard to gender, unless exempt under Title IX.
 - f. **Section 6:** With membership in the Chapman University Undergraduate Law Review Journal comes full floor and voting privileges on any and all items of Club business including: resolutions, items of legislation, bylaws, and elections.
 - g. **Section 7:** It shall be required that writers selected for the Chapman University Undergraduate Law Review Journal must be members of the Chapman University Pre-Law Society.
 - h. **Section 8:** At least one article published in the journal each academic year must be produced by a Chapman University undergraduate student. In the case that there are no Chapman submissions, or the submissions fail to meet the standards of publication, the Chapman University Undergraduate Law Review shall be exempt from this requirement.
4. **Article IV: Officers Positions**
1. **Section 1:** The officers shall consist of a President, Vice President, Secretary, Constitution Review Chair, Director of Recruitment, Director of PR, DEI Chair, and Director of Finances. The officers shall be in charge of all administrative duties.
 2. **Section 2:** The President shall have the power to establish and maintain operation procedures of the Chapman University Undergraduate Law Review Journal, call meetings, and answer for all actions of the other officers. The President shall be able to vote in all decisions affecting the Chapman University Undergraduate Law Review Journal. The President is in charge of facilitating Executive Board meetings, and ensuring that the Chapman University Undergraduate Law Review Journal activities follow Chapman University policies and procedures.
 3. **Section 3:** The Vice President shall assist the President with all administrative duties and assume those duties in the absence of the President. They will also be in charge of marketing and outreach, oversee recruitment, as well as organizing one service event for the Chapman University Undergraduate Law Review Journal members each semester.

4. **Section 4:** The Secretary shall keep accurate and detailed records of all meetings and affairs, send/transmit all official Chapman University Undergraduate Law Review Journal correspondence. The Secretary shall also be responsible for the End of Semester Report submitted to the Department of Student Engagement each semester.
 5. **Section 5:** The Constitution Review Chair shall develop and maintain resources and documents that can support Student Organizations in developing clearly articulated Constitutions. These resources must be updated, shared regularly with the membership in meetings, and made easily accessible to club members as well as the general public. This position shall be implemented only if seen fit.
 6. **Section 6:** The Director of Recruitment shall oversee all recruitment activities and efforts regarding the recruitment of editors and writers for the journal, and shall work alongside other executive members with Public Relations and outreach.
 7. **Section 7:** The Constitution Review Chair shall work alongside the other Executive Board members to uphold this Constitution and propose amendments whenever necessary. This position shall also be responsible for ensuring that all members adhere to their specific responsibilities as outlined in this constitution.
 8. **Section 8:** The Director of PR shall oversee the social media of the organization, spearhead community outreach efforts, and engage with the general student body. They will also be responsible for coordinating preparation and distribution of club flyers, handouts and publications.
 9. **Section 9:** The DEI Chair shall ensure that the CU Undergraduate Law Review undergoes a mandatory DEI training and is publishing articles that represent the values of a diverse Chapman University student body.
 10. **Section 10:** The Director of Finances shall be responsible for facilitating funding requests, responsible for overseeing the allocation of received funds, and acting as the organizations treasurer and managing the club account. This position shall be implemented only if seen fit.
 11. **Section 11:** The elected officers shall form the Executive Board.
 12. **Section 12:** All elected officers should be in good academic standing at the University and maintain above a 3.25 G.P.A..
5. **Article V: Election Procedures**
1. **Section 1:** The President, Vice President, Secretary, Constitution Review Chair, President of Recruitment, and Director of Finances shall be elected by the members of the Chapman University Undergraduate Law Review Journal to serve a term of one year. Annual elections shall be held at the final Spring semester meeting. The officers shall be elected by means of a majority vote from all members. The term of office for all officers shall begin on the last day of Spring Semester and end on the same day of the following year.

2. **Section 2:** Nominations of candidates for the officer positions shall be through written or oral nominations submitted to the Executive Board, or during the annual election meeting. Nominees for officer positions must be active members. Active members may nominate themselves or another member.
 3. **Section 3:** Voting shall take place after the close of nominations for each office. Officers shall be elected by majority vote of those Chapman University Undergraduate Law Review Journal members present, provided quorum is met (see Article VIII, Section 4).
 4. **Section 4:** The order of succession shall be: (1) President, (2) Vice President, (3) Secretary, (4) Director of Recruitment, (5) Constitution Resource Chair, (6) Director of Finances
 5. **Section 5:** Vacancies occurring in any of the elected offices shall be officially filled at the next regular Chapman University Undergraduate Law Review Journal meeting following the occurrence of such a vacancy or vacancies. The order of succession shall be followed in the filling of any vacant office during any unexpired term. If an officer declines to succeed to a vacant office, then an election shall be held to fill the office for the remainder of the unexpired term. The election procedure for filling the unexpired term of a vacant office shall be the same as for the normal procedure for elections.
6. **Article VI: Appointments**
1. **Section 1:** The Executive Board may appoint additional positions such as Marketing Chair, and Director of Community Outreach, among others, as they become necessary. Additionally, 7-10 student writers will be appointed to the writing committee annually by vote of all active members and 5 editors shall be elected as well, 2 of whom shall serve as co-Executive Editors. These elections shall be based on the applicants' written responses to a prompt that will be determined by the Executive Board. Applicants shall be evaluated by the Executive Board based upon their written responses as well as any information provided on their resumes. The responsibilities of these positions shall be to provide work to be adopted into the journal, and to edit the proposed work, respectively.
7. **Article VII: Removal From Office**
1. **Section 1:** Any officer may be removed from office for failure to perform his/her prescribed duties or a failure to comply with Chapman University Policy.
 2. **Section 2:** Any officer may be removed by a two-thirds vote of the membership, provided that all members are notified of this pending action at least one week prior to the removal decision. Removal from office can occur either for failure to carry out the responsibilities of that office, or violation of Chapman University

policies. Written charges by a member are to be presented to the Executive Board who will notify the officer in question with sufficient opportunity given for the officer to answer charges at a meeting of the membership.

8. **Article VIII: Meetings**

1. **Section 1:** General membership meetings shall be held bimonthly, with additional meetings called by the President as needed. Notice of additional meetings must be given to all club members in the timeliest manner possible, not less than one week when possible. The official means of notifying members shall be agreed upon at the first meeting held after the election of a new Secretary.
2. **Section 2:** The Executive Board shall meet when called by the President or Vice President.
3. **Section 3:** Official notice of the meeting at which the election of Chapman University Undergraduate Law Review Journal officers will take place must be provided to all Chapman University Undergraduate Law Review Journal members not less than two weeks prior to such meeting.
4. **Section 4:** Quorum shall be defined at least fifty percent of the total Chapman University Undergraduate Law Review Journal membership. Quorum is required for official votes to take place.

9. **Article IX: Funding**

1. **Section 1:** The Chapman University Undergraduate Law Review Journal shall, as it deems necessary, undertake fundraisers for its own purposes. All fundraising shall be conducted in accordance with Chapman University policies and overseen by the Secretary.

10. **Article X: Amendments**

1. **Section 1:** Amendments to this constitution shall be adopted by a two-thirds vote of the members present at two consecutive meetings at which the amendment has been read and discussed.

11. **Article XI: Jurisdiction**

1. **Section 1:** The Chapman University Undergraduate Law Review Journal is subject, as a recognized/registered student organization, to the rules, regulations, and policies of Chapman University and the laws of the State of California. The rules, regulations, and policies of the Chapman University shall hold precedence over any and all rules, regulations, and policies applying to the Chapman University Undergraduate Law Review Journal, including those of national organizations with which the Chapman University Undergraduate Law Review Journal is associated.

12. **Article XII: Dissolution Clause**

a. Section 1: This Student Organization will be dissolved by a two-thirds majority of quorum votes of the Chapman University Undergraduate Law Review Journal membership. The Chapman University Undergraduate Law Review Journal may also be dissolved in accordance with the Department of Student Engagement club status protocol. In the event of the Student Organization's dissolution, all Chapman University Undergraduate Law Review Journal financial assets become property of the Student Government Association and shall be added to allocations designated for recognized student organizations. All additional assets become property of the Department of Student Engagement.

13. **Date of Creation**

a. This constitution for the Chapman University Undergraduate Law Review Journal was voted into effect on July 21, 2021.

14. **Date of Most Recent Revision**

1. This constitution for the Chapman University Undergraduate Law Review Journal was last revised, voted on by membership, and officiated on December 10, 2021.