

Article I – Name of Organization

Section 1. The official name of this organization is The Mount Holyoke College Undergraduate Law Journal.

Section 2. This organization is also referred to as The Mount Holyoke College Pre-Law Review, MHC Pre-Law Review, Mount Holyoke Pre-Law Review, MHC Law Journal, MHC Undergraduate Law Journal, Mount Holyoke Law Journal, Mount Holyoke Undergraduate Law Journal.

Article II – Organization Mission, Purpose, and Affiliation

Section 1. The mission of The Mount Holyoke College Undergraduate Law Journal shall be to promote and disseminate critical analysis of law by undergraduate students. Members will be given support in the process of reading, analyzing, and understanding important legal cases. Contributors will gain substantive experience in writing legal analysis, including operating in a rigorous editing process, fact-checking, and publishing. Law schools' law reviews are considered to be a substantive part of the legal academic field, and, by allowing undergraduate students to practice contributing to that field, The Mount Holyoke College Undergraduate Law Journal seeks to elevate the voices of Mount Holyoke College students in the field of legal scholarship.

Section 2. Our organization seeks to publish students' critical legal analysis in the form of an undergraduate law journal. In order to expand opportunities to those less familiar with legal analysis, The Mount Holyoke College Undergraduate Law Journal will publish both full length articles and shortened summaries of legal decisions through social media platforms. Depending upon the needs of the members, The Mount Holyoke College Undergraduate Law Journal Board may choose to further expand the forms of contributions accepted.. Students with a high-level of legal studies experience, comprehension, or with strong writing skills may act as editors. Editors will work with student contributors to edit for grammar, fact-check, and finalize their work for publication. Such students may also

work with The Mount Holyoke College Undergraduate Law Journal Board to organize educational events. By diversifying the range of options for students seeking to be involved, The Mount Holyoke College Undergraduate Law Journal aims to provide an experience that will enrich and enhance students' skills in the field of legal scholarship through practical experience and opportunities to showcase their developing knowledge. Long-form articles will be posted to The Mount Holyoke College Undergraduate Law Journal Website, and short-form pieces and other such educational materials will be posted to social media or to the website dependent upon the consensus of The Mount Holyoke College Undergraduate Law Journal Board and its contributors.

Article III – Membership Requirements and Limitations

Section 1. Membership eligibility.

- a. Mount Holyoke College strives to build and maintain a campus environment that is inclusive, pluralistic, and free of discrimination. Membership in The Mount Holyoke College Undergraduate Law Journal is open to all persons without regard to race, color, creed, religion, national or ethnic origin, sex, sexual preference, age, marital status, citizenship or disability. All Mount Holyoke College students may be members.
- b. Hazing will not be used as a condition of membership in this organization. All active members will sign the yearly anti-hazing waiver as required by Massachusetts Commonwealth law.

Section 2. General membership expectations.

- a. All Mount Holyoke College students may be members.
- b. Members are expected to attend an average of at least 1 meeting per month within a given semester.
 - i. Students with a reasonable excuse for being unable to attend meetings, who are either “contributors” or “editors” may be considered members.
 1. Ex. If a student has class or a regular work shift at the time of meetings, they may approach the board to gain

an exemption, at the discretion of the Editors-In-Chief.

- ii. Members are expected to contribute actively during meetings and events.
- iii. ALL members are held to the provisions of Mount Holyoke's Honor Code and a separate code of conduct established by the Mount Holyoke Undergraduate Journal. Members are expected to speak respectfully to their fellow students, to assume the best intentions of editors and other members, and to communicate any emotional or personal needs to the board members should any interpersonal conflict arise as a result of conflicting beliefs or a difficult editing process.
 - 1. Should a problem arise related to the organization (positions, operations, or otherwise), it is expected that the member bring the problem to a member of the board for a quick mediation. This mediation will be held as soon as the concern is brought to the board members' attention, and per the concerned parties' latest availability.
 - 2. Concerned parties may request a mediation with the President and Vice President, or with the entire board present. Private handling of personal conflicts (unaffiliated with the organization's operations) is not grounds for termination; however, if privately handled conflicts negatively impact the organization's efficiency, production, or communication capabilities, the board may consider expulsion of the concerned parties.
 - 3. Behavioral concerns noticed by or brought to the attention of the board members will result in a "three-strike policy" being enacted against the offending member. The first strike results in a private "warning meeting" with the President and Vice President, advising the offending member to reconsider their behavior. The second strike results in a suspension of one's position for one publication

period. The third strike is expulsion from the club for one year, and an additional semester of probation where the student may participate in the organization at a limited capacity.

- a. Severe behavioral concerns, such as racial, gender, or sexual discrimination, may result in the immediate expulsion of a student from the organization.
 - b. Expulsion will be considered by a majority vote from the board members. Decisions may be appealed under certain circumstances, such as the uncovering of new, contrary evidence, and under board discretion.
 - c. Behavioral concerns include, but are NOT limited to, unfriendliness to fellow members, inappropriate criticism of others' submissions, generally offensive behavior, discrimination of all kinds, poor or avoidant communication, inciting distracting conflict, etc.
- c. Contributors are members who submit "regularly" to The Mount Holyoke College Undergraduate Law Journal.
- i. Regular submission equates to a minimum of one long-form piece per semester or 3 short-form pieces of any form.
 1. Members who still submit works, but do not satisfy the above requirements, are still considered active members within the organization. However, they do not receive the official title of contributor.
 - ii. Contributors are expected to keep in contact with editors and board members in order to move through the publication process smoothly.
 1. Failure to keep in consistent communication with the board members and editors may result in significant (or even indefinite) delays in publishing.
 - a. Contributors with works actively in the editing process seeking to have their piece published as

quickly as possible are expected to respond to messages concerning publication or editing within 24-48 hours. This timeframe is shortened to 12-24 hours three weeks prior to the set publication date, should any last minute issues arise.

2. Along with each piece submitted, new contributors *must* provide their preferred contact methods so that they are accessible to board members and editors. Failure to do so may result in the delay or complete non-publication of one's submission.
- d. All active members hold equal voting power during general elections.
 - i. The Editors-In-Chief (President and Vice President) are appointed by a vote between board members.
 - ii. Amendments are made through a board vote.
 - iii. Board members with voting power in board elections:
 1. Secretary, Treasurer,
- e. Members are invited to all social events.
- f. Members are invited to work with The Mount Holyoke College Undergraduate Law Journal to plan or help with events in accordance with the group's needs.

Section 3. New member recruitment.

- a. Recruitment for The Mount Holyoke College Undergraduate Law Journal occurs at the beginning of each semester.
- b. The organization recruits through The Involvement Fair, personal recommendations, and social media.
 - i. The Mount Holyoke College Undergraduate Law Journal Board members may reach out to professors of law-related courses to promote events, or to have the professor mention the group to interested students.
 - ii. The Mount Holyoke College Undergraduate Law Journal may reach out to other law-related campus organizations to promote events where students may have an overlapping

- interest.
- iii. The Mount Holyoke College Undergraduate Law Journal may collaborate with relevant organizations on club events and presentations.

Article IV – Executive Board of Officers

Section 1. Elected Officers.

- a. The elected officers in The Mount Holyoke College Undergraduate Law Journal shall be the Editors-In-Chief (2; the President and Vice President). The officers shall be responsible for all administrative duties of The Mount Holyoke College Undergraduate Law Journal.
- b. In order to be eligible for an Editor-In-Chief position (President and Vice President), the member must have at least one full year as an editor and/or contributor. **This rule goes into effect during the 2026-2027 academic year.**
- c. Students hold a position for the academic year.
 - i. In the case of a sudden vacancy, a special election may be held. This special election will be held among the board, with candidates nominated by the Editor-in-Chiefs. In the event of the sudden vacancy of an Editor-In-Chief position, board members will vote for the promotion of a fellow board member. The individual elected will serve for the remainder of the academic year.
- d. The following positions are board elected: Editors-In-Chief (President and Vice President)
- e. The following positions are to be filled in a general election: Website Manager, Communications Director, Secretary, Events & Outreach Director, Treasurer.
- f. Board members can temporarily occupy multiple positions on the board if it is necessary.
 - i. Board members are encouraged to hold positions as editors should they be so inclined.

Section 2. Editors-In-Chief. The Editors-In-Chief, in addition to their duties as the President and Vice President, shall:

- i. Read, review, and approve each publication, including short-form summaries, educational materials, and student generated infographics.
- ii. Manage the editing team
 1. Editors can be added in accordance to the needs of the organization through the following process:
 - a. The Editors-In-Chief must come to a consensus on the number of additional editors needed and the qualifications desired.
 - b. The Editors-In-Chief must obtain consent from a majority of the board.
 - c. The Editors-In-Chief must have the board release an application form to the club via email and must disclose the vacancy at the following meeting.
 - i. The application form should ask for the following information in addition to typical forms of this nature:
 1. A writing sample
 2. Relevant experience in writing
 3. Relevant experience in legal scholarship
 4. Relevant courses
 5. Additional qualifications
 - d. The board must hold a vote (likely either at the end of or the beginning of the next general meeting).
 - e. The new editor can be contacted and announced immediately after the vote.
 2. The Editors-In-Chief are responsible for distributing the editing workload amongst the editing team members.
 3. The Editors-In-Chief are responsible for maintaining communication with contributors whose works need significant editing over the status of their works.

Section 3. President. The President shall:

- b. Be the Editor-In-Chief along with the Vice President.
- c. Coordinate all functions and activities of The Mount Holyoke College Undergraduate Law Journal.
- d. Chair all General Membership and Executive Board meetings.
- e. Ensure that all of The Mount Holyoke College Undergraduate Law Journal's activities and members are in accordance with all policies of Mount Holyoke College.
- f. Secure The Mount Holyoke College Undergraduate Law Journal's registration with Mount Holyoke College each year.
- g. Maintain open communication with each officer and faculty/staff advisor.
- h. Install and remove all appointed officers with the approval of the Executive Board.
- i. Serve as an executive office member of each committee.
- j. Act as a spokesperson for the organization.
- k. Organize and run an officer transition and education program for new officers.
- l. Maintain contact with and solicit participation from organization advisors.
- m. Seek out new advisors, if needed, and acquaint them with the organization's history, traditions, and procedures

Section 4. Vice President. The Vice President shall:

- a. Be the Editor-In-Chief along with the President.
- b. Serve as Executive Vice President of The Mount Holyoke College Undergraduate Law Journal.
- c. Ensure that all of the organization's activities and members are in accordance with all policies of Mount Holyoke College.
- d. Maintain accurate records of The Mount Holyoke College Undergraduate Law Journal's Membership.
- e. Maintain records of participation in events for each Member.
- f. Oversee the review of each Member's requirements.

- g. Endeavor to improve The Mount Holyoke College Undergraduate Law Journal's retention of its Members.
- h. In the event that the President cannot perform their duties for a meeting, event, or other purpose, the Vice President will assume the role.

Section 5. Secretary. The Secretary shall:

- a. Coordinate the communicative functions of The Mount Holyoke College Undergraduate Law Journal.
- b. Record minutes of and attendance at each General Membership and Executive Board meeting.
- c. Appoint scribes to record minutes in committee meetings as needed.
- d. Manage and maintain all organization email lists and social media.
- e. In the event that the Vice President cannot perform their duties for a meeting, event, or other purpose, the Secretary will assume the role.

Section 6. Website Manager. The Website Manager shall:

- a. Establish and update the Undergraduate Law Journal website.
 - i. This includes adding new issues of the journal to the website according to its established publication date, as well as upcoming events.
- b. Maintain website operations, ensuring that the website is up-to-date and properly running
- c. Aid the Secretary in social media activities, if needed.

Section 7. Communications Director.

- a. Responsible for putting together a monthly newsletter, including the journal's anticipated publication date, upcoming events, and other relevant information.
- b. Update members on important dates and upcoming events through email.
- c. Create advertisements for social media and around campus.

Section 8. Events & Outreach Director.

- a. Communicate and establish relationships with other Mount Holyoke and 5 college organizations.
- b. Secure collaborative events with other Mount Holyoke and 5 college organizations.
- c. Find speakers to attend club events
- d. Alumni networking

Section 7. Treasurer. The Treasurer shall:

- a. Collect and distribute all monies of The Mount Holyoke College Undergraduate Law Journal.
- b. Keep clear records of all of The Mount Holyoke College Undergraduate Law Journal's financial activity.
- c. Provide regular reports to the General Membership on the state of the organization's finances.
- d. Oversee the organization's budget, including the allocation of funds and keeping records of previous budgets.
- e. Prepare and submit applications for funding to SGA Ways & Means within the appropriate deadlines.
- f. In the event that the Secretary cannot perform their duties for a meeting, event, or other purpose, the Treasurer will assume the role.

Section 8. Term of Service.

- a. There are no term limits for this organization.
- b. Grounds for removal of an officer include:
 - i. Violation of rules and regulations set forth in the Mount Holyoke RSO Handbook
 - ii. Failure to uphold the provisions of the constitution and bylaws

Section 9. Elections.

- a. The Mount Holyoke College Undergraduate Law Journal holds elections at the end of the Spring Semester.
 - i. If graduating, the outgoing President is responsible for overseeing the elections
 - 1. If not graduating, the President must recuse themselves from overseeing the election and select a

graduating board member to oversee the election in their place.

2. If no board member is graduating, a non-graduating board member may be appointed to oversee by a board vote.
 - a. The board should select a member who is reputable and will conduct themselves in an unbiased manner.
- ii. The board vote for Editors-In-Chief (President and Vice President) will occur approximately **2 weeks prior** to the general election.
 1. **Only students who will be part of the Junior or Senior class for the following academic year (“rising” Juniors/Seniors) are eligible to run.**
 2. **Only members who have served at least one full year as an editor and/or contributor are eligible to run for these positions. This rule goes into effect for the 2026-2027 school year.**
 3. Board members running for the position must abstain from voting.
 4. Should someone run for Editor-In-Chief and not be voted in, they may choose to run for a position in the general election. General election positions include Website Manager, Communications Director, Secretary, Events & Outreach Director, Treasurer. These positions may expand with the growth of the club, and should be updated in the constitution accordingly.
- b. Members will vote by Google Form, which will be collected and counted by the election overseer
 - i. Both the general election voting period and the period for nomination will last a minimum of one week
 - ii. Votes are to be tracked by the election overseer, and are to remain anonymous to avoid causing interpersonal conflict
 - iii. Should there be any concerns about the validity of an

elections results, the election overseer can supply student life with the google form results for verification purposes

1. No member raising concerns should be penalized, so long as they accept the word of the student life officer.
- c. Members will nominate themselves.
 - i. Self-nominations will take place over google form
- d. Members are free to campaign for general election positions.
 - i. Members will be allowed to give speeches at the designated meeting. All speeches will be of the same length.
 - ii. Digital speeches may also be distributed if necessary.
- e. Candidates are **prohibited** from publicly campaigning for board-elected positions, such as the positions of President and Vice President.
 - i. Instead, private discussions between the current board and the candidates and a final debate will take place.
 - ii. These discussions will inquire into the candidates' intentions with running, leadership style, and goals for the future of the club to assess their capacity for executive roles.
 1. These discussions will mirror an interview process and will take place privately with each candidate.
 - iii. Once the discussions are complete, the current board may take up to a week to deliberate. A vote will take place at the end of this deliberation period, and the results will be immediately released by 5pm that same evening. The date this occurs is not predetermined and is subject to the discretion of the current board.
 1. However, this date must be set, at minimum, a week prior to discussions taking place.
- f. Elections are determined by a plurality vote.
 - i. Members running for an officer position, who receive a majority of votes, reserve the right to take the officer position they ran for.
 - ii. In the event of a tie, the tied candidates will be entered into a revote between the board members.

Section 10. Responsibilities.

- a. Each officer, both elected and appointed, shall be responsible for their duties as listed in this constitution.
- b. Each officer shall also be responsible for establishing and maintaining a working relationship with the General Membership, Executive Board, and all other officers, advisors, chairs, committees, and staff necessary to perform their duties.

Section 11. Removal of an Officer.

- a. Grounds for removal:
 - i. Failure to uphold the responsibilities of their position
 - ii. A violation of the honor code that impacts the emotional well-being of fellow organization members
- b. Removal may be initiated through a formal complaint made to the board by any active member of the organization (who has been an active member for a minimum of one semester) and a petition signed by a simple majority of board members
- c. Removal hearing
 - i. The board member being removed will be asked if they would like to withdraw from the board prior to the announcement of the hearing
 - ii. The Mount Holyoke College Undergraduate Law Journal announces the charge brought against an individual to general membership and provide evidence to support the claim in an email
 - 1. This will occur one week prior to the hearing
 - iii. The following people are allowed to attend the hearing:
 - 1. Board members
 - 2. Members who have been editors or contributors for a minimum of one full year
 - 3. The member who initiated the formal complaint beginning proceedings
 - 4. The board member who the proceedings have been instituted against
 - iv. Members providing testimony or evidence (who are otherwise not permitted to attend the hearing may only attend for the duration of their testimony.

1. Such members may also hand in written testimony or evidence to board members in place of providing in-person testimony.
- v. The individual in question is allowed to argue a defense in front of voting members, for 5 minutes
 1. They are additionally able to take questions for a period of 5 minutes should they so choose.
- vi. The vote for removal
 1. Only members of the board (not editors or contributors) may vote.
 - a. The member in question is not allowed to vote.
 2. The member in question may not be present during deliberation or voting.
 3. Editors and contributors with substantive information pertaining to the removal of the office may be permitted at the hearing and during deliberation or voting, but may not vote.
 - a. They may contribute relevant information to the removal of the board member during deliberation.
 4. 10 minutes of deliberation will be allowed for informal discussion.
 5. Voting will occur via show of hands, to be counted aloud, recorded on paper, and confirmed by board each member.
 6. $\frac{2}{3}$ of the board members (5 out of 7) (not only those in attendance) must vote for removal for the member to be removed from the board.
 - a. $\frac{3}{4}$ (6 out of 7) of the board must be in attendance for voting to take place.
- d. Removal appeal
 - i. A removed board member may appeal by submitting a written argument for appeal to the board.
 - ii. The officers must approve or deny the appeal within 2 weeks of receiving the argument for appeal.
 1. A simple majority vote by board members (not including non-board editors or contributors) can approve or deny the appeal.
 - a. This vote may take place over Zoom, email, text message, or in-person
 - iii. An appeal may be approved under the following circumstances:
 1. New information or evidence contradicting the evidence

presented resulting in approval.

2. Evidence of a significant breach in removal procedures.
- iv. In the case that an appeal is approved, a new removal hearing will be scheduled and the new evidence can be presented

Section 12. Officer Transitions.

- a. Each officer shall maintain a record of their position, including budgets and activities of the office, to provide to incoming officers following elections.
- b. Outgoing officers shall also make every effort to assist in the transition process, including helping to ensure that incoming officers are aware of their responsibilities.

Section 13. Vacancies.

- a. Any officer may resign at any time by submitting a letter to the Executive Board.
- b. In the event of a vacancy of a position, the President shall, with the majority approval of the Executive Board, appoint a replacement to serve until the next General Membership meeting, at which point a special election will be held to fill the position.
- c. A vacancy of the office of President shall be treated as a temporary absence as defined in this Article.
 - i. The Vice President will assume the responsibilities of the President temporarily.
- d. Any person selected to fill a vacancy shall meet the eligibility requirements prescribed for that position.
- e. Current officers shall be eligible to run for the vacant position but would be required to vacate their original position immediately upon election.
- f. In the event that a new vacancy is created by the special election, another will be held to fill that vacancy, and so on until all positions are filled.

Article V – Conflict Management

Section 1. Community Guidelines

- a. All members are expected to assume the best intentions of their peers.
- b. The editing process might invite interpersonal controversy, as such the following must be understood by all members participating:
 - i. Editors must:
 1. Notify an Editor-In-Chief should they have any concerns about sensitive content.
 - a. Example:
 - i. An editor wishing not to be asked to edit any works involving racial issues, issues concerning women's health, etc.
 - b. Ideally, editors will notify an Editor-In-Chief at the time of their appointment so they are not assigned any of these works. **However, if sudden conflicts arise, they will be respected as best as possible with the shortened notice.**
 2. Do their best to provide substantive criticism without using inflammatory language.
 - a. **Editors may be subject to disciplinary hearings if inflammatory or discriminatory language is found to be used in a purposeful manner. More subjective offenses may be met with a warning regarding the behavior and particular source of offense.**
 - i. **“Objectively” offensive language include, but are not limited to, swear words, sex/gender/race/etc discrimination, passive aggressive comments, and unconstructive insults (i.e. “your writing is horrible”).**
 3. Avoid attempting to alter the opinion of the contributor.
 - a. Some cases may be controversial in nature, if personal beliefs of an editor are interfering with their ability to effectively edit a piece without

changing the contributor's message, the editor must reach out to an Editor-In-Chief and pass on the project.

i. This does not apply to pieces that are meant to be objective, such as overview articles or infographics.

4. Attempt to provide specific criticism, with steps for fixing issues.
 - a. Editors may ask **additional editors** or the Editors-In-Chief to take over editing a project should it require significant overhaul.
5. Answer contributors' questions to the best of their abilities, should any be asked or specified.

ii. Contributors must:

1. Understand that editors are responsible for critiquing work and, as such, their objective criticism should be received positively.
 - a. Objectively offensive or unnecessary criticism should be reported to the Editors-in-Chief for review.**
2. Work to understand the reasoning behind critiques.
3. Not blatantly disregard major/ significant editing suggestions.
 - a. Examples:
 - i. It is okay to disregard a suggestion over a minor change in word choice.
 - ii. It is not okay to disregard a comment such as "please cite your sources" or a severe fact-checking concern.
 - b. Should a contributor wish to disregard a significant or major suggestion, they should reach out to the editor and to an Editor-In-Chief with their justification.
4. Understand that major factual errors, refusal to participate in the editing process, and insistence upon

refusing to cite sources or fact-check may result in publishing being delayed indefinitely.

- a. Continuation of this behavior may result in a student being barred from providing future contributions.
- 5. All contributors MUST assume positive intentions from their editors.
 - a. Any interpersonal conflicts, concerns, or feelings of insecurity over works being edited may be brought to an Editor-In-Chief.
 - b. Editors-In-Chiefs may accommodate these conflicts if brought to advanced notice.
- c. Due to the sensitive nature of many court cases, members are advised to reach out to board members about any concerns.
 - i. Members may be granted a pass for meetings containing sensitive content, so as to avoid pressuring members to attend meetings that may involve analyzing inflammatory content.
 - ii. Disclaimers about sensitive topics will be sent prior to the meeting and reintroduced at the beginning of the meeting to ensure students are properly warned.

Section 2. Process for Conflict Resolution

- a. Any conflict between group members should be immediately brought to a member of the board for a prompt mediation.
- b. Any board member may act as a conflict mediator between members.
 - i. Each member at issue may select up to one board member to work as a mediator.
 - ii. In the case of a stalemate, the board members mediating may bring in an additional, neutral board member.
 - 1. What constitutes a “stalemate” is up to the discretion of the mediator(s).
- c. Should no resolution be met, board members mediating are required to institute the following proceedings:
 - i. Make a significant written record of the attempted mediation

and conflict.

1. These records should be written by the board member overseeing mediation.
 2. These records should be signed by the respective parties, as well as the board member(s) overseeing the conflict, to indicate that the documented proceedings have been acknowledged as accurate by all parties involved.
 3. These records should be uploaded into the most current board member Google Drive folder, in the appropriate channel.
- ii. Ask the members if they would like to involve a member of the Office of Student Involvement for an additional mediation attempt.
 - iii. Note: Some students may choose to dismiss the conflict instead of raising the conflict to Student Involvement.
 1. This is permissible, but a record must be kept in case of future escalation.
 - iv. Should it be requested, board members are required to connect members concerned with the Office of Student Involvement for further resolution attempts.
 1. Depending on the nature of the conflict, board members may or may not be present during these meetings.

Article VI – Advisor

Section 1. Advisor selection.

- a. May be any faculty or staff member at Mount Holyoke College capable of corresponding with the college in the official and legal matters of the The Mount Holyoke College Undergraduate Law Journal.
- b. Advisor is selected by a simple majority vote of board members.

Section 2. Responsibilities of the advisor.

- a. Attend general body and/or executive board meetings when needed

- b. Meet regularly with the organization's President to stay updated and serve as a resource.
- c. Assist with the annual registration process.
- d. Assist with the funding process.

Section 3. Term of service.

- a. There is no term limit for an advisor.
- b. Advisors serve a yearly commitment.
- c. Advisors are asked to notify board members as soon as possible should they find that they are unable to serve the following year.

Article VII – Meetings

Section 1. Officers/Executive board.

- a. Hold officer meetings twice monthly, called by the President and/or Vice President.
 - i. All board members and the relevant editors must be present.
 - ii. These meetings will be to discuss primarily the direction of the Undergraduate Law Journal, such as editors' updating on their progress, bringing concerns to the attention of the President/Vice President, and other relevant matters. These meetings will ensure that our publication will be released at the set date and to prevent major delays.
- b. Emergency meetings, such as disciplinary hearings or conflict resolutions, may also be called to no specific frequency and by any board member.
- c. At the end of the spring semester, a meeting will be dedicated to editing the constitution and establishing an elections timeline, according to the provisions of this constitution.

Section 2. All members.

- a. Hold general meetings **twice a month** as decided by the organization members each semester based on academic obligations.
 - i. These meetings will consist of collaborations with relevant organizations and legal updates, both state-wide and national.

- ii. Members may bring up relevant issues to discuss with the rest of the club.
- iii. These meetings may also consist of publication updates and concerns.

Section 3. Meeting structure.

- a. Meeting:
 - i. Roll call (sign-in sheet at front of room)
 - ii. Ice-breaker (optional)
 - iii. Meeting activity
 - iv. Announcements
 - v. Adjournment
- b. Virtual meetings:
 - i. Virtual meetings are permitted among the board members and with editors; however, general body meetings must occur in-person.
 - 1. Exceptions to this requirement may be made under special circumstances, such as dangerous weather, health crises, etc.
- c. How can emergency meetings be called?
 - i. Emergency meetings are only called by board members. These consist of meetings like conflict resolutions or disciplinary meetings. They are called according to the circumstances previously outlined in this constitution.

Section 4. Quorum and Referendum.

- a. Half of all active members is the minimum number of voting members who must be present at a properly called meeting in order to conduct business in the name of the group.
- b. 4 Officers must be present in order to hold a general meeting.
 - i. 5 Officers must be present in order to hold any vote or make any decisions pertaining to deadlines, monetary spending, conflict resolution, large scale changes to the publication etc.

Section 5. Decision Making and Voting (Non-Election)

- a. Decisions can be made by a simple majority.

- b. Active members have the right to vote on club matters unless otherwise stated as a board responsibility.
 - i. If a board responsibility, only active board members should vote on the matter.
- c. Decisions can be made only during the academic year, unless something emergent or pressing comes up outside of the academic school year.
 - i. In this case, decisions can be made by a simple majority vote between board members, which can be informal in nature (i.e. text message vote, digital poll, etc).
 - ii. If there is an extreme time constraint that requires a decision to be made in 48 hours or less, the Editors in Chief (those who have been elected to run in the upcoming academic year) may take executive action to resolve the matter.

Article VIII – Finances

Section 1. Ways and Means Guidelines

- a. As a registered Mount Holyoke College Student Organization we will comply with the Ways and Means Guidelines. We understand that not all projects and events will get fully funded.

Section 2. Fundraising

- a. Fundraising planning should be a collaborative effort between board members
- b. Board members are required to assist with the actual fundraising event to the best of their abilities
 - i. Board members who are unable to assist with fundraising events must communicate their conflict in advance, as per the communication guidelines outlined in this Constitution, except in the event of an emergency.
 - ii. General members should be encouraged to participate, but are not required to.
- c. Any fundraising efforts must comply with the college's guidelines.

Article IX – Jurisdiction

Section 1. Code of Conduct

- a. All members are required to follow local, state, and federal laws.
- b. The Mount Holyoke College Undergraduate Law Journal is subjected, as a recognized student organization, to the rules, regulations, and policies of Mount Holyoke College including but not limited to the Honor Code, Student Handbook, and Student Organization Handbook.

Article X – Amendments and Ratification

Section 1. Ratification process

- a. This constitution shall become effective upon approval by a $\frac{2}{3}$ majority of Officers.
- b. This constitution must be ratified again once every other academic year, as part of the process to create and update the organization's Anti-Racism Action Plan.
- c. The officers will propose any changes to the document prior to ratification to allow time for organization members to look it over.
- d. These changes will be voted upon by a $\frac{2}{3}$ majority of The Mount Holyoke College Undergraduate Law Journal members who maintain active membership.
- e. Amendments can be proposed by a board member at any time
 - i. One week must be given for board members to read over the amendment
 - ii. An amendment is passed by a $\frac{2}{3}$ majority vote by board members
- f. If the amendment passes, it goes into effect unless otherwise specified in the amendment itself

Article XI – Dissolution

Section 1. Statement of Dissolution

- a. This Student Organization will be dissolved by a two-thirds majority of quorum votes to do so, or when the Student Organization fails to

complete the College required recognition process for two consecutive academic years. In the event of the Student Organization's dissolution, all Student Organization financial assets become the property of the Student Government Association and shall be added to allocation designated for recognized student organizations. All additional assets become the property of the Office of Student Involvement.