

# CONSTITUTION

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## Preamble

We, students of Oklahoma City University School of Law, endeavor to create an organization based upon promoting diversity through awareness and education. We strive to educate and enlighten the campus community on equality issues within the LGBT legal community and community as a whole. The focus of OUTLAWS is primarily on the Law School Campus, but Extends from there to the entire OCU campus, and then to the community-at-large. Finally, we strive to create and foster a network of legal professionals supportive of LGBT rights for member use.

### Article I. Organization

- Section 1. This organization shall be known as Our University Together, Law Students; AKA: OUTLAWS.
- Section 2. Official members of OUTLAWS shall consist of degree candidate students officially enrolled in Oklahoma City University School of Law who affirmatively accept membership in the organization by payment of annual dues, participate in scheduled activities, and uphold the Constitution and Bylaws of the organization.
- Section 3. Regular meetings shall be held at such time and place as the President and the executive committee shall designate, provided that a regular meeting of the organization be held at least once a semester during the academic year. These regular meetings of the organization shall be held on a weekday while school is in session.
- Section 4. Bylaws for this organization may be proposed by either the Executive Board or by members, but must be approved by simple majority of those present at a regularly scheduled meeting. The addition of bylaws is the primarily method of amending this Constitution.

### Article II Elections

- Section 1. Ethical Considerations
  - a. Each candidate is charged with the duty to conduct a respectable campaign.
  - b. Violation[s] of election rule[s] will result in appropriate action by the executive board.

## Section 2. Nominating Procedures

- a. In order to be considered for election to an executive position in OUTLAWS, one must be a duly recognized member of the OUTLAWS.
- b. In order to be considered for election to an executive position in OUTLAWS, one must be nominated by a member of the organization.

## Section 3. Voting Procedures

- a. No student may vote without being an official member of OUTLAWS of the Oklahoma City University School of Law.
- b. Elections shall generally take place during one of the last official meetings of the academic year.
- c. A vote shall be taken for each position after each of the candidates for such position have been escorted out of the room.
- d. An election moderator from the current executive committee shall preside over the voting proceedings and shall abstain from the voting process unless needed to break a tie vote.
- e. The vote shall be taken by a show of hands or by secret ballot and the moderator shall count the votes and enter into the record the numbers of votes for each candidate.

## Section 4. Declaration of Winner of Elections

- a. The election moderator shall declare the winner of an election when any candidate receives a simple majority of the votes cast for that office.
- b. In the event a simple majority is not obtained by a candidate for the office, a runoff election shall be held immediately between the two candidates receiving the highest vote count.
- c. The result and winner of each election for each position shall be entered into the record by the election moderator.

## Section 5. Officer Resignation.

- a. Any officer may resign at any time for any reason.
- b. In the event there is a vacancy in any officer position, nominations for such position shall be taken and an election held at the organization's next regularly scheduled meeting, prior to which the general membership has been contacted of the pending nominations and election.

## Section 6. Officer Removal.

- a. The general membership or Executive Board may call for a vote to remove any office holder for malfeasance or dereliction of duty. Any such call must be seconded and passed with a simple majority at a regularly scheduled general membership meeting.
- b. Should the vote pass to remove an officer, a recall election will occur at the next regularly scheduled general membership meeting, at which time nominations and election for the remaining unexpired term shall occur.

Section 7. Additional Offices.

- a. Should the Executive Board determine that a new office should be created, the decision rests with the general membership.
- b. Such a motion by the Executive Board needs only a simple majority of those present at a regularly scheduled meeting.

**Article III Officers**

Section 1. The President of OUTLAWS shall:

- a. Represent OUTLAWS as its spokesperson;
- b. Schedule all meetings of the organization and of the executive committee;
- c. Preside at all meetings of the organization;
- d. Report to the organization and Executive Committee at all meetings as to the state of the organization;
- e. Be an ex-officio member of all committees;
- f. Appoint chairpersons of all standing and ad hoc committees;
- g. Have the power and discretion to remove any chairperson or member of any committee who is not carrying out his/her duties;
- h. Assist the Treasurer in preparing the annual budget;
- i. Designate such duties to the Vice-President as may be necessary to the administration of the responsibilities of the office of the President;
- j. Have such powers as are necessary and proper to conduct the day to day responsibilities of the office and to coordinate the committee chairpersons for executing such daily responsibilities; and
- k. Perform such other duties as are customary to said office.

Section 2. The Vice-President of OUTLAWS shall:

- a. Perform the duties of the President if the President does not have the ability to perform his/her duties, with all of the powers of the President and subject to all the responsibilities imposed upon the President;
- b. Succeed to the office of the President in the event of a vacancy of that office;
- c. Perform such other duties as may be necessary and proper in the exercise of the foregoing powers.

Section 3. The Secretary of OUTLAWS shall:

- a. Handle all correspondence to and from the organization's members;
- b. Record and keep minutes of every meeting to be posted online within twenty-four hours after each meeting;
- c. Assist Outreach coordinator with duties of his or her office.
- d. Perform such other duties as are necessary and proper to the performance of the foregoing powers.

Section 4. The Treasurer of OUTLAWS shall:

- a. Administer the financial affairs of the organization; receive and expend all monies of the organization; maintain an accurate set of records, showing all receipts and disbursements of funds; and indicate the source of all income and the purpose of all disbursements;
- b. With the assistance of the President, prepare the annual budget and any necessary supplemental budget requests;
- c. Render an account of current finances to the organization at each regular meeting, and advise the President and the organization on financial matters; and
- d. Implement such procedures and practices as may be necessary and proper to exercise the foregoing powers.

Section 5. The Outreach/Social Coordinator of OUTLAWS shall:

- a. Be the spokesperson for OUTLAWS when the President is not present or not able;
- b. Advocate for OUTLAWS in all business conducted in the Community pertaining to OUTLAWS;
- c. Be the point of contact for any outside resource in the community; and
- d. Implement such procedures and practices as may be necessary and proper to exercise the foregoing powers.

Section 6. The Social Media Chair of OUTLAWS shall:

- a. Administer, monitor, and maintain the OUTLAWS social media platforms;
- b. Work in conjunction with the OUTLAWS President, Vice President, Secretary, and Outreach/Social Coordinator positions.
- c. Maintain a willingness to seek out and post interesting and accurate information, as well as learn about OUTLAWS chapter members' interests and needs, and respond to them in a timely and accurate manner;
- d. Post new information, discussion questions, event and meeting details, and any additional information the OUTLAWS Board needs/wants to promote to OUTLAWS members, OCU Law students, and social media followers, both independently and as directed by the OUTLAWS President; and
- e. Post and maintain all social media posts in compliance with the OCU Law SBA Social Media Guidelines.

Section 7. The SBA representative of OUTLAWS shall:

- a. Be a first-year student, unless no first year students accept nomination;
- b. Attend all meetings of the Student Bar Association and take note of the proceedings and all business pertaining to the OUTLAWS;
- c. Find a substitute among OUTLAWS membership in the exigent circumstance s/he will not be able to attend a Student Bar Association meeting;
- d. Advocate for OUTLAWS in all business conducted by the Student Bar Association pertaining to OUTLAWS;
- e. Report to the organization about the business of the Student Bar Association at each OUTLAWS meeting; and
- f. Implement such procedures and practices as may be necessary and proper to

exercise the foregoing powers.

#### **Article IV. Executive Board**

- Section 1. The governing entity of OUTLAWS shall be known as the Executive Board. The Executive Board shall consist of a President, Vice-President, Secretary, and Treasurer.
- Section 2. The Executive Board has the discretion and power by simple majority vote at executive board meetings to establish or abolish any standing or ad hoc committee.
- Section 3. The Executive Board shall meet as often as the President deems necessary.