

Immigration Law Society

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

The name of the organization shall be Immigration Law Society.

ARTICLE II. ORGANIZATION PURPOSE

Immigration Law Society is a student organization dedicated to the practice of immigration law. Specifically, we seek to promote awareness of immigrant issues and advocacy to the Moritz community through speakers, lectures, and public service. We aim to provide a link between current students and local practitioners within the field.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

Immigration Law Society *agrees that it will not engage in sexual misconduct nor any harassment or discrimination on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with these guidelines.*

Section B. Hazing

Immigration Law Society *agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.*

Section C. Bylaws

Immigration Law Society *retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in these constitutional articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities Department, and changes to bylaws do not require approval. All elements of*

organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements

ARTICLE IV. MEMBERSHIP

Section A. Membership Eligibility

Membership is open to any enrolled student who: 1) Is in good standing, and 2) Has paid any dues as prescribed in section C.

Section B. Member Selection

An eligible individual may become a member of Immigration Law Society by notifying the organization's President, Vice President, or Secretary. Members are expected to receive organization emails and attend organization events. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

Section C. Membership Timeline

Membership is open on a rolling basis. Open enrollment will be advertised at the beginning of each Fall and Spring semester.

Section D. Member Removal

Members may be removed for good cause. Good cause includes, but is not limited to:

- Creating an excessive disturbance at an organization meeting;
- Implying that one is acting as a member of the organization when engaged in non-organization sanctioned activities, such as social activism; or
- Otherwise violating this Constitution, such as through falling out of good standing.

In the event that a member commits a removable offense, the President shall appoint a prosecuting officer who will present the evidence to the Executive Board and Advisor at a formal meeting. The member shall be notified in writing of their charges and will be provided an opportunity to defend themselves. A majority vote of the Executive Board shall be sufficient to remove the member from general membership. In all member removal cases, the Executive Board should consult with the Advisor.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

Immigration Law Society shall have an Advisor. The Advisor shall serve as a resource person providing advisory support to officers and members and may not vote or hold office in the organization. Primary Advisors must be able to satisfy the following requirements:

- Complete advisor training every two years

- Complete the anti-hazing training module available on BuckeyeLearn or through stophazing.osu.edu
- Submit online approval of the organization's registration every year
- Submit online approval of the organization's goals every year
- Submit online approval of any Council on Student Affairs (CSA) Operating or Programming funds requests initiated by the organization's treasurer
- Follow applicable laws, regulations, university rules, policies and guidelines
- Complete relevant reporting obligations

Section B. Advisor Term

The organization Advisor shall serve for a period of one year, with the opportunity to be reappointed.

Section C. Advisor Selection

The organization President shall nominate a Primary Advisor, and the Executive Board shall ratify such nomination by a majority vote.

The Primary Advisor must be a member of the Moritz College of Law faculty or administrative and professional staff.

Classified civil service employees, graduate administrative associates, and emeritus and retired faculty/staff may serve as co-advisors, but the primary faculty/staff advisor must complete the certification process for the organization to be registered.

Advisors should not be on extended leave without mutually agreed upon contingency plans to provide for the organization's needs during their absence. This can come in the form of regular communication during the leave or bringing on a co-advisor.

Section D. Advisor Replacement

In the event that the Advisor is unable to fulfill their responsibilities, the Advisor may resign and appoint a new Advisor. If the Advisor is unable to appoint a new advisor, the Executive Board may seek and appoint a new Advisor. A majority vote of the Executive Board shall be sufficient to appoint a new advisor.

An Advisor may be replaced by the Executive Board by a majority vote.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

The organization's Executive Board shall consist of a President (Primary Leader), Vice President (Secondary Leader), Treasurer, Secretary, Event Coordinator, and Marketing Director.

The President shall be responsible for presiding over all meetings and proceedings, and for maintaining the status of organization. The President shall have the ability to determine the goals and direction of the organization. The Vice President shall assist the President in his/her duties and shall assume those duties in the event that the President is unable to do so.

The Treasurer shall maintain all organization funds, handle all reporting, and request funds as necessary.

The Secretary shall be responsible for organization communication. The Event Coordinator shall be responsible for organizing events as the President and Vice President direct. The Marketing Director shall be responsible for marketing each event.

Section B. Officer Eligibility

All Officers shall be in good standing, in compliance with this Constitution, and full-time students. This criteria must not violate any clauses in Article III or IV. If any criteria conflicts in any way with Articles III or IV, those Articles control.

Section C. Officer Selection Process

Officers shall be elected by the existing general membership in an election held at the end of each Spring semester. Persons interested in running for election must contact the current President, who will create an election ballot to be presented to the general membership for a vote. Persons interested in running for election will have one week to notify the President after elections have been announced.

Voting will be anonymous and by electronic ballot. If voting electronically is not possible, then the President will call a meeting where an in-person vote will be held by paper ballot. A simple majority vote shall be sufficient to elect an individual to each office. The President will count the votes and announce the winner of each respective office.

In the event of a tie, the President shall tally the results, announce a tie, and the general membership shall vote between only those candidates for whom the votes were tied. If another tie is reached, the same process will be repeated until one candidate receives a simple majority.

If no votes have been cast, the current President and Vice President may appoint new Officers.

Section D. Officer Removal

Officers may be removed pursuant to the same reasons and procedures detailed in Article IV, Section D. In addition, Officers may be removed for failing to fulfill their respective duties.

In the event that an Officer resigns, the President may nominate a new Officer to fill that role. Ratification of that new Officer may be done by a majority vote of the Executive Board.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

After consulting with the Advisor, the Executive Board may vote to dissolve the organization may a majority vote.

If no President, Vice President, and Treasurer are able to be elected/appointed by the end of Spring semester, the President, Vice President, and Treasurer shall dissolve the organization.

Section B. Dissolution Procedures, including Assets and Debts

In the event of dissolution, the Treasurer shall make an accounting of all assets and debts. The Treasurer shall use the assets to pay for the debts, and shall donate the remaining assets to the University or to another student organization, whichever is legal and proper under Ohio and Federal law. The Treasurer shall then create a final report to be submitted to the President, Vice President, and Advisor.

Under no circumstances may an organization leave debts to The Ohio State University or its entities.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

The Executive Board may amend this Constitution by a majority vote. Rules Regarding Constitutional Amendments:

- Should the organization transition leadership or wish to amend the constitution in between registration cycles, the articles set forth in this document will remain in place until a new constitution is provided to the Ohio Union and Student Activities Department and is approved.
- Submission for approval of an amended constitution should occur within 30 days of the amendments.