

**At the Ohio State University Moritz College of Law
55 West 12th Avenue, Columbus, Ohio 43210**

**Constitution**

**Article I: Name, Purpose, and Non-Discrimination Policy**

**Section 1: Name**

The name of this organization shall be The Ohio Public Interest Law Foundation at The Ohio State University Moritz College of Law. The short name for this organization shall be PILF.

**Section 2: Purpose**

The purpose of The Ohio Public Interest Law Foundation is to educate and increase awareness within the law school community of the many avenues through which students can serve the public interest in a legal capacity, to create opportunities to explore those avenues in more detail, and to support the Moritz student body in their public service aspirations. Additionally, the Public Interest Law Foundation provides grants to qualifying law students who take volunteer or low-paying positions in public service.

**Section 3: Non-Discrimination Policy**

This organization and its members shall not discriminate against any individual(s) for reasons 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 bases under the law, in its activities, fellowships, programs, admission and employment.

As a student organization at The Ohio State University, The Public Interest Law Foundation expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: https://hr.osu.edu/public/documents/policy/policy115.pdf. Additional resources can be found at http://titleIX.osu.edu or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

**Section 4: Affiliation**

The student organization The Ohio Public Interest Law Foundation is affiliated with the nonprofit entity of the same name.

**Article II: Membership and Participation**

**Section 1. Membership Defined**

For the purposes of the student organization, membership is considered general participation in PILF activities. Individuals identified as members under the Constitution are not members of the nonprofit entity as defined by Section 1702.13 of the Ohio Revised Code

**Section 2: Participation**

Participation in the Public Interest Law Foundation is open to all students, faculty, and staff of The Ohio State University Moritz College of Law.

**Section 3: Voting Membership**

The voting membership of this student organization shall be limited to those members who serve on the Student Executive Board, who are currently enrolled as law students who are, at minimum, in good standing at The Ohio State University Moritz College of Law. However, the Student Executive Board Members are not members of the nonprofit entity, as defined by Section 1702.13 of the Ohio Revised Code.

**Section 4: Method for Removing Participant Members**

If a general participant member fails to represent PILF appropriately, the President will facilitate a meeting between the member and the parties concerned with the member’s behavior. The meeting will constitute a warning to the member.

If the member subsequently fails to represent PILF appropriately on another occasion, the member may choose to renounce the member’s membership in PILF. If the member does not renounce his or her membership from PILF, the PILF officers will vote to remove or retain the member and a majority vote will suffice in removing the member.

**Article III: Organization Leadership**

**Section 1: Board of Directors**

The Board of Directors of the Public Interest Law Foundation shall consist of, at minimum, three, and at maximum, seven, positions from the following:

A. One (1) Faculty Advisor, who must be on the faculty at the Ohio State University Moritz College of Law.

B. The Current Public Interest Law Foundation President.

C. A Current Public Interest Law Foundation Executive Board Member (other than the PILF President)

D. A previous year's officer.

E. A working professional in the nonprofit industry.

**Section 2: Student Executive Board**

The Student Executive Board of the Public Interest Law Foundation shall consist of, at minimum, a President, a Vice-President, Financial Director/Treasurer, and an Advisor. The rest of the following list are optional additions to the Student Executive Board.

1. President
2. Vice-President
3. Financial Director/Treasurer
4. Chief of Grants and Fellowships
5. Chief of Education and Communications
6. Chief of Fundraising
7. Chief of Alumni Relations
8. Executive Assistant and Records Keeper

**Section 3: General Duties of Officers**

1. President:
	1. Preside over the Ohio Public Interest Law Foundation’s Board of Trustees (including scheduling meetings, preparing the agenda, and recording votes)
	2. Be the primary contact between The Ohio Public Interest Law Foundation and the administration of The Ohio State University Moritz College of Law
	3. Support and direct other members of the executive board in their roles
	4. Assist the Vice-President in the planning of the annual auction
	5. Assume and/or allocate responsibilities for vacant executive board roles
	6. Develop and maintain relationships with alumni, students, faculty, and staff
	7. Propose and implement changes (following the correct procedures) as necessary or desirable
	8. Undertake any other tasks deemed necessary or desirable
2. Vice-President
	1. Act as the primary point-person for the planning of the annual PILF Auction
		1. Including renting the space, organizing catering, directing volunteers, and planning the auction itinerary
	2. In the event that the President is unable to fulfill their duties, the Vice-President shall assume and/or allocate the President’s responsibilities
	3. Alongside the President, supports and directs other members of the executive board regarding their role in the annual auction
	4. Alongside the Chief of Communications, coordinates auction advertising and marketing
	5. Alongside the Chief of Fundraising
		1. Solicits auction donations from Moritz professors
		2. Oversees the solicitation and collection of donations during the Fall and Spring semester
	6. Works alongside the Executive Assistant and Director of Alumni Relations to create the program for the PILF auction
	7. Works alongside the Financial Director to make sure that all bills and deposits are paid for in a timely manner regarding the auction
	8. Works alongside the Director of Education to train volunteers:
		1. Solicitation training in the fall semester
		2. Specialized training sessions for auction volunteers during the spring semester
	9. Undertake any other tasks deemed necessary or desirable
3. Financial Director/Treasurer:
	1. Responsible for all aspects of Ohio Public Interest Law Foundation’s finances (including balancing accounts, issuing checks, preparing a budget, obtaining/maintaining Ohio Public Interest Law Foundation’s federal 501(c)(3) status, and fulfilling the state filing requirements.
	2. Have charge and custody of all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the board of directors.
	3. Accept monetary donations and issue receipts as necessary
	4. Disburse PILF funds as directed by the Board of Trustees, taking proper vouchers for such disbursements.
	5. Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.
	6. Prepare and file PILF’s annual tax returns according to all applicable deadlines.
	7. Work alongside the President & Vice President to keep a running total of contributions:
		1. On a monthly basis through the online portal
		2. During and after the auction
	8. Securing all possible forms of funding and grants for PILF:
		1. IPC Funding
		2. SBA Funding
		3. Student Organization operating, programming, and member development funds
	9. Undertake any other tasks deemed necessary or desirable
4. Chief of Grants and Fellowships
	1. In conjunction with the President and the Vice President this officer shall also be responsible for administering the Fellowship program
	2. Administer the microgrant program
	3. Alongside the treasurer, ensure that tax requirements for both are met
	4. Disburse funds as needed alongside the treasurer
	5. Presents applicants to the board of trustees
	6. Designs requirements and annual application for fellowships
	7. Ensures that the fellowship committee (usually the student e board) has no conflicts of interest)
5. Chief of Education and Communications (can be split into two roles)
	1. Plan and coordinate educational lecture series (“PILF in Practice”), ideally once per month, that shall discuss a topic of interest in the public sector and shall be open to all law school students.
		1. These events may be in conjunction with another student org if the goal of the event accomplishes PILF mission overall
	2. Responsible for the promotion of all PILF events, meetings, and fundraising efforts.
	3. Work to promote the public image of PILF in The Ohio State community, under the direction of the President, as well as the legal community of Columbus, Ohio
	4. Maintain PILF’s online presence, including the PILF instagram and class Facebook pages and groupchats
	5. Develop a strategy with Moritz Communications to promote the Annual Auction, both within Moritz and within the Columbus community.
		1. Create invitations and save the dates
	6. Work with the VP of General Fundraising to promote enrolling in Kroger Community Rewards programs
	7. Schedule Ohio Public Interest Law Foundation meetings including reserving the appropriate rooms and materials
	8. Placing Ohio Public Interest Law Foundation programs on the College’s calendar.
	9. Assist Chief of Fundraising with the planning of PILF fundraising events
	10. Responsible for securing photography services for the day of the auction
6. Chief of Fundraising
	1. Alongside the Vice-President
		1. Oversee the solicitation and collection of outside donations during the Fall and Spring semester
		2. Maintain relationships with the Moritz Development office
	2. Assist the Vice President in the planning and coordination of the annual PILF Auction
	3. Plan and coordinate Fall and Spring semester used book and supplement sales
	4. Plan and coordinate fundraising events – 1 or more per each semester (ex. Pong for PILF, trivia night, etc.)
	5. Plan and coordinate additional fundraising efforts in support of the Spring Auction
		1. Including but not limited to soliciting businesses to cover the cost of printing our programs, covering the costs of our centerpieces, finding auctioneers, and ordering the Coke Grant
	6. Work with the Chief of Communications and Events to promote enrollment in Kroger Community Rewards programs
7. Chief of Alumni Relations
	1. Seek out and maintain contact with public interest alumni and the Columbus legal community, including the bar associations
	2. Oversee the solicitation of charitable contributions from law firms and bar association
	3. Alongside the Vice President & Executive Assistant create the program for the auction based on the alumni donations that have been received
	4. Alongside the Communications Director and Vice President, ensure that the non-Moritz community has received invitations to the PILF Auction (community members that donated, law firms, alumni)
8. Executive Assistant and Records Keeper
	1. Maintains the upkeep of the PILF Office
	2. Maintains the public records of Ohio Public Interest Law Foundation, including the minutes of meetings and organizational rosters.
	3. Maintains Ohio Public Interest Law Foundation’s registration with the University Office of Student Affairs
	4. Record the volunteer hours and meeting attendance of PILF members as necessary
	5. Regularly check the mailbox of PILF at the Law School & report all contents to the President
	6. Work alongside the Director of Fundraising to organize the Book Sale & purge any old books through reasonable means (i.e. selling on Amazon, Barnes & Noble, Half Priced Books, etc.)
	7. Work alongside the Vice President and the Director of Alumni Relations to create the auction program
	8. Create the Power Point Presentation & send it out to all necessary recipients for the auction
	9. Undertake any other tasks deemed necessary or desirable

**Section 4: Method for Electing Officers**

Student Executive Board officers will apply via application at the end of the year. The existing Student Executive Board will vote on the applicants. Chosen applicants will then be proposed to the Board of Directors for their approval by vote.

With the exception of the student directors, which will be the President of the Student Executive Board and an executive board member selected by the President (usually the Vice-President), new Board of Directors members are proposed and voted-in by the existing Directors.

**Section 5: Method for Removing Officers**

If an officer does not comply with his or her duties or does not represent the organization and its members appropriately by failing to further PILF's mission or by disparaging PILF, the President will facilitate a meeting between the officer and the parties concerned with the officer’s behavior. If the President is a party to the conflict, the Faculty Advisor will facilitate the meeting.

The meeting participants will create an action plan to address the officer’s behavior. They will plan a future meeting to review the officer’s progress towards the plan’s goals.

If, at the review meeting, the officer has accomplished the goals of the action plan, the officer will be in good standing with PILF.

If, at the review meeting, the officer has not accomplished the goals of the action plan, the officer may tender his or her resignation. If the officer does not tender his or her resignation, the remaining officers will recommend to the PILF Board of Directors that the Board vote to remove the officer.

**Article IV: Advisor(s)**

**Section 1: Selection of an Advisor**

The advisor for the Public Interest Law Foundation shall be chosen by the organization’s Board of Directors, with input from the current officers.

**Section 2: Requirements for the Advisor**

Any full-time member of the Moritz College of Law faculty, administration or professional staff shall be eligible to serve as the advisor to the Public Interest Law Foundation.

**Section 3: Duties of the Advisor**

The advisor to the Public Interest Law Foundation shall make him/herself available to assist the officers and members of Public Interest Law Foundation in running organizational operations, planning educational programs, and implementing fundraisers. The specific duties of the advisor shall be determined each year by the advisor and the Executive Board.

**Article V: Meetings of the Organization**

**Section 1: Board of Directors Meetings**

The Board of Directors shall meet at least one time per year, not including the summer semester.

**Section 2: Student Executive Board Meetings**

The Student Executive Board shall meet at least two times a year, at least one per semester, not including the summer semester.

**Section 3: General Membership Meetings**

There shall be at least two general meetings of the student members of the Public Interest Law Foundation, one each semester and not including the summer semester.

**Article VI: Amendments**

**Section 1: Proposals**

All proposals for amendments to this constitution shall be presented in writing to the President.

**Section 2: Readings**

All written proposals will be presented to the Student Executive Board. Following feedback from the Student Executive Board (and with majority approval), the officer proposing the amendment will bring the proposal to the Board of Directors

**Section 3: Passage of the Amendment Proposals**

The Board of Directors will approve or reject the proposed amendment to the constitution.