

# Constitution

## **Article I - Name, Purpose, and Non-Discrimination Policy of the Organization**

Jewish Women in Law Association

The purpose of the Jewish Women in Law Student Association (JWLSA) is to provide a platform for Jewish women to participate in and enrich Jewish life through social, intellectual, and spiritual gatherings. JWLSA aims to promote diversity and inclusion within the legal profession by highlighting the experiences and perspectives of Jewish women. JWLSA will offer networking opportunities with Jewish legal professionals and host events that address the unique challenges Jewish women face in the legal profession.

Non-Discrimination Policy of the Organization:

The Jewish Women in Law Student Association (JWLSA) is committed to fostering an inclusive and respectful environment for all members, regardless of race, ethnicity, religion, gender, sexual orientation, age, disability, socioeconomic background, or any other characteristic. JWLSA does not tolerate discrimination, harassment, or exclusion in any form, either within the organization or at its events. We welcome allies and individuals of all backgrounds who support our mission of promoting diversity, inclusion, and empowering Jewish women in the legal profession. Our commitment to equality and respect is fundamental to our values and essential for building a supportive community for all.

This organization does not discriminate based on 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 under the law, in its activities, programs, admission, and employment.

As a student organization at Ohio State University, The Jewish Women in Law Association 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>.

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at [titleIX@osu.edu](mailto:titleIX@osu.edu).

## **Article II - Membership: Qualifications and categories of membership.**

II.a. As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and the Executive Committee can make decisions regarding the membership of the community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

### **Article III – Methods for Removing Members and Executive Officers**

III.a. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state, or local law, the member may be removed through a majority vote of the officers in consultation with the organization's advisor.

III.b. Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes but is not limited to violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.

III.c. If the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), {00312468-1} the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

### **Article IV - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders**

The leadership of the Jewish Women in Law Student Association (JWLSA) shall consist of the following positions:

Primary Leader (President)  
Secondary Leader (Vice President)  
Treasurer  
Advisor

#### Section 2: Terms of Office

The term of office for each elected leader is one academic year, beginning at the start of the fall semester and concluding at the end of the spring semester. Leaders may be re-elected or re-appointed for subsequent terms.

#### Section 3: Selection Process

The President, Vice President, and Treasurer are elected by the voting membership of JWLSA at the end of each academic year through a majority vote. The Advisor is appointed by the Executive Committee from the university's faculty or staff, based on their commitment to JWLSA's mission and willingness to provide guidance.

#### Section 4: Duties of Leaders

### President

Serves as the primary representative and spokesperson for JWLSA.  
Leads and coordinates all meetings and oversees the organization's operations and initiatives.  
Sets the agenda for meetings and ensures that organizational goals are met.  
Works closely with other leaders and members to plan and execute events.  
Liaises with the Advisor, university officials, and external organizations.

### Vice President

Assists the President in leading the organization and assumes the President's duties in their absence.  
Manages membership engagement and communications, ensuring active involvement.  
Oversees the planning and execution of events and activities, working with the President and Treasurer as needed.  
Coordinates committees or task forces within JWLSA, as necessary.

### Treasurer

Manages the finances of JWLSA, including budget planning, fundraising, and allocation of funds.  
Maintains accurate records of all financial transactions and provides regular updates to the Executive Committee.  
Prepares and presents a financial report at each meeting and an annual budget report to the membership.  
Ensures all financial activities comply with university policies.

### Advisor

Provides guidance and support to JWLSA's leaders, assisting with strategic planning and long-term goal setting.  
Offers mentorship and advice on professional development, networking, and navigating challenges in the legal field.  
Serves as a liaison between JWLSA and the broader university, ensuring alignment with university policies.  
Does not hold voting rights within the organization but serves in an advisory capacity.

## Section 5: Leadership Vacancies

In the event of a vacancy during the academic year, a special election will be held to fill the role, except for the Advisor position, which will be reappointed by the Executive Committee.

## **Article V - Election / Selection of Organization Leadership**

### Section 1: Eligibility for Office

Only active members in good standing with the Jewish Women in Law Student Association (JWLSA) are eligible to run for elected office. Members must have been involved in JWLSA activities for at least one semester to be eligible for a leadership position. The Advisor position is exempt from these requirements, as it is appointed.

### Section 2: Nomination Process

The nomination process begins in the final month of the spring semester. Members interested in running for a position may nominate themselves or be nominated by another member. All nominations must be confirmed by the nominee to ensure their willingness to serve. A nominations committee, led by the current Vice President, will manage the process and confirm the eligibility of each candidate.

### Section 3: Design of Ballots and Voting Procedures

Ballots will be created by the nominations committee and will include the names and positions of all eligible candidates. Voting will take place by secret ballot, either in person at a designated meeting or through a secure online platform, to ensure fairness and privacy.

### Section 4: Election Timing and Procedures

Elections are held annually at the end of the spring semester to ensure a smooth transition of leadership over the summer. Voting is open to all active, voting members of JWLSA. Candidates receiving a simple majority of the votes cast for each position will be declared the winners.

### Section 5: Special Circumstances

#### Vacancies

In the event of a resignation, impeachment, or other vacancy, a special election will be held within one month to fill the position, except if the vacancy occurs during the last two months of the academic year. In such cases, the Executive Committee may appoint an interim leader until the regular elections.

#### Impeachment and Removal

A leader may be removed from office if they fail to fulfill their duties or violate JWLSA's policies. Removal requires a two-thirds vote by the Executive Committee following a formal hearing and an opportunity for the leader to respond to allegations.

#### Appointment of Advisor

The Advisor is appointed by the Executive Committee, and their appointment is reviewed annually to ensure alignment with the organization's needs. If the Advisor steps down mid-year, a new Advisor will be selected and ratified by the Executive Committee within one month.

### Section 6: Ratification of Results

The nominations committee will count and verify all votes. Election results will be ratified and officially announced to the membership within 24 hours after voting concludes. In cases of a tie, a runoff election will be held between the tied candidates within one week.

### Section 7: Transition of Leadership

Newly elected leaders will participate in a transition period with outgoing officers to ensure continuity and effective knowledge transfer before officially assuming their roles at the start of the fall semester.

## **Article VI - Executive Committee**

### Section 1: Size and Composition of the Executive Committee

The Executive Committee of the Jewish Women in Law Student Association (JWLSA) shall consist of the following members:

President

Vice President

Treasurer

Chairpersons of Standing Committees (e.g., Events, Membership, Outreach)

Advisor (ex officio, non-voting)

### Section 2: Role and Responsibilities of the Executive Committee

The Executive Committee represents JWLSA's general membership and conducts essential business between general meetings. The committee is responsible for making decisions on behalf of the organization, ensuring JWLSA's mission is upheld, and facilitating smooth operations. Duties include:

Setting agendas and priorities for the organization.

Planning and overseeing events and initiatives.

Managing financial resources and approving expenditures.

Reviewing membership engagement and addressing any concerns.

Reporting actions, decisions, and updates at general membership meetings.

### Section 3: Meetings of the Executive Committee

The Executive Committee will meet monthly during the academic year and as needed during breaks or special events. These meetings are chaired by the President, with agendas distributed at least two days in advance. A simple majority of the Executive Committee members must be present for decisions to be valid.

### Section 4: Reporting and Accountability

The Executive Committee will present a summary of its actions and decisions at each general membership meeting to ensure transparency. Any member of the general membership may request clarification or offer feedback on the Committee's activities.

### Section 5: Decision-Making Process

Decisions made by the Executive Committee require a simple majority vote among the voting members (excluding the Advisor). In the event of a tie, the President will cast the deciding vote.

### Section 6: Special Appointments

The Executive Committee may appoint ad hoc committee chairs or task force leaders to support specific projects or initiatives as needed. These appointments are temporary and do not grant voting rights within the Executive Committee.

## **Article VIII – Advisor(s) or Advisory Board**

### Section 1: Advisor Qualifications

The Advisor of the Jewish Women in Law Student Association (JWLSA) must be a full-time member of the University faculty or Administrative & Professional staff. If an individual outside these classifications is chosen as an advisor due to their expertise or alignment with JWLSA's mission, a co-advisor from the University faculty or staff must also be appointed to meet University requirements.

### Section 2: Responsibilities of the Advisor

The Advisor plays a critical role in supporting JWLSA's growth and development, providing guidance, mentorship, and a connection to University resources. Key responsibilities and expectations include:

#### Guidance and Mentorship

Offer professional and personal development support for student leaders, especially in navigating challenges faced by Jewish women in the legal field.

Provide constructive feedback to the Executive Committee, fostering leadership skills and strategic thinking.

#### Organizational Oversight

Ensure the organization adheres to University policies and JWLSA's mission.

Review and advise on major initiatives, financial plans, and event proposals to promote effective operations and ethical conduct.

Attend monthly Executive Committee meetings and general membership meetings as available to stay informed of JWLSA's activities.

#### Support and Advocacy

Serve as a liaison between JWLSA and the University, assisting with securing resources, event approvals, and addressing any challenges JWLSA may encounter.

Advocate for the organization's mission within the University community, promoting inclusivity and diversity in the legal field.

### Section 3: Term of Service and Annual Review

The Advisor's term is one academic year, with the option for renewal based on mutual agreement and alignment with JWLSA's needs. The Executive Committee will conduct an annual review of the Advisor's role to ensure their continued suitability and commitment to the organization's mission.

### Section 4: Appointment of Additional Advisors or Advisory Board

The Executive Committee may appoint additional advisors or form an Advisory Board as needed. These advisors should meet the same qualifications and will serve in a supportive, non-voting capacity, providing expertise on specific projects or initiatives.

## **Article IX – Meetings and Events of the Organization**

### Section 1: General Meetings

The Jewish Women in Law Student Association (JWLSA) shall hold at least two general meetings each academic term, excluding summer. These meetings will provide members with updates on organizational activities, upcoming events, and opportunities to engage with the Executive Committee.

Fall and Spring Semesters: Two general meetings each term

Summer Term: Meetings are optional and will be scheduled as needed for special planning purposes

### Section 2: Executive Committee Meetings

The Executive Committee shall meet at least once a month during the academic year to discuss organizational matters, plan events, and ensure alignment with JWLSA's mission. Additional meetings may be called by the President as necessary.

### Section 3: Attendance Requirements

To maintain active membership, members are required to attend at least 50% of the general meetings and participate in at least 50% of JWLSA-hosted events each academic term (excluding summer). Members who are unable to meet attendance requirements due to extenuating circumstances may notify the Executive Committee in advance to request an exemption.

### Section 4: Events and Programming

JWLSA will host a minimum of three events per semester, designed to foster social, intellectual, and professional growth for its members. These events may include networking sessions with legal professionals, panel discussions, workshops, and community-building gatherings.

### Section 5: Special Meetings and Events

The President may call special meetings or events outside the regular schedule to address time-sensitive issues or provide additional opportunities for engagement. Attendance at these special meetings is encouraged but not required unless specified by the Executive Committee.

### Section 6: Communication of Meeting Schedules

The schedule of all meetings and events will be communicated to members at the beginning of each term, with reminders and updates provided as needed through email and the organization's preferred communication platforms.

## **Article X – Attendees of Events of the Organization**

### Section 1: Attendance at Required Events

Members of the Jewish Women in Law Student Association (JWLSA) are expected to attend a minimum of 50% of JWLSA-hosted events each academic term, excluding summer. Attendance requirements aim to ensure active participation and commitment to JWLSA's mission.

### Section 2: Conduct at Events

JWLSA is dedicated to fostering an inclusive and respectful environment for all attendees. All members and event attendees, whether students or non-students are expected to conduct themselves in a manner that aligns with JWLSA's constitution, the Code of Student Conduct, university policies, and applicable laws.

### Section 3: Addressing Disruptive or Inappropriate Behavior

The organization reserves the right to address any disruptive behavior or actions that interfere with the educational, professional, or safe environment JWLSA aims to provide. Disruptive behavior includes, but is not limited to, actions that interrupt or prevent the productive flow of events, disrespectful or discriminatory remarks, harassment, or behavior that threatens the safety or well-being of other attendees.

### Section 4: Process for Addressing Disruptive Behavior

#### Initial Warning

If a member or attendee engages in disruptive behavior, they will receive an initial verbal warning from a JWLSA leader, with a request to stop the disruptive behavior immediately.

#### Removal from Event

If the behavior continues or if the initial behavior is deemed severe, the individual may be asked to leave the event. A formal report of the incident will be documented by the Executive Committee.

#### Review by the Executive Committee

The Executive Committee will review the documented incident to determine if further action is necessary. The members or attendees involved will be allowed to explain their actions during this review.

#### Consequences and Potential Suspension

Based on the severity of the incident, consequences may include a formal written warning, temporary suspension from JWLSA events, or, in severe cases, permanent removal from the organization. These decisions will be made by University policies and consultation with the Advisor.

### Section 5: Appeals Process

Any individual subject to disciplinary action has the right to appeal the decision by submitting a written request to the Executive Committee within seven days of receiving notice of the decision. The Executive Committee, in consultation with the Advisor, will review the appeal and make a final decision within fourteen days.



## Section 6: Resources for Assistance

In cases where disruptive or distressed individuals require further assistance, JWLSA leaders will refer them to appropriate University resources, such as counseling services or the Office of Student Life, to ensure their needs are addressed in a supportive and constructive manner.

## **Article XI – Method of Amending the Constitution**

### Section 1: Proposal of Amendments

Any member of the Jewish Women in Law Student Association (JWLSA) may propose an amendment to the constitution. Proposed amendments must be submitted in writing to the Executive Committee, detailing the specific changes and the reasons for the amendment.

### Section 2: Notice and Review Process

#### Initial Presentation

The proposed amendment will be introduced and read aloud at a general meeting of JWLSA. No action or discussion will be taken at this initial introduction.

#### Subsequent Meetings

The proposed amendment will be read again at the following two general meetings, allowing members adequate time to review and consider the changes. During these meetings, members may discuss the amendment and ask questions for clarification.

### Section 3: Voting Requirements

#### Final Vote

A vote on the proposed amendment will take place at the third general meeting after its initial introduction. For the amendment to pass, a two-thirds majority of voting members present is required, provided a quorum is met.

#### Quorum

A quorum for amending the constitution is defined as 50% of the active voting membership. If a quorum is not met, the vote will be postponed to the next scheduled meeting.

### Section 4: Implementation of Amendments

If the proposed amendment is approved by the necessary two-thirds majority, it will take effect immediately unless specified otherwise in the amendment text.

### Section 5: Limitation on Amendments

To maintain stability in JWLSA's governance, amendments should only be proposed when necessary to address significant organizational needs or issues. Frequent amendments to the constitution are discouraged.

## **Article XII – Method of Dissolution of Organization**

### Section 1: Proposal for Dissolution

The dissolution of the Jewish Women in Law Student Association (JWLSA) may be proposed by a two-thirds vote of the Executive Committee or by a petition signed by at least 50% of the active voting membership. The proposal must outline the reasons for dissolution and be presented in writing at a general meeting.

### Section 2: Notice and Voting Requirements

#### Notification

All active members must receive written notice of the proposed dissolution at least 30 days before the vote. The notice will include details about the reasons for dissolution and the voting process.

#### Voting Procedure

A vote on the dissolution will be conducted at a special general meeting scheduled at least 30 days after the proposal is presented. A three-quarters majority of voting members, with a quorum present, is required to approve the dissolution.

### Section 3: Disposal of Assets and Debts

#### Debts and Financial Obligations

All outstanding debts and financial obligations of JWLSA must be settled before dissolution. The Treasurer, in consultation with the Advisor, will ensure that any remaining funds are used to cover debts.

#### Disposition of Remaining Assets

After all debts are cleared, any remaining assets will be donated to a charitable organization that aligns with JWLSA's mission. The recipient organization will be selected by a majority vote of the Executive Committee.

### Section 4: Notification of Student Activities

Upon the official approval of dissolution, the Executive Committee will notify the Student Activities staff to remove JWLSA's information from the University's website and other records.

### Section 5: Final Recordkeeping

The Executive Committee will prepare a final report summarizing the dissolution process, including financial transactions and disposition of assets. This report will be archived according to University policies for future reference.