Women’s Law Caucus  
Washington University in St. Louis School of Law  

Constitution

Purpose Statement

The purpose of the Women’s Law Caucus is to bring together the community of Washington University students interested in exploring the wide spectrum of legal issues affecting women and to actively promote positive change in the community. This organization will accomplish this goal through the following objectives:

- Include the ideas of all interested law students, faculty and staff to facilitate an understanding of issues that affect the legal profession and society as a whole
- Enhance ties between Washington University in St. Louis School of Law and the surrounding community
- Empower future female leaders and enhance the role of women in the legal community
- Promote awareness of social, economic, legal and political issues facing all people
- Increase the potential of the student body to effect meaningful change, both within the Washington University in St. Louis School of Law community and the community at large

Article I: Name

The name of the organization shall be the Women’s Law Caucus at Washington University in St. Louis School of Law.

Article II: Membership

Qualifications

Membership into the organization is open to all students, faculty, and staff who pay membership dues of $20.00 (recommended). The voting membership of this organization shall be limited to organization members who are Washington University in St. Louis School of Law students.

This organization will not deny membership on the basis of race, sex, age, disability veteran status, religion, sexual orientation, color or national origin.
Classifications

Active Member – An “active member” shall be defined as a current, dues-paying member of the Women’s Law Caucus.

Alumna/Alumnus – An “alumna/alumnus” shall be defined as any former, dues-paying member of the Women’s Law Caucus.

Article III: Organization Management

General Body Meetings

Regular Meetings – Meetings of the general body shall be held once per month during the regular class period.

Special Meetings – Special meetings shall be held as needed, to be determined by the Executive Board.

Membership and Voting

Voting Members. The voting membership shall be composed of dues-paying members in good standing. These members are entitled to one vote. Please refer to the Election Guidelines for further direction.

Vote. A majority of votes of those members present at a meeting and voting shall decide in all cases except where otherwise specifically provided.

Quorum. A majority of the voting membership of the Women’s Law Caucus shall constitute a quorum. A quorum is required only for amendments to the organization Bylaws.

Article IV: Women’s Law Caucus Executive Board

The administration of the affairs of the Women’s Law Caucus shall be vested in the Trustees known as the Executive Board who are elected officers of the Women’s Law Caucus.

Executive Board:

Members of the Executive Board shall be President or Co-President (Limit of Two (2)), Vice President, Social Chair, Public Service Chair, Treasurer, Secretary, Alumnae Liaison, Auction Co-Chairs, One (1) or Two (2) 1L Representatives.

Description of Officer Roles and Duties
i. President or Co-Presidents:
Shall provide leadership
Serve as a spokesperson and representative of the group
Generally promote the interests of the organization
Act as a liaison with the faculty advisor
Attend all Women’s Law Caucus meetings

ii. Vice President:
Shall assist the president and preside and fulfill the president’s duties in his or her absence
Act as director of any committees reporting to the board
Organize a fall fundraiser
Organize International Women’s Day Programs
Attend all Women’s Law Caucus meetings

iii. Social Chair:
Organize member-only happy hours organize all school happy hours hosted by the
Women’s Law Caucus
Organize at least one outing per semester
Set up the meeting area before meetings
Attend all Women’s Law Caucus meetings

iv. Public Service Chair:
Announce and solicit participation for upcoming service events
Coordinate public service needs with beneficiary community organizations; both on-going
and one-time events
Organize member participation prior to each event
Email public service announcements to members

v. Treasurer:
Prepare and submit a budget proposal for approval of the membership at large
Submit a budget proposal to the Student Bar Association according to their deadlines and
format
Collect member dues
Report at the general or board meetings the financial status of the organization
Maintains the financial records of the organization and accepts responsibility for
disbursement of the funds
Oversee income from fundraising activities
Attend all Women’s Law Caucus meetings

vi. Secretary:
Publish notice of all meetings, notice of either a board meeting or a general meeting requires
a minimum of three school day’s notice to the relevant attending members
Aid in handling and maintaining the central file including past minutes, constitution and
bylaws
Maintain a calendar of Women’s Law Caucus activities
Is the only person to send out communications from the board to the general membership, with the exception of the public service chair.
Maintain the Women’s Law Caucus website
Attend all Women’s Law Caucus meetings

vii. Alumnae Liaison
Act as liaison between Women’s Law Caucus and alumni
Act as liaison between Women’s Law Caucus and Washington University School of Law alumni office
Maintain a Washington University in St. Louis School of Law alumni database
Send out annual alumni news bulletin
Send out annual graduating Women’s Law Caucus member alumni employment surveys
Facilitate alumni involvement in Women’s Law Caucus activities
Attend all Women’s Law Caucus meetings

vii. Auction Co-Chair:
Engage member participation
Correspond with donating parties to obtain and organize donations
Lead committee in developing advertising, facilities and other plans for auction
Oversee and organize sub-committees to facilitate auction planning and day-of events
Coordinate silent auction, raffle ticket sales, and additional tasks as needed
Attend all Women’s Law Caucus meetings

viii. 1L Representative or Co-Representatives (one (1) or two (2)):
Act as liaison between Executive Board and 1L Class
Maintain the Women’s Law Caucus bulletin board
1L Representatives will be voting members of the Executive Board
Attend all Women’s Law Caucus meetings

Qualifications
Any member in good standing of the Women’s Law Caucus is eligible to hold a position on the Executive Board.

Meetings
Regular Meetings: notice of either a board meeting or a general meeting requires a minimum of three school days notice to the relevant attending members; board meetings will be held bi-weekly or as need (to be determined by the President or Co-Presidents).

Business without a Meeting: The Executive Board may conduct business without a meeting as long as the decisions are written and unanimous.

Vacancies
Vacancy – A “vacancy” is defined as a situation where no one is filling a position or where an officer encounters an extraordinary inability to fulfill her duties.

In the event of an officer’s temporary absence, the Executive Board shall fashion appropriate remedies.

Request for Resignation from Office:

Request for Resignation – A member of the Executive Board may deliver a written request for resignation to the remaining members of the Executive Board.

Written and respectfully submitted to the general body for approval by the 2006-2007 Executive Board:

Andrea Perry – Co-President
Priscilla Duncan – Co-President
Christina Medzius – Vice President
Elizabeth Peters – Treasurer
Kate Guy – Social Chair
Naomi Warren – Secretary
Whitney Cleaver – Auction Co-Chair
Julianne O’Bannon – Auction Co-Chair

Approved by vote of the general body: (DATE)

Amended and respectfully submitted to the general body for approval by the 2007-2008 Executive Board:

CONTACT Con-40B79F161 \c \s \l Caldwell Collins – President
Liz McDonald – Vice President
Kate Hart – Treasurer
Laura Crane – Social Chair
Michelle Weltman – Public Service Chair
Katie Greiner – Secretary
Kalila Jackson – Auction Co-Chair
Naomi Levin – Auction Co-Chair

Approved by vote of the general body: September 20, 2007