

The Women in Law Student Association Bylaws and Constitution – Revised Spring 2026

Article I. Name and Purpose

1. Name

The name of this organization is *The Women in Law Student Association*, also known as WLSA

2. Purpose

The Women in Law Student Association started at Loyola Law in August of 2022. Our mission is to empower all women in the legal profession and provide them with an inclusive space on campus where they feel supported and heard. We aim to provide leadership and resources to help women of all ethnic backgrounds succeed and advocate for women's equality in the legal profession.

Article II. Membership

1. General Membership

- a. Membership is open to all matriculated students at Loyola University New Orleans College of Law who support and further the purposes and goals listed in Article I, Section 2.
- b. Members shall provide their names and email addresses to the Officers to facilitate communication and distribution of materials.
- c. WLSA does not discriminate based on sex, race, religion, age, national origin, gender expression, sexual orientation, immigration status, or physical, mental, emotional, or learning disabilities.

2. Active Membership

- a. Active Members are General Members who meet the following requirements during each academic year:
 - i. Attend *at least one* WLSA-sponsored event or meeting, **and either**:
 1. Attend at least one additional WLSA-sponsored event or meeting,
or
 2. Participate in a WLSA-sponsored fundraiser through active involvement.
 - ii. The Board will maintain records of attendance and participation for purposes of determining Active Membership status.

3. Graduating Members

- a. Graduating students who are Active Members during their final year are eligible to receive WLSA graduation cords.

Article III. Officers

1. Titles

The Officers of WLSA shall consist of a President, a Vice President, a Treasurer, a

Historian/Secretary, a Public Relations Chair, a Diversity Chair, a 2L Representative, and a 3L Representative. Collectively, these positions form “the Executive Board.”

In addition to the specific responsibilities listed below, *all* Officers are expected to contribute ideas for events and assist with event planning and execution.

2. Powers and Duties

The President

Serves as the primary student contact and external spokesperson of the organization. Acts as liaison between the student organization, the faculty advisor, and the University or community contacts.

- The President’s responsibilities include:
 - fostering collaboration, inclusivity, and positive relationships among members;
 - ensuring compliance with University policy;
 - planning and leading meetings;
 - attending all meetings and events;
 - supporting the other Officers in the performance of their responsibilities;
 - ensuring communication across the Executive Board;
 - collaborating with the advisor to advance the mission of the organization; and
 - delegating *any* tasks as needed.

The Vice President

Serves as the President’s primary support and maintains continuous communication with them.

- The Vice President’s responsibilities include:
 - attending all meetings and events;
 - presiding over meetings in the President’s absence;
 - serving as the primary event planner;
 - supporting and coordinating with *all* other Officers;
 - scheduling meetings and event locations; and
 - encouraging new membership and engagement.

Treasurer

The Treasurer will be responsible for keeping track of all things WLSA funding for events.

- The Treasurer’s responsibilities include:
 - complete and submit Loyola’s official student event request forms;
 - manage and submit all food, catering, and order forms for WLSA events;
 - organize, track, and maintain records of potential donors and sponsorship contacts to support WLSA’s fundraising efforts; and
 - maintain full oversight of the organization’s finances, continuously monitoring the budget, tracking expenditures, and ensuring financial accountability for all WLSA activities.

Secretary

The Secretary will be responsible for calling meetings to order.

- The Secretary’s responsibilities include:

- call meetings to order and attend all WLSA meetings and events;
- record accurate meeting minutes and distribute them to the President and Vice President within 24 hours;
- create, print, and take attendance at meetings and maintain organized attendance records;
- maintain a comprehensive log of all WLSA events and an updated roster of members with contact information;
- preserve and organize important documents, correspondence, reports, and records to ensure continuity between officer terms;
- archive publicity and communications materials, including social media content, newsletters, flyers, and outreach documents;
- facilitate communication between Officers (with the aid of the PR, Diversity, 1L, and 3L Representatives) and Active Members via email, GroupMe, and other platforms;
- assist with event organization and coordination; and
- transfer all records, files, and account access to the incoming Secretary at the end of the term.

Public Relations Chair

The Public Relations Chair will be responsible for keeping the members updated on any WLSA events and group interests.

- The Public Relations Chair's responsibilities include:
 - serve as the main face of outreach;
 - design posters, flyers, and any graphics for events [at least 2 weeks before event];
 - work on advertising for the organization [at least 2 weeks before event];
 - Ensure all advertising materials are within the TV system
 - Email to lawnewsletter@loyno.edu and lawmonitors@loyno.edu
 - run the WLSA Instagram account, updating all members on upcoming events;
 - photograph/video record, and *post*, when appropriate, to provide content for WLSA social media and online presence.
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Diversity Chair

The Diversity Chair will be responsible for maintaining a diverse, safe, welcoming space to all members of WLSA.

- The Diversity Chair's responsibilities include:
 - serve as WLSA's liaison to other student organizations to foster collaboration, co-sponsorships, and inclusive programming;
 - develop and promote initiatives that reflect and advance WLSA's commitment to diversity, equity, and inclusion;
 - advise the Executive Board on ways to ensure events, speakers, and programming are representative and accessible;

- coordinate joint events or partnerships with affinity groups and student associations across the law school;
- monitor and assess WLSA activities to ensure alignment with the organization's diversity values and mission;
- create opportunities for dialogue, education, and engagement on issues impacting women from diverse backgrounds in the legal field; and
- maintain ongoing communication with leaders of other student organizations to share resources and support cross-organizational efforts.

1L Representative

The 1L Representative is intended for a rising 2L who serves as the main point of contact for all incoming 1Ls, as well as their own class.

- The 1L Representative's responsibilities include:
 - assist with outreach efforts to the incoming 1L class by promoting WLSA membership, events, and opportunities for involvement;
 - support the Historian with publicity, record-keeping, and general communications tasks as needed.
 - help increase WLSA visibility through tabling, event promotion, and peer engagement with new students (1Ls);
 - serve as accessible points of contact for 1Ls to encourage participation and answer questions about WLSA; and
 - gain leadership experience and familiarity with WLSA operations in preparation for pursuing future officer positions.

3L Representative

The 3L Representative serves as the main point of contact for all individuals of their class.

- The 3L Representative's responsibilities include:
 - serve as a liaison to the 3L class to encourage continued involvement and engagement with WLSA;
 - assist with outreach, event promotion, and general organizational support as needed;
 - provide mentorship and institutional knowledge to younger members;
 - aid and support the WLSA mentorship program, becoming a mentor themselves if possible;
 - propose and help execute at least one event, initiative, or program during the academic year;
 - coordinate, track, and distribute WLSA graduation cords to eligible graduating members; and
 - maintain an active but flexible leadership role while fostering connections within WLSA.

3. Selection and Removal of Officers

- a. Qualifications

- i. Any Active Member is eligible to run for office.
 - ii. First-year students are *not* eligible to serve on the Executive Board. However, during the spring semester of their first year, an Active Member may run for an Officer position, with the term of office beginning at the start of their second academic year.
 - iii. Each spring, the Active Membership will elect Officers for the next academic year via online voting.
 - iv. Once elected, Officers shall serve until one of the following occurs:
 - 1. A successor is elected and assumes office;
 - 2. The Officer resigns;
 - 3. The Officer graduates or otherwise ceases to be an Active Member; **or**
 - 4. The Officer is removed by automatic removal provisions or by vote of the Active Membership or the Executive Board, as provided in these bylaws.
- b. Election Process
- i. The Executive Board will make election announcements (in the Spring) to Active Members via email, GroupMe, and social media.
 - ii. Interested and qualified candidates must self-nominate for specific Officer positions by submitting the online form during the nomination period.
 - iii. The Board shall verify each nominee's eligibility to hold an Officer position before placing the nominee's name on the ballot.
 - iv. Officers are elected by a majority vote of all Active Members of the organization, cast through an online ballot.

4. Removal from Office

- a. Officers may be removed by a two-thirds ($\frac{2}{3}$) vote of Active Members if, after receiving a written warning from the Executive Board, they fail ***on more than one occasion*** to fulfill their duties.
- b. Officers may be removed by a majority vote of the Executive Board for ***gross failure to comply*** with WLSA's mission.
 - i. "Gross failure" means conduct that substantially undermines the mission or functioning of the organization. Examples include, but are not limited to:
 - 1. misuse of organizational resources;
 - 2. harassment or discrimination in violation of organizational or University policies;
 - 3. deliberate refusal to perform assigned responsibilities that jeopardizes events, activities, or compliance with University policy;
 - 4. engaging in conduct that publicly damages the reputation of the organization.
- c. Officers shall face automatic removal from their Officer position if they are placed on academic probation pursuant to the Law Bulletin or if they are found responsible for a

violation of Loyola's Student Code of Conduct, Honor Code, or other official university policy governing student behavior.

- d. An Officer who has been automatically removed from an Officer position due to academic probation but who later returns to good academic standing may either:
 - i. return to their Officer position, upon a majority vote of the Board, if the position remains vacant, or
 - ii. run for office again in the next election cycle
- e. An Officer who has been automatically removed from an Officer position due to academic probation may remain a member of WLSA.
- f. An Officer found in violation of Loyola's Student Code of Conduct, Honor Code, or other official university policy governing student behavior **shall be permanently ineligible to return to their previous Officer position or run for office in the future**, but may remain a member of WLSA upon approval by a majority vote of the Board.
- g. An Officer removed from office by a vote of the Active Members or the Board shall be permanently ineligible to return to their previous position, run for office again, or be a member of WLSA.

4. Appointments

The Executive Board may create and appoint additional Officer roles as needed to support the organization's activities. Any such appointments are interim and shall last only until the next regular election, at which point the position must be filled through the standard election process if it is to continue.

Article IV. Meeting and Event Procedures

1. Regular Event Meetings

- a. All regular event meetings shall comply with Loyola's Student Organization Policies.
- b. Meetings shall follow a structured agenda, which will be distributed in advance when possible.
- c. Attendance must be satisfied in person unless arrangements for live online participation (via Zoom or another platform) are requested in advance and approved by the Board.
- d. All Officers must attend regular meetings in person unless alternate arrangements are requested in advance and approved by the Board
- e. Members are expected to attend all regular meetings whenever possible. At a minimum, Members must comply with the participation requirements specified in Article II to qualify as Active Members.

Article V. Amendments to the Constitution

1. Proposal and Adoption

Any Active Member may propose amendments to this Constitution by submitting a proposed amendment to the Board in writing. An amendment shall be adopted by a two-thirds ($\frac{2}{3}$) vote of Active Members present at the meeting in which the vote occurs.

2. Notice

The Board shall notify Active Members via email, GroupMe, and social media at least one week in advance of the date, time, location, and agenda of any meeting in which the Active Membership will discuss or vote on amendments to this Constitution.