

## **PCAPLA Constitution**

### **ARTICLE I. Name**

This organization shall be known as the “Pacific Coast Association of Pre-Law Advisors” (herein referred to as the “Association” or PCAPLA).

### **ARTICLE II. Headquarters**

The headquarters of the organization shall be located at the President’s institution.

### **ARTICLE III. Purpose**

The purposes of PCAPLA shall be to: [1] upgrade the skills of pre-law advisors; [2] advocate for the interests of undergraduate students and institutions in the counseling and admissions processes leading to law-related careers; and [3] increase the line of communication among pre-law advisors, individual law schools, and the Law School Admissions Council.

### **ARTICLE IV. Membership and Voting Rights**

#### **SECTION 1. Membership**

A. Pre-Law Advisor Members: Faculty or staff pre-law advisors associated with appropriately accredited two or four-year colleges or universities shall be eligible for membership. More than one pre-law advisor from a college or university may become a member, but each advisor shall pay membership dues.

B. Associate Members: Faculty, staff, and administrators from law schools shall be eligible for associate membership. Representatives from the Law School Admission Council, the American Bar Association, and other non-profit organizations whose purpose relates to pre-law advising or legal education are also eligible for associate membership. More than one representative from a law school or other organization may become a member, but each individual shall pay membership dues.

#### **SECTION 2. Voting Rights**

A. Each pre-law advisor member shall have one vote for purposes of electing officers, amending the PCAPA Constitution, and approving the budget.

B. Associate members shall have no vote in the affairs of the Association.

## **ARTICLE V. Executive Council**

### **SECTION 1. Executive Officers**

The executive officers of PCAPLA shall be a President, Immediate Past President, President-Elect, Secretary, Treasurer, two At-Large Members, and Law School Associate Representative.

#### **A. President**

The President shall be the chief executive officer of the Association; he or she shall preside at all meetings of the members and Executive Council; he or she shall have general and active management of the affairs of the organization and shall see that all orders and resolutions of the Executive Council are carried out effectively. He or she shall be an ex-officio member of all committees and shall have the general powers and duties of supervision and management usually vested in the office of president.

#### **B. Immediate Past President**

The Immediate Past President shall assist the President and President-Elect with the general and active management of the affairs of the organization as needed and provide assistance and guidance in planning the annual conference.

#### **C. President-Elect**

The President-Elect shall act in all cases for and as the President in the latter's absence or incapacity and shall perform such other duties as he or she may be required to do from time to time; in addition the President-Elect shall have significant administrative responsibilities for the annual conference.

#### **D. Secretary**

The Secretary shall attend all sessions of the Executive Council as allowed and all annual meetings of the Association and act as clerk thereof; record all votes of the organization; and provide minutes of meetings for approval to all executive officers. The Secretary shall perform like duties for all committees of the Executive Council when required. The Secretary shall perform other duties as may be prescribed by the Executive Council or President.

#### **E. Treasurer**

- i. The Treasurer shall have custody of the Association's funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the organization. The Treasurer shall keep the monies of the organization in a separate

account to the credit of the organization. He or she shall disburse the funds of the organization as may be ordered by the Executive Council, taking proper vouchers for such disbursements.

ii. On a biannual basis in both January and July, or more often as needed by the President or other members of the Executive Council, the Treasurer shall provide the Executive Council a full fiscal report containing line-item information about the Association's assets and liabilities; the revenue or receipts of the Association, both generally and related to the conference; and the expenses or disbursements of the Association, both generally and related to the conference. The Treasurer shall work with the President and other officers to develop a separate budget for the annual conference and other PCAPLA events as needed.

#### F. Two At-Large Members

The two at-large members of the Executive Council are intended to ensure broad representation of the geographical distribution and diversity of schools represented in the PCAPLA region, such as representation among community colleges, the University of California system, the California State University system, private institutions, and institutions from throughout the PCAPLA geographic region, including Alaska, Hawaii, Oregon, and Washington. The at-large members will assist the other executive officers with the management of the organization, annual conference planning, and other duties as needed, including communicating information about the organization and annual conference to pre-law advisors throughout the entire PCAPLA geographic region.

#### G. Law School Associate Member

The law school associate member of the Executive Council shall be appointed by the Executive Council and shall not have a vote but otherwise may participate fully in the affairs of the Executive Council, including the right of debate. The law school associate member will act as PCAPLA's webmaster and assist with the operation of its website.

### SECTION 2. Terms of Office

Executive officers shall take office immediately following elections, generally held in the summer and hold their offices for a term of two years and shall have such authority and shall perform such duties as are provided in this constitution and as shall, from time to time, be prescribed by the Executive Council.

### SECTION 3. Executive Council Meetings

The Executive Council shall have at least one meeting between annual meetings. A majority of the voting members of the Executive Council shall constitute a quorum for the transaction of the Executive Council's business.

### SECTION 4. Executive Council Nominations and Elections

A. Upon the completion of his or her two-year term, the President-Elect shall be promoted to the position of the President. At that time, the President shall be promoted to the position of the Immediate Past President.

B. The associate member of the Executive Council shall be appointed by the Executive Council and shall not have a vote but otherwise may participate fully in the affairs of the Executive Council, including the right of debate.

#### C. Nominations

The Nominating Committee shall seek nominations, including self-nominations, individually and from the entire voting membership, for nominees to fill expiring terms of the President-Elect, Secretary, Treasurer, and the two at-large members. After receiving nominations, the committee shall select the strongest slate of nominees considering the relevant past experience of nominees and the geographical distribution and diversity of types of schools represented. The committee shall secure the consent of those nominated and shall distribute a complete slate of nominees to all voting members of the Association at the annual meeting.

#### D. Elections

Voting for officers of the Executive Council shall be by paper ballot at the annual meeting or by email or an online ballot.

#### E. Interim Executive Committee

In the event that positions on the Executive Council become vacant, the body that has been acting as the organization shall continue to act as the interim Executive Council under these by-laws until the next annual meeting.

F. The President shall have the power to appoint a replacement to complete unexpired terms of any office, unless the Executive Council objects.

### SECTION 5. Removal of Executive Officers

Any officer may be removed by a majority vote of the Executive Council whenever in its judgment the best interest of the organization will be served thereby, but such removal shall be without prejudice to the contract rights of any person so removed.

## **ARTICLE VI. Business Meetings**

### SECTION 1. PCAPLA Business Meetings

Business meetings shall be held annually. Additional meetings may be called by the Executive Council.

### SECTION 2. Quorum

A minimum of 50% of executive officers plus 10% of all voting members of the Association constitutes a quorum of the Association for the transaction of business. Decisions shall be made by a majority of voting members present and voting, except as provided in Article XII for amendments of this constitution.

### SECTION 3. Agenda

Meeting agendas shall be determined by the President in consultation with other executive officers.

## **ARTICLE VII. Committees**

### SECTION 1. Conference Committee

A. The Conference Committee shall be chaired by a member appointed by the President with the approval of the Executive Council for a term of one year.

B. The Chair of the Conference Committee shall appoint other members to the Committee for a term of one year with the approval of the Executive Council.

C. The Conference Committee shall select a site, develop a theme, and fix the registration fees and scholarship amounts for the annual conference with the approval of the Executive Council.

D. The Conference Committee shall form sub-committees as needed.

### SECTION 2. Nominating Committee

The nominating committee shall be chaired by the President-Elect. The chair, in turn, shall appoint to the committee at least two persons who are not members of the Executive Council.

### SECTION 3. Ad Hoc Committees

A. Other committees may be authorized by the Executive Council as needed to carry out the business of the Association.

B. The chair and members of these committees shall be appointed by the President with the majority approval of the Executive Council. Appointments shall correspond to the terms of the members of the Executive Council. Members may be reappointed.

C. The role of all committees, except the Executive Council and the Nominating Committee, shall be advisory to the president.

#### SECTION 4.

The Executive Council shall have the power to review and approve the work of committees and to transact such business as may be required to accomplish the purpose of the Association.

#### **ARTICLE IX. Fiscal Year**

The fiscal year of the Association shall be from July 1 to June 30.

#### **ARTICLE X. Dues**

##### SECTION 1. Dues

Membership dues shall be set by a majority vote of the Executive Council.

##### SECTION 2. Billing

Membership dues are billed for the fiscal year and shall not be prorated.

#### **ARTICLE XI. Representation on Pre-Law Advisors National Council (PLANC)**

PCAPLA shall be represented on PLANC by the President and a designated member. For the first year of each President's term, the Immediate Past President shall be the designated member. In the subsequent two years of the President's term, the President-Elect shall serve as the designated representative.

#### **ARTICLE XII. Amendments**

##### SECTION 1.

This constitution may be amended at the annual meeting of the Association by a two-thirds vote of the voting members present and voting or as specified in Section 3 below.

##### SECTION 2.

Proposed amendments must be sent by email to each voting member 30 days prior to the annual meeting in order to be eligible for adoption. The failure of any member to receive proposed amendments shall not invalidate any passed amendments.

### SECTION 3.

When not acted on at the annual meeting, amendments may also be voted on by mail ballots and shall be considered passed by a two-thirds affirmative vote of at least twenty-five members returning the mail ballot within thirty days.

### **ARTICLE XIII. Adoption**

These bylaws will take effect immediately following the affirmative vote of two-thirds of the voting members present at the first annual meeting of PCAPLA.

Revised on: December 11, 2023