

Women's Law Caucus Charter Academic Year 2016-2017

Status:

The Women's Law Caucus is a validly chartered SBA group.

Statement of Purpose:

The Women's Law Caucus (WLC) is a forum for both women and men to discuss contemporary feminist issues. The WLC endeavors to raise the consciousness of the Albany Law School community regarding current legal, political, and socioeconomic issues affecting women. The WLC is both a resource and support network for women and men in the legal community

Non-Discriminatory Policy:

The Women's Law Caucus is open to all students and faculty at Albany Law School, and does not discriminate based on sex, gender, sexual orientation, race, national origin, religion, disability, academic standing at Albany Law School, or any other legally protected trait.

Membership:

- A member of the Albany Law School community becomes a member of the Women's Law Caucus by signing up for the e-mail list and helping out with events and/or activities

Executive Board:

- The Women's Law Caucus holds a general interest meeting during the fall semester.
- The Co-Chairs can call a special meeting of the Women's Law Caucus.
- The Women's Law Caucus holds elections every year. The new e-board takes over leadership at the beginning of the following school year.
- To win an election, a candidate of the Women's Law Caucus must secure the majority of the votes cast.
- A member of the Women's Law Caucus becomes eligible to run for office by being a member and by submitting his/her intention to run for office to the current e-board within one week preceding the election.
- An officer of the Women's Law Caucus may be impeached for failing in his or her duties. An active member of the Women's Law Caucus may call for impeachment of an officer. If 2/3 (two-thirds) vote in favor of impeachment, the officer is hereby impeached and a special election for the vacant position must be held.

Women's Law Caucus By-Laws Academic Year 2016-2017

1. The Women's Law Caucus (WLC) is a validly chartered Student Bar Association (SBA) group.
2. A member of the Albany Law School community becomes a member of the WLC by signing up for the e-mail list and helping out with WLC events or activities.
3. The Co-Chairs can call a meeting of the WLC.

4. The WLC holds elections every year. The new executive board takes over leadership at the beginning of the following school year.
5. The WLC may hold an election in person or via email as the Co-Chairs deem appropriate.
6. To win an election, a candidate of the WLC must secure majority of votes cast.
7. A member of the WLC becomes eligible to run for office by being an active member for one semester and by submitting his or her intention to run for office to the current executive board within one week preceding the election.
8. An officer of the WLC may be impeached for failing in his or her duties. An active member of the WLC may call for impeachment of an officer. If 2/3 (two-thirds) vote in favor of impeachment, the officer is thereby impeached and a new election for the vacant position must be held.
9. Duties of the officers of the WLC are as follows:

Co-Chairs (2)

- Develop an itinerary for the group each semester
- Attend all meetings with the WLC faculty advisor, ALS Deans and Title IX coordinator
- Attend bi-monthly ACCADA meetings
- Call and head the meetings
- Work with the event coordinator to initiate, plan, and book activities and events
- Work with the treasurer to determine budget
- Represent Women's Law Caucus at inter and intra-school events
- Serve on the Kate Stoneman Committee

Event Coordinator

- Handle all required forms for hosting events and meetings at the law school
- Coordinate with facilities, student programs, communications and cafeteria regarding all event and room requests
- Assist Chair and Vice-Chair with scheduling speakers and communications with individuals outside the law school

Treasurer

- Draft the budget for fall and spring semester, including obtaining quotes for all budget items
- Present the budget at both fall and spring budget meetings and any appeal meetings
- Assist with planning and execution of all WLC events
- Keeps track of WLC funds
- Helps fundraise for the WLC
- Acts as liaison to the SBA regarding WLC budget needs
- Submits funding and reimbursement forms as needed

Secretary

- Draft weekly emails regarding events and opportunities relevant to WLC members
- Maintain WLC email listserv
- Manage WLC Facebook page and events
- Assist with planning and execution of all WLC events