

SWAPLA Constitution
Approved Unanimously 10/23/92 with Minor Revisions
Revised Copy of the Original - presented to Constitutional Revision
Committee 10/30/92 and approved by the members 11/20/92.

(Revisions noted with underlining)

Constitution for the Southwest Association of Pre-Law Advisors

Article I: Name:

The organization shall be known as the "Southwest Association of Pre-Law Advisors (SWAPLA)." While the association initially was comprised of pre-law advisors in Arkansas, Kansas, Louisiana, Mississippi, Oklahoma, and Texas, membership is now open to all, regardless of residence.

Article II: Purposes:

The purposes of the organization shall be (1) to develop and improve the lines of communication among pre-law advisors, law school admissions personnel, the Law School Admissions Council, the Pre-Law Advisors National Council (PLANC), and other agencies concerned with pre-legal education and the admissions process; (2) to advocate the interests of undergraduate students, individuals interested in legal careers, and institutions in the counseling and admission process leading to law-related careers; (3) to promote the inclusion of traditionally underrepresented groups in legal education and the professions; (4) to provide services and opportunities by which the skills of pre-law advisors of the southwest region can be enhanced.

These purposes will be accomplished through workshops and seminars conducted as part of an annual meeting and through such other means as the organization shall from time to time devise.

Article III: Membership

Section I: Regular Members:

- A. Members shall be pre-law advisors in colleges (both two and four year institutions) and universities.
- B. Each regular member shall have one vote and access to all meetings of the Association.

Section 2: Associate Members:

- A. Faculty and Administrative Officers of law schools may become associate members.
- B. Representatives of Law School Admissions Services, the Law School Admissions Council, the American Association of Law Schools, the American Bar Association, and emeritus pre-law advisors may become associate members.
- C. Associate members are entitled to participate in all the business and affairs of the Association but are not entitled to a vote at the annual Business Meeting.

Section 3: Dues

Annual membership dues shall be recommended by the Executive Committee to the annual Business Meeting every three years and upon acceptance by that group shall become due and payable by all regular and associate members by the beginning of the fiscal year.

Article IV: Officers:

Section 1: Officers:

A: The officers of the Association shall be a President, a Vice President, a Secretary, a Treasurer, a Program Chair, and a Law Caravan Chair.

B. Nominations shall be made by the Nominating Committee. Consent of the nominees must be secured in advance. Additional nominations may be made from the floor of the annual Business Meeting.

C. Election shall be by a majority of the Regular Members present and voting at the annual Business Meeting.

D. The term of office for President, Vice President, Secretary and Treasurer shall be for two years. The term of office for Program Chair and Law Caravan Chair shall be for one year.

E. The terms of all officers shall begin on January 1 following the annual Business Meeting and Election.

Section 2: Duties of the Officers

A. The President shall preside at all meetings of the Association and of the Executive Committee. He/She shall appoint the chairpersons of all committees unless such chairperson is otherwise designated in this constitution. He/She is responsible for the supervision and coordination of all activities of the Association and shall be the sole official spokesperson for the Association in communications to the public, the press, or other groups.

B. The Vice President shall preside at any business meeting of the Association or of its Executive Committee in the absence of the President. Should the President be unable to serve, the Vice President shall temporarily assume the duties of the President. Should the office of the President become vacant, the Vice President shall succeed to the office for the unexpired term. The Vice President shall be responsible for the Association's membership recruitment, with particular focus on underrepresented groups and nonacademic advisors at universities, and in this capacity chair a Membership Committee whose members shall be chosen jointly by President and Vice President.

C. The Secretary shall be responsible for recording the proceedings of the Annual Meeting and distributing the official minutes to the membership. This officer shall keep the membership and mailing lists current, and shall furnish an annual membership roster to all members.

D. The Treasurer shall be responsible for the collection and disbursement of Association funds, the maintenance of appropriate records, and the rendering of an annual financial report to the membership. The President and the Treasurer are authorized to adopt such standard procedures in this regard as seem efficient and accountable. Such procedures shall be approved by the Executive Committee.

E. The Program Chair shall be responsible for chairing the Program Committee and have general supervisory responsibility for developing the theme, the specific program, and local arrangements for the Annual Meeting. Together with the President, he/she shall select the members of the Program Committee.

F. The Law Caravan Chair shall be responsible for chairing the Law Caravan Committee and have general supervisory responsibility for developing the arrangements for the annual Law Caravan held in conjunction with the Annual Meeting. Together with the President, he/she shall select the members of the Law Caravan Committee.

Section 3: Honorarium:

An annual honorarium to be set by the executive committee, subject to ratification by the membership at the annual Business Meeting, shall be divided equally between the Secretary and the Treasurer to help reimburse them for telephone and other miscellaneous expenses.

Article V: Standing Committees:

Section 1: The Executive Committee

The Executive Committee shall be composed of the elected officers of the Association, the Immediate Past President of the Association, and the PLANC Representative. A majority of the Committee shall constitute a quorum for business. The Committee shall have the authority 1) to appoint interim officers, other than the President, in case of a vacancy 2) to appoint other committees as needed to further Association purposes 3) to determine the annual honorarium for Secretary and Treasurer, subject to the approval of the Association's membership.

Section 2: Nominating Committee

The Nominating Committee of three members shall be appointed each year by the President. The Committee shall prepare a slate of officers to fill terms which are expiring. It shall secure the consent of those nominated in advance of the annual Business Meeting and distribute the names to the membership at least two weeks prior to the annual meeting.

Article VI: Meetings

Section 1: Annual Meetings:

The Association shall meet each fall at a time and place to be established by the Executive Committee. Additional meetings may be called by the President or the Executive Committee as deemed necessary.

Section 2: Quorum and Voting:

The voting members registered and present for the annual or any called meeting shall constitute a quorum for the transaction of business. Decisions shall be made by a majority vote of voting members present and voting.

Section 3: Agenda;

The agenda for all meetings shall be determined by the President and the Secretary in consultation with the Executive Committee. Members may request items be placed on the agenda by sending them to the Secretary within an appropriate time, and at the meeting itself by unanimous consent. The agenda shall be sent to all members at least two weeks prior to any meeting. Any called meeting at a time and place other than the convention shall be limited to the issues specified on the agenda.

Section 4: Rules and Procedures

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any other special rules of order the Association may adopt.

Article VII: Fiscal Year:

The fiscal year of the Association shall be from January 1 to December 31 inclusive.

Article VIII: Amendments:

This Constitution may be amended at the annual Business Meeting by a two-thirds affirmative vote of the regular members present and voting. Proposed amendments must be sent to the membership thirty (30) days before the Annual Meeting in order to be considered.

Article IX: Bylaws:

Bylaws to this Constitution may be adopted or altered at the Annual Meeting of the Association, by a majority vote.

Article X: Dissolution:

In case the Association should be dissolved, the distribution of the remaining assets will be determined by dues-paying members in good standing.: