

Pre-Law Society Officer Duties

The below is a reproduction of Article II, Section 4 of the Constitution of the Pre-Law Society at UCLA.

A. President

1. Shall maintain ultimate responsibility for the operation of the Pre-Law Society at the University of California, Los Angeles.
2. Shall call and preside over all regular and extraordinary meetings of the Pre-Law Society and the Executive Board, with the aid of the Vice President.
3. Shall enforce all decisions of the Executive Board and defend the Constitution.
4. Shall oversee all programming activities of the Pre-Law Society and Executive Board.
5. Shall be responsible for all fiduciary financial obligations of the Pre-Law Society, including:
 - a. Serving as one of two named signatories on the Pre-Law Society's bank account(s);
 - b. Serving as one of two named signatories on the Pre-Law Society's PayPal account;
 - c. Any University, SOLE, or USAC funding;
 - d. Outside sponsorships (such as law firms, businesses, etc.);
 - e. Any deposits and/or funds included in the Pre-Law Society accounts;
 - f. Overseeing all debits of the Pre-Law Society;
 - g. Ensuring that the Pre-Law Society's funds are responsibly administered.
6. Shall provide oversight to all members of the Executive Board, ensuring that they complete their duties satisfactorily.
 - a. The President is the only officer entitled to issue a written warning to members of the Executive Board.
7. Shall complete any and all additional Executive Board responsibilities, including the delegation of additional portfolios to various officers.

B. Vice President

1. Shall assume all duties of the President in the event that they are incapacitated.
2. Shall coordinate closely with the Events Director and Internal Relations Director to facilitate the planning of Fall, Winter, and Spring Quarter events.
 - a. The Vice President is responsible for the ASUCLA Room Lottery and the UCLA Events Office Room Lottery, in consultation with the President and the Events Director.
3. Shall be responsible, along with the President, for all fiduciary financial obligations of the Pre-Law Society, including:

- a. Maintaining accurate records of the Pre-Law Society's credits, expenditures, projected expenses, and current balances in all accounts;
 - b. Shall prepare and sign checks where necessary for the payment and/or reimbursement of expenses accrued by the Pre-Law Society, in conjunction with the President;
 - c. Serving as one of two named signatories on the Pre-Law Society's bank account(s);
 - d. Serving as one of two named signatories on the Pre-Law Society's PayPal account;
 - e. Shall ensure that the Pre-Law Society's funds are responsibly administered.
4. Shall fulfill all other duties as requested by the president, including providing assistance to the Law Forum Co-Directors and the Events Director.

C. Events

Director

1. Shall coordinate all guest speakers, professional events, and Deans' Panels that are not related to the Law Forum.
2. Shall submit a calendar of events to the President for each upcoming quarter no later than the beginning of week 1 of the quarter.
3. Shall keep track of attendance at all events.
4. Shall coordinate with the Co-Publicity Directors to market events.
5. Shall have final responsibility on the organization and execution of events.
6. Shall be responsible for appointing or forming a committee to assist any of the above duties.
7. Shall be responsible for communicating status updates to the President and Vice President on a **regular** basis.

D. Publicity Co-

Directors (2)

1. Shall design, copy, distribute and post any and all Society signs and flyers.
2. Shall maintain regular contact with any and all media and advertising organizations, on or off campus.
3. Shall update all social media accounts including Facebook, LinkedIn, etc.
 - a. Shall coordinate social media and website efforts with the Technology Director.
4. Shall work with the directors of the Law Forum, Events,

- and other officers to produce advertising designs.
5. Shall be responsible for all Pre-Law Society Boards at the Pre-Law Society office, Pre-Professional Counseling Center or any such related services.
 6. Shall design and submit all online social media publicity, including University affiliated as well as non-University affiliated online publicity.
 7. Shall be responsible for all fliers and signs on the Hill and student housing.
 8. Shall be responsible for designing new advertising materials, such as logos.
 9. Shall be responsible for a weekly newsletter sent to members.
 10. Shall maintain frequent communication with Co-Director regarding division of responsibility, publicity tactics and schedule.

E. Law Forum Co-Directors (2)

1. Shall be in charge of coordinating the Law Forum by completing the following tasks:
 - a. Sending invitations, confirmation letters, and thank you letters to all schools participating in the event.
 - b. Organize catering services.
 - c. Reserve the room for the event.
 - d. Calculate all necessary funding requirements for the event, and present a budget to the Executive Board.
 - e. Shall be in charge of facilities coordination for the annual Law Forum.
 - f. Shall present projected budget reports including but not limited to estimated expenses.
2. Shall start the planning and preparation for the next year's Law Forum in the Spring Quarter.
3. Shall be responsible for appointing or forming a committee to assist any of the above duties.
4. Shall maintain frequent communication with Co-Director regarding division of responsibilities and planning.

G. Membership Director

1. Shall assume responsibility for the collection and processing of

membership applications and dues.

2. Shall maintain an up-to-date record of all Pre-Law Society members.
3. Shall report membership status to the President and Vice-President(s) on a regular basis or whenever requested.
4. Shall be responsible for forming and maintaining up-to-date rosters of active members for all LSAT test-prep companies at the end of every quarter.
5. Shall update the list of members for weekly emails on a weekly basis.
6. Shall be responsible for maintaining accurate list-servs.
7. Shall act in accordance with FERPA regulations.

H. Internal Relations Director

1. Shall be responsible for organizing all social events for members of the Pre-Law Society.
2. Shall CC the President and Vice President on all email correspondence in social event planning.
3. Shall assist the Events Director in planning and organizing events.
 - a. Includes, but not limited to: creation of ideas, reaching out to potential speakers, creating advertising strategies.
4. Shall assist as needed in the planning of the Annual Law Forum.
5. Shall assist in other areas as needed.

I. Counseling Director

1. Shall be responsible for the Pre-Law Society counseling services for the membership.
2. Shall keep up to date with law school admissions, LSAT, pre-law resource patterns.
3. Shall be timely and professional in organizing membership counseling sessions.
4. Shall organize and maintain an alumnae resource directory for the membership.
5. Shall frequently update the President and Vice President with regards to the state of the counseling program.
6. Shall assist in other areas as needed.

J. Technology Director

1. Shall maintain and update the Pre-Law Society website, including design, content, calendar, domain name registration, etc.
2. Shall maintain and update the Pre-Law Society Google Apps domain.
3. Shall maintain the technical aspects of the Pre-Law Society Facebook,

LinkedIn, and other social media pages in coordination with the Co-Publicity Directors.

4. Shall maintain a central roster of passwords and account information, which will only be shared with the President.
5. Shall provide technological support to all other members of the Executive Board as required.

K. Undergraduate Law Journal Editor-in-Chief

1. Shall organize and maintain a journal staff to assist and contribute in any and all responsibilities of the Journal Director(s), including staff writers, photographer(s), editors, and any other positions needed.
2. Shall establish a deadline for potential writers and editors to submit applications by the end of Fall Quarter.
3. Shall be responsible for choosing the writers and editors who will participate in the Law Journal.
4. Shall ask for input from the Managing Editor if the Editor-in-Chief feels this is necessary.
5. Shall be responsible, along with the Managing Editor, for submitting a final version of the Law Journal to the Executive Board for approval before publication.
6. Shall be responsible for publishing a Law Journal mid-way through the Spring Quarter but no later than 8th week.
7. Shall be responsible for appointing or forming a committee to assist any of the above duties.
8. Shall frequently update the President and Vice President on the state of the Law Journal.

K. Undergraduate Law Journal Managing Editor

1. Shall be responsible for designing, copying and distributing the Law Journal.
2. Shall be responsible for working with publishing companies to find the best rate and place the order for the Journals.
3. Shall contact and work with publishers to aggregate and format the final essays before publication.
4. Shall be responsible for completing all duties and tasks assigned to him/her by the Editor-in-Chief in a timely manner.
5. Shall be responsible, along with the Editor-in-Chief, for submitting a final version of the Law Journal to the Executive Board for approval before publication.

6. Shall frequently update the President and Vice President on the state of the Law Journal.