

Duties of Officers

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 special meetings of the Pre-Law Society and the Board of Directors, with the aid of the Vice President(s).
3. Shall run meetings using Parliamentary Procedure.
4. Shall enforce all decisions of the Executive Board and defend the Constitution.
5. Shall oversee all programming activities of the Pre-Law Society and Board of Directors.
6. Shall be responsible for overseeing all funding including,
 - a) Any and all University funding
 - b) Outside sponsorships (such as Law Firms, Businesses, etc.)
 - c) Overlook any deposits and/or funds into the Pre-Law Society accounts.
 - d) Sign all checks written for Pre-Law Society expenses with the Vice President.
7. Shall complete any and all Executive Board responsibilities, including the delegation of additional portfolios to various officers, such as the Pre-Law Counseling Program.

B. Vice-President(s)

External Vice President

- 1) Shall assume all duties of the President with the Internal Vice President in the event that this becomes necessary.
- 2) Shall work closely with the Events Director to plan Fall, Winter, and Spring Quarter events.
- 3) Shall write invitations, gifts and follow-up thank you cards for all guest speakers and events NOT related to the Law Forum.
- 4) Shall be responsible for all official correspondence of the Pre-Law Society with help of the President.
- 5) Shall be responsible for sending out event email reminders.
- 6) Shall address member inquiries concerning Pre-Law Society activities and law school in general with help of the President.
- 7) Shall sign up for Pre-Law Society room assignment by 8th week of the preceding quarter.
- 8) With the approval of the new board selection committee, this position may in some years be combined with that of Internal Vice President.

Internal Vice President

- 1) Shall assume all duties of the President with the External Vice President in the event that this becomes necessary.
- 2) Shall act as an office manager, organizing and supplying the Society in its office space on campus.
- 3) Shall enforce the Constitution, and oversee disciplinary actions.

- 4) Shall keep full minutes of all actions taken at weekly Board Meetings and email to all Board Members on a weekly basis.
- 5) Shall be responsible for preparing a budget by the first week of Fall, Winter, and Spring quarters. The budget must be approved by a simple majority of the Board of Directors.
- 6) Shall prepare and present Pre-Law Society account balances and funding projections at the beginning of each quarter.
- 7) Shall be responsible for creating an agenda for all weekly Board Meetings.
- 8) Shall maintain accurate records of the Pre-Law Society expenditures, projected expenses, and current balances in all accounts.
- 9) Shall prepare and organize any and all checks for deposit, and give checks to the President to deposit.
- 10) Shall assist in any Pre-Law Society funding request proposals.
- 11) Shall be subject to random audits of the Pre-Law Society's financial records by members of the Board of Directors.
- 12) With the approval of the new board selection committee, this position may in some years be combined with that of External Vice President.
- 13) Shall be responsible for drafting any funding proposals for USAC funding for publicity and events costs. All proposals shall be submitted to the Board of Directors for approval.

C. Events Director

- 1) Shall coordinate any and all guest speakers and events NOT related to the Law Forum.
- 2) Shall write confirmations and follow-up correspondence for items in (3)
 - a) Must be approved by the Board of Directors.
 - b) CC the President and External Vice President on all email correspondence.
- 3) Shall work alongside the External Vice President, coordinate and helping with any and all on-campus events held by the Pre-Law Society excluding the Law Forum.
- 4) Shall submit a calendar of events to the Board of Directors for each upcoming quarter NO later than the beginning of the first week of the quarter.
- 5) Failure to do so will result in a disciplinary hearing, and the President/External Vice-President will assume responsibility for planning the events for the quarter.
- 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 External Vice President on a regular basis.
- 8) Failure to do any of the above tasks will result in a disciplinary hearing and/or possible dismissal.

D. Publicity Director

- 1) Shall design, copy, distribute and post any and all Society signs and flyers.
- 2) Shall design and submit all ads for the Daily Bruin and/or any such newspaper(s), on or off campus.
- 3) Shall maintain regular contact with any and all media and advertising organizations, on or off campus.

- 4) Shall assist Law Forum and/or Events Director(s) with any and all advertising designs, as well as fulfilling all Publicity Director responsibilities needed for upcoming Pre-Law Society events.
- 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) Failure to do any of the above tasks will result in a disciplinary hearing and/or possible dismissal.

E. Assistant Publicity Director(s)

- 1) Shall be responsible for designing, copying and distributing any and all Society fliers, along with the Publicity Director.
- 2) Shall make sure the new weekly A-board posters are out on Bruinwalk at least three days before the next scheduled event/workshop.
- 3) Shall assist Law Forum and/or Events Director(s) with any and all advertising designs, as well as fulfilling all Assistant Publicity Director responsibilities needed for upcoming Pre-Law Society events.
- 4) Shall be responsible for completing all duties and tasks assigned to him/her by the Publicity Director in a timely manner.
- 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 be responsible for all fliers and signs on the Hill and student housing.
- 7) Failure to do any of the above tasks will result in a disciplinary hearing and/or possible dismissal.

F. Law Forum Director(s)

- 1) Shall be in charge of coordinating the UCLA Pre-Law Society Law Forum by completing the following tasks:
 - a) Send invitations, confirmation letters, and thank you letters to all schools participating in the event.
 - b) Organize UCLA Catering services.
 - c) Reserve the room for the event.
 - d) Calculate all necessary funding requirements for the event, and present a budget to the Board of Directors.
 - e) Fulfill any and all responsibilities related to the Law Forum.
- 2) Shall be in charge of ALL FACILITIES COORDINATION for the annual Law Forum.
- 3) Shall present projected budget reports including but not limited to estimated expenses.
- 4) Shall start the planning and preparation for the next year's Law Forum in the Spring Quarter.
- 5) Shall be responsible for appointing or forming a committee to assist any of the above duties.

6) Failure to do any of the above tasks will result in a disciplinary hearing and/or possible dismissal.

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, which is to be available to all members of the Board of Directors.
- 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 serves.
- 7) Failure to do any of the above tasks will result in a disciplinary hearing and/or possible dismissal.

H. 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 Board of Directors 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) Failure to do any of the above tasks will result in a disciplinary hearing and/or possible dismissal.

I. 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 Board of Directors for approval before publication.

6) Failure to do any of the above tasks will result in a disciplinary hearing and/or possible dismissal.

J. Law Counseling Program Director

1) Shall be responsible for the counseling program.

a) Recruit counselors prior to fall quarter.

b) Assign counselors to counselee.

2) Oversee the counselors throughout the year.