

# **The Constitution of the WVU Consumer Law Group**

*A student organized chapter of the Center for Consumer Law and Education at the West Virginia University College of Law.*

As adopted by the Student Executive Board  
February 25, 2019 in Morgantown, West Virginia

## **PREAMBLE**

The WVU Consumer Law Group’s core mission is to educate consumers and partners about consumer rights, assist with development of public policy, make meaningful impact on the advancement of consumer rights, directly assist consumers with self-help by explaining the “how-to” and the “where” of consumer protection law, educate students through experiential learning opportunities, and coordinate the efforts and resources of other interested partners.

## **ARTICLE I**

### **NAME, AFFILIATION, SUBORDINATION**

#### **A. NAME**

The name of this organization shall be the WVU Consumer Law Group and may also be recognized simply as the “Consumer Law Group” or by the acronym, “CCLE”

#### **B. AFFILIATION**

The WVU Consumer Law Group shall be a student-organized chartered chapter of the Center for Consumer Law and Education at the West Virginia University College of Law and Marshall University.

#### **C. SUBORDINATION**

This organization shall maintain its chief subordination to the Center for Consumer Law and Education at the West Virginia University College of Law, and must maintain compliance with all federal, state, and local laws.

## **ARTICLE II**

### **MEMBERSHIP**

#### **A. QUALIFICATIONS**

As a chapter of the Center for Consumer Law and Education, the qualifications of official membership to the Student Chapter include becoming a student in good standing at the West Virginia University College of Law.

For the purposes of welcoming and encouraging the membership that may join this student organization, it is only required that any Officer of the Student Executive Board or person holding a title or position in affiliation with the Student Chapter to be an Associated Member of the Center for

Consumer Law and Education. Any person wishing to become a member of the Student Executive Board or wish to hold any title or position with the Student Chapter, must first obtain official membership with the Center for Consumer Law and Education before conducting the duties of that position.

Monetary contribution does not increase importance or bestow any title upon any member. The value of each and every individual and member of this organization far exceeds the importance of monetary contributions that any person may or may not be able to make

The WVU Consumer Law and Advocacy Group hereby welcomes all interested individuals into membership.

#### **B. DUTIES OF MEMBERS**

The membership duties of the WVU Consumer Law and Advocacy Group shall include attendance of club-sponsored events, attendance of events sponsored by the Center for Consumer Law and Education, and certain other events that may be specified by the President of the WVU Consumer Law and Advocacy Group or the Center for Consumer Law and Education.

#### **C. NONDISCRIMINATION; COMMITMENT TO DIVERSITY**

Discrimination of **any kind** is strictly prohibited by, and contradictory to, the values and policies of the WVU Consumer Law and Advocacy Group. Discrimination or any behavior demonstrating intolerance of any type shall be considered grounds for termination of membership from the WVU Consumer Law and Advocacy Group.

### **ARTICLE III ATTENDANCE POLICIES**

#### **A. POLICY REGARDING NOTICE OF ATTENDANCE:**

For all meetings and events of the WVU Consumer Law and Advocacy Group, notice of an absence must be given to the President or an otherwise designated to a similarly situated officer within a reasonable time before the occasion.

#### **B. CENTER FOR CONSUMER LAW AND EDUCATION**

While attendance of most statewide events will not be required, it is strongly encouraged. Other events sponsored by the WVU Consumer Law and Advocacy Group, however, such as on-campus or off-campus networking events, are mandatory for members unless otherwise declared by the President. Additionally, members are expected to sign up for roles in assisting with the event, if needed.

##### **1. EXCUSED ABSENCES**

Given the nature of the WVU Consumer Law and Advocacy Group as an organization composed of law students, legitimate academic excuses will be accepted as offered. Whether or not an excuse is considered legitimate shall be a determination made by the President. The aforementioned policy of excused absences shall be applicable to all Subsections within this Article.

##### **3. EVENTS HOSTED OR SPONSORED BY THE STUDENT GROUP**

Attendance of events hosted or sponsored by the WVU Consumer Law and Advocacy Group is of the utmost importance. The WVU Consumer Law and Advocacy Group expects general members to attend all events planned and executed by the organization. For the members of the Student Executive Board, attendance is mandatory. With a showing of good cause, legitimate excuses will be accepted.

#### **4. EXECUTIVE BOARD MEETINGS**

Meeting attendance is crucial to organizational development. It shall be the duty of the President and the Executive Board Officers to encourage and incentivize attendance, should there be an issue. For members, attendance is strongly encouraged in order to remain an active member. For Executive Board Officers, attendance of general and Executive Board meetings is mandatory, and attendance shall be recorded by the Secretary. Upon total absence from four (4) meetings per academic year, the Officer is subject to removal from the Executive Board upon a simple majority vote of the Executive Board.

### **ARTICLE IV OFFICERS**

#### **A. POSITIONS**

##### **1. PRESIDENT**

The President shall diligently serve as a leader, decision-maker, and must take initiative on whatever event, issue, or topic commands attention. The President shall be responsible for overseeing the rest of the Executive Board Officers and must maintain a cohesive and effective Executive Board. The President shall act as the liaison between and among WVU Consumer Law and Advocacy Group and the Center for Consumer Law and Education. The President must conduct his or herself appropriately and will maintain professional behavior at all times. The President is the main representative of the organization and must serve the position with the utmost respect and diligence.

The President shall enable other student organizations and off-campus entities to co-host and participate in events with the WVU Consumer Law and Advocacy Group by maintaining strong relationships with leaders of other student organizations. The President shall make appropriate efforts to determine the yearly agenda of the organization, including the execution of jointly-hosted events with other groups. The President is to be the focal point of communication with the Center for Consumer Law and Education, Administrative Staff of the West Virginia University College of Law, and other relevant individuals in order to successfully assist the mission of the WVU Consumer Law and Advocacy Group.

The President should do all that is necessary to carry out the office, which includes making every possible effort to support fellow student members and protect the organization. This includes maintaining a forthcoming relationship with the Faculty Advisor and the College of Law Administrators and Staff.

The President is responsible for creating and or maintaining a repository, preferably in digital and hard-copy form, for all club documents, including finances, a group calendar, and minutes kept by the Secretary. Similarly, the President is in charge of establishing and selecting a mode of effective group communication to enable the ease of communication among Executive Board Officers.

The President shall serve as a moral compass and trusted advisor to the WVU Consumer Law and Advocacy Group and shall respect the confidentiality and integrity of the organization in all respects.

Finally, the President, or another Officer as so designated by the President, shall be in charge of fundraising efforts; including, but not limited to: the procurement of donors, the planning of fundraising events, obtaining sponsorships when appropriate, and projecting the need and amount of yearly funding.

**a. PRESIDENTIAL POWER TO CREATE SUBCOMMITTEES AND APPOINT OFFICERS TO POSITIONS THEREIN**

The President is hereby vested with the power to create subcommittees and appoint Officers to positions of his or her creation or in the event of necessity by way of a vacancy, resignation, or some other reason necessitating the appointment.

**b. PARLIAMENTARIAN**

Unless the President selects and appoints one individual to serve in the role of Parliamentarian, the President shall be the acting Parliamentarian.

The Parliamentarian must be familiar with all Articles of this Constitution and any other pertinent guiding principles from either Center for Consumer Law and Education or the West Virginia University College of Law. The President shall determine the business order of any meeting, unless otherwise specified by the President.

**2. VICE PRESIDENT**

The Vice President shares in maintaining the image of the organization and shall assist the President by any and all necessary means. The Vice President shall assume the Office of the President in any situation in which the President becomes unable to serve the remainder of an elected term. If the Vice President is unable to serve the remainder of an elected term, the President may fill the position with another member of the Executive Board, appointing someone to fill the vacant position; or, in the alternative, the President may appoint another member or any other individual to serve in the role of Vice President. The Vice President shall work with the President to determine the best direction for the organization and must assist in any activity or event pertaining to the organization.

**3. SECRETARY**

The Secretary is in charge of keeping minutes and detailed notes of each meeting. The Secretary shall be in charge of sending out notice of meeting times and location via the method of communication determined to be appropriate by the Executive Board Officers or the President. The Secretary is responsible for the maintenance of the organization's email account, social media accounts, and postal correspondence. When necessary, the Secretary shall communicate with other organizations on behalf of the WVU Consumer Law and Advocacy Group in regard to a particular event.

**4. TREASURER**

The Treasurer is responsible for keeping the financial records of the organization. The Treasurer must ensure the organization maintains a stable bank account balance, properly records all financial transactions, and accounts for all contributions to the organization. The Treasurer must keep a hard-copy binder for the organization's records, containing the bank statements, receipts, and record of donations, and must scan each receipt and financial document into a digital file for back-up.

It is the Treasurer's duty to ensure that all files and access to the organization's accounts are passed down to the Treasurer's successor before leave of office. In the event that the Treasurer is unable to do so then it becomes the duty of the President.

## **5. EVENTS COORDINATOR**

The Events Coordinator is responsible for the planning and coordination of events hosted, co-hosted, or sponsored by the organization. The Events Coordinator is responsible for the communications between the WVU Consumer Law and Advocacy Group and other organizations regarding events or programs and will serve as a logistics manager for any venue, individual, or any other component related to an event.

### **a. SUBCOMMITTEE ON SPECIAL EVENTS**

The President shall have the appointment power to form a temporary Subcommittee on Special Events, as necessary, during heavily involved or large-scale events. The subcommittee is to be formed, maintained until the event lapses, and then dissolved.

Individuals recognized as having experience or knowledge regarding a particular event or topic are best suited for the role of membership on the subcommittee; and thus, it is ideal to have a dynamic team as opposed to a set-in-stone committee membership for a subcommittee.

## **6. APPOINTED OFFICERS**

The President has absolute appointment power of any Officer position if the position is void, with the role and scope of each position to be determined by the President in accordance with this Constitution, specific to the immediate need of the organization. The President may create new positions or subcommittees as he or she deems necessary.

## **7. FACULTY ADVISOR**

The Faculty Advisor shall be a West Virginia University College of Law Professor, or Adjunct-Professor, whose role is to represent the interests of the WVU Consumer Law and Advocacy Group to the College of Law Administration and Faculty. The primary role of the Faculty Advisor is to provide guidance, and to the best of their ability, advocate on behalf of this student organization and its members, and seek the support of other faculty members of the College of Law. Attendance to all events and meetings is not required for the Faculty Advisor, but strongly encouraged.

## **B. OFFICER ELECTIONS**

The election of Officers to the Executive Board shall be conducted each spring semester, annually. Associated Members of the WVU Consumer Law and Advocacy Group are the only eligible candidates and voters for any position within the WVU Consumer Law and Advocacy Group.

If the President or Vice President is up for election to another position or re-election, another Officer must take over the voting process for those candidates until the vote for that office is complete; meaning that the votes have been counted, and the new officer has accepted the position to which he or she was elected. Upon the conclusion of the vote for that office, the President or Vice President may resume their respective roles in conducting the election. Upon election of a new Executive Board, the President shall coordinate how this new board will communicate and must obtain the phone number, mailing address, and email address, of each officer.

### **C. VOTING**

The mode of officer elections is to be chosen by the President and the Executive Board from the following suitable methods: (1) Nominations; (2) Hand or Voice Vote; (3) Roll Call Vote; or (4) Silent Ballot. The votes shall be either collected or counted, or both, by the Vice President.

### **D. TERM LIMITS**

The Office of President has a two (2) term limit. All other positions have no term limit.

### **E. OFFICER DUTIES, GENERALLY (APPLIES TO ALL OFFICER POSITIONS)**

#### **1. ATTENDANCE POLICY**

If an Executive Board Officer fails to attend more than two (2) events hosted or sponsored by the organization, the President may remove that Officer from his or her position, or a vote of simple majority of the other Executive Officers may be likewise conducted to remove that Officer. The removal process shall be selected from the two aforementioned options, and shall be conducted at the will of the President.

If the absence of an Executive Board Officer from a meeting or event is, or has, consistently become particularly egregious, the President may, under the circumstances, call for a vote to determine the removal of the Officer or may unilaterally notify the Officer of his or her removal.

#### **2. EXCUSED ABSENCES**

As appropriate, legitimate excused absences will be considered and accepted by the President. In the President's absence, this determination shall be made by the Vice President, who shall inform the President of such an excused absence.

#### **3. COMMITMENT TO THE ORGANIZATION**

It is expected that each Executive Board Officer demonstrate an exemplary commitment to the organization and its parent organizations. This commitment shall be demonstrated by attendance, volunteering, and other active participation in the organization.

## **ARTICLE V AMENDMENTS**

### **A. SUBMISSION OF PROPOSED AMENDMENTS**

Any member of the Executive Board may propose an Amendment to any Article of this Constitution during an Executive Board Meeting.

### **B. REVIEW OF SUBMITTED PROPOSALS**

Before voting on any Amendment, the movant must propose to the Executive Board the exact language to be adopted as an Amendment to this Constitution, as well faithfully answer any questions or concerns of the other members of the Executive Board.

**C. REVIEW AND APPROVAL OF AMENDMENTS**

Each proposed amendment must be discussed thoroughly with all other members of the Executive Board, as well as the Faculty Advisor. Passage of an Amendment to this Constitution must be maintained by a two-thirds vote of the Executive Board and Ratified by the Faculty Advisor.

**ARTICLE VI  
SPECIAL WEST VIRGINIA UNIVERSITY REQUIREMENTS**

This organization will adhere to the West Virginia University Conduct Code.

PROPOSED AND ADOPTED,

February 25, 2019.

---

President

---

Vice-President

---

Secretary

---

Faculty Advisor, West Virginia University College of Law