

**CONSTITUTION AND BY-LAWS
OF THE**



***San Diego Miramar College*
PARALEGAL GROUP**

PREAMBLE

We, the paralegal students of San Diego Miramar College ("Miramar"), in order to learn more of the national legal system (executive, legislative and primarily, the judicial branches of government), to develop a better rapport with the community and legal agencies, to further our own understanding and knowledge of the legal system, to better serve our community and nation, and to prepare our members for employment opportunities, do hereby establish the Constitution of the San Diego Miramar College Paralegal Group.

ARTICLE I -- NAME OF THE ORGANIZATION

This organization shall be known as San Diego Miramar College Paralegal Group ("SDMCPG").

ARTICLE II – PURPOSE

This organization strives to:

- A. Promote the development, and maintenance of skills in Miramar paralegal students;
- B. Provide an opportunity to meet with Miramar paralegal students, practicing paralegals, and other members from the legal community;
- C. Support the development of, and the continuing education of Miramar paralegal students;
- D. Provide an opportunity for social interaction among persons who share a common interest in, and dedication to, the paralegal profession;
- E. Provide support and education to Miramar paralegal students in order to increase awareness, and knowledge of the paralegal program and profession;
- F. Cooperate with the Miramar Associated Student Council on matters pertaining to general student issues to the extent required;
- G. Encourage ethical standards among Miramar paralegal students.

ARTICLE III -- MEMBERSHIP

Section 1. – Membership

Membership in this organization is available to registered students of Miramar upon the Treasurer's receipt of their completed SDMCPG application, and ten dollar (\$10.00) membership fee. Membership shall last for one academic school year.

Section 2. -- Alumni Membership

This organization will recognize all former members who are graduates of Miramar as Alumni Members ("Alumni"). Alumni will not be eligible to hold any executive office, nor shall they have the right to vote on issues brought before SDMCPG. Alumni may, however, serve on the scholarship committee.

ARTICLE IV -- OFFICE POSITIONS

The Executive Officers of this organization shall be the President, Vice-President, Secretary, Treasurer, and Webmaster.

Section 1. – Duties

A. The President shall:

1. Carry out, in spirit and practice, the provisions of this Constitution;
2. Review the Constitution and By-Laws to recommend any amendments to the SDMCPG members;
3. Preside at meetings of the general membership;
4. Ensure that the Advisor is informed of all SDMCPG activities in a timely manner;
5. Be held ultimately responsible for all SDMCPG activities and their consequences;
6. Have the power to vote during general meetings, only as a tie-breaker;
7. Have the power to call special meetings when necessary;
8. Have the power to appoint temporary officers to fill vacancies for a reasonable duration of time. Thereafter, a special election that is open to all voting members shall be held for that position.

B. The Vice-President shall:

1. Assist the President in the performance of his, or her duties;
2. Assume the duties of the President, only in the absence of the President;
3. Coordinate committee activities by:
 - a. Ensuring a clear goal, and time schedule is presented to the committee chairperson;
 - b. Assisting the chairperson with recruiting the needed committee members to accomplish the task;
 - c. Ensuring that committee chairpersons are provided with the necessary resources to accomplish the assigned task;

- d. Scheduling special meetings for the committee chairperson as necessary;
 - 4. Have the power to appoint, or to remove the chairpersons for all committees in the absence of the President.
- C. The Treasurer shall:
- 1. Maintain the bookkeeping system which details the SDMCPG account balance, which will be used throughout the academic school year;
 - 2. Collect membership dues at each general membership meeting or as necessary;
 - 3. Deposit any funds into the account on a weekly basis or as necessary;
 - 4. Be held responsible for the balance in the operating account;
 - 5. Announce account balances at every general meeting;
 - 6. Maintain all monetary records for the SDMCPG and be prepared to be audited whenever requested by:
 - a. SDMCPG Officers
 - b. The SDMCPG Advisor
 - c. The Dean of the School of Business and Information Systems
 - d. Any Appointed Representative of Miramar.
- D. The Secretary shall:
- 1. Act as recorder at all meetings and keeper of all organization files and records;
 - 2. Submit the minutes for review and approval by the President, Vice-President and Treasurer within two (2) weeks after each meeting;
 - 3. Provide an updated listing of all SDMCPG members upon request;
 - 4. Maintain the office, office supplies, and filing system for all SDMCPG activities, marketing, and correspondence.
- E. The Webmaster shall:
- 1. Maintain the website of SDMCPG: <http://www.sdmcpalegalgroup.org>;
 - 2. Post the minutes from each membership meeting on the SDMCPG website so that all past minutes are made public;
 - 3. Gather any and all information pertinent to the operation of the SDMCPG website;
 - 4. Be proficient in using Adobe Dreamweaver.

Section 2. -- Elections and Term of Office

- A. Eligibility.
- Any person who has been a member of SDMCPG for a period of at least one (1) semester, and who maintains a good academic standing with Miramar College is eligible to seek an office position.
- B. Nominations.
- 1. Nomination of candidates for office will be made at the April general membership meeting..
 - 2. Nominations for election of officers shall be opened and seconded by members.

C. Term of Office.

1. Each elected term is for the period of one academic school year.
2. No member shall be eligible to hold the same office for more than five terms, unless that office would remain vacant otherwise.
3. Officers shall make all efforts to attend every membership meeting. In the event that an officer is absent from two (2), or more meetings, their position shall be in jeopardy.

D. Vacancies.

1. In the event of a vacancy in the office of President, the Vice-President shall assume the Presidency.
2. In the event of a vacancy in the office of Vice-President, Secretary or Treasurer, the office will be filled temporarily by an appointment of the President, with the approval of the Advisor, and in accordance with Article IV, Section 1.A.8.

Section 3. -- Appointment of Co-Positions

The President shall have the right to appoint an assistant from the general membership to assist the Officers with carrying out the duties of the respective office ("Co-Position"). Co-Positions shall take effect after approval by the Executive Officers.

ARTICLE V -- ADVISOR

This organization shall at all times have at least one Advisor, who shall be a full-time member of Miramar's professional staff. It is mandatory that this person be familiar with the paralegal profession.

Section 1. -- Duties

The Advisor shall:

- A. Attend meetings of the general membership, and provide assistance to, and resources for, SDMCPG, as the Advisor deems appropriate;
- B. Be responsible for organization and adherence to all applicable Miramar policies, rules and regulations.

ARTICLE VI -- MEETINGS AND COMMITTEES

Section 1. -- General Membership Meetings

- A. General membership meetings of SDMCPG shall occur on the second Saturday of each month during the academic school year, at a regular time and place located at Miramar, and agreed upon by the Executive Officers and the Advisor.
- B. All general meetings will require a quorum to conduct business. A quorum shall consist of fifty percent (50%) of members in attendance at the general membership

meeting plus one (1).

1. The Advisor may not be counted in order to obtain a quorum.

C. Amendments to the SDMCPG Constitution and Bylaws shall be in accordance with Article VII.

D. Elections.

1. Elections will occur at the May general membership meeting.

2. Voting is open to all members and each member is limited to one vote.

3. In the event of a tie, a special election shall be held at the next general membership meeting.

Section 2. -- Committees

A. The Executive Officers shall have the right to gather members of the General Membership to form a Committee. These Committees shall be formed on an "as needed basis" to address issues brought before SDMCPG.

B. The Committee will be responsible for addressing a specific issue and the chairperson shall report back to the Executive Officers with the Committees' findings.

C. The Committee shall be disbanded after approval by the Executive Officers.

ARTICLE VII -- AMENDMENTS

All proposed amendments must be tabled for one (1) month following their introduction. Amendments to the SDMCPG Constitution and Bylaws may be effected by a two-thirds (2/3) majority vote of SDMCPG members in attendance at the general membership meeting.

ARTICLE VIII -- ADOPTION

The SDMCPG Constitution and By-Laws shall be considered adopted when it has received a simple majority vote of approval from SDMCPG members in attendance at the general membership meeting.