

Loyola University College of Law: First Generation Law Students Association Constitution

Article I: Name

The name of this organization shall be the **First Generation Law Students Association**, hereinafter referred to as **FGLSA**.

Article II: Purpose

The purpose of FGLSA is to:

1. **Support and advocate** for law students who are the first in their families to pursue a legal education.
 2. **Foster community and belonging** among first-generation students through mentorship, networking, and peer support.
 3. **Promote access to resources**, academic success, and professional development opportunities tailored to first-gen experiences.
 4. **Engage with faculty, alumni, and practitioners** to build pipelines and pathways into the legal profession for first-generation law students.
 5. **Educate the broader law school community** on the unique challenges and strengths of first-generation students.
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Article III: Membership

Section 1: Eligibility

Membership is open to all currently enrolled students at **Loyola University College of Law** who identify as first-generation law students or support the mission of FGLSA.

Section 2: Active Members

Active members are those who:

- Attend at least two meetings or events per semester, and
- Sign up for FGLSA's mailing list or group platform.

Section 3: Non-Discrimination

FGLSA does not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, or any other protected characteristic.

Article IV: Officers

Section 1: Executive Board

The Executive Board (E-Board) shall consist of the following officers:

- **President**
- **Vice President**
- **Secretary**
- **Treasurer**
- **Event Organizer**

Section 2: Duties

President:

- Oversees all operations of FGLSA.
- Serves as the primary representative to law school administration and student government.

- Sets agendas and presides over meetings.
- Reaches out to students/alumni for updated outlines for the outline bank
- Maintain and update Alumni Contact List
- Coordinates outreach to first-gen prospective students and admitted students.
- Gather necessary materials for organization fair in the Fall
- Handle First Gen email (unless otherwise by another board member)
- Hold Spring E-board elections

Vice President:

- Collaborate with President and other officers on various planning tasks
- Research scholarship/bar scholarships for First Gen Students
- Submit event speaker forms
- Assumes presidential duties in the absence of the President.

Secretary:

- Maintains meeting minutes, member rosters, and organizational documents.
- Creates Google Forms for event sign-ups and posts links in GroupMe (& provides links to social media coordinator)
- Sends meeting/event reminders and manages communication channels.
- Creates and submits attendance sheet for events
 - For every ON CAMPUS event held by your organization, you must create and submit an attendance sheet to Michele Keiffer at mwkeiffe@loyno.edu no later than 24 hours after the event

Treasurer:

- Manages the budget, funding requests, and reimbursements.
- Maintains accurate financial records.

- Collects gift for speakers from Loyola (from Tori)
- Submit a budget sheet containing what donations their org has received (if any) and what each student in their organization is spending from donated funds.
- Submits order form for food for events/meetings
 - All food requests must be made to Michele Keiffer via email at mwkeiffe@loyno.edu at least 5 days prior to your event.
 - When requesting food via email, please supply the following information:
 1. Restaurant name & website
 2. Exact food items requested with prices showing the total amount.
 3. The time, date & location of your event.
 4. Indicate whether the order will be delivered or picked up and the preferred delivery or pick up time.
 5. Your contact information (phone number) so the restaurant can call you when the food order has arrived on campus.
 - Any alcohol, including beer or wine, cannot be used or consumed at student org events by student organizations without prior approval from the Director of Student Life.

Social Media Coordinator:

- Creates instagram posts & flyers for monitors/Loyola newsletter on Canva
- Posts on Instagram feed and stories (sign ups, photos, posts, etc.)
- Posts other organizations events on social media
- Updates and maintains Linkedtree
- Creates & emails monthly newsletter

Event Coordinator:

- Find, coordinate, and schedule panelists for Fall or Spring semester First Gen Panel
 - Collect RSVP total for events and send to Treasurer in timely manner (to submit forms for food/beverage)
 - Collaborates with other student organizations and departments.
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Article V: Elections

Section 1: Timing

- Elections shall be held annually in the **late Spring** for the following academic year.

Section 2: Eligibility to Run

- All candidates must be active members of FGLSA.
- Candidates must be in **good academic and disciplinary standing** with **Loyola University College of Law**.
- **1Ls are not eligible to hold an officer position during their first year** of law school. Only rising 2Ls and 3Ls may serve as officers.

Section 3: Voting

- Voting shall be conducted by secret ballot or secure electronic vote.
 - Winners shall be determined by a simple majority of votes cast.
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Article VI: Term of Office

- Officers serve for a term of one academic year, from the first day after elections to the last day of elections the following academic year.
 - Officers may not serve multiple terms of the same position but may serve a different position, if re-elected.
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Article VII: Vacancies and Removal

- Vacancies may be filled by appointment with majority E-Board approval or by special election.
 - Officers may be removed by a 2/3 vote of the active membership for failure to perform duties or misconduct.
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Article VIII: Meetings

- General meetings shall be held at least **once per semester** during the academic year.
 - E-Board meetings shall be held as needed.
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Article IX: Finances

- The Treasurer shall prepare an annual budget for approval by the E-Board and any required university entities.
 - FGLSA shall seek funding through student government allocations, law school departments, and external grants when available.
 - No funds shall be used for personal gain.
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Article X: Amendments

- Any active member may propose an amendment to this Constitution.
- Proposed amendments must be submitted in writing and shared with members at least one week prior to a vote.

- Amendments shall be adopted by a 2/3 vote of active members present at a general meeting.
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Article XI: Dissolution

In the event of dissolution, all remaining funds and assets shall be returned to the law school's student affairs office or reallocated to a successor organization serving first-generation law students, pending administrative approval.

Adopted on: October 14, 2025

Founding Officers:

- Megan Reynolds, President
 - Zachary Dowling, Vice President
 - Malaak Ottallah, Secretary/Treasurer
 - Alexandra Nelson, Social Media Coordinator
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