

Article 1 – Name

Any recognized law student organization can use the Stanford name. Your name and/or acronym cannot duplicate that of an existing group nor should it be confused for a University department or other Stanford entity.

Article 2- Purpose

This serves as your public description and mission statement for students and others to learn about your group. Be brief and succinct about your org's main purpose, goals and activities. Clearly distinguish yourself from other groups.

Article 3 - Activities and Scope

Briefly describe the general activities of your group as approved by the University. Your activities should draw from your new org proposal and your University letter of approval.

This section will help interested students understand your activities. The University will also refer to this section when questions about the scope, scale, or activities of your group arise.

Article 4

I. General membership requirements

Membership in a University recognized law student organization must be broadly open and welcoming to all SLS students that are interested in supporting the mission of the student organization. Recognized student organizations are expected to develop recruitment and membership practices that ensure open and easy access to their group's membership and activities with transparency.

Remember that University policy governing student groups requires that only currently enrolled Stanford students be members of a student organization. Faculty, staff, post-doctoral scholars (postdocs) and other non-student community members may participate in activities but cannot serve as leaders, members or engage in decision-making on behalf of the group; nor can they represent the group or the university.

In seeking members your group may ask for brief bio information such as name, email, phone and class/work schedule so that you can keep track of your members.

You may not ask students to fill out an application, submit GPAs or references or to interview. All such practices are against University policy.

A group may have additional requirements for leaders provided that they are clear, objective and fair (see the officer section, below).

II. Requirements for maintaining membership

Organizations may have a short list of requirements of members in order to remain in good standing. All such requirements must be based on the member's activities and contributions with the group and must be applied consistently to all members. Maintenance requirements are useful for groups that want to ensure active and committed members. Possibilities include: Meeting attendance.

Dues or other financial commitments: Student groups may charge dues for members. If so, groups must document any requirements in their constitution and make the information and payment process available to all members. Organizations must also have a well-documented refund procedure that is included in the constitution and on any group website. Work responsibilities, such as attendance at events, commitment to org's mission, hours of community service, etc.

All practices should be clearly documented in your constitution and approved by the Law Office of Student Affairs before implementation.

Article 5 – Leadership Structure/Officers

I. The Positions

Describe the structure, titles, and responsibilities of your leadership roles. The University requires that all orgs have three different authorized representatives that represent the organization to the University and others. While you have latitude in what you name these three positions they should include: 1) a president or chair, 2) a co-president, co-chair or vice-president and 3) a financial officer. And all three must be different people. These three positions must also be chosen democratically, either by election or consensus of members.

Many groups chose to have a variety of other leadership positions including a leadership corps, board, event chair or secondary financial officer. In all cases your constitution should include the names of each position, the position's responsibilities and the total number of positions. For example, if you have a leadership corps, your constitution would include the number of students who serve. Also, your leader and officer corps should be small enough that there are opportunities for active membership and involvement in your organization for interested students.

How other leaders/officers are chosen. The three authorized representatives must be elected by the group membership. While the University prefers that all leaders/officers are elected, other positions may be selected if they follow University guidelines. Selection may occur via an application and interview (resumes and transcripts still prohibited). An application process is possible if your org uses a selection committee comprised of at least 5 members of the group and representing a variety of class years. Only short-term, ad hoc positions can be appointed by the org's president.

II. Elections/Selection

Include all criteria for officer election and length of term. You may chose to indicate a desire for previous experience with your group or a specific activity but it is suggested that this is done as a "recommendation" rather than a "requirement" since sometimes "requirements" are hard to fulfill.

The three authorized representatives must be elected from your group membership in order to ensure a fair, equitable and democratic process, although these positions may have specific criteria provided they are documented in your constitution.

Groups that have a co-presidential structure may permit two people to run as a slate (maximum of 2). If an individual does not wish to run with a partner, the individual may run on their own. Elections of other positions as slates are not permitted.

Other positions should be filled using a democratic and fair process and can include elections, assignment by consensus or an application. An application process is possible if done by a team of members that broadly represents your organization's membership, including multiple class years. If such a selection process is followed, the "selection team" must include at least five members of your organization. Any application should be brief and should not ask for GPAs, which is against University policy.

Only short-term, ad hoc positions can be appointed by the org's President. For example, a webmaster, an event chair for a new or small event.

At no time should an individual student (e.g outgoing president) make a unilateral selection of his/her successor.