

**CUBAN AMERICAN BAR ASSOCIATION
NOVA SOUTHEASTERN UNIVERSITY
SHEPARD BROAD COLLEGE OF LAW
STUDENT CHAPTER**

CONSTITUTION

ARTICLE I

SECTION I: NAME

The organization will be named the Cuban American Bar Association (CABA), Nova Southeastern University, Shepard Broad College of Law, Student Chapter (hereinafter "NOVA CABA").

SECTION II: PURPOSE

The purpose of the Student Chapter is to provide opportunities for student members to engage with legal professionals in the South Florida region, further networking opportunities for members with local professionals in all areas of legal practice, and educate members about career opportunities within the local community. Networking and potential career opportunities will be created by hosting networking events through the CABA national organization, inviting guest speakers to come to the school, and offering mentoring opportunities for all students. Providing more internships and job opportunities, as well as professional development and job development through OCI (on campus interviews), will also be one of the main goals of the organization with the participation of CABA sponsors throughout South Florida.

SECTION II: MEMBERSHIP

Membership in the Cuban American Bar Association is open to all students at the Shepard Broad College of Law that are interested or would like to be associated within the Cuban culture and heritage. The membership year runs from October 1st through September 30th of the subsequent year. Membership fees are \$30.00 per year.

ARTICLE II

SECTION I: OFFICERS

The Executive Board shall be comprised of law students who are currently enrolled and in good academic standing with Nova Southeastern University, Shepard Broad College of Law. Officers must be actively involved with NOVA CABA, and are required to attend meetings and events throughout the academic year. To run for an open Officer position in the subsequent academic year, members must have attended two general meetings and two events per semester within the previous academic year.

SECTION II: EXECUTIVE BOARD POSITIONS

The following positions must be represented on the Executive Board and each member shall have duties described below and any other duty that the President assigns as needed. The

President has the discretion to decide whether or not to fill a board position as he or she deems necessary.

A. President:

- The President shall be the Chief Executive Officer of the Organization.
- The President shall oversee and manage the other Executive Board members and facilitate all of the organization's events.
- The President shall have the responsibilities of conducting meetings and working with other executive board members to communicate all events to the general membership as well as to the School of Law.
- The President shall be the liaison with the Student Bar Association ("SBA") to ensure compliance with all University and SBA regulations.
- The President shall be the Representative and Spokesperson of NOVA CABA.
- The President shall oversee all elections and/or appointments of Officers.
- The President shall be responsible for enforcing and upholding NOVA CABA's Bylaws.

B. Vice President:

- The Vice President shall assist the President in all daily functions and events of NOVA CABA.
- The Vice President shall preside over all matters, and assume the duties of the President in case of the President's absence or incapacity.
- The Vice President shall rule on all matters in a similar capacity to the President in the case of his or her absence or disability.
- The Vice President shall maintain and update NOVA CABA's bulletin board and Facebook page regarding events.
- The Vice President shall keep record of NOVA CABA's events by photographing and recording them.

C. Treasurer:

- The Treasurer shall manage and maintain the organization's account by creating a record log, spreadsheet and folder of NOVA CABA's account, accessible for review by all officers.

- The Treasurer shall prepare, in conjunction with the other Officers, expenditure reports and review budget requests.
- The Treasurer shall approve budget requests in conformity with the University and Shepard Broad College of Law's use-of-funds policy and shall advise the President before completing the transfer of funds to any organization or party.
- The Treasurer shall collect all dues and assessments duly authorized by the University and NOVA CABA.
- The Treasurer shall represent NOVA CABA in matters relating to University Student Fee allocation.
- The Treasurer shall work with other Officers to organize fundraising events, plan and coordinate with local bar associations in their fundraising efforts, and contact attorneys, judges, and other local bar associations for contributions of their time or funds.

D. Secretary:

- The Secretary shall maintain minutes and records of all general meetings as well as Officers meetings.
- The Secretary shall maintain a copy of all documents including the organizations Bylaws, Constitution and any Amendments adopted by the Officers.
- The Secretary shall maintain an updated list and/or spreadsheet containing the names and current contact information for each member and Officer of NOVA CABA.
- The Secretary shall monitor and maintain records of membership and Officer attendance to all general meetings and events.

E. Director of Internal Affairs:

- The Director of Internal Affairs shall be responsible for reservation or acquisition of any rooms, equipment, or materials needed for events.
- The Director of Internal Affairs shall be responsible for coordinating with the University any activities, events, and fundraisers for the academic year.
- The Director of Internal Affairs shall assist the President and/or Vice President in the management of inside events, or as the President and/or Vice President deem necessary.

F. Director of Legal Affairs:

- The Director of Legal Affairs shall be primarily responsible for the development and execution of networking events involving the legal community.
- The Director of Legal Affairs shall be the principal liaison between local attorneys, judges, and shall notify the Officers and members of any events, scholarships, or opportunities derived from attorneys, judges, and the main chapter of the Bar association.
- The Director of Legal Affairs shall coordinate with the University's faculty any activities, events, and fundraisers for the semester or academic year.
- The Director of Legal Affairs shall coordinate with the Director of Internal Affairs to identify, invite, and secure, attorneys and judges to serve as guest speakers at NOVA CABA's meetings, academic events, or other functions.

G. Director of Membership:

- The Director of Membership shall be responsible for promoting the organization among students at the Shepard Broad College of Law.
- The Director of Membership shall be responsible for recruiting new members with the assistance of the Director of Evening Involvement.
- The Director of Membership shall be responsible for processing membership applications and collecting membership fees.
- The Director of Membership shall maintain and update membership records, and notify current members when their membership renewal is due.

H. Director of Evening Involvement:

- The Director of Evening Involvement shall be the liaison between the evening law students and NOVA CABA, obtaining input and suggestions from the evening students, as well as notifying the other Officers of the same.
- The Director of Evening Involvement shall actively recruit new members to NOVA CABA.
- The Director of Evening Involvement shall promote NOVA CABA events around the NSU Law community, and encourage participation and involvement from the evening students.

SECTION III: VACANCIES IN OFFICE

In the event that any Officer is unable to fulfill his term for any reason, the remaining Officers shall appoint another student member in their place. Any Officer vacating their position shall be responsible to inform the proper Officer of the organization of their intention to leave the position. A candidate, who is appointed to occupy a vacant position, will serve in that position until the next regularly scheduled organization election. This officer taking over the position by appointment may run during the regularly scheduled elections if he/she wishes to serve for a complete term.

SECTION IV: REMOVAL FROM OFFICE

Removal of an Officer may occur for abandonment of their office, a failure to fulfill their duties and responsibilities, a violation of the Shepard Broad College of Law Code of Student Conduct and Academic Responsibility, Code of Academic Regulation, or under circumstances that the organization deems necessary.

ARTICLE III

SECTION I MEETINGS

Meetings shall be called from time to time as necessary throughout the academic year at the discretion of the Officers. However, there must be a minimum of two meetings per semester per academic year.

ARTICLE V

AMENDMENTS AND BYLAWS

Any active member of the Chapter may propose amendments to these by-laws. These Bylaws may be amended or revised upon consent of the proper member of NOVA CABA.