

Caribbean Law Students Association

Constitution & Bylaws

Article I. Name

The name of the organization is the Caribbean Law Students Association (“CLSA”).

Article II. Purpose

The purpose of Caribbean Law Students Association (“CLSA”) is to involve Caribbean Law Students in activities that encourage academic and professional excellence, and promote a greater awareness and commitment to the Caribbean Community in South Florida. CLSA is committed to providing networking opportunities for law students interested in doing business with the Caribbean and its community.

Article III. Membership

Section I.

Any Nova Southeastern University Shepard Broad College of Law student may become a member Caribbean Law Students Association (“CLSA”).

Section II.

Active membership of organization requires payment of dues for that fiscal year, which entitles the member to vote, right to hold office, and represent the organization.

ARTICLE IV. Executive Board

Section I.

The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, Public Relations Officer, Community Outreach Coordinator and Fundraising Chair.

Section II. Duties

President shall:

- Be a current law student in good-standing
- Call and conduct meetings
- Delegate duties and responsibilities to members
- Act as the chief representative of the organization
- Send e-mail announcements to the Executive Board and members
- Send e-mail announcements on behalf of the organization
- Plan, manage, and execute events and meetings

Vice-President shall:

- Be a current law student in good standing
- Perform tasks as directed by the President
- Plan, manage, and execute events and meetings

- Send e-mail announcements to the Executive Board and members
- Perform the duties of the President in his/her absence

Secretary shall:

- Be a current law student in good standing
- Record minutes in meetings
- Make reservations for room request, catering, and marketing for events
- Be a liaison between other law school Caribbean organizations
- Update and keep a list of all active members and contact information
- Keep a list of all CLSA Alumni members and contact information
- File and keep track of all correspondence, records, member-sign in sheets used during events and meetings
- Keep track of votes in the event of an election

Treasurer shall:

- Be a current law student in good standing
- Distribute funds and make financial transactions if approved by the President
- Maintain accurate financial reports for the organization
- Maintain an accurate report of all membership dues
- Keep track of organizations expenditures
- Present a written detailed financial report at the end of fall and winter semesters

Public Relations Officer shall:

- Be a current law student in good standing
- Update, upload, and operate all CLSA social media accounts
- Make flyers and advertising for the organization
- Publicize organization events and social activities
- Help with recruitment for new organization members

Community Outreach Coordinator shall:

- Be a current law student in good standing
- Create and implement annual outreach plan
- Build community relations and community engagement
- Coordinate community volunteering events
- Recruit volunteers and record volunteering hours

Fundraising Chair

- Be a current law student in good standing
- Maintain contacts with law firms and organizations that contribute to CLSA
- Create and implement a fundraising plan
- Raise organization revenue
- Record and keep track of any donations

ARTICLE V. General Board

Section I.

The General Board shall consist of the 1L, 2L and 3L Representative.

Section II. Duties

- Be a current law student in good standing
- Encourage law students to join the organization
- Represent the organization in an orderly manner
- Assist the Executive Board members in their duties

ARTICLE VI. Elections

Section I.

- Any member of CLSA may apply to be a board member with submission of a letter of intent
- Board members shall serve in their position until graduation
- Elections will be held once a position becomes vacant
- If the position is vacant and the student is the only one running for the position, he/she will be given the position
- If the position is vacant and there are multiple students running for the position the student with majority of member votes shall be given the position
- If the position is vacant and in the event of a tie, the President will be the deciding vote

Section II. Removal of Board Members

- Board members will be removed if:
 - Board member is not in good standing
 - Board member resigns
 - $\frac{3}{4}$ of members vote to replace the board member
 - Upon graduation