

BYLAWS
EVENING LAW STUDENT ASSOCIATION
NSU CHAPTER
As of October 1st, 2015

PREAMBLE

We, the members of the Evening Law Student Association (ELSA), NSU Chapter, hereby form an association to foster student involvement at the Shepard Broad College of Law for Evening Division students, and promote the highest standards of professional ethics and student life in the law school community.

ARTICLE I – NAME

The name of this organization shall be the Evening Law Student Association, NSU Chapter. The organization is commonly known as “ELSA”.

ARTICLE II – MEMBERSHIP

Section 1. All regularly enrolled law students at Nova Southeastern University Law Center are eligible for membership. Students in the Evening Division are automatically members of this organization by their division and registration status.

Section 2. ELSA will not collect dues from members.

Section 3. Only active members shall be eligible for voting and holding office. An active member is one who has requested membership in order to be listed on the Student Intranet.

ARTICLE III – OFFICERS

The officers of the association shall be the President, Vice President, Treasurer, Secretary, 4L Representative, 3L Representative, 2L Representative, and 1L Representative. These officers shall constitute the Executive Board. There may be up to nine officers serving at any time. The board can elect to leave some positions vacant through the academic year if there is a lack of potential candidates for officers, but must keep a minimum of four board members at any given time. The board may also elect to create one position that will have a one year term if additional assistance is needed to execute the events and functions in that particular academic year.

Section 1. The duties of the President shall be to preside at all meetings of the association, to enforce the Constitution, to appoint committee heads where necessary, to call emergency meetings as prescribed herein, and to formally represent the association whenever necessary. The President shall consult with the Secretary in preparing the agenda for all meetings. The President shall be responsible for the promotion of student membership and

involvement, especially those in the incoming class. The President will also oversee events, and delegate tasks in planning events.

Section 2. The duties of the Vice President shall be to preside at all meetings in the absence of the President, be ex officio member of all committees and to assume the duties of the President shall the President be unable to continue in office. The Vice President shall also be responsible for the promotion of membership and involvement.

Section 3. The duties of the Treasurer shall be to collect any monies, make expenditures and to render regular financial reports on request. The Treasurer shall provide a copy of the monthly bank generated statement to the association President. The Treasurer shall maintain ledgers of accounts receivable and accounts payable and shall provide a monthly report to the president. The Treasurer must keep in contact with the offices at the University to make sure vendors are paid in addition to confirming that receipts and documents are properly processed.

Section 4. The duties of the Secretary shall be to keep records of the meetings and to maintain a membership roster. The board may also give the Secretary tasks relating to correspondence with other organizations, University administration or staff, and alumni. The Secretary will also participate in the voting process for board members each academic year.

Section 5. The duties of the 1L, 2L, 3L, and 4L Representatives shall be primarily acting as a representative for their respective sections. The section Representatives must report to the board members on feedback they receive from students regarding events or activities desired amongst Evening Division students. Section Representatives shall also participate in ELSA events. The Representatives shall also be responsible for the promotion of membership and involvement.

Section 6. All vacated offices shall be filled as soon as possible by a vote in accordance with the election procedures of Article IV. Vacated offices are only required to be filled if the board has more than five positions available.

Section 7. Removal of an officer requires a written warning by the President to the officer. If the board does not see improvement within thirty (30) days of the written warning with the officer's participation in ELSA, the remaining board members may vote to remove the officer from their position. At the President's discretion, the President may immediately remove an officer without a written warning or a majority vote, only after consulting the organization's Faculty Advisor.

ARTICLE IV – ELECTIONS

Elections shall be held in the Winter semester of each year. Vacated positions may be filled through the year as needed. The President shall send an email to all students requesting letters of intent from prospective board members to fill open positions.

Section 1. The term of office shall be for the length of one (1) year. A person may not serve in the same office for more than four (4) consecutive semesters. Candidates must be active members of ELSA.

Section 2. Current board members may nominate themselves for their current position or a new position. Letters of intent shall be requested by “All Student” email at least three (3) days before the President calls a special meeting for elections.

Section 3. Elections will be held after all letters of intent and nominations have been received and reviewed by the President. The President will verify that all candidates are active members.

Section 4. A special election meeting of the executive board will be held. Except for proxy votes, all voting shall be by secret ballot. A plurality of those voting, in person or by proxy, shall dictate the outcome of the election.

Section 4a. Plurality vote defined: A person wins by plurality vote when she/he receives the most votes. There will be a run-off only in the event of a tie.

Section 5. Proxy votes must be submitted to the Secretary by 6 PM on the day before the election. Proxy votes must bear the voter’s signature in order to be valid. Proxy votes may be delivered to the Secretary or the President by placing a signed ballot in either person’s communication folder by 6 PM on the day before the election.

Section 6. Immediately following the election, or as soon as possible thereafter, a mandatory meeting of the former officers and the newly elected officers shall be held. An induction ceremony shall be held during the last meeting of the year. A summary of the respective officers’ duties and all necessary records shall be turned over to the new officers no later than one (1) week following the induction ceremony.

ARTICLE V – MEETINGS

Section 1. The first meeting of each year shall be held within the first month of the Fall Semester starting and when the majority (2/3) of the board can attend. Regular meetings shall be held monthly during the school year when a majority (2/3) of the board can attend. Board members are required to submit their schedules and availability to the President and Secretary within the first week of classes during each semester.

Section 2. A special meeting shall be any meeting outside the regularly scheduled meetings called by the President with one (1) week prior notification or the earliest available date that all active members can attend, for the election of officers, for a final vote, or a by-law amendment.

Section 3. Emergency meetings are any meetings outside the regularly scheduled meeting called by the President with three (3) days prior notification to all active members.

Section 4. The President shall consult with another board member before each meeting to develop the agenda for each meeting.

Section 5. All decisions shall be arrived at by consensus agreement.

Section 6. The Secretary will electronically send or post immediately following each meeting to all board members.

ARTICLE VI – FACULTY ADVISOR

This association shall have a regular faculty or administrative advisor who shall advise the association and be kept informed of the association plans and financial situation.

ARTICLE VII – BYLAW INTERPRETATION

Problems of interpretation shall be resolved in the following manner: at any meeting and upon motion by any active member; the problem(s) at issue shall be resolved by a plurality vote of the active members.

ARTICLE VIII – AMENDMENTS

Section 1. Amendments to these Bylaws shall be submitted to the President in writing for submission to the members for vote.

Section 2. A two-thirds (2/3) vote of all active members shall suffice for adoption of amendments to these Bylaws.

ARTICLE IX – BYLAWS

Bylaws shall be passed only during the regular or special meeting by a simple majority vote of those present.