

**BY-LAWS**  
**FLORIDA ASSOCIATION FOR WOMEN LAWYERS**  
Nova Southeastern University Student Chapter

**ARTICLE I- MISSION STATEMENT**

FAWL's mission is to further common legal and social interest of women, and promote the highest standards of professional ethics and culture in the law school community.

**ARTICLE III - MEETINGS**

Dates and times of Executive Board and General Body meetings shall be determined by the Executive Board.

**ARTICLE IV – MEMBERSHIP**

Any law student shall be eligible for a student membership upon enrolling in an accredited law school, which membership shall be available until admittance to any State Bar is obtained. Members shall pay dues as set by the Executive Board.

**ARTICLE V – FISCAL YEAR**

The fiscal year of this Association shall be from August 1 to May 31 of the following year.

**ARTICLE VI – DUES**

**Section 1:** Annual dues for members shall be determined by majority vote of the Executive Board. Any change in the dues for a fiscal year must be approved by October 1 of the previous year.

**Section 2:** Members shall be in good standing to be qualified to exercise a vote.

**Section 3:** If payment for membership is denied by the University for any purpose, the individual or member shall be notified and given opportunity to pay for membership by cash or check.

**Section 4:** Statewide membership dues shall be paid to The Florida Association of Women Lawyers for each Nova Chapter member. Statewide membership dues shall be paid at the student member rate as determined Florida Association of Women Lawyers. A copy of each membership application submission shall be provided to The Florida Association of Women Lawyers.

**ARTICLE VII – EXECUTIVE AND GENERAL BOARDS**

**Section 1:** The Executive Board of this Chapter shall be a President, Vice President, Fundraising Chair, Secretary and Treasurer. The General Board of this Chapter shall consist of Community Outreach, Alternative Careers Panel and Events Chair, Mentoring Mixer Chair, Assistant Treasurer, Meetings Coordinator, Chapter Policies and Procedures and FAWL Liaison. Chapter Officer terms shall be one school year, except for the Assistant Treasurer's term.

**Section 2:** The President shall preside at all meetings of the Association and of the Board, shall create all necessary committees not provided for elsewhere herein and *may* appoint the chairs thereof. The President shall oversee all chapter affairs including but not limited to finances and events and Board members. The President shall work with treasurer on bi-annual budget submission. The President shall act as a representative for NSU FAWL at various events and functions, as well as perform duties incumbent upon a President.

**Section 3:** The Vice President shall manage day to day operations of the General Board and report results to the President. The Vice President shall assist the President in Chapter event planning and management responsibilities. In a case of absence of the President at an event or required appearance, the Vice President shall automatically assume the role of chapter representative until the President can resume the role. In a case of a vacancy of the office of the President, the Vice President shall automatically assume the role of President for the unexpired part of the term.

**Section 4:** The Secretary shall ensure that a record is kept of all meetings of the Board and provide minutes to all executive board members after each meeting; shall ensure that notices are sent out at the request of the President; manage Chapter correspondence as necessary including providing agendas and meeting materials at Board and General Body Meetings and sending weekly announcements and upcoming events emails to NSU; and create flyers or invitations for formal events when necessary by the President or the Board.

**Section 5:** The Treasurer shall be responsible for the collection and disbursement of all Chapter funds of the Chapter, shall ensure that an accurate account of the chapter's monies are maintained, and that membership records are accurately maintained. The Treasurer shall also work with the President on putting together chapter budget proposal, ensure payment has been made for all Chapter expenses, submit all receipts and forms to the school for reimbursements and promptly deposit all FAWL forms, chapter dues and monies to the University. The Treasurer shall forward all Statewide membership dues for Chapter members to The Florida Association of Women Lawyers. The Treasurer shall maintain contact with the Statewide FAWL Treasurer to ensure membership and dues are current.

**Section 6:** The Fundraising Chair shall organize chapter fundraisers including but not limited to semester bake sales.

**Section 7:** The Community Outreach Chair shall organize Chapter community service events including Breast Cancer walk in October and shall reach out to other student organizations within the NSU community to organize events.

**Section 8:** The Alternative Careers Panel Chair shall work with executive board and Career Development Office on organizing the following school year's Alternative Careers Panel and Alternative Careers speakers.

**Section 9:** The Mentoring Mixer Chair shall work with the Executive board to plan the Annual Mentoring Mixer.

**Section 10:** The Assistant Treasurer shall work with and shadow the Treasurer to learn the accounting and treasury procedures of the Chapter. The assistant Treasurer's term is for the Spring only.

**Section 11:** The Meetings Coordinator shall coordinate all chapter meetings with executive board, shall order food for meeting attendant and shall reserve rooms for all Chapter meetings.

**Section 12:** The Policies and Procedures Chair shall work with the Executive Board, to enforce the Chapter bylaws and maintain meeting decorum, throughout the year.

**Section 13:** The FAWL Liaison shall represent the Chapter in interactions with other South Florida FAWL chapters and shall keep the Chapter informed about other FAWL events in the area.