

# **FEDERAL BAR ASSOCIATION LAW STUDENT CHAPTER BYLAWS**

## Article I. Name and Purpose

### Section 1. Name.

The name of this Chapter shall be the Federal Bar Association–NSU Student Chapter (hereinafter referred to as the "Chapter").

### Section 2. Purposes.

The purposes of the Chapter shall be to further the objectives of the Federal Bar Association (hereinafter referred to as the "Association"), to represent the Association to law students, to stimulate the interest of law students in the activities of the Association, to conduct programs of interest and value to law students, and to assist in the establishment, improvement and coordination of active student members in our Chapter of the Association.

## Article II. Membership

### Section 1. Membership.

All Law Student Members shall be enrolled at NSU College of Law. The Chapter shall be open to all students currently enrolled at Shepard Broad College of Law and faculty and staff. However, the Officer's reserve the right to reject any applicant, within their sole discretion, for any reason they deem necessary for the safeguarding of the integrity of the Chapter. Only Law Student Members that are members of the Division are eligible or authorized to vote or hold any elective office in the Division.

### Section 2. Dues

Dues shall be paid once by each member with payments being made to the Federal Bar Association–National Chapter.

- First Year Law Students will pay \$50 for four years of membership (three years with the Student Chapter; one year as a Practicing Attorney)
- Second Year Law Students will pay \$30 for three years of membership (two years with the Student Chapter; one year as a Practicing Attorney)
- Third Year Law Students will pay \$20 for two years of membership (one years with the Student Chapter; one year as a Practicing Attorney)

## Article III. Board of Officers

### Section 1. Board Members.

The Board of Directors (hereinafter referred to as the "Chapter Board") shall have full power and authority to function as the governing body of the Chapter. The Chapter Board shall consist of four elected Law Student Members.

### Section 2. Functions.

The Chapter Board shall be the chief executive and legislative body for the Chapter. It shall establish policies as it may determine as are not inconsistent with any Association policy. It shall collaborate and coordinate with NSU's faculty and staff, as well as, the Federal Bar Association of Broward County, and hear, consider and

act upon and matters presented to it which pertain to events and activities of interest to the Chapter.

#### Article IV. Officers

##### Section 1. Officers.

The Officer positions of the Chapter shall be a Chair, Chair-Elect, Secretary, and Treasurer. Committee Chairs may be established at the discretion of the Chapter Chair.

##### Section 2 Terms.

Officers shall assume their respective offices at the beginning of the school year to which they are appointed and shall serve through the end of the school year in which their terms expire or until their successors shall have been installed in office. All officers of the Chapter will serve a term in office co-terminus with that of the Chair. The Chair-Elect is committed to two-terms in office; one as Chair-Elect, and another as Chair. A term shall be defined as one school year. The school year of the Division shall be May 1 to April 30. All Officers of the Chapter at the time of appointment must have their dues paid for the current school year, and otherwise must be in good standing and meet all other qualifications, as may be required by the Constitution, Bylaws, and policies of the Association. The Chapter Board's Law Student Members will not be recognized as voting members of the Association.

##### Section 3. Removal from Office.

An Officer may be removed from office for delinquency in attendance, inefficiency, neglect of duty, or for other substantial cause only upon the two-thirds vote of the Board Members present at a meeting of the Chapter Board. Notice of such meeting and the action contemplated shall be given to all Chapter Board Members.

##### Section 4. Duties.

###### a. Chair.

The Chair shall be the chief executive officer of the Chapter. The Chair shall preside at all meetings and shall be the representative of the Chapter to the Association. The Chair shall report to the Chapter and the Chapter Board on a regular basis on the actions of the Association's Board of Directors and shall present to the Chapter Board any business warranting the Chapter Board's consideration and shall transmit the results of such consideration to the Association's Board of Directors. The Chair shall perform such other duties as properly pertain to the office or as may be required under the Constitution and Bylaws of the Association.

###### b. Chair-Elect.

The Chair-Elect shall perform duties as may be assigned by the Chair. During any period in which the Chair is unable to act, the Chair-Elect shall perform the duties of the Chair. Chair-Elect shall be a second-year law student, and the successor to the Chair position. As such, the Chair-Elect makes a two-year commitment upon applying for the position.

c. Treasurer.

The Treasurer shall generally be responsible to oversee the financial affairs of the Chapter. The Treasurer shall also communicate with the Student Bar Association and Shepard Broad College of Law Administration regarding matters that involve the society's finances. The Treasurer shall also be responsible for any fund raising activities and collection of society dues, preparing and submitting the budget for each semester. The Treasurer shall be responsible for seeing through the settlement of any disputes, should any finance issues or disputes arise. The Treasurer shall also be responsible for submitting all orders and reimbursement requests to the Students Accounts Office and maintaining a detailed record of all expenditures, receipts and account statements. The Treasurer shall create program budgets for the Chapter as needed.

d. Secretary.

The Secretary shall issue notices of all meetings of the Chapter and shall keep minutes of the proceedings thereof and distribute these minutes to all members of the Chapter. The Secretary shall also assist in establishing and coordinating efforts of Chapter publications, communications, and events.

## Article V. Officer Elections Requirements and Procedures

### Section 1. Officer Eligibility.

All members of the Chapter at the time of appointment, whose dues are paid for the current academic year and who otherwise are in good standing, and meet all other qualifications, as may be required by this Bylaws, the Constitution, and policies of the Association, shall be eligible for appointment for any office in the Chapter.

### Section 2: Officer Elections

Elections shall be held each spring to elect officers for the following academic year. In order to be elected, it is necessary for a member to apply, and receive majority approval of those active members present and voting. Unopposed candidates shall be elected by acclamation. All voting shall be by secret ballot. Under special circumstances the Chair may have the power to appoint an officer.

### Section 5: Officer Elections Procedure

In order for a member seeking election for an officer position to be nominated, the procedure is as follows:

1. Any active member seeking election for an officer position shall be present and run for such position during the winter election meeting.

2. Any active member seeking a vacant officer position shall:
  - a. Submit a letter of intent to the Chair, or the designated Chapter Board Member, no later than the date designated in the elections announcement;
  - b. It is within the sole powers of the presiding officers, by way of majority vote, to elect the candidate for future office.
  - c. All grievances regarding the selection of the future officers shall be addressed to the Chair, who shall then inform the Chapter Board and Faculty Advisor to seek advice and issue a final determination regarding the grievance.

## Article VI. Representatives and Committees

### Section 1. Representatives and Committees.

The Chair shall recommend to the Board at the first meeting of the Chapter Board each year a list of committees and representatives to carry out the duties of the Chapter with the approval of a majority of those Chapter Board members present and voting.

## Article VI. Meetings

### Section 1. Meetings of the Chapter

Meetings of the Chapter may be called by the Chapter Board by giving at least 10 days advance notice of any meeting to all members of the Chapter by email. The Chapter shall four times each academic year.

## Article VII Electronic Storage of Records

Each Chapter Board Member is responsible for maintaining documents, files, archives and records shall maintain a copy of these documents, files, archives and records on the FBA TWEN page.

## Article VIII. Bylaws

### Section 1. Amendments to the Bylaws.

These bylaws may be amended by a vote of three fourths of the Board members present and voting. Chapter Board members shall be given at least 14 days written or electronic advance notice of any meeting at which a vote will be taken. All amendments approved by the Chapter Board will be sent to our Faculty Advisor for approval.