

FEDERAL BAR ASSOCIATION
NOVA SOUTHEASTERN UNIVERSITY SHEPARD BROAD COLLEGE OF LAW
LAW STUDENT CHAPTER BYLAWS

Article I. Name and Purpose

Section 1. Name. The name of this Chapter shall be the Federal Bar Association: Nova Southeastern University 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 this Chapter of the Association.

Article II. Membership

Section 1. Membership. All Law Student Chapter Members shall be enrolled at Nova Southeastern University Shepard Broad College of Law (hereinafter referred to as “NSU Law”). The Chapter shall be open to all currently enrolled students, faculty, and staff at NSU Law. The Board of Officers reserves the right to reject any applicant, within its sole discretion, for any reason it deems necessary for the safeguarding of the integrity of the Chapter. Law Student Chapter Members are not eligible or authorized to vote or hold any elective office in the Association.

Section 2. Dues. National membership dues are 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 (3 years with the Student Chapter; 1 year as a Practicing Attorney)
- Second-Year Law Students will pay \$30 for three years of membership (2 years with the Student Chapter; 1 year as a Practicing Attorney)
- Third-Year Law Students will pay \$20 for two years of membership (1 year with the Student Chapter; 1 year as a Practicing Attorney)
- 1 year only option - \$20

Student chapter dues are set by the Board of Officers each year and are payable to the Student Activity Account designated to the Chapter.

Article III. Board of Officers

Section 1. Board Members. The Board of Officers (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 Law’s faculty and staff, as well as the Federal Bar Association Broward Chapter. It shall hear, consider, and act upon resolutions and matters presented to it which pertain to events and activities of interest to the Chapter.

Section 3. Ex Officio Members. The Chapter Chair may also make up to three ex officio appointments to the Chapter Board, who shall not be counted toward the four member Chapter Board

limit, where the interests of the Chapter so dictate. The Chair shall make reasonable efforts to appoint an alumni member, member of the faculty, a member of the Federal Bar Association Broward Chapter, and a member of the Federal Bar Association Palm Beach Chapter in the ex officio positions. The appointments shall be for one-year terms, subject to reappointment.

Section 4. Faculty Advisors. Faculty Advisors will be current faculty members of NSU Law and will be appointed by the Chapter Board. Faculty Advisors may work closely with the Chapter Board to aid in the execution of the goals of the Chapter. The Faculty Advisor shall serve as an ex officio member of the Federal Bar Association Broward 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 academic year to which they are appointed and shall serve through the end of the academic 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: one as Chair-Elect, and another as Chair. A term shall be defined as one academic year. The academic year shall be from May 1 to April 30. All Officers of the Chapter at the time of appointment must have their dues paid for the current academic 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 Law Student Chapter 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 faculty, the Federal Bar Association Broward Chapter, and the Association. The Chair shall serve as an ex officio member of the Federal Bar Association Broward Chapter. The Chair shall report to the Chapter and the Chapter Board on a regular basis on the actions of the Federal Bar Association Broward Chapter and 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 Federal Bar Association Broward Chapter and 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 or third-year part-time 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 NSU Law Administration regarding matters that involve the Chapter's finances. The Treasurer shall also be responsible for any fundraising 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, social media, and events.

Article V. Officer Appointment Requirements and Procedures

Section 1. 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. Appointments.

- a. Any eligible member seeking a vacant officer position shall submit a letter of intent to the Chair, or the designated Chapter Board Member, no later than the date designated in the Open Positions announcement;
- b. It is within the sole powers of the presiding officers, by way of majority vote, to select 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.

By April 30, the Chair shall appoint one member in good standing for each of the offices becoming vacant for the coming term.

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 Board of Officers. Meetings of the Chapter Board may be called by the Chair by giving at least ten (10) days advance notice of any meeting to all members of

the Chapter in writing. The Chapter Board shall meet two (2) times each academic year (once in the Fall semester and once in the Winter semester).

Section 2. Meetings of the Chapter. Meetings of the Chapter may be called by the Chapter Board by giving at least ten (10) days advance notice of any meeting to all members of the Chapter in writing. The Chapter shall meet four times each academic year.

Section 3. Attendance. Attendance may be by telephone, teleconference, or video conference if unable to attend in person, or in person at a designated meeting location.

Section 4. Voting. Voting by the Chapter Board or Chapter may be accomplished in person or by telephone, teleconference, video conference, or email.

Article VII. Electronic Storage of Records

Section 1. Responsibility. Each Chapter Board Member is responsible for maintaining documents, files, archives, and records. The Chapter shall maintain a copy of these documents, files, archives, and records on the Chapter's 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 fourteen (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 the Faculty Advisor for approval.