

# **IMMIGRATION LAW ORGANIZATION BYLAWS**

NOVA SOUTHEASTERN UNIVERSITY  
SHEPARD BROAD COLLEGE OF LAW

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## ***PREAMBLE***

We, the members of the IMMIGRATION LAW ORGANIZATION, hereby form an association to further the common legal and social interests of students seeking to practice and participate in the field of Immigration Law, and promote the highest standards of professional ethics and culture in the law school community.

## **ARTICLE I NAME**

The name of this organization shall be the IMMIGRATION LAW ORGANIZATION (“ILO”)

## **ARTICLE II MEMBERSHIP**

SECTION 1 All regularly enrolled law students at Nova Southeastern University, Shepard Broad College of Law (“NSU Law”) are eligible for membership.

SECTION 2 Payment of dues provides the members an opportunity to network with other law students, lawyers, and other professionals. Amount of the membership dues shall be decided upon by the EXECUTIVE BOARD at the first board meeting of the academic year. The decided amount shall be the membership dues for the entire academic year.

SECTION 3 Only active members shall be eligible for voting and holding office. An active member is one who has paid her/his dues and who has attended at least two (2) functions during the year.

## **ARTICLE III EXECUTIVE BOARD**

The executive board shall be composed of the PRESIDENT, VICE PRESIDENT, VICE PRESIDENT OF FINANCE, VICE PRESIDENT OF SOCIAL RELATIONS, AND VICE PRESIDENT OF ADMINISTRATION.

- SECTION 1 The PRESIDENT shall have completed at least (1) year of law school. The duties of the PRESIDENT shall be:
- (a) To enforce the Constitution;
  - (b) To delegate duties to the other Board Members;
  - (c) To appoint committee heads where necessary;
  - (d) To preside at all meetings of the association and call emergency meetings as prescribed herein;
  - (e) To attend all mandatory meetings and events set forth by the Student Bar Association (SBA).
  - (f) To formally represent the association whenever necessary, and facilitate all communication to the members of ILO and NSU Law;
  - (g) The PRESIDENT shall consult with the VP OF ADMINISTRATION in preparing the agenda for all meetings and outgoing correspondence;
  - (h) The PRESIDENT shall be responsible for the promotion of student membership, especially those in the incoming class.
- SECTION 2 The duties of the VICE PRESIDENT shall be:
- (a) To handle all matters of ILO and attend all meetings and events in the absence of the PRESIDENT;
  - (b) To assume the duties of the PRESIDENT should the PRESIDENT be unable to continue in office;
  - (c) To perform any duties delegated by the PRESIDENT;
  - (d) To attend all mandatory events set forth by SBA
  - (e) To organize and coordinate all SBA events required for funding;
  - (f) The VICE PRESIDENT shall also be responsible for the promotion of alumni membership.
- SECTION 3 The duties of the VP OF FINANCE shall be:
- (a) To handle all financial matters of ILO, to wit: collection of dues, receipts for events, making deposits, and budget proposals;
  - (b) To maintain ledgers of accounts receivable and accounts payable, which shall be provided to the PRESIDENT on a monthly basis or upon request;
  - (c) To attend all mandatory SBA meetings regarding the ILO's budget and any other financial concerns, as well as, events set forth by SBA;
  - (d) To submit a budget proposal to SBA for ILO's budget for the Fall and Winter semesters;
  - (e) To submit receipts and documents to for approval of funds to the Faculty Adviser and NSU Law;
  - (f) The VP OF FINANCE shall also be responsible for locating fundraising opportunities. These funds shall aid the organization in furthering its goals of awareness, education, and network.
- SECTION 4 The duties of the VP OF SOCIAL RELATIONS shall be:
- (a) To handle all social relations matters of ILO, to wit: events, taking photographs at ILO events, and posting ILO news on social media;

- (b) To work in coordination with the PRESIDENT to organize ILO events, locate volunteer and career opportunities, and foster relationships with immigration attorneys, practitioners, judges, professors, associations, pro-bono organizations, and student organizations;
- (c) To serve as a liaison between ILO and the Career & Professional Development Center by submitting requests for the Pro Bono Honor Program;
- (d) To arrange for and promote ILO products, such as T-shirts and banners;
- (e) To attend all mandatory events set forth by SBA;
- (f) The duties of this position shall be aided by three members of the organization.

SECTION 5 The duties of the VP OF EVENTS shall be:

- (a) To handle all social relations matters of ILO, to wit: coordinating events.
- (b) To work in coordination with the PRESIDENT and the VP OF SOCIAL RELATIONS to organize and coordinate ILO events, volunteer and career opportunities;
- (c) To assist the VP OF SOCIAL RELATIONS and work as a liaison between ILO and the Career & Professional Development Center by submitting requests for the Pro Bono Honor Program;
- (d) To assist in arranging for and promoting ILO products, such as T-shirts and banners;
- (e) To attend all mandatory events set forth by SBA;
- (f) The duties of this position shall be aided by three members of the organization.

SECTION 6 The duties of the VP OF ADMINISTRATION shall be:

- (a) To handle all administrative matters of ILO, to wit: records, memberships, elections, and correspondence.
- (b) To facilitate communication between the Board Members and handle all incoming and outgoing correspondence at the direction of the President;
- (c) To assist the PRESIDENT with setting the agenda for upcoming meetings and keeping records of all ILO meetings;
- (d) To maintain a complete membership roster, collect membership forms and dues, and submit membership dues to the VP OF FINANCE for accounting;
- (e) To assist the PRESIDENT, the VP OF SOCIAL RELATIONS, and the VP OF EVENTS in administrative matters concerning all ILO events;
- (f) To attend all mandatory events set forth by SBA;
- (g) The duties of the VP OF ADMINISTRATION shall also be in the capacity of a Historian, which includes keeping documents that may be of interest to the organization in the future;

SECTION 7 All vacated offices shall be filled as soon as possible by a vote in accordance with the election procedures of Article IV.

## **ARTICLE IV ELECTIONS**

Except as provided for in Article III, Section 6, elections shall be held during the winter semester of each academic year. The VP OF ADMINISTRATION shall provide standardized forms for nominations, acceptance of nominations, and voting.

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.

SECTION 2 Nominations and/or letters of intent shall be entertained at the regular or special meeting or by email. Only active members may be nominated. All letters of intent must be submitted to the VP OF ADMINISTRATION. The VP OF ADMINISTRATION will provide the letters of intent to the Executive Board for review.

SECTION 3 The EXECUTIVE BOARD will review the nominations and/or letters of intent and set the date elections will be held.

SECTION 4 A quorum shall consist of members of the EXECUTIVE BOARD in attendance. All voting shall be by secret ballot. A plurality of those voting shall dictate the outcome of the election. 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 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 AND EVENTS**

SECTION 1 It is mandatory for all members of the EXECUTIVE BOARD to attend all ILO meetings and events unless notice is provided to the PRESIDENT no later than at least two (2) days in advance.

SECTION 2 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. There should be a day meeting and an evening meeting when applicable.

SECTION 3 A special meeting shall be any meeting outside the regularly scheduled meetings called by the PRESIDENT with one (1) week prior notification to all active members for the election of officers, for a final vote, or a by-law amendment.

SECTION 4 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 5 The PRESIDENT and the VP OF ADMINISTRATION shall consult before each meeting to develop the agenda.

SECTION 6 All meetings and/or events will be coordinated by a joint effort between the PRESIDENT, VP OF ADMINISTRATION, and VP OF SOCIAL RELATIONS or as the PRESIDENT deems appropriate.

#### **ARTICLE VI 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 BY-LAW INTERPRETATION**

Problems of interpretation shall be resolved in the following manner: At any meeting, an active member can by motion state the problem(s) at issue. The issue will be resolved by a plurality vote of the EXECUTIVE BOARD. In the event of a tie, the PRESIDENT will serve as the deciding vote.

#### **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 the EXECUTIVE BOARD shall suffice for adoption of amendments to these Bylaws.

#### **ARTICLE IX BY-LAWS**

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