

***Bylaws of Nova Southeastern University's Chapter of
The Real Property, Probate, and Trust Law
Society***

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Section 1: GENERAL INFORMATION AND DEFINITIONS
.....1
Section 2: ORGANIZATION
.....2
Section 3: OFFICERS
.....2
Section 4: OFFICER
COMPOSITION.....3
Section 5: OFFICER
APPOINTMENTS.....5
Section 6: ELIGIBILITY FOR MEMBERSHIP
.....6
Section 7: BYLAWS
AMENDMENT.....6

**Section 1: GENERAL INFORMATION AND
DEFINITIONS**

The purpose of the Nova Southeastern University Chapter of The Real Property, Probate, and Trust Law Society (hereinafter “RPPTLS”) is to provide a forum, for students interested in Real Property, Probate, and Trust Law, to engage with professionals from the legal community who can provide insight into their field. These engagements will include guest speakers, social events, and mentorship opportunities that will enable students to increase their knowledge and develop important contacts that may lead to employment opportunities after law school. RPPTLS will serve to stimulate greater interest in the fields of The Real Property, Probate, and Trust law among all NSU law students at the University, and we welcome any students who are interested in learning more about The Real Property, Probate, or Trust Law to participate in the exciting events the Society has to offer and become members. RPPTLS membership dues are a one-time fee of \$25.

All provisions of the Bylaws shall be complied with and carried out by the Officers.

DEFINITIONS

- (a) Member – An NSU law student who has completed the RPPTLS membership application form and submitted it along with their one-time \$25 fee to any Officer for verification with the President.
- (b) Officer – The RPPTLS Officers are elected NSU law students and include the positions of: President, Vice President, Treasurer, Secretary, Director of Operations, Director of Social Affairs, Event Coordinator, 1L Representative, 2L Representative, and 3L Representative. The Officers are elected in the winter semester, and will take office in following fall semester.
- (c) Dues – student members of the RPPTLS are required, at this time, to pay a “one-time” membership fee of \$25.00. The “one-time” \$25.00 fee shall cover the student’s membership for all three years. For those students who are in their 3L year and wish to join the RPPTLS, the student membership fee is \$15.00.

Section 2: ORGANIZATION

- (A) The RPPTLS shall actively encourage students to consider and enroll as members of the chapter. The RPPTLS shall be structured, governed, and managed by the Officers with the assistance of the Faculty Advisors.

Section 3: OFFICERS

- (A) The Officers duties shall include but shall not be limited to:
 - 1. The drafting and enforcement of policies applicable to and established by RPPTLS members and officers regarding membership;
 - 2. Assisting with the planning and smooth operation of events;
 - 3. Assist in the appointment of future Officers, by a simple majority vote of the presiding Officers, when a vacancy in Officer position arises; and
 - 4. To keep the entire law student body informed about upcoming events and opportunities.
- (B) The President, Vice President, Treasurer(s), Secretary, Director of Operations, Event Coordinator, and Director of Social Affairs shall have one vote, and all matters addressed by these Officers shall be

approved by a simple majority vote unless otherwise specifically provided for by these Bylaws.

Section 4: OFFICER COMPOSITION

(A) President

The overall function of the President is to ensure the smooth running of the RPPTLS, encourage membership among active law students, and to promote the intentions and requests of the Real, Property, Probate, and Trust Law Section of the Florida Bar. In keeping with this statement, the President shall:

1. be the chief executive of the Chapter;
2. shall be the presiding Officer at all general meetings;
3. be the liaison between the Chapter, the Real Property, Probate, and Trust Law Section of the Florida Bar, and the Shepard Broad Law Center Administration as concerns the general policy and other matters not specifically provided for in these Bylaws;
4. supervise all club activities and the execution of the duties of the other Officers;
5. be responsible for maintaining these Bylaws and ensuring their current nature in light of any decisions made by the Real Property, Probate, and Trust Law Section of the Florida Bar or the Shepard Broad Law Center Administration;
6. be responsible for issuing a call of the student members in the event of a change in policy by the Real Property, Probate, and Trust Law Section of the Florida Bar;
7. be responsible in ensuring that all information provided by the Real Property, Probate, and Trust Law Section of the Florida Bar is provided to the student members, including networking events and annual functions;
8. be responsible for ensuring the maintenance of the business records of the Chapter, which shall be maintained by the Director of Operations;

9. work with the Student Bar Association and Shepard Broad Law Center Administration to ensure the Chapter is incorporated into as many school functions as possible to assist in raising Nova law students' knowledge of the Chapter such as participating in orientation, visiting 1L's classes, etc.; and

These powers, duties, and responsibilities are in addition to those, which are specifically provided for elsewhere in these Bylaws. Any powers, duties, responsibilities or otherwise not specifically provided for in these Bylaws shall reside exclusively in the President. The President may delegate those duties, which form a part of the day-to-day simple operations of the RPPTLS.

(B) Vice President

The overall function of the Vice President is to assist the President and shall preside in the case of this or her absence or disability, the Vice President shall:

1. act as a liaison between the Chapter and all other clubs, organizations, and entities both on-campus and in the community;
2. act as a liaison between the Chapter and the Real Property, Probate, and Trust Law Section of the Florida Bar of Directors in daily matters, as needed;
3. supervise any committees through their respective Chairpersons;
4. oversee the facilitation and maintenance of the Chapter's postings of information distributed by The Real Property, Probate, and Trust Law Section of the Florida Bar; and

These powers, duties, and responsibilities are in addition to those specifically provided for elsewhere in these Bylaws.

(D) Treasurer

The overall function of the Treasurer is to be responsible for preparing and submitting to the Student Government Association a Fall and Winter budget for approval. 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.

(E) Secretary

The overall function of the Secretary is to be responsible for recording the “minutes” of Officer meetings. The Secretary shall also be responsible for tracking changes to the Bylaws, tallying election votes, and posting updates to the RPPTLS Twen page.

(F) Director of Operations

The overall function of the Director of Operations is to be responsible for the reservation or acquisition of any rooms, equipment, or materials needed by the Chapter and the posting of all information released by the Real Property, Probate, and Trust Law Section of the Florida Bar within the law school’s network. The Director of Operations shall also coordinate with the law school’s audio-visual department to record Distinguished Speaker events and post recordings to the RPPTLS intranet page. In addition, the Director of Operations shall also take photographs and record all RPPTLS sponsored events.

(G) Director of Social Affairs

The overall function of the Director of Social Affairs is to be responsible for actively recruiting new student members. The Director of Social Affairs shall also be responsible for updating the RPPTLS Facebook and Intranet page.

(H) Event Coordinator

The overall function of the Event Coordinator shall be to plan, design and produce events while managing all project delivery elements within time limits. The Event Coordinator shall organize facilities and manage all event details such as décor, catering, entertainment, transportation, location, invitee list, special guest, and promotional materials.

(I) 1L, 2L and 3L Representatives

The overall function of the 1L, 2L and 3L Representative shall be to assist the Director of Social Affairs in the recruitment of student members within his or her graduating class. The 1L, 2L and 3L Representative shall also be responsible for ordering and purchasing food and beverages for all RPPTLS events as well for purchasing any gifts for guest speakers.

Section 5: OFFICER APPOINTMENTS

(A) Procedure

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 President no later than one month prior to the end of the Officers' term;

- (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 President, who shall then inform the E-Board and Faculty Advisors to seek advice and issue a final determination regarding the grievance.

(B) Limitations

1. No candidate shall hold more than one Officer position during any given academic year.

(C) Term of Office

All elected Officer's shall assume their duties at the end of the academic year and duties shall continue through the following academic year.

Section 6: OFFICER ATTENDANCE

The Officers shall attend all RPPTLS meetings, guest speaker events, socials and executive board meetings. If an Officer is unable to attend a meeting, guest speaker event or social, he or she must provide written notice within 24 hours of said event to the President. The written notice shall state the reason why the Officer is unable to attend the event and the President shall have the sole discretion to determine whether the stated reason justifies excusal from attendance. If an officer fails to attend an event without giving the requisite notice, he or she will be given a warning. In the event that an Officer fails to attend another event without giving notice, the Officer will be removed from the executive board.

Section 7: ELIGIBILITY FOR MEMBERSHIP

Any current law student with the university shall be eligible for membership. 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 RPPTLS.

Section 8: BYLAWS AMENDMENT

Any member of the RPPTLS may propose amendments to these by-laws. These Bylaws may be amended or revised upon a majority vote of the Officers.