

**TRANSACTIONAL LAW PRACTICE GROUP
CONSTITUTION**

Nova Southeastern University
Shepard Broad College of Law

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GENERAL PROVISIONS

Article I NAME

The name of the organization shall be “Transactional Law Practice Group” (“TLPG”).

Article II PURPOSE

This organization is established and dedicated to provide students with the opportunity to learn and develop the practical skills related to the transactional practice of law. The organization will seek to unite students with faculty, alumni, business leaders and government officials through participation in competitions and the development of other activities in furtherance of this purpose. When possible, the organization will partner with other organizations and departments in the Nova Southeastern University Shepard Broad College of Law (“College of Law”) to further these goals and contribute to the community of the College of Law.

Article III MEMBERSHIP

Membership in the organization is open to any student at the College of Law as well as any interested faculty or legal professional. The organization’s “active members” shall be comprised of those student members that have, when applicable, paid any dues instituted by the organization.

Article IV OFFICERS

Section A: The TLPG shall have nine (9) Officers consisting of the following: President, Vice President, Secretary, Treasurer, 1L Representative, 2L Representative, 3L Representative, Chairperson for Competitions and Chairperson for Research. These officers comprise the “Executive Committee or Board.” The organization’s “founding members” shall be comprised of those student members serving as Officers upon the commencement of the organization. The TLPG shall also have an Advisor whom will be a current faculty member of the College of Law and whom will be appointed by the Executive Board.

Section B: All Officers must be active members of TLPG.

Section C: The term of office shall be in accordance with the academic year of the Law Center.

Section D: Removal of an Officer may only occur for an abandonment of their office or a failure to fulfill their duties. The remaining Officers must be in agreement

on the removal and express their intention to the potentially-removed Officer and the organization's Advisor. The Officer facing removal may defend their position to the Advisor, whom will have the final decision on the removal.

Section E: In the event that any Officer is unable to fulfill their term for any reason, the remaining Officers shall appoint another active student member in their place with the assistance or recommendation of the Advisor. During the vacancy, the office may be filled on an interim basis by the remaining Officers. Any Officer vacating their position shall be responsible to inform the remaining Officers and Advisor of their intention to leave the position.

Article V DUTIES OF OFFICERS

Section A: The President

1. The president shall be the chief executive officer of the organization.
2. The president shall preside over all organization meetings.
3. The president shall supervise all organization activities and the execution of the duties of the other Officers.

Section B: The Vice President

1. The vice president shall assist the President and shall preside over all matters in case of their absence or disability.
2. The vice president shall rule on all matters in a similar capacity to the President in case of their absence or disability.
3. The vice president shall be the liaison between the organization and all other clubs, organizations, and the administration of the College of Law.

Section C: The Secretary

1. The secretary shall be responsible for keeping the minutes of all meetings of the organization.
2. The secretary will provide a copy of the minutes for each Officer and keep a master file.
3. The secretary shall maintain a complete and accurate account of attendance and membership status.

Section D: Treasurer

1. The treasurer shall create and direct the budget along with the President.
2. The treasurer shall keep a current record of all financial transactions.
3. The treasurer will be responsible for collecting or receiving all monies from the organization's members and any and all other monies or property of any kind whatsoever due, given, or bequeathed to the organization, or otherwise for the benefit of or belonging to the organization, and keeping the same in such funds or places and manner and making payments and disbursements from the said funds.

Section E: Class Representatives – 1L, 2L and 3L classes

1. The class representatives shall serve act as a liaison between the organization and the student-body of their respective class. Their duties shall include, but not be limited to, informing their class of upcoming organization events and encouraging participation, addressing their class members questions and concerns regarding this field of law, and assist with the duties and responsibilities of the other Officers.

Section F: Chairperson of Competitions

1. The chairperson of competitions shall be responsible for planning and coordinating any and all competitions hosted by the organization hosts or in which they participate.

Section G: Chairperson of Research

1. The chairperson of research shall be responsible for all research and writing responsibilities related to the activities and competitions hosted by the organization or those in which they participate.

Section H: Advisor

1. The advisor shall assist the organization and its Officers in their execution of role and responsibilities and otherwise in furtherance of its purpose.
2. The advisor shall provide feedback to the organization regarding its operation and functioning.
3. The advisor shall serve as a resource to the organization by providing advice, guidance, and by sharing knowledge, expertise and experience upon the request of the members of the organization or as necessary.

Article VI COMMITTEES

Section A: Committee Identification and Appointment

If required, the organization’s Officers may form committee(s) to administer various aspects and business matters of the organization. The committee(s) shall be composed of a selection of the organization’s active members and shall be appointed by the Officers.

Section B: Committee Dissolution

A committee may be dissolved upon a majority vote of the Officers, or as the Advisor deems necessary.

Article VII MEETINGS

Meetings shall be called from time to time as necessary throughout the academic year at the discretion of the Officers and Advisor of the organization.

Article VIII AMENDMENTS AND BYLAWS

The organization shall have a set of Bylaws which shall be adopted by the organization's founding members and Advisor.

Any active member of the organization may propose amendments to this Constitution or the organization's Bylaws, which may be amended or revised upon a majority vote of the Officers along with the consent of the Advisor.

Article IX RATIFICATION

This Constitution shall be ratified upon unanimous consent of the founding Officers and approval by the College of Law administration.