

Tort Law Society

Constitution and Bylaws

Mission Statement

To educate, inform and connect students with the Personal Injury, Medical Malpractice industry, and all other areas of Tort Law by increasing networking opportunities, hosting seminars and workshops and building relationships with affiliated organizations.

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

Constitution

Article I

Section 1: Name

The name of this organization is and will be Tort Law Society (TLS).

Section 2: Purpose

The purpose of the organization is to educate and inform current students and provide networking opportunities with Attorneys and Professionals in the field of Personal Injury and Medical Malpractice Law.

Section 3: Membership

The society 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 TLS.

Section 4: Dues

Dues shall be paid every academic year by each member subject to change at the discretion of the Tort Law Society Board, with payments being made by check, cash or credit card (made payable to Nova Southeastern University).

Article II

Section 1: Officers

The Society shall have the following Officers: President, Vice-President, Treasurer, Secretary, Director of Media and Marketing, Director of Operations and Events, and Director of Representatives.

Section 2: Officer Eligibility

Only active members shall be eligible to fill an officer position.

Section 3: Officer Terms

The terms of office for all elected officials/executive board members shall be one academic year, until their successors are elected. 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 4: 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 be nominated, 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 President 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 President, or the designated Executive Board Officer, 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 President, who shall then inform the Executive Board and Faculty Advisors to seek advice and issue a final determination regarding the grievance.

Section 6: Executive Board Duties

Officers shall have the duties described below and the President shall from time to time delegate additional duties that are important for the benefit the society. However, the officers are not bound solely to their elected position's duties; some positions may have responsibilities that intertwine with other positions. The officers' duties shall include, but shall not be limited to:

1. The drafting and enforcement of policies applicable to and established by TLS 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.

Section 7: Officer Composition and Duties

1. President: The President shall be the Chief Executive of the society; shall supervise all society activities and have veto power concerning society expenses. Only a two-thirds vote of all active members can overturn the President's veto power. The President shall have the power to appoint any such assistants deemed necessary to assist in fulfilling the duties of the office. The overall function of the President is to ensure the smooth running of the TLS, encourage membership among active law students, and to promote the intentions and requests of the TLS. In keeping with this statement, the President shall:
 - a. Shall be the presiding officer at all general meetings;
 - b. Be the liaison between the TLS and the Shepard Broad College of Law Administration as concerns the general policy and other matters not specifically provided for in these Bylaws;
 - c. Supervise all club activities and the execution of the duties of the other Officers;
 - d. Be responsible for maintaining these Bylaws and ensuring their current nature in light of any decisions made by the TLS or the Shepard Broad College of Law Administration;
 - e. Be responsible for issuing a call of the student members in the event of a change in policy by the TLS;
 - f. Be responsible in ensuring that all information provided by the TLS is provided to the student members, including networking events and annual functions;
 - g. Be responsible for ensuring the maintenance of the business and other records of the TLS, which shall be maintained by **the Treasurer, Secretary, Director of Operations and Events, Director of Media and Marketing;**
 - h. Work with the Student Bar Association and Shepard Broad College of Law Administration to ensure the TLS is incorporated into as many school functions as possible to assist in raising Nova law students' knowledge of the TLS 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 TLS.

2. Vice-President: The Vice-President shall assist the President, and shall preside in case of his or her absence or disability. The Vice-President will attempt to attend all meeting, oversee other members of the board, and ensure communication between board members. The Vice President shall also communicate with President administrative items of the Tort Law Society and he/she shall assume duties of the President if not present. The Vice-President shall act as a liaison between TLS and all other clubs, organizations, and entities both on-campus and in the community. These powers, duties, and responsibilities are in addition to those specifically within these Bylaws.
3. Secretary: The overall function of the Secretary is to be responsible for recording the “minutes” of officer meetings, tallying election votes, registering members for the outline database and shall maintain all official records, including mailing list of all members and historical records, and keep record of the Executive Board’s schedules and dates of conflicts in order to plan events that will not interfere with each member’s schedules.
4. Treasurer: The Treasurer shall 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 be responsible for the finances of the society.
5. Director of Marketing and Media: The overall function of the Director of Media and Marketing is to be responsible for actively recruiting new student members by publicizing the organization and its programs in order to keep everyone informed of events, maintenance of the society’s social media accounts and take photographs, record and post all TLS sponsored events. On a regular basis, the Director of Media and Marketing shall be responsible of posting pictures, articles, news, information about the society. The Director of Marketing and Media shall assist the society in all social events, including but not limited to general meetings and seminars notify members of upcoming meetings and events in any manner the Executive Board may deem appropriate.
6. Director of Operations and Events: The Director of Operations and Events shall be responsible for the materials needed by TLS during events, purchase any gifts for guest speakers, organize parking and transportation for guest speakers and maintaining an archive of past events. The Director of Operations and Events shall communicate with attorneys and professionals in order to, and to ensure the overall function of every event

will run smoothly. The Director of Operations and Events shall work with the Director of Media and Marketing in the posting of recordings to the TLS intranet page and assist in preparing promotional materials and organize social events. The Director of Operations and Events shall be responsible for the reservation of any rooms, equipment, organize facilities and manage all event details such as decorations, catering, entertainment, location, invitee list, special guest, and promotional materials. The Director of Operations and Events shall also plan services and be responsible for the set up and clean up the events and attend meetings. The Director of Operations and Events can plan the details of the events without the approval of the Executive Board Members once the event has been determined. With the approval of the President or Vice-President, the Director of Operations and Events shall have the power to create committee positions.

7. Director of Representatives: The Director of Representatives shall handle all forms of communication between the student representatives, of the respective classes, and the president of the organization. The Director of Representatives shall handle the communication between the TLS board and the representatives, including but not limited to, all requests, ideas, and complaints from the elected representatives. The Director of Representatives must also communicate all scheduling conflicts between the respective classes and the future event planned by the organization, to the president of the organization and ensures that all representatives promote events within their sections. With the approval of the President and Vice-President, the Director of Representatives shall have the power to delegate tasks, duties or requirements to the Representatives, if such tasks, duties or requirements are deemed necessary to assist in fulfilling the duties of the office.

Section 8: Officer Attendance

The Officers shall attend all TLS 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 9: Committees

1. Representatives: This shall include the positions of Evening Representative, 3L Representative, 2L Representative, and 1L Section Representatives (1L Chairperson if the President shall deem necessary). Representatives shall encourage fellow classmates to consider joining TLS, promote and spread awareness of the organization and its functions to the entire law student body. The overall function of the Representatives shall be to assist the Director of Representatives in the recruitment of student members within his or her graduating class. The Representatives shall work in conjunction with the Director of Representatives, and the Executive Board. The Representatives shall inform students of all TLS events via social media (Twitter, Facebook, Instagram, email and in person), attend TLS meetings (schedule permitting), assist with the planning of events, and communicate and report to the Director of Representatives regarding matters including, but not limited to, schedules and dates of conflict, feedback regarding TLS and TLS events, and any matters the Director of Representatives deems necessary with respect to each representative's graduating class or section.
2. Event Committee: The Director of Operations and Events has the sole discretion to appoint two (2) committee members to assist in all of the duties the Director of Operations and Events is responsible for. At any time, with the approval of either the President or Vice President, the Director of Operations and Events may add no more than two (2) additional committee members to assist in the tasks assigned to the committee. Additionally, if it is determined that the committee member is failing to meet the committee's expectations, the Director of Operations and Events can remove and replace any member of the committee after a meeting with the Executive Board.

Article III

Section 1: Committees

The Executive Board may, as needed, establish committees consisting of active members. The President may appoint committee chairpersons, to take effect upon approval by the Executive Board. The Treasurer may chair any committee formed concerning the finances of the society.

Section 2: Responsibility

All committee chairpersons shall be immediately responsible to the President who shall coordinate and shall assign to the committees any responsibilities delegated by Executive Board.

Article IV

No part of the net income or assets of this chapter shall directly benefit any director, officer, member (if any) or to any private person.

Article V

Amendments and By-Laws

Amendments shall take effect upon ratification of two-thirds of the active members. Members are considered active only if they have fully paid their membership dues at the time of voting. By-laws shall take effect upon approval of a majority of the active members.

Article VI

Electronic Storage of Records

Each Executive Board Officer that responsible for maintaining documents, files, archives and records shall maintain a copy of these documents, files, archives and records on the TLS TWEN page.