

FEDERAL BAR ASSOCIATION
LAW STUDENT DIVISION BYLAWS

Article I. Name and Purpose

Section 1. Name. The name of this Division shall be the Law Student Division of the Federal Bar Association (hereinafter referred to as the "Division").

Section 2. Purposes. The purposes of the Division 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 organizations in each Chapter and Circuit of the Association.

Article II. Membership

Section 1. Membership. All Law Student Associates shall be enrolled in an accredited law school. All Law Student Associates are members of the Division; however, as Associates of the Association, Law Student Associates are not eligible or authorized to vote or hold any elective office in the Association. The Association's categories of membership are defined in the FBA Constitution.

Article III. Board of Directors

Section 1. Board Members. The Board of Directors (hereinafter referred to as the "Division Board") shall serve as the governing body of the Division. To the extent practicable, the Division Board may consist of up to twenty-four appointed Law Student Associates or recent graduates who meet the requirements set forth below, with reasonable efforts made to select two Law Student Associates or recent graduates from each of the twelve circuits, exclusive of the Division Officers, and two Professional Members in good standing who shall serve as the Division Chair and Deputy Chair. The Law Student Associates may include recent graduates for up to one year after their graduation so long as their term began prior to graduation. Each Law Student Associate shall be appointed for an initial two-year term, renewable for up to one additional year (for a total of three years).

Section 2. Functions. The Division Board shall hear reports of the Division Officers and Committee Chairs and it shall hear, consider and act upon matters presented to it which pertain to events and activities of interest to the Division.

Section 3. Ex Officio Members. Where the interests of the Division so dictate, the Association's President may also make up to three ex officio appointments to the Division Board, who shall not be counted toward the twenty-six-member Division Board limit. The President shall make reasonable efforts to appoint into the ex officio positions a faculty member of an accredited law school, a member of the Association's Younger Lawyers Division, and a current Circuit Vice President. The appointments shall be for one-year terms, subject to reappointment.

Article IV. Officers

Section 1. Officers. The Officer positions of the Division shall be the Chair, Deputy Chair, Law Student Associate Chair, Secretary, and Treasurer. The Division Chair and Deputy Chair shall be held by a Professional Member in good standing, and the other Officer positions held by Law Student Associates. Committee Chairs may be established at the discretion of the Division Chair.

Section 2 Terms. Officers shall assume their respective offices at the beginning of the fiscal year to which they are appointed and shall serve through the end of the fiscal year in which their terms expire. All officers of the Division will serve a term in office co-terminus with that of the Chair. No person shall serve as Law Student Associate Chair more than one term. A term shall be defined as one fiscal year. The Division Chair shall oversee and establish the appointment process for the other Division Officers.

Section 3. Duties.

- a. Division Chair. The Chair shall be the chief executive officer of the Division. The Chair shall preside over all meetings and shall be the representative of the Division to the Association. The Chair shall report to the Division and the Division Board on a regular basis on the actions of the Association's Board of Directors, shall present to the Division Board any business warranting the Division Board's consideration, and shall transmit the results of such consideration to the 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, Bylaws, and Policies of the Association.
- b. Deputy Chair. The Deputy Chair shall perform duties as may be assigned by the Chair.
- c. Law Student Associate Chair. The Law Student Associate Chair shall perform duties as may be assigned by the Chair.
- d. Treasurer. The Treasurer shall generally be responsible for overseeing the Division's financial affairs. The Treasurer, in coordination with the Association's Treasurer and Staff, shall keep a record of the Division's receipts and expenditures, and shall report to the Division Board and the Executive Director on those receipts and expenditures. The Treasurer shall create program budgets for the Division as needed.
- e. Secretary. The Secretary shall issue notices of all meetings of the Division Board of Directors and shall keep minutes of the proceedings thereof and distribute these minutes to all members of the Division Board. The Secretary shall also assist in establishing and coordinating efforts supporting the Division's publications and communications.

Article V. Appointment Requirements and Procedures

Section 1. Eligibility. All members of the Division shall be eligible for appointment for any office in the Division (other than Division Chair and Deputy Chair), provided that at the time of

appointment they are in good standing, and they meet all other qualifications as may be required by the Bylaws, Constitution, and Policies of the Association,

Section 2. Appointments. By July 15, any Division member who desires to be considered for appointed office of the Division shall submit a completed application form (including a resume of the applicant) to the Division Chair for consideration. By September 30, the Division Chair shall use their best efforts to appoint one Law Student Associate in good standing for each of the Division Board positions becoming vacant for the coming term.

Article VI. Meetings

Section 1. Meetings of Division Board of Directors. Meetings of the Division Board may be called by the Chair by giving at least 10 days advance notice of any meeting to all members of the Division Board by email, mail, or telephone. The Division Board shall meet at least four times each fiscal year.

Section 2. Quorum. A majority of the Board shall constitute a quorum for the transaction of business at any meeting of the Board. Attendance may be by telephone, teleconference, or video conference if unable to attend in person, or in person at a designated meeting location.

Section 3. Voting. Voting by the Board may be accomplished in person or by telephone, teleconference, video conference, or email.

Article VII. Committees

Section 1. Committees. At the first Division Board meeting of each year, the Chair shall recommend to the Board a list of committees to carry out the duties of the Division with the approval of a majority of those Board members present and voting. Committee Chairs may be, but are not required to be, Board Members.

Article VIII. Bylaws

Section 1. Amendments to the Bylaws. These bylaws may be amended by a majority vote of the Federal Bar Association Board of Directors, in consultation with the Division Board. In order for the Association's Board of Directors to consider any amendments to these bylaws, they must first be proposed, in writing, by the Division Chair.

Article IX. Public Positions

Section 1. The Division may issue reports and publicly advocate positions on issues of concern to the Division only with the prior written approval of the Association. Without such prior approval, the Division may take a public position only if the position is not inconsistent with any action of the Association, the position generally reflects the views of the Division's members, and the position statement includes a disclaimer that the Division is taking the position in the name of the Division. If the Division takes such action in its own name, and not that of the Association, the Division shall report that action immediately to the Association's Board of Directors.

Article X. Fiscal Year

Section 1. The fiscal year of the Division shall be the same as that of the Association (October 1 to September 30).