



# Federal Bar Association

## **Policy No. 9-8: Law School Student Chapters**

**Approved By:** Board of Directors

**Date Approved:** February 1, 2018

**Date Effective:** February 1, 2018

### **Policy:**

The Law School Student Chapters strive to advance the mission of the Association, as set forth in Article III, Section 1, to “strengthen the federal legal system and administration of justice by serving the interests and the needs of the Federal practitioner, both public and private, the federal judiciary and the public they serve.”

Law School Student Chapters also serve to advance the General Objectives of the Association, as set forth in Article III, Section 3, including but not limited to:

- To enhance the professional growth and development of members of the Federal legal profession and promote high standards of professional competence and ethical conduct, including through the provision of quality education programs
- To support the members of the Association including through promoting professional and social interaction, notifying and educating members as to developments in their respective fields of interest, encouraging member involvement in activities of the Association, and providing opportunities for members to assume leadership roles in the Association

The activities of the Law School Student Chapters should primarily serve to encourage learning about Federal law, courts, and legal practice, to advance the Law Student Division’s purposes, to promote and to serve the interests of the Division members, and to support growth in the Division’s membership.

### **Membership**

Law School Student Chapter members shall be Associates of the Association. To the extent that a Law School Student Chapter member’s Associate status is suspended, that member’s Law School Student Chapter membership similarly shall be suspended.

### **Professional Chapter**

The National Headquarters shall assign a Professional Chapter (as established by Article X of the FBA Constitution) to support and supervise each Law School Student Chapter. In the event that a Professional Chapter is unable to fulfill its obligations as a supervising chapter, the Professional Chapter shall inform the National Headquarters no later than 30 days after the assignment. The National Headquarters will assist the Professional Chapter to resolve issues that hinder the Professional Chapter’s ability to serve as a supervising chapter or assign the Law School Student Chapter to a different Professional Chapter.

The supervising Professional Chapter shall oversee the functioning and maintenance of the Law School Student Chapter(s) assigned to it. The Professional Chapter shall maintain policies and procedures that govern the relationship between the Professional Chapter and the Law School Student Chapter. These policies and procedures should provide guidance on matters involving programming, funding requests, transitioning Law Student Associates to Professional Members, and membership requirements. The Law School Student Chapter shall operate consistently with the policies and procedures set forth by the Professional Chapter.

The Law Student Chapter shall submit the annual agreement form to the National Headquarters and the Professional Chapter within 30 days of its elections of new officers, but in no event later than August 1 of each year.

### **Ex Officio Board Members**

It is a recommended best practice that the supervising Professional Chapter allow at least one representative from each Law School Student Chapter and the Law School Student Chapter's faculty advisor to serve as nonvoting, ex officio members of the Professional Chapter's board.

### **Programming**

The supervising Professional Chapter shall oversee and assist in the planning and execution of at least one Law School Student Chapter program each academic semester. The purpose of the annual program requirement is to enhance the relationship between the Law School Student Chapter members and the Professional Chapter, and to encourage Law School Student Chapter members to become Professional Members after law school graduation.

Law School Student Chapters may organize additional programming for law school students consistent with the policies and procedures set forth by its Professional Chapter. The Law School Student Chapter and Professional Chapter should strive to achieve a collaborative relationship in the organizing and implementing of all programming.

Professional Chapters are permitted to submit applications for chapter activity grants on behalf of the Law School Student Chapter.

### **Establishment and Minimum Annual Requirements**

The Association shall consider establishing a new Law School Student Chapter when the following applicant requirements have been met:

- The Law School Student Chapter applicant shall have at least five (5) law student Associates of the Association in good standing, who are enrolled in an accredited law school.
- The Law School Student Chapter applicant shall designate one (1) faculty advisor.
- The Law School Student Chapter applicant shall propose bylaws providing for the general objectives, organization, leadership structure, frequency of meetings, and operation. Bylaws must be consistent with the Association's Constitution and Bylaws and with any rules or regulations set forth by the accredited law school. The supervising Professional Chapter shall review the Law School Student Chapter's bylaws with one or more Law School Student Chapter leader on an annual basis.

- The Law School Student Chapter shall complete and submit to National Headquarters and the supervising Professional Chapter an annual agreement form within 30 days of an election of new officers, but in no event no later than August 1 of each year.

All Law School Student Chapters established by the Association are subject to the rules, regulations, and policies of their accredited law school.

### **Leadership**

Each Law School Student Chapter is responsible for holding elections in compliance with its bylaws no later than 30 days before the end of the school year for the following school year. All Law School Student Chapter members who are eligible to hold office shall be permitted and encouraged to seek leadership positions within the Law School Student Chapter, in accordance with the General Objectives of the Association as set forth in the Constitution.

Each Law School Student Chapter's bylaws shall provide a structure for leadership, describing the leadership positions that are required to be filled. In addition to those specified positions, each Law School Student Chapter shall have a designated faculty advisor. The faculty advisor shall receive a complimentary membership with the Association while serving in the faculty advisor capacity.

The leaders of the Law School Student Chapters are subject to removal from office by the supervising Professional Chapter and/or the FBA Board of Directors for good cause, including but not limited to: knowingly engaging in conduct designed to overthrow the constitutional form of government in the United States, or knowingly assisting in such conduct; knowingly engaging in any conduct in violation of the Association's Constitution, Bylaws, or Policies; theft, fraud, or violation of fiduciary duty; for suspension or expulsion by the accredited law school; or engaging in conduct that the Professional Chapter or Board in its sole discretion deems to be contrary to the mission and values of the FBA.

All conflicts within the Law School Student Chapter shall be resolved in accordance with the accredited law school's policies and procedures, and under the supervision of the designated faculty advisor.

### **Dues**

The Law School Student Chapter may collect Law School Student Chapter dues at its discretion consistent with the policies of the Law School and the supervising Professional Chapter, and the Law School Student Chapter does not need to account for such dues to the National Headquarters or its Professional Chapter. Such dues shall be set in a manner that is consistent with the purpose of this policy as set forth below.

### **Marketing and Promotion**

The Law School Student Chapter may use the FBA logo to promote its activities and events. The Law School Student Chapter shall not use the FBA logo and branding for the purpose of fundraising without prior consent of its supervising Professional Chapter. Law Student Chapters shall adhere to the FBA Brand and Graphic Standards and Terms of Use.

### **Public Positions Taken by Law School Student Chapters**

A Law School Student Chapter—in the name of the Law School Student Chapter—may issue reports, make public announcements, and publicly advocate positions on issues of concern only

with the prior, written approval of the supervising Professional Chapter. The position statement shall include a disclaimer that states that the Law School Student Chapter is taking the position in the name of the Law School Student Chapter alone. If the Law School Student Chapter issues a position statement, the Professional Chapter shall report that action immediately to the Board of Directors in the same manner as its own position statements under Article X, Section 4 of the FBA Constitution. A Professional Chapter on behalf of the Law School Student Chapter may make recommendations or submit positions for consideration to the Board of Directors. No report or position may be inconsistent with any existing position of the Association.

**Purpose:**

The purpose of this policy is to engage law students at the beginning of their entry to the legal profession and to increase the conversion rate of Law Student Associates upon bar admission to Professional Members. This policy also defines the role and establish the requirements for Law School Student Chapters under the governance of the Federal Bar Association.

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**8-10-2018; Change Notice: Amended 1-12-24 to include sample policies and procedures appendix; changed language to reflect free student memberships and revised deadlines to correspond with school schedule.**

## Appendix--Sample Policies and Procedures

The [Name of Professional Chapter] (the “Chapter”) recognizes the value of helping its members develop their professional skills from the outset of their legal careers, including during their legal education. The Chapter hopes that developing a strong relationship with its student members will promote a lasting interest in the Federal Bar Association throughout the student’s legal career. To that end, the Chapter shall strive to support the [Name of Student Chapter] (the “Student Chapter”) in each of the following ways:

1. The Chapter shall invite a student representative and faculty representative to sit as a non-voting member on its Board and to attend its regularly scheduled meetings.
2. The Chapter shall host at least one event off-campus each school year for the benefit of the student members in the Student Chapter. This event should, but is not required to, include continuing legal education credit to attract alumni to the event. The law student members of the Student Chapter should be active participants in planning and running this event.
3. The Chapter shall also provide assistance to the Student Chapter to host at least one on-campus event each semester. Such assistance may, but is not required to, include identifying and contacting speakers, identifying topics, marketing, and, if available, funding.
4. If the Student Chapter participates in a student fair or other event to encourage membership in the Student Chapter, Chapter will strive to send at least one representative from the Chapter to the event.
5. The Chapter shall make reasonable efforts to contact the members of Student Chapter with communications such as notices of events that may be of interest to its members, information about the Chapter in admissions ceremony packets, and congratulatory letters to graduating 3Ls.
6. The Chapter shall coordinate with the Student Chapter to ensure the Agreement Form is completed and returned to National on a timely basis.
7. The Chapter is not required to provide any financial support to the Student Chapter, but when funds are available should consider providing the following financial assistance: reduced fee or scholarships to Chapter-hosted events, subsidization of on-campus events hosted by the Student Chapter, and sponsoring or subsidizing the travel of at least one student representative to the annual Leadership Training and Annual Conference.

Please find attached a list of events that Professional Chapters around the country have found to be especially useful in attracting student members.