

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 Associate Members shall be enrolled in an accredited law school. All Law Student Associate Members are members of the Division; however, as Associate Members of the Association, Law Student Associate Members are not eligible or authorized to vote or hold any elective office in the Association.

Article III. Board of Directors

Section 1. Board Members. The Board of Directors (hereinafter referred to as the "Division Board") shall have full power and authority to function as the governing body of the Division. The Division Board shall consist of twelve appointed Law Student Associate Members representing each of the twelve circuits, inclusive of the Division Officers, and one Active FBA Member in good standing who shall serve as the Division Chair.

Section 2. Functions. The Division Board shall be the chief executive and legislative body for the Division. It shall establish policies as it may determine as are not inconsistent with any Association policy. It shall hear reports of the Division Officers and Committee Chairs and it shall hear, consider and act upon resolutions and matters presented to it which pertain to events and activities of interest to the Division.

Section 3. Ex Officio Members. The President of the Association may also make up to three ex officio appointments to the Division Board, who shall not be counted toward the thirteen member Division Board limit, where the interests of the Division so dictate. The President shall make reasonable efforts to appoint a member of the faculty of an accredited law school, a member of the Younger Lawyers Division of the Association, and a current Circuit Vice President in the ex officio positions. 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 a Chair, Chair-Elect, Secretary, and Treasurer. 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 or until their successors shall have been installed in office. All officers of the Division will serve a term in office co-terminus with that of the Chair. No person shall serve as Chair more than one term. A term shall be defined as one fiscal year. The fiscal year of the Division shall be the same as that of the Association (October 1 to September 30). All Officers of the Division at the time of appointment must have their dues paid for the current fiscal year, and otherwise must be in good standing and meet all other qualifications, as may be required by the Constitution, Bylaws, and policies of the Association. The Division Board's Law Student Associate Members will not be recognized as voting members of the Association.

Section 3. Removal from Office. An Officer may be removed from office for delinquency in attendance, inefficiency, neglect of duty, or for other substantial cause only upon the two-thirds vote of the Board Members present at a meeting of the Division Board. Notice of such meeting and the action contemplated shall be given to all Division Board Members.

Section 4. Duties.

- a. Chair. The Chair shall be the chief executive officer of the Division. The Chair shall preside at 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 and 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 and Bylaws of the Association.
- b. Chair-Elect. The Chair-Elect shall perform duties as may be assigned by the Chair. During any period in which the Chair is unable to act, the Chair-Elect shall perform the duties of the Chair.
- c. Treasurer. The Treasurer shall generally be responsible to oversee the financial affairs of the Division. The Treasurer shall keep a record of the receipts and expenditures of the Division 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.
- d. 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 of Division publications and communications.

Article V. Appointment Requirements and Procedures

Section 1. Eligibility. All members of the Division at the time of appointment, whose dues are paid for the current fiscal year and who otherwise are in good standing, and meet all other qualifications, as may be required by this Bylaws, the Constitution, and policies of the Association, shall be eligible for appointment for any office in the Division other than Division Chair.

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 and photograph of the applicant) to the President for consideration. By September 30, the President shall appoint one member in good standing for each of the offices 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 monthly 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. The Chair shall recommend to the Board at the first meeting of the Division Board each year a list of committees to carry out the duties of the Division with the approval of a majority of those Division 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 vote of three fourths of the Board members present and voting. Division Board members shall be given at least 14 days written or electronic advance notice of any meeting at which a vote will be taken. All amendments approved by the Division Board will be sent to the Association's Board of Directors for final approval.

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.