

Created as of November 13, 2013

## **ARTICLE I: NAME & MISSION/PURPOSE**

### **Section 1 – Name**

The name of the organizations shall be known as the "National Lawyer's Guild- Arizona Summit Law School" (hereinafter, "NLG-ASLS").

### **Section 2 – Purpose**

- To uphold the spirit and intent of justice and fair practices to all under the United States and Arizona State Constitutions by encouraging local judicial, regulatory, and administrative agencies of government to be more responsive to the will of the American people;
- To protect and foster our democratic institutions, the civil rights, and civil liberties of all people;
- To aid in the establishment of governmental and professional agencies to supply adequate legal services to those who are in need and cannot obtain it;
- To promote justice in the administration of the law;
- To aid in the adoption of laws for the economic and social welfare of the people;
- To keep the people informed about legal matters affecting the public interest;
- To encourage, in the study of law, a consideration of the social and economic aspects of the law;
- To improve the ethical standards which must guide a lawyer in the performance of his or her professional and social duties; and
- To promote world unity through collaboration among the Bars of members of the United Nations.

### **Section 3 – Mission**

Our mission is to represent progressive political movements, using the law to protect human rights above property interests and to attain social justice for our community as a whole regardless of standing, position, or individual resources.

## **ARTICLE II: MEMBERSHIP AND FEES**

### **Section 1 – Membership**

#### **a) Equal Opportunity Policy**

ASLS-NLG is committed to the policy that all persons shall have equal access to its programs, activities, or employment without regard to race, religion, color, national origin, sex, age, disability, or sexual orientation, and adheres to all current Arizona Summit Law School ("ASLS") equal opportunity policies.

#### **b) Criteria for Membership**

Membership in ASLS-NLG is open to any duly registered student in good academic standing at ASLS. Members are subject to the articles of the Constitution and any bylaws and ASLS student conduct policy.

**c) Eligibility**

All ASLS students who are interested in NLG causes including: political, social welfare, justice, indigent populations, defendant/ prisoner's rights, and the overall advancement of these communities and issues are eligible for membership in ASLS-NLG.

**d) Criteria for Voting**

All student members of ASLS-NLG are allowed to vote on organizational matters raised by the officers of the organization.

**Section 2 – Fees**

- a) Regular membership dues have been set at \$10.00. Membership shall become effective upon commitment via registering as a member.
- b) Payment of dues is due upon registration, and must be paid annually thereafter.
- c) Such dues shall be determined annually by a vote of a simple majority of the Executive Board and will not be effective until the beginning of subsequent fall semester.
- d) Current members and new members shall be required to pay the annual dues. The membership year shall be from January to December and with dues collected during this period.

**ARTICLE III: OFFICERS**

**Section 1 – Executive Board**

**a) Composition**

The ASLS-NLG Executive Board shall be composed of the President, Vice President, Attorney General, Treasurer, Secretary, and Public Relations Officer.

**b) Powers of Appointment**

- 1) The ASLS-NLG Executive Board shall have the power to create such committees as it deems necessary to carry out the business of ASLS-NLG. A member selected by any ASLS-NLG Officer and approved by consensus of the Executive Board shall chair such committees. Such committees shall be accountable to the Executive Board and the General Membership.
- 2) The Executive Board shall have the power to appoint individual members of ASLS-NLG to represent ASLS-NLG and its interests when and where necessary. Such ASLS-NLG representatives shall be accountable to the Executive Board and the General Membership.

**c) Eligibility**

Only voting members shall be eligible to be officers. No student will be prohibited from holding office due to any discriminatory factor such as race, religion, sex, class level, or length of membership. All voting members are eligible for elected positions.

## **Section 2 – Duties of the Executive Board**

### **a) President**

- 1) Must be a member of ASLS-NLG.
- 2) Must be duly elected and shall assume office at the beginning of spring semester.
- 3) Shall be the official representative and spokesperson of ASLS-NLG.
- 4) Shall serve as the presiding officer over ASLS-NLG and officer meetings.
- 5) Shall be responsible for enforcing and upholding the ASLS-NLG Constitution.
- 6) Shall maintain communications with the ASLS administration, the ASLS-NLG members, and other ASLS student organizations.
- 7) Shall assist with any community programs.
- 8) Shall have the final authority to represent ASLS-NLG in a manner consistent with this Constitution.
- 9) Shall propose social functions and activities, with advice and assistance from other officers and members.
- 10) Shall be the liaison for the quarterly regional NLG meetings, accompanied by another member of the Executive Board which shall rotate.

### **b) Vice President**

- 1) Must be a member of ASLS-NLG.
- 2) Must be duly elected and shall assume office at the beginning of the spring semester.
- 3) Shall assume the duties of President of ASLS-NLG in the absence or incapacity of the President.
- 4) Shall assist President in decision making with respect to ASLS-NLG events and proposed events by the members of the on campus guild
- 5) With the help of the Secretary, shall correspond with the members of the regional and national chapter, in case the President is unavailable to do so.
- 6) Shall assist with the community programs.
- 7) Shall assist the President in the daily functions of ASLS-NLG.
- 8) Shall oversee elections.

### **c) Secretary**

- 1) Must be a member of ASLS-NLG.
- 2) Must be duly elected and shall assume office at the beginning of the spring semester.
- 3) Shall take “minutes” at all executive board meetings, general meetings and special meetings.
- 4) Shall make the “minutes” available to all members of ASLS-NLG on the organization's TWEN site.
- 5) Shall assist with advertising and publicizing ASLS-NLG meetings and events.
- 6) Shall keep records of e-mail and other communications with the national and regional chapter, and make available to others.

**d) Treasurer**

- 1) Must be a member of ASLS-NLG.
- 2) Must be duly elected and shall assume office at the beginning of the spring semester.
- 3) Shall manage and maintain the finances of ASLS-NLG by creating a log, file, or folder of ASLS-NLG's account, accessible for review by its officers.
- 4) Shall approve budget requests in conformity with law school use-of-funds policy and shall advise the President before the transfer of funds to any party.
- 5) Shall collect all dues and assessments duly authorized by ASLS-NLG. (In the event dues are initiated).
- 6) Shall communicate and seek financial approval of ASLS when the group is proposing an event that is eligible for school funding.

**e) Public Relations**

- 1) Must be a member of ASLS-NLG.
- 2) Must be duly elected and shall assume office at the beginning of the spring semester.
- 3) Shall maintain communications with other ASLS Summit organizations.
- 4) Shall communicate to the student body and faculty through advertising and publicizing meetings and events.
- 5) Shall keep all social media updated with current events, but may seek the help of any other Executive Board member with this task.
- 6) Shall advise the President of any ideas he/she may have about new ways of advertising events.
- 7) Ensure that all advertised material adheres with ASLS policy.
- 8) Shall submit all advertising material to the e-board the Wednesday before the event is to be held.
- 9) With the approval of at least two (2) Executive Board members, submit all advertising material to SBA the Thursday before the event of to be held.

**f) Attorney General**

- 1) Must be a member of ASLS-NLG.
- 2) Must be duly elected and shall assume office at the beginning of the spring semester.
- 3) Investigate and research legal issues as required, and communicate to e-board members the necessary steps as to a certain events.
- 4) Communicate to Faculty Advisor all proposed ASLS-NLG events, and seek approval.
- 5) Shall make certain that all ASLS-NLG activity and proposed events are legal and are in conformity with the national and regional agenda.
- 6) Shall accompany President to any event where his/her advice and attendance might be needed and his/her presence requested.

### **Section 3 – Faculty Advisor**

A faculty member of ASLS will serve as the Faculty Advisor for the organization. A member of the Executive Board shall inform the Dean of Students of the faculty advisor's identity each year.

## **ARTICLE IV: SELECTION AND TENURE OF OFFICERS**

### **Section 1 – Elections**

Inaugural Founding Executive Board of ASLS-NLG, will serve as founding members in their appointed positions for the year of 2014. New board members can be elected in the fall 2014 and will start their appointed positions the beginning of the 2015. The election process shall take the same form thereafter. Elections will begin in November, and newly appointed officials shall start their positions the beginning of the following year.

Otherwise, the nomination, voting, and election process shall be as follows:

#### **a) Nominations for Officer Positions**

- 1) Any ASLS-NLG member may nominate another representative for any Executive Board member position. That person shall replace the current Executive Board member through majority vote.
- 2) The Secretary and Public Relations Officer of ASLS-NLG shall collect and confirm nominations.
- 3) Candidates must be in good academic standing per ASLS policy.
- 4) Candidates must be admitted, enrolled and officially recognized as a current ASLS student per ASLS policy.
- 5) The Public Relations Officer and Secretary will announce the opening of nominations including the method to submit candidate names.
- 6) The Public Relations Officer and Secretary will announce the final date for submitting nominations at least one week before nominations close.
- 7) The Public Relations Officer will announce candidate names at least one week before the scheduled election.

#### **b) Voting Procedure**

- 1) Every member is allowed one vote per position or office.
- 2) Members can cast a vote for a single, nominated candidate per office.
- 3) Member will elect Officers by a plurality vote (most votes in total) cast per position or office.
- 4) If a tie occurs (no person receives a majority of the vote) for any given position or office, a run-off election will take place between the top two candidates until one candidate receives a majority of the votes. Members shall not “write in” any new candidates in a run-off election.
- 5) Upon accepting a position, the new officer forfeits all nominations to any other positions.

#### **c) Length of Term**

New officers shall assume their position at the beginning of the spring semester for the period of one year. During the summer, the new President may, upon his or her discretion, permit the previous President, or Vice President, to act on his or her behalf,

subject to the bylaws of the Constitution. Subject to an agreement, the prior President or Vice President shall make no final decision on any matter without obtaining timely authorization from the newly elected President.

### **Section 2 – Vacancies**

- a) In the event an office is vacated by resignation, removal, or disability, nominations will be called to replace the officer as above, with the election to be held as soon as possible. The candidate with a majority of the votes cast by ASLS-NLG members present at the election meeting will be elected to the position and serve to the end of the current term.
- b) Upon the vacancy of the Presidency, the Vice President will become President. If less than half the term remains, the Secretary will serve as the Vice President through the end of the current term. If more than half the current term remains, an election will be held for the Vice President's position.

### **Section 3 – Removal**

If misuse of ASLS-NLG privileges is discovered, or if the member or officer has grossly failed in his or her duties or responsibilities, the offending member(s) will lose their membership through a majority vote of the ASLS-NLG Executive Board after consultation with the faculty advisor. Any officer may be removed for just cause including but not limited to: failure to fulfill the duties of the office, Constitutional violations, dismissal from ASLS, or conduct unbecoming of an official of ASLS-NLG.

### **Section 4 – Resignation**

An Executive Officer may resign at any time by delivering written notice of his or her resignation to the President, Vice President or Secretary. The resignation shall take effect at the time of notice. The officer receiving the Executive Officer's resignation shall notify the other Executive Officers of the resignation.

## **ARTICLE V: MEETINGS**

### **Section 1 – Regular meetings**

The Executive Officers will hold regular meetings of the general membership. The meetings will occur at a date, time and place to be determined based on availability but no less than monthly during all trimesters, unless otherwise determined by the Executive Board.

### **Section 2 – Executive Board Meetings**

The President will determine and set a schedule for Executive Board meetings as needed but no less than monthly. If any Executive Board member communicates the need to meet sooner, an emergency meeting will be held as soon as possible. If a meeting needs to be delayed, all Executive Board Members shall agree on the date of the next meeting.

### **Section 3 – Special Meetings**

The president may call special meetings of either the general membership or the Executive Officers on one week's notice to each Executive Officers and the general membership. The President reserves the right to call an emergency meeting, reserved for emergencies only. Due to non-conforming schedules, not all members are required to attend but all members are required to keep up with current events.

### **Section 4 – Notice of Meetings**

Pursuant to Article IV, Section B, the Vice President shall give notice of the time, place and day of meetings for the Executive Board, general members or special meetings. The organization will post notice of meeting dates, times, and places to the organization's TWEN site, Facebook page, and given to the Academic Affairs office for mass email to the entire student body.

## **ARTICLE VI: AMENDMENT PROCEDURE**

### **Section 1 – Procedure**

- a) Any member of ASLS-NLG present during a regular meeting may propose amendments to the Bylaws or Constitution.
- b) The Executive Board retains the ability to vote and pass minor amendments.
- c) Major amendments will require a two-thirds vote of the entire membership.
- d) The Vice President will circulate major amendments to all members for review at least one week before the vote.
- e) At the start of the meeting that the vote takes place, members have the ability to advocate as either opponents or proponents to the Executive Board and general membership.
- f) Amendments to the Bylaws or Constitution will be enacted upon receipt of the necessary approval by members present at the time of voting.
- g) The Executive Board retains the right to veto or fail to present any proposal that does not conform with any ASLS, NLG, local, state, and federal laws, rules, regulations, or policies.

### **Section 3 – Proxy Votes**

If any ASLS-NLG member would like to vote on an amendment and cannot attend the meeting at which voting is to take place may vote via absentee ballot ahead upon request.





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Information regarding the National Guild [www.NLG.org](http://www.NLG.org)

- Please join us on face book - National Lawyers Guild Arizona Summit Law School Chapter <https://www.facebook.com/groups/602177536511523/members/>
- Or Twitter <https://twitter.com/NLGatArizSummit>

# **Executive Board 2014**