2018 - 2019

CONSTITUTION AND BYLAWS

OF THE

**National Lawyers Guild**

SOUTHWESTERN LAW SCHOOL

**Executive Board Members**

**Principle Officers:**

Co-Chair

Vice-Chair

Treasurer

Secretary

Community Relations

**General Board Members:**

General Board Member

**ARTICLE I: NAME**

The name of this Association will be known as the Southwestern Law School chapter of the National Lawyers Guild, hereafter known as NLG.

**ARTICLE II: MISSION STATEMENT**

**Section A**: NLG will create a community where Southwestern law students can raise awareness and offer an opportunity for discussion regarding current social justice issues.

**Section B**: NLG will maintain strong relations and facilitate networking between students, graduates, faculty, and social justice professionals and experts at Southwestern Law School, within the legal community, and beyond.

**Section C**: NLG will plan and conduct meetings to educate Southwestern law students about current and relevant social justice law issues, thus encouraging discussion, exploration, understanding and action with regard to these issues.

**Section D**: NLG will promote civil and criminal constitutional rights and will encourage its members to volunteer with organizations that help promote and preserve these rights.

**ARTICLE III: MEMBERSHIP**

**Section A**: NLG is open to all Southwestern students. All members must be registered students, and should have at least a general interest in participating and contributing to the organization.

**Section B**: This organization does not discriminate on the basis of race, ethnicity, gender, sexual orientation, national origin, religion, or any other immutable characteristic, including, but not limited to, mental or physical disabilities.

**Section C**: To be accepted and accorded status as a registered member, the petitioner must complete a membership form.

**Section D**: Any individual registered member will have the rights, privileges, and benefits of

membership in NLG including right to vote (both within the chapter and in the national organization), run for office, and hold office.

**Section E**: No member will act in the name of NLG, unless he or she has the authorization

of the Executive Board or one of the Co-Chairs. This section will not be construed to supersede any other section herein which gives specific rights and duties to the

Co-Chairs and Executive Board.

**ARTICLE IV: EXECUTIVE BOARD**

**Section A**: The Executive Board (“Board”), will consist of the principal officers and general board members of NLG and will be the governing body of the organization.

**Section B**: In order of succession, the Board will consist of: Co-Chairs, Vice-Chair, Treasurer, Secretary, and any other officers as deemed necessary by the Voting Committee.

**Section C**: No later than the second-to-last week of the Spring Semester, the newly elected

Board will meet, approve the upcoming year’s Constitution, and deliver a hard

copy and e-copy to the SBA Club Activities and Ethnic Affairs Director, as well

as the Students Affairs Office.

**Section D**: Powers and Duties of the Chair

1. To act as chief executive officers, exercise general supervision over all organization affairs, and execute the Constitution and Bylaws.
2. To appoint any persons to committees necessary to carry out the executive function with the advice and consent of the Board.
3. To initiate any activity in the best interest of NLG with the advice and consent of the Board.
4. To call special meetings of the Board for specific purposes.
5. To propose policies and legislation of the Board.
6. To prepare the budget of NLG in conjunction with the Treasurer and submit to the Board for approval at or before the first Board Meeting of each academic year.
7. To administer regulations and Bylaws enacted by the Board, or those already in effect.
8. To sit on the SBA President’s Council with leaders of all other student organizations.

**Section E**: Powers and Duties of the Vice-Chair

1. To assist the Co-Chairs in carrying out the executive functions, and to act as Chair in the absence of both of the Co-Chairs.

1. In the event that both of the Co-Chairs withdraw from their position or are removed, the Vice-Chair will become Chair.

**Section F**: Powers and Duties of the Treasurer

1. To be responsible for the collection, disbursement and accounting of all funds.

1. To oversee organization expenditures and keep accurate financial records.
2. To make to the Board such written financial reports as may be required, and provide end-of-the-semester financial reporting.

**Section G**: Powers and Duties of the Secretary

1. To be the exclusive organization’s liaison with Institutional Advancement for the purpose of reserving rooms for organization events for the academic year.

1. To keep and maintain permanent comprehensive organization records, including the Constitution and Bylaws.

1. To record minutes at each Board meeting, and to prepare these minutes for presentation and approval at the next general meeting.
2. To maintain current membership and mailing lists.
3. To draft correspondence at the request of the Board or Committee Members.
4. To distribute announcements and information for the promotion and execution of organizational functions, including facility request forms, and creating and posting notices and flyers.

**Section H**: Powers and Duties of General Board Members

1. To assist the Board with their functions and event planning. This also includes the option of assisting with Community Relations and Alumni Relations contingent on overall organizational objectives.
2. Duties of Community Relations:
   1. To maintain contact with community organizations that promote social justice. Such organizations include the National Lawyers Guild Los Angeles Chapter, NLG Immigration Court Watch Program, CHIRLA, Esperanza Immigrant Rights Project, and any other organizations that promote social justice.
   2. To inform our members of the volunteer opportunities being offered by community organizations and to coordinate such volunteer opportunities to ensure that the community organization is aware of NLG member volunteers.
3. Duties of Alumni Relations:
   1. To maintain a list of NLG member alumni that includes their name, email, phone number, and job title.
   2. To inform NLG member alumni of NLG sponsored events.

**Section I**: Faculty Advisor

1. The board will be responsible for maintaining regular communication between itself and the faculty advisor about any and all organization matters.

1. The Board will seek the advice and counsel of the faculty advisor for matters which it deems appropriate and necessary.

**ARTICLE V: ELECTION OF THE BOARD**

**Section A**: Election of the new Board will be made by the current Executive Board Members. Annual elections will be held, if necessary, by the third-to-last week of the spring semester, at the latest, to elect the Board for the following school year.

**Section B**: All candidates, before announcing their candidacy, must attend a mandatory pre-

election meeting hosted by the SBA that will inform the candidates of responsibilities and duties of each elected position. If candidates do not attend the mandatory meeting, they are precluded from participating in elections as a candidate. All candidates must also submit an application in order to be considered for a Board Member position. Where reasonable, exceptions may be made to this rule.

**Section C**: Current Executive Board Members are not excluded from running for the following year.

**Section D**: Voting Privileges

1. All voting ballots will be anonymous.

**Section E**: Elections will be held by popular vote of organization members, with the

majority being declared the winner.

**Section F**: No advertising, promotions, flyers, signs, or other means of soliciting votes will

be permitted other than a one page brief summary, no larger then 8 ½ x 11, to be

handed out the day of the election at the designated election meeting. Candidates

are permitted to run as a ticket or as a solo candidate. For those candidates

running as a ticket, they are limited to the one page limitation. Speeches will not

exceed three (3) minutes per candidate.

**ARTICLE VI: TERMS OF OFFICE**

**Section A**: Duration of Term

1. The term of the Board will begin on the last day of classes of the Spring Semester in which they are elected and end on the last day of the following Spring Semester.
2. No individual may hold more than one elected office without a Co-Chairs’ consent.

**Section B**: Removal from Office

1. Proceedings to remove one or more Board members may be proposed by any Board Member or general member. Removal proceedings require the unanimous consent of the non-implicated Board Members. Upon unanimous consent of the non-implicated Board Members, the removal proceedings will then be scheduled as an agenda item for the next scheduled general meeting. A full two-thirds (2/3) majority of registered members will be required for effective removal of a Board Member from office.

1. Grounds for removal will be, but not limited to, the following: neglect of duty, misconduct, malfeasance of the office, or conflict of interest of the Board Member.

**Section C**: Vacancies

1. In the event that a vacancy occurs in an office, other than the Chair, such vacancy will be filled within ten (10) working days by appointment of the Chair subject to the unanimous approval of the remaining Board Members.

1. In the event that a vacancy occurs in the Chair, the Vice-Chair will assume the vacant office. In the event that the Vice-Chair is incapable of doing so, the order of succession will be Treasurer, Secretary, and General Board Members.

**ARTICLE VII: AMENDMENTS**

**Section A**: Amendments are proposed changes to the Constitution or its Bylaws that would

alter the current meaning, and will be made in the form of written proposals to

the Board by a registered member.

**Section B**: The Constitution and its Bylaws may be amended by the secretary within the first month of fall semester subject to approval of the Chair or at anytime by a 2/3 super-majority vote of the Executive Board.

**Section C**: Once the amendment is approved, satisfying such aforementioned requirements,

the amendment will become part of the Constitution.

**ARTICLE VIII: BYLAWS**

**Section A**: Bylaws are additions to the current Constitution that do not interfere with the

meaning of the existing Constitution and its Bylaws. Bylaws may be adopted and

amended to further the intent and purposes of this Constitution.

**Section B**: Bylaws may be enacted by a ½ majority vote of the Executive Board.

**ARTICLE VIII: STUDENT BAR ASSOCIATION MEMBERSHIP**

**Section A:** NLG expressly agrees to abide by the SBA Constitution, its Amendments and

Bylaws, the Southwestern Honor Code and all SBA procedures and

policies.

**ARTICLE X: REVOCATION CLAUSE**

**Section A**: All previous Constitutions of the Southwestern chapter of NLG are hereby

revoked.