

BYLAWS OF THE NATIONAL LAWYERS GUILD

Revised ~~May 2018~~ [MONTH 2020]

SECTION 6 - REGIONS AND REGIONAL ~~VICE-PRESIDENTS~~ REPRESENTATIVES

Section 6.1 ~~RVP~~ **Regional Representative** Selection by Region - Regional ~~Vice-Presidents~~ **Representatives** shall be selected in a democratic manner to be decided by each region. In the event of a dispute concerning the fairness or propriety of a selection procedure adopted by a region or sub-region, two chapters, or ten percent of the members within such region or sub-region may petition to the National Executive Committee to establish a procedure to resolve the dispute.

Section 6.2 Regions Determined by NEC - The number and boundaries of geographic regions shall be determined by the National Convention or National Executive Committee. Each region shall be represented by one Regional ~~Vice-President~~ **Representative**.

SECTION 7 - NATIONAL EXECUTIVE COMMITTEE

Housekeeping: current draft of the bylaws has officer job responsibilities for President and Treasurer under the subsection for "Elect" for both of these positions. This places those responsibilities under the subsection for the primary officer position.

Housekeeping: removes the Executive Vice President and National Vice President positions (as approved in 2018).

Substantive: to remove the "Give or Get" requirement of \$500 in fundraising, as extensive concerns have been raised about class, privilege, and accessibility in making this a requirement of being a national officer.

Section 7.5 Officer Job Descriptions

(a) President

(a-1) President (incumbent)

Three (3) year term, part of EC. Responsible for fundraising, and leading major initiatives and projects of the NEC (National Executive Committee) and NLG.

- The President is responsible for bottom lining annual and three year strategic plans in conjunction with the Executive Director. Encourage goal setting and timelines. Lead self-evaluation and external feedback gathering initiatives.
- Develop agendas for NEC meetings.
- In conjunction with ED propose facilitator for NEC meetings to EC.
- ~~□ Raise \$500 a year for the national NLG.~~
- Support Regional VPs and committees/caucuses/projects.
- Support TUPOCC and the Transformative Caucus work. Support anti-oppression

trainings at NEC meetings and at national convention.

- Assess and analyze finances. Work with Treasurer and NO to develop comprehensive fundraising strategy and capacity to implement.
- o Chair Fundraising/Development Committee.
- o Support Treasurer in Finance Committee Work.
- o Support ED and NO and Host Chapter in leading fundraising and planning efforts that includes the Annual Convention.
- Development & review of policies and procedures (ex. union and staff issues, handling complaints and grievances, trademark issues, and developing antiharassment and sexual harassment policies). (If OMBUDSMAN position is approved, OMBUSDMAN will assume this role)
- Membership recruitment & development strategies and tools.
- Ensure NEC members are meeting legal obligations and organizational requirements: fundraising and fiscal and legal oversight.

(a-2) President Elect

Three (3) year term, elected in last year of outgoing incumbent's term.

(b) Treasurer

(b-1) Treasurer

Three (3) year term

(b-2) Treasurer Elect

Three (3) year term, elected in last year of outgoing incumbent's term.

- Chairs Finance Committee.
- Plan and execute the budget process and contracts for Annual Convention.
- Manage finances and budget. Work with President and NO to develop comprehensive fundraising strategy and capacity to implement.
- Author reports to NEC and NO regarding finances.
- Work with NO on tax reporting.
- Coordinates annual audit with contractor.
- Supports Presidents in Fundraising/Development Committee.
- Support Regional VPs and committees/caucuses/projects.
- Support TUPOCC and the Transformative Caucus work. Support anti-oppression trainings at NEC meetings and at national convention.
- Attend all NEC meetings in person.

~~Executive VP 1~~

~~Three (3) year term, part of EC. Responsible for fundraising, and leading major initiatives and projects of the NEC and NLG.~~

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~~(a.1) Executive VP 2~~

~~Three (3) year term, part of EC. Responsible for fundraising, and leading major initiatives and projects of the NEC and NLG.~~

Both EVPs

Substantive: to remove the "Give or Get" requirement of \$500 in fundraising, as extensive concerns have been raised about class, privilege, and accessibility in making this a requirement of being a national officer.

(b) ~~Executive Vice President~~ Vice President

(b.1) **Vice President** is a three-year position. This position shall:

- support the President in the work of fundraising
- lead major initiatives and projects of the NLG
- facilitates the work of the National Executive Committee (NEC) and Executive Council (EC)
- Co-Chair **the** Convention Committee
- Serve as liaison between convention Safer Spaces group and NEC/NO.
(OMBUSDPERSON will fulfill this role if elected)
- Chair the Resolutions Committee
- Plan and execute the Annual Convention. Develop workshop/panel forms and publicize selection process in conjunction with NO. Coordinate award selection process with NO.
- Responsible for conducting, evaluating, and publicizing annual convention survey. Work with NO to put on website and publicize survey and results.
- Write report about plenary and voting results for NEC meeting and for circulation on lists and in Guild Notes
- Responsible for conducting, evaluating, and publicizing annual member survey in conjunction with NO (including survey of organizational goal achievement and satisfaction for: NEC; NO staff; Chapter staff; project/caucus/committee work, etc., as well as attrition issues). Must write survey results analysis and report on it at winter NEC meeting
- ~~Circulates meeting notes to membership.~~ **(Secretary fulfills this role)**
- ~~Raise \$500 a year for the national NLG~~
- Support Regional VPs and committees/caucuses/projects
- Support TUPOCC and the Transformative Caucus work. Support anti-oppression trainings at NEC meetings and at national convention.
- Coordinate NEC internal trainings: anti-oppression, fundraising, organizational development, facilitation, strategic planning, etc.
- Support Anti-Harassment Complaint Board activities. **(OMBUSDPERSON will fulfill this role if approved)**
- Facilitate complaint/grievance process development and implementation.
(OMBUSDPERSON will fulfill this role if approved)
- Develop membership recruitment strategies and tools, create campaigns and support NO staff and Regional Representatives in member recruitment and retention.
- Attend all NEC meetings in person.

(c) Secretary

- **Secretary is a three year position. This position shall:**

- **Be responsible for recording and sharing the institutional knowledge of the organization, and participating on the National Executive Council (NEC) and Executive Council (EC). Tasks of this position include:**
- **NEC Meetings.** The Secretary attends all NEC meetings and is responsible for either taking or assigning notetaking functions. After the meeting, the Secretary edits and shares the notes with NEC members in a timely fashion and ensures they are added to the NEC Resources maintained by the National Office.
- **The Secretary assists the President in scheduling NEC/EC meetings and preparing NEC/EC agendas.**
- **Institutional Knowledge.** The Secretary will familiarize themselves with the documents and practices of the Guild, and assist the President and National Office in sharing these resources with NEC members.
- **NEC Responsibilities.** Like all NEC members, the Secretary is expected to attend quarterly board meetings and participate in NEC email discussions.
- **Travel costs to NEC meetings are covered by the National Office budget. When unable to attend meetings in person, the Secretary will either participate remotely or assign notetaking to other NEC members.**
- **The Secretary is responsible for reporting on their work once a year.**
- **Executive Council Responsibilities.** Between NEC meetings, being on the EC includes participation in conference calls, which typically occur monthly. In addition, it includes regularly checking email to vote on and discuss endorsements and other issues between NEC meeting.
- **Anti-oppression.** The Guild has committed to becoming an organization that addresses and ultimately eliminates internal oppression, as well as engaging in anti-oppression work outside of the organization. As with all NLG leadership, the Secretary is expected to contribute ideas related to furthering these goals. They will support the work of committees dedicated to representing and supporting underrepresented communities, including but not limited to TUPOCC, Disability Justice, Queer Caucus, and the Anti-Racism Committee. This commitment includes undertaking an annual anti-oppression training with the rest of the NEC.

~~(d) National Vice President~~

~~(d.1) National VP 1~~

~~Two (2) year term. The 3 NVPs share responsibility for contact and assistance to national committees, projects, task forces, and other NLG entities which do not have representation on the NEC.~~

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~~(d.2) National VP 2~~

~~Two (2) year term. The 3 NVPs share responsibility for contact and assistance to national committees, projects, task forces, and other NLG entities which do not have representation on the NEC.~~

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~~(d.3) National VP 3~~

Two (2) year term. The 3 NVPs share responsibility for contact and assistance to national committees, projects, task forces, and other NLG entities which do not have representation on the NEC.

Although the National Executive Committee is a sizable board, the three National Vice Presidents are among only five positions (with the President and two Executive Vice Presidents) that are elected by the national membership as a whole. As such, NVPs must not only cooperate with initiatives of other NEC members but also actively support committees and projects that do not have their own representative to the NEC. NVPs think strategically about the NLG as a whole, again with special attention to national and international developments that might need an organizational response but fall outside the specialized purview and expertise of the groups represented on the NEC. How these responsibilities manifest at any given time will change with the political climate and organizational focus.

Some concrete areas of responsibility might include:

- Committees and Projects. The NVP shall work to create channels of communication with the Committees and Projects not otherwise represented on the NEC, discussing with their representatives any support it need, its activities, and decisions that the NEC makes and conversations the NEC is having that affect members and the work of the Guild. This work shall take place in concert with the work of the regional representatives and the staffed chapters.
- Supporting Regional Representatives. This job duty is meant to offer support to the regional representatives who must organize their own regional conferences and build their regions with varying levels of support based on location. The three NVPs shall be assigned to support a number of regional representatives. For example NVP3 may be assigned to assist the regional representatives of the Southern, Mideast, and Northeast regions, NVP2 may be assigned to assist in the Southwest, Midwest, and Far West, and the same for NVP1. This job duty is also meant to allow the RVP's more time to liaise with their members rather than the NEC committee work.
- Ad Hoc and New Initiatives. From time to time, the NEC will identify political or legal developments or other reasons for the NLG to launch activities that do not clearly fall within an existing Committee's or Project's area of responsibility. In these instances, NVPs may be called upon to organize and support these initiatives.
- Importantly, NVPs have responsibilities in common with all NEC members, including:
 - Fundraising. One of the primary areas of work for the NVP will involve assisting in the area of fundraising. One of the NVP's shall sit on the permanent NEC fundraising committee and assist in implementing the goals of the fundraising plan. One of the NVP's shall work with the executive committee and to help craft and implement the fundraising plan. This work may involve very regular conference calls, research and writing on fundraising proposals and plans, assisting other members in achieving fundraising plan goals, and working closely with the fundraising

~~committee. Each NVP must raise at minimum \$500 per year for the national NLG.~~

- ~~o Supporting TUPOCC and the coalition work of the Transformative Caucus. Essential to the survival of the Guild and the aspiration to become more relevant to low-income communities and communities of color. The NVP should work to support TUPOCC and the Transformative Caucus coalition work. The NVP should take an active role in supporting antioppression trainings at NEC meetings and at national conventions. The NVP should support the Anti-Racism Committee in its work to build an anti-racist organization.~~
- ~~o Convention Planning. The NVP shall help plan and execute the Annual Convention. This might involve serving on the Resolutions Committee or otherwise assisting the NEC Convention Planning Committee in organizing the Convention, ensuring that the diversity guidelines are met, supporting panel and workshop organizers, assisting the local convention planning committee, and supporting the convention planner.~~
- ~~• Attend all NEC meetings in person.~~
- ~~• Participate in at least one NEC Committee: Finance, Fundraising, Governance, or Convention.~~

(e) Committee, Caucus, Project, and Task Force Representatives

- **Minimum of three, maximum of eight.**
- These 8 spots are by application.
- **The NEC shall publicize these positions and solicit applications each year before the annual convention, and shall, no later than the first NEC meeting of the annual convention, select no fewer than two, and no more than eight committees, task forces, caucuses, projects, or other NLG entities.**
- **2 (two) permanent seats on the NEC shall be assigned to TUPOCC, and 2 (two) permanent seat shall be assigned to the Queer Caucus. These seats do not count toward the minimum or maximum seats noted above.**

SECTION 8 - VOTING PROCEDURES

Section 8.1 Call for Proposals - The Resolutions Committee (RC) must work with National Office (NO) Staff to publish a call for proposals on the website and listservs a minimum of **3 6** months in advance of the Convention. This document must state the parameters for submitting proposed resolutions and amendments. The NO or Mass Incarceration Committee will make best efforts with resources available to mail the call for proposals to all Jailhouse Lawyer members who request such updates.

Section 8.3 Proposed Resolutions and Amendments - Proposed resolutions and amendments must be submitted to the RC in writing sooner than sixty (60) days prior to the commencement of the **first plenary of the** National Convention. The proponent must work with the RC to bring proposals in compliance with the rules 30 days prior to the convention. The RC and NO staff must publish the proposals and where possible, pro and con statements, on the national website 30 days prior to the commencement of the Convention. The RC will establish a process for

gathering pro and con statements in advance of the convention as well as on the plenary floor. The RC will establish a noticed process for deciding how many and which statements are publicized. NO staff will determine which proposals are relevant to Jailhouse Lawyers and mail selected materials to JHL members (i.e. not proposals about convention timing, or things JHL members can't participate in).

SECTION 11 - NEC SUBCOMMITTEES

In addition, there shall be a standing Governance subcommittee, composed of the President and other members as selected; a standing Fundraising subcommittee, composed of the Vice President ~~both Executive Vice Presidents~~ and other members as selected; a standing Membership subcommittee of which the Membership Director of the National Office shall serve as an ex officio member; and a standing Convention committee.

SECTION 12 - NATIONAL CONVENTION SITE SELECTION

Section 12.1 Site Selection for the National Convention: NEC Power - The National Executive Committee ["NEC"] shall select sites to hold the National Convention. The NEC may choose to delegate this power to the Executive Council of the NEC ["EC"] but such delegated power shall be subject to all Constitutional and Bylaw provisions. The NEC or its designee shall include on the convention committee and any site selection subcommittee a member of the **Labor & Employment Committee (L&EC)** in order to ensure that labor-related issues are given due consideration at every stage of the Convention process. The NEC or its designee shall work closely with Informed Meetings Exchange [INMEX], UNITE HERE, and other bona fide labor organizations that have jurisdiction over potential event facilities in the community in which the Convention will be held. Any contract to secure a convention facility shall contain a provision requiring the facility to immediately provide the NLG with notice of any labor dispute and shall allow the NLG to cancel, on favorable terms to the NLG, in the event of a labor dispute at the facility. This paragraph shall take effect immediately.

SECTION 15 – CONVENTION EVALUATIONS AND SURVEY

The Vice President is ~~Both Executive Vice Presidents (EVPs) are~~ responsible for preparing evaluations for each panel and workshop, even if CLE credit is not offered. **The Vice President is** ~~EVPs are~~ responsible for convening an evaluation working group. **The Vice President** ~~EVPs~~ will lead the process for conducting surveys at each convention. **The Vice President is** ~~EVPs are~~ responsible for writing a report about the results to the NEC and to the members.