



AMERICAN **BAR** ASSOCIATION

Law Student Division

American Bar Association Law Student Division Bylaws

Effective November 16, 2020

Article 1

General Provisions

§ 1.1 Name

This division of the American Bar Association (“the Association”) is named the Law Student Division (“the Division”).

§ 1.2 Purposes

The purposes of the Division are the purposes of the Association, and further to represent law students in the Association and to represent the Association to law students; to empower law students to achieve excellence in the legal profession through substantive programming; to advocate on a national scale for policies that benefit law students and that affect legal education; to create a deliberative forum for the exchange and expression of law student views and a voice to advocate those views; and to promote diversity and equal opportunity within the profession.

§ 1.3 Status

The Division is a constituent of the Association whose Constitution and Bylaws and action taken under their authority supersedes and controls these Bylaws and action taken under their authority.

§ 1.4 Authority

These Bylaws and action taken under their authority that is not inconsistent with the Association's Constitution and Bylaws and action taken under their authority are the basis for the conduct of all business in the Division. The Assembly or the Division's Council may make rules or adopt policies and procedures that supplement these Bylaws. Any action by the Division must be approved by the House of Delegates or the Association's Board of Governors before the action can be effective as the action of the Association.

§ 1.5 Antidiscrimination

The Division shall not discriminate on the basis of ancestry, color, or race; cultural or ethnic background; economic disadvantage; ideological, philosophical, or political belief or affiliation; marital or parental status; national or regional origin; physical disability; religion, or religious or denominational affiliation; sex; sexual orientation; gender identity; gender expression; or age. The Division shall not encourage or condone discrimination, either implicitly or explicitly, and shall actively discourage discrimination on any such basis.

Article 2 Membership

§ 2.1 Eligibility

The membership of the Division consists of those members who are enrolled in law schools, registered with the Association and in good standing, and paying dues, if necessary, as provided for in this Article.

§ 2.2 Dues

The Association shall prescribe dues on the recommendation of and in consultation with the Assembly or the Division's Council.

§ 2.3 Term

A membership shall continue through the end of August in each year in which the member is eligible to join and has paid dues, if necessary, even if he or she graduates from law school. Should Division dues be set at \$0, membership shall be renewed automatically for every year in which the member is eligible to join. Law school graduates who are members remain members of the Division until they are admitted to the bar or eighteen (18) months have passed, whichever occurs first.

§ 2.4 Good Standing

A member enjoys good standing if he or she has met their financial obligations to the Division in full for the current year.

§ 2.5 Premium Programs

Under such conditions as prescribed by the Association and in consultation with Division Council, the Association may offer a "Premium Program" or programs that, for a fee, include offerings and benefits in addition to those offered through standard Division membership.

§ 2.6 Termination

A person whose dues are delinquent by a period set by the Association Board of Governors, or a person who is otherwise ineligible for Association membership, shall cease to be a member of the Division. A Premium Program participant who cancels, opts not to renew, or becomes ineligible for the Premium Program retains standard Division membership as long as the person is otherwise eligible for Division membership.

Article 3 Law Schools

§ 3.1 Law Student and Law School

- (a) "Law student" means a candidate who is, or will be for at least part of the school year, in residence for their first professional law degree, otherwise known as a Juris Doctorate.
- (b) "Law school" or "school" is one that is accredited by the Council of the ABA Section of Legal Education and Admissions to the Bar. For ease of reference, law schools accredited by the Council are referred to as "ABA-approved."
- (c) Independent Campuses. Upon the request of a law school, the Division may recognize substantially independent campuses of a law school as separate law schools for the purposes of the Division.
- (d) A law school loses its representation and each member at the law school loses his or her membership in the Division if the school is no longer "ABA-approved."

§ 3.2 Student Bar Associations

- (a) "Student Bar Association" or "SBA" means the student government of a law school by any name.
- (b) The participation of a Student Bar Association in the Division is voluntary. The Division does not bind or subject a student bar association to an obligation it does not voluntarily assume. As a condition of participation, however, a student bar association must comply with the Bylaws and the rules, policies, and procedures that supplement them to the extent that they concern the school's representation in the circuit and the Assembly.

§ 3.3 ABA Representative

- (a) The Student Bar Association shall provide for the election or appointment from each law school of an ABA Representative. The ABA Representative shall represent the Division to the school and vice versa and shall perform such other duties as the Assembly, the Division Council, or the Division's Vice Chair prescribes.
- (b) If a Student Bar Association has not provided for the election or appointment of an ABA Representative by October 1 in each academic year, the Division may submit a call for applications from ABA members of the school from which the Chair and/or Vice Chair may appoint an ABA Representative.
- (c) The ABA Representative from each school will report to and work with the Vice Chair of the Division in association with the Association's membership and marketing functions.
- (d) The primary roles of the ABA Representative are to promote ABA membership at the school, provide ABA programming at the school, increase awareness of regional ABA meetings, and promote ABA entity opportunities for law students (i.e. scholarships, programs, and competitions).

§ 3.4 Representation

Each law school may send two delegates, one the SBA president, or his or her proxy, and the other the ABA representative, or his or her proxy, to the Assembly. No person may hold more than two proxy votes. The Assembly or the Division Council may regulate voting by proxy, including the method of appointing the proxy. Only a member in good standing is eligible to be a delegate or a proxy.

Article 4 Assembly

§ 4.1 Function

The highest policymaking body of the Division is the Assembly, which may act on behalf of the Division in any matter.

§ 4.2 Composition and Voting

§ 4.2.1 Voting Membership. The voting membership of the Assembly is composed of: the two delegates from each school, the SBA president and the ABA representative or their respective proxy voters; the Division liaisons to other ABA entities; and up to three (3) representatives appointed by affiliate student legal associations.

§ 4.2.2 Non-Voting Membership. The nonvoting membership of the Assembly is composed of the members of the Division Council.

§ 4.2.3 Voting. The Assembly may provide for proxy voting in the Assembly.

§ 4.2.4 Duty to Attend. A member of the Assembly shall attend or designate a proxy to attend and vote on behalf of the member.

§ 4.3 Meetings

The Assembly shall meet during the Annual Meeting at a time designated by the Chair or the Division Council. The Annual Meeting may be in-person or hosted electronically. The Resolutions Committee shall prescribe the order of business. As deemed necessary by the Council through its designated Resolutions Committee, the Council may submit a resolution to Assembly for an electronic vote. Prior to voting on a resolution electronically, the Assembly must be given adequate notice of the time, manner, and process by which the resolution will be voted upon, and the Assembly must be given a period of at least 15-days to provide comment on the resolution to the Council and the Resolutions Committee.

§ 4.4 Division Council

The Division Council is the administrative agency of the Assembly. The Council shall draft and submit for consideration the standing rules and shall correct and approve the minutes of the Assembly.

Article 5

Division Council

§ 5.1 Function

The general executive and administrative authority resides in the Division Council. Between meetings of the Assembly, the Council may perform, consistent with the action taken by the Assembly, the functions the Assembly itself may perform except—

- (a) electing any officer of whom the election is vested in the Assembly; or
- (b) amending these bylaws.

§ 5.2 Composition and Voting

§ 5.2.1 Voting membership. The Council shall consist of the—

- (a) Chair;
- (b) Vice Chair- Membership;
- (c) Law Student At-Large of the Association's Board of Governors;
- (d) Education Director;
- (e) Division Delegates.

§ 5.2.2 Non-voting membership. Any Council members-elect shall be nonvoting members. The Council may create other nonvoting memberships provided that the cost of all such memberships does not exceed that of four voting memberships.

§ 5.2.3 The Chair shall preside and the Division Delegates shall jointly share the responsibility of recording the proceedings.

§ 5.3 Meetings

- (a) The Council shall meet three times a year—during the Annual Meeting, in the fall, and at the time of the Midyear Meeting. The Council shall otherwise meet regularly as ordered by the Assembly.
- (b) The Division Council may provide for voting by mail, e-mail or other electronic means, telephone, or proxy. A Council member may only proxy his or her vote to another voting or non-voting Council member, but no

Council member shall hold more than one proxy in addition to their own vote.

§ 5.4 Law Student Division Advisory Committee

- (a) At the Direction of the Law Student Division Council, the Division Advisory Committee's mission is to provide advice and guidance, support for, and advocacy on behalf of the Division. The Committee's role is advisory to the Law Student Division Council. The Committee is also responsible for strengthening relationships between the Division and the rest of the Association, and working with Division leaders to expand opportunities for student involvement in the Association.
- (b) Members of the Advisory Committee shall consist of the following and shall not exceed more than thirteen (13) individuals; Three being Immediate Past Officers of the Division, Two At-Large members selected by the Division's Council, and the rest selected by the participating entities.
 - 1. Two Non-Student At-Large Members selected by the Division's Council
 - 2. Immediate Past Chair of the Law Student Division
 - 3. Immediate Past Vice Chair of the Law Student Division
 - 4. Immediate Past Law Student At-Large of the Association's Board of Governors
 - 5. ABA Board of Governors Liaison to the Division
 - 6. Liaison from the Young Lawyers Division
 - 7. Liaison from the Section Officers Conference
 - 8. Liaison from the Standing Committee on Membership (SCOM)
 - 9. Liaison from the Council for Racial and Ethnic Diversity in the Educational Pipeline
 - 10. Liaison from the Section on Legal Education and Admissions to the Bar
 - 11. Two Liaisons from the House of Delegates (Chosen by the House Chair)

- (c) Each member of the Advisory Committee except the three (3) Immediate Past Division Officers shall serve a term of three (3) years with appointments staggered so that no more than four members exit the board in any given year. After the conclusion of a member's term. No member shall serve more than two consecutive terms on the Advisory Committee.
- (d) The three Immediate Past Division Officers shall only serve for one year after the completion of their terms in office. However, they may be appointed to represent one of the participating ABA entities upon the completion of their year of service.
- (e) The Division's Council selects two non-student At-Large members of the Committee to serve for three years. Any member of the Division's Council can make a recommendation of an individual to serve in this position by submitting a written statement to the Division Chair. At-large members will be voted by the Division Council prior to the ABA Annual Meeting.
- (f) Any vacancy on the Committee may be remedied by the participating ABA entity appointing a replacement member to fill the vacancy. An individual appointed to fill a vacancy shall be appointed for the unexpired term of the predecessor. Should one of the three Immediate Past Division Officers vacate the Committee, the position shall remain vacant. Should one of the At-Large members vacate the Committee, the Division Council shall select a replacement to serve for the unexpired term of the member.
- (g) The Immediate Past Division Chair shall serve as the Chair of the Committee. The Committee Chair shall preside over all Committee meetings and serve as the principal representative of the Committee. Should the Immediate Past Division Chair resign from the Committee or choose not to serve as Chair, the Immediate Past Division Vice-Chair shall chair the Committee. Should the Immediate Past Division Vice-Chair resign from the Committee or choose not to serve as Chair, the Immediate Past Law Student At-Large on the Association's Board of Governors shall chair the Committee.
- (h) The Committee Chair will work with the Division Officers to create the agenda for each meeting. The national Division Officers and Delegates shall attend all meetings of the Advisory Committee. The Division Chair and Committee Chair have the discretion to invite others to participate in the meetings.
- (i) The Committee shall also elect a Secretary who will be responsible for keeping accurate minutes of the meetings and working with the Division staff to see that members receive notices of meetings and meeting

materials prior to the meeting, and performing any additional duties necessary for the Committee to perform its designated responsibilities.

- (j) The Advisory Committee shall meet two times a year, at the ABA's Midyear Meeting and Annual Meeting. However, the Division Chair has the authority to convene additional conference calls of the Advisory Committee as necessary. Additionally, a special conference call meeting can be called if four (4) Advisory Committee members request the call, or if four (4) Council members request the call. Members of the Committee who cannot attend in-person meetings may participate via accepted forms of communication. The Committee and/or the Division Chair may invite other individuals to participate in meetings to help the Committee adequately support the Division's needs. All meetings shall be led by the Committee Chair.

Article 6

Officers

§ 6.1 National Officer Defined

For the purposes of this article, and throughout the Bylaws unless the context suggests otherwise:

- (a) An "office" means one that is created by these Bylaws, by the Assembly or the Council, or that is created by or under the authority of such an office.
- (b) An "officer" includes both the incumbent and any successor already elected.
- (c) The Council shall consist of each officer of the Division and shall have general supervision of the Division's affairs between the Council's meetings. They shall perform such duties as the Assembly or the Chair prescribes.
- (d) The Council shall work with the Division Director and Division staff to implement and oversee the programs that the Assembly or the Division Council has approved. The Director shall be a professional full-time employee of the Association appointed by the Association. The Director shall supervise the staff that supports the Division and shall perform such other duties as the Division's Assembly prescribes.

§ 6.2 Qualifications

§ 6.2.1 A member is eligible for an office only if, at the beginning of the term of office, he or she—

- (a) enjoys good standing as a member;
- (b) will be a law student for the duration of the academic year coinciding with the term of office (typically defined as being enrolled as a law student for both the fall and spring academic semesters coinciding with the term, but not meant to exclude those who graduate upon completion of the spring or summer semesters immediately prior to the completion of their term in office) ;
- (c) has not received his or her first degree in law;
- (d) enjoys good academic standing according to his or her school, as verified by an academic officer of the school;
- (e) has never been removed from office; and
- (f) meets each other qualification for the office that the Assembly, the Division Council, or the Association staff has prescribed.

§ 6.3 Division Nominating Committee.

§ 6.3.1 Nominating Composition. The Division shall have a Nominating Committee which shall consist of up to nine members appointed by the Chair of the Division. The Division Nominating Committee shall include three (3) presidents of Student Bar Associations, three (3) ABA Representatives, the Chair of the Division, the Immediate Past Chair of the Division, and the Immediate Past Law Student At-Large on the Association's Board of Governors. To the extent possible, members selected to serve on the Division Nominating Committee shall represent a broad spectrum of the membership. The appointed members shall serve a one-year term..

§ 6.3.2 Nominating Committee Chair and Vice-Chair. The immediate past Chair of the Division will serve as the Chair of the Division Nominating Committee. The Immediate Past Law Student At-Large on the Association's Board of Governors will serve as the Vice-Chair. Should vacancies to Nominating Committee Chair and Vice-Chair simultaneously exist, the Division Council shall immediately appoint a Nominating Committee Chair and Vice-Chair either by appointing (an) existing Nominating Committee member(s) as the Nominating Committee Chair and Vice-Chair, or by appointing new members to the Committee who shall immediately become Nominating Committee Chair, appointed from SBA Presidents, and Vice-Chair, appointed from ABA Representatives.

6.3.3 Nominating Committee Member Vacancies. If a vacancy occurs on the Division Nominating Committee, the Division Chair shall promptly appoint a replacement. If the Division Chair has been recused from the Nominating

Committee, or is otherwise unable or unwilling to make appointments on its behalf, the Nominating Committee Chair shall assume the responsibilities of filling Nominating Committee vacancies.

§ 6.3.4 The Division Nominating Committee will

- (a) review all officer applications;
- (b) interview candidates;
- (c) publish and forward the name(s) of qualified/certified nominees to the voting bodies in each respective election.

§ 6.3.5 The Division Nominating Committee is permitted to recommend no more than four (4) candidates for any respective position. If no qualified candidates apply, the Committee shall re-announce the position and request/recruit new applicants.

§ 6.3.6 Candidates nominated by the Committee must receive a majority vote of voting Nominating Committee members to be put forward as a qualified/certified candidate.

§ 6.3.7 The Division Nominating Committee will look for diversity when selecting candidates to put forward to the voters (including factors such as: geographic, socioeconomic, experiential, and other historically diverse factors as well as past ABA attendance or involvement).

§ 6.4 Chair

§ 6.4.1 Chief Executive. The chief executive, administrative, and presiding officer is the Chair.

§ 6.4.2 Duties. The Chair shall—

- (a) call, subject to the directions and approval of the Assembly, and preside at meetings of the membership of the Division, the Assembly, and the Division Council or appoint a chair pro tempore;
- (b) coordinate and oversee the work of each officer and committee;
- (c) enforce and interpret, subject to review by the Assembly or the Division Council, these bylaws and implement each vote of the Assembly or the Council;
- (d) in the absence of the Vice Chair-Membership and the Education Director, preside at meetings of the presidents of the Student Bar Associations;

- (e) appoint the Chairs and members of all committees of the Division who are to hold office during the Association year, except as otherwise provided by the Assembly;
- (f) work with the Council and Division Director to implement and oversee the activities of the Division, subject to the directions and approval of the Assembly;
- (g) represent the Division in the Association House of Delegates;
- (h) represent the Division and serve as the Division's official spokesperson, in accordance with Association policy;
- (i) represent the Division to the governing body of the Young Lawyer's Division;
- (j) undertake or delegate any responsibility not otherwise provided for;
- (k) keep the Assembly informed of the activities of the Division; and
- (l) perform such other duties and acts as usually pertain to the office or as may be designated by the Assembly.

§ 6.4.3 Term. The term of a Chair begins at the adjournment of the Annual Meeting and ends at the adjournment of the next Annual Meeting.

§ 6.4.4 Induction. The Chair-Elect becomes the Chair—

- (a) upon the beginning of the next term; or
- (b) upon a vacancy in the office of the Chair.

§ 6.4.5 Vacancy. The Assembly or the Council shall define when a vacancy shall occur and prescribe how such a vacancy shall be filled. If the offices of the chair and chair-elect are vacant—

- (a) the Division Council shall elect a Chair to assume office immediately and serve the remainder of the vacated term; and
- (b) the Vice Chair shall act as Chair until a Chair is elected to fill the vacancy.

§ 6.5 Chair-Elect

§ 6.5.1 Duties. The Chair-Elect shall—

- (a) aid the Chair in the performance of the responsibilities of the Chair in such a manner and to such extent as the Chair may request;
- (b) in the absence of the Chair, preside at meetings of the membership of the Division, the Assembly, and the Division Council;
- (c) in the absence of the Vice Chair-Membership, Education Director and the Chair, preside at meetings of the presidents of the Student Bar Associations; and
- (d) perform such other duties and acts as usually pertain to the office or as may be designated by the Assembly.

§ 6.5.2 Term. The term of a Chair-Elect begins at the adjournment of the spring election of the Chair and ends at the adjournment of the Annual Meeting.

- (a) § 6.5.3 Election. The members of the Division Assembly shall electronically elect a Chair-Elect after the conclusion of the Midyear Meeting, from amongst candidates set forth by the Division's Nominating Committee.; and
- (b) upon a vacancy in the office of Chair-elect, to assume office of Chair-elect immediately and serve the remainder of the vacated term.

§ 6.6 Vice Chair - Membership

§ 6.6.1 Duties. The Vice Chair –Membership ("Vice Chair") shall—

- (a) aid the Chair in the performance of the responsibilities of the Chair in such manner and to such extent as the Chair may request;
- (b) in the absence of the Chair and the Chair-elect, preside at meetings of the membership of the Division, the Assembly, and the Division Council;
- (c) preside at meetings of the ABA Representatives;
- (d) in the absence of the Education Director, preside at meetings of the presidents of the Student Bar Associations;
- (e) maintain and develop membership programs and plan for the Division;
- (f) serve as the Division's liaison to the ABA Standing Committee on Membership;
- (g) represent the Division in the Association House of Delegates;

- (h) plan and coordinate the ABA Representative training and membership programs;
- (i) liaise between the Division and the Student Bar Associations of the law schools;
- (j) aid in the coordination of the implementation of programs and initiatives of the Division by the Student Bar Associations, subject to the directions and approval of the Assembly;
- (k) promote SBA participation and membership in the Division;
- (l) communicate with leadership of national organizations committed to representing interests of SBAs
- (m) perform such other duties and acts as usually pertain to the office or as may be designated by the Assembly.

§ 6.6.2 Term. The term of a Vice Chair begins at the adjournment of the Annual Meeting and ends at the adjournment of the next Annual Meeting.

§ 6.6.3 Election. The Assembly shall electronically elect a nominee-elect for Vice Chair—

- (a) after the Midyear Meeting to serve the next term; and
- (b) upon a vacancy in the office of Vice Chair, to assume office immediately and serve the remainder of the vacated term.

§ 6.6.4 Vacancy. The Assembly or the Council shall define when a vacancy shall occur and prescribe how such a vacancy shall be filled. If the office of the Vice Chair is vacant—

- (a) the Council shall elect a Vice Chair to assume office immediately and serve the remainder of the vacated term; and
- (b) an interim Vice Chair, appointed by the Assembly or the Division Council, shall act as Vice Chair until a Vice Chair is elected to fill the vacancy.

§ 6.7 Education Director

§ 6.7.1 Duties. The Education Director shall—

- (a) represent the Division to the Section of Legal Education and Admission to the Bar (“the Section”) by serving as the Law Student Division’s voting representative on the Section’s Council, in accordance with the Section’s bylaws;
- (b) as directed by the Division Council, advocate Division positions to the Section;
- (c) work for adoption for Division initiatives, cosponsored initiatives, and initiatives directly affecting law students filed with the Section;
- (d) inform the Division of actions pending before the Section as well as any action taken by the Section at the conclusion of each Section meeting;
- (e) communicate regularly with the Division Council in order to assess the voice of law students on issues of concern to law students across the country;
- (f) work with the Chair and other officers to execute the legislative agenda;
 - (g) represent the Division in the Association House of Delegates;
- (h) prepare and submit comprehensive reports on Association, Division, and Council activity and action;
- (i) preside at meetings of the presidents of the Student Bar Associations;
- (j) in the absence of the Vice Chair-Membership, preside at meetings of the ABA Representatives;
- (k) and perform such other duties and acts as usually pertain to the office or as may be designated by the Assembly.

§ 6.7.2 Term. The term of Education Director begins at the adjournment of the Annual Meeting and ends at the adjournment of the next Annual Meeting.

§ 6.7.3 Election. The Division Nominating Committee is permitted to recommend to the Division Council a number of candidates no less than that which is required by the Section’s bylaws. The Division Council shall then select the appropriate number of nominees to recommend to the Section of Legal Education and Admissions to the Bar by May 1. The Section will then select its Council’s Law Student Division representative from among those nominees, in accordance with

its bylaws. The nominee chosen by the Section serves simultaneously as the Division's Education Director for the aforementioned term.

§ 6.7.4 This Article shall not supersede any bylaws or prescriptions of the Section of Legal Education and Admissions to the Bar, nor the policies or actions of the Council of the Section.

§ 6.8 Law Student At-Large on the Association's Board of Governors

§ 6.8.1 Duties. The Law Student At-Large on the Association's Board of Governors shall—

- (a) represent the Division to the Association Board of Governors;
- (b) work for adoption for Division initiatives, cosponsored initiatives, and initiatives directly affecting law students filed with the ABA Board of Governors;
- (c) inform the Division of actions pending before the ABA Board of Governors as well as any action taken by the Board at the conclusion of each ABA Board of Governors meeting;
- (d) communicate regularly with the Division in order to assess the voice of law students on issues of concern to law students across the country;
- (e) work with the Chair and other officers to execute the legislative agenda;
- (f) prepare and submit comprehensive reports on Association, Division, and ABA Board of Governors activity and action; and
- (g) perform such other duties and acts as usually pertain to the office or as may be designated by the Assembly.
- (h) represent the Division in the Association House of Delegates;
- (i)

§ 6.8.2 Term. The term of Law Student At-Large on the Association's Board of Governors begins at the adjournment of the Annual Meeting and ends at the adjournment of the next Annual Meeting.

§ 6.8.3 Election. The Assembly shall electronically elect a nominee-elect for Division Law Student At-Large on the Association's Board of Governors —

- (a) after the Midyear Meeting to serve the next term; and

- (b) upon a vacancy in the office of the Law Student At-Large on the Association's Board of Governors, to assume office immediately and serve the remainder of the vacated term.

§ 6.8.4 Nomination. The Nominating Committee of the Association shall nominate the nominee-elect to the office of the Law Student At-Large on the Association's Board of Governors, upon which the nominee-elect becomes the nominee. The nominee becomes the Law Student At-Large on the Association's Board of Governors in accordance with the Constitution and Bylaws of the Association.

§ 6.8.5 Vacancy. The Assembly or the Division Council shall define when a vacancy shall occur and prescribe how such a vacancy shall be filled. If the office of Law Student At-Large on the ABA Board of Governors is vacant—

- (a) the Division Council shall elect a Law Student At-Large on the Association's Board of Governors to assume office immediately and serve the remainder of the vacated term; and
- (b) an interim Law Student At-Large on the Association's Board of Governors, appointed by the Assembly or the Council, shall act as Law Student At-Large on the Association's Board of Governors until a Law Student At-Large on the Association's Board of Governors is elected to fill the vacancy.

§ 6.9 Delegate of Communications, Publications and Outreach

§ 6.9.1 Duties. The Delegate of Communications, Publications, and Outreach ("Communications Delegate") shall—

- (a) consult with and assist the officers of the Division in the work of the Division in the manner and to the extent requested;
- (b) liaise between the Division and the Association staff with respect to the retention and maintenance of books, records, papers, documents, and information in any form, and other property pertaining to the work of the Division;
- (c) keep a true record of the proceedings of all meetings of the membership of the Division, the Assembly, the Division Council, and the presidents of the student bar associations, and post such record in a manner that it is accessible to the membership;
- (d) serve on editorial board of the Student Lawyer magazine. Reviews copy and provides comment;
- (e) host or helps to choose the hosts the ABA Law Student Podcast with the Chair;

- (f) appoint and oversee in consultation with the Division staff and the Chair any nonvoting, non-traveling LSD communications & publications appointees such as Student Lawyer Editor and any specialized communications positions created by the Chair.
- (g) represent the Division in the Association House of Delegates;
- (h) inform the Division Council of actions taken by senior bar entities;
- (i) work with the Chair to execute the Division's legislative agenda;
- (j) oversee and communicate regularly with the Council, liaisons to ABA entities, and Assembly;
- (k) solicit the opinion of the Division Council and Assembly on matters subject to vote in the House of Delegates and abide by instructions of the Assembly regarding such matters;
- (l) keep the Assembly informed of votes and activities on behalf of the Division;
- (m) keep the membership of the Division informed of matters of the Association pertaining to law students; and
- (n) perform such other duties and acts as usually pertain to the office or as may be designated by the Assembly.

§ 6.9.2 Vacancy. The Assembly or the Division Council shall define when a vacancy shall occur and prescribe how such a vacancy shall be filled. If the office or offices of the Division Delegate(s) are vacant—

- (a) the Division Council shall elect a Delegate(s) to assume office immediately and serve the remainder of the vacated term; and
- (b) an interim Delegate(s), appointed by the Assembly or the Division Council, shall act as Delegate(s) until a Delegate(s) is elected to fill the vacancy

§ 6.9.3 Term. The terms of the Communications Delegate begin at the adjournment of the Association Annual Meeting and end at the adjournment of the next Association Annual Meeting.

§ 6.9.4 Election The Assembly shall electronically elect a nominee-elect for Communications Delegate—

- (a) after the Midyear Meeting to serve the next term; and

- (b) upon a vacancy in the office of Communications Delegate, to assume office immediately and serve the remainder of the vacated term.

§ 6.9.5 Vacancy. The Assembly or the Division Council shall define when a vacancy shall occur and prescribe how such a vacancy shall be filled. If the office or offices of the Division Delegate(s) are vacant—

- (a) the Division Council shall elect a Delegate(s) to assume office immediately and serve the remainder of the vacated term; and
- (b) an interim Delegate(s), appointed by the Assembly or the Division Council, shall act as Delegate(s) until a Delegate(s) is elected to fill the vacancy

§ 6.10 Delegate of Diversity and Inclusion

§ 6.10.1 Duties. The Delegate of Diversity and Inclusion (“Diversity Delegate”) shall—

- (a) promote full and equal participation in the Division for a membership inclusive of lawyers of varying gender, national origin, racial and ethnic backgrounds, sexual orientation and gender identity, and of lawyers with disabilities.
- (b) chair the Division’s Diversity Committee
- (c) promote and oversee the Grant Fund
- (d) consult with and assist the officers of the Division in the work of the Division in the manner and to the extent requested;
- (e) represent the Division in the Association House of Delegates
- (f) inform the Division Council of actions taken by senior bar entities
- (g) work with the Chair to execute the Division’s legislative agenda;
- (h) oversee and communicate regularly with the Council, liaisons to ABA entities, and Assembly;
- (i) solicit the opinion of the Division Council and Assembly on matters subject to vote in the House of Delegates and abide by instructions of the Assembly regarding such matters;
- (j) keep the Assembly informed of votes and activities on behalf of the Division;

- (k) keep the membership of the Division informed of matters of the Association pertaining to law students; and
- (l) Perform such other duties and acts as usually pertain to the office or as may be designated by the Assembly.

§ 6.10.2 Vacancy. The Assembly or the Council shall define when a vacancy shall occur and prescribe how such a vacancy shall be filled. If the office or offices of the Division Delegate(s) are vacant—

- (a) the Division Council shall elect a Delegate(s) to assume office immediately and serve the remainder of the vacated term; and
- (b) an interim Delegate(s), appointed by the Assembly or the Division Council, shall act as Delegate(s) until a Delegate(s) is elected to fill the vacancy

§ 6.10.3 Term. The terms of the Diversity Delegate begin at the adjournment of the Association Annual Meeting and end at the adjournment of the next Association Annual Meeting.

§ 6.10.4 Election. The Assembly shall electronically elect a nominee-elect for Diversity Delegate —

- (a) after the Midyear Meeting to serve the next term; and
- (b) upon a vacancy in the office of Diversity Delegate, to assume office immediately and serve the remainder of the vacated term.

§ 6.10.5 Vacancy. The Assembly or the Division Council shall define when a vacancy shall occur and prescribe how such a vacancy shall be filled. If the office or offices of the Division Delegate(s) are vacant—

- (a) the Division Council shall elect a Delegate(s) to assume office immediately and serve the remainder of the vacated term; and
- (b) an interim Delegate(s), appointed by the Assembly or the Division Council, shall act as Delegate(s) until a Delegate(s) is elected to fill the vacancy

§ 6.11 Delegate of Programming

§ 6.11.1 Duties. The Delegate of Programming (“Programming Delegate”) shall—

- (a) consult with and assist the officers of the Division in the work of the Division in the manner and to the extent requested;

- (b) promote the Division's programs, activities, and national competition through regular communications with the ABA SDFs
- (c) serving as the primary contact for Division Liaisons to other Association entities (other than the Section of Legal Education and Admission to the Bar) to the 65+ Law Student
- (d) work in cooperation with Chair to oversee and coordinate the Division's liaison program
- (e) develop live and virtual events, programming, and content for law students, in conjunction with the Young Lawyers Division and other Association entities, as well as in-person programs at Association conferences and law schools in collaboration with Association entities and members
- (f) help to coordinate programming at Annual and Midyear meetings
- (g) represent the Division in the Association House of Delegates inform the Division Council of actions taken by senior bar entities
- (h) work with the Chair to execute the Division's legislative agenda; oversee and communicate regularly with the Division Council, liaisons to ABA entities, and Assembly;
- (i) solicit the opinion of the Division Council and Assembly on matters subject to vote in the House of Delegates and abide by instructions of the Assembly regarding such matters;
- (j) keep the Assembly informed of votes and activities on behalf of the Division;
- (k) keep the membership of the Division informed of matters of the Association pertaining to law students; and
- (l) Perform such other duties and acts as usually pertain to the office or as may be designated by the Assembly.

§ 6.11.2 Vacancy. The Assembly or the Division Council shall define when a vacancy shall occur and prescribe how such a vacancy shall be filled. If the office or offices of the Division Delegate(s) are vacant—

- (a) the Division Council shall elect a Delegate(s) to assume office immediately and serve the remainder of the vacated term; and

- (b) an interim Delegate(s), appointed by the Assembly or the Division Council, shall act as Delegate(s) until a Delegate(s) is elected to fill the vacancy

§ 6.9.3 Term. The term of the Programming Delegate begins at the adjournment of the Association Annual Meeting and end at the adjournment of the next Association Annual Meeting.

§ 6.9.4 Election. The Assembly shall electronically elect a nominee-elect for Programming Delegate —

- (a) after the Midyear Meeting to serve the next term; and
- (b) upon a vacancy in the office of Programming Delegate, to assume office immediately and serve the remainder of the vacated term.

§ 6.9.5 Vacancy. The Assembly or the Division Council shall define when a vacancy shall occur and prescribe how such a vacancy shall be filled. If the office or offices of the Division Delegate(s) are vacant—

- (a) the Division Council shall elect a Delegate(s) to assume office immediately and serve the remainder of the vacated term; and
- (b) an interim Delegate(s), appointed by the Assembly or the Division Council, shall act as Delegate(s) until a Delegate(s) is elected to fill the vacancy

Article 7

Removal

§ 7.1 Officers

The Assembly or the Division Council shall provide for the removal of any officer for cause by the electing or appointing body or officer, by the Assembly or the Division Council, by any of them in the alternative, or by such other body or officer as these Bylaws prescribe. Removal shall require a two-thirds vote of the appropriate body after at least two weeks' notice to the officer and an opportunity for the officer to challenge any evidence against him or her. The evidence must be presented in a written record and shared with the officer and appropriate electing/appointing body to constitute appropriate notice. Before the removal is to be brought for a vote, the appropriate electing/appointing body must provide the officer with an opportunity to voluntarily resign. The Assembly or the Division Council may also provide for the suspension of any officer against whom a removal proceeding is pending. A removed officer may appeal the removal to the next

meeting of the Division Council or the Assembly (but not both and neither body shall act on any matter relating to the removal once an appeal has been taken to the other body), which may by a two-thirds vote reinstate him or her. All communications and discussions surrounding the removal proceedings, no matter the ultimate outcome, shall remain confidential.

§ 7.2 ABA Representative

- (a) The Division Council, in consultation with the SBA president of the ABA Representative's school, may remove an ABA Representative for good cause.

Article 8 Liaisons to the ABA Entities

§ 8.1 Liaisons

The Assembly or the Division Council may create a liaison with any other entity within the Association; or with an entity outside the Association subject to approval by the Operations Committee of the Association Board of Governors and by the Association Board of Governors. The Chair, subject to such rules or review as the Assembly or Division Council prescribes, shall appoint (or, if the entity reserves the power of appointment, shall nominate) each such liaison. ABA entities may provide such funding and voting power to the liaisons as the governing body of the ABA entity approves from time to time.

Article 9 Meetings

§ 9.1 Open Meetings

Any meeting of the Division shall be open to each member and to the news media. A meeting may, by a two-thirds vote, close its proceedings on an extraordinary occasion for a stated reason in which case only the members of the meeting, the Council, and such others as the vote excepts may attend.

§ 9.2 Parliamentary Authority

The current edition of *Robert's Rules of Order* governs the proceedings of each meeting, and in the case of the Annual Meeting Assembly, in conjunction with any Standing Rules.

§ 9.3 Annual Meeting

§ 9.3.1 Time and Place. The membership shall annually meet at the call of the Division Chair. The meeting shall ordinarily coincide approximately with the Association's Annual Meeting.

§ 9.3.2 Program. The Chair and the Division Council shall plan substantive workshops and other programs for the educational and professional benefit and orientation of the members and officers.

§ 9.3.3 SBA Conference. The student bar association conference shall consist of the president of each student bar association or his or her proxy and the Education Director as chair. The conference shall meet at the Annual Meeting to advise the Assembly on matters relating to student bar associations, and for such other purposes as the conference or the Education Director prescribes. The conference may adopt standing rules. The Education Director shall perform such duties as the conference prescribes. Another Division Council member may preside in the absence of the Education Director.

§ 9.3.4 Proceedings. The Division Council may provide for the proceedings of the Annual Meeting to be published.

Article 10 Resolutions

§ 10.1 Resolutions Committee

The Resolutions Committee shall consist of the Division Delegates, the Law Student At-Large on the Association's Board of Governors, and up to three ABA Representatives and three SBA Presidents

§ 10.2 Content and Form

Any matter that can be decided or considered by an officer or entity within the Association that affects the quality of legal education or student life or that pertains to these Bylaws or any action taken under their authority is a proper subject for a resolution. Each such resolution shall be introduced in a form suitable for consideration by the House of Delegates. The Resolutions Committee, subject to review by the Assembly or the Division Council, shall define suitable form. The committee shall judge the form of each resolution and may return a resolution to the mover with a stated objection in which case neither the Assembly nor the Division Council shall consider the resolution until the objection is cured to the committee's satisfaction.

§ 10.3 Procedure

Any member or group of members may introduce a resolution. The Assembly may consider any resolution submitted by June 15 with notice to the membership via the Division website. Each resolution so introduced shall be distributed to each registered delegate to the Annual Meeting.

§ 10.4 Action of the Association

Division Council action does not represent the policy of the Association unless adopted by or under the authority of the Association House of Delegates or the Association Board of Governors. The Division Council shall choose which resolutions to transmit to the Association.

Article 11 Committees

§ 11.1 Standing Committees

The Chair shall appoint each standing committee (except ex officio members):

- (a) The Resolutions Committee shall be a standing committee.
- (b) The Diversity Committee shall be a standing committee. The Committee shall consist of nine (9) individuals representing diverse student groups. Four (4) seats are reserved for one representative from the following organizations: National Asian Pacific American Law Students Association, National Black Law Students Association, National Latin Law Students Association, and National Native American Law Students Association. Two (2) of the remaining five seats shall be reserved for a student representing law students with disabilities and a student representing LGBTQ law students.
- (c) The Division Council shall organize other standing committees on operations, membership and Student Bar Associations, programming, and communications and publications (although not necessarily under those groupings or names). The Chair shall appoint each committee from the members of the Division Council, the SBA Presidents and the ABA Representatives. Each of these three groups may not make up more than 1/3 of the membership of any committee.
- (d) The Division Council may by a two-thirds vote create any other necessary standing committee. The Assembly or the Division Council may by simple majority instruct such a committee or amend or rescind its charter.

§ 11.2 Special Committees

The Assembly, the Division Council, or the Chair may create any necessary special committee, which the Chair shall appoint. Each special committee shall expire by the next Annual Meeting unless the Assembly or the Division Council (or the Chair-Elect if the Chair created the committee) continues it.

§ 11.3 Oversight

The Division Council may review or revise any action of a committee.

§ 11.4 Competitions Committee

The Law Student Division Competitions Committee ("Competitions Committee"), comprising of volunteer ABA members, shall administer the Law Student Division's national competitions in accordance with guidelines and rules developed by the Competitions Committee.

Article 12 Finance

§ 12.1 Budget

- (a) The Chair and the Division Director, after a report to the Division Council, shall annually recommend a budget to the Association. The budget shall estimate income and shall request appropriations from the Association.
- (b) The Division's fiscal year shall coincide with the Association's.
- (c) Except as provided in § 12.1(a), the Assembly and the Division Council will not have financial or budgetary authority, and such authority will lie with the Division staff, the Association staff, and the Association's Board of Governors.

§ 12.2 Assets

Any income or other property of the Division shall be held by the Treasurer of the Association for the Division's benefit.

§ 12.3 Reimbursement

- (a) The Treasurer of the Association shall reimburse any officer for an official expense upon appropriate documentation as the Division's Chair defines subject to review by the Division Council.

- (b) The Division Council shall provide for reimbursement for the Annual Meeting as the Association authorizes.
- (c) Neither the Division nor the Association is liable for an unauthorized expense that an officer or member incurs.

§ 12.4 Dissolution

The Association shall succeed the Division in case of dissolution.

Article 13 Publications

§ 13.1 Editorial Control

The Communications Delegate shall exercise or delegate to a standing committee editorial control over the Division's publications.

§ 13.2 Magazine

The official publication of record shall be Student Lawyer, which the Association shall publish with the advice of the Director subject to such policies and procedures as the Division Council prescribes.

§ 13.3 Other Publications

The Division may issue any other publication that the Division Council finds worthy of the Division and the Association.

§ 13.4 Copyright

Any publication shall be copyrighted in the name of the Association.

Article 14 Amendment

§ 14.1 Ratification

The Assembly may amend these Bylaws by a resolution adopted by a two-thirds vote.

§ 14.2 Approval

Such a resolution shall not take effect until approved by the Association and shall expire if not so approved before the next Annual Meeting.

§ 14.3 Correction

The Division Council may correct the punctuation, grammar, wording, and numbering of these Bylaws or any amendment if the correction does not change the meaning.