

## **By-Laws**

### **Article I Constitution**

#### **Section 1.01 Constitution.**

The name and purposes of the organization shall be as set forth in the Constitution. These By-Laws, the powers of the organization, and all matters concerning the conduct and regulation of the affairs of the organization shall be subject to the provisions of the Constitution.

### **Article II Location**

#### **Section 2.01 Principal Office.**

The principal office of the organization shall be 4801 Massachusetts Avenue, North West, Washington, District of Columbia 20016.

#### **Section 2.01 Other Offices.**

The organization may not have offices at other places beyond the campus of the Washington College of Law at American University.

### **Article III Purpose**

#### **Section 3.01**

The purpose of the organization shall be set forth in the Constitution.

### **Article IV Membership**

#### **Section 4.01 Qualification.**

There shall be one class of Members, which shall consist of individuals who subscribe to the purposes and goals of the organization. Potential members must be approved for membership upon such terms and conditions that the Executive Officers may from time to time require. Members must be or have been law students at the Washington College of Law at American University.

#### **Section 4.02 Voting.**

All members shall have voting rights.

#### **Section 4.03 Resignation.**

Any member may resign at any time by filing a letter of resignation with the Secretary.

#### **Section 4.04 Removal.**

Any member may be removed from the Membership for reasonable cause, as determined by the Executive Officers in its sole discretion, upon an affirmative vote of a majority of the Executive Officers.

## **Article V Executive Officers**

### **Section 5.01 Powers.**

Subject to the guidance of the Washington College of Law Student Bar Association, the activities and affairs of the organization shall be managed and all powers shall be exercised by or under the direction of the Executive Officers.

### **Section 5.02 Composition.**

The number of the Executive Officers shall be three. A majority of the entire Executive Officers may, at any time, increase or decrease the number of Executive Officers.

### **Section 5.03 Election and Term of Office.**

Executive Officers shall be elected at a designated general meeting in the month of April and each Executive Officer shall hold office until the next successor is elected and qualified, or until his or her death, resignation, or removal. The officers for the first year will be elected at the first official meeting of the JRCLS.

### **Section 5.04 Resignation.**

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

### **Section 5.05 Removal.**

A Executive Officer may be removed from the office for cause by a two-thirds vote of the Executive Officers present at a meeting at which a quorum is present. This vote of removal must also be approved by a majority vote of the general membership. An Executive Officer may only be removed after reasonable notice and opportunity to be heard before the Executive Officers and the general membership.

### **Section 5.06 Vacancies.**

Any vacancy occurring in the Executive Officers may be filled by the affirmative vote and appointment of a majority of the remaining members of the Executive Officers. An Executive Officer, appointed by the remaining Executive Officers, to fill a vacancy shall be appointed to hold office for the unexpired term of his or her predecessor in office.

### **Section 5.07 Compensation.**

Executive Officers shall not receive any salary or compensation for their services to the organization.

## **Article VI Meetings**

### **Section 6.01 General Meetings.**

Regular general meetings of the general membership shall be held at such date, time and place as may be determined by the Executive Officers.

## **Section 6.02. Executive Meetings.**

Executive meeting for the Executive Officers shall be held at such date, time and place as may be determined by the President.

## **Section 6.03 Special Meetings.**

Special Meetings of either the general membership or the Executive Officers may be called by the President or by two or more Executive Officers on four days notice to each Executive Officers and the general membership.

## **Section 6.04 Notice of General Meetings.**

Notice is required for all general meetings. The notice shall specify the place, date, time, and purpose for which the general meeting is called. Three days notice is required for regularly scheduled general meetings. Four days notice is required for special meetings as provided for in Section 6.03 of these By-Laws.

## **Section 6.05 Voting.**

Any member in good standing is entitled to vote at any meeting of the general membership. Whenever any action is to be taken by vote of the members, it shall, except as otherwise required by law or the Constitution, be authorized by a majority of the votes cast at the general meeting. A quorum shall be required to take any action by majority vote.

Any Executive Officer in good standing is entitled to vote at any meeting of the Executive Officers. Whenever any action is to be taken by vote of the Executive Officers, it shall, except as otherwise required by law or the Constitution, be authorized by a majority of the votes case at the executive meeting. A quorum shall be required to take any action by majority vote.

## **Section 6.06 Quorum.**

At all meetings a majority those Executive Officers currently in office or a participation of general members numbering at least three shall constitute a quorum for the actions of the organization. However, if a quorum is not present, three Executive Officers or a majority of general members may adjourn the meeting to another time and place.

## **Section 6.07 Proxies.**

Every member or Executive Officer who is entitled to vote at a meeting may authorize another eligible voter to act for him or her by written, dated, and signed proxy. No proxy shall be valid after 2 months from the date of its execution. Every proxy shall be revocable at the pleasure of the director executing it.

## **Section 6.08 Action Without Meeting.**

Any action required may be taken without a meeting by the President or two other Executive Officers, if such action is promptly reported to the other Executive Officers and the general membership. Prompt reporting in this instance must be initiated within three days.

# **Article VII Executive Officers**

## **Section 7.01 Executive Officers.**

The Executive Officers of the organization shall be President, Vice President, Secretary/Treasurer.

## **Section 7.02 Election and Term of Office.**

The Executive Officers shall be elected as provided for in section 5.03.

## **Section 7.03 President**

The President shall:

- a) Preside at all general and executive meetings,
- b) Hold general responsibility for managing the organization's affairs,
- c) Implement policies established by the Executive Officers,
- d) Use his or her discretion in running the organization's day to day affairs,
- e) Have general supervisory duties,
- f) In absence of the Secretary/treasurer, perform the duties of that office,
- h) Represent the JRCLS at all official functions.

## **Section 7.04 Vice President.**

The Vice President shall:

- a) Perform all duties of the President in absence of the president,
- b) Perform other duties assigned by the President,
- c) Perform other duties assigned by the president.

## **Section 7.05 Secretary/Treasurer**

The Secretary/Treasurer shall:

- a) Give notice of all meetings,
- b) Receive and send correspondence,
- c) Keep and distribute minutes of all meetings,
- d) Take attendance at all meetings and events,
- e) Be responsible for the organization's funds,
- f) Keep account of receipts and expenditures,
- g) Keep the Executive Officers informed of the organization's financial position,
- h) Create the semester budget to be submitted to the Student Bar Association, and
- i) Perform other duties assigned by the president.

## **Article VIII. Amendments**

These By-Laws may be altered or repealed by a two-thirds vote of the Executive Officers. Amendments to the Constitution shall be made by two-thirds vote of the Executive Officers and the approval vote of a majority of the general membership that qualifies as a quorum.