



NATIONAL BLACK LAW STUDENTS ASSOCIATION
1225 11th Street N.W., Washington, D.C. 20001-4217

BYLAWS

ARTICLE I-OFFICERS

Section I

Election Procedures:

Members seeking election to National Offices, before being officially recognized as a candidate, must sign a statement that statement includes; 1) the fiduciary duty of Board Members of the Association; 2) a description of the duties of the particular office; and 3) a pledge to fulfill the purpose of NBLSA pursuant to Article II of the Constitution.

National Appointment Procedures:

The National Chair will appoint new National Executive Board members to vacant National Executive Board positions with the consent of the remaining National Executive Board members; after such members are given the opportunity to review the resumes of all other applicants; upon notice to the membership in the “Call for Appointed Officers” which has been disseminated to the membership via email and posted on the NBLSA.org website no longer than 4 weeks after the conclusion of the National Convention. The “Call for Appointed Officers” shall include a list of the positions available including:

- a. A list of the positions available,
- b. Job description for each available position, and
- c. A description of the appointment process.

The National Chair shall conduct the appointment process in the following manner.

- a. No later than 10 business days after receiving the applications for appointed officers, provide copies of the resumes and letters of intent from all prospective appointees to the incoming National Executive Board.
- b. The chair shall provide a disclosure statement to the incoming National Executive Board, providing full explanation of any past relationships with the prospective appointees.
- c. The Chair shall make recommendations to the voting members of the National Executive Board. Appointment shall be conditioned upon simple majority vote of voting, elected members of the National Executive Board (i.e., Vice Chair, Treasurer, Secretary, Regional Chairs, Director of Thurgood Marshall, Director of Fredrick Douglass, Director of Programming, and Director of Community Service). In the event of a tie, the National Chair shall cast the tie-breaking vote.

Section II

Elected Officers

A. The National Chair will:

1. Exercise general authority over the business and activities of NBLSA;
2. Coordinate the activities of the National Executive Board to ensure implementation of all internal and external tasks;
3. Chair all National Executive Board Meetings;
4. Present ideas and propose directions for the organization;
5. Preside over the General Assembly;
6. Serve as an ex-officio member of all NBLSA committees;
7. Serve as the National Black Law Students Association representative to the National Executive Boards of such organizations including but not limited to the: National Conference of Black Lawyers, Council on Legal Education Opportunities, National Bar Association, American Bar Association Law Student Division, Hispanic National Bar Association Law Student Division, and other such organizations as the National Executive Board or General Assembly shall assign;
8. Co-sign with the National Treasurer and/or regularly review, all checks issued by NBLSA¹;
9. Produce a quarterly report to be distributed to the National Executive Board that details the status of NBLSA;
10. Attend Regional Conferences as the National Executive Board representative whenever financially and logistically feasible;
11. Appoint staff persons and committees in accordance with Article V, Section 4(e) of the Constitution;
12. May select an Internal and/or External Chief of Staff, who will perform duties as assigned by the Chair and be a non-voting member of the National Executive Board;
13. Compile a brief synopsis of his/her yearly activities for the NBLSA National Annual Report; and
14. Produce an official transition report at the close of the term of office.
15. NBLSA will help subsidize the National travel costs of the Chair according to the following limitations:
 - a. The total travel reimbursement will be up to 50% of the total cost, excluding all other sources of funding, not to exceed \$4,000.00.
 - b. All travel costs must be reimbursed pursuant to the NBLSA reimbursement policy.
 - c. Travel costs are limited to hotel stay and transportation.
 - d. The chair has made diligent efforts to limit expenses to be determined by the National Treasurer and Regional Chairs by majority vote.
 - e. The monetary figure listed in (a) will be reviewed annually by the executive board and presented for approval to the plenary body for consistency with current economic needs.

¹ The check co-signature and transaction review options are provided to 1) afford sufficient flexibility to ensure timely payment as the co-signing parties are usually not in the same locale and 2) account for instances, such as electronic payment, where a co-signature is not possible. All spending is governed by an independent financial policy and subject to the review of the entire National Executive Board.

B. The National Vice-Chair will:

1. Exercise general executive authority over the business and activities of NBLSA, and chair all National Executive Board meetings and other functions in the event of the incapacity or absence of the National Chair;
2. Serve as an internal manager to the National Executive Board and oversee all intraboard relations;
3. Serve as an ex-officio member of all NBLSA committees;
4. Attend Regional Conventions as the National Executive Board representative when the Chair is unable to attend, whenever financially and logistically feasible;
5. Develop and finalize the National Executive Board meeting agendas in accordance with the ideas and input of the National Chair;
6. Serve as Chair of the Grievance Committee and present periodic reports to the National Chair;
7. Evaluate National projects, programs, and initiatives proposed by National Executive Board members;
8. Perform such other functions and exercise such further duties as the National Chair, the National Executive Board, or the General Assembly may assign;
9. Compile a brief synopsis of his/her yearly activities for the NBLSA National Annual Report; and
10. Produce an official transition report at the close of the term of office.

C. The National Secretary will:

1. Maintain and distribute the minutes and agenda for all meetings of the National Executive Board and the General Assembly;
2. Develop an operational calendar of National events;
3. Disseminate a copy of the National calendar to the Regional Chairs and the Chapter Presidents;
4. Maintain adequate distribution of the official NBLSA stationary to all National Executive Board members;
5. Coordinate the National Executive Board meetings, including the meeting sites;
6. Collect and maintain the officers' reports for the National Executive Board meetings;
7. Utilize audio and/or video technology to record Plenary sessions at the National Convention;
8. Maintain frequent communication with Regional Secretaries;
9. Perform such other functions and exercise such further duties as the National Chair, the National Executive Board, or the General Assembly may assign;
10. Compile a brief synopsis of his/her yearly activities for the NBLSA National Annual Report; and
11. Produce an official transition report at the close of the term of office.

D. The National Treasurer will:

1. Handle all funds and securities of NBLSA and ensure that they are deposited in such facility, and in such a manner, as the National Executive Board may designate;
2. Assure that entries are regularly made in the financial records, accounting for all funds received and disbursed by NBLSA;
3. Submit the financial records of NBLSA to a Certified Public Accountant;
4. Determine, together with the other National officers, the allocation of the NBLSA financial resources to allow for a steady cash flow;
5. Provide financial reports at each National Executive Board meeting including all expenses and deposits into the National Account;

6. Design, implement, and monitor a financial policy related to expenditures and cash flow for the Association with the approval of the National Executive Board;
7. Develop an annual National Budget and submit it to the National Executive Board for approval at the first regularly scheduled Board meeting. This National Budget must include:
 - a. Statement of accounts;
 - b. Statement of unpaid bills with explanation;
 - c. Statement of transfers between accounts;
 - d. Statement of income;
 - e. Detailed account of how all funds were used;
 - f. Detailed account of all anticipated expenses based on future program needs, history, and accounting for emergencies; and
 - g. All other items the National Treasurer deems necessary
8. Present a National Financial Report at the final meeting of the General Assembly at the National Convention;
9. Co-sign, with the National Chair and/or provide the National Chair with appropriate access and reports to review all checks issued by NBSA and all NBSA bank account activity on a bi-monthly basis²;
10. Evaluate alternative dues petitions pursuant to Article VIII, Section 2 of the Constitution;
11. File annual corporate reports on behalf of NBSA;
12. File annual IRS tax-exempt organization forms;
13. Serve as the Chair of the Finance Committee and present periodic reports to the National Chair;
14. Maintain frequent communication with Regional Treasurers;
15. Perform such other functions and exercise such further duties as the National Chair, the National Executive Board, or the General Assembly may assign;
16. Compile a brief synopsis of his/her yearly activities for the NBSA National Annual Report; and
17. Produce an official transition report at the close of the term of office.

E. The National Director of the Frederic Douglass Moot Court Competition (“FDMCC”) will:

1. Appoint a National Moot Court Review Board (“NMCRB”) made up of at least one law school professor, at least three but no more than five practitioners of at least one year of appellate experience, and one NBSA alumnus who has competed within the last five years.
 - a. The NMCRB is an external sub-committee of the NBSA National Executive Board and reports directly to the National Director of FDMCC. The National Director of FDMCC is charged with the fiduciary duty of reporting findings, comments, and concerns of the NMCRB to the National Chair and the National Executive Board.
 - b. The NMCRB will assist the National Director in drafting the competition rules, reviewing the competition problem, and creating the Official FDMCC Judges Manual.

² The check co-signature and transaction review options are provided to 1) afford sufficient flexibility to ensure timely payment as the co-signing parties are usually not in the same locale and 2) account for instances, such as electronic payment, where a co-signature is not possible. All spending is governed by an independent financial policy and subject to the review of the entire National Executive Board

2. Appoint a National Moot Court Specialist (“NMCS”). The NMCS must be a NBLSA member in good standing to serve, and his/her appointment is subject to approval by the National Executive Board;
3. Coordinate the Annual Frederick Douglass Moot Court Competition according to the Frederick Douglass Moot Court Competition Handbook which includes, but is not limited to:
 - a. The National Director of FDMCC is charged with the preparation, dissemination, and operation of the FDMCC. He/She has decision making authority over solicitation, purchasing of the problem and the official rules, subject to ultimate approval by the National Executive Board.
 - b. A preliminary, substantial draft of the FDMCC problem must be completed by July 25th of each year;
 - c. A final draft of the FDMCC problem must be completed by the end of the third week of August of each year; and
 - d. The FDMCC must be distributed to all schools via the NBLSA website and/or a widely acceptable computerized legal research database (e.g. Westlaw or Lexis-Nexis) by September 15th of each year.
4. Actively seek accreditation and recognition for the FDMCC among legal institutions, organizations, and the legal community;
5. Determine the initial registration fee for the FDMCC and present it to the National Executive Board for approval. The National Director of FDMCC should factor in the amount of dues location of the National Convention and any other fiscal matter bearing on the cost of participating in the FDMCC;
6. Conduct an Annual Directors of FDMCC meeting, held in conjunction with the Annual Directors of TMMTC meeting prior to September 15th each year where the Regional Directors of the FDMCC (or persons charged with the administration of the FDMCC at the regional level, if none then the Regional Chair) will be charged to attend. The purpose and schedule of the annual meeting is:
 - a. To instruct all Regional Directors of FDMCC on the proper administration of the competition at the Regional level;
 - b. To go through the rules and procedures of communication, competition, eligibility, and the like;
 - c. To disseminate one (1) copy of the FDMCC Competition Handbook, as amended, to each Regional Director of FDMCC; and
 - d. To advise or instruct the Regional Directors of FDMCC on any other administrative, fiscal, procedural, or otherwise that is pertinent to the competition.
 1. The Annual Directors of FDMCC meeting will begin in 2005 and will proceed as follows:
 - a. Northeast Region
 - b. South West Region
 - c. Southern Region
 - d. Western Region
 - e. Mid-Atlantic Region
 - f. Midwest Region
 2. If financial constrains prevent an in person meeting, the Annual Directors of FDMCC meeting may be conducted via conference call.
7. Maintain frequent communication with Regional Directors of FDMCC;
8. Perform such other functions and exercise such further duties as the National Chair, the National Executive Board, or the General Assembly may assign;
9. Compile a brief synopsis of his/her yearly activities for the NBLSA National Annual Report;

10. Produce an official transition report at the close of the term of office and;
11. Attend the regional competitions. NBLSA will help subsidize the National travel costs of the National FDMCC Director according to the following limitations:
 - a. The maximum total travel reimbursement will be up to 50% of total travel costs, excluding all other sources of funding, not to exceed \$1,500.00.
 - b. All travel costs must be reimbursed pursuant to the NBLSA reimbursement policy.
 - c. Travel costs are limited to hotel stay and transportation associated with attending regional competitions only.
 - d. The National FDMCC Director has made diligent efforts to limit expenses to be determined by the National Treasurer and Regional Chairs by majority vote.
 - e. The monetary figure listed in (a) will be reviewed annually by the executive board and presented for approval to the plenary body for consistency with current economic needs.

F. The National Director of the Thurgood Marshall Mock Trial Competition (“TMMTC”) will:

1. Appoint a National Mock Trial Review Board (“NMTRB”) that is made up of at least one law school professor, at least three but no more than five practitioners of at least five years litigation experience, and one NBLSA alumnus that has competed within the last five years.
 - a. The National Director of TMMTC is charged with the preparation, dissemination, and operation of the TMMTC. He/She has decision making authority over solicitation, purchasing of the problem and the official rules, subject to ultimate approval by the National Executive Board.
 - b. The NMTRB is an external sub-committee of the NBLSA National Executive Board and reports directly to the National Director of TMMTC. The National Director of TMMTC is charged with the fiduciary duty of reporting findings, comments, and concerns of the NMTRB to the National Chair and the National Executive Board.
 - c. The NMTRB will assist the National Director in drafting the competition rules, reviewing the competition problem and creating the Official TMMTC Judges Manual.
2. Appoint a National Mock Trial Specialist (“NMTS”). The NMTS must be a NBLSA member in good standing to serve; his/her appointment is subject to approval by the National Executive Board.
3. Coordinate the Annual Thurgood Marshall Mock Trial Competition according to the Thurgood Marshall Mock Trial Handbook, which includes:
 - a. A preliminary substantial draft of the TMMTC problem shall be completed by July 25th of each year;
 - b. A final draft of the TMMTC problem must be completed by the end of the third week of August of each year; and the TMMTC must be distributed to all schools via the NBLSA website and/or a widely acceptable computerized legal research database (e.g. Westlaw or Lexis-Nexis) by September 15th of each year of competition.
4. Actively seek accreditation and recognition for the TMMTC among legal institutions, organizations, and the legal community.
5. Determine the initial registration fee for the TMMTC and present it to the National Executive Board for approval. The National Director of the TMMTC should factor in the amount of dues, location of the National Convention, and any other fiscal matter bearing on the cost of participating in the TMMTC.

6. Conduct an annual Directors of TMMTC meeting, held in conjunction with the annual Directors of FDMCC meeting, in August of each year where the Regional Directors of the TMMTC (or persons charged with the administration of the TMMTC at the regional level, if none then the Regional Chair) will be charged to attend. The purpose and schedule of the annual meeting is:
 - a. To instruct all Regional Directors of TMMTC on the proper administration of the competition at the Regional level;
 - b. To go through the rules and procedures of communication, competition, eligibility, and the like;
 - c. To disseminate one (1) copy of the TMMTC Competition Handbook, as amended, to each Regional Director of TMMTC;
 - d. To advise or instruct the Regional Directors of TMMTC on any other administrative, fiscal, procedural, or otherwise that is pertinent to the competition; and
 1. The Annual Directors of TMMTC meeting will begin in 2005 and will proceed as follows:
 - a. Northeast Region
 - b. South West Region
 - c. Southern Region
 - d. Western Region
 - e. Mid-Atlantic Region
 - f. Midwest Region
 2. If financial constraints prevent an in-person meeting the Annual Directors of TMMTC meeting may be conducted via conference call.
7. Maintain frequent communication with Regional Directors of TMMTC;
8. Perform such other functions and exercise such further duties as the National Chair, the National Executive Board, or the General Assembly may assign;
9. Compile a brief synopsis of his/her yearly activities for the NBLSA National Annual Report;
10. Produce an official transition report at the close of the term of office and;
11. Attend Regional competitions. NBLSA will help subsidize the National travel costs of the National TMMTC Director according to the following limitations
 - a. The maximum total travel reimbursement will be up to 50% of total travel costs, excluding all other sources of funding, not to exceed \$1500.00.
 - b. All travel costs must be reimbursed pursuant to the NBLSA reimbursement policy.
 - c. Travel costs are limited to hotel stay and transportation associated with attending regional competitions only.
 - d. The National TMMTC Director has made diligent efforts to limit expenses to be determined by the National Treasurer and Regional Chairs by majority vote.
 - e. The monetary figure listed in (a) will be reviewed annually by the executive board and presented for approval to the plenary body for consistency with current economic needs.

G. The National Director of Community Service will:

1. Coordinate and execute all community affairs project undertaken on a National or multi-Regional level;
2. Provide for the recognition of a small, medium, and large chapter, one from each region, who have developed model community service programs;
3. Publicize the Annual Community Service Handbook or supplement to be distributed to all chapters upon receipt of National membership dues,

- a. An outline of the model programs recognized during the National Convention.
4. Organize the Community Service project to be conducted during the National Convention;
5. Maintain frequent communication with Regional Directors of Community Service;
6. Perform such other functions and exercise such further duties as the National Chair, the National Executive Board, or the General Assembly may assign;
7. Compile a brief synopsis of his/her yearly activities for the NBLSA National Annual Report; and
8. Produce an official transition report at the close of the term of office.

H. The National Director of Programming will:

1. Develop and evaluate National programs that keep with the goals of NBLSA;
2. Work with the Regional Chairs to develop and coordinate uniform programs to maintain the goals of NBLSA;
3. Serve on the National Convention Committee and work with the National Convention Coordinator to coordinate National program activities for the National Convention;
4. Assist the National Director of International Relations with the formulation of an international relations programmatic strategy that identifies and raises the awareness of NBLSA members regarding international issues impacting the Black communities around the world and the international legal norms;
5. Ensure that the annual Regional Conventions reflect the National ideas and focus;
6. Oversee any Regional programs funded as National projects (e.g., Regional Academic Retreats);
7. Develop methods to facilitate the implementation of National programs at the local level;
8. Maintain frequent communication with the Regional Directors of Programming from each Region;
9. Perform such other functions and exercise such further duties as the National Chair, the National Executive Board, or the General Assembly may assign;
10. Compile a brief synopsis of his/her yearly activities for the NBLSA National Annual Report; and
11. Produce an official transition report at the close of the term of office.

I. The National Attorney General will:

1. Research current legal issues facing the African-American Community;
2. Prepare memoranda to increase NBLSA awareness of legal issues;
3. Prepare Amicus Curiae briefs to support cases affecting the African-American Community;
4. Coordinate with members of Congress to define issues affecting the African American community;
5. Prepare memoranda to be distributed nationally regarding Congressional issues that affect the African American community;
6. Coordinate NBLSA participation regarding such issues;
7. Plan NBLSA participation in the Congressional Black Caucus Annual Conference;
8. Make official statements on behalf of NBLSA with the approval of the National Chair;
9. Maintain frequent communication with liaisons from each Region;
10. Perform such other functions and exercise such further duties as the National Chair, the National Executive Board, or the General Assembly may assign;
11. Compile a brief synopsis of his/her yearly activities for the NBLSA National Annual Report; and
12. Produce an official transition report at the close of the term of office.

J. The Regional Chair will:

1. Exercise general executive authority over the business and activities of his/her respective Region with the appropriate deference to the National Executive Board and the National Chair;
2. Disseminate National and Regional information throughout his/her Region;
3. Ensure the implementation of nationally mandated projects, in accordance with Article XIV of the Constitution, on a Regional level, including conducting a community service project at their respective Regional Conventions;
4. Ensure the receipt of funds from the National Executive Board and/or other sources in order to finance Regional programs and operations;
5. Organize Regional Conventions pursuant to Article III, Section III of these Bylaws;
6. Perform such other functions and exercise such further duties as the National Chair, the National Executive Board, or the General Assembly may assign;
7. Compile a brief synopsis of his/her yearly activities for the NBLSA National Annual Report; and
8. Produce an official transition report at the close of the term of office.

Section III

Appointed Officers

A. The National Director of Communications will:

1. Coordinate internal and external communication of information;
2. Publish and circulate a national newsletter entitled, *The Legal Pad*, twice during the term of office:
 - a. The National Director of Communications must solicit the commitment of one chapter to produce and circulate the newsletter to all chapters. That chapter will be known as the National Newsletter Chapter;
3. Evaluate, approve, and finalize the general conduct of *The Legal Pad*;
4. Maintain communication with Regional liaisons;
5. Maintain and disseminate information on the NBLSA listserv;
6. Maintain and facilitate postings on the NBLSA Blog
7. Prepare and review material for the official NBLSA website as needed;
8. Develop communication policies and procedures;
9. Prepare and submit articles affecting the public image of NBLSA to other publications, subject to approval by the National Executive Board;
10. Perform such other functions and exercise such further duties as the National Chair, the National Executive Board, or the General Assembly may assign;
11. Compile a brief synopsis of his/her yearly activities for the NBLSA National Annual Report; and
12. Produce an official transition report at the close of the term of office.

B. The National Director of Corporate Relations will:

1. Solicit funding from corporate and secondary sources in the form of sponsorships and tax deductible gifts to NBLSA;
2. Prepare and finalize the solicitation packets that will be distributed to potential sponsors;
3. Design, implement, and monitor a corporate relations policy related to solicitation of sponsorship and tax deductible gifts for NBLSA and its regions;
4. Assist Regional Directors of Corporate Relations in developing Regional

solicitation strategies;

5. Maintain frequent communication with the Regional Directors of Corporate Relations;
6. Perform such other functions and exercise such further duties as the National Chair, the National Executive Board, or the General Assembly may assign;
7. Compile a brief synopsis of his/her yearly activities for the NBLSA National Annual Report; and
8. Produce an official transition report at the close of the term of office.

C. The National Director of Membership will:

1. Distribute information regarding the membership process to potential chapters of NBLSA;
2. Compile membership statistics and make them available to the National Executive Board;
3. Maintain updated data regarding membership;
4. Work, through Regional liaisons, to reactivate inactive chapters and establish contact at law schools that do not have NBLSA chapters;
5. Serve as the Chair of the Membership Committee;
6. Maintain frequent communication with the Regional liaisons;
7. Perform such other functions and exercise such further duties as the National Chair, the National Executive Board, or the General Assembly may assign;
8. Compile a brief synopsis of his/her yearly activities for the NBLSA National Annual Report; and,
9. Produce an official transition report at the close of the term of office.

D. The National Director of Education & Career Development will:

1. Administer the Sandy Memorial Scholarship for members of NBLSA who write outstanding essays on the National Convention theme;
2. Manage and coordinate the activities of Regional Job Fairs;
3. Perform such other functions and exercise such further duties as the National Chair, the National Executive Board, or the General Assembly may assign;
4. Compile a brief synopsis of his/her yearly activities for the NBLSA National Annual Report; and
5. Produce an official transition report at the close of the term of office.

E. The National Financial Secretary will:

1. Monitor the financial policies and procedures as set by the National Treasurer with the approval of the National Executive Board;
2. Assist the Regional Treasurers in performing their duties on an as-needed basis;
3. Serve as a member of the Finance Committee;
4. Update and maintain the national banking relationship database;
5. Update and maintain the national database of law school support;
6. Complete financial projections for convention travel expenses, Frederick Douglass Moot Court Competition expenses, and Thurgood Marshall Mock Trial Competition expenses, as necessary;
7. Perform such other functions and exercise such further duties as the National Treasurer, National Chair, the National Executive Board, or the General Assembly may assign;
8. Compile a brief synopsis of his/her yearly activities for the NBLSA National Annual Report; and
9. Produce an official transition report at the close of the term of office.

F. The National Convention Coordinator will:

1. Confirm a Host Chapter for the National Convention, subject to the approval of the National Executive Board;
2. Be responsible for all facets of the National Convention, subject to the approval of the National Executive Board, including, but not limited to:
 - a. Convention Site Selection
 - b. Convention Theme
 - c. Develop a Convention agenda
 - d. Event Scheduling
 - e. Marketing
 - f. Registration Activities
 - g. All other duties necessary to execute the National Convention
3. Serve as Chair of the National Convention Committee;
4. Perform such other functions and exercise such further duties as the National Chair, the National Executive Board, or the General Assembly may assign;
5. Compile a brief synopsis of his/her yearly activities for the NBLSA National Annual Report; and
6. Produce an official transition report at the close of the term of office.

G. The National Parliamentarian will:

1. Serve as an advisor and counsel the National Chair and NBLSA on the Parliamentary Procedure;
2. Serve as the advisor to the National Executive Board on the NBLSA Constitution and Bylaws, and, in accordance with Article XIII, decide all questions of interpretation and construction of the parliamentary authority and procedural rules of NBLSA;
3. Be responsible for providing all delegates with the current procedural rules;
4. Coordinate National election procedures at the National Convention;
5. Chair the Constitution/Bylaws Committee;
6. Maintain frequent communication with Regional Parliamentarians;
7. Serve as an ex-officio member of all National Association committees;
8. Perform such other functions and exercise such further duties as the National Chair, the National Executive Board, or the General Assembly may assign;
9. Compile a brief synopsis of his/her yearly activities for the NBLSA National Annual Report; and
10. Produce an official transition report at the close of the term of office.

H. The National Historian will:

1. Prepare a narrative account of the Association's activities during the term of office, which when approved by the National Executive Board, shall become a permanent part of the Association's official history;
2. Serve as custodian of the collection of documents, books, or other written or printed matter, has custody of these items, - or at least designate a centralized location for the custody of these items—and control over the access of such items to officers Active Chapters and Active Members of the Association;
3. Compile the NBLSA "Legal Pad" magazine that shall contain the following information included but not limited to:
 - a. Update from Regional activities for the year
 - b. Special rules, if any, adopted or rejected by the Association
 - c. Resolutions adopted or rejected by legislative bodies of the Association
 - d. Information on any special projects or initiatives of the Association
 - e. A list of all persons serving on the executive board of the Association

- f. The “Legal Pad” shall be distributed to every chartered chapter of NBLSA.
- 4. Perform such other functions and exercise such further duties as the National Chair, The National Executive Board, or the General Assembly may assign;
- 5. Compile a brief synopsis of his/her yearly activities for NBLSA National Annual Report; and
- 6. Produce an official transition report at the close of the term of office.

I. The National Director of the Pre-Law Student Division will:

- 1. Create pre-law collegiate chapters of NBLSA;
- 2. Keep pre-law student and law student members, as well as the National Executive Board, informed of the status of the collegiate chapters and general membership;
- 3. Suggest, create, and implement programs, projects, and activities for the development and benefits of Pre-Law Division;
- 4. Disseminate NBLSA information to Pre-Law members;
- 5. Maintain frequent communication with regional Pre-Law counterparts;
- 6. Work with the Regional Directors of the Pre-Law Division to develop and maintain a database of Pre-Law advisors and Pre-Law student organizations at undergraduate institutions;
- 7. Perform such other functions and exercise such further duties as the National Chair, the National Executive Board and the General Assembly may assign;
- 8. Administer the Nelson Mandela Scholarship for pre-law students of African descent based on the criteria, subject to the approval of the National Executive Board.
- 9. Serve as chair of the Pre-Law Student Division Committee;
- 10. Compile a synopsis of his/her yearly activities for the BLSA National Annual Report
- 11. Produce an official transition report at the close of the term of office

J. The National Director of the Nelson Mandela International Negotiations Competition (NMINC) will:

- 1. Coordinate the Nelson Mandela International Negotiations Competition according to the INC Rules as created and edited by the National Director of the NMINC.
- 2. Be charged with preparation, dissemination, and operation of the NMINC.
 - a. He/she has decision making authority over solicitation, purchasing or creation of the problem, and the official rules subject to ultimate approval by the National Executive Board
- 3. Appoint a National International Negotiations Specialist (NINS). The NINS must be a NBLSA member in good standing to serve, and his/her appointment is subject to approval by the National Executive Board;
- 4. Actively seek accreditation and recognition for the NMINC among legal institutions, organizations, and the legal community;
- 5. Determine the registration fee according to the needs of the NMINC and present it to the National Executive Board for approval. The National Director of the NMINC should factor in the amount of dues, location of the National Convention and any other fiscal matter bearing on the cost of participating in the NMINC; perform such other functions and exercise such further duties as the National Chair, the National Executive Board, or the General Assembly may assign.
- 6. Compile a brief synopsis of his/her yearly activities for the NBLSA National Annual Report; and
- 7. Produce an official transition report at the close of the term of office.

K. The National Director of Social Action will:

1. Execute grassroots initiatives that support the Attorney General's legislative and litigation-based advocacy;
2. Coordinate with other National officers and Regional liaisons to carry out NBLSA's social justice initiatives;
3. Provide for the recognition individuals and chapters, who are active in their community advocating for NBLSA's social justice initiatives;
4. Perform such other functions and exercise such further duties as the National Chair, the National Executive Board and the General Assembly may assign;
5. Compile a brief synopsis of his/her yearly activities for the NBLSA National Annual Report; and
6. Produce an official transition report at the close of the term of office.

L. The National Director of Public Relations will:

1. Develop and execute, with the approval of the National Chair, NBLSA's public relations strategy;
2. Develop press kits and prepare press releases, presentations, and talking points for external audiences;
3. Cultivate and maintain media contact and distribution lists specific to NBLSA's advocacy and branding objectives;
4. Maintain and expand NBLSA's presence via the website, social media, and other media outlets;
5. Perform such other functions and exercise such further duties as the National Chair, the National Executive Board and the General Assembly may assign;
7. Compile a brief synopsis of his/her yearly activities for the NBLSA National Annual Report; and
8. Produce an official transition report at the close of the term of office.

M. The National Director of International Relations will:

1. Represent, with the approval of the National Chair, NBLSA's interests internationally;
2. Create programming initiatives in conjunction with the National Director of Programming that raises awareness of international issues impacting Black communities around the world and educate NBLSA members about international legal norms and procedures;
3. Serve as Co-chair of the National International Committee with Black Law Students Association of Canada (BLSAC) counterpart;
4. Maintain regular communication with the Black Law Students' Association of Canada;
5. Coordinate with the National Director of Corporate Relations regarding sponsorships for NBLSA's international initiatives;
6. Compile a brief synopsis of his/her yearly activities for the NBLSA National Annual Report; and Produce an official transition report at the close of the term of office.

N. The National Director of Alumni Affairs and Development will:

1. Implement programs to foster relationships between NBLSA alumni and current NBLSA members;
2. Serve as the liaison to the National Bar Association and all other external organizations partnering with NBLSA;
3. Communicate regularly with the Regional Directors of Alumni Affairs and advise as necessary;
4. Coordinate alumni receptions for National events;

5. Assist with the coordination of Regional alumni receptions as necessary;
6. Solicit and present nominees for the Alumni Spotlight and Hall Of Fame Induction for approval to the Alumni Affairs Committee;
7. Develop and maintain a national alumni database;
8. Share the updated national alumni database with Regional Directors of Alumni Affairs on a monthly basis;
9. Oversee publication of The Alumni Spotlight;
10. Perform such other functions and exercise such further duties as the National Chair, the National Executive Board, or the General Assembly may assign.

O. The National Executive Board shall appoint an Accountant.

1. The Accountant shall be responsible for:
 - a. Tax preparation for the organization-All tax preparation shall be done and submitted to the IRS by the Accountant. Such tasks shall not be the responsibility of any National Executive Board member.
 - i. The National Treasurer shall retain all documents prepared by the Accountant and shall have the authority to review such documents prior to their submission to the IRS.
 - b. Auditing both the National and Regional accounts on a bi-annual basis.
2. The National Executive Board, particularly the National Treasurer, must ensure that ALL accounting information (Regional and National) and documents needed to carry out the above mentioned tasks are provided to the Accountant on a timely basis and that the Accountant performs the tasks required of him/her and that the organization is in compliance with Federal regulation.

Section IV

Termination of National Executive Board Members:

Any National Executive Board member of NBLSA may be impeached and removed from the respective position by an affirmative vote of: no less than two-thirds of the members in good standing of the General Assembly; or in absence of the General Assembly; two-thirds vote of all remaining officers of the National Executive Board.

Where a Regional Chair is removed from their position by the National Executive Board, the Regional Chair shall be given an opportunity to appeal the decision. Where a Regional Chair is removed by his/her Regional Executive Board, the Regional Chair shall be given the opportunity to appeal the decision in accordance with Article XII, Section III of the NBLSA Constitution.

In both instances, such appeal will be heard by an ad hoc panel comprised of two (2) members (the Regional Vice-Chair and one other officer selected by the National Chair) of their Regional Executive Board and two (2) members of the National Executive Board (the National Vice-Chair and one other board member selected by the National Chair). In the Event of a deadlock, the National Chair shall make the final decision.

Succession of Officers:

If the National Chair is unable to complete a term of office, the National Vice-Chair will automatically become National Chair for the remainder of the term. If the Vice-Chair is unable to fulfill this duty, an acting Chair will be elected by simple majority vote of the National Executive Board.

If any other National Officer is unable to complete a term of office the National Chair will appoint a replacement with the approval of the National Executive Board, to serve the

remainder of the term. If a Regional Chair is unable to complete a term of office, a, the manner of succession will be determined by the Region.

ARTICLE II- COMMITTEES

Section I

A. The National Constitution and Bylaws Committee will:

1. Consist of no less than six (6) members: the National Parliamentarian, who will serve as the Chair, the Regional Parliamentarians, and an additional member of the National Executive Board recommended by the National Chair and approved by the National Executive Board and shall be appointed at the first regular Board meeting.
2. Have the following responsibilities:
 - a. Formulate and distribute guidelines and procedures governing the manner in which proposed constitutional and bylaw amendments are to be (a) structured or written (b) submitted, and (c) distributed;
 - b. Put proposed constitutional and bylaw amendments in proper form, eliminating duplication where similar amendments are offered in logical sequence;
 - c. Review all proposals to amend the National Constitution and Bylaws to determine the effect proposals will have on the NBLSA governing documents;
 - d. Review all proposals to amend Regional Bylaws to ensure that the proposed changes do not conflict with the National Constitution and Bylaws;
 - e. Recommend changes to the National Constitution and Bylaws based on changes of the NBLSA operating procedures;
 - f. Publish, by March 31st of each year, a list and explanation of any National Executive Board policies and standing rules which are currently in effect and are not included in the National documents;
 - g. Coordinate and supervise the constitutional and bylaw amendment session;
 - h. Formulate, distribute and prepare for adoption a group of rules known as the "Standing Rules of the Convention," which contain both parliamentary rules relating to the conduct of business and non-parliamentary rules; and
 - i. Perform other tasks as assigned by the National Executive Board.
3. Make recommendations to the National Executive Board or to NBLSA as appropriate. Recommendations may include, but are not limited to, any conflicts that the amendments may cause within NBLSA's governing documents, the appropriateness for inclusion of the proposed amendment to the particular governing document, and any violations of the Constitution caused by proposed amendments to the Bylaws.

B. The National Convention Committee will:

1. Consist of no less than six (6) members: the National Convention Coordinator and any other person recommended by the National Chair and approved by the National Executive Board and shall be appointed at the first regular Board meeting.
2. Have the following responsibilities:
 - a. Plan and submit the proposed schedule of meetings, procedures, and special events of the convention, insuring that all interests of NBLSA are balanced as they pertain to the Convention;
 - b. Make recommendations to the National Executive Board concerning Convention registration fees. These fees must be approved at the National Executive Board meeting after the National Budget has been approved;
 - c. Review proposals of potential host schools for the Convention;
 - d. Review the Convention plans frequently to ensure that adequate progress is made;
 - e. Oversee the entire Convention planning process and recommend changes as deemed necessary;

- f. Submit a Convention Report to the National Executive Board for its approval at each National Executive Board meeting; and
 - g. Perform other tasks assigned by the National Chair and the National Executive Board.
3. The National Chair and the Chairs of the Constitution and Bylaws Committee, Membership Committee, Elections Committee, and the Grievance Committee will be ex-officio members of the Convention Committee.

C. The National Membership Committee will:

- 1. Consist of no less than six (6) members and will include the following: the National Director of Membership, National Treasurer, the Regional Chairs, any other members will be appointed at the first regular National Executive Board meeting, subject to the approval of the National Executive Board;
- 2. Have the following responsibilities:
 - a. Coordinate and supervise the registration procedure at the National Convention;
 - b. Determine the membership classification of each chapter upon registration;
 - c. Formulate and distribute information as to the authorized number of votes per chapter;
 - d. Authorize voting delegates and alternate delegates;
 - e. Approve all proxy certifications; and
 - f. Perform other tasks assigned by the National Chair and the National Executive Board.
- 3. Candidates currently seeking election to a National Office of NBLSA are barred from membership on the Membership Committee.

D. The National Elections Committee will:

- 1. Consist of no less than six (6) members: members will be appointed at the first regular National Executive Board meeting, subject to the approval of the National Executive Board;
- 2. Have the following responsibilities:
 - a. Formulate and distribute qualifications, guidelines, and procedures governing; (a) candidate eligibility and (b) campaign activities;
 - b. Determine the eligibility of each candidate;
 - c. Determine if any candidate has violated any election rule(s);
 - d. Determine the appropriate penalties for candidates who have performed acts, which are grounds for disqualification subject to the review of the National Executive Board;
 - e. Determine the voting result structure that will be used in elections, subject to the approval of the National Executive Board;
 - f. Determine an election timeline specifying completion dates for all aspects of the election process and present it to the National Executive Board no later than the last National Executive Board meeting prior to the Annual Convention;
 - g. Recommend changes as needed to improve the election process; and
 - h. Perform other tasks assigned by the National Chair and the National Executive Board.
- 3. Candidates currently seeking election to a National Office of NBLSA are barred from membership on the Elections Committee.

E. The National Grievance Committee will:

- 1. Consist of no less than six (6) members: the National Vice-Chair and other members appointed at the first regular National Executive Board meeting, subject to the approval of the National Executive Board;
- 2. Have the following responsibilities:

- a. Formulate and distribute guidelines and procedures governing the manner in which grievances are to be: (a) structured, (b) submitted, and (c) received; and coordinate and supervise the grievance resolution process;
- b. Formulate and distribute guidelines and procedures governing the manner in which resolutions are to be a) structured or written, b) submitted, and c) distributed;
- c. Put resolutions in proper form, eliminating duplications where similar resolutions are offered and ensuring that all resolutions relating to a specific subject will be offered in a logical sequence; and
- d. Perform other tasks assigned by the National Chair and the National Executive Board.

F. The National International Committee will:

- 1. Consist of no less than six (6), members of NBLSA: National Director of International Relations, who will serve as the co-chair, National Director of Corporate Relations, and other members of the National Executive Board. No less than three (3) and no more than six (6) members of the Black Law Students Association of Canada (BLSAC) shall serve on this committee, with one serving as co-chair. These members will be appointed at the first regular National Executive Board meetings of the respective organizations.
 - a. The Chairpersons of NBLSA and BLSAC shall serve on the International Committee.
- 2. Have the following responsibilities:
 - a. Formulate and implement ways to develop the partnership between NBLSA and Black Law School Association of Canada;
 - b. Plan group events for the organizations; and Executive Board meeting, subject to the approval of the National Executive Board;
 - c. Create and apply a selection rubric for the international service trip scholarship applications; subject to the approval of the National Executive Board;
 - d. Coordinate a NBLSA international service trip that utilizes the skills and resources of NBLSA members and alumni to provide aid to Black communities around the world;
- 3. Perform other tasks assigned by the National Chair and the National Executive Board.
- 4. Sponsor an ongoing program with Kledev Pax Christi Haiti that utilizes the skill set and resources of NBLSA members and alumni to provide aid to children of Cite Soleil over the next 5 years; and educate NBLSA members about international legal norms and procedures among NBLSA members.

G. The National Education Committee will:

- 1. Consist of no less than three (3) members and no more than (6) members of NBLSA: the National Director of Education and Career Development will serve as the Chair and the other members will be appointed at the first regular National Executive Board meeting, subject to the approval of the National Executive Board;
- 2. Have the following responsibilities:
 - a. Administer the Nelson Mandela Scholarship for pre-law students of African descent, the Rodney Pulliam Scholarship and the Sandy Brown Memorial Scholarship for members of NBLSA who write essays on the National Convention theme; and
 - b. Perform other tasks assigned by the National Chair and the National Executive Board.

H. The National Finance Committee will:

- 1. Consist of no less than six (6) members: the National Treasurer, Financial Secretary,

Corporate Relations Director and Regional Treasurers. Any other members are subject to the approval of the National Executive Board;

2. Have the following responsibilities:
 - a. Formulate and distribute guidelines and procedures governing the manner in which finances are to be: (a) structured, (b) submitted, and (c) received; and coordinate and supervise the finance resolution process;
 - b. Formulate and distribute guidelines and procedures governing the manner in which financial resolutions, reimbursements and procurements are to be a) structured or written, b) submitted, and c) distributed;
 - c. Collaborate and create a national finance report that will be presented at the final meeting of the General Assembly at the National Convention by the National Treasurer;
 - d. Put financial resolutions in proper form, eliminating duplications where similar financial resolutions are offered and ensuring that all resolutions relating to a specific concern will be offered in a logical sequence; and
 - e. Perform other tasks assigned by the National Chair and the National Executive Board.

I. The National Magazine Committee will:

1. Consist of no less than three (3) members and no more than (12) members of NBLSA: the National Director of Programming will serve as the Co-Chair with the National Historian and the other members will be appointed at the first regular National Executive Board meeting, subject to the approval of the National Executive Board.
 - a. The National Magazine Committee may consist of General members of NBLSA.
2. Have the following responsibilities:
 - a. Create and publish the NBLSA Legal Pad
 - b. Create marketing strategies to increase subscription for the magazine.

J. The National Pre-Law Student Division Committee will:

1. Consist of the National Director of the Pre-Law Student Division, the National Director of Education and Career Development, the Regional Directors of the Pre-Law Student Division, and three other Pre-Law members appointed by the National Director of the Pre-Law Student Division;
2. Have the following responsibilities:
 - a. Keep pre-law student and law student members, as well as the National Executive Board, informed of the status of Collegiate chapters;
 - b. Suggest, create, and implement programs, benefits, projects, and activities for the developments and benefit of the Pre-Law Student Division;
 - c. Disseminate NBLSA information to Pre-Law members;
 - d. Exercise general executive authority over the business and function of the Pre-Law Division; and
 - e. Perform other tasks assigned by the National Chair and the National Executive Board.
3. The National Pre-Law Division Committee will meet once a month under the direction of the National Director of the Pre-Law Student Division.
4. Emergency meetings of the Pre-Law Student Division Committee will meet at the call of the National Director of the Pre-Law Student Division, National Director of Education and Career Development and/or any one of the Regional Directors of the Pre-Law Student Division.

K. The National Community Service Committee will:

1. Consist of the National Director of Community Service, the National Director of Membership, the Regional Directors of Community Service and any other National Executive Board member appointed at the first regular National Executive Board meeting, subject to the approval of the National Executive Board;
2. Have the following responsibilities:
 - a. Formulate the rubric and distribute the guidelines and procedures for the National and Regional “Chapter of the Year” competitions, including definitions for the sub-categories of “Small”, “Medium” and “Large” chapters;
 - b. Manage, update and publish the National Community Service Handbook;
 - c. Plan and coordinate the community service project to be conducted during the National Convention; and
 - d. Perform other tasks assigned by the National Chair and the National Executive Board.

L. The National Alumni Affairs Committee will:

1. Consist of the National Director of Alumni Affairs, who will serve as Chair, the Regional Directors of Alumni Affairs, and three (3) other National Executive Board Members appointed at the first regular National Executive Board meeting;
2. Have the following responsibilities:
 - a. Develop strategic partnerships that directly benefit alumni members;
 - b. Create and implement programs, projects, and activities for the development and benefit of the alumni members;
 - c. Formulate and implement a strategy to identify and recruit alumni members;
 - d. Disseminate NBLSA information to alumni members;
 - e. Identify an alumnus/a in each region for the monthly Alumni Spotlight initiative;
 - f. Identify and publicize opportunities for alumni involvement in both national and regional programming;
 - g. Facilitate and coordinate the selection of the National Alumni Hall of Fame Induction;
 - h. Perform other tasks assigned by the National Chair and the National Executive Board.
3. The National Alumni Affairs Committee will meet once a month under the direction of the National Director of Alumni Affairs.
4. Emergency meetings of the Alumni Affairs Committee will convene at the call of the National Director of Alumni Affairs, any one of the Regional Directors of Alumni Affairs and/or any other member of the Alumni Affairs Committee.

ARTICLE III - ADVISORY BOARD

Section I

The Purpose of the NBLSA Advisory Board is to advise NBLSA on the implications of decisions made by the organization. The advisory board has the power to make recommendations to the National Executive Board and has a duty to keep them fully informed on the consequences of actions made by the organization and its members.

Section II

The Advisory Board shall meet in person twice a year, once in the spring during the NBLSA National Convention and again in the summer in conjunction with the National Bar Association Conference. At least one member from each area of expertise must participate in a teleconference held once per month.

- A. NBLSA must provide a detailed report to the Advisory Board at least two weeks prior to each in-person meeting. This may include, but is not limited to, all Officer Reports of every National and Regional Officer, all Minutes from all National and Regional Executive Board meetings and conference calls, financial reports and records of the National Executive Board and all Regions, copies of all signed contracts, press releases and position statements, and any other documents the Advisory Board may request.

Section III

The Advisory Board shall be comprised of no more or less than 10 to 12 members who may serve one or two year terms. Advisory Board members are nominated by the National Chair and NBLSA membership-at-large, recommended for appointment by the National Chair, and confirmed by a simple majority of the National Executive Board.

- A. The Advisory Board annual term will begin on the first business day of January and conclude on the final business day of December.
- B. At the beginning of each term, the outgoing National Chair may begin an automatic two-year appointment to the Advisory Board. The National Chair reserves the right to decline automatic appointment to the Advisory Board and/or decline the length of his/her appointment.

Section IV

The Advisory Board shall elect from among themselves a Chair to preside over and set the agenda of Advisory Board meetings and a Secretary to ensure information from the meetings is passed on to NBLSA and its members.

Section V

If an Advisory Board member is unable to conclude the duration of their term, the remaining Advisory Board members and/or the National Chair shall nominate and recommend a qualified individual who will serve a supplemental term to fill the vacant position. Supplemental terms will become effective immediately upon confirmation by a simple majority of the National Executive Board and conclude on the final business day in December of that same year.

Section VI

All members of the advisory committee must be graduates of an ABA approved law school or admitted to practice within at least one of the states of the United States or territories of the United States.

Section VII

The NBLSA Advisory Board is in no way liable for the actions NBLSA and/or its members.

ARTICLE IV -MEETINGS

Section I

National Executive Board Meetings

Each incoming Board will establish, before the adjournment of the Convention, the time and place of the first regular Board meeting, to be held no later than June 30th. At the first regular Board meeting the National Chair will determine the meeting schedule, subject to the approval of the National Executive Board.

- A. Board members are required to attend or send a representative to all National Executive Board meetings.
 - 1. The NBLSA Secretary and Parliamentarian must be notified of the name and position of the member serving as a representative in writing prior to any meeting.
 - 2. The representative must be fully capable, meaning trained by the absent board member, of fulfilling the duties expected of the absent board member at the executive board meeting.
 - 3. Representatives shall not be a current National Executive Board Member.
- B. National Executive Board members with absences determined to be unexcused will be expelled from the National Executive Board.
 - 1. In case of expulsion, the National Executive Board will select a new At-Large Board member or request the particular region to select a new regional representative to the National Executive Board.
 - 2. Expulsion will be publicized in The 14th Amendment or other publications.
 - 3. The National Executive Board will not expel members with extenuating circumstances, e.g., death in immediate family or sudden illness.

Section II

Mandatory Joint Regional Executive Board Meeting

The National Executive board is required to host at least one joint executive board meeting with all Regional Executive Boards per year.

Section III

National Convention General Assembly

The regular meeting of NBLSA during the spring will be known as the Annual National Convention General Assembly. It will be for the purpose of conducting the business of NBLSA, electing officers, receiving reports, appointing staff members, and committees.

- A. The National Convention will be constructed in accordance with the NBLSA Constitution, NBLSA Bylaws, and any resolution approved by the National Executive Board.
- B. The term “General Assembly” or “General Membership” will mean a meeting composed of representatives of the member chapters.
- C. The General Assembly will have all powers not specifically delegated to the officers and members of NBLSA.
- D. All NBLSA business, subject to a vote of the General Assembly will be determined by a simple majority vote of a quorum, unless otherwise provided.
- E. The General Assembly may review all issues decided by the National Executive Board. The General Assembly may revise, overrule, or modify any such decision by a two-thirds vote. Notice of a petition to review must be submitted to the National Executive Board no less than thirty (30) days prior to the meeting.
- F. Convention Administration: The National Executive Board has the power to call an Annual Convention.
 - 1. The National Chair will appoint a Committee Chair, and with the approval of the

- National Executive Board, will oversee all Convention Arrangements.
2. At each National Convention, the time and place of the next National Convention will be announced prior to adjournment.
 3. The location for the convention will be based on the following rotation schedule:
 - i. Western
 - ii. Mid-Atlantic
 - iii. South West
 - iv. Northeast
 - v. Southern
 - vi. Midwest
 4. If due to extremely extenuating circumstances, a region is unable to host the Convention at its prescribed time, the choice of Convention site will be made by the National Executive Board.
- G. A person appointed by each Regional Chair will maintain sign-in/out sheets during plenary sessions of the Convention. Chapters are required to be represented in the plenary sessions seventy-five percent (75%) of the time. Chapters who do not fulfill this requirement will not be allowed to vote for candidates for national offices.

Section IV

Regional Convention General Assembly

Each Region must convene a Regional Convention at least once each year prior to the National Convention. The Regional Convention will be conducted in accordance with the NBLSA Constitution, these Bylaws, Uniform Governing Articles of Regions, Regional Bylaws, and any resolution approved by the National Executive Board or the General Assembly.

Section V

Academic Programming

Each Region will host a Regional Academic Program at least once each year prior to the National Convention. The National Director of Programming will oversee these Regional events and support the Regional Directors of Programming with coordination.

Section VI

Regional Job Fairs

Each Region shall host at least one regional job fair per year prior to the National Convention. However, in the event it is fiscally unfeasible for a Region to host a regional job fair, the Region shall inform its members of any job fair available within the Region, especially those job fairs that target minority applicants.

- A. The National Director of Education and Career Development will oversee these regional job fairs and assist the respective job fair coordinators from each region.

Section VII

Plenary Sessions

- A. Per the NBLSA National Constitution, each chapter will select delegates to represent the Chapter and cast votes on behalf of the Chapter that he/she represents in Regional and National business. The number of delegates will be based on the guidelines set forth in the dues structure outlined in Article XI, Section I of the NBLSA Constitution.
- B. Delegates must be members in good standing from an active chapter of NBLSA.

- C. The National Parliamentarian will coordinate the activities of the NBLSA National Plenary Sessions with the assistance of the Regional Parliamentarians, subject to the approval of the National Chair.
- D. The NBLSA delegation is designed to make informed decisions on behalf of the Membership of NBLSA.
 - 1. **Regional Plenary Sessions** will be held at the Regional Conventions at a time and place determined by the Regional Executive Board. Delegates will be provided with the following during this time:
 - a. All changes to the National Association Governing documents since the previous Regional plenary session;
 - i. Governing documents include: NBLSA Constitution, National Bylaws, Regional Bylaws, and working rules for that particular region.
 - b. Any proposals presented by any Regional chapter for discussion.
 - 2. **National Plenary Sessions** will be held at the National Convention at a time and place determined by the National Executive Board, subject to the Constitution of NBLSA.
 - a. Delegates will have the following responsibilities:
 - i. Attend all NBLSA plenary sessions and will sit in a section designated for Chapter delegates;
 - ii. Cast votes involving the business of NBLSA on behalf of their local chapters; and
 - iii. Cast votes in the National Election on behalf of their local chapters.

Section VIII

Conference Calls or Special Meetings

Conference calls or Special meetings for the delegation by conference call may be called by the National Chair and the National Executive Board. The purpose of the meetings shall be stated in the conference call. No business shall be transacted except that announced in the call of the special meeting. At least fifteen (15) days' notice must be given or a number of National Executive Board Members sufficient to establish quorum must waive notice in order to call a special meeting.

Section IX

Quorum

- A. **National Executive Board:** A quorum of the National Executive Board will consist of a simple majority. For the purposes of this document, a simple majority establishing a quorum will be defined as one more than half of the elected officers of the National Executive Board.
- B. **General Assembly:** A quorum of the General Assembly is a simple majority of the Active chapters registered at the National Convention.

Section X

National Convention Election Procedures

Standardized election procedures help to secure the opportunity for as many members of NBLSA as possible to participate in the governance of NBLSA.

- A. Elections:

1. General elections are those in which all delegates of NBLSA are eligible to cast the number of votes allotted to them based on their membership dues, pursuant to the NBLSA Constitution and these Bylaws.
 2. Regional elections are those in which all delegates within a particular Region are eligible to cast the number of votes allotted to them based on their membership dues, pursuant to the NBLSA Constitution and these Bylaws.
- B. Election Rules:
1. A member of NBLSA will seek election to a national position by filing a declaration of intent by the date specified by the National Elections Committee.
 2. The National Elections Committee may approve a declaration of intent upon verification that all requirements for placement on the ballot have been met. These requirements include, but are not limited to, all requirements specified in the National Constitution and Bylaws.
 3. No candidate may hold more than one position on the National Executive Board in a given election.
 4. Campaign materials cannot be displayed nor distributed within thirty feet of plenary sessions, not to include special elections meetings.
 5. No candidate can exceed the set monetary limit, excluding travel expenses, established by the National Elections Committee.
 6. Current National Executive Board members may not:
 - a. campaign on behalf of other National Executive Board members running for office while serving in their official capacity, and
 - b. If running for office, preside or serve as Parliamentarian in any meeting or on any committee concerning elections, election procedures or campaign activities.
 7. Voting for candidates will not be held until the final official day of the General Assembly meeting.
- C. Election Voting:
1. Only registered delegates may cast votes.
 2. A list of all delegates qualified to vote, will be maintained at the polls.
 3. Absentee voting is not allowed.
 4. Proxy voting is allowed, pursuant to the National Constitution.
 5. If more than one candidate runs for an elected office, the winner will be the candidate that receives the plurality of the votes cast.
 6. If a candidate is unopposed, the candidate must have received a majority of the votes cast.
 7. If a tie, a run-off election shall be held.
- D. If a position is not filled at the National Convention, the newly elected National Chair will appoint someone to fill the position. This appointment will be confirmed by the newly- elected National Executive Board.

ARTICLE V-NBLSA CHAIR EMERITUS COUNCIL

Section I

The Purpose of the NBLSA Chair Emeritus Council is to advise the National Chair on the implications of decisions made by the organization and give ways to mitigate negative effect to the association through recommending best practices. The council has the power to make recommendations to the National Chair and has a duty to keep her/him fully informed on the consequences of actions made by the organization and its members.

Section II

The Chair Emeritus Council must meet via teleconference twice a year.

Section III

The Chair Emeritus Council shall be comprised of any past National Chair who may willingly serve as a resource to the sitting Chair as they navigate through the duties of running the Association.

A. The Chair Emeritus Council annual term will begin on the first business day of January and conclude on the final business day of December.

B. At the beginning of each term, the outgoing National Chair may begin an automatic one-year appointment as the Chief Liaison of the council to coordinate the teleconferences and set the agenda in strict consultation with the current National Chair to ensure pertinent and timely information is being discussed. In the event the outgoing National Chair is unable to fulfill these duties, the Council will appoint a replacement Chief Liaison.

Section IV

All members of the Chair Emeritus Council must have served at least one full term as the National Chair of NBLSA.

Section V

The NBLSA Chair Emeritus Council is in no way liable for the actions NBLSA and/or its members.

ARTICLE VI-FINANCIAL AFFAIRS

Section I

Financing

NBLSA will be financed primarily by dues, fund-raising activities, donations, and grants. No funds may be expended or otherwise disbursed by NBLSA other than in accordance with the procedure for the authorization of expenditures in these Bylaws.

Section II

Financial Activities

All National financial activities will be for the benefit of all members and chapters in accordance with rules promulgated by the National Executive Board.

Barring any reasonably exigent circumstances, recommendations for structural changes to financial operations and procedures shall be proposed by the National Treasurer to the National Finance Committee and presented to the National Executive Board upon a majority vote of the Finance Committee.

Section III

Budgetary Process and Authority

Upon receipt of two-thirds vote from the National Executive Board, the National Budget will be approved. The National Treasurer shall then be authorized to approve specific expenditures of funds in accordance with, subject to the provisions of the National Constitution and these Bylaws.

- A. The National Treasurer must report to the National Executive Board on actual expenditures from each National Budget line-item whenever the actual expenditures for a given line-item have exceeded the budgeted amount, or appears to likely exceed the budgeted amount before the next regularly scheduled report.
- B. The National Treasurer must report to the National Executive Board on any changes in circumstances, which could cause total income to be less than budgeted, as soon as such changes come to his/her attention.
- C. The National Executive Board may modify the Operating Budget by two thirds vote.
- D. If a situation arises in which funds must be expended to maintain the financial stability and/or integrity of NBLSA and it is not feasible to conduct a meeting of the National Executive Board, the National Chair with the concurrence of the National Treasurer, may make the decision to incur such expenses as warranted.

Section IV

Bonding

The following officers and committee members must be bonded by a certified bonding agency: National Chair, National Vice-Chair, National Treasurer, National Director of Corporate Relations, and National Director of Membership, National Convention Coordinator, and the Regional Chairs.

ARTICLE VII – VOTING

Simple Majority Vote

For the purpose of this document, a simple majority vote will be defined as at least one more than half of the votes cast by persons eligible to vote, excluding blanks and abstentions, at a regular or properly called meeting at which a quorum is present.

Two-Thirds Vote

For the purpose of this document, a two-thirds vote will be defined as: at least two-thirds of the votes cast by persons eligible to vote, excluding blanks and abstentions, at a regular or properly called meeting at which a quorum is present.

Three-Fourths Vote

For the purpose of this document, a three-fourths vote will be defined as: at least three -fourths of the votes cast by persons eligible to vote, excluding blanks and abstentions, at a regular or properly called meeting at which a quorum is present.

ARTICLE VIII – DISCIPLINARY PROCEEDINGS

Grounds

Failure to perform the duties of the office as prescribed in the Constitution and Bylaws, or conduct detrimental to the well-being of NBLSA will constitute grounds for disciplinary action.

Recommendation

A National Executive Board member or any member of NBLSA may submit to the National Executive Board a written recommendation that an officer be disciplined for conduct described in Section 1 of this Article and Article XII of the Constitution.

Hearing

The National Executive Board, acting on such recommendation, voting by a simple majority may call a hearing on the merits of the recommendation at the next regularly scheduled National Executive Board meeting or at a special meeting to determine whether there are grounds for disciplinary action against the officer in question. Such officer will be given reasonable, written notice and an opportunity to defend him/herself at the hearing.

Discipline

If grounds for disciplinary action exist, censure or impeachment of the Officer in question is appropriate.

Censure

Censure is proper upon two-thirds vote of the National Executive Board.

Impeachment

Impeachment is proper upon a two-thirds vote of the National Executive Board or a two-thirds vote of the General Assembly.

ARTICLE IX – RESTRICTIONS ON MOOT COURT & MOCK TRIAL COMPETITIONS

Section I

- A. A Potential competitor of the Thurgood Marshall Mock Trial Competition (“TMMTC”) or of the Frederick Douglass Moot Court Competition (“FDMCC”) must have been an “active member” of his or her affiliated Chapter for at least one calendar year before the qualification deadline for the respective competitions.
- B. An “active member” shall be generally determined by the affiliated Chapter; however, the designation of “active member” shall require more participation in the affiliated Chapter than the payment of membership dues and attending general meetings and social events hosted by the affiliated Chapter.
- C. The potential competitor and his or her respective chapter president and team coach shall pledge, in a form designed by the National Directors of each respective competition, that the potential competitor is an “active member” of the respective affiliated Chapter.
- D. The National Directors of each respective competition may, for just cause, waive this requirement for “active” membership for competition competitors. However, this rule should be narrowly tailored to uphold the spirit of this rule. Students transferring from one law school to another and Chapters that have joined the Association less than one calendar year shall be exempt from these rules.

ARTICLE X – PARLIAMENTARY AUTHORITY

Robert's Rules of Order

The rules contained in the current edition of Robert Rules of Order Newly Revised will govern NBSA in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws and any special rules of order the Association may adopt.

Amended March 2016