



**NOTRE DAME LAW SCHOOL
NOTRE DAME, INDIANA**

**NOTRE DAME
BLACK LAW STUDENTS ASSOCIATION
CONSTITUTION**

ADOPTED SEPTEMBER 1997
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**NOTRE DAME
BLACK LAW STUDENTS ASSOCIATION (BLSA)**

**CONSTITUTION
Adopted September 1997
Amended September 2004**

ARTICLE I: Name

This organization shall be known as the Notre Dame Black Law Students Association (BLSA), a chapter of the National Black Law Students Association (NBLSA).

ARTICLE II: Purpose

The purpose of BLSA shall be as follows:

- a. To promote academic success of and among African-American students;
- b. To promote professional success of and among African-American students;
- c. To promote the successful integration of African-American students into the Notre Dame Law School community; and
- d. To assist in the recruitment, admission, and enrollment of African-American students and in the selection and hiring of African-American faculty.

ARTICLE III: Members

Section 1 Eligibility of Membership: Membership shall be open to all currently enrolled students of the Notre Dame Law School.

Section 2 Classification of Membership:

- a. Active Membership (also referred to in this Constitution as “member”) in BLSA shall consist of eligible students who have paid their membership dues for the current academic term.
- b. Inactive Membership shall consist of eligible students who were active members of BLSA but who have not paid their membership dues for the current academic term. Payment of dues shall reactivate a previously active member provided the inactive member meets all other membership criteria set forth in this Constitution.

Section 3 Rights of Membership: Only active members have a right to vote, hold office, represent BLSA (when authorized by the President), or to petition BLSA to consider any issue.

Section 4 Duties of Membership: Because each member is vital to ensure BLSA's success, each member is specifically expected to perform in the following manner:

- a. To participate regularly and actively in the organizational meetings and external activities of BLSA;
- b. To foster community and camaraderie among the African-American students within the Law School community; and
- c. To conduct him/herself in a manner consistent with the letter and the spirit of the purposes of BLSA in all organizational meetings and external activities.

ARTICLE IV: Officers

Section 1 Eligibility of Officers: Only active members may hold elected or appointed offices in BLSA

Section 2 Classification of Officers: The officers of BLSA shall be the President, Vice President, Treasurer, Secretary, and First-Year Liaison. The officers shall perform the duties stipulated by this Constitution and by the parliamentary authority adopted by BLSA.

Section 3 Duties of Officers:
President: The President's duties shall include, but are not limited to, the following:

- a. Preside over all official meetings of BLSA;
- b. Preside over all Executive Board meetings;
- c. Serve as the official representative of BLSA in all matters affecting the organization;
- d. Ensure BLSA's compliance with the policies of the National Black Law Students Association, Student Activities Office, the Law School, and the Student Bar Association;
- e. Select chairpersons for all committees; and
- f. Create ad hoc committees as needed

Vice President: The Vice President's duties shall include, but are not limited to, the following:

- a. Fulfill the duties of the President when he/she is unable to fulfill them;
- b. Coordinate the activities of the standing committees;
- c. Serve as Chair of the BLSA-Alumni Weekend; and
- d. Perform all other duties as delegated by the President

Treasurer: The Treasurer's duties shall include, but are not limited to, the following:

- a. Maintain current signatories on the BLSA checking account, the control of which shall be restricted to the President and the Treasurer;
- b. Maintain a record of all BLSA financial transaction;
- c. Provide Monthly reports of all financial transactions including a statement of the organization's current financial position;
- d. Serve as Chair of the Fundraising Committee, and
- e. Perform all other duties as delegated by the President

Secretary: The Secretary's duties shall include, but are not limited to, the following:

- a. Make arrangements for the location of all BLSA meetings;
- b. Provide timely notification of upcoming BLSA meetings;
- c. Record and maintain typed minutes of the Executive Board and General Body meetings;
- d. Maintain the BLSA bulletin board located in the law school; and
- e. Perform all other duties as delegated by the President

First-Year Liaison: The Office of the First-Year Liaison shall be reserved for a member of the first-year class whose election shall be by a simple majority of the active BLSA members of the first-year class. The First-Year Liaison's duties shall include, but are not limited to, the following:

- a. Represent the first-year class BLSA membership; and
- b. Perform all other duties as delegated by the President

Admissions Liaison: The Admissions Liaison duties shall include, but are not limited to, the following:

- a. Act as a link between BLSA and the Law School's Admissions Office by communicating information
- b. Update the membership on Admission Office activities (e.g. Visitation Days)
- c. Coordinating the visiting Black admitted students for BLSA Alumni Weekend
- d. Perform all other duties as delegated by the President

Director of Information: The Director of Information duties shall include, but are not limited to, the following:

- a. To maintain and update the BLSA website
- b. To maintain and update the BLSA Alumni Database
- c. Satisfy all needs for electronic information for BLSA
- d. Perform all other duties as delegated by the President

- Section 4 Election of Officers: The officers shall be elected by a simple majority vote of the active membership. Elections shall be held at the last regularly scheduled meeting of the spring semester.
- Section 5 Term of Office: A term of office is for a period of one academic year. A member may hold only one office at a time during a term. A member may only succeed him/herself once in the same office.
- Section 6 Nomination of the Officers: Only an active member may tender nominations for office. Nominations shall be open at the next to the last regularly scheduled meeting of the spring semester. Nominations shall remain open until the last regularly scheduled meeting of the spring semester.
- Section 7 Unexpired Term: Any vacated office shall be filled as soon as is practicable and in conformity with Section 4 and Section 6 of this Article. In the interim, the President may appoint a member to serve in a pro tempore capacity so as not to disrupt the business and activities of BLSA.
- Section 8 Appointed Officers: The President shall have to power to create board positions he deems necessary during his term. He or she also has the power to appoint members to the appointed positions. His appointments have to be approved by the elected officers of the Board.

ARTICLE V: Executive Board

- Section 1 Composition: The President, Vice President, Treasurer, Secretary, First-Year Liaison, Appointed Officers, and Standing Committee Chairpersons of BLSA shall comprise the Executive Board (hereinafter referred to as the “Board”).
- Section 2 Authority of the Board: The Board shall have general authority to administer any and all programs, business, projects, and matters pertaining to or concerning BLSA.
- Section 3 Meetings: The Board shall meet at least once per month during the academic year.

Section 4 Quorum: A simple majority of the Board must be present before any official business may be conducted.

ARTICLE VI: Committees

Section 1 Standing Committees: The standing committees of BLSA shall be Academic Enhancement, BLSA-Alumni Weekend, Community Outreach, Fundraising, and Professional Development.

Section 2 Ad Hoc Committees: Ad Hoc Committees shall be created as needed by the President

Section 3 Committee Chairpersons: The Chairpersons of all committees shall be appointed by the President subject to the approval of the Board

ARTICLE VII: Meetings

Section 1 Regularly Scheduled Meetings: Regularly scheduled meetings shall be held at least once a month during the academic year. The day and time of the regularly scheduled meeting (e.g. the first Monday of each month at noon) shall be decided by a simple majority of the active membership.

Section 2 Special Meetings: Special meetings may be called by the President with a minimum of two days' notice. ("Days" are defined as regularly scheduled class days of the Law School.)

Section 3 Quorum: A simple majority of the active membership must be present before any official business may be conducted.

ARTICLE VIII: Dues

The amount to be paid as dues shall be decided by a simple majority of the active membership and shall not be less than \$10.00 per academic year. Dues shall be payable during each semester by date certain as determined by the General Body **but in any event not later than one month after the first day of classes for each academic semester**. If there is any disruption of BLSA's official life, dues shall be defaulted to the \$10.00 minimum upon BLSA's reactivation.

ARTICLE IX: Voting

Voting shall be limited to active members

ARTICLE X: Officer and Member Misconduct

- Section 1 Officers: If an officer allegedly has failed to fulfill his/her duties as set forth in Article IV, Section 3 supra, the Board may conduct a hearing to investigate the charges. Allegations must be brought by at least three active members or by any officer.
- Section 2 Impeachment Proceedings: The accused shall be allowed to represent him/herself or may be represented by a Notre Dame law student. Attendance at the hearing shall be limited to the Board, the accused may have violated Article IV, Section 3 or any provision thereof, the Board must present its findings and a recommendation to the General Body for dispensation. A two-thirds vote of the active membership is required to impeach any officer.
- Section 3 Members: If a member allegedly has failed to fulfill his/her duties as set forth in Article III, Section 4 supra, the Board may conduct a hearing to investigate the charges. Allegations must be brought by at least three active members or by any officer.
- Section 4 Hearing: The accused member shall be allowed to represent him/herself or may be represented by a Notre Dame law student. Attendance at the hearing shall be limited to the Board, the accused member, his/her representative (if he or she is represented), and two active members selected by the President.

If the Board concludes that the allegation had merit in that the accused may have violated Article II, Section 4 or any provision thereof, the Board must present its findings and a recommendation to the General Body for dispensation. A two-thirds vote of the active membership is required to revoke the membership of any member. In the event membership is revoked, and dues which have been paid shall be refunded on a prorated basis.

ARTICLE XI: Parliamentary Authority

- Section 1 Source: *Robert's Rules of Order Revised* (Current Edition) shall be the controlling source of parliamentary authority, unless the President chooses otherwise.

- Section 2 Application: *Robert's Rules of Order Revised* (Current Edition) shall govern BLSA's business activities, notwithstanding this Constitution, unless the President chooses otherwise.
- Section 3 Determinations: The Presiding Officer shall make final determinations of all questions concerning parliamentary procedure in accordance with *Robert's Rules of Order Revised* (Current Edition).

ARTICLE XII: Constitutional Amendments

Any active member may submit a proposed constitutional amendment to the Board for consideration by the General Body. The proposed amendment must be read at two consecutive meetings before a vote on its adoption may be taken. A two-thirds vote of the active membership is required to amend the Constitution.