

# **Environmental Law Society BYLAWS**

## **ARTICLE 1 Name**

This organization shall be known as the Environmental Law Society as established by these Bylaws.

## **ARTICLE 2 Purposes.**

The Environmental Law Society shall promote awareness and participation in environmental issues and activities on campus and in the community to influence the law, public policy, legislation, and justice; to improve the environmental policies of Willamette University College of Law; to promote environmental careers, practices, and scholarship; to provide opportunities for advocacy of environmental issues.

## **ARTICLE 3 Composition.**

Environmental Law Society membership shall be open to all Willamette Law students and shall not be restricted on the basis of gender, race, religion, color, sex, national origin, marital status, sexual orientation, or age. Attendance at more than one general meeting or event shall constitute active membership.

## **ARTICLE 4 Officers; Duties.**

The officers for the Society shall be a Chair or Co-Chairs, hereinafter Chair, Vice Chair, Secretary, Treasurer. The offices of Chair and Treasurer shall be filled at the first meeting in April of each year. The offices of Vice Chair and Secretary shall be filled at the first meeting in April of each year provided there is sufficient membership. All officers shall remain in good standing with the Society by remaining a full-time law student and regularly attending meetings.

### **Section 1.** Chair.

The Chair shall be responsible for the efficient administration and operation of the Society, act as the chief spokesperson for the Society, serve as the chairperson of the Executive Board; and preside over the official meetings of the Society and the Executive Board.

### **Section 2.** Vice Chair.

The Vice Chair shall serve in the Co-Director's stead as necessary, assist the Chair in performing other duties, and assist in general operations of the Society.

### **Section 3.** Secretary.

The Secretary shall take the minutes of the Executive Board and official Society meetings, post notices of forthcoming meetings, agendas, and the events of the Society, maintain a current roster of membership, and maintain the organizations files.

**Section 4.** Treasurer.

The Treasurer shall present the proposed ELS budget to the Student Body Association, hereinafter SBA, by the deadline designated by the SBA. In addition, the Treasurer shall maintain the Society's financial records and accounts, disburse funds in accordance with the determinations of the Executive Board, prepare all financial forms, and make an audit at the end of year disclosing available funds for the following year.

**Section 5.** Officer for Community Engagement.

The Officer for Community Engagement shall aid in event planning and meeting planning processes and serve as an official club liaison, as well as promote the Society's social media and community presence through outreach and engagement activities.

**ARTICLE 5**  
**Election Procedures.**

A majority of the Executive Board shall comprise a quorum for the conduct of business, and the concurrence of a majority of the Society members present shall be required to elect the officers and decide any matter. The Chair may not initiate a motion to nominate but may second said motion. The Chair shall vote on each nomination after the question is called. However, in the event the Chair's vote shall create a tie, the Chair shall refrain from voting.

**ARTICLE 6**  
**Term of Office; Vacancy**

**Section 1.** Term of Office.

The term of office for each position shall be for one year beginning in April at the Election Meeting.

**Section 2.** Vacancy.

If the Chair or Treasurer position becomes vacant a meeting shall be called to elect a successor to finish out the remainder of the term. If the Vice Chair or Secretary position becomes vacant a meeting shall be called to fill the position at the discretion of the Executive Board.

Officers shall regularly attend meetings of the Society and any meetings of the subcommittees to which they are a member. Any officer failing to attend two consecutive Society meetings without notifying the Executive Board members is presumed to be in nonperformance of duty and the position shall be deemed resigned and vacant.

## **ARTICLE 7 Executive Board**

### **Section 1.** Composition.

The officers of the Society shall make up the Executive Board.

### **Section 2.** Purpose.

The Executive Board is the legal entity charged with the management and responsibility of the Society. The Board shall establish the objectives of the organization and determine the policy for the development of such objectives. The Board shall have authority to adopt rules for appointment of officers and the frequency and conduct of its meetings.

## **ARTICLE 8 Subcommittees**

The Executive Board shall have the power to create subcommittees with such responsibilities as the Board directs. The Chair shall appoint a chair of the subcommittee and charge each subcommittee with its responsibilities. The subcommittee chair shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the Executive Board concerning the work of the subcommittee.

## **ARTICLE 9 Meetings**

### **Section 1.** Regular Meetings.

The Society shall hold a general membership meeting at least three times per school year. The time and day for each meeting shall be chosen to minimize conflicts with regularly scheduled classes. Notice of the meetings shall be given by email or posting on the law school board a minimum of five days prior to the scheduled meeting. A majority of the Executive Board shall comprise a quorum for the conduct of business, and the concurrence of a majority of the Society members present shall be required to decide any matter.

### **Section 2.** Special Meetings.

Special meetings may be called by the Chair or by the Executive Board by giving Society members written or verbal notice at least 24 hours before the scheduled meeting.

### **Section 3.** Executive Board.

Meetings of the Executive Board may be convened electronically. The regular business of the Executive Board may be accomplished via meetings where a physical majority of Executive Board members are not present as long as a quorum exists. A quorum is met as long as a majority of Executive Board members are able to see or hear the deliberations and register their vote.

**ARTICLE 10  
Rules of Order**

The rules contained in Robert's Rules of Order Newly Revised shall generally govern the Society if they are not inconsistent with these bylaws or Willamette College of Law policies.

**ARTICLE 11  
Amendment**

These bylaws may be amended at any regular meeting of the Society by a majority of the Society members present, provided that the amendment has been submitted in writing to the Executive Board and advertised as an agenda item for which a vote will take place at the next scheduled meeting. These by-laws may be amended by the Executive Board upon its own motion. Prior to an amendment, the Executive Board may request a recommendation from Society Members.

Approved by the Executive Board on 26 day of July, 2019.

  
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Chair/Co-Chair

Approved by the Environmental Law Society on 26 day of July, 2019.

  
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Chair/Co-Chair