

# **Miami Dade Bar Association at NSU Law (MDB) Constitution**

*Nova Southeastern University - Shepard Broad College of Law*

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## **Article I - General Information**

### *Section 1. Name*

The name of this organization shall be the Miami Dade Bar at NSU Law ("MDB").

### *Section 2. Objective*

The objective of the student chapter of MDB is to serve NSU Law students by affording them the opportunity to network in the Miami Dade County area, expand their legal exposure and experience, and assist with their educational needs.

### *Section 3. Purpose*

The purpose of this organization is to increase the networking, pro bono, and employment opportunities available to all NSU Law students in the Miami Dade County area.

## **Article II - Membership**

### *Section 1. Eligibility*

The membership of this organization is open to all law students enrolled as students at the Shepard Broad College of Law ("NSU Law") at Nova Southeastern University ("NSU").

### *Section 2. Classification and Rights*

Membership requires completion of a membership application or similar form which shall be submitted to and approved by the Executive Board members. Only MDB members shall have the right to vote, hold office, or represent MDB in any official capacity.

### *Section 3. Dues*

MDB shall collect dues from its members as a one-time membership fee. Dues may be used to purchase promotional items such as shirts and event materials such as tablecloths. The dues amount shall be determined by a majority vote of the Executive Board. If any Executive Board member feels that a change in the amount is needed, they may submit their suggestion to the Executive Board and a vote for the change in amount will occur. In the event, that a change in amount is

approved by a majority vote, all previously paid dues by current members will be grandfathered in and the new amount will only affect subsequent new membership enrollment.

### **Article III - Executive Board**

#### *Section 1. Officers*

The Executive Board shall consist of the President, Vice President, Treasurer, Secretary, Public Relations Coordinator, and any additional officers deemed necessary by a majority vote of the Executive Board for the success of the organization. The Executive Board shall be composed of law students who are currently enrolled, are current members of MDB, and in good academic standing with NSU Law. If there is a lack of potential candidates for Executive Board positions, the Executive Board can elect to leave some positions vacant as long as there are a minimum of four Executive Board Officers at any given time. Executive Board Officers shall serve in their position for one academic year and will be automatically reinstated all subsequent years absent their resignation, removal, graduation, or withdrawal as a student from NSU Law.

#### *Section 2. Authority and Responsibilities*

##### **A. President**

- a. Act as the Chief Executive Officer of the organization.
- b. General supervision over all the affairs of the organization and access to all the books and property of the organization.
- c. Oversee and manage the Executive Board and facilitate the organization's events.
- d. Responsible for conducting meetings and working with the Executive Board Officers to communicate all events to the general membership as well as NSU Law.
- e. Act as the liaison with the Student Bar Association ("SBA") to ensure compliance with all NSU and SBA regulations.
- f. Act as the primary representative and spokesperson of MDB.
- g. Oversee all elections and/or appointments of the Executive Board Officers.
- h. Responsible for enforcing and upholding the MDB Constitution.
- i. Responsible for maintaining regular communication with the main Miami Dade Bar representative and ensuring all requirements from the main organization are fulfilled.
- j. Responsible for coordinating all fundraising, networking, meetings, and socials.
- k. May delegate any portion of this authority to a duly designated deputy, provided that the delegation of such power shall be specific and designated for a specified period of time.

- l. In the event of a need to be replaced, ensures that there is continuity between themselves and incoming President before leaving the position permanently.

**B. Vice President**

- a. Acts as the historian of the organization.
- b. Assist the President in all daily functions and events of MDB.
- c. Exercise the duties and powers of the President in the event of the President's temporary or permanent absence with consent of all other Executive Board members.
- d. In the event of a need to be replaced, ensures that there is continuity between themselves and incoming Vice President before leaving the position permanently.

**C. Treasurer**

- a. Act as the recording and financial officer of the organization.
- b. Manage and maintain the MDB account by creating a record log, spreadsheet and folder of the MDB account, accessible for review by all Executive Board Officers.
- c. Prepare, along with the other Executive Board Officers, expenditure reports and review budget requests.
- d. Approve budget requests in conformity with the NSU and NSU Law's use-of-funds policy and shall advise the President before completing the transfer of funds to any organization or party.
- e. Represent MDB in all financial matters.
- f. Work with the other Executive Board Officers to organize fundraising events and contact the main MDB organization for contributions of their time or funds.
- g. In the event of a need to be replaced, ensures that there is continuity between themselves and incoming Treasurer before leaving the position permanently.

**D. Secretary**

- a. Responsible for recording all meeting notes and submitting the meeting minutes for approval to the Executive Board when meetings consist of Executive Board Officers and General Board members and/or general members.
- b. Maintain a copy of all documents, including the MDB Constitution and any Amendments adopted by the Executive Board Officers.
- c. Maintain an updated list and/or spreadsheet containing the names and current contact information for each member, General Board member, and Executive Board Officer.
- d. Monitor and maintain records of attendance for Executive Board Officer meetings and Executive Board and General Board meetings.

- e. Responsible for providing President with updated membership roster regularly as required by the main MDB organization.
- f. Create meeting agendas according to Executive Board Officers consensus.
- g. In the event of a need to be replaced, ensures that there is continuity between themselves and incoming Secretary before leaving the position permanently.

**E. Public Relations Coordinator**

- a. Responsible for reservation or acquisition of any rooms, equipment, or materials needed for events.
- b. Responsible for coordinating with NSU, NSU Law, and NSU faculty members regarding any tabling reservations, activities, events, and fundraisers for the academic year.
- c. Assist the President and/or Vice President in the management of events, or as the President and/or Vice President deem necessary.
- d. Responsible for executing all duties as requested by the President and Vice President.
- e. Shall have administrative access to social media accounts and have authority to make social media posts on behalf of organization.
- f. Photograph and/or record MDB events to be posted on MDB social media account(s).
- g. Maintain and update MDB social media account(s) regarding events with content approval uploads by the Vice President or President.
- h. Coordinate with the General Board to develop and implement a plan for the recruitment of MDB members.
- i. In the event of a need to be replaced, ensures that there is continuity between themselves and incoming Public Relations Coordinator before leaving the position permanently.

*Section 3. Eligibility*

All MDB members may apply to be an Executive Board Officer by submitting a resume and letter of intent to the Executive Board.

*Section 4. Elections*

Elections shall be held during the Winter semester by the sitting Executive Board to appoint expected vacant Executive Board positions for the following academic year. Additional elections may be held throughout the academic year if a position becomes vacant. If an applicant is unopposed for a vacant position, the applicant shall be appointed to the position by default. If multiple students are running for a vacant position, a majority vote of the Executive Board Members will determine who shall be appointed to the position. In the event of a tie, the President's

vote shall be the deciding vote. Any candidate who applies for the position of President will be interviewed by the sitting Executive Board as an additional election process before the Executive Board determines the appointed candidate by a majority vote.

### *Section 5. Removal*

Executive Board Officers shall be removed for any of the following reasons:

- Failure to maintain good academic standing with NSU Law
- Resignation
- Upon graduation
- Withdrawal from NSU Law
- A majority vote by remaining Executive Board Members for removal of the Executive Board Officer. The Executive Board Officer who is subject to a vote of removal must be notified at least 5 calendar days in advance of the meeting to vote on the removal and the reasoning for the petition of removal. The Executive Board Officer may choose to submit a written rebuttal to the voting Executive Board members for consideration. The written rebuttal must be submitted via email to the voting Executive Board members no later than one day prior to the scheduled vote. Any petition for removal of an Executive Board Officer must be supported by a reasoning to be provided to the voting Executive Board members.
  - Acceptable reasons for removal may consist of, but are not limited to, the following:
    - Repeated negligence of duties and responsibilities
    - Gross behavior that prevents the Executive Board from functioning effectively

## **Article IV - General Board**

### *Section 1. Class Representatives*

The General Board shall include the 1L Class Representatives, the 2L Class Representatives, the 3L Class Representatives, and the 4L Class Representative. The General Board shall be composed of law students who are currently enrolled and in good academic standing with NSU Law. If there is a lack of potential candidates for General Board positions, the Executive Board can elect to leave some positions vacant. General Board Representatives shall serve in their position for one academic year. General Board Representatives must receive any training required by the Executive Board. The existing Executive Board will hold a vote for vacant General Board positions.

*Section 2. Authority and Responsibilities*

**A. 1L Class Representatives**

- a. Must be a first year (1L) law student.
- b. One 1L Class Representative for day students and one 1L Class Representative for evening students.
- c. Responsible for actively recruiting new members to MDB and encourage first year (1L) law students to join the organization.
- d. Act as the primary liaison between the 1L law students and MDB, which requires notifying the Executive Board Officers of suggestions and complaints from the 1L law students.
- e. Promote MDB events around the NSU Law community and encourage participation in any events that MDB sponsors or cosponsors.

**B. 2L Class Representatives**

- a. Must be a second year (2L) law student.
- b. One 2L Class Representative for day students and one 2L Class Representative for evening students.
- c. Responsible for actively recruiting new members to MDB and encourage second year (2L) law students to join the organization.
- d. Act as the primary liaison between the 2L law students and MDB, which requires notifying the Executive Board Officers of suggestions and complaints from the 2L law students.
- e. Promote MDB events around the NSU Law community and encourage participation in any events that MDB sponsors or cosponsors.

**C. 3L Class Representatives**

- a. Must be a first year (1L) law student.
- b. One 3L Class Representative for day students and one 3L Class Representative for evening students.
- c. Responsible for actively recruiting new members to MDB and encourage third year (3L) law students to join the organization.
- d. Act as the primary liaison between the 3L law students and MDB, which requires notifying the Executive Board Officers of suggestions and complaints from the 3L law students.
- e. Promote MDB events around the NSU Law community and encourage participation in any events that MDB sponsors or cosponsors.

**D. 4L Class Representative**

- a. Must be a fourth year (4L) law student.
- b. One 4L Class Representative for all 4L students.

- c. Responsible for actively recruiting new members to MDB and encourage fourth year (4L) law students to join the organization.
- d. Act as the primary liaison between the 4L law students and MDB, which requires notifying the Executive Board Officers of suggestions and complaints from the 4L law students.
- e. Promote MDB events around the NSU Law community and encourage participation in any events that MDB sponsors or cosponsors.

### *Section 3. Eligibility*

Any MDB member may apply to be a General Board Representative by submitting a letter of intent (or similar form) to the Executive Board. The existing Executive Board will hold a vote for vacant General Board positions.

### *Section 4. Elections*

Elections will be held once a position becomes vacant. If an applicant is unopposed for a vacant position, the applicant shall be appointed to the position. If multiple students are running for a vacant position, a majority vote by the Executive Board Members will determine who shall be appointed to the position. In the event of a tie, the President shall cast the deciding vote.

### *Section 5. Removal*

General Board Representatives shall be removed for any of the following reasons:

- Failure to maintain good academic standing with NSU Law
- Resignation
- Upon graduation
- Withdrawal from NSU Law
- A majority vote by the Executive Board Members for removal of the General Board Representative. The General Board Representative who is subject to a vote of removal must be notified at least 5 calendar days in advance of the meeting to vote on the removal and the reasoning for the petition of removal. The Executive Board Officer may choose to submit a written rebuttal to the voting Executive Board members for consideration. The written rebuttal must be submitted via email to the voting Executive Board members no later than one day prior to the scheduled vote. Any petition for removal of a General Board Representative must be supported by a reasoning to be provided to the Executive Board members.
  - Acceptable reasons for removal may consist of, but are not limited to, the following:
    - Repeated negligence of duties and responsibilities
    - Gross behavior that prevents the Executive Board from functioning effectively

## **Article V - Meetings**

### *Section 1. Executive Meetings*

The Executive Board shall meet in session at the call of the President.

### *Section 2. General Meetings*

General meetings shall be called from time to time as necessary throughout the academic year at the discretion of the Executive Board. Executive Board and General Board members must submit their schedules and availability to the President and Secretary within the first week of classes during each semester.

## **Article VI - Faculty Advisor**

MDB shall have at least one full-time faculty member as an advisor to the organization, who will be regularly updated regarding the organization's financial situation and planned events.

## **Article VII - Amendments**

### *Section 1. Proposal*

Amendments to this Constitution shall be submitted to the President in writing to be presented to the Executive and General Board members for a vote.

### *Section 2. Ratification*

Amendments shall take effect upon a majority vote of the Executive Board and the General Board.