

ARTICLE I PURPOSE

The Business Law Association (“BLA”) promotes social and academic associations between students in the University of San Francisco School of Law and School of Business to further career development in business law. BLA organizes speakers, provides a bridge between academic programs in business and law, promotes career planning and employment opportunities, and offers an opportunity for social interactions between students, faculty, and community mentors interested in business law.

Article II BILL OF RIGHTS

I General Member Rights

General members of the BLA (“General Members”) are afforded the following rights:

- A Access to General Meetings: General Members are entitled to be present at any and all general meetings of the organization.
- B Right of Information: General Members may review activities of the various directors and task forces. Committees shall provide written documentation of meeting minutes, activity plans, and budgets when applicable.

II Active Members

Active members of the BLA (“Members”) are afforded the following rights:

- A All rights granted to General Members.
- B The right to self nominate and hold elected positions.
- C The right to cast votes.

ARTICLE III MEMBERSHIP

I Qualifications for General Membership

- A Only current business and law students at the University of San Francisco shall be qualified for membership in the BLA.
- B Members must maintain good standing with the university at all times.

II Qualifications for Active Membership:

- A All qualifications for General Membership.
- B Regular attendance of activities and meetings, or approval by the majority of officers based on participation and notice of inability to attend.

III Responsibilities of All Members

All members will:

- A Hold grades and academic achievement as a core focus.
- B Participate in BLA meetings, activities, and programs as appropriate and possible.
- C Assist other Members and students in education and school activities when possible.
- D Act in an ethical and professional manner.
- E Treat other students, Members, and faculty in a dignified and courteous manner.
- F Abide by the bylaws, rules and regulations, school rules, and other policies and procedures of the BLA and University of San Francisco.

ARTICLE IV ELECTED OFFICIALS

I Officers of the BLA

Officers of the BLA shall be:

- A President
- B Vice President
- C Secretary
- E Treasurer

II Directors of the BLA

Directors of the BLA shall be:

- A Recruiting Director

- B Professional Development Director
- C Social Director
- D Career Development Director
- E Publications Director

II Qualifications of Elected Officials

- A Elected officials must be Members at the time of nomination and election, and must remain Members during their term of office.
- B Elected officials must have and maintain a cumulative grade point average above 2.5 from the time of nomination through the duration of their term of office.
- C Elected officials must commit the requisite time necessary to ensure the effective functioning of the organization.

III Election of Officials

A Nomination of officials

- 1 The Secretary shall post the available positions on the BLA bulletin board for five full school days, during which time the Secretary will accept Members self nomination letters.
- 2 If four or less members are nominated for all positions, the Secretary will distribute and post a list of all candidates at the end of the nomination time and notice the election meeting to be held no less than one week and no more than two weeks from the posting of candidates.
- 3 If more than four members are nominated for any position, the Secretary will facilitate a nomination vote.

B Nomination vote

If a nomination vote is necessary:

- 1 At the end of the nomination period, the Secretary will distribute and post voting instructions, allowing each Member to vote for two nominees for each position that has more than four nominees.
- 2 At the end of five school days of voting, the Secretary will limit the candidates to the four nominees that received the most votes in the nomination

vote, and notice the election meeting to be held no less than one week and no more than two weeks from the close of nomination voting.

B Election meeting

- 1 The five school day election period will commence with an election meeting, noticed by the secretary in the nomination process, where all candidates will be allotted a brief time for introductions and lobbying.
- 2 On the day after the election meeting, the Secretary will post voting instructions and allow five school days for voting.
- 3 Following the completion of the vote and procedural approval from the President, the Secretary will post the results.
- 4 The election meeting must be held after the first day of class and before the last day of class each November.

IV **Term of Elected Officials**

All officers shall take office on the first day of December and serve a term of one year.

V **Vacancies of Elected Official Positions**

The President shall appoint a Member to elected official vacancies that occur during the year. The Vice President shall serve the remainder of the term of a President who leaves office during the year.

VI **Duties of Officers**

A President

The duties of the President shall be to:

- 1 Lead and facilitate the overall functions of the organization,
- 2 Run regular and special meetings excluding director meetings, which are run by the Vice President,
- 3 Handle outside communication and relations, including communication with other organization, USF, and outside entities not specifically addressed in other sections,
- 4 Oversee officer functions, including the Secretary's election functions.

B Vice President

The duties of the Vice President shall be to:

- 1 Plan, notice, and run director meetings biweekly or as needed.
- 2 Appoint task forces as deemed necessary by Members and officers.
- 3 Oversee the functions of the directors and task force leaders.
- 4 Maintain and record minutes of all director meetings.

C Secretary

The duties of the Secretary shall be to:

- 1 Maintain all non-financial records and minutes, including the recording of general and special meeting minutes, excluding director meetings.
- 2 Record meeting attendance for all general and special meetings, excluding director meetings.
- 3 Maintain bulletin board including space management and allocation.
- 4 Maintain an up to date calendar of BLA and USF events.

D Treasurer

The duties of the Treasurer shall be to:

- 1 Maintain all financial records.
- 2 Plan and produce a budget for each semester.
- 3 Handle all monetary transactions.
- 4 Plan, organize, and lead fund raising activities.

VII Duties of the Directors

A Recruiting Director:

The duties of the Recruiting Director shall be to:

- 1 Lead the participation in all BLA recruiting events and activities.

- 2 Maintain a recruitment section on both the bulletin board and the web site.
- 3 Record Member attendance at recruitment events.

B Professional Development Director:

The duties of the Professional Development Director shall be to:

- 1 Contact and schedule speakers, panels, and other events to benefit the BLA and USF.
- 2 Promote BLA professional events and ensure adequate attendance and representation.

C Social Director:

The duties of the Social Director shall be to:

- 1 Plan, schedule, and lead social events.

D Career Development Director:

The duties of the Career Development Director shall be to:

- 1 Work with career services, alumni, and other contact to find positions, opportunities, and careers in business and law.
- 2 Maintain an updated career information space on both the bulletin board and the web site.

E Publications Director:

The duties of the Publications Director shall be to:

- 1 Research and explore publication opportunities as an outlet for the BLA.
- 2 Lead and manage any publication of the BLA.

VII Removal From Office

- A** The Members may remove any officer for failure to fulfill his/her responsibilities, conduct detrimental to the interests of the BLA, physical or mental infirmity to the degree that renders him/her incapable of fulfilling the duties of the office.
- C** Elected officers may be removed by 3/4 majority vote of the Members present in a recall vote for any of the reasons stated above.

- C A recall vote shall be initiated by the current officers receipt of a recall petition with more than 2/3 Members signatures. The recall election must be announced in writing in all members folders within 1 week of receipt of petition, and must be held between one and two weeks after being announced; unless, the recall would fall when classes are not in session. If class are not in session when recall would be held the recall will be announced at the start of classes after the break.

ARTICLE V TASK FORCES

I Organization of Task Forces

- A Members shall be organized into task forces headed by a task force leader as required to meet changing needs of the BLA.
 - 1 Task force leaders are appointed by the Vice President with approval from the President.
 - 2 Active task force leaders shall be acting directors and are required to meet with the Vice President in the same form as directors.

II Qualification and Selection of Task Force Leaders

- A Each task force leader shall be a Member and have a grade point average above 2.0 for the duration of the position.
- B The appointment and removal of the task force leader shall be the responsibility of the Vice President, and must be submitted to the President for approval before being carried out.

III Function of Task Forces

Through the task force leader each task force shall:

- A Operate to achieve goals set by the Members and communicated by the Vice President.
- B Operate to accomplish goals under the direction of the task force leader and the supervision of the Vice President.
- C Communicate bi-weekly or as designated with the Vice President in director meetings to report progress and accomplishments.
- D Insure the timely and appropriate completion of all task force goals.

IV Task force Permanence

An active task force leader may be designated as a director of the focus of the task force, making the new director position a permanent director position and an amendment to the bylaws, when:

- A The task force has been active for more than six months,
- B A majority of the officers vote to make the task force a permanent director position, and
- C Two thirds of the Members vote to make the task force a permanent director position.

ARTICLE VI MEMBER MEETINGS

I Regular Meetings

- A The BLA Members shall meet at least monthly during school or more often, as needed.
- B Annual Nomination and election meetings may be combined with standard periodic meetings.
- C The primary objective of the meetings shall be to report on the activities of the Members, elect officers if necessary, receive committee reports, and conduct other business as may be on the agenda.
- D Written minutes of all meetings shall be prepared and recorded

II Quorum

The quorum requirement shall be deemed met if more than 2/3 of listed members are present, or if meeting had been properly noticed.

III Notice of Meetings

Written notice stating place, day, and hour of all meetings shall be posted on the BLA bulletin board no less than 5 school days before each meeting.

IV Minutes

Minutes of each meeting of Members and Committees shall be prepared and shall include a record of the attendance of Members and the vote taken on each matter. Member meeting minutes shall be approved and posted by the President and Committee minutes will be approved and posted by the committee chairs.

V Meeting Votes

All Member voting, other than voting specifically addressed in other sections, must be conducted in the following manner.

- A The issue must be noticed as a voting issue on the meeting notice no less than five school days before the meeting.
- B The vote must be conducted by the Secretary in the best manner to ensure balance, fairness, and results reflecting the will of the Members.
- C For an issue to pass, it must receive the majority of voting Member votes.

ARTICLE VII INTERIM BOARD OF DIRECTORS

I Existence of Board

Upon the occurrence of one of the following events, a Board of Directors will be appointed.

- A The initial origination of the BLA.
- B The reorganization of the BLA after a period of dissolution without officers.

II Selection of the Board

The Board of Directors will be appointed by the faculty advisor, with one board member appointed as the acting President to lead the Board and the BLA.

III Duties and Authority of the Board

The Board of Directors will have the following duties:

- A The duties and authorities of the board shall encompass all the duties and authorities of the officers and directors with the President of the Board possessing the duties and authority of the President.
- B As a group the authority to appoint and direct task forces.
- C The duty to promote and prepare the organization for election and governance under standard officers and directors at the first scheduled election.
- D The President of the Board of Directors will have the duty to facilitate and manage officer and director elections at the first scheduled election.

IV Dissolution of the Board

Upon successful completion of the election, the Board will dissolve turning over all duties and authority to the officers and directors.

ARTICLE VIII BYLAW AMENDMENTS

I General

The bylaws may be amended under this section or under any specifically defined bylaw amendment procedure included in these bylaws.

II Amendment Procedure

The standard bylaw amendment procedure requires:

- A The proposed amendment must first be submitted to the officers in writing.
- B Upon majority approval determination, to take place no more than two weeks after bylaw submission, an amendment vote will be scheduled for the next regularly scheduled meeting.
- C The voting procedure is unchanged from standard meeting voting, with the additional requirement of 3/4 voting members to approve an amendment.