

Middle Eastern and North African Law Students Association Constitution and By-Laws

Article I Name

The name of the organization shall be Middle Eastern and North African Law Students Association (MENALSA).

Article II Objective, Aims, or Purpose

Section A It shall be the purpose of MENALSA to foster communication, companionship, and advancement of students of Middle Eastern and North African (MENA) descent and those interested in MENA culture and affairs.

Section B MENALSA represents the diverse range of political, economic, legal, and cultural perspectives of the Middle East, and seeks to flesh them out in open discussion. MENALSA serves its membership by offering workshops, extracurricular activities, valuable learning tools, and sharing experiences.

Section C MENALSA is not affiliated with any religion, and does not require its members to be of MENA descent.

Article III Membership and Eligibility Criteria

Section A Membership is open to any person enrolled at the University of Maryland who (1) is a law student at the Francis King Carey School of Law (Maryland Carey Law) and (2) is of MENA descent or (3) expresses strong interest in both law and/or Middle East affairs.

Section B Dues and Collection Procedures (If Any)

The fiscal year of the organization shall be from August 1st to July 31st.

The amount of annual dues shall be determined each year by August 1st.

Dues shall not exceed \$20 per year.

The disbursement of dues shall not be based on religious or political beliefs, race, color, creed—other than commitment to the beliefs of the organization,—religion, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status, or, unless exempt under Title IX, sex.

Section C In order for a member to remain in good standing they must attend a minimum of 3 meetings or events throughout the term.

Article IV Voting

Section A All votes shall require a quorum of members to be present. A quorum shall be 50% of the full membership base

Section B Each member in good standing may vote.

Section C Proxy voting is allowed by E-mail with assent from a majority of the Executive Board on a case-by-case basis.

Article V Officers

- Section A MENALSA shall have a President, Vice President, Secretary, Treasurer, Social Media Officer, 1L Representative(s), 2L Representative(s). These officers comprise the Executive Board.
- Section B All officers must be both members of MENALSA and Maryland Carey Law students.
- Section C The term of office for all positions shall be from election to office until the election for the following year or graduation, whichever comes first.
- Section D I. Election of officers shall be held annually. Notice shall be given at least two weeks before the election meeting.
- II. Nominations shall be submitted up to two weeks before the election meeting. Nominations shall be initiated by electronic form and elections done by a electronic ballot. The candidate receiving majority vote will be elected.
- III. In the event that there is no clear winner for any particular race the candidates will proceed to a run-off election conducted two days after the results have been announced. The candidate receiving the majority in that race will be elected.
- IV. In the event no candidate is nominated for a position, the incumbent shall continue their duties. If the incumbent has graduated, then a member shall be elevated to the board by a vote of the Executive Board, with priority given to 1L and 2L representatives.
- V. Once the Executive Board has been selected, preceding members may elect to hold transition meetings to train new members and transfer access to all documents required for the role.
- Section E All officers shall cooperate with one another and work closely together to ensure MENALSA's functionality and goals are met.
- Section F Any vacancy which may occur in an office shall be filled by appointment by the President pending ratification by a majority vote of the Executive Board.

Article VI Duties of Officers Defined

- Section A President
1. Serve as the chief executive officer.
 2. Guide MENALSA toward realization of its objective, aims, or purpose.
 3. Direct and coordinate administrative and organizational matters.
 4. Direct the budget, with approval of the Executive Board.
 5. Vacancies in offices will be filled by appointment by the President with approval of the Executive Board by majority vote.
 6. Keep and have available current copies of the constitution and bylaws.
 7. Maintain open communication and collaboration with the organization's Faculty Advisor
- Section B Vice President
1. Support the President in the administration and operation of the Organization
 2. Manage recruitment and retention of members
 3. Organize the nomination and election process for Executive Board positions
 4. Collaborate closely with the President and Treasurer to ensure financial stability of the organization

5. Perform other duties as assigned by the President.

Section D Secretary

1. Keep the minutes of all meetings and the meetings of the Executive Board.
2. Maintain electronic records for the Organization in a shared drive.
3. Upload a copy of the minutes to the shared drive.
4. Maintain a complete and accurate account of attendance and membership status.
5. Perform other duties as directed by the President and as approved by the Executive Board.

Section E Treasurer

1. Keep and maintain current record of all financial transactions
2. Clearly communicate all financial information to the Executive Board.
3. Ensure responsible allocation of funds for events, travel, and initiatives
4. Checking the accuracy of all bills and invoices and paying them correctly and on time.
5. The Treasurer will perform other duties as directed by the President and as approved by the Executive Board.
6. Attend SBA hearings and advocating for the organization's financial needs.

Section F Social Media Officer

1. Manage the organization's online presence and amplify our reach in the school and wider University community.
 - a. Online Presence shall consist of Instagram and LinkedIn
2. Develop a social media plan that aims to accomplish the goals set in (1).
3. Create content highlighting upcoming events and relevant MENA news
4. Monitor online conversations and respond to all digital inquiries.
5. Represent and promote MENALSA through networking, school events and/or social events

Section G 2L Representative (Optional Role)

1. The 2L Representative/Ambassador shall represent MENALSA to the 2L/3L classes and in turn represent the concerns of the 2L members on the Board.
2. The 2L Representative/Ambassador supports other Executive Board's performance of duties as needed.
3. The 2L Representative/Ambassador shall represent and promote MENALSA through networking, school events and/or social events.

Section H 1L Representative

1. The 1L Representative shall represent MENALSA to the 1L class and in turn represent the concerns of the 1L members on the Board.
2. The 1L Representative supports other Executive Board's performance of duties as needed.
3. Represent and Promote MENALSA through networking, school events and/or social events.

Article VII Impeachment/Removal from Office

- Section A Any officer may begin impeachment proceedings and must state the case for impeachment in writing submitted to the President. Should the President be the subject of the proceedings, the next highest officer shall oversee the proceedings.
- Section B Any officer who has willfully and maliciously acted in a way inconsistent with MENALSA's values, violated the constitution, or has negligently or incompetently performed their duties may be removed from the position by a two-thirds vote of the Executive Board.
- Section C Once proceedings have been initiated, a hearing date shall be set for the Executive Board to discuss the matter before voting. Voting shall occur on the same day as the hearing.
- Section D Once a hearing date has been set, the officer in question shall be notified 48 hours before the hearing on the matter. This officer shall have an opportunity to plead their case before the rest of the board.
- Section E Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with two-thirds approval of all present voting members.

Article VIII Meetings and Notice of Meetings

- Section A The times for regularly scheduled meetings shall be determined by the Executive Board.
- Section B The Executive Board shall meet at least once per month.
- Section C General Body Meetings shall occur at least twice per term. There will be a minimum of one in-person meeting and one virtual meeting.
- Section D Notice shall be given at least one day before each regular meeting.
- Section E Special or emergency meetings may be called with less than 24 hours notice by the Executive Board.

Article IX Amendment Procedures

- Section A Any officer of the Executive Board may propose an amendment to the constitution.
- Section B All proposed amendments shall be submitted to the Secretary of the Organization at least one week prior to the next Executive Board meeting.
- Section C The Secretary shall promptly circulate the amendment to the remaining members of the Executive Board and add its discussion to the agenda for the next scheduled meeting
- Section B All proposed amendments shall be debated by the Executive Board.