



# **National Black Law Students Association**

## **SOUTHERN REGION BYLAWS**

### **ARTICLE I – NAME**

The Association of affiliated Chapters of the National Black Law Students Association (hereinafter “NBLSA”) residing in the states of Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico, and the Virgin Islands shall be named the Southern Region of the National Black Law Students Association (hereinafter “SRBLSA”).

### **ARTICLE II – OBJECT**

#### **SECTION 1**

The Object of SRBLSA shall be to bring about a union of law students at affiliated law schools in order to:

- A. Provide affiliated members and black law students in general with a forum for expressing their unique needs and concerns;
- B. Provide a regional support mechanism for Black Law Student Associations located in Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico, and the Virgin Islands;
- C. Open and maintain the lines of communication between affiliated members and the black community;
- D. Utilize the collective resources of the affiliated chapters to improve the quality of legal education in the Region and effectuate the goals of the National Black Law Students Association and the Region;
- E. Provide greater opportunity for employment in the Region for affiliated members; F. Foster and encourage professional competence of affiliated members;
- G. Promote legal awareness in the black community; H. Utilize the collective resources of the affiliated chapters.

#### **SECTION 2**

The introduction of any motion or course of action that falls outside the Object of this Region shall require a two-thirds (2/3) vote of members present and voting at a duly constituted plenary session at a Regional Convention.

### **ARTICLE III – MEMBERS**

#### **SECTION 1 – ELIGIBILITY FOR MEMBERSHIP**

- A. A chapter or an individual shall be eligible for membership within the Region if the chapter is located in a school in or an individual is attending school in Alabama,

Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico, and the Virgin Islands.

- B. A chapter or an individual shall be eligible for membership within a sub-region of the Region according to its (or his) residence according to the following provisions:
1. Sub-Region 1: Alabama and Georgia
  2. Sub-Region 2: Mississippi, Kentucky and Tennessee
  3. Sub-Region 3: South Carolina and North Carolina
  4. Sub-Region 4: Florida, Puerto Rico and Virgin Islands

## **SECTION 2 – CLASSES OF MEMBERS**

### A. Individual Memberships

1. Active Members. An Active Member shall consist of any person who:
  - (1) Resides within the Region;
  - (2) Is affiliated with an active Chapter in the Region; and,
  - (3) Has fulfilled any membership requirements of its affiliated Active Chapter. Generally, an Active Member shall be required to affiliate with the Active Chapter at his/her respective law school; however, the Tribunal may waive this requirement for just reasons at the application of an Active Member
2. Inactive Members. An Inactive Member shall consist of any person who does not meet any of the requirements for active membership as prescribed in Article III, Section 2(A)(1) of this document.
3. Alumni Members. An Associate Member shall consist of:
  - (1) Any person who was affiliated with the Region during his/her tenure in law school and has graduated from a law school; or,
  - (2) Any professional person who wishes to affiliate with the Region. The Sub-Regional Directors are permitted to make Associate Membership into the Region contingent on the payment of a reasonable membership dues rate, which shall be uniformly applied, by any candidate for Associate Membership.
4. Honorary Members. An Honorary Member shall consist of any person recognized as an Honorary Member by the Chamber of Delegates. An honorary member title is perpetual, unless rescinded by a simple majority vote of the Chamber of Delegates.
5. Honorary Officers. An honorary officer position shall be awarded by the Chamber of Delegates to an officer of the Region, after his term of office, who has shown outstanding service and contribution to the Region. An Honorary Officer title is perpetual, unless rescinded by a simple majority vote of the Chamber of Delegates.  
[Comments mention the nomenclature of honorary titles]

### B. Chapter Memberships

1. Active Chapter. An Active Chapter shall consist of any chapter that:
  - (1) Resides within the Region,
  - (2) Has a fully compliant Executive Board according to Article III, Section 5, and,
  - (3) Has active status with Nationals.
2. Inactive Chapter. An Inactive Chapter shall consist of any chapter that does not meet the requirements prescribed in Article III, Section 2(B) of this document.

### **SECTION 3 – RIGHTS OF MEMBERSHIP**

- A. Active Chapters shall have the right to attend meetings, participate in programs, vote at any plenary session sponsored by the Region or its respective Sub-Region, and carry out any other rights, duties, and privileges prescribed in any governing document of the Region.
- B. Active Members shall have the right to attend meetings, participate in programs, run for any regional office pursuant to the rules prescribed in any governing document of the Region, and carry out any other rights, duties, and privileges prescribed in any governing document of the Region.
- C. Active Chapters and Members shall have a right to request any document produced by any entity of the Region. Such documents shall include financial information of the Region, like the Report of the Financial State of the Region and its Affiliated Chapters; membership lists, minutes to executive board meetings, conference calls, and plenary sessions; decisions, interpretations, and any arbitration by the Tribunal; orders by any executive official; legislation produced by the Chamber of Delegates; the Bound Book; the Accountability Report; and motions made by any official, member, or affiliated Chapter of the Region.
- D. Associate and Honorary Members and Honorary Officers shall have a right to attend meetings of the Region and to speak, but not to make motions or vote unless the person is an Active Member of the Region.
- E. Inactive Chapters and Members shall have no voting privileges in the Region; although, with the approval of the Chamber of Delegates, Inactive Chapters and Members may attend meetings and programs of the Region.

### **SECTION 4 – DUTIES OF MEMBERSHIP**

#### **A. Aspirational Duties**

The Active Chapters and Members of the Region shall strive to carry out the following duties:

- 1. Active Members and Chapters shall strive to regularly participate in the activities of the Region.
- 2. Active Chapters shall strive to host or participate in community service projects and activities within their local communities.
- 3. Active Chapters shall ensure the academic achievement of all of its affiliated members.
- 4. Active Members shall strive to effectuate change at their respective law schools by hosting innovative, informative programming and by seeking leadership positions at their law schools.

#### **B. Obligatory Duties**

The Active Chapters and Members of the Region shall carry out the following duties:

- 1. Active Chapters shall submit, to the appropriate Regional official, a list of Active Members in the Chapter, the governing documents of the Chapter, information concerning the Chapter dues rate for affiliated members of the Chapter, any financial information, including a banking statement, requested by the Tribunal or the Finance Division, and a schedule of events that outlines the anticipated activities and programming that the Chapter will host.

- (1) In years when NBLSA or SRBLSA is not audited by the federal government, any chapter using the NBLSA federal tax ID for banking purposes must, at the request of the National or Regional Treasurer, provide proof that their bank account is not overdrawn; however, in years when NBLSA or SRBLSA is audited by the federal government, any Chapter using the NBLSA federal tax ID

for banking purposes must provide proof of all financial activity during the fiscal year.

- (2) For Chapters not using the NBLSA federal tax ID, when the Region requests financial information from the Chapter, the Chapter is only required to provide information relating to monies collected from the affiliated members of the Chapter or from the Chapter's fundraising efforts. Affiliated Chapters not using the NBLSA federal tax ID shall not be required to provide financial information for any finances that come directly from the contributions made to the Chapter by the affiliated Chapter's law school.
  - (3) Active Chapters shall submit any information requested by the Historian.
2. The ranking member, or a person designated by the ranking member, of each Active Chapter shall attend any special meeting called by the Chapter's respective Regional Director relating to the business of the Region or the Sub-Region.
  3. Active Chapters shall attend the annual meeting at a Regional Convention and shall have at least one delegate to represent the Chapter in the plenary sessions of the Chamber of Delegates.
  4. Active Chapters and Members shall carry out any other duties prescribed in any governing document adopted by the Region.

#### **SECTION 5 – FEES**

- A. The assessment of membership dues shall be carried out by the National Executive Board pursuant to Article IX of the NBLSA Constitution.
- B. Whenever an affiliated Chapter becomes delinquent in meeting its financial obligations, the Regional Board shall inform the affiliated Chapter of its delinquency and of a date whereby the affiliated Chapter shall be rendered Inactive for its nonpayment. Failure to inform the affiliated Chapter of its delinquency within a reasonable time shall result in the affiliated Chapter maintaining its rights, privileges, and duties in the Region, including the right to vote and have delegates in the Chamber of Delegates.
- C. All individuals holding officer positions within any local Chapter of SRBLSA are required to be financially active by paying annual national dues.
  1. To be considered "financially active," a student must have paid national dues either at the time of nomination for a local office or prior to the official commencement of their term in the local officer position.
- D. Active Chapters and Members shall not be charged a fee to attend any academic retreat or job fair hosted by the Region or to obtain electronic copies of any document prescribed in Section 3(C) of this Article, the Manifesto, the Accountability Report, the Report of the Financial State of the Region and its Affiliated Chapters, and the latest edition of the Law Journal and the Bound Book. If no electronic copy is available, then the member is entitled to a free hard copy.
- E. An Active Chapter that does not uphold the Obligatory Duties prescribed in Section 4(B)(1) of this Article may be subject to forfeiture, which shall be configured into the Chapter's Regional Convention registration fees, of not more than forty percent (40%) of its Regional Dues rate, and not to exceed a yearly total of two hundred dollars (\$200), for each incident where the Chapter infringed upon its obligations to the Region, especially those prescribed in this document. Other procedural rules concerning forfeiture that are consistent with this provision shall be prescribed in the Standing Rules of the Region.

- F. The Sub-Regional Directors may assess other reasonable fees that are consistent with the governing documents of the Region and of Nationals.

#### **SECTION 6 – RESIGNATION OF MEMBERSHIP**

- A. An individual member may resign from the Region either explicitly by submitting a written statement to the Regional Board that expresses the member’s intention to resign or tacitly by the overt actions of the individual member that suggests to the members of the Regional Board that the member no longer wishes to be affiliated with the Region.
  - 1. In the case of a tacit resignation, the Regional Board shall first send a Letter of Warning to the individual member warning the member of his/her tacit resignation.
  - 2. If after receipt of the Letter of Warning the resigning member has not taken affirmative steps to express his/her interest in maintaining his/her affiliation with the Region, the individual member shall be deemed to have resigned his/her membership and his/her name shall be removed from the Region’s membership roll list.
- B. An affiliated Chapter may resign from the Region by submitting a written statement signed by the affiliated Chapter’s ranking officer to the Regional Board that expresses the affiliated Chapter’s intent to be non-affiliated with the Region.
- C. Resignation of membership in the Region shall not affect an individual member’s, nor an affiliated Chapter’s membership status in the National organization, and the resigning member or affiliated Chapter shall follow any resignation procedures adopted by Nationals in order to resign his or its National membership status.

#### **ARTICLE IV – OFFICERS**

##### **SECTION 1 – OFFICERS OF THE REGION AND WHETHER SUCH OFFICERS ARE ELECTED OR APPOINTED, SHALL CONSIST AS FOLLOWS:**

- A. Regional Chair (elected by Chamber of Delegates)
- B. Regional Vice-Chair (elected by Chamber of Delegates)
- C. Recording Secretary (elected by Chamber of Delegates)
- D. Regional Treasurer (elected by Chamber of Delegates)
- E. Regional Parliamentarian (elected by Chamber of Delegates)
- F. Regional Director of Sub-Region 1 (elected by Conclave of Sub-Region 1)
- G. Regional Director of Sub-Region 2 (elected by Conclave of Sub-Region 2)
- H. Regional Director of Sub-Region 3 (elected by Conclave of Sub-Region 3)
- I. Regional Director of Sub-Region 4 (elected by Conclave of Sub-Region 4)
- J. Regional Director of Communications (elected by Chamber of Delegates)
- K. Regional Attorney General (elected by the Chamber of Delegates)
- L. Regional Director of Constance Baker Motley Mock Trial Competition (elected by Chamber of Delegates)
- M. Regional Director of the Thurgood Marshall Moot Court Competition (elected by Chamber of Delegates)
- N. Editor-in-Chief of the Southern Journal of Policy and Justice (selected by the Regional Board based on specified criteria. The outgoing Regional Board selects the incoming Editor-in-Chief)
- O. Membership Coordinator (appointed by Regional Chair, with the consent of the Regional Executive Board)

- P. Director of Career and Professional Development (appointed by Regional Chair, with the consent of the Regional Executive Board)
- Q. Regional Convention Coordinator (appointed by Regional Vice-Chair, with the consent of the Regional Executive Board)
- R. Regional Director of Programming (appointed by Regional Chair, with the consent of the Regional Executive Board)
- S. Regional Director(s) of Corporate Relations (appointed by Regional Chair, with the consent of the Regional Executive Board)
- T. Regional Director of Community Service (appointed by Regional Chair, with the consent of the Regional Executive Board)
- U. Regional Director of the College/Pre-Law Student Division (appointed by the Regional Chair, with the consent of the Regional Executive Board, unless provided otherwise by a NBLSA governing document)
- V. Public Relations Specialist (appointed by the Regional Chair, with the consent of the Regional Executive Board)
- W. Regional Director of Alumni Affairs (appointed by Regional Chair, with the consent of the Regional Executive Board)
- X. Regional Historian (appointed by Regional Chair)

#### **SECTION 2 – TERM OF OFFICE**

- A. Officers shall hold office for a term of one year or until their successors are elected or appointed by the appropriate electing or appointing authority in accordance with Section 1 of this Article.
- B. The term of office shall commence on April 1st, in the case of elected officers, and on the day of appointment, in the case of appointed officers, and shall terminate on March 31st of the following year.
- C. Any Active Member holding the position of the Regional Treasurer shall be bound to serve his or her entire term of office, absent extenuating circumstances or for gross mismanagement of funds or fraud.

#### **SECTION 3 – QUALIFICATIONS**

- A. All officers of the Region shall be Active Members of the Region at the time of their election or appointment to office and throughout the tenure of their terms.
- B. Any Active Member seeking the candidacy for the position of Regional Chair must have served on the Regional Board as an officer or staff, a Regional committee, or as an assistant to any officer or entity of the Region, in order to qualify as a candidate for the Regional Chair position. If one Active Member or no Active Member meets the qualification for Regional Chair prescribed in this Subsection, then the requirement shall be waived to allow Active Members who would otherwise be unqualified for the Regional Chair position to run for office.
- C. In the case of appointed officer positions, the appointing authority may adopt additional qualifications for the office, if any at all.
- D. All officers of the Region shall be required to submit an academic letter of good standing and letter of good standing from their local chapter, prior to election or appointment.
- E. An officer may be required to submit an academic letter of good standing at the start of an academic semester.

## SECTION 4 – NOMINATIONS

- A. An Active Member who meets the qualifications for an office shall be nominated for the candidacy of an elected office by:
  - 1. Submitting a Statement of Intent Form to the Elections and Credentials Committee before the Regional Convention; or
  - 2. Being nominated from the floor at the plenary session of the Chamber of Delegates at the annual meeting at a Regional Convention by an Active Chapter.
- B. An Active Member shall generally be allowed to run for one elected office except in the following situations:
  - 1. Where an Active Member loses a sub-regional election, like for the election of Regional Director, that Member may be nominated from the floor as a candidate for a Regional position, that is, only if the vote for the sub-regional position does not occur simultaneously with the vote for the Regional position.
  - 2. Where only one or zero candidates run for a given Regional position, an Active Member running for another Regional position may be nominated from the floor by an Active Chapter for the Regional position that only one or zero Active Members are running. Should an Active Member running for two positions win both elected positions, the Active Member shall accept only one elected position. No one shall be allowed to run for more than two (2) elected positions simultaneously.
- C. The Elections and Credentials Committee shall adopt a reasonable procedure to determine if a person nominated from the floor at a plenary session at the annual meeting at the Regional Convention for an elected officer position is actually an Active Member of the Region.
- D. When an Active Chapter nominates a person from the floor for an elected officer position in the Region, the nominated person must contemporaneously accept the nomination. This rule shall require the nominee to be present in the plenary session at the time of nomination.
- E. Those individuals elected from the floor during the Chamber of Delegates plenary session, must submit the following:
  - 1. A Letter of Good Standing from the elected individual's school administration.
  - 2. A Letter of Good Standing from the President of the elected individual's local BLSA Chapter.
- F. Objective procedure for appointing officers
  - 1. Approximately six (6) weeks after the Regional Convention, the Executive Committee should issue a region-wide "Call for Appointed Officers". The document should be announced in the SRBLSA Newsletter, and/or through the regional email lists. After the applications are received, all of the resumes and letters of intent for the appointed positions should be provided to the elected officers for review. The Regional Chair and Vice-Chair should meet, and select the top candidates for each position based on objective criteria comprised of the job description, content of the resume, past NBLSA/SRBLSA experience/activities and supporting documentation. In addition, the elected board members should be provided a similar listing and a 5-point Likert scale and provided an opportunity to review the pool of applicants and make

recommendations. After sufficient review, the board should meet and review the applications on a conference call.

2. Under this provision, the Regional Chair may amend the appointed officer procedure, upon notice to the membership in the “Call for Appointed Officers.

### **SECTION 5 – ELECTIONS**

- A. Votes for elected officers shall be by ballot unless there is only one nominee for office. In cases in which there is only one nominee for office, the election vote may be by viva voce at a plenary session of the Chamber of Delegates at the annual meeting at a Regional Convention.
- B. The candidate that receives a simple majority of votes shall be declared the winner of the election. This may require a run-off election to be held until a simple majority is reached.
- C. Proxy Votes and Absentee votes shall not be allowed in the election of officers for the Region in the Chamber of Delegates.
- D. Write-in candidates shall be permitted in the election of Regional officers, and no action shall be taken to limit the right of an Active Member to be a write-in candidate. Nevertheless, write-in candidates must meet all of the qualifications for the officer position as prescribed in Section 3 of this Article.
- E. Teller’s Report
  1. After counting the ballots, the Election and Credentials Committee shall prepare a Teller’s Report to be presented to the presiding officer of the plenary session of the Chamber of Delegates at a Regional Convention that contains the number of votes cast, the number of votes necessary for election, the number of votes received by each candidate, and the number of illegal votes with a brief statement as to the reason for the illegality.
  2. The Teller’s Report shall be submitted to the presiding officer of the plenary session of the Chamber of Delegates at a Regional Convention who shall then declare the result of the election or, with the approval of the Chamber of Delegates, shall announce the result at the Region’s Annual Banquet.
  3. The Teller’s Report shall be made available immediately to any Active Member or Chapter of the Region after the election results have been declared.
- F. In the case of a tie, the ballot vote shall be conducted again, and the presiding officer of the plenary session of the Chamber of Delegates shall not be vested with the power to break tie votes.
- G. Ballots submitted in the election shall be destroyed three calendar days after the end of the Regional Convention.
- H. Before the close of the Regional Convention, a candidate has a right to inspect all of the physical ballots submitted for the position to which he was a candidate.
- I. The Elections and Credentials Committee may recommend the adoption of other rules concerning elections that are consistent with the provisions of this document to the Chamber of Delegates.

### **SECTION 6 – VACANCIES**

The following rules shall apply when an officer position is vacant:

- A. With the exception of the positions of Regional Chair and Regional Vice-Chair, should a position become vacant because of the death, resignation, removal from office, inability or failure to qualify, the appointing authority shall appoint an Active Member to the vacant appointed position; in the case of an elected officer, with the exception of a

Regional Director, the Regional Executive Board shall select an Active Member to the vacant elected position; and in the case of a Regional Director, the respective Conclave of the Regional Director shall elect an Active Member from the respective sub-region to the vacant Regional Director position.

- B. Where officer position is vacant because no one applied or sought election:
1. Should a position become vacant because no one ever applied for the vacant appointed position, the Regional Chair shall, with the consent of the Regional Executive Board, appoint a qualified Active Member to the vacant appointed position.
  2. Should a position become vacant because no one sought to be elected to the vacant elected position, the Regional Executive Board shall, of its own accord, elect a qualified Active Member to the vacant elected position. The Regional Executive Board shall not delegate this role to any other officer or entity of the Region; however, it may delegate the task of receiving applications and setting the qualifications for applicants to another officer or entity of the Region.
  3. The Regional Chair may assign the duties of a vacant position to any officer as necessary in furtherance of the Region's goals.
- C. The rules on filling the vacancies in the position of the Regional Chair and the Regional Vice-Chair shall be governed by the rules on the line of succession of the Regional Board as prescribed in Article VI, Section 1(B) of this document.

#### **SECTION 7 – HOLDING MORE THAN ONE OFFICE**

- A. Except for the Regional Chair, an officer of the Region shall not hold an officer position on the National Executive Board, unless the position on the National Executive Board is a counterpart to the Regional position. Officers of the Region may hold officer positions in their affiliated Chapters and in their respective Sub-Regions.
- B. In cases where there is a vacancy of an appointed officer position or where no one applied for an elected officer position, an existing officer of the Region shall be permitted to hold multiple offices as long the vacant position does not create a conflict of interest with the officer's existing position.

#### **SECTION 8 – REMOVAL OF OFFICERS**

- A. Elected Officers
1. Except as provided in Section 8(A)(2) of this article, elected officers shall be removed for just cause by the election of a successor into the same officer position by a simple majority vote of the Chamber of Delegates or by a two-thirds (2/3) vote of the acting Executive Board.
  2. The following shall be exceptions to the rule in Section 8(A)(1) of this article:
    - a. The Regional Chair shall be removed from office, through a vote of no confidence by a two-thirds (2/3) vote of the Chamber of Delegates or the adoption of a vote of no confidence by a simple majority vote of members present and voting in a Conclave by three of the four Conclaves of the Sub-Regions.
    - b. The Regional Vice-Chair shall be removed from office through a vote of no confidence by a two-thirds (2/3) vote of the acting Executive Board.

- c. Pentarchs shall be removed from office through a vote of no confidence by a two-thirds (2/3) vote of the members in its respective Conclave.
  - d. A vote of no confidence does not require the officer subject to a vote of no confidence to be removed for just cause. Such an officer may be removed for any reason, even if simply political, by the appropriate removal authority.
- B. Appointed Officers
  - 1. Except as provided in Section 8(b)(2) of this article, appointed officers shall be removed from their respective position for any reason, by the appointment of a successor into their same respective position by the appropriate appointing authority.
  - 2. An appointed member of the Tribunal shall be removed from office by the appointment of a successor into his position by his appointing authority, for any reason to the extent that the member's removal is not related to his decision on the Tribunal.
- C. The Tribunal may automatically remove any officer of the Region, whether elected or appointed, if that officer has been found to commit gross mismanagement of funds, fraud, or theft during his tenure of office.
- D. For the purposes of this document, "just cause" shall include, but not be limited to, actions where the officer has failed to perform a duty of office or attend a substantial number of requisite meetings, theft, fraud, or engaging in conduct detrimental to the wellbeing of the Region. The Tribunal, at its own discretion, may review the appropriateness of an officer removal that requires "just cause."

## **ARTICLE V – DUTIES OF OFFICERS**

### **SECTION 1 – RULES APPLICABLE TO ALL OFFICERS**

- A. All officers shall perform any such other duties applicable to their office as prescribed by the parliamentary authority and any governing document adopted by the Chamber of Delegates, appropriate Committee, administrative supervisor, or the Tribunal.
- B. All officers shall submit to the Chamber of Delegates an annual report of their duties at a plenary session of the Chamber of Delegates or at any other time determined by the Regional Chair.
- C. All officers may appoint Active Members to assist them in executing their respective duties as long as such appointments do not conflict with an executive order issued by a ranking executive official, legislation adopted by the Chamber of Delegates, a decision by the Tribunal, or any provision of a governing document of the Region.

### **SECTION 2 – REGIONAL CHAIR**

The duties of the Regional Chair shall consist as follows:

- A. Embody the spirit and principles of the Region as the chief public representative and ceremonial figurehead of the Region.
- B. Serve as presiding officer of the Regional Executive Board and the Executive Committee.
- C. Set administrative procedures on the Regional Board for the efficient operation of the Region.

- D. Develop measured and identifiable goals for the Region, which are to be implemented by the appropriate members of the Regional Board, as reflected in the Manifesto of the Region.
- E. Serve as an ex-officio member of all divisions and committees of the Region.
- F. Appoint the Chief of each division and organize and create new Divisions as deemed necessary for the efficient operations of the Region.
- G. Ensure Regional compliance with the initiatives and the governing documents from Nationals by serving as chief liaison between the National Executive Board and the Region.
- H. Attend National Executive Board meetings and represent the interests of the Region as reflected in legislation adopted by the Chamber of Delegates.
- I. Present reciprocity agreements between the Region and other Regions or Nationals to the Regional Executive Board for approval.
- J. Serve as a joint signatory with the Regional Treasurer on all checks and financial accounts of the Region.
- K. Prepare a budget for the Region, with the assistance of the Regional Treasurer, and submit the budget to the Regional Executive Board for approval.
- L. Compile and set a deadline for the Transitional Document that shall contain pertinent information by each officer in the current administration to the same officer in the subsequent administration.
- M. Render a full report of his or her administration to the Chamber of Delegates and, if necessary, make any recommendations to the Chamber for their disposition.

### **SECTION 3 – REGIONAL VICE-CHAIR**

The duties of the Regional Vice-Chair shall consist as follows:

- A. Serve as the chief officer over the general operations of the Region.
- B. Serve as presiding officer of the Chamber of Delegates to the extent that the Vice-Chair shall vote only in the event of a tie, unless expressly prohibited from doing so by a provision in the governing documents of the Region.
- C. Serve as ex-officio member of all divisions and committees of the Region.
- D. Appoint committee chairpersons and organize affiliated members onto Regional Committees.
- E. Create special committees whenever deemed necessary for the efficient operations of the Region.
- F. Sign all legislation passed by the Chamber of Delegates, and any Regional committee.

### **SECTION 4 – REGIONAL DIRECTORS**

A. The duties of the Regional Directors, also called Pentarchs when serving in their legislative function, shall consist as follows:

1. Serve as presiding officers of the Conclaves of their respective Sub-Region.
2. Maintain communications with the affiliated local Chapters and members within their respective sub-regions.
3. Ensure the implementation of Regional and National initiatives on the local level.
4. Bring issues of a local concern to the Region for resolution.

5. Distribute or make available to the Active Chapters and Members of the Region a bi-monthly report of the events, activities, programs, and initiatives of the SubRegion.
6. Execute and facilitate one academic retreat per academic year for members within each Director's respective Sub-Region. [Edited February 2015]
7. Sign all legislation adopted by their respective Conclaves.

**SECTION 5 – REGIONAL MEMBERSHIP COORDINATOR**

- A. The duties of the Regional Membership Coordinator shall consist as follows:
  1. Serve as the chief database officer of the Region by compiling statistics and databases on the affiliated local Chapters and members in the Region and distribute and make such data available to the Regional Board and the affiliated local Chapters and members of the Region.
  2. Produce a directory with contact information of Active Chapters and Members of the Region by a date designated by the Regional Chair.
  3. Assist the National counterpart, the Director of Membership, in his or her duties.
- B. For the purposes of Article III of the Uniform Governing Articles of the Region, the Regional Membership Coordinator shall be synonymous with the Regional Director of Membership.

**SECTION 6 – REGIONAL DIRECTOR OF CAREER AND PROFESSIONAL DEVELOPMENT**

- A. The duties of the Regional Job Fair Coordinator shall be to coordinate a regional job fair (or several job fairs) for the Active Members of the Region.
- B. The Job Fair Coordinator shall be a permissive officer position; consequently, the Regional Chair, has discretion on whether or not to utilize the position.

**SECTION 7 – REGIONAL DIRECTOR OF PROGRAMMING**

- A. The duties of the Programming Coordinator shall consist as follows:
  1. Supervise all programs of the Region as instructed by the Regional Chair to ensure that such programs are properly and efficiently implemented.
  2. Plan one or several academic retreats for the Region with the assistance of the Regional Directors and pursuant to any special rules for carrying out the academic retreat as adopted by a sub-region's respective Conclave.
  3. Assist the National counterpart, the National Director of Programming, in the implementation of his or her duties.
- B. For purposes of Article III of the Uniform Governing Articles of the Region, the Regional Programming Coordinator shall be synonymous with the Regional Director of Programming.

**SECTION 8 – REGIONAL CONVENTION COORDINATOR**

The duties of the Regional Convention Coordinator shall consist as follows:

- A. Serve as Chair of the Convention Committee.
- B. Make all local arrangements for hosting a Regional Convention as instructed by the Regional Vice-Chair.

**SECTION 9 – EDITOR-IN-CHIEF OF THE LAW JOURNAL**

- A. The duties of the Editor-in-Chief of the Law Journal shall consist as follows:

1. Assume responsibility for everything in the publishing process of producing the Journal.
  2. Oversee the day-to-day affairs of the Journal.
  3. Serve as a liaison between the Journal and the Regional Board.
  4. Approve all publication decisions including final edits on all articles, design and layout of the Journal, and any additional issues prior to print.
  5. Supervise and assist the other members of the Editorial Board of the Law Journal.
  6. Appoint non-editorial staff as needed.
  7. Enforce deadlines as required for the efficient operation and publication of the Journal.
- B. Board of Faculty Advisors [added 2007]
1. Composition of the Board of Faculty Advisors:
    - a. The Board of Faculty Advisors should include at least one faculty member from each of the forty-two (42) schools in the Region, and each member should be an expert in a different area of law.
    - b. The Board should be permanent:
      - i. Members should have a vested interest in the future success of the Journal.
      - ii. Not every professor will be called on every year to assist with the editing process.
    - c. Each Board member would be appointed by the Editor-in-Chief upon majority vote by the SRBLSA Executive Board.
- C. Responsibility of the SRBLSA Journal [added 2007]
1. The SRBLSA Law Journal (hereinafter “Journal”) shall travel from school to school within the Region and the locale of the editorial board will change annually.
  2. The Journal is dependent on the host school’s administration for support and is in its critical stages of development; stability and support are of the utmost importance.
  3. The theme of each volume shall change yearly.
  4. The locale of the editorial staff shall also change yearly.
- D. Further rules concerning the Journal shall be promulgated in the Standing Rules of the Region.

**SECTION 10 – REGIONAL DIRECTOR(S) OF CORPORATE RELATIONS**

- A. The duties of the Regional Director of Corporate Relations shall consist as follows:
1. Oversee all fundraising efforts of the Region.
  2. Seek donations on behalf of the Region.
  3. Assist the Regional Convention Coordinator in seeking sponsors for activities at a Regional Convention and the Editor-in-Chief of the Journal in seeking sponsors for the Journal.
  4. Assist the National counterpart, the National Director of Corporate Relations, in his or her duties.

- B. For purposes of Article II of the Uniform Governing Articles of the Region, the Regional Director of Corporate Relations shall be synonymous with the Regional Corporate Relations Director.

**SECTION 11 – REGIONAL DIRECTOR OF COMMUNITY SERVICE**

- A. The duties of the Regional Director of Community Service shall consist as follows:
  - 1. Develop and implement community service projects throughout the Region consistent with National and Regional initiatives.
  - 2. Coordinate the community service project to be held at one Regional Convention.
  - 3. Assist the National counterpart, the National Director of Community Service, in his or her duties.
- B. For purposes of Article III of the Uniform Governing Articles of the Region, the Regional Director of Community Service shall be synonymous with the Regional Community Service Director.

**SECTION 12 – REGIONAL TREASURER**

- A. The duties of the Regional Treasurer shall consist as follows:
  - 1. Receive all monies and account for all funds of the Region.
  - 2. Serve as Chief of the Finance Division.
  - 3. Become and remain bonded for the duration of his term.
- B. Upon adoption of the budget by the Regional Executive Board, the Regional Treasurer shall be authorized to make disbursements up to the total amount shown approved in the budget and upon the order of the Regional Chair and presiding officer of an entity of a Region under whose direction a particular budget item is administered. The Regional Treasurer shall issue no more than four unbudgeted disbursements, whose combined total shall not exceed \$3,000, without having to first resubmit a budget to the Regional Executive Board.

**SECTION 13 – REGIONAL DIRECTOR OF CONSTANCE BAKER MOTLEY MOCK TRIAL COMPETITION**

- A. The duties of the Regional Director of the Constance Baker Motley Mock Trial Competition shall consist as follows:
  - 1. Supervise and coordinate the mock trial competition for the Region.
  - 2. Perform other duties as assigned by the National Director of the Constance Baker Motley Mock Trial Competition.
- B. For purposes of Article III of the Uniform Governing Articles of the Region, the Regional Director of the Constance Baker Motley Mock Trial Competition shall be synonymous with the Regional Director of the Constance Baker Motley Mock Trial Competition.

**SECTION 14 – REGIONAL DIRECTOR OF THE THURGOOD MARSHALL MOOT COURT COMPETITION**

- A. The duties of the Regional Director of the Thurgood Marshall Moot Court Competition shall consist as follows:
  - 1. Supervise and coordinate the moot court competition for the Region.
  - 2. Perform other duties as assigned by the National Director of the Constance Baker Motley Moot Court Competition.

- B. For purposes of Article III of the Uniform Governing Articles of the Region, the Regional Director of the Thurgood Marshall Moot Court Competition shall be synonymous with the Regional Director of the Thurgood Marshall Moot Court Competition.

**SECTION 15 – REGIONAL DIRECTOR OF THE COLLEGE/PRE-LAW STUDENT DIVISION**

- A. The duties of the Regional Director of the College/Pre-Law Student Division shall consist as follows:
  - 1. Foster the development of undergraduate affiliate BLSA Chapters at the various institutions of higher learning throughout the Region.
  - 2. Promote interest in the legal career field on undergraduate institutions.
  - 3. Develop programs and initiatives to increase the proficiency of African American undergraduate students on law school entrance exams.
  - 4. Assist the National counterpart, the National Director of Education, in his or her duties.
- B. The Regional Director of the College Student Division shall be a permissive officer position; consequently, the Regional Chair has discretion on whether or not to utilize the position.

**SECTION 16 – REGIONAL DIRECTOR OF COMMUNICATIONS**

The duties of the Regional Director of Communications shall consist as follows: A.

Serve as the chief information officer of the Region.

- A. Accomplish tasks that may require the Regional Director of Communications to assert supervisory authority over all of the various recording officers in the various entities of the Region; under such circumstances, these recording officers shall acquiesce to the authority of the Regional Director of Communications.
- B. Maintain an updated contact list of officers of the Region, officers of the Active Chapters in the Region, and Active Members in the Region.
- C. Compile, distribute, and make available a calendar of all of the anticipated events and programming of the Region as well as produce the Region’s newsletter.
- D. Maintain the Region’s official membership roll and call the roll when required.
- E. Notify officers, committee and division members, and delegates of their election or appointment, furnish any entity of the Region with whatever documents are required for the performance of their duties, and have on hand at each meeting a list of all existing members on any Committee or Division.
- F. Have a copy of the governing documents and minutes of the Region available at every meeting of any entity of the Region, particularly meetings of the Regional Board and the Chamber of Delegates.
- G. Send out to the membership a notice of each meeting, known as the call of the meeting, and conduct the general correspondence of the organization to the extent that distributing such correspondence has not been previously assigned to another officer.
- H. Assist the National counterpart, the National Secretary, in his or her duties.
- I. Oversee all aspects of publicity in the Region including the production of press releases and publicizing events in the Region.
- J. Maintain a listing of and communicate with the Associate Members and Honorary Members and Officers of the Region.

## **SECTION 17 – REGIONAL PARLIAMENTARIAN**

- A. The duties of the Parliamentarian shall consist as follows:
1. Serve as a definitive source to the Region of the proper protocol and practices of the parliamentary authority adopted by the Region.
  2. Initially decide all questions of interpretation and construction of the parliamentary authority adopted by the Region, subject only to the decision of the Tribunal.
  3. Ensure that each Active Chapter and Member of the Region receives a copy, or one is made available to them, of the governing documents and procedural rules of the Region.
  4. Serve as an ex-officio member of all Committees and Divisions of the Region.
  5. Serve as a member of the Tribunal.
- B. Except as provided in Subsection C of this Section, in order to maintain his or her impartiality, the Parliamentarian shall not, before the Chamber of Delegates, make a motion, participate in debate, or vote on any question that comes before it, except in the case of a ballot vote. The Parliamentarian shall not be allowed to temporarily relinquish his position in order to exercise the proscribed rights outlined in this Subsection.
- C. In general, the Parliamentarian shall not preside over any meeting of the Chamber of Delegates unless the Chamber of Delegates, upon passage of a two-thirds (2/3) vote, appoints the Parliamentarian to preside over the Chamber when warranted by the circumstances, even in spite of the fact that the Parliamentarian's appointment would be inconsistent with the line of succession for the presiding officer of the Chamber of Delegates as prescribed in this document.

## **SECTION 18 – REGIONAL HISTORIAN**

- A. The duties of the Historian shall consist as follows:
1. Serve as a member of the Tribunal.
  2. Prepare a narrative account of the Region's activities during his or her term of office, which, when approved by the Chamber of Delegates, shall become a permanent part of the Region's official history.
  3. Serve as custodian of the collection of documents, books, or other written or printed matter, have custody of these items—or at least designate a centralized location for the custody of these items—and maintain control over the access of such items to officers, Active Chapters and Active Members of the Region.
  4. Compile a Bound Book that shall contain the pertinent information produced by both the Region and its affiliated Active Chapters within a given year. "Pertinent information" shall include:
    - a. Minutes from meetings of all entities of the Region and executive board meeting of the Active Chapters.
    - b. Special rules, if any, adopted or rejected by any entity of the Region.
    - c. Resolutions adopted or rejected by the legislative bodies of the Region.
    - d. Decisions, judgments, and interpretations made by the Parliamentarian and Tribunal.
    - e. Information on any special projects and initiatives of the Region,
    - f. A list of officials in the Region and in the Active Chapters of the Region.

- g. A list of all persons serving on any entity of the Region.
  - h. A list of the membership statuses of all the affiliated Chapters of the Region.
  - i. A list of the membership dues rates of the Region on affiliated local Chapters and of the Active Chapters on their affiliated local members.
  - j. All documents relating to the election of officers of the Region, including but not limited to, a list of the candidates running for an elected officer position, in addition to their respective platforms, voting results of the officer elections, and a list of those Active Chapters that voted in the officer elections.
  - k. All of the governing documents of the Region and its affiliated Active Chapters.
  - l. The Accountability Report, Manifesto, the Minority Report, and all issues of the Journal.
  - m. Any other information determined to be pertinent by the Historian or by a motion of the Chamber of Delegates.
5. Distribute a hard copy of the Bound Book to the Regional Chairs of the current and subsequent administration, the Regional Vice-Chairs of the current and subsequent administration, the Chair of the Tribunal, the succeeding Historian, the succeeding Parliamentarian, the succeeding National Chair. Rules concerning the distribution and availability of the Bound Book to the Active Chapters and Members of the Region shall be consistent with the rules on the Rights of Membership and Fees, as prescribed in Article III of this document. The Historian, with the consent of the Regional Chair, may develop a rule or procedure concerning the availability and distribution of the Bound Book to any other interested party.
  6. Issue orders to any necessary party to obtain the required materials for the Bound Book.
  7. Oversee the content of the Region's, or any entity of the Region's, website.
  8. Appoint an Assistant to compile a visual history of the Region as reflected in a scrapbook.

In order to ensure his or her objectivity and the unbiasedness of the Region's historical record, the Parliamentarian shall not, before the Chamber of Delegates, make a motion, participate in debate, or vote on any question that comes before it, except in the case of a ballot vote. The Historian shall not be allowed to temporarily relinquish his or her position in order to exercise the proscribed rights outlined in this Subsection.

#### **SECTION 19 – REGIONAL ATTORNEY GENERAL**

- A. The duties of the Attorney General shall consist as follows:
  1. Research and inform the Active Members of the Region of current legal issues of interest to the goals, missions, and initiatives of the Region.
  2. Research and develop policies to effectuate change at the law schools and state governmental institutions of the affiliated Chapters of the Region insofar as such policies are consistent with the objectives of the Region, legislation or resolutions of the Chamber of Delegates, or the Regional Chair.

3. Prepare an article in the Region’s Journal.
  4. Assist the Regional Directors in hosting networking opportunities for Active Members of the Region with prominent government officials or civil rights activists within the respective Sub-Region.
- B. For the purposes of Article III of the Uniform Governing Articles of the Region, the Regional Attorney General shall be synonymous with the Attorney General Position.

**SECTION 20 – REGIONAL RECORDING SECRETARY**

The duties of the Recording Secretary shall consist as follows:

- A. Transcribe (or ensure the transcription of) accurate minutes of the meetings of the Regional Board, Executive Committee, Chamber of Delegates, Conclaves, Tribunal, Divisions, Committees, conference calls, and any other meeting through the use of audio or video technology, or both, and distribute or make available these minutes to the officers and Active Chapters and Members of the Region in a timely manner before filing such minutes in the archives of the Region.

**ARTICLE VI – EXECUTIVE ENTITIES OF THE REGION**

**SECTION 1 – REGIONAL BOARD**

A. The Regional Board shall be composed solely of the officers of the Region outlined in Article IV, Section 1 of this document. Any additional positions created but not prescribed in Article IV, Section 1 of this document shall be considered the Staff of the Regional Board and shall exercise no voting privileges on the Board. B. Line of succession.

1. For the Regional Chair

- a. If, by reason of death, resignation, inability or failure to qualify, there is no Regional Chair to discharge the powers and duties of the office of the Regional Chair, then the Regional Vice-Chair shall, notwithstanding the qualification for the Regional Chair position as prescribed in Article IV, Section 3(B) of this document and upon his resignation as Regional Vice-Chair, act as the Regional Chair. The new Chair shall then appoint a qualified Active Member of the Region to the office of the Regional Vice-Chair, subject to one-half approval of the Regional Executive Board.
- b. If, by reason of death, resignation, inability, or failure to qualify, there is no Regional Chair and the existing Regional Vice-Chair declines to assume the office of the Regional Chair, then the Regional Secretary shall, notwithstanding the qualification for the Regional Chair position as prescribed in Article IV, Section 3(B) of this document and upon his resignation as Regional Director and as a member on the Tribunal, act as the Regional Chair. The Regional Secretary-turned-Regional Chair shall then appoint a qualified Active Member of the Sub-Region to the vacant office of the Regional Director. The Regional Executive Board shall then elect a new Regional Secretary.

2. For the Regional Vice-Chair

- a. If, by reason of death, inability or failure to qualify, there is no Regional Vice-Chair to discharge the powers and duties of the office of the Regional Vice-Chair, then the Secretary shall, upon his resignation as Regional Director and as a member on the Tribunal, act as the Regional Vice-Chair. The Regional Secretary-turned-Regional Vice-Chair shall then appoint a

- qualified Active Member of the Sub-Region to the vacant office of the Regional Director, unless otherwise provided by the Regional Secretary-turned-Regional Vice-Chair's respective Conclave.
- b. If, by reason of death, inability or failure to qualify, there is no Regional Vice-Chair and the Regional Secretary declines to assume the office of the Regional Vice-Chair, then the position shall be offered to the other Regional Directors, in descending order based on the number of Active Members in their respective Sub-Regions, to accept the position of Regional Vice-Chair. The Regional Director-turned-Regional Vice-Chair shall then appoint a qualified Active Member of the Sub-Region to the vacant office of the Regional Director, unless otherwise provided by the Regional Director-turned-Regional Vice-Chair's respective Conclave.
3. If, by reason of the temporary incapacity or absence of the positions of Regional Chair and Regional Vice-Chair, the following rules shall apply:
    - a. The Regional Vice-Chair shall assume the duties of the Regional Chair.
    - b. The Regional Secretary shall assume the duties of the Regional Vice-Chair.
    - c. The Regional Secretary shall assume the duties of the Regional Chair in the temporary incapacity or absence of both the Regional Chair and Regional Vice-Chair.
  4. If the existing Regional Vice-Chair resigns from the office of the Regional Vice-Chair in order to assume the Regional Chair position, the Chair will appoint a new Vice-Chair, subject to a one-half vote by the Regional Executive Board.
- C. Powers of the Board
1. The Regional Board shall have general supervision of the affairs of the Region between the business. The Board shall be subject to the orders of the legislative and judicial entities of the Region, and none of its acts shall conflict with the action taken by those entities.
  2. The Regional Board shall be responsible for reviewing the need for Board policies and procedures, budgets and financing, membership, Board planning, and any other matter of concern proposed by a Board member or referred to it by any entity or Active Chapter or Member of the Region.
  3. The Regional Board shall approve the creation and appointment of any staff position that reports to the Board or any executive entity of the Region.
  4. The Regional Board shall be authorized to enter into any contractual obligations on behalf of the Region. Any contractual obligation entered into by the Regional Board shall not have a duration exceeding June 1st of the current Regional Chair's administration.
  5. The Regional Board shall recommend rates for any fees or other financial obligations to be assessed on the affiliated Chapters or Members of the Region to or Chamber of Delegates for approval.
  6. The Regional Board shall act upon all matters referred to it by the legislative or judicial entities of the Region.
- D. Special Rules
1. Regional Board Meeting

- a. The presiding officer of the Regional Board, at his or her own discretion or at the request of twenty-percent (20%) of the Board's members, shall call a regular meeting of the Regional Board by issuing a call for the meeting to the members of the Regional Board at least six (6) weeks before the intended date of the meeting. The call shall contain a tentative agenda for the meeting and the proposed time, place, and location of the meeting. Special meetings may be called at any time, notwithstanding the timing rules for regular meetings.
  - b. All members of the Regional Board have a duty to attend all scheduled Regional Board meetings; however, if a Regional Board member is unable to attend a Board meeting, that member shall inform the Regional Chair, in writing, of his or her inability to attend at least forty-eight (48) hours before the scheduled meeting.
  - c. The Regional Board shall meet at least four (4) times within a given administration at various locations throughout the Sub-Regions of the Region. Any other rules concerning Regional Board meetings, such as defining the actual locations of such meetings, shall be prescribed in an executive order by the presiding officer of the Regional Board, unless provided in the Standing Rules of the Region.
  - d. A quorum of the Regional Board shall consist of a simple majority of its members in addition to at least one (1) representative from the Tribunal, whose presence shall not be counted towards meeting the simple majority requirement.
  - e. Minutes from the Regional Board meeting shall be distributed or made available to the Active Members and Chapters of the Region no later than thirty (30) calendar days following the Regional Board meeting or all actions adopted at the meeting shall be null and void until the minutes are actually distributed or made available to the Active Members and Chapters of the Region.
2. The Regional Board shall distribute or make available to the affiliated local Chapters and Active Members of the Region, before the membership dues payment deadline, a Manifesto that shall contain:
- a. An address by the Regional Chair, Regional Vice-Chair, and Chair of the Tribunal;
  - b. A listing of all officers and staff of the Region and, if available, a list of Representatives serving on Regional Committees;
  - c. A listing and contact information of the affiliated Chapters and officers of each affiliated Chapter;
  - d. A strategic plan containing the goals and policy initiatives for the year, including timelines and to whom each objective is assigned;
  - e. Proposed or adopted budget of the Region for the year;
  - f. Master calendar of Regional programming for the year; and
  - g. Any other material requested by any entity of the Region.

## **SECTION 2 – EXECUTIVE COMMITTEE OF THE REGIONAL BOARD**

- A. Composition.

1. The Executive Committee of the Regional Board shall be composed of the Regional Chair, Regional Vice-Chair President, Regional Treasurer, Regional Director of Communication, and the Chair of the Tribunal.
  2. The Regional Chair shall be the presiding officer of the Executive Committee.
- B. Line of Succession. The line of succession for the Executive Committee shall follow the line of succession of the Regional Board.
- C. Powers
1. The Executive Committee shall act for the Regional Board between Board meetings and shall report such actions at the next meeting of the Board.
  2. The Executive Committee shall be subject to the orders of the Regional Board and the legislative and judicial entities of the Region, and none of its acts shall conflict with the action taken by the Regional Board and legislative and judicial entities of the Region.
  3. The Executive Committee shall act upon all matters referred to it by the Regional Board and the legislative or judicial entities of the Region.
  4. The Executive Committee shall not be authorized to enter into any contractual obligations on behalf of the Region by any means, regardless of an emergency or exigent circumstances.
  5. The Executive Committee shall be empowered to act in the best interest of the Region in instances of emergencies or exigent circumstances to the extent that such actions shall be reported to and subject to the ratification of the Regional Board and the and these actions shall not go beyond what is necessary to achieve the specified goal and objective in light of the emergency.
  6. The Executive Committee may recommend to the Regional Board and the Chamber of Delegates the passage of policies and legislation.
- D. Executive Committee Meetings.
1. The presiding officer of the Executive Committee, at his or her discretion or at the request of twenty-percent (20%) of Council members, shall call a regular meeting of the Executive Committee by issuing a call for the meeting to the members of the Executive Committee at least one calendar week before the intended date of the meeting. The call shall contain a tentative agenda for the meeting and the proposed, time, place, and location of the meeting. Special meetings may be called at any time, notwithstanding the timing rules for regular meetings.
  2. All members of the Executive Committee shall have a duty to attend all scheduled Executive Committee meetings; however, if an Executive Committee member is unable to attend a meeting, that member shall inform the Regional Chair, in writing, of his inability to attend at least forty-eight (48) hours before the scheduled meeting.
  3. Any other rules concerning Executive Committee meetings, such as defining the requisite number of meetings and the location of such meetings, shall be prescribed in an executive order by the presiding officer of the Executive Committee, unless provided in the Standing Rules of the Region.
  4. A quorum of the Executive Committee shall consist of all of its members.

5. Minutes from the Executive Committee meeting shall be distributed to the members of the Regional Board no later than two (2) calendar weeks following the Executive Committee meeting and distributed or made available to the Active Members and Active Chapters of the Region no later than thirty (30) calendar days following the Executive Committee meeting or all actions adopted at the meeting shall be null and void until the minutes are actually distributed or made available to the Active Members and Chapters of the Region.

### **SECTION 3 – DIVISIONS OF THE REGIONAL BOARD**

- A. The officers, staff, and general assistants to the Regional Board shall be arranged in groupings, called Divisions, to increase the efficient operations of the Regional Board.
- B. The Regional Chair may appoint a staff position, called the Chief Assistant to the Regional Chair, to oversee the operations of the Divisions.
- C. All Divisions of the Regional Board shall be subject to the authority of the Regional Board and, in the interim between Regional Board meetings, the Executive Committee. As such, all Divisions shall submit their findings, reports, actions, and recommendations to the Regional Board and Executive Committee for approval.
- D. The Divisions of the Region shall consist of:
  1. Communications and Membership Division: This Division shall oversee all aspects relating to external and internal communications of the Region and compiling data concerning the affiliated Chapters and Members of the Region.
  2. Programming Division: This Division shall oversee all aspects relating to programming and special events that will be held in the Region or hosted by the Region.
  3. Finance Division: This Division shall administer all policies and rules in regard to the finances of the Region.
    - a. The Finance Division shall produce a document, every even-numbered year, titled “The Report of the Financial State of Region and its Affiliated Chapters,” which shall provide information on the finances of the Region and its affiliated Chapters within the last two (2) years before it is distributed. This document shall be made available and distributed to the Active Members and Chapters of the Region. The “even-numbered” year shall be determined based on the year that the Regional Chair of a given administration is first elected.
  4. Printing, Publishing, and Distribution Division: This Division shall oversee the printing, publishing, and distribution of all documents produced in the Region.
  5. Policy Division: This Division shall be the socio-political arm of the Region and shall strive to impact the Regional community through legislative initiatives and public awareness of issues of interest to the Region.
- E. Division Chiefs
  1. Each division shall be chaired by an officer, staff, or Active Member, appointed by the Regional Chair, who shall then be called the Chief of the respective division. The exception to this rule shall be the Finance Division, where the Regional Treasurer shall serve as Chief.
  2. The Chief shall appoint a Deputy Chief who shall:
    - a. Serve as the recording officer for the Division.
    - b. Assist the Chief in his duties.

- c. In the temporary absence or incapacity of the Chief, assume the duties of the Chief.
  - 3. The Division Chief shall be the presiding officer and chief operating officer of his respective division and shall assert supervisory authority over all officers, staff, assistants, and projects within his Division.
  - 4. Each Division Chief shall be responsible for producing a strategic plan, to be included in the Manifesto, outlining the goals and objectives of the Division for the given year.
- F. **Default Rules Concerning Assignment of Divisions**  
 The assignment of the officers, staff, or assistants into respective Divisions shall be by an executive order of the Regional Chair; however, the following shall be the default rules concerning the assignment of persons into divisions.
- 1. Communications and Membership Division. Shall be chaired by the Regional Director of Communications and membership shall include the Recording Secretary, Membership Coordinator, Director of the College/Pre-Law Student Division, Public Relations Specialist and the Regional Directors.
  - 2. Programming Division. Shall be chaired by the Director of Programming and membership shall include the Regional Directors, Job Fair Coordinator, Convention Coordinator, Director of Community Service, Regional Director of the Constance Baker Motley Mock Trial Competition, Regional Director of the Thurgood Marshall Moot Court Competition.
  - 3. Finance Division. Shall be chaired by the Regional Treasurer and membership shall include the Corporate Relations Specialist and the Parliamentarian.
  - 4. Printing, Publishing, and Distribution Division. Shall be chaired by the Historian and membership shall include the Editor-in-Chief of the Journal, the Public Relations Specialist and the Attorney General.
  - 5. Policy Division. Shall be chaired by the Attorney General and membership shall include the Editor-in-Chief of the Journal.
- G. **Meetings**
- 1. The Division Chief of the respective Division shall call a meeting of his respective Division by issuing a call for the meeting to the members within his Division, the Regional Chair, and the Regional Vice-Chair at least three (3) calendar days before the intended date of the meeting. The call shall contain a tentative agenda for the meeting and the proposed time, place, and location of the meeting. Special meetings may be called at any time, notwithstanding the timing rules for regular meetings.
  - 2. All members of a Division shall have a duty to attend all scheduled Division meetings; however, if a Division member is unable to attend a Division meeting, that member shall inform the Division Chief, in writing, of his inability to attend at least twenty-four (24) hours before the scheduled meeting.
  - 3. Any rules concerning the Division meetings, such as defining the requisite number of meetings and the location of such meetings, shall be prescribed in an executive order by the Division Chief or by the Regional Chair.
  - 4. A quorum of a Division shall consist of a simple majority of its members.

5. Minutes from the Division meeting shall be distributed to the members of the Regional Board no later than one (1) calendar week following the Division meeting and distributed or made available to the Active Members and Active Chapters of the Region no later than thirty (30) calendar days following the Division meeting or all actions adopted at the meeting shall be null and void until the minutes are actually distributed or made available to the Regional Board.

## **ARTICLE VII – LEGISLATIVE ENTITIES OF THE REGION**

### **SECTION 1 – CHAMBER OF DELEGATES FOR THE AFFILIATED CHAPTERS OF THE REGION**

#### **A. Composition**

1. The Chamber of Delegates shall be composed of the officers of the Region and the delegates from the Active Chapters of the Region.
2. The number of delegates shall equal the number of votes that an Active Chapter has pursuant to Article XI, Section 1 of the NBLSA Constitution. Unless prescribed otherwise in this document, officers shall have one (1) vote each in the Chamber. An officer's right to vote shall be limited as follows:
  - a. Officers shall not vote in the election for officers of the Region, unless the officer is serving as a delegate for his affiliated Active Chapter.
  - b. Officers serving as a delegate for their respective affiliated Chapter shall lose their officer voting privilege and shall utilize the voting privilege tied with their status as delegate of their respective Active Chapter. Under no circumstances should an officer have two (2) votes in the Chamber of Delegates.
  - c. Officers shall be permitted to vote for amendments to any of the governing documents of the Region.
4. In order to vote for the officers of the Region, delegates shall be required to attend a minimum of seventy-five (75%) percent of the plenary sessions held at a Regional Convention. The Elections and Credentials Committee may provide a procedure to allow for the substitution of delegates and the use of alternates.
5. Other rules concerning delegates may be prescribed in the Standing Rules of the Region.

#### **B. Powers and Duties**

1. The legislative powers of the Region shall be vested in the Chamber of Delegates.
2. The Chamber of Delegates shall also be empowered to:
  - a. Pass any legislation that is necessary and consistent with the governing documents of the Region.
  - b. Overturn a decision of the Tribunal by passing appropriate legislation.
  - c. Approve all honorary memberships and officer positions.
  - d. Approve all charters for the creation of affiliated Chapters and affiliated College Student Divisions within the Region.
  - e. Approve all contracts of the Region that shall have effect for longer than a year.

- f. Assume all powers and functions not reserved to any other entity of the Region.

C. Meetings

1. The Chamber of Delegates shall meet at least once an academic year at an annual meeting at a Regional Convention, to be held in the Spring semester before the National Convention, where the election of Regional officers, the presentation of annual reports from officers of the Region, a community service project, and an end-of-the-year awards banquet shall occur.
2. The presiding officer of the Chamber of Delegates, at his own discretion or at the request of three (3) Pentarchs, shall call a special meeting of the Chamber of Delegates by issuing a call for the meeting to the Active Chapters at least four (4) weeks before the intended date of the meeting. The call shall contain a tentative agenda for the meeting and the proposed time, place, and location of the meeting.
3. All Active Chapters shall have a duty to attend all scheduled meetings of the Chamber of Delegates; however, if an Active Chapter is unable to send a delegate to the annual meeting at a Regional Convention, that Chapter shall inform the Regional Vice-Chair, in writing, of his inability to attend at least two (2) calendar weeks before the scheduled meeting.
4. A quorum shall consist of a majority of Active Chapters registered for the annual meeting at the Regional Convention.
5. Minutes from the Chamber of Delegates shall be approved by the Regional Executive Board and then shall be distributed to the affiliated Chapters and Members of the Region no later than sixty (60) calendar days following the meeting of the Chamber of Delegates.

**SECTION 2 –THE SUB-REGIONS OF THE REGION**

- A. The legislative powers of the Region, as limited by provisions in this document, shall be vested in the Sub-Regional Directors in the interim between meetings of the Chamber of Delegates.
- B. Each Sub-Regional Director shall have one (1) vote, and the Directors and the Regional Vice-Chair shall be the only persons able to present legislation before the Directors. C. Powers and Duties the Sub-Regional Directors shall:
  1. Pass legislation that is necessary and consistent with the governing documents of the Region.
  2. Adopt policies and procedures on entities, officers, and staff of the Region.
  3. Ratify all policies adopted by Committees.
  4. Oversee actions by the Regional Board, Executive Committee, Divisions, and Regional committees and adopt legislation and policies as needed.
  5. Recommend policies and legislation to Conclaves.
  6. Approve all reciprocity agreements entered into by the Regional Chair.
  7. Approve, reject, or make amendments to a proposed budget submitted to it by the Regional Chair.
  8. Recommend to the National Executive Board that Regional dues be decreased, increased, or maintained at current levels.

9. Approve all incidental assessments by the Region on affiliated Chapters and Members of the Region.

D. Meetings

1. The Regional Vice-Chair, at his or her discretion or at the request of two (2) Sub-Regional Directors, shall call a meeting of the Sub-Regional Directors by issuing a call for the meeting to the Sub-Regional Directors, Regional Chair, and the Chair of the Tribunal at least three (3) calendar days before the intended date of the meeting. The call shall contain a tentative agenda for the meeting and the proposed, time, place, and location of the meeting. Special meetings may be called at any time, notwithstanding the timing rules for regular meetings
2. All Sub-Regional Directors and the Regional Vice-Chair shall have a duty to attend all scheduled meetings of the Sub-Regional Directors; however, if a Director is unable to attend a meeting of the Directors, that Director shall inform the Regional Vice-Chair, in writing, of his inability to attend at least twenty-four (24) hours before the scheduled meeting.
3. Any rules concerning the meeting of the Directors, such as defining the requisite number of meetings and the location of such meetings, shall be prescribed in the Standing Rules or by a rule adopted by the Directors.
4. A quorum of the Directors shall consist of three-fourths (3/4) of its members.
5. Minutes from the Directors shall be distributed to the members of the Regional Board no later than one (1) calendar week following the Director's meeting and distributed or made available to the Active Members and Active Chapters of the Region no later than twenty (20) calendar days following the Director's meeting or all actions adopted at the meeting shall be null and void until the minutes are actually distributed or made available to the Active Members and Chapters of the Region.

E. Special Rules

1. Before enacting any rule that shall adversely affect or burden the affiliated Chapters and Members of the Region, the Directors shall provide reasonable notice to the affiliated Chapters and Members of the Region and receive their comments on the proposed rule, or the Directors shall be barred from adopting the rule until the appropriate notice-and-comment procedures are followed. The specific rules on this notice-and-comment procedure shall be prescribed in the Standing Rules of the Region.
2. Rules, including those that do not adversely affect or burden the affiliated Chapters and Members of the Region, and proposed rules that have been proposed but not adopted by the Sub-Regional Directors shall be distributed or made available to the affiliated Chapters and Members of the Region no later than twenty (20) calendar days from the date the rule was adopted or the rule, if adopted, shall be null and void until the rules are actually distributed or made available to the Active Members and Chapters of the Region.
3. In general, the Sub-Regional Directors may adopt a rule on any entity of the Region except the Chamber of Delegates and such entities must gain the approval of the Sub-Regional Directors before it can adopt its own rule. Nevertheless, rules passed by an entity of the Region that are internal in nature, that deal with

administrative or procedural practices that do not adversely affect or burden the affiliated Chapters or Members of the Region, do not need to gain the approval of the Sub-Regional Directors.

### **SECTION 3 – COMMITTEES**

- A. All committees of the Region shall be subject to the authority of the Chamber of Delegates and, in the interim between the meetings of the Chamber of Delegates, the Sub-Regional Directors. As such, all committees shall submit their findings, reports, and recommendations to the Chamber of Delegates and the Sub-Regional Directors. Consequently, the Directors shall approve of all rules adopted by a committee of the Region.
- B. Standing Committees
- The Standing Committees of the Region shall consist as follows:
1. Rules Committee. This committee shall formulate and distribute guidelines concerning the submission of amendments to any governing documents of the Region, assist the Election and Credentials Committee in developing rules for officer elections, utilize a recommendation system to rank the merit of any amendment to the governing documents of the Region and any motion presented to the Chamber of Delegates for disposition, and produce the Standing Rules of the Convention to be voted on by the first session of the Chamber of Delegates. The Rules Committee may reject amendments that are contrary to parliamentary law, but it shall list information concerning all rejected amendments in a document called the Minority Report, which shall be issued to the Chamber of Delegates, at the beginning of a Regional Convention, for disposition. This committee shall also be empowered with the duties and responsibilities of the Committee on Standing Rules and the Resolutions Committee as prescribed in § 59 of Robert's Rules of Order Newly Revised, 10th edition.
  2. Election and Credentials Committee. This Committee shall administer the registration of delegates for the Regional Conventions and the election of officers at the annual meeting at the Regional Convention. This committee shall also be empowered with the duties and responsibilities of the Credentials Committee as prescribed in § 59 of Robert's Rules of Order Newly Revised, 10th edition.
  3. Convention Committee. Chaired by the Convention Coordinator, this committee, shall oversee all aspects involved in the planning of regional conventions and the arrangement of activities within the convention. This committee shall also be empowered with the duties and responsibilities of the Program Committee and the Convention Arrangements Committee as prescribed in § 59 of Robert's Rules of Order Newly Revised, 10th edition.
  4. Honors and Awards Committee. This Committee shall oversee all of the awards and honors conferred by the Region to worthy recipients, especially for those awards given at the banquet at the annual Regional Convention.
- C. Special Committees may be created by the Sub-Regional Directors as needed to address specific concerns and issues.
- D. Composition of Committees

1. All committees of the Region shall be composed of no less than five (5) members, consisting of any Active Member of the Region but ex-officio members shall not be counted toward the five-member requirement.
2. Whenever practical, each Committee is to have an Active Member from each of the Sub-Regions of the Region.
3. The presiding officer of each committee shall be called the Chair of the committee, and the Chair shall be appointed by the Regional Vice-Chair.
4. The recording official of each committee shall be called the Rand All, who shall be appointed by the Chair of the committee.

E. Committee Meetings

1. The presiding officer of the Committee, at his own discretion or at the request of two (2) of his committee members, shall call a regular meeting of the Committee by issuing a call for the meeting to the members of the Committee at least seven (7) calendar days before the intended date of the meeting. The call shall contain a tentative agenda for the meeting and the proposed time, place, and location of the meeting. Special meetings may be called at any time, notwithstanding the timing rules for regular meetings.
2. All members of a respective committee have a duty to attend all scheduled Committee meetings; however, if a member is unable to attend a Committee meeting, that member shall inform the Chair of the committee, in writing, of his inability to attend at least twenty-four (24) hours before the scheduled meeting. Any other rules concerning Committee meetings, such as defining the requisite number of meetings and the location of such meetings, shall be prescribed in a rule adopted by the Sub-Regional Directors.
4. A quorum of a Committee shall consist of five (5) members or, if the committee is composed of eleven (11) or more members, a simple majority of committee members.
5. Minutes from the Committee meeting shall be distributed or made available to the Regional Executive Board no later than fourteen (14) calendar days after the committee meeting and to the Active Members and Chapters of the Region no later than thirty (30) calendar days following the committee meeting or all actions adopted at the meeting shall be null and void until the minutes are actually distributed or made available to the Active Members and Chapters of the Region.

- F. All other rules concerning committees shall be made by a special rule of the Sub-Regional Directors.

**SECTION 4 – CONCLAVES FOR THE AFFILIATED MEMBERS OF THE REGION**

- A. Conclaves shall be composed of the ranking officer, or a person designated by the ranking officer, of each Active Chapter in the respective Sub-Region, who shall have one (1) vote at a meeting of the Conclave.
- B. A Sub-Region's Conclave shall be the chief legislative entity of its respective SubRegion and shall have the following additional duties:
  1. Develop rules and policies concerning the academic retreats and Sub-Regional programming; such rules shall be attached to the other governing documents of the Region;

2. Develop rules and policies on areas of a Sub-Regional concern;
  3. Submit issues to the Regional Executive Board;
  4. Upon the approval of three-fourths (3/4) of its members, issue a vote of no confidence on its respective Regional Director;
  5. Create additional sub-regional officers as needed; and
  6. Develop any other rules or policies necessary and proper for the efficient operations of the Sub-Region.
- C. The Conclaves shall meet at least once in the Fall semester and once in the Spring semester.

**ARTICLE VIII – TRIBUNAL: THE JUDICIAL ENTITY OF THE REGION**

**SECTION 1 – COMPOSITION**

- A. The Tribunal shall be composed of the Attorney General, the Regional Secretary, the Regional Parliamentarian, the Regional Treasurer and the Regional Historian.
- B. The members of the Tribunal shall elect one of its members to serve as Chair of the Tribunal and another to serve as Clerk of the Tribunal.
1. The Chair of the Tribunal shall be the presiding officer of the Tribunal and shall call meetings of the Tribunal as needed or at the request of two (2) members of the Tribunal.
  2. The Clerk of the Tribunal shall be the recording officer of the Tribunal and shall assume the administrative duties of the Chair at his or her temporary absence or incapacity.
- C. A quorum of the Tribunal shall consist of all of its members.
- D. Ad-hoc Members of the Tribunal at the recusal, death, removal from office, resignation, inability or failure to qualify for office, or a temporary absence, the following Active Members shall replace the respective member of the Tribunal, in order of precedence:
1. Attorney General: each Regional Director in descending order based on the number of Active Members in the Sub-Region, then an Active Member appointed by the Regional Executive Board.
  2. Parliamentarian: The Chair of the Rules Committee, then the Membership Coordinator, then the Regional Director of Programming, then an Active Member appointed by the Regional Vice-Chair.
  3. Historian: The Regional Director of Communications, then the Regional Director of the College/Pre-Law Student Division, then an Active Member appointed by the Regional Chair.
  4. Regional Treasurer: The Director of Corporate Relations, the Regional Director of Communications, then an Active Member competent in fiscal affairs appointed by the Regional Chair.
- E. Upon the adoption of a simple majority vote, the members of the Tribunal shall force the recusal of one of its members from a specific case.
- F. Under no circumstances shall the Regional Chair, Regional Vice-Chair, or any member serving in the capacity of Regional Chair or Regional Vice-Chair serve as a member on the Tribunal.
- G. The Tribunal may meet on a case-by-case basis or as determined by the Chair of the Tribunal or at the request of two (2) of its members.

## SECTION 2

In order to maintain their impartiality, all members of the Tribunal shall not make a motion, participate in debate, or vote on any question that comes before the Chamber of Delegates, except in the case of a ballot vote.

- A. The rule prescribed in this Section shall not necessarily preclude a member of the Tribunal from serving as a Chair of a Regional Committee or as Division Chief of a Division of the Regional Board. If the member of the Tribunal serves as the presiding officer of a committee or division and that committee or division has a proposal before the Chamber of Delegates, the member will have to assign the duty of presenting and debating the proposal that will be discussed in the Chamber of Delegates to another member of the committee or division.
- B. The Chamber of Delegates may permit a member of the Tribunal to make informational, neutral comments in debate by adopting an appropriate standing rule for the convention or, on a case-by-case basis, by the adoption of a two-thirds (2/3) vote in the plenary session.
- C. Members of the Tribunal should strive to maintain their impartiality both in their relationship with other entities of the Region and in the performance of their legislative or executive job duties.

## SECTION 3 – JURISDICTION OF TRIBUNAL

- A. The Tribunal shall have jurisdiction to resolve disputes and controversies only arising between:
  - 1. Officers and staff on the Regional Board;
  - 2. The legislative or executive entities of the Region and an affiliated local Chapter or Member of the Region;  
An entity of this Region with an entity of another Region or with Nationals;
  - 4. Affiliated Chapter of the Region and another Affiliated Chapter of the Region;
  - 5. Affiliated Chapter of the Region and an Affiliated Member of that Affiliated Chapter;
  - 6. Affiliated Member of an Affiliated Chapter of the Region and another Affiliated Member of a different Affiliated Chapter of the Region;
  - 7. Affiliated Member of an Affiliated Chapter and another Affiliated Member of that same Affiliated Chapter, unless a provision in the governing documents of the Affiliated Chapter provides otherwise; and
  - 8. Any other persons where all persons yield to the jurisdiction of the Tribunal.
- B. The Tribunal shall not have jurisdiction to hear controversies that arise between assistants of the Regional Board, of any officer, or of any entity of the Region and the corresponding Regional Board, officer, or entity with whom the assistant serves.

## SECTION 4 – POWERS AND DUTIES

- A. The Tribunal shall adjudicate all disputes that occur between officers, entities, members, and Chapters of the Region, and its decision shall be subject only to the actions of the Chamber of Delegates.
- B. The Tribunal shall serve as an appellate entity to the decisions and interpretations of the Parliamentarian.
- C. The Tribunal may, at its own discretion, set up temporary commissions to investigate alleged infringement or maladministration in the implementation of the governing

documents of the Region and in regard to general principles of fiduciary responsibility to officers, staff, assistants, and representatives of the Region and the ranking officers of an affiliated Chapter of the Region.

1. Such a commission shall cease to exist on the submission of its report to the Tribunal.
  2. The detailed rules governing the exercise of this right shall be determined by the Tribunal, subject to the review of the Chamber of Delegates.
- D. The Tribunal may participate in the process leading up to the adoption of legislation, polices, and procedures by giving recommendations on the legality of such legislation, policies, and procedures to the parties proposing such measures.
- E. Between the membership dues payment deadline and the annual Regional Convention, the Tribunal shall issue an Accountability Report that outlines the extent to which the Regional Board members and entities of the Region have fulfilled their obligations under the governing documents of the Region and of the goals and objectives outlined in the Manifesto produced by the Regional Board.
- F. The Tribunal shall adopt its own Rules of Procedure, which shall require the unanimous approval of the Tribunal. Nevertheless, the Chamber of Delegates may adopt procedural or substitutive rules on the Tribunal as legislative entities; however, these legislative entities should show deference to the findings and opinions of the members of the Tribunal.
- G. Unless the Tribunal provides otherwise in its rules of procedure, the Tribunal shall be empowered to initiate judicial proceedings against all parties with standing at its own discretion.

## **SECTION 5 – REMEDIES**

- A. The Tribunal shall be limited to offering the following remedies to cases that come before it:
1. Issue binding declaratory or non-binding preliminary opinions on the interpretation of provisions in the governing documents of the Region; 2. Prescribe any interim measures, including injunctions, as needed;
  3. Recommend a vote of no confidence or the removal of an officer, staff, assistant, or Representative to the appropriate appointing or electing authority in the Region or in an affiliated Chapter of the Region;
  4. Relieve an officer of part of his or her duties to the extent that such a relief will not dispose the officer of a duty that is so central to his position, if so, the appropriate remedy would be to recommend removal of the officer;
  5. Require bonding of an officer or staff on the Regional, Sub-Regional, or local level;
  6. Authorize or waive forfeitures against affiliated Chapters of the Region; 7. Issue public or limited reprimands to officers, staff, assistants, and any Representative of the Region and the officers of the affiliated Chapters of the Region.
  8. Revoke or suspend the membership status of an Active Chapter or Member in exceptional cases.
  9. Prohibit an Active Chapter from participating in its respective Conclave.
  10. Declare an action, policy, procedure, or subordinate governing document issued by the Region or an Affiliated Chapter of the Region illegal or unconstitutional.

11. Automatically remove officers, staff, assistants, or Representatives of the Region and officers of the affiliated Chapters of the Region where there has been a showing that such officials have grossly mismanaged funds or committed fraud or theft while serving in the position.
  12. Require parties to first engage in an alternative dispute resolution method before hearing a case.
  13. Preclude the party at fault from utilizing any service provided by the Region.
  14. Dismiss the issue.
- B. The above listing is exclusive; however, all other remedies may be prescribed in a governing document of the Region or by motion of the Chamber of Delegates.

#### **SECTION 6**

All decisions, interpretations, and any other actions of the Tribunal shall be distributed or made available to the Active Chapters and Members of the Region no later than two (2) calendar weeks after such decisions, interpretations, or actions are made, unless the Tribunal has restricted the availability of such material out of respect for the personal nature of the decision. Such a restriction should be used in only the most extreme and sensitive of cases, which shall not include the removal of an officer, staff, assistant, or Representative from his position or disciplinary procedures.

#### **SECTION 7**

For the purposes of this Article, any action by the officers of an affiliated Chapter shall be deemed the actions of the “affiliated Chapter of the Region.”

### **ARTICLE IX – FINANCES**

#### **SECTION 1 – BANK ACCOUNTS**

- A. The Region shall have a dual signature bank account that shall require the signature of both the Regional Chair and the Regional Treasurer before any disbursement of funds may be made.
- B. The Region may have a separate bank account for the annual Regional Convention at the location of the Convention. This separate account shall be a dual signature account and the Regional Treasurer shall determine the signatories of the account.

#### **SECTION 2 – REPORTING OF FINANCES**

- A. The Regional Treasurer shall distribute or make available to the Active Chapters and Members of the Region a bimonthly report of the financial status of the Region.
- B. The Regional Treasurer may adopt a policy to restrict (1) who the Active Chapters and Members of the Region can distribute the financial report to and (2) how long an Active Chapter or Member may actually possess the financial report. This rule may also be extended to the Report of the Financial State of the Region and its Affiliated Chapters.

#### **SECTION 3 – FINANCIAL AUDITS**

- A. Audits of Regional Finances
  1. The finances of the Region, excluding the finances of the affiliated Chapters but including the finances of the Sub-Regions, shall be subjected to a professional audit by a professional accountant or auditors hired by the Regional Chair, with the consent of the Regional Executive Board.
  2. The professional audit shall be conducted in odd-numbered years, which shall be determined based on the year that the Regional Chair of a given administration is first elected.

3. The scope of the audit should generally be based on the information provided in the Report of the Financial State of the Region and its Affiliated Chapters; however, the Regional Board shall allow the professional accountant or auditor to extend the scope of the audit whenever the professional accountant or auditor deems necessary.
  4. The report of the audit by the professional accountant or auditor shall be made available to the Active Members and Chapters of the Region no later than thirty (30) calendar days after the report is given to the Regional Board.
  5. If Nationals provides a professional audit of its financial records, and these records include the financial records of the Region, the Region shall not be required to conduct a professional audit of its books for that given audit period.
- B. Audits of Chapter Finances
1. The finances of the affiliated Chapters of the Region shall be subject to an internal audit by the Finance Division in odd-numbered years, which shall be determined based on the year that the Regional Chair of a given administration is first elected.
  2. The scope of the audit should generally be based on the information provided in the Report of the Financial State of the Region and its Affiliated Chapters; however, the Finance Division shall be permitted to extend the scope of the audit whenever it deems necessary.
  3. The report of the audit by the Finance Division shall be made available to the Active Members of the Chapter in question no later than thirty (30) calendar days after the report is finished and to the Active Chapters and Members of the Region no later than sixty (60) calendar days after the report is finished.
- C. Any questionable practices or other issues that are “discovered” in the audits may be adjudicated by the Tribunal or in extreme cases the appropriate law enforcement officials.

#### **SECTION 4 – SUMMER RESERVE**

- A. The Region shall designate at least \$2,000 to be set aside for the use of the subsequent administration.
- B. The Reserve shall be placed in a separate bank account from that of the Region and shall be made available to the subsequent administration at the beginning of its term on March 1 of a given year.
- C. The Regional Chair, Regional Treasurer, and the Regional Executive Board shall ensure, to the best of their ability, that no action is taken by the Region to impede this reserve requirement.
- D. The Summer Reserve requirement may be waived, for just cause, by a unanimous vote of the Tribunal. In cases where the Tribunal adjudicates the waiver of this requirement, there shall be no need for the Regional Treasurer, as a member of the Tribunal, to recuse himself from the proceedings.

#### **ARTICLE X – VOTING BY EMAIL OR OVER TELEPHONE**

##### **SECTION 1**

The Chamber of Delegates shall not be permitted to vote by email or by conference call. Accordingly, in the cases where proxy votes or absentee ballots are permitted, email or telephonic votes shall not be permitted.

## **SECTION 2**

Voting by email or by conference call shall be permitted by all other entities of the Region, unless the entity provides otherwise in a special rule. A record shall be produced of all votes taken, and rules concerning the distribution of the record shall be in accordance to the rules on the distribution of minutes for the respective entity as prescribed in this document.

### **SECTION 3 – SPECIAL GUIDELINES FOR E-MEETINGS**

The following guidelines shall be used in telephonic or video conference calls:

- A. All participants must have access to the necessary equipment for participation in the e-meeting.
- B. All participants must be able to simultaneously hear and/or see to participate during the e-meeting. A member participating in an e-meeting by these means is deemed to be present in person at the meeting.
- C. In addition to the notice requirements prescribed in this document for meetings of an entity of the Region, notice for e-meetings shall also include the agenda and any supporting documentation for business to be conducted at the e-meeting. If notice is via e-mail or fax, participants shall be required to check their messages at specified intervals and respond within a specified time whether or not they are able to attend. The appropriate intervals and time shall be determined by the presiding officer of the entity hosting the e-meeting.
- D. The rules for quorum as prescribed in this document shall be used in e-meetings, and, once established, quorum shall be assumed until the e-meeting is adjourned. Members are deemed present when they respond to the roll call.
- E. The presiding officer of the entity shall call the e-meeting to order at the designated time, and the presiding officer or the recording officer of the entity shall call the roll of attendees.
- F. Participants shall try, as much as possible, to eliminate background noise during the e-meeting.
- G. The presiding officer of the entity shall announce each agenda item in order. An agreed means of seeking and according recognition to speak should be established taking into account the size of the meeting and the technology available. If this is not feasible, the following process may be employed: Each member shall be called upon, by predetermined order, to speak. The member may speak in debate, offer a motion, or pass. After each member has had an opportunity to speak the first time, the presiding officer shall call upon each member to speak further in debate, offer a motion, or pass. By unanimous consent, a third opportunity to speak may be offered. H. All votes on a motion or plan of action shall be by roll call vote.

## **ARTICLE XI – RELATIONSHIP WITH AFFILIATED CHAPTERS**

### **SECTION 1**

The Regional Board shall respect and recognize the sovereignty of the affiliated Chapters of the Region to manage their own internal affairs; however, there may be circumstances where the Regional Board must involve itself into the internal affairs of a Chapter. In such circumstances, the Regional Board shall abide by the following principles:

- A. The Regional Board shall not go beyond what is necessary to achieve the objectives, goals, and principles of the provisions prescribed in the governing documents of the

Region, particularly when the action of the Regional Board will infringe on the rights of the affiliated Chapter.

- B. In areas that do not fall within its exclusive powers, the Regional Board may take action only if, and to the extent that, the objectives of the proposed action cannot be sufficiently achieved by the affiliated Chapter and can be better achieved by the Regional Board.

#### **SECTION 2**

Any Regional Board action that infringes on the internal affairs of the affiliated Chapter, the Regional Board shall state the reasons and legal authority (based on a governing document of the Region) upon which such actions are based. Actions shall automatically be deemed illegal if no statement of reasons and legal authority is provided.

#### **SECTION 3**

Procedure for Chapter Infringement on Regional Obligations

- A. If the Regional Board considers that an affiliated Chapter has failed to fulfill an obligation under this document, the Board shall deliver a reasoned opinion on the matter after giving the Chapter concerned the opportunity to submit its observations. If the affiliated Chapter does not comply with the opinion within the period laid down by the Regional Board, the Board may bring the matter before the Tribunal.
- B. An affiliated Chapter that considers that another affiliated Chapter has failed to fulfill an obligation under this document may bring the matter before the Tribunal for adjudication. However, before the affiliated Chapter may bring an action against another affiliated Chapter for an alleged infringement of an obligation under this document, it shall first bring the matter before the Regional Board. The Board shall then deliver a reasoned opinion on the matter after each of the affiliated Chapters concerned have been given the opportunity to submit its own case and its observations on the other Chapter's claims.
- C. If the Tribunal finds that an affiliated Chapter has failed to fulfill an obligation under this document, the Chapter shall be required to take the necessary measures to comply with the judgment of the Tribunal.

#### **SECTION 4 – CHAPTER RIGHTS FOR WHEN REGION FAILS TO ACT**

- A. Should any entity, officer, or staff of the Region fail to act, or carry out its obligations under the governing documents of the Region, the affiliated Chapters may bring an action before the Tribunal to have the infringement established. However, the action of the affiliated Chapter shall be admissible only if the entity, officer, or staff concerned has first been called upon to act.
- B. An entity, officer, or staff of the Region whose failure to act has been declared contrary to the governing documents of the Region shall be required to take the necessary measures to comply with the judgment of the Tribunal.

#### **SECTION 5**

The provisions of this article shall be limited to the Regional Board, its officers, staff, and assistants, and all other executive entities of the Region. This Article shall be a source of persuasive authority on the legislative and judicial entities of the Region.

#### **SECTION 6**

The provisions of this Article shall also be extended to the Sub-Regions of the Region.

### **ARTICLE XII. RULES ON FORFEITURES**

## **SECTION 1**

The objective of the forfeiture provision, as prescribed in Article III, Section (5)(D) of this document, is to create a mechanism to gain the increased compliance of affiliated Chapters in implementing their obligations to the Region. Because, by definition, the imposition of a forfeiture contravenes the sovereignty of the affiliated Chapters of the Region, forfeiture is a remedy of last resort and its imposition on affiliated Chapters shall be narrowly tailored to reflect this principle.

### **SECTION 2 – REQUESTING A FORFEITURE**

- A. The Tribunal shall be the only entity of the Region empowered to assess a forfeiture on an affiliated Chapter. However, the Regional Board and the Sub-Regional Directors, through the Regional Chair and the Regional Vice-Chair respectively, may request the Tribunal to assess a forfeiture on an affiliated Chapter. The Tribunal may assess a forfeiture at its own discretion.
- B. The Request for Forfeiture submitted by the Regional Board shall contain:
  - 1. Name of entity and officers seeking the forfeiture;
  - 2. A detailed description of the circumstances that would justify the forfeiture;
  - 3. Steps taken by the entity, or any of its officers, to resolve the issue short of the forfeiture imposition;
  - 4. Name of the Chapter, including ranking officers, that the forfeiture is sought;
  - 5. Recommended amount of the forfeiture; and 6. Any other information required by the Tribunal.

### **SECTION 3 – NOTICE OF THE REQUEST FOR FORFEITURE**

Within a reasonable time after the receipt of the Request for Forfeiture, the Tribunal shall inform the ranking officers and the general membership of the affiliated Chapter subject to the forfeiture that a Request for Forfeiture has been submitted for adjudication.

### **SECTION 4 – ADJUDICATION OF A REQUEST FOR FORFEITURE**

- A. The Tribunal shall give an affiliated Chapter a specified amount of time to resolve the issue involved in the Request for Forfeiture before adjudicating the matter. If the issue is resolved, then the Tribunal shall dismiss the Request for Forfeiture.
- B. In any adjudication, the Tribunal shall hear testimony or allow the submission of written testimony of the ranking officers of the affiliated Chapter in question.

### **SECTION 5 – ASSESSMENT OF FORFEITURE**

- A. The Tribunal is empowered with the plenary authority to determine the actual amount of the forfeiture up to the limit provided in Article III, Section (5)(D) of this document.
- B. If an affiliated Chapter is subjected to a forfeiture, the forfeiture shall be tied to the Regional Convention registration fees of the affiliated Chapter. Thus, the Chapter must pay the forfeiture in order for any competitor in a mock trial or moot court competition, delegate, or general attendee to be allowed to register for the convention.
- C. The payment of the forfeiture shall derive from the forfeited Chapter's general account or, depending on the funding mechanism of the forfeited Chapter, from the law school of the Chapter, and the would-be competitors, delegates, and general attendees of the Chapter shall not be required to pay the forfeiture directly from their personal finances. Any competitor, delegate, or general attendee forced to pay the forfeiture directly should file a complaint against its affiliated Chapter with the Tribunal.

- D. The Regional Executive Board shall determine how to apportion monies that are received from forfeitures.

#### **SECTION 6 – PRESCRIPTION OF FORFEITURE**

- A. Forfeitures are tied to the Regional Convention held during the tenure of office of the administration of the affiliated Chapter. Consequently, forfeitures prescribe at the change of administrations of the affiliated Chapter, and it does not carry over into the Chapter’s subsequent administration.
- B. It shall be permissible for an administration of the Region to seek a forfeiture on both the current and subsequent administration of an affiliated Chapter.

#### **SECTION 7**

All information concerning forfeitures — like the Request for Forfeiture and the decision or dismissal of the Request for Forfeiture — shall be distributed or made available to the ranking officers and general membership of the affiliated Chapter in question no later than fourteen (14) calendar days after the decision or dismissal of the Request of Forfeiture by the Tribunal and to the Active Chapters and Members of the Region no later than thirty (30) calendar days after the decision or dismissal of the Request.

### **ARTICLE XIII – PARLIAMENTARY AUTHORITY**

#### **SECTION 1**

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Region in all cases to which they are applicable and in which they are not consistent with these bylaws and any special rules of order the Region may adopt.

#### **SECTION 2**

Upon their request, the Region shall purchase or provide a copy of the parliamentary authority of the Region to the Parliamentarian and any other presiding officer of an entity of the Region.

### **ARTICLE XIV – AMENDMENT OF BYLAWS**

#### **SECTION 1 – WITH PREVIOUS NOTICE**

- A. This document may be amended by the passage of a two-thirds (2/3) vote of the Chamber of Delegates, if previous notice shall be given to the delegates of the bylaw amendment at least fifteen (15) calendar days prior to the meeting where the amendment will be discussed.
- B. For the purposes of this Article, previous notice shall include a document containing:
1. The proposed amendment, properly worded;
  2. The current bylaw provision to be changed;
  3. The bylaw provision as it will be read if the amendment is adopted;
  4. The names of the proposer of the amendment; and
  5. The rationale by the proposer for offering the amendment.
- C. This Section shall not be construed to preclude the amending of a proposed amendment to these bylaws at a meeting of the Chamber of Delegates. Nevertheless, an amendment to a proposed amendment to these bylaws must fall within the scope of the notice.
- D. If notice is to be given by mail, the Region shall be responsible for paying the cost of sending out such notice.

## **SECTION 2 – WITHOUT PREVIOUS NOTICE**

- A. When previous notice is not given, this document shall only be amended at a meeting of the Chamber of Delegates by vote of a simple majority of the entire delegates of the Region.
- B. The total number of delegates needed for the simple majority vote prescribed in Subsection A shall include the maximum number of delegates that an Active Chapter not in attendance at the meeting is entitled to.

## **SECTION 3 – VOTING METHODS FOR AMENDMENTS**

- A. Absentee votes (ballots) shall be allowed by Active Chapters not in attendance at the meeting of the Chamber of Delegates in the case of amendments to this document. B. Proxy votes shall not be allowed in the case of amendments to this document.

## **SECTION 4**

After the initial passage of this document by the Chamber of Delegates, all subsequent amendments shall contain the date that a provision was added and, in cases where a provision is repealed, an Addendum to this document listing the date and reasons for the repeal of the provision.

## **ARTICLE XV – SUBORDINATE GOVERNING DOCUMENT**

### **SECTION 1**

The Chamber of Delegates and, in the interim, the Sub-Regional Directors shall be empowered to create supplementary rules for the Region, in a subordinate document to this document called the standing Rules of the Region, whose provisions may be amended or temporarily suspended by the Directors or the Chamber of Delegates.