

ASSOCIATION OF AMERICAN LAW SCHOOLS  
Bylaws of the Section on Academic Support

**Article I. Name and Purpose**

**Section 1. Name.** This Section shall be known as the Section on Academic Support.

**Section 2. Purpose.** The purpose of this Section is to promote the communication of ideas, interests, and activities among members of the Section and to make recommendations to the Association of American Law Schools (AALS) on matters concerning Academic Support.

**Article II. Membership**

**Section 1. Membership.**

(a) Membership in the Section is open to faculty members and professional staff of a law school that is a member of the AALS.

(b) Associate membership is open to any other person who is concerned with the teaching, administration, and improvement of legal education in the subject area of the Section.

**Section 2. Privileges of Members.**

(a) Regular members may be officers and members of the Executive Committee of the Section and may vote in Section elections.

(b) Associate members may participate in the programs, meetings, and activities of the Section, but may not vote or hold office in the Section.

**Article III. Officers, Executive and Other Committees**

**Section 1. Officers.** The officers of this Section are the Chair, Chair-elect, Secretary, and Treasurer. At the close of each annual meeting, the Chair-elect shall succeed to the office of Chair, the Secretary shall succeed to the office of Chair-elect, and the Treasurer shall succeed to the office of Secretary. The next Treasurer shall be elected at each annual meeting of the AALS, and shall qualify by acceptance.

**Section 2. The Executive Committee.**

(a) The Executive Committee of the Section is comprised of the Section Chair, the Chair-elect, the Secretary, the Treasurer, and four other members that serve staggered two-year terms, two of whom shall be elected at each annual meeting of the AALS as their predecessors' terms expire.

(b) The Executive Committee shall act on behalf of the Section in the interval between annual meetings and may create standing and special committees.

**Section 3. Filling vacancies.** If an officer or other member of the Executive Committee resigns, becomes ineligible to serve or dies the position shall be promptly filled. If the position of Chair becomes vacant, the Chair-elect becomes the Chair. If the position of Chair-elect becomes vacant, the Secretary becomes the Chair-elect. If the position of Secretary becomes vacant, the Treasurer becomes the Secretary. If the position of Treasurer becomes vacant, the Chair, with the advice and consent of the other members of the Executive Committee, shall appoint a person to serve as Treasurer until the next annual meeting of the AALS at which time a Treasurer shall be elected. If the position of a member of the Executive Committee becomes vacant, the Chair, with the advice and consent of the other members of the Executive Committee, shall appoint a person to the position to serve until the next annual meeting of the AALS.

#### **Article IV. Nomination and Elections**

**Section 1. Nominations.** At or immediately following the annual meeting, the Chair shall appoint the Nomination Committee for the subsequent year. The Nomination Committee shall consist of at least three members of the Section and except for the Nomination Committee appointed in the Section's first year of existence shall include at least one past Chair of the Section. The Nomination Committee shall receive and consider suggestions of persons to serve as Treasurer and members of the Executive Committee of the Section and shall report a slate of nominees to the Section for election at the business meeting of the Section at the next annual meeting of the AALS.

**Section 2. Elections.** The Treasurer and two members of the Executive Committee of the Section shall be elected at the annual meeting. Nominations for Treasurer and Executive Committee members shall be received from the Nominating Committee and may be received from the floor. Elections may be by voice vote or secret ballot, as the Chair determines.

#### **Article V. Duties of Officers**

**Section 1. Chair.** The Chair shall preside at all meetings of the Section and of its Executive Committee. At each annual meeting of the AALS, the Chair shall report on the Section activities during the prior year and is responsible for the program of the Section. The Chair shall appoint the members of standing and special committees.

**Section 2. Chair-Elect.** The Chair-elect, Secretary, and Treasurer of the Section shall assist the Chair, as the Chair may request, and shall perform the duties of the Chair during absence or disability of the Chair.

#### **Article VI. Income**

**Section 1. Authorized Expenditures of Section Dues and Other Section Income.** In addition to the purposes described in Association Executive Committee Regulation 12.6(d), Section dues and other Section income may be spent for a reception for Section members at an AALS annual meeting, workshop, or teaching conference, deficiency in a meal guarantee made to a hotel, Section survey, Section directory, or newsletter. Before the activity is undertaken, the Section's Executive Committee must authorize the expenditure of dues or other income for the activity. In approving payment of an expenditure, the Chair must determine that the particular expenditure is for the activity authorized by the Executive Committee of the Section and is consistent with the Section's bylaws and AALS policies. The Section's Executive Committee must approve the expenditure at least six weeks prior to the activity

for which the expenditure is authorized; the Chair shall notify the AALS National Office no later than one month before the occurrence of the activity.

## **Article VII. Policy Statements**

**Section 1. Policy Statements.** Sections are components of the AALS. Thus, any statements of policy adopted by a Section or similar positions may be made public only after the AALS Executive Committee has formally adopted the policy statement.

## **Article VIII. Amendments**

**Section 1. Amendments.** These bylaws may be amended at the annual meeting by a majority of the regular members of the Section present and voting. An amendment takes effect when it is approved by the AALS.

## **Article IX. Awards**

**Section 1. Awards Committee.** The Awards Committee will have no fewer than three Section members plus the Section Chair. The Chair of the Section will strive to enlist additional Section members to serve on the Awards Committee.

**Section 2. Eligibility and Criteria for Selection.** The eligible nominees for the Award will be Section members and any other individuals who have made significant or long-term contributions to the development of the field of law student academic support. All legal educators, regardless of the nature or longevity of their appointment or position, who have at some point in their careers worked part-time or full-time in academic support are eligible for the Award. The Award will be granted to recognize those who have made such contributions through any combination of the following activities: assumption of leadership roles in the ASP community; support to and mentoring of colleagues; service to institutions, including but not limited to schools, the ASP Section, and to other organizations; expansion of legal opportunities to traditionally underserved segments of society; teaching and presenting; and scholarship, both traditional and creative.

**Section 3. Who cannot be nominated.** Law schools, institutions, or organizations cannot receive an award. Prior year or current year Section officers would be excluded from being selected as an award winner.

**Section 4. Carry-over of Nominees.** The Awards Committee may decide whether to carry over nominees from prior years and include those names with the current year's nominees.

**Section 5. Restriction on Awards.** The Section will not endeavor to give an Award every year. The Award shall be made from time to time as the Executive Committee of the Section determines.

**Section 6. Soliciting Nominees.** The Chair of the Section shall seek nominations from the Section through its Communication Platform, along with other venues that may be appropriate, including other electronic means.

**(a) Who can make nominations:** Only Section members may make nominations.

(b) **The form of nominations:** For a nomination to be considered, it must include a one to two paragraph explanation of why the nominee is deserving of the award.

**Section 7. Selection Process.** The Awards Committee shall discuss the nominees by email or by conference call, as the chair shall arrange, and then vote. After run-off between the top two nominees, the nominee receiving the most votes shall receive the Award, providing that the recipient is approved by 2/3 of the full body of the Executive Committee as meeting the criteria set above. More than one recipient can be given an award in any given year. The purchase of a plaque for one or more person will not exceed \$100.

**Section 8. Deadlines.** If the Section that has an approved award criteria and procedures, the Section is to inform AALS Managing Director by March 15 that it will be giving an award at the upcoming AALS Annual Meeting. By November 1, the Section is to write to AALS Managing Director to explain how it followed the award criteria and procedures in the selection of its award winner and provide the name and school of the winner.

**Section 9. Announcements.** The Chair shall announce the recipient of the Award after receiving approval from the AALS that the Section has followed its approved award criteria and procedures. If the Section has a meal event, the Section can use that venue for a talk by the award winner. Given the high cost of meal events, the Section will also strive to recognize the award winner at its annual program.

**Section 10. Press Release.** AALS may issue a press release announcing AALS award winners and the AALS Section award winners.