



BYLAWS OF THE SECTION ON LAW SCHOOL ADMINISTRATION AND FINANCE

Article I. Name and Purpose

Section 1. *Name.* This Section will be known as the Section on Law School Administration and Finance.

Section 2. *Purpose.* The purpose of the Section on Law School Administration and Finance is to establish a community in which those engaged in core operational functions of a law school, whether they serve in a full-time administrative position or a shared administrative and instructional position, can gather, share best practices, and discuss current topics and trends. This section also provides training and learning opportunities for all AALS members who want to better understand the administrative and operational functions of a law school.

Article II. Membership

Section 1. *Regular Members.* Membership is open to all members of the Association of American Schools (AALS). “Regular members” includes retired faculty and professional staff of member schools who have previously served in a full-time capacity. To be considered a member of this Section, you must join the Sections AALS distribution list.

Section 2. *Associate Members.* Associate membership is open to others who are concerned with core administrative and operational functions of a law school. Associate members may participate in the programs, meetings, and activities of the Section, but may not vote or hold office in the Section. The number of Associate Members may not exceed 25 percent of the regular membership.

Section 3. *Privileges of Members.* Regular members may vote at all Section meetings, may hold office, and may participate in all activities of the Section.



Article III. Officers

Section 1. *Named Officers.*

- a. *Officers.* The named officers of this Section are the Chair and Chair-Elect.
- b. *Duties.*
 - I. *Chair.* The Chair of the Section shall lead the Section over the course of a calendar year. The Chair will coordinate executive committee meetings, open forums, and annual meeting presentation topics, logistics, and themes; serve as the liaison with AALS leadership, fulfilling all their requests for communication and information; and communicate with the Section membership to keep them engaged and maintain members in the Section.
 - II. *Chair-Elect.* The Chair-Elect shall assist the Chair as needed with the above duties as well as study the functions of the Chair during the calendar year leading up to the annual meeting in order to ensure a smooth transition in leadership.
- c. *Eligibility.* Officers of the Section shall be current or retired full-time faculty or professional staff of law schools that are members of the Association of American Law Schools. Prior membership on the executive committee is preferred for officers but not required.
- d. *Nomination and Election.* The current Chair shall call for nominations for a Chair-Elect in the fall semester of their term via the Section's distribution list. Nominations will be presented at a business meeting either prior to the annual meeting or during the annual meeting of the AALS. Members are allowed to nominate themselves. Nominees shall be circulated to members of the Section at least two weeks before the election is held. The membership shall vote at this time to elect a new Chair-Elect. All nominees must be members in good standing of the Section.
- e. *Term.* The officers named in paragraph (a) shall serve for a term of one year, provided, however that an officer shall serve until that officer's successor has been elected and qualified. An officer may not serve consecutive terms in the same role.

Section 2. *Executive Committee.*

- a. *Membership.* The Executive Committee of the Section shall consist of the Officers of the Section, the immediate past Chair, and an odd number of other section members. Total membership of the Executive Committee should not exceed 11.



- Duties.* The Executive Committee shall advise the Chair; actively participate in open forums, Section communications, and the goals of the Section; and participate and/or assist with annual meeting presentations. Additional duties can be undertaken with the majority vote of the Executive Committee. Attending the annual meeting is anticipated although not mandatory. The Executive Committee will represent the Section to work to engage other Law School staff and faculty, Associate Deans and Deans, and others to assist with knowledge sharing, best practices, collaboration, and networking.
- b. *Meetings.* The Executive Committee shall meet monthly for planning and collaboration, monthly for an open forum, all-section members gathering, and annually for a business meeting. Other meetings may be called at the discretion of the Chair.
- c. *Eligibility.* Members of the Executive Committee of the Section shall be full-time faculty members or professional staff of law schools that are members of the Association of American Law Schools, or retired members of such law school faculties who previously served in a full-time capacity.
- d. *Appointment and Election.* The current Chair shall confirm how many Executive Committee seats will be vacant for the next calendar year, consulting the current executive committee as needed. Once determined, a call for volunteers for the executive committee will be made with the call for a new Chair-Elect in the fall semester of the current Chair's term via the Section's distribution list. Nominations for executive committee appointments will be presented at a business meeting either prior to the annual meeting or during the annual meeting of the AALS. Members are allowed to nominate themselves. When possible, the names of nominees shall be circulated to members of the Section at least two weeks before the election. The membership shall vote at this time who will join the Executive Committee. If seats are vacant after this process, executive committee member(s) can join by a majority vote of the current Executive Committee for a full term. All elected or appointed to the Executive Committee must be members in good standing of the Section.
- e. *Term.* Executive Committee members shall serve for a term of three years (not including years spent in an officer position), commencing at the start of the calendar year they were announced. Terms are renewable based on vacant Executive Committee positions after elections, following the majority vote of the current executive committee procedure above.
- f. *Special Committees.* Special committees may be created by majority vote of the Executive Committee. The Chair shall appoint the membership of any such special



committee, with the advice and consent of the Executive Committee. The special committees shall have such duties as are assigned to them by the Executive Committee.

Article IV. Filling of Vacancies

If an Officer resigns or becomes ineligible to serve, the position shall be filled promptly. If the position of Chair becomes vacant, the Chair-elect shall become the Chair and will serve the remainder of the vacated Chair's term as well as the next full calendar year of their Chair term. If the position of Chair-elect becomes vacant, the Chair, with the advice and consent of the Executive Committee, shall appoint a current Executive Committee member to serve as Chair-elect until an election can take place at the next annual meeting. If an Executive Committee position becomes vacant, the position will not be filled until the next regular election. However, if the resulting committee would consist of fewer than five members (including the officers), the current Executive Committee should appoint interim members, who will serve until the next election, by majority vote. In the rare case that both the Chair and Chair-elect are vacated before this process can be followed, the Executive Committee, from their current membership, will appoint each position by majority vote until an election can take place at the next annual meeting.

Article V. Income and Authorized Expenditures

Section dues and other Section income may be spent in accordance with AALS Bylaws and Executive Committee Regulations.

Article VI. 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 in accordance with the Bylaws and Executive Committee Regulations of the AALS.

Section 2. *Diversity, Equity, and Inclusion.* Every effort should be made to ensure diversity in Section programming presenters and awards. Diversity is defined broadly to include ideological diversity, diversity in schools represented, diversity in faculty and administrative responsibilities, and diversity based on race, color, religion, national origin, sex, gender (including identity and expression), sexual orientation, age, or disability.

The Section strives to welcome new members into the Section and provide professional development opportunities to new administrators. As such, in addition to the diversity qualities



listed above, the Section's programming at the annual meeting should attempt to include first time AALS presenters.

Article VII. Amendments

These bylaws may be amended at the annual meeting of the Section by a majority of the regular members of the Section present and voting. The amendment takes effect when it is approved by the AALS under applicable procedures.

As of 07/07/2023