

ASSOCIATION OF AMERICAN LAW SCHOOLS

**Bylaws of the Section on Pro Bono and Access to Justice**

ARTICLE I. NAME AND PURPOSE

Section 1. Name

This Section shall be known as the Section on Pro Bono and Access to Justice.

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 Pro Bono and Access to Justice.

ARTICLE II. MEMBERSHIP

Section 1. Membership

- (a) Regular membership in the Section is open to faculty members and professional staff of a law school that is an AALS member.
- (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 of the Section and may vote in a Section election.
- (b) Associate members may participate in the programs, meetings, and activities of the Section, as well as serve on committees, 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, Finance Chair, and the Members-at-Large. The Chair-Elect shall be elected at each annual meeting of the Association, shall qualify by acceptance and shall succeed to the office of Chair at the close of the next annual meeting. The Secretary, Finance Chair, and Members-at-Large shall be elected at the annual meeting according to the term schedule described in Section 2(b).

Section 2. The Executive Committee

- (a) The Executive Committee of the Section is the Chair of the Section, Chair-Elect, Secretary, Finance Chair, and up to five Members-at-Large elected annually. The Immediate Past-Chair of the Section will be an ex-officio member of the Committee.
- (b) Members of the Executive Committee shall serve the following terms: The Chair-Elect shall be elected to a two-year term, serving in the first year as Chair-Elect and in the second year as Chair. The Finance Chair and the Secretary shall be elected to a two-year term and may be elected to successive terms. Any Members-at-Large shall be elected to a one-year term and may be elected to successive one-year terms.
- (c) 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 the position of Chair becomes vacant, the Chair-Elect becomes the Chair. If the position of Chair-Elect becomes vacant, the Chair, with the advice and consent of the other members of the Executive Committee, shall appoint a person to serve as Chair-Elect until the next annual meeting of AALS at which time both a Chair and a Chair-Elect 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, as soon as reasonably possible, appoint a person to the position to serve until the next annual meeting of the AALS.

### Section 4. Standing Committees

- (a) The Standing Committees of the Section are the Nominations and Membership Committee, the Awards Committee, the Annual Meeting Program Committee, and the Communications Committee. The Standing Committees shall report to the Executive Committee.
- (b) The Nominations and Membership Committee (1) shall solicit from Section membership the names of potential nominees for Section officers and executive committee members; and (2) shall reach out to AALS constituencies for membership in the Section and participation in Section activities.
- (c) The Annual Meeting Program Committee (1) shall determine the nature, format and content of the Section program for the next annual meeting; (2) shall arrange for speakers, participants and materials for the annual meeting; (3) shall arrange for the implementation of the service project for the annual meeting; and (4) shall notify Section members regarding the annual meeting and service project.
- (d) The Awards Committee shall supervise the nomination and selection of the recipients of the Section's annual awards. The Awards Committee will be made up of five members, the Chair and Chair-Elect of the Section and three other members of the Section. These awards honor those who have advanced pro bono, public service, and access to justice in the law school setting.

The Award Competition will be announced through the Section's AALS communications platform announcement listserv, its newsletter and/or the AALS Newsletter and other listservs and publications that would reach Section members. Absent exceptional circumstances, immediate prior year or current year Section officers are not eligible for the awards. The Nomination and Selection timeline and process will be set in accordance with AALS Policies and Procedures.

- (e) The Communications Committee shall produce the Section newsletter and maintain the Section's page of the AALS website. Traditionally, the newsletter is produced in September, December, and May, but the Publications Committee may choose other publication dates.

## ARTICLE IV. NOMINATION AND ELECTIONS

### Section 1. Nominations

The Nominations and Membership Committee shall recruit as well as receive and consider suggestions of persons to serve as officers and members of the Executive Committee of the Section as well as Chairs for the Section's Standing Committees, and shall report a slate of nominees to the Section for election at the business meeting of the Section at the annual meeting of the AALS.

### Section 2. Elections

The officers and other members of the Executive Committee of the Section shall be elected at the annual meeting. Nominations shall be received from the Nominations and Membership Committee and 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 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.

##### Section 3. Secretary

The Secretary shall work with the Chair to ensure that minutes of all meetings are kept and disseminated to members of the Section. The Secretary shall also serve as Awards Committee Chair.

##### Section 4. Finance Chair

The Finance Chair shall ensure that funding for the awards is secured. The Finance Chair will also be responsible for securing additional funding, if needed, for any other Section business, including, but not limited to, funding for the annual service project if not covered by the AALS, travel expenses or an honorarium for a speaker at the annual program, a reception for Section membership and guests, a minimum food or beverage order guarantee made to a hotel or restaurant, a workshop or teaching conference, a Section survey, a Section directory, or an enhanced newsletter. The Finance Chair shall be responsible for securing this additional funding from sources outside of the AALS.

Any need for additional funding of Section business will be determined by the Executive Committee. The Finance Chair does not have the authority to raise funds for Section business not authorized by the Executive Committee. The Section's Executive Committee must approve any expenditure at least three weeks prior to the activity for which the expenditure is authorized. The Finance Chair shall report all income and expenses to the Executive Committee at the annual meeting.

##### Section 5. Members-at-Large

Each of the Members-at-Large shall serve on a standing committee. Members-at-Large may serve on more than one committee.

#### ARTICLE VI. 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 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.

Approved by the Section: 2011

Revision Approved by the Section: 2014

Revision Approved by the Section: 2019

Revision Approved by the Section: 2021