

Description of Section Leadership Positions and Regulations

Regulations:

- Always review your section's bylaws as each section is slightly different
- A Section should elect its officers and the members of its executive committee annually. This can happen at the Annual Meeting or, provided that timely notice is given of the nominees, by electronic means
- No person may serve as Chair of the same Section for more than two consecutive years
- No person may serve as Chair of more than one Section concurrently
- Section officers should be affiliated with a [AALS Member Law School](#)
- Associate Membership. Subject to restrictions set by a Section in its bylaws, any person may join a Section as an associate member. An associate member is not eligible to vote in Section meetings, to hold office in a Section, or to serve on a Section's executive committee. For purposes of this chapter, "faculty and professional staff of member law schools" excludes adjunct faculty, visiting faculty or temporary professional staff who do not have a continuing professional relationship with a member law school as their principal employment.
- Section may recommend additional limits on membership so long as those limits are consistent with the AALS's core values, Bylaws, these Regulations, and any other AALS policies. Additional limits on Section membership must be approved in advance by the Executive Committee.

Leadership Positions:

Each Section should have an executive committee of at least five people including a Chair, a Chair-Elect, and 3 other officers the Section determines.

Section Chair:

- Organize any programming at the Annual Meeting or events outside of the meeting
- Ensure the section is meeting section deadlines
- Serve as the primary contact for the section
- Oversee the section's discussion list
- Collect nominations and assist in selecting leadership for the following year
- Set a great example for the section and the chair-elect

Chair – Elect:

- Assist the Chair with the planning of Annual Meeting program(s) and other events
- Step in on behalf of the chair if needed

- Ideally transition into the Chair position the following year

Executive Committee Member – Votes on new leadership and/or fill vacancies for the section

Positions subject to specific Section's:

Secretary:

- Write any newsletters for the section
- Participate in voting efforts for the section
- Collect pictures for the section's photo album

Treasurer – Although AALS Sections are free of charge, the Treasurer may handle:

- Reimbursement for an award plaque or non-law speaker
- Organizing a field trip/service project at the Annual Meeting
- Wants to assist with having outside funding for an event

Other Positions that are not Primary Leadership:

Program Chair – Plan the Annual Meeting program or other events instead of the Section chair

Mentor Coordinator – Organize mentorship programs and opportunities for the section

**Sections are welcome to add other positions or update their bylaws, just let us know.*