

ASSOCIATION OF AMERICAN LAW SCHOOLS

By-laws of the Section on Institutional Advancement

Article I. Name and Purpose

Section 1. Name. This Section shall be known as the Section on Institutional Advancement.

Section 2. Purpose. The purpose of this Section is to provide informational exchange and professional development among law school administrators and faculty involved in those areas of institutional advancement known as alumni relations, communications, development, external affairs, government relations, and public relations.

Article II. Membership

Section 1. Membership.

- (a) Membership in the section is open to an administrator or faculty member involved in the institutional advancement of a law school that is a member of the Association of American Law Schools (hereinafter referred to as AALS).
- (b) Associate membership is open to any other person who is concerned with institutional advancement for law schools.
- (c) Special section dues may be imposed from time to time as necessary for the support of particular section projects not financed by the Association.

Section 2. Privileges of Members.

- (a) Regular members may vote in person at a section meeting.

- (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, Committees

Section 1. Officers. The officers of this section are the chairperson, chairperson-elect, secretary, and treasurer. The chairperson-elect shall be elected at each annual meeting of the Association, shall qualify by acceptance and shall succeed to the office of chairperson at the close of the next annual meeting. An officer shall serve until his successor has been elected and qualified.

Section 2. The Executive Committee.

- (a) The Executive Committee of the section is the chairperson of the section, chairperson-elect, secretary, treasurer, immediate three past chairpersons and seven other members elected annually.
- (b) The Executive Committee shall act in the interval between annual meetings and may create standing and special committees.

Article IV. Nomination and Elections

Section 1. Nominations. The Nominating Committee shall consist of at least three members of the section and shall include at least one past chairperson of the section. The Nominating Committee shall receive and consider suggestions of persons to serve as officers for the sections and shall report a slate of nominees to the section for election at the business meeting of the sections at the annual meeting of the AALS.

Section 2. Elections. The officers of the section shall be elected at the annual meeting. Nominations shall be received from the Nominating Committee and from the floor. Elections may be by voice vote or secret ballot, as the chairperson determines.

Article V. Duties of Officers

Section 1. Chairperson. The chairperson shall preside at all meetings of the section and of the executive committee. The chairperson shall present at each annual meeting of the AALS a report of the section for the prior year and shall be responsible for the program of the section. The chairperson shall appoint members of the standing and special committees.

Section 2. Chairperson-Elect. The chairperson-elect of the section shall perform the duties of the chairperson, as the chairperson may request and shall perform the duties of the chairperson during absence or disability of the chairperson. If the office of the chairperson becomes vacant, the chairperson-elect shall succeed to the office of chairperson.

Section 3. Secretary. The secretary shall keep a record of all proceedings of the section and shall discharge such other duties as are usually appertaining to the office as may be required by the executive committee or chairperson. In the absence or disability of the secretary, the chairperson or

executive committee shall select a secretary pro tempore to perform the duties of the secretary.

Section 4. Treasurer.

The treasurer shall keep a record of all financial proceedings of the section and shall discharge such other duties as are usually appertaining to the office as may be required by the Executive Committee or chairperson. In the absence or disability of the treasurer, the chairperson or executive committee shall select a treasurer pro tempore to perform the duties of the treasurer.

Article VI. Policy Statements

Section 1. Policy Statements.

Because sections are part of the AALS, statements of policy adopted by a section or similar positions may be made public only after they are approved by the Executive Committee of the AALS.

Article VII. Amendments

Section 1. 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 Executive Committee of the AALS.