

## **ASSOCIATION OF AMERICAN LAW SCHOOLS**

### **BYLAWS OF THE SECTION ON LEGAL WRITING, REASONING, AND RESEARCH**

#### **Article I. Name and Purpose**

Section 1. *Name.* This Section will be known as the Section on Legal Writing, Reasoning, and Research.

Section 2. *Purpose.* The Section promotes the communication of ideas, interests, and activities among the members of the Section; reports on the status of legal research and writing; and makes recommendations on matters concerning law school administration and matters of interest in the teaching and improvement of law school curriculum.

#### **Article II. Membership.**

Section 1. *Regular Members.* Membership is open to all faculty and professional staff of a law school that is a member of the Association of American Schools (AALS).

Section 2. *Associate Members.* Associate membership is open to others who are concerned with the teaching, administration, and improvement of legal education. 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 in person at all Section meetings, may hold office, and may participate in all activities of the Section.

#### **Article III. Officers and Committees.**

Section 1. *Officers.* The officers of this Section are the Chair, the Chair-Elect, and the Secretary. They will be elected at the Annual Meeting of the Section and will qualify by acceptance. An officer will serve until the successor has been elected and qualified.

Section 2. *Executive Committee.*

(a) Members. The Executive Committee of the Section consists of the Section Chair, the immediate past Chair, the Chair-Elect, the Secretary, and at least one additional person.

(b) Actions. At the discretion of the Chair, the Executive Committee may act in the interval between annual meetings of the Section.

(c) Nomination of Officers. The Executive Committee will nominate a candidate for each officer position to be presented to the membership for election at the Annual Meeting of the Section.

Section 3. *Award Committee.*

(a) Membership. The selection committee for the award winner must be named before an announcement of a section award is circulated. The Section Chair will appoint a chair and at least two section members to serve on the Awards committee. The members of the selection committee will serve until a successor committee is appointed.

(b) Duties. The Awards Committee will review nominations for the Section award pursuant to Article IV and make a recommendation to the executive committee.

Section 4. *Other Committees.* The Chair of the Section may establish other Section committees. The Chair will appoint the chairs and members of the committees, who will serve until a new committee is appointed by the successor Chair.

**Article IV. Section Award.**

The Awards Committee may select a recipient for the Section Award for the purpose, under the criteria, and according to the procedures of this Article.

Section 1. *Purpose.* The purpose of the Section Award is to honor an individual for an outstanding contribution to the field of legal writing, reasoning, and research.

Section 2. *Criteria.* The criteria for the Section Award are service, scholarship, and legal-writing program design or other activity valuable to the advancement of the field of legal writing. Eligible award winners would be section members and any other individuals. Law schools, institutions, or organizations cannot receive a section award. Prior year or current year Section officers are excluded from being selected as an award winner. The award need not be given each year.

Section 3. *Notice to AALS.* The section will inform the AALS by March 15 (or another date established by the AALS Assistant Director) if the Section will be giving an award at the upcoming Annual Meeting.

Section 4. *Soliciting Nominations.* The Section Chair will announce that the section is soliciting nominations for the section award. The announcement seeking nominations will be made on the AALS announcement listserv. The announcement will also be made in other appropriate ways, including by publication in the section newsletter, on blogs related to legal writing and its teaching, and on listserves intended to reach section members who are faculty or professional staff at AALS member law schools. The announcement will include information on how to submit a nomination and the deadline for submitting a nomination.

Section 5. *Nominations.* A nomination should include one or two paragraphs explaining why a nominee is deserving of an award. A nominee not selected will be carried forward and considered again in a subsequent year.

Section 6. *Multiple Recipients.* The section may determine if there should be more than one award winner in a particular year. The

purchase of an award or plaque for one or more persons cannot exceed a total of \$100.

Section 7. *Award Announcement.* By November 1 (or another date selected by the AALS ), the Section will notify the AALS to explain how it followed the award criteria and procedures in selecting the award winner (or winners) and provide the name and school of the winner (or winners). If a Section Award is granted, the award may be announced at the next AALS Annual Meeting during the meeting or other event of the Section or as determined by the Section's Executive Committee after obtaining AALS approval that the Section has followed its award criteria and procedures.

Section 8. *Presentation of the Award.* If the Section has a meal event, the Section can use that venue for remarks by the award winner. Given the high cost of meal events, the Section will also recognize the award winner at its program. The AALS may issue a press release announcing AALS award winners and the AALS Section award winners.

## **Article V. Authorized Expenditures of Income**

Section 1. *Expenditures authorized by AALS regulation.* As authorized by AALS Executive Committee Regulations, Section income may be spent for the following purposes:

- (a) to compensate law students and others for performing research and similar tasks for a Section project;
- (b) to reimburse a person who participates as a speaker or panelist in a Section program, and who is not a faculty member or professional staff of any law school, for the person's travel and other expenses in accordance with the Association's travel reimbursement policies; or
- (c) to purchase for a reasonable amount a plaque or other memorial of an approved award or citation.

Section 2. *Other expenditures.*

(a) Authorized purposes. Section income may be spent for the following:

- (1) workshop or teaching conference;
- (2) deficiency in a meal guarantee made to a hotel;
- (3) Section survey;
- (4) Section directory; or
- (5) enhanced newsletter.

(b) Authorization procedure. Before an activity under Article V, Section 2(a) is undertaken that requires an expenditure, the following must occur:

- (1) the Executive Committee must authorize the expenditure at least six weeks prior to the activity;
- (2) the Chair must determine that the expenditure is consistent with the Section's bylaws and policies of the AALS; and
- (3) the Chair must notify the national office of the AALS no later than one month prior to the activity.

**Article VI. 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.