

ASSOCIATION OF AMERICAN LAW SCHOOLS

**Bylaws of the Section on
Student Services**

Article I. Name and Purpose

- Section 1. **Name.** This section shall be known as the Section on Student Services.
- 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 on matters concerning the providing of services to students.

Article II. Membership

- Section 1. **Membership.**
- (a) Membership in the section is open to a faculty member and professional staff member of a law school that is a member of the Association of American Law Schools (AALS).
 - (b) Associate membership is open to any other person who is concerned with the teaching, administration and improvement of legal education related to the advising and counseling of students.
- Section 2. **Privileges of Members.**
- (a) Regular members may be an officer of the section and may vote in a section election.
 - (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 and the chairperson-elect. 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 her successor has been elected and qualified.

Section 2. **The Executive Committee.**

- (a) The Executive Committee of the section is the chairperson of the section, the chairperson-elect, the past chairperson and five other members who are elected in two-year staggered terms.
- (b) 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 an officer or other member of the Executive Committee resigns, becomes ineligible to serve or dies, the position shall be promptly filled. If the position of chairperson becomes vacant, the chairperson-elect becomes the chairperson. If the position of chairperson-elect becomes vacant, the chairperson, with the advice and consent of the other members of the Executive Committee, shall appoint a person to serve as chairperson-elect until the next annual meeting of AALS at which time both a chairperson and a chairperson-elect shall be elected. If the position of a member of the Executive Committee becomes vacant, the chairperson, with the advice and consent of the other members of the Executive Committee, shall appoint the person to the position to serve until the next annual meeting of the AALS.

Article IV. Nominations and Elections

Section 1. **Nominations.** At or immediately following the annual meeting the chairperson shall appoint the Nominating Committee for the subsequent year. 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 and members of the Executive Committee of the section and shall report a slate of nominees to the section for election at the business meeting of the section at the next 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 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 its Executive Committee. At each annual meeting of the AALS, the chairperson shall report on the section activities during the prior year and is responsible for the

program of the section. The chairperson shall appoint the members of standing and special committees.

Section 2. **Chairperson-Elect.** The chairperson-elect of the section shall assist the chairperson, as the chairperson may request, and shall perform the duties of the chairperson during absence or disability of the chairperson.

Article VI. Income

Section 1. **Expenditures.** Section dues and other Section income may be spent in accordance with applicable AALS and Section policies, regulations and bylaws. The chair or the treasurer shall confirm that each expenditure is permitted by AALS and Section policy and shall ensure that the Executive Committee complies with any applicable AALS policy requiring notification of the AALS in advance of an expenditure.

Article VII. Section Awards

Section 1. **AALS Section on Student Services Peter N. Kutulakis Student Services Award.** The Section on Student Services hereby re-establishes the Peter N. Kutulakis Student Services Award.

Section 2. **Purpose and Criteria.** To recognize outstanding contributions of administrators and law teachers in the provision of service to students.

Section 3. **Germaneness of Award to Section on Student Services and to the AALS.** An association of law schools and law teachers and a section on student services should appropriately recognize those individuals within the academic community who by their service to students have distinguished themselves by their unique and substantial contribution to the professional development of students.

Section 4. **Announcement of Competition for Award.** Competition for the award is to be announced, at a minimum, through the AALS communications platform and at the Annual Meeting of the Section on Student Services. The Executive Committee and Section members are encouraged to distribute the announcement as widely as possible, including through related listservs or newsletters.

Section 5. **Nominations for the Award.** Any law teacher or law school administrator may nominate another law teacher or administrator for the award. Law schools, institutions or organizations cannot receive an award. Prior year or current year Section officers would be excluded from being selected as an award winner.

Section 6. **Selection Committee.** The selection committee shall consist of the members of the Section on Student Services Executive Committee.

Section 7. **Time Table.** Nominations for the award shall be open from the Annual Meeting in January of each year to October 1st. With AALS approval, the award will be announced at the Annual Meeting Section on Student Services Business Meeting or Luncheon.

Article VIII. 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 IX. 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 AALS.