

ASSOCIATION OF AMERICAN LAW SCHOOLS

Bylaws of the Section on  
Women in Legal Education

Article I. Name and Purpose.

Section 1. Name. This Section shall be known as the Section on Women in Legal Education.

Section 2. Purpose. The purpose of this Section is to provide information to its members respecting the integration of women and women's concerns into the legal profession and the law, to promote the communication of ideas interests and activities among members of the Section, to make recommendations on matters concerning the administration of law schools and on the status of women in legal education and to make recommendations on matters of interest in the teaching and improvement of the law school curriculum.

Section 3. Construction. The bylaws of this Section shall conform to the Policies and Procedures Governing Sections of the American Association of University Professors, as currently in force and as they may, from time to time, be amended. In the event of any discrepancy, the parliamentarian shall interpret the bylaws to conform to AALS Policy and Procedures and if, in such interpretation, a bylaw must be deleted or replaced, the replacement shall conform as closely to Sturges Rules of Procedure as shall be practical.

Article II. Membership.

Section 1. Membership.

(a) Membership in the Section is open to any faculty person of a law school that is a member of the Association of American Law Schools (hereinafter referred to as AALS) and to Canadian Associates.

(b) Associate membership is open to others who are concerned with the teaching, administration and improvement of legal education. The number of associate members shall not exceed 25 percent of the regular membership.

Section 2. Privileges of Members.

(a) Regular members may vote in annual elections, and at all meetings of the Section.

(b) Associate members may participate in the programs, meetings and activities of the Section but may not vote nor hold office in the Section.

Article III. Officers, Committees.

Section 1. Officers. The officers of this Section are the president, the president-elect, the vice-president, who shall serve as treasurer, and the parliamentarian, who shall serve as secretary. The president shall serve a term of one year, more or less, beginning at the closing date of the Annual meeting of the AALS and ending at the close of the following year's annual meeting, at which time the president-elect shall become president. All other officers shall serve until a successor has been elected and qualified.

Section 2. The Executive Committee.

(a) The Executive Committee of the Section is the president of the Section, the immediate past president, the other officers of the Section, the presidents of the standing committees, and at least one additional member.

(b) On the nomination of the president, the executive committee shall have authority to act as representative of the members.

(c) In the event a standing committee shall not be duly constituted, the executive committee shall serve the functions of that committee. The executive committee shall fill a vacancy in any office, subject to confirmation by the members at the next election.

(d) All meetings, programs and elections of the executive committee, the membership and the standing committees shall take place at such time and place and in such manner as the parliamentarian shall rule proper under these bylaws and the Policies and Practices Governing Sections of the AALS. Any meeting or gathering, not so certified by the parliamentarian shall not be a meeting, program or election of the Section, its membership, executive committee or standing committee.

Section 3. Standing Committees.

(a) The standing committees of the Section shall be (1) the nominating committee, (2) program committee, (3) the committee on special projects, (4) the committee on professional advancement, and (5) such other committee or committees as shall be established by the members, the executive committee, or the president.

(b) The Standing Committees shall have such duties as are described by the executive committee, and may appoint subcommittees. Special committees shall be subcommittees of the committee on special projects.

#### Article IV. Nomination, Elections, Meetings, Programs.

Section 1. Nominations. The nominating committee for the subsequent year shall be appointed at or immediately following the annual elections. The nominating committee shall consist of at least three members of the Section and shall include at least one past president of the Section. The nominating committee shall receive and consider suggestions of persons to serve as officers for the Section and shall report a slate to the Section at the annual election.

Section 2. Elections, Meetings and Programs. The officers of the Section shall be elected at the annual election. Nominations shall be received from the nominating committee, by mail to the president or parliamentarian at least one week prior to the annual election, and from the floor. Voting at

all meetings and elections shall be open to regular members of the Section or, in the case of activities of the executive committee, standing committee, or special committee, to the members of that committee. The parliamentarian shall determine the time, place and manner of all meetings, elections, programs or activities and the manner and method of voting, whether in person, by proxy, by mail, by telephone, or by other telecommunication device. The parliamentarian or presider shall secure the permission of the AALS, whenever necessary, for any meeting or program.

#### Article V. Duties of Officers.

Section 1. President/Chair. The presider of the Section shall preside at all meetings of the Section and of the executive committee. The presider shall be responsible for the program of the Section. The presider shall designate and appoint the members of committees and shall conduct the business of the Section in conformity with the instructions, if any, of the membership or the executive committee.

Section 2. Presider/Chair-Elect. The presider-elect of the Section shall assist the presider, as the presider may request, and shall perform the duties of the presider during absence or disability of the presider. If the office of the presider becomes vacant, the presider-elect shall succeed to the office of Presider.

Section 3. Vice Presider/Treasurer. The vice presider shall assist the presider, as the presider may request, and shall advise the presider in preparing the budget or making expenditures. The vice presider shall perform the duties of the parliamentarian during the absence or disability of the parliamentarian. If the office of the parliamentarian becomes vacant, the vice-presider shall succeed to the office of parliamentarian.

Section 4. Parliamentarian/Secretary. The parliamentarian/secretary of the Section shall keep the minutes of the proceedings of the Section and the executive committee and shall perform such other duties as are set forth in these bylaws.

#### Article VI. Policy Statements.

Section 1. Policy Statements. Because Sections are part of the structure of the AALS, statements of policy adopted by a Section shall not be considered statements of the Section until approved by the parliamentarian, who shall secure the approval of the executive committee of the AALS before making public the statement of policy.

#### Article VII. Amendments.

Section 1. Amendments. These bylaws may be amended at the annual election, except that the executive committee may amend these bylaws to provide for the collection of dues from members or any class of members. An amendment takes effect after it has been approved by the executive committee of the AALS.

Section 3. Authorized Expenditures of Section Dues and Other Section Income. In addition to the purposes described in Association Executive Committee Regulation 12.6(d),

section dues and other section income may be spent for a reception for section members at an Association annual meeting, workshop or teaching conference, any deficiency in a meal guarantee, section survey, section directory, and enhanced newsletter. Before the activity is undertaken, the section's Executive Committee must authorize the expenditure of dues or other income for the activity. In approving payment of an expenditure the section chairperson must determine that the particular expenditure was for the activity authorized by the Executive Committee of the section and is consistent with the section's bylaws and Association policies. The chairperson shall notify the Association's National Office one month before the activity of the Section's Executive Committee decision to authorize the expenditure

Amended Dec 8, 1987

Article VIII. Section Award.

Section 1. The AALS Section on Women in Legal Education Award.

Section 2. Introduction. The purpose of the AALS Section on Women in Legal Education Lifetime Achievement Award is to honor an individual who has had a distinguished career of teaching, service, and scholarship for at least 20 years. The recipient should be someone who has impacted women, the legal community, the academy, and the issues that affect women through mentoring, writing, speaking, activism, and by providing opportunities to others.

Section 3. Frequency. The award shall be made from time to time as the Executive Committee of the Section determine. In years when the award will be offered, the Chair shall notify the AALS Managing Director by March 15.

Section 4. Selection Process. The Chair of the Section shall seek nominations from the Section through the AALS Communication Platform, along with other venues that may be appropriate, including other electronic means. Only those qualified to be Section members may make nominations. Only Section members and other individuals are eligible for the award; law schools, institutions or organizations are not eligible.

The Selection Committee shall consist of the Officers and Executive Committee. They shall discuss the nominees by e-mail or conference call, as the Chair shall arrange, and then vote. The nominee receiving the most votes (after run-off between the top two nominees, in the event no nominee receives a majority on the initial polling) shall receive the award, providing that the recipient is then approved by 2/3 of the full body of the Executive Committee as meeting the criteria set above.

After voting, the Chair shall inform the AALS Managing Director to verify that the award criteria and procedures were followed and to provide the name and affiliation of the winner. Notification shall occur by November 1.

Section 5. Announcement and Ceremony. The Chair shall announce the recipient of the Award after receiving approval from the AALS that the Section has followed its approved award criteria and procedures. The award will be announced at the Section's annual meeting program session. The Selection Committee may also decide to purchase a plaque for the recipient. The cost of all AALS Executive Committee approved awards may not exceed \$100.

