

STUDENT HEALTH LAW ASSOCIATION
BYLAWS

Article I
NAME

The name of the association shall be the Student Health Law Association (“Association”).

Article II
MEMBERSHIP

Any Hamline University School of Law student may become a member of the Association.

Article III
MEETINGS

A minimum of three general meetings per semester shall be held at the premises of Hamline University School of Law. Social meetings may be scheduled from time to time as the members see fit. Special meetings will be scheduled as the need arises and will be held at the premises of Hamline School of Law.

The Executive Committee will meet at least once prior to each general meeting of each semester and at least once at the conclusion of the year. At the end of the year meeting, the outgoing Executive Committee will meet with the incoming Executive Committee for the next school year to ensure as smooth a transition as possible.

Chair and Secretary. The President of the Association shall chair and the Secretary of the Association shall record the minutes of all meetings. In the absence of the President, another officer of the Association shall chair the meeting.

Article IV
Voting

Voting. Voting rights are awarded to all members in good standing. All matters shall be decided by a majority vote of those members present. Members may vote on a matter by voting at meetings, submitting a written ballot to an officer of the Association no later than the beginning of the meeting for which the vote will take place, or submitting their vote through TWEN when available.

- A. Members in good standing are those individuals who have attended at least one Association meetings

Article V OFFICERS

The officers of the Association shall include the President, Vice President, Secretary, Treasurer and Event Coordinator.

The position of President, Vice President, Secretary, Treasurer, and Event Coordinator are open to all members.

Elections. The Officers shall be elected at the last meeting of the Association of the academic year. The members of the Association shall elect the officers of the Association.

Term of Office. Officers shall serve a one-year term of officer, beginning with their election and ending with the election of their successor.

Vacancies. If an officer for any reason is unable to serve a full term of office, members shall appoint by majority vote a replacement to serve the remainder of the unexpired term.

President:

I. During the elected term, the President is the chief officer and primary contact person for the Student Health Law Association. The duties of this office include, but are not limited to:

A. Recruitment. In this capacity, the President shall:

1. Along with other interested members, work with the Admissions Office in efforts to increase Health Law enrollment at Hamline University School of Law through:

i. Drafting an informational letter on behalf of the Health Law Association to prospective applicants;

ii. Participation in the Admissions Office “Phone-a-Thon” to answer questions accepted applicants may have about Hamline University School of Law.

2. At the beginning of the academic year, work with returning members participating in the Student Bar Association Fair/Table Days.

B. Outreach. The President shall make efforts to engage the Association in joint activities with other Health student, professional, service, and business organizations in the Twin Cities.

C. Act as the primary liaison between the Association and the Administration. This shall include informing the Administration of the Association events, and assisting the Event Coordinator as needed in scheduling rooms and equipment, and obtaining any necessary approval.

D. Head meetings and activities. In this capacity, the President shall:

1. With the input of members, schedule, chair and set the agenda for regular meeting;
2. Assist Event Coordinator as needed to inform members and the student body of when meeting and activities shall occur.

E. Chair the Executive Committee.

II. At the end of the elected term, the President shall review the responsibilities and procedures of this position with the newly-elected officer. The President shall hand over any Association files to the new officer.

Vice President:

- I. During the elected term the duties of this office include, but are not limited to assisting the President in all of the above matters and act as President in his/her absence.
- II. At the end of the elected term, the Vice President shall review the responsibilities and procedures of this position with the newly-elected officer. The Vice President shall hand over all materials associated with the position to the new officer.
- III. The Vice-President shall serve as a liaison between the Executive Committee and the members of the Association and report to the Association as needed on issues concerning the Executive Committee.

Secretary:

I. During the elected term, the duties of the Secretary shall include, but not be limited to, the following:

A. Performance of the duties of the President in the absence of the President and Vice President.

B. Perform the following general functions

1. Record the minutes of all meetings.

2. Maintain a permanent file of all meeting minutes, membership lists, informational handouts, and the like in the Association file located in the SBA office.

3. Sign or countersign with any officer, when necessary, checks drawn on the Society's account.

II. At the end of the elected term, the Secretary shall review the responsibilities and procedures of this position with the newly-elected officer. The Secretary shall hand over all materials associated with the position to the new officer.

Treasurer:

I. During the elected term, the Treasurer shall be responsible for the management of all Association financial matters. The duties of this office include, but are not limited to:

- A. Performance of the duties of the President in the absence of the President, Vice President, and Secretary.

- B. Preparing and presenting the budget proposal to the Student Bar Association.

- C. Performing the following general accounting:

1. Maintaining an organized file of all financial documents;

2. Making authorized deposits and disbursements;

3. Managing any and all proceeds;

4. Performing all associated record/book keeping;

5. Overseeing accounting of fundraising activities.

- D. Performing all necessary and required reporting functions such as:

1. Periodic reports of Association financial status at Association meetings;

2. All required reporting to any party having oversight authority to Association;

3. Preparing a final report at the end of the academic year summarizing funds and expenditures.

- E. Chair Fundraising and Finance Committees as needed.

II. At the end of the elected term, the Treasurer shall review the responsibilities and procedures of this position with the newly-elected officer. The Treasurer shall hand over the Treasurer files, together with any other documents, to the new officer.

Event Coordinator:

I. During the elected term, the duties of the Event Coordinator shall include, but not be limited to, the following:

- A. Performance of the duties of the President in the absence of the President, Vice President, Secretary and Treasurer.

- B. Inform members and the student body of when meetings, events and activities shall occur.
 - 1. With assistance of other Officers and members, distribute information regarding upcoming meetings, events and activities. The means of communication shall include but not be limited to electronic and paper forms.
 - 2. Schedule rooms and equipment, and obtaining any necessary approval for all meetings, events and activities.
 - 3. Coordinate scheduled meetings, events and activities with other Officers of the Association as well as those meetings, events and activities done in conjunction with other organizations. Attend planning meetings involving the coordination of meetings, events and activities of the Association.
 - 4. Act as liaison between the Association and speakers, coordinators, volunteers and other individuals participating in meetings, events and activities of the Association.
 - 5. Chair Event Committees as needed.

**Article VI
Committees**

Standing Committees:

Executive Committee:

The Executive Committee shall consist of all Officers of the Association.

- A. The Executive Committee shall be chaired by the President of the Association.
- B. The Executive Committee shall meet at least once before each general Association meeting of the academic year.
- C. The outgoing Executive Committee shall meet with the incoming Executive Committee at the end of each academic year.
- D. The agenda, time and location of the Executive Committee meetings will be set by the President of the Association. The President shall inform all members of the Executive Committee as to the meeting agenda, time, and location.

- E. The Vice-President shall serve as a liaison between the Executive Committee and the members of the Association and report to the Association as needed on issues concerning the Executive Committee.

Fundraising Committee:

The Fundraising Committee will meet at least once during the academic year and continue to meet as needed to work with the Officers and members of the Association to discuss and establish potential fundraising goals and events for each academic year.

- A. The Fundraising Committee will be chaired by the Treasurer.
- B. The Chair will set meeting dates, agendas and locations and distribute this information to all members of the Fundraising Committee as well as the Officers and members of the Association.
- C. The Fundraising Committee will designate a member of their committee to be responsible for reporting back to the Officers and members of the Association.
- D. All members of the Association may be members of the Fundraising Committee.

Ad Hoc Committees

Ad Hoc Committees shall be formed as needed at the discretion of the Officers and members of the Association.

- A. Ad Hoc Committees shall elect a chair that reports to the Association at each Association meeting during the duration of the life of the Committee.
- B. The length of terms and responsibilities of the Committee shall be established at the first meeting of the Committee, and is subject to the approval of the Executive Committee.

**Article VII
AMENDMENT OF BYLAWS**

These Bylaws may be amended by the following method:

By approval of a majority vote of the Association members, at an Association meeting called in accordance with these bylaws and upon not less than seven days written notice to all Officers and members of the Association that includes the nature of the proposed amendment.