

ILLINOIS STATE UNIVERSITY



ATTORNEYS ADVISORY BOARD BYLAWS

Approved 1/14/98
Revised 9/22/01
Revised 9/18/04
Revised 3/4/05
Revised 3/3/06
Revised 4/29/17

I. NAME

This organization shall be known as the Illinois State University Attorneys Advisory Board.

II. PURPOSE

The purpose of this organization is to: (1) advise University faculty and administrators regarding the pre-law curriculum; (2) advise University faculty and administrators regarding law related extra-curricular activities; (3) participate in and help organize pre-law related programming on campus; (4) promote an understanding of and respect for the rule of law and ethics, civility, honesty, and professionalism; (5) participate in and help organize mentoring and internship programs for ISU students; (6) assist in recruiting high quality pre-law students to the University;

(7) advise and assist students in selecting and enrolling in law schools, (8) establish and maintain a network of alumni attorneys; and (9) assist in development activities to provide a firm economic basis for pre-law programming at the University.

III. EXECUTIVE BOARD MEMBERSHIP

The Executive Board shall consist of attorney members, up to three law student members, and up to five ex-officio (non-voting) faculty/staff members.

A. CRITERIA FOR EXECUTIVE BOARD MEMBERSHIP

Attorney members shall be Illinois State University alumni who are licensed attorneys or judges.

The law student members shall be alumni who are enrolled in law school at the time of their service on the Board, but law student members may continue to serve on the Board after graduation while waiting to take the first available Bar examination and throughout the post-

graduation period until the first swearing-in ceremony after the law student member graduates. Any law student member who chooses not to take the first available Bar examination, or who fails to pass the first available Bar examination, shall not be eligible for continued services as a law student member.

Ex-officio members shall include the University pre-law advisor and such other faculty or staff as the Dean of the College of Arts & Sciences chooses to appoint from time to time.

B. SELECTION OF EXECUTIVE BOARD MEMBERS

Attorney members and law school student members shall be selected by a majority vote of Executive Board members from among names presented by the Nominating Committee or any Executive Board member. In making these appointments, the Executive Board should seek to maintain a diverse membership representing different types of practice areas, as well as a diversity in age, gender, race, and geographic location.

Ex-officio members shall be appointed by the Dean of the College of Arts and Sciences.

C. TERM OF OFFICE

With the exception of the law student members, members of the Attorneys Advisory Executive Board shall serve three-year staggered terms with each term running from September of the calendar year of their appointment through August. No more than 1/3 of the members' terms shall expire in any given year. The term of the law student members shall be one year and is renewable for up to three years total.

While there is no limit on the number of terms a member can serve, the Board shall strive to insure that some new members are added each term.

D. DUTIES AND RESPONSIBILITIES

By accepting membership on the Executive Board, members are expected to fulfill the following responsibilities: (1) participate in Board meetings; (2) be available for consultation between meetings; (3) help disseminate information regarding Illinois State University's pre-law program to potential students, current students, parents, law school representatives, alumni, and foundations; (4) assist in pre-law program fund development related activities, and (5) provide leadership through personal giving, at the minimum level of \$250 annually to Illinois State University, with a minimum level of personal giving directed to the University's pre-law program funds. Law student members, and those granted an exemption by a majority vote of the Executive Board, shall be exempted from the giving requirement. Members who repeatedly or willfully fail to fulfill any of these duties and responsibilities shall be informed of such failure by the Chair (or an individual designated by the Chair) and given an opportunity to satisfy the duties and responsibilities on a prospective basis. The continued failure to fulfill any of the duties and responsibilities of Executive Board membership may result in removal from the Executive Board.

IV. GENERAL MEMBERSHIP

A. CRITERIA FOR MEMBERSHIP

General members shall be Illinois State alumni who are licensed attorneys or judges who agree to the duties and responsibilities as stated in Bylaw IV.C.

B. TERM OF OFFICE

General members of the Attorneys Advisory Board shall serve life-time terms, so long as they uphold the duties and responsibilities listed in Bylaw IV.C.

C. DUTIES AND RESPONSIBILITIES

By accepting general membership on the Attorney Advisory Board, members are expected to fulfill the following responsibilities: (1) receive mailings and materials related to Board meetings and events and attend if possible; (2) provide business contact information for listing on the Board directory; (3) serve as an ambassador for the ISU pre-law program when speaking with colleagues, potential students, current students, parents, law school representatives, alumni, and foundations; and (4) provide leadership through personal giving, at the minimum level of \$100 annually, excluding those members granted an exemption by a majority vote of the Executive Board.

V. OFFICERS

All officers of the Attorneys Advisory Board shall be members of the Executive Board.

A. POSITIONS AND DUTIES

CHAIRPERSON shall: (1) preside at meetings, (2) call special meetings as needed; and (3) serve as spokesperson for the Board.

VICE-CHAIR shall (1) preside at meetings in the absence of the Chairperson; and (2) serve as Chair of the Nominating Committee.

SECRETARY shall be responsible for preparing Board correspondence and reviewing Board minutes.

TREASURER shall be responsible for sending an annual update to all Board members regarding the status of their required contributions to the Foundation.

B. SELECTION AND TERM

Officers shall be elected for two-year terms running from September through August.

VI. MEETINGS

The Executive Board shall meet at least twice each year—once during the fall semester and once during the spring. Additional meetings may be called by the Chair.

At least one meeting each year will be held on campus. Other meetings may, at the discretion of the Board, be held at different locations throughout the State.

A quorum for conducting business shall consist of those members present at a duly noticed meeting. Notice shall be by electronic mail at least 21 days prior to the meeting at an e-mail address provided by the member.

VII. COMMITTEES OF THE EXECUTIVE BOARD

A. EXECUTIVE COMMITTEE

The Executive Committee shall advise the Chair with respect to setting meeting dates, developing the agenda for meetings, making committee appointments, and other matters that come up between meetings of the Executive Board.

B. NOMINATING COMMITTEE

The Nominating Committee shall develop a diverse slate of individuals who are qualified and willing to serve on the Attorney Advisory Executive Board. The committee is responsible for contacting potential members, informing them of the roles and responsibilities of Executive Board members, and determining their willingness to serve on the Executive Board.

C. PROGRAM COMMITTEE

The Program Committee shall work with the pre-law advisor and other faculty either teaching law-related courses or advising law-related extra-curricular activities (such as Law Club and the Mock Trial team) to help develop programs, presentations, internships, and modifications in the pre-law curriculum.

D. DEVELOPMENT COMMITTEE

The Development Committee shall work with the pre-law advisor and other faculty advising law-related extra-curricular activities (such as Law Club and the Mock Trial team) to insure financial support for pre-law programs and activities. The Committee will also send out letters informing alumni of their eligibility for general membership in the Attorneys Advisory Board.

E. AD-HOC COMMITTEES

The Chair of the Attorney Advisory Board shall appoint whatever ad-hoc committees deemed necessary for the efficient operation of the Board.

F. SELECTION OF COMMITTEE MEMBERS & CHAIRS

With the exception of the chair of the Nominating Committee (which is determined by Section IV.A. of this document), the appointment of members and chairs for standing and ad-hoc committees shall be made by the Chair of the Board.

All committees shall have a minimum of three attorney members and one ex-officio faculty/administrative member.

VII. AMENDMENTS

This document can be amended by an affirmative vote of at least 60% of the Executive Board membership voting in person, by proxy, or by written ballot, and the approval of the Dean of the College of Arts and Sciences.