

International Law Society

Cecil C. Humphreys Chapter Constitution

Table of Contents

Article I – Organization Formation. 3

Article II – Governance. 3

Article III – Discrimination. 3

Article IV – Mission Statement. 3

Article V – Membership. 4

Article VI – Officers. 4

Article VII – Duties of the Board. 5

Article VIII – Officer Elections. 7

Article IX – Officer Impeachment. 8

Article X – Constitutional Amendments. 9

Article XI – Organization Dissolution. 10

Article I – **Organization Formation**

This organization shall be known as the "International Law Society.” The International Law Society shall be referred to with the acronym “ILS” generally and herein.

Article II – **Governance**

This organization shall be governed by this Constitution, its bylaws, and the rules and regulations of the University of Memphis Cecil C. Humphreys School of Law.

Article III – **Discrimination**

No student may be denied membership on the basis of age, race, religion, disability, national origin, political affiliation, sexual orientation, or gender identity. The University of Memphis and ILS reserve the right to add additional discrimination categories, as needed, in an effort to keep the ILS open to all students.

Article IV - **Mission Statement**

The mission of the ILS is as follows:

a. To educate students at the University of Memphis, Cecil C. Humphreys School of Law in the principles and purposes of international law, international organizations and institutions, and comparative legal systems, through activities that include academic conferences, presentations by distinguished speakers, and opportunities to participate with the national organization of the International Law Student Association;
b. To encourage communication among students and lawyers from different parts of the world in an effort to promote international understanding and cooperation and understanding;
c. To contribute to legal education, to foster mutual understanding, and to promote social responsibility of students and lawyers;
d. To provide opportunities for law students and lawyers to learn about other cultures and legal systems in a spirit of critical dialogue and international cooperation;
e. To assist law students and lawyers to be internationally minded and professionally skilled;
f. To assist in and encourage the development of international career resources and opportunities for internationally minded students and lawyers; and
g. To engage in other activities related to the development and promotion of international law, study, and practice generally.

Article V - **Membership**

1. Membership shall be open to all University of Memphis Cecil C. Humphreys School of Law students in good academic standing.
2. Members of the ILS shall pay a membership dues once per academic year. The dollar amount of the dues shall be determined by majority vote among the Officers in September of each academic year. Dues are to be paid by the end of October, or immediately upon joining, if done thereafter.
3. Inactive Membership Status:
    a. If a member of ILS falls below the academic standards required to maintain good academic standing at the law school, that member will be placed on "inactive status" for the remainder of the academic semester.
    b. Members on inactive status will be asked to refrain from participating in ILS events/meetings to encourage the maximum amount of time and focus on academics.
4. Removal of Membership Status:
    a. Any member found to be engaging in conduct or behavior that goes against the mission of ILS shall come before the elected officers ("board") and may offer any statement in their defense. The decision on whether the student will remain a member of ILS will be determined by a majority vote of the board with final approval by the academic advisor.
    h. If a member of the current board is under consideration for membership status removal, they shall not have a vote in their own case. Any officer who loses their membership status will immediately lose their officer status and will be ineligible to hold an officer position with ILS in the future.
    i. Any removal of membership status from a member of The Board shall first be accompanied by a successful impeachment as outlined in Article IX.

Article VI - **Officers**

1. Officers of the ILS, collectively, may be referred to as "The Board."
    a. Officers with a position on The Board may be referred to as "Officer," "member of The Board, or "Board member."
2. The ILS shall always maintain no less than (5) Officers positions. If the ILS is unable to maintain a minimum of (5) Officers, a special election shall be held as per Article VIII to fill vacant positions.
    a. Required positions to be held at all times include:
        i. President
        ii. Vice President
        iii. Events Manager
        iv. Treasurer
        v. Secretary
    b. Should the position become vacated for any reason, a chain-of-succession for the position President is as follow:
        i. President (De-facto leader)
        ii. Vice President
        iii. Events Manager
        iv. Treasurer
        v. Secretary
3. Officers may be impeached subject to the terms outlined in Article IX.

4. The Board shall meet no less than once per calendar month, virtually or in-person, during the fall and spring semesters.
    a. If an Officer is unable to attend more than (2) Board meetings without the prior notice to the ILS President, the offending Officer will be subject to potential impeachment hearings and removal from office per Article IX.
5. Only currently enrolled students in good academic standing, as per Article V, may serve as Officers. All positions listed, with the exception of 1L Representatives, shall be open to all students without regard to their official designation as 1L, 2L, and 3L at the time in which they will hold office.
6. If an Officer elects to resign their position on The Board, a special election will be held to fill the vacant position, with the exception of the position of President which will be filled pursuant to the above chain-of-succession.

Article VII – **Duties of The Board**

1. **President**:
    a. The President shall serve as the leader the ILS.
    b. The President shall represent the ILS in its relations and interactions with other organizations and entities both within the School of Law as well as outside the School of Law.
    c. The President shall set the agenda for Executive Officer as well as general membership meetings.
    d. The President shall facilitate the recruitment of new ILS members within the first (60) days of a new academic year by hosting interest meetings and manning the ILS table during the Memphis Law Student Organization Fair.
    e. The President shall coordinate with other members of the Executive Board for such activities and projects as the President sees fit to do so.
        i. The President shall reserve the right to delegate projects and activities to other members of The Board so long as doing so does not interfere with the listed official duties of other members of The Board listed herein.
    f. The President shall oversee **all** elections and will serve as the final authority on such matters, with the exception of a tie-breaker in which the Faculty Advisor will have final say.
    g. The President shall be required to perform any duties that other members of The Board are unable to perform for any reason.
    h. The President shall be required to perform any duties not outlined elsewhere in Article VII.
    i. The President shall serve as the direct line of communication between the Faculty Advisor or other law school faculty and the Board/general membership.
2. **Vice President**:
    a. The Vice President, herein referred to as VP, shall assist the President in fulfilling their official duties as needed.
        i. The VP shall assume the role of de-facto leader in the President's absence.
    b. The VP shall create, maintain, and update (as needed) any social media pages, to include TWEN, held by the Cecil C. Humphreys Chapter of the ILS.
        i. The VP shall ensure that ensure that updated event information is posted regularly as well as sharing legal articles and news from around the world.
    c. The VP shall be required to perform any duties that other members of The Board are unable to perform for any reason.

3. **Events Manager**:
    a. The Events Manager shall be responsible for the logistics of all meetings, events, functions, and presentations organized by the ILS whose logistics have not been outlined elsewhere within Article VII.
        i. These logistics shall be handled with the assistance of the de-facto leader, Secretary, and/or Treasurer as necessary.
        ii. The Events Manager may not create any meetings, events, functions, or presentations without the express consent of The Board. All events ideas and meetings should be voted on and approved with a majority of the board.
    b. The Events Manager shall be responsible for coordinating any "pre day" and "day of" activities with the President and VP. These duties include, but are not limited to:
        i. Ensuring room/event space is properly set up for the pending event;
        ii. Welcoming guests and guest speakers;
        iii. Procuring and creating event signage/banners; and
        iv. Inviting students and faculty to attend events. The events manager is responsible for ensuring information is shared via the Memphis Law Blog: On Legal Grounds as well as in-person and online invites.
4. **Treasurer**:
    a. The Treasurer shall create, maintain, and report the financial accounts and records of the ILS, as directed by the Board.
    b. The Treasurer shall have express authority in their capacity as Treasurer to accept funds and to pay expenditures of no more than one-hundred dollars ($100.00).
        i. For revenues and expenditures exceeding one-hundred dollars ($100.00), the Treasurer shall first obtain written permission from the President before receiving or paying such amounts.
    c. The Treasurer shall create and maintain the ILS budget.
    a. The Treasurer shall be responsible for filling out and filing all applicable financial forms with the School of Law Director of Development.
        i. Before any applicable financial forms can be filed, approval shall be required from both the President the Faculty Advisor of ILS.
    b. The Treasurer shall perform these duties in a manner consistent with the University of Memphis rules and regulations for student organizations, to include the student honor code, as well as with any federal or state laws governing the topic.
5. **Secretary**:
    a. The Secretary shall transcribe and maintain the minutes of ILS meetings.
    b. The Secretary shall keep a current list of active and inactive members.
    c. The Secretary shall be responsible for the creation, placement, collection, and retention of event and meeting sign-in sheets.
        i. These shall be made available to other members of The Board upon request.
    d. The secretary will upload all minutes, sign-up sheets, event information to a locked TWEN folder. This folder shall be accessible by board members only.
    e. The Secretary shall reserve necessary rooms or spaces, on or off campus, as directed by the President and/or VP for board meetings.

6. **1L Representative**:
    a. (2) 1L Representatives, herein referred to as 1L Reps, shall be responsible for promoting the ILS throughout the School of Law, specifically within the 1L class sections.
    b. The 1L Reps shall be responsible for what are referred to as "board-writes." These board-writes serve to promote upcoming events and consist of writing the following information on the outermost part of the classroom whiteboards:
        i. the name of the organization;
        ii. the upcoming event's date/time/location; and
        iii. any other pertinent details that may be applicable.
    c. 1L Reps shall work directly with the Board to ensure the correct information is shared.
7. **Faculty Advisor**:

    Per University regulation, all Registered Student Organizations must have a Faculty Advisor.
    a. The Faculty Advisor, herein referred to as the "Advisor," shall oversee the ILS and its activities.
    b. The Advisor shall offer guidance for any issue involving the ILS or its members.
    c. The Advisor shall not hold voting power during Board meetings but shall hold special powers and shall perform special duties outlined per:
        i. Elections – Tie Breaker Procedures: Article VIII;
        ii. Notification of Impeachment: Article IX;
        iii. Impeachment Materials: Article IX;
        iv. Impeachment Hearing Process: Article IX;
        v. Dissolvement – The Board; and
        vi. Dissolvement – Inactivity.

Article VIII –**Officer Elections**

1. ILS Officer Elections are to be held by the end of March each academic year with official dates to be determined by the board and announced at least 4 weeks prior to the date of elections.
    a. Eligibility.

    Candidates must:
        i. self-nominate;
        ii. maintain at least part-time status;
        iii. remain in good academic standing; and
        iv. submit a 250 word (or less) statement via email to the current ILS President at least 7 days prior to the election.
    b. Running for Multiple Positions

    Candidates may run for multiple officer positions but will only be awarded a single position. Those interested in multiple positions will need to rank positions based on their interest when submitting their statements. A rank of 1 will show the highest level of interest.
    c. Running Unopposed

    Any candidate running unopposed for a position will still appear on the ballot for voting. Students may vote to confirm the individual or abstain from casting a vote. If no confirming votes are received, the position will remain vacant and a special election will be held within one month.
    d. Results

    Election results will be announced within 24 hours of election ending.

e. Taking Office

Newly elected officers will officially take their positions beginning April 15. During the period between elections and April 15, outgoing officers will serve as advisors to the incoming officers in order to facilitate a smooth transition..

2. 1L Representatives voting shall take place by the of September of each academic year.
    a. Elections for 1L representatives will not take place until after an official ILS interest meeting has occurred to give all 1L the opportunity to join and run for representatives.
    b. (2) 1L Representatives shall be elected by majority vote with (1) 1L Representative from Section 11 and (1) from Section 12.
        i. Should the 1L representative position remain vacant following the election, the role of 1L Representative may be filled through appointment by the current ILS President at any point throughout the academic year.
3. Special Elections:
    a. In the event that there are less than (5) Officers holding position(s) on The Board at any given time, a special election must be held to fill the vacancies.
        i. The guidelines for this election are identical to those found in Article VIII.
            i. As this special election may occur at any point throughout the year, any dates or deadlines stated within Article VIII Section 1 are to be considered void for the purposes of this special election.
        ii. Term limits are not extended for candidates elected during a special election and shall be turned over to the incoming officer on April 15 of the current academic year.
    b. In the event of an impeachment, a special election must be held to determine the new officer.
        i. An impeached officer is not eligible to hold another officer position within the ILS.
4. Tie-Breaker Procedures:
    a. In the event that (2) or more candidates receive an equal number of votes for a single position, the faculty advisor will select the winner based on their statement of interest alone.

Article IX – **Officer Impeachment**

1. Any member of The Board may be impeached and removed from their office if:
    a. The member of The Board being impeached has exhibited conduct which directly contradicts the Mission Statement of the ILS;
    b. The member of The Board being impeached has not adhered to or performed their official duties as outlined in Article VII; or
    c. The member of The Board being impeached has exceeded their maximum number of absences, (2), without prior approval as outlined in Article VI.
2. To impeach a member of The Board:
    a. A unanimous vote of the remaining members of The Board is required.
        i. Upon an agreement to impeach a member of The Board, an official Notice of Impeachment must be drafted containing:
            1. The name and position held of the member facing impeachment;
            2. The charge(s) for which the member is facing impeachment along with proof so such instances;
            3. The anticipated date for an impeachment hearing; and
            4. The signatures of all voting members of The Board.

b. Any Notice of Impeachment must be delivered by hand to both the member of the Board facing impeachment, as well as the Faculty Advisor of the ILS, no less than (14) days before the impeachment hearing is set to commence.
    i. Upon receipt of the Notice of Impeachment, the Faculty Advisor shall confirm the date and time of the impeachment hearing and shall reserve the power to amend the Notice of Impeachment to select a new date and time for the impeachment hearing.
        1. If the accused has already been provided with a Notice of Impeachment that is no longer valid due to an amendment being made, an updated Notice of Impeachment shall be delivered as soon as possible.

3. Impeachment Materials
    a. Both The Board and the individual are able and encouraged to obtain any evidence pertaining to the reason for impeachment. This includes, but is not limited to:
        i. Witnesses;
        ii. Signed witness statements; or
        iii. Tangible evidence.
4. Impeachment Hearing Process
    a. The Faculty Advisor shall serve as an impartial judge during the hearing and shall conduct the proceedings.
    b. Both sides, sitting Board members and the individual facing impeachment, will be able to present their evidence.
    c. Once all materials been presented, all members of The Board, Accused excluded, will vote on whether or not to continue the impeachment process.
        i. If a vote for removal of an Officer is unanimous, the faculty advisor will have the sole authority to overrule the impeachment.
    d. If the vote for removal of an Officer during an impeachment hearing is not unanimous, the impeached Officer may continue to serve in their official capacity as a member of The Board until the end of their term.

Article X – **Constitutional Amendments**

1. Amendments to this Constitution shall be adopted by majority vote by the members of The Board.
    a. No amendment shall be adopted without the affirmative vote of both the President and Vice President.
    b. No amendment shall be adopted without first consulting with the faculty advisor.
    c. All amendments which have been enacted upon this Constitution shall be published to the ILS general membership within (1) day of the changes taking effect and will further be announced at the next ILS general membership meeting.

Article XI – **Organization Dissolution**

1. In the event that the International Law Society at the University of Memphis Cecil C. Humphreys School of Law is unable to continue operations, dissolution may be achieved by one of two methods:
    a. All existing Officers must pass a unanimous vote to dissolve the ILS.
        i. If a unanimous vote has been achieved, it shall be the duty of the current President to deliver the unanimous vote to the Faculty Advisor of the ILS.
            1. If the Faculty Advisor agrees to accept the vote:
                a. The ILS shall be dissolved.
            2. If the Faculty Advisor declines to accept the vote:
                a. The existing Officers of the ILS shall continue to perform their duties as outlined in this Constitution until such a time as the members of the Board choose to resign or a new election occurs.
    b. If the ILS is inactive for a period longer than (8) months, the organization shall be considered dissolved.
        i. The ILS will be considered inactive for (8) months if all of the following have occurred:
            1. Elections have not been held as per Article VIII.
            2. The ILS has not hosted, co-hosted, sponsored, co-sponsored, or otherwise had its name connected to any events, meetings, social outings, or gathering of people connected to the School of Law.
            3. The Board has not held an Officer meeting as per Article VI.
            4. The ILS has not held a general membership meeting.
        ii. Dissolution due to inactivity still requires approval from the faculty advisor.
2. In the event of ILS dissolution occurs, the financial assets will remain in an ILS account held at the University of Memphis and the academic advisor will become the sole holder of the funds. These funds will be accessible in the future should ILS be restarted and will be utilized for future ILS activities.

End.