

## YALE BLACK LAW STUDENTS ASSOCIATION (YBLSA)

### OFFICER DUTIES

#### Elected Officers

##### *A. The President will:*

- Exercise general authority over the business and activities of YBLSA;
- Call and preside over meetings of the General Body and the Executive Board with the Vice President;
- Create Ad hoc committees as necessary for the implementation of special events subject to the approval of the Executive Board;
- Meet with the Executive Board and Committee Chairpersons monthly to discuss BLSA activities;
- Develop an annual budget in conjunction with the Treasurer subject to the approval of a majority of the Executive Board;
- Vote in General Body and Executive Board meetings in cases of a tie;
- Appoint all Executive Board officers not elected by the Association membership; the Executive Board shall advise the President on these appointments;
- Appoint all Committee Chairpersons not elected by the Association; the Executive Board shall advise the President on these appointments;
- Present ideas and propose direction for the organization;
- Coordinate the activities of the Executive Board to ensure implementation of all internal and external tasks;
- Serve as non-voting ex-officio member of all YBLSA committees and subgroups;
- Develop and finalize meeting agendas in accordance with the ideas and input of the Executive Board and membership;
- Evaluate projects, programs, and initiatives proposed by Executive Board and membership;
- Serves as YBLSA designated spokesperson and representative to outside entities, including other student groups, members of the media, and University officials;
- Foster interaction with BLSA organizations at peer institutions;
- Maintain communication with YBLSA faculty advisor(s)
- Attend National and Regional BLSA conferences whenever financially and logistically feasible;
- Compile a brief synopsis of his/her yearly activities and produce a transition report at the close of the term of office.

***B. The Vice-President will:***

- Serve as internal manager to the Executive Board and oversee all intra-board relations;
- Oversee the functioning of all committees of the Association and serve as nonvoting member;
- Meet with each committee monthly to discuss committee matters; this meeting may be held in conjunction with an Executive Board meeting or separately;
- Manage and initiate a chain of communication for matters that require immediate attention in the absence of a scheduled meeting of either the Executive Board or the General Body; the Vice President shall exercise independent discretion in determining whether a matter should be brought before the Executive Board or the General Body;
- Provide access to the BLSA office for members
- Co-Chair General Body and Executive Board meetings with the President and preside in the absence of the President;
- Assume the Presidency in the event that the office of President becomes vacant.
- Serve as the Association liaison and representative in the absence of the President
- Attend all Regional and Sub-regional BLSA meetings; in the event that the Vice President is unable to attend a particular meeting, a substitute representative shall be selected by the Executive Board and endowed with all of the authority and responsibility bestowed to the Vice President;
- Cast votes on behalf of the YLS BLSA chapter at Regional and Sub-regional BLSA meetings;
- Report to the General Body and the Executive Board on the proceedings at Regional and Sub-regional BLSA meetings;
- Solicit and encourage participation by the Association in Regional BLSA and other outside organizational events; this includes, but is not limited to, fundraisers and community service events;
- Draft and deliver chapter reports to be presented at Regional and Sub-regional BLSA meetings, consulting with the Executive Board on the contents of those reports; and
- Contact the Regional Director, in the event that no representative is sent to a Regional BLSA meeting, and distribute any pertinent information to the General Body.
- Create and revise YBLSA constitution and bylaws;
- Oversee updates of the YBLSA website;
- Perform other functions and duties the Executive Board may assign;
- Compile a brief synopsis of his/her yearly activities and produce an official transition report at the close of the term of office.

***C. The Secretary shall:***

- Serve as the record keeper and administrator for the Association, including filing Association documents, typing Association correspondence, and sustaining general of maintenance of the Association;

- Record and provide minutes of every Association meeting;
- Reserve rooms for all Association meetings;
- Advertise all Association meetings; and
- Distribute the agenda for all general and Executive Board meetings;
- Develop, with the Executive Board and committee chairs, an operational calendar of YBLSA events;
- Coordinate Executive Board meetings, including meeting sites;
- Update and maintain the BLSA list serve
- Perform other functions and duties as the Executive Board may assign;
- Compile a brief synopsis of his/her yearly activities and produce an official transition report at the close of the term of office.

***D. The Treasurer shall:***

- Handle all funds of YBLSA and ensure that they are deposited in such facility, and in such a manner, as the Board may designate;
- Assure that entries are regularly made in the financial records, accounting for all funds received and disbursed by YBLSA;
- Determine, with Executive Board, allocation of YBLSA funds;
- Present general overview of budget to YBLSA membership;
- Report on the financial resources of YBLSA at each Executive Board meeting;
- Develop an annual budget in conjunction with the President subject to the approval of a majority of the Executive Board;
- Review annual committee budgets with each Committee Chairperson once the budget is approved;
- Collection of dues from YBLSA membership and ensuring that each member has paid their dues;
- Research methods of obtaining funding for the Association; and
- Oversee solicitation of funds for YBLSA from outside entities, including but not limited to law firms;
- Perform other functions and duties the Executive Board may assign;
- Compile a brief synopsis of his/her yearly activities and produce an official transition report at the close of the term of office.

***E. The Parliamentarian shall:***

- Serve as an advisor and counsel to the Executive Board on parliamentary procedure (e.g. application and interpretation of procedural rules governing YBLSA)

- Facilitate discussions within Association meetings pursuant to the dictates of The Modern Edition of Robert's Rules of Order, or the most recent version, thereof;
- Ensure order and decorum within Association meetings;
- Maintain a copy of The Modern Edition of Robert's Rules of Order, or the most recent version, thereof, at all Association meetings;
- Serve as the Chairperson of the Constitution & Bylaws Committee with the Vice-President.
- Serve as the lead advisor in interpreting the Constitution;
- Maintain an accurate and updated copy of the Constitution and Bylaws for reference at each General Body and Executive Board meeting;
- Update the Constitution and Bylaws per changes decided
- Coordinate YBLSA election and voting procedures
- Determine the presence of a quorum at all Association meetings
- Perform other functions and duties the Executive Board may assign
- Compile a brief synopsis of his/her yearly activities and produce an official transition report at the close of the term of office.

***F. The 3L Representative shall:***

- Serve as a nonvoting member of the Executive Board
- Serve as a liaison for her class and present their issues and concerns to the Executive Board
- Provide institutional knowledge and advice to the board
- Plan activities and events for her class
- Compile a brief synopsis of his/her yearly activities and produce a transition report at the close of the term of office

***G. The 1L Representative shall:***

- Serve as a nonvoting member of the Executive Board
- Serve as a liaison for her class and present their issues and concerns to the Executive Board
- Provide institutional knowledge and advice to the board
- Plan activities and events for her class
- Compile a brief synopsis of his/her yearly activities and produce a transition report at the close of the term of office

