



EVENING LAW STUDENTS  
ASSOCIATION  
*"Temporis Pars Toti Dedicatum"*

**BYLAWS FOR EVENING LAW STUDENTS' ASSOCIATION**

A UNIVERSITY OF HOUSTON LAW CENTER STUDENT ORGANIZATION  
AS ADOPTED EFFECTIVE 10 MARCH 2003 (THE "BYLAWS")

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### PREAMBLE

Students enrolled in the University of Houston Law Center part-time or evening programs compose a student body with extraordinary life experience, employment expertise and maturity. This student body, with these inherent traits, suffers from fairly unique difficulties as well. Evening students must balance the demands of school with those of career and family, and they must persevere through these arduous challenges without the benefit of a myriad of student group and University sponsored programs because such programs often do not cater to the constrained schedule of the evening students. To meet its collective needs, the evening law students at the University of Houston have joined to form the Evening Law Students Association (ELSA).

## ARTICLE I: MISSION

### Section 1. INTELLECTUAL INTERCOURSE

In that ELSA comprises sophisticated and diverse citizens of the community, a mission of ELSA is to promote intellectual intercourse among its members by organizing, arranging, or hosting suitable venues, recognizing the unique demands of working and returning students, for candid discussion of current affairs, foreign affairs, legal issues, politics, religion, or the like.

### Section 2. NETWORKING

In that ELSA comprises students with varied and experienced backgrounds, a mission of ELSA is to promote networking among its members by hosting social venues and organizing Toastmaster style events at which members can introduce themselves while polishing oration skills. In that ELSA comprises professionals who are not easily integrated into summer internships and other career programs, a mission of ELSA is to introduce its members to legal professionals and leaders throughout the community and educate its members of various fields within the legal profession by hosting educational discussions with members of the legal community in venues appropriate for the evening students. ELSA will endeavor to maintain a close relationship with former evening University of Houston law students.

### Section 3. STUDENT LIFE

In that ELSA comprises members with constrained schedules, a mission of ELSA is to promote involvement of its members in the myriad events sponsored by the University and the student groups, by acting as a liaison with such and by striving to create awareness of the evening law students and their challenges.

### Section 4. MENTORING

In that ELSA includes first year evening students who face unique challenges, a mission of ELSA is ensure the evening students of the entering evening class are provided with mentors who are readily accessible to the students, who understand the issues faced, and who are proactive to help, by working with the University and other student organizations to that end and by providing mentors from its members.

### Section 5. ADVOCACY

In that ELSA comprises students with unique needs, a mission of ELSA is to promote its members needs to the University and other organizations, to address and seek resolution to such problems and to communicate solutions to its members, by the function of the Ombudsman and Faculty Advisor.

#### Section 6. MOTTO

ELSA's motto shall be "Temporis Pars Toti Dedicatum."

### ARTICLE II: POWERS

#### Section 1. GENERAL POWERS

Except as otherwise provided in these Bylaws, the powers of ELSA shall be exercised and its and its affairs conducted by, or under the direction of, the Officers.

#### Section 2. CIRCUMSTANCES REQUIRING A VOTE OF OFFICERS

With respect to any matters that would fall within this provision, the Officers may act only by a majority vote of all Officers. Should the vote fall in a tie, the President shall have a second, tie breaking vote.

#### Section 3. CIRCUMSTANCES REQUIRING A VOTE OF MEMBERS IN GOOD STANDING

With respect to any matters that would fall within this provision, a quorum is present when at least seventy five percent of the Members in Good Standing are in attendance. When a quorum is present, a three-fourths majority of the Members in Good Standing present therein is required to carry a motion.

#### Section 4. CIRCUMSTANCES REQUIRING A VOTE OF MEMBERS AT LARGE

The Members at Large vote solely to elect the Officers. A quorum is present when at least sixty percent of the Members at Large are in attendance.

#### Section 5. ABSENTEE VOTING

The President may, at his or her discretion, allow absentee voting by proxy. If allowed, such means shall be promulgated in the Standing Directives. Absentee votes, if allowed, shall count towards meeting a quorum.

#### Section 6. STANDING DIRECTIVES

The President shall promulgate Standing Directives for effective administration and operation of ELSA. Charters for the Officers and the Committees, and

guidance in carrying out such charters shall be included in the Standing Directives. The Standing Directives shall be ratified by a vote of the Officers in accordance with Article II, Section 2, from time to time as may be necessary, but not less than annually. Any Member or Faculty Advisor may propose any policy for inclusion in the Standing Directives.

## 6. DEFINITIONS

When, in the Bylaws, reference is made to the University, it shall be deemed to mean the University of Houston Law Center unless otherwise specified.

## ARTICLE III: OFFICERS

### Section 1. OFFICERS

The Officers of ELSA shall be a President, a Vice President, a Secretary, a Treasurer, an Ombudsman and a First Year Student Representative. ELSA may also have, at the discretion of its Officers, any additional officers that it deems appropriate. Any person, other than the President, may hold more than one office. All officers save the First Year Student Representative shall be Members in Good Standing for the current and previous academic years and shall be in good academic standing.

### Section 2. ELECTION OF OFFICERS

The Officers of ELSA, save the First Year Student Representative, shall be elected by majority vote of the Members at Large per Article II, Section 4, annually in mid July; each candidate shall be nominated and seconded by the Members at Large and may be nominated for multiple offices. The First Year Student Representative shall be elected by a majority vote of the Members at Large from the entering class only; each candidate shall be nominated and seconded by the Members at Large from the entering class. All the Officers shall take office on the first day of the following September. Each such officer shall hold his or her office for one year or until his or her successor is elected, whichever is longer, unless he or she resigns, is removed, is otherwise disqualified to serve. All elections shall be in accordance with University guideline.

### Section 3. REMOVAL OF OFFICERS

Any Officer may be removed, either with or without cause, by a three-fourths (3/4) majority vote of all the Members in Good Standing, per Article II, Section 3. A call for removal may be made by a Member at Large via a petition containing signatures from no less than fifteen percent of Members in Good Standing or by a vote of the Officers in accordance with Article II, Section 2.

#### Section 4. PRESIDENT

The President of ELSA shall be in charge of all of its activities. All other Officers and Committees shall report to the President or his or her delegate, unless stated otherwise in these Bylaws. The President shall be empowered to call special meetings of the Officers as set forth herein, and shall discharge all other duties as may be required by these Bylaws and from time to time may be required by the University. Unless otherwise provided in these Bylaws or the Standing Directives, the President shall be empowered to act without a vote or concurrence of the Officers or Members in discharging his or her duties.

#### Section 5. VICE PRESIDENT

The Vice President of ELSA shall primarily oversee the operation of the Committees as established or maintained by the President, with membership, duties, and responsibilities as set forth in the resolutions or charters adopted by the President. The Vice President in general shall perform all duties as from time to time may be prescribed by the President and shall temporarily assume the duties of the President when requested by the President due to his or her absence.

#### Section 6. SECRETARY

The Secretary shall keep or cause to be kept the minutes of the meetings of the Officers in one or more books provided for that purpose, shall see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law, and in general shall perform all duties as from time to time may be prescribed by the President. The Secretary shall keep and maintain current the membership roster.

#### Section 7. TREASURER

The Treasurer shall have charge and custody of all the funds of ELSA and shall keep or cause to be kept, in books belonging to ELSA, full and accurate amounts of all receipts and disbursements, and shall deposit all money and other valuable effects in the name of ELSA in such depositories as may be designated for that purpose by the President. The Treasurer shall disburse the funds of ELSA as may

be ordered by the President and, whenever requested by him or her, shall deliver an account of all transactions and of the financial condition of ELSA. The Treasurer shall coordinate and oversee ELSA's funding, including any audits or other reviews of ELSA by the President or the University. The Treasurer shall be responsible for all other matters relating to the financial operation of ELSA including drafting budgetary proposals and funding requests. The Treasurer shall be the Committee Chairman for the Fundraising Committee.

#### Section 8. OMBUDSMAN

The principal function of the Ombudsman shall be to voice problems, concerns, or complaints to the University on behalf of ELSA members, facilitate the fair, impartial, and timely resolution of such, and advise complainants about the various options available. The Ombudsman shall exercise discretion to accept or decline to act on a complaint or question, including by the development of procedures to dispose of complaints that are insufficiently concrete, substantive, or related to ELSA's interactions with the University so as to be inappropriate subject matters for the Ombudsman to act on. When appropriate, he or she shall act as a neutral dispute resolution practitioner for matters between ELSA members and the University. The Ombudsman shall also provide an independent internal evaluation of complaints by ELSA members who believe that an ELSA Officer has in official capacity treated them unfairly or inappropriately. If requested, the Ombudsman shall maintain the confidentiality of the complainant. The Ombudsman may interact with other student organizations to aid in carrying out his or her charter. The Ombudsman shall make reports to the President as he or she deems appropriate with respect to any particular matter and its resolution or the inability to resolve it. The Ombudsman shall post on a semiannual basis a consolidated analysis of the complaints and resolutions, appropriately dealing with confidentiality obligations and concerns, to include a description of any trends or common elements of complaints received during the period in question, as well as recommendations for steps that could be taken to minimize future complaints.

#### Section 9. FIRST YEAR STUDENT REPRESENTATIVE

The First Year Student Representative shall be a member of the entering law school class in the evening section. He or she shall act as a liaison with the entering class and promote ELSA membership, communication and integration.

#### Section 10. ADDITIONAL OFFICERS

In addition to the officers described above, any additional or assistant officers may be added or removed by a majority vote of the Officers per [Article II, Section 2](#). The additional or assistant officers shall be elected by majority vote of the [Members at Large](#) per [Article II, Section 4](#) and shall perform such duties as may be assigned to them by the [President](#).

#### Section 11. COMPENSATION AND EXPENSES

Officers shall receive no compensation for their duties. Expenses incurred in connection with performance of their officer duties may be reimbursed to Officers upon prior approval, when possible, of the [President](#) under University guidelines.

#### Section 12. VACANCIES

Should any vacancy occur in any office as a result of death, resignation, removal, disqualification, or any other cause, the [President](#) shall delegate the powers and duties of such office to any Officer until such time as a successor for the office has been elected. A special election per [Article II, Section 4](#), to fill the vacancy shall be held if it is greater than one month until the general election of the Officers.

### ARTICLE IV: FACULTY ADVISOR

#### Section 1. GENERAL

The University may designate one or more Faculty Advisors for ELSA. A Faculty Advisor shall have no legal authority to act for ELSA, but should report their findings and recommendations to the Officers and/or the University per University guidelines.

#### Section 2. RELATIONSHIP WITH PRESIDENT

The [President](#) shall meet with each Faculty Advisor periodically as both deem appropriate but not less than monthly.

#### Section 3. RELATIONSHIP WITH OMBUDSMAN

The [Ombudsman](#) shall meet with each Faculty Advisor periodically as both deem appropriate but not less than monthly. The Faculty Advisor shall act as an advisor to the [Ombudsman](#) to aid in announcing grievances and other concerns to the appropriate University officials and shall relay concerns of ELSA at faculty meetings when appropriate.

## ARTICLE V: COMMITTEES

### Section 1. STANDING COMMITTEES

The [President](#) shall maintain the following Standing Committees: Communications, Fund Raising, Membership, Mentoring, and Events. Leadership, membership, duties, and responsibilities shall be set forth in the [Standing Directives](#). Additionally, the [President](#) shall establish such Standing Committees as decided by a majority vote of the [Officers](#) per [Article II, Section 2](#), with leadership, membership, duties, and responsibilities as set forth in the resolutions or charters adopted by the [Officers](#) in establishing such Committees. Each Standing Committee shall have one Committee Chairman, determined by the [President](#) with a majority ratification vote of the [Officers](#), per [Article II, Section 2](#).

### Section 2. TEMPORARY COMMITTEES

The [President](#) may establish such Temporary Committees as he or she sees fit, with leadership, membership, duties, and responsibilities as set forth in the resolutions or charters adopted by the [President](#) in establishing such Committees. A Temporary Committee shall not survive one year.

## ARTICLE VI: ETHICS

### Section 1. PURPOSE

ELSA and its constituent bodies shall operate to the maximum extent feasible in an open and transparent manner, consistent with procedures designed to ensure fairness.

### Section 2. MEETING NOTICES AND AGENDAS

At least one fortnight in advance of each voting meeting for [Members in Good Standing](#) per [Article II, Section 3](#) (or if not practicable, as far in advance as is practicable, but no less than ten days), a notice of such meeting and, to the extent known, an agenda for the meeting shall be posted. The notice for the general election of the [Officers](#) per Article III, Section 2, shall be posted at least one month in advance. The notice for a special election of an [Officer](#) for an additional officer per Article III, Section 10, or to fill a vacant office per Article III, Section 12, shall be posted at least seven days in advance.

### Section 3: ACCOUNTABILITY AND REVIEW

In carrying out its mission as set out in these Bylaws, ELSA shall be accountable to the Members for operating in a manner that is consistent with these Bylaws, and to the University for operating with due regard for ethical standards set forth in University Law Center Student Honor Code

#### Section 4: NON-DISCRIMINATORY TREATMENT

ELSA shall not apply its standards, policies, procedures, or practices inequitably or single out any particular party for disparate treatment. University policy, which prohibits membership discrimination on the basis of race, color, religion, national origin, sex, age, disability, veteran status or sexual orientation, shall be strictly followed.

### ARTICLE VII: GENERAL PROVISIONS

#### Section 1. CONTRACTS

The [Officers](#) may authorize by a majority vote in accordance with [Article II, Section 2](#), the [President](#) or the [Treasurer](#) to enter into any contract or execute or deliver any instrument in the name of and on behalf of ELSA, and such authority may be general or confined to specific instances. No other [Officer, agent, or Faculty Advisor](#) shall have any power or authority to bind ELSA or to render it liable for any debts or obligations.

#### Section 2. DEPOSITS

All funds of ELSA not otherwise employed shall be deposited within two working days of receipt thereof to the credit of ELSA in such banks, trust companies, or other depositories as the [President](#) may select.

#### Section 3. CHECKS

All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness for less than five hundred U.S. dollars issued in the name of ELSA shall be signed by the [President](#) or the [Treasurer](#). All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness for five hundred U.S. dollars or greater issued in the name of ELSA shall be signed by both the [President](#) and the [Treasurer](#).

#### Section 4. LOANS

No loans shall be made to ELSA by a lending institution and no evidences of indebtedness shall be issued in its name. No loans shall be made by ELSA to its [Officers](#).

#### Section 5. ACCOUNTING

The fiscal year end of ELSA shall be determined by the University. Any fees collected shall be handled and accounted for subject to all relevant University accounting procedures.

#### Section 6. AUDIT

At the end of the fiscal year, the books of ELSA shall be closed and audited as per University guidelines.

#### Section 7. INDEMNIFICATION OF OFFICERS, ADVISORS, AND OTHER AGENTS

The University shall, to maximum extent permitted by law, indemnify each of ELSA agents against expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with any proceeding arising by reason of the fact that any such person is or was an agent of ELSA. For purposes of this Article, an "agent" of ELSA includes any person who is or was an [Officer](#), [Faculty Advisor](#), or any other agent of ELSA, including a member of any [Committee](#) acting within the scope of his or her responsibility and on behalf of the best interests of ELSA and the University.

### ARTICLE VIII: MEMBERS

#### Section 1. MEMBERS AT LARGE

All Members at Large must currently be or have been enrolled in the part-time or evening program of the University of Houston Law center. Members at Large shall pay dues annually, except for those members who have subscribed for a lifetime membership. For all voting purposes, Members at Large must be currently enrolled at the University of Houston Law Center.

#### Section 2. MEMBERS IN GOOD STANDING

Members in Good Standing are [Members at Large](#) who have attend two or more meetings per semester and who actively serve during the academic year as an [Officer](#), Committee Chairman, Committee Member, Mentor, or perform other special duties as assigned by the [President](#).

### Section 3. DUES

Dues are set by a majority vote of the [Officers](#) per [Article II, Section 2](#).

### ARTICLE IX: AMENDMENTS

Except as otherwise provided in the Articles of Incorporation or these Bylaws, the Bylaws of ELSA may be altered, amended, or repealed and Bylaws adopted only upon action by a three-fourths (3/4) vote of [Members in Good Standing](#) in accordance with [Article II, Section 3](#).