King Hall National Lawyers’ Guild Chapter Bylaws

1. Executive Board Positions and Responsibilities
2. President
3. Has one vote
4. Conducts all meetings, or designates a representative to do so
5. Represents King Hall NLG at KH, UC Davis, and other external meetings
6. Author correspondences of an official nature on behalf of King Hall NLG
7. Presents to the executive board a written proposal of a plan for NLG’s footprint at the beginning of each semester or by the end of the previous semester
8. Manages the awards and recognition program
9. Executive Vice President
10. Has one vote
11. Receives and coordinates proposals for NLG co-sponsorship of sister organization events and activities
12. Ensures adherence to bylaws, and coordinates proposals to amend bylaws
13. Receives and coordinates committee event proposals
14. Secretary
15. Has one vote
16. Maintains documents (including electronic documents) pertinent to the conduct of NLG business
17. Takes minutes at general membership and board meetings
18. Organizes, compiles and distributes agendas prior to general membership and executive board meetings
19. Manages NLG election process
20. Accounts Manager/Treasurer
21. Has one vote
22. Conducts/oversees all financial business on behalf of NLG including: deposits/withdrawals of funds, reimbursements, and funding requests
23. Maintains a record of financial transactions and requests, and makes record available to NLG board members upon request
24. Communications Officer
25. Has one vote
26. Compiles and distributes weekly event email to NLG membership
27. Reviews requests to distribute information to NLG members or on behalf of King Hall NLG
28. Maintains membership contact list
29. Organizes/oversees all communication campaigns conducted on behalf of NLG in support of NLG events
30. Class Representatives
31. Each has one vote
32. Acts as a liaison between KH NLG and his/her respective class
33. Represents the interests of his/her class members
34. Promotes the Guild and our events to his/her class.
35. Maintains awareness of the membership status of class members and their assignment of Guild mentors.
36. Advisory Board Positions and Responsibilities

The advisory board is a non-voting body, composed of committee chairs and appointed board members assigned to specific areas of responsibility. The advisory board facilitates NLG’s hands on, on the ground, practically engaged culture. Committee work is the cornerstone of the NLG impact.

1. Mentorship Chair
2. Maintain mentor/mentee database
3. Provide information to members relating to mentorship sign up and events
4. Host a minimum of one mentorship event per year
5. Provide a quarterly written update to the executive board on the status of the mentorship program
6. Know Your Rights/Legal Observer Chair
7. Hosts a minimum of one KYRT or LOT per semester
8. Maintains KYR and LO educational materials
9. Provides a quarterly written update to the executive board on the status of the KYR/LO program
10. Outreach and Recruitment Chair
11. Hosts a minimum of two recruitment events per semester
12. Coordinates presenters to pitch NLG at the beginning of NLG events
13. Conducts program for outreach to admitted students
14. Provides a quarterly written update to the executive board on the status of the outreach program
15. Fundraising Chair
16. Conducts a minimum of two fundraising events/activities per semester
17. Advises the executive board on King Hall fundraising policies when necessary
18. Provide a quarterly written report to the executive board on the status of the fundraising program
19. Committee Chairs
20. Chair of LBGTQ Affairs
21. Chair of Labor Affairs
22. Chair of Communities of Color Affairs
23. Chair of Environmental/Health Affairs
24. Chair of Women’s Affairs
25. Chair of Prison Reform
26. Chair of International Affairs
27. Chair of Immigration Affairs
28. Chair of Drug Policy
29. Committee Chair responsibilities include:
30. Advising the executive board from the perspective of the community served by his/her committee
31. Providing the general membership with a quarterly report of issues impacting the community served by their committee
32. Hosting a minimum of one event/activity per semester
33. Election of Executive Board
34. Candidate statements will be solicited, accepted and reviewed by the current/outgoing executive board at least one week prior to elections.
35. Candidate statements will be distributed to the general membership at least 5 days prior to elections.
36. All general members have one vote.
37. All general members are eligible to vote and shall have the option to vote by paper or electronic ballot.
38. All executive board positions shall be elected by accumulating the largest number of votes.
39. Votes shall be counted by no less than two current/outgoing executive or advisory board members, neither of whom may be running for any position in the current election.
40. Election results will be distributed to the general membership as soon as reasonably possible following the close of voting.
41. Selection of Advisory Board Members
42. Advisory board members will be selected by the incoming executive board, with the advisement of outgoing executive board members
43. Advisory board members will be selected by a vote of 5 or more incoming executive board members.
44. Current board members shall solicit statements from candidates seeking advisory board positions at the same time as candidate statements for the executive board election.
45. Candidates will be given a minimum of one week to submit candidate statements.
46. In person interviews may be conducted at the discretion of executive board members, and if interviews are conducted, they must be conducted for all candidates.
47. NLG Policies and Procedures
48. Meetings
49. When reasonably possible, one general membership meeting will be held each month during the semester
50. In addition to the general membership meeting, one full board meeting (executive board and advisory board members) will be held each month.
51. Minutes will be taken at all general membership and full board meetings.
52. Executive board meetings will be held on an ad hoc, as necessary, basis.
53. Funding events
54. When possible, funding for events will be sought and secured from sources other than the King Hall NLG general fund, specifically from LSA, Dean’s Office, NLGSF, or other UC Davis funding sources.
55. Use of funds from the NLG general fund will be subject to an Executive Board vote requiring 5 or more votes in support.
56. Requests for use of King Hall NLG chapter funds will be fielded by the Accounts Manager, who will in turn present requests to the Executive Board at the monthly meeting, or electronically if necessary.
57. Co-sponsorship
58. Requests to cosponsor events will be fielded by the Vice President.
59. The Vice President will present proposals, including the terms and scope of sponsorship, to the Executive Board and proposals will be approved by a vote of 5 or more Executive Board members.
60. Board votes
61. Board votes will be held in person at Board meetings or electronically as designated by the President.
62. A quorum is 5 or more executive board members.
63. A vote to adopt a proposition requires 5 or more executive board members.
64. General Membership votes
65. Eligibility for voting by general membership shall be extended to all members listed on the King Hall NLG membership list maintained by the Secretary.
66. Votes may be conducted in person at general membership meetings or electronically as designated by the President
67. When approved by 5 or more members of the Executive Board, general membership voting eligibility for specific, one-time votes may be extended to all King Hall students and/or alumni.
68. Committees
69. Committees may be created or dissolved by the vote in favor by at least 5 executive board members
70. Proposals for the creation or dissolution of committees may be made by general members to the Executive Vice President for review and presentation to the executive board
71. Amending Bylaws
72. Bylaws can be amended by a vote in favor by 7 executive board members OR by ¾ of the general membership list
73. Proposals for amending the bylaws shall be submitted in writing to the Executive Vice President for review and presentation to the full executive and advisory board members
74. Additional bylaws should be consistent with the principles of inclusion and the National Lawyers Guild mission.