



## THE CUBAN AMERICAN BAR ASSOCIATION

### UNIVERSITY OF MIAMI SCHOOL OF LAW

#### STUDENT CHAPTER BYLAWS

##### **SECTION 1: AFFILIATION**

1.1 In order to be affiliated with the Cuban American Bar Association (CABA), a chapter must have at least 6 members provided that within the first year the chapter reaches 9 members and continues to maintain or exceed this number thereafter. Exceptions to this Bylaw may be made at the sole discretion of the Board of Directors of CABA.

1.2 The name of this organization shall be the University of Miami School of Law CABA.

1.3 All promotional materials for the chapter shall identify the chapter as a student chapter of CABA. The use of the CABA logo and name shall be restricted to publications, events, promotional materials (e.g., flyers, t-shirts, etc.) that have been approved by the CABA Board of Directors or by the Membership Committee of CABA, pursuant to authority vested in it by the CABA Board of Directors.

##### **SECTION 2: MEMBERSHIP**

2.1 Any student in good standing at an ABA accredited law school shall be eligible for membership. Membership shall remain in force as long as the member is enrolled in the school.

2.2 Members of the student chapter must be student members of CABA. Membership is free to all students.

2.3 The chapter shall receive a \$15.00 credit from CABA for every registered member of the student chapter.

### **SECTION 3: FACULTY ADVISOR**

3.1 The chapter shall have at least one faculty advisor.

3.2 The faculty advisor or co-advisor must be member of CABA.

3.3 The faculty advisor or co-advisor shall be appointed by the dean of the Law School.

### **SECTION 4: OFFICERS**

4.1 The Officers of a Chapter shall be President, Vice President, Secretary and Treasurer, and shall comprise an executive board of the chapter. Other positions may be created at the Chapter's discretion. The offices of Vice President and Secretary may be combined at the discretion of the Chapter.

4.2 Officers shall be elected at a meeting once within the academic year, at a date set by the Student Chapter and shall serve for a one-year term.

4.3 While it is not preferred, officers can serve in the same position on the executive committee for up to two years if so elected, after which they are eligible to hold another office.

4.4 Vacancies, except for that of president, occurring during the year shall be filled at a regularly scheduled meeting.

### **SECTION 5: DUTIES OF THE OFFICERS**

5.1 The President shall preside at all meetings of the chapter and the executive committee. The President shall appoint all committees subject to approval of the executive committee. All other executive duties not herein delegated shall be the president's responsibility.

5.2 The Vice President shall assume the duties of the President in the President's absence and shall succeed to the Presidency in case of a vacancy. In the event the

office of the Vice President has been combined with the office of Secretary, the Treasurer shall assume the additional obligation of the office of Secretary until such time as an election for the vacancy is held.

5.3 The Secretary shall keep in the official minute book a record of all chapter and executive committee meetings.

5.4 The Treasurer shall be the chief custodian of the Organization's funds.

## **SECTION 6: OPERATIONS**

6.1 The chapter shall hold at least two meetings per semester throughout the school year.

6.2 The operations of the student chapter are under the control of the CABA membership committee and the CABA Board of Directors.

6.3 Standing committees may include but are not limited to: Campus Affairs, Community Affairs, and Membership. The committee heads shall be elected and should attend the executive committee meetings.

6.4 The President as needed may establish special committees.

6.5 All records shall be left in the possession of the faculty advisor/co-advisor or other agreed upon designated authority when classes are not in session.

## **SECTION 7: QUORUM**

7.1 A quorum at any meeting of the membership shall be one-third of the members present with at least one of the elected officers being present.

7.2 A quorum of the executive board shall be three.

## **SECTION 8: REPORTS**

8.1 The student chapter shall file two reports with the CABA Board of Directors. One report is to be filed by December and shall provide an accounting of all Chapter activities, meetings and membership enrollments. The second report, due by June, shall provide updated information and a description of goals and anticipated Chapter activities for the following academic year.

8.2 Failure to provide both reports to Headquarters by the end of December will place the chapter in Suspended status and will result in ineligibility for Chapter benefits.

## **SECTION 9: AMENDMENTS**

9.1 Any chapter may petition the CABA Board of Directors for a change in the Bylaws by submitting in writing the proposed changes.

9.2 These Bylaws may be amended by a vote of two-thirds of the Student Chapter Committee members attending and voting at a regularly scheduled annual meeting, provided the amendment as proposed was submitted in writing to those attending at least two weeks prior to the meeting.

9.3 The CABA Board of Directors must approve amendments.

**Last Updated: 3/23/20**