

# **Loyola University Chicago, School of Law HEALTH LAW SOCIETY CONSTITUTION & BYLAWS**

*(October 26, 2004)*

## **PREAMBLE**

We, the members of the Health Law Society of the Loyola University Chicago, School of Law, pledged to assist in the continued betterment of legal education and to the attainment of professional and ethical standards commensurate with the dignity of the Law, hereby establish this Constitution to enable the HLS to fulfill this pledge in an orderly and expedient manner while promoting the welfare of the student body.

## **ARTICLE I NAME**

The name of the organization shall be the “Loyola University Chicago School of Law, Health Law Society” (“HLS”).

## **ARTICLE II OBJECTIVES**

The objectives of the Loyola University Chicago School of Law, Health Law Society (“HLS”) are to (1) raise awareness of health related legal issues; (2) to generate student interest in health law; (3) to facilitate an ongoing dialogue regarding health law and related legal issues; and (4) to act as a representative between students interested in health law and professionals practicing in the field of health law.

## **ARTICLE III MEMBERSHIP**

1. The HLS will not discriminate on the basis of sex, race, religion, ethnic origin, age, physical handicap, socioeconomic status, sexual orientation, or educational background for membership or election of officers.
2. To be a member in good standing a person is required to be a law student, to fill an application form, and to attend two meetings a year (one a semester unless excused by one of the executive committee members). All members shall be voting members.

## **ARTICLE IV GOVERNING BODY**

The governing body of the organization, the Executive Committee, shall be composed of the officers: President, Vice President, Secretary, and Treasurer. No person shall be eligible for service on the Executive Committee unless he or she is a member in good standing. The duties of these positions are as follows:

### **PRESIDENT**

The President shall have the responsibility for supervision of all activities of the Health Law Society at Loyola University Chicago School of Law. It shall be the duty of the President to:

- Preside at meetings of the Health Law Society;
  - Call special meetings whenever necessary;
  - Serve as Chair of the Executive Committee of the Health Law Society;
  - Appoint chairpersons and members of all committees not otherwise provided;
  - Furnish secretary with all correspondence made on behalf of the Health Law Society;
  - Set up and publish a written agenda prior to any regular meeting;
  - Recommend to the Executive Committee what committees need to be established and be an ex-officio member of all committees;
  - Not be required to vote at any meetings of the Executive Committee of the HLS except in a tie vote;
- Take any other action necessary and proper to performance of the organization following the by-laws.

#### **Vice President**

The Vice President shall have the responsibility for assisting the President. It shall be the duty of the Vice President to:

- Perform the duties of the President in the President's absence;
- Succeed the office of President for the remaining portion of any unexpired term created by the vacation of that office for any reason;
- Serve as a member of the Executive Committee;
- Monitor the operation, organization, and performance of all committees and subcommittees of the HLS and collect reports from all committee chairs;
- Furnish the Secretary with a copy of all correspondence on behalf of the HLS.

#### **Secretary**

It shall be the duty of the Secretary to:

- Record, publish as necessary, and keep the minutes of the meetings of the meetings of the HLS;
- Maintain a current record of pertinent membership data such as names and addresses;
- Serve as a member of the Executive Committee;
- Maintain a record of all business transactions and correspondence of the HLS;
- Secretary shall provide access to records of the HLS for inspection by any member in good standing, upon request;
- Maintain and update the HLS website;
- Maintain a record of all events hosted by the HLS;
- Within five (5) days after retiring from office, deliver to his/her successor all papers and property belonging to the HLS .

#### **Treasurer**

It shall be the duty of the Treasurer to:

- Serve as a member of the executive committee;
- Collect, maintain, and distribute funds for the HLS;
- Work with the faculty advisor to develop the budget on an annual basis, and update the budget on an ongoing basis;
- Ensure that the HLS adheres to Loyola monetary policies as applicable;
- File necessary financial paperwork for the HLS;
- Sign all checks and ensure that there is an officer's signature on all checks;
- Disperse funds when authorized to do so;
- Serve as a member of the Executive Committee;
- Furnish the Secretary with a copy of all correspondence made on behalf of the HLS;

- Within five (5) days after retiring from office, deliver to the successor all monies, papers, and other property belonging to the HLS.

#### **Duties of the Executive Committee**

The Executive Committee shall be responsible for the administration and management of the affairs of the HLS. It shall execute all measures and proceedings necessary to advance the purposes of the HLS. It shall keep a record of proceedings and submit a report to members when appropriate. The Executive Committee shall act for the HLS when, in the opinion of the President, the urgency of the situation makes it impractical to call a meeting of the entire HLS. The HLS may, by two-thirds (2/3) vote, have the power to terminate any action taken by the Executive Committee. Any emergency action approved by the executive committee shall be presented to the membership at the next general meeting following such action, for approval.

## **ARTICLE V COMMITTEES**

Committees may be established on an ad hoc basis as the HLS feels they are needed. The length of these committees is to be determined by the President.

## **ARTICLE VI ELECTION AND TERMS FOR OFFICERS AND CHAIRPERSON**

Officers will be elected by members of the HLS. Ad Hoc Committee Chairpersons will be appointed by the President.

### **1. Election**

Officers and Chairpersons will be elected at a member meeting held near the second week in April. At least fourteen (14) days before the election date, the Executive committee along with the members will submit a proposed slate of Officers to the HLS.

All voting will be conducted by ballot, cast for one position at a time, in four rounds, beginning with President, and immediately followed by tabulation and certification of the vote by the Executive committee. The Executive committee-elect will take office on May 1. A candidate is elected by receiving a simple majority of total votes cast. Absentee voting shall not be allowed. If a majority vote is not obtained, a run-off election between the two candidates receiving the most votes will be held.

### **2. Term of Office**

Terms of office for the Executive committee will be for one (1) academic year commencing May 1 of the current academic year and concluding May 1 of the following academic year. During the time from the elections until assuming office, incoming Officers and Chairpersons may prepare for the upcoming year and make binding appointments.

### **3. Vacancy**

If a vacancy occurs in any office other than the office of the President, the vacancy shall be filled by nomination by the President subject to the approval by a majority of members who attend a meeting following the nomination.

If a vacancy for the office of the President occurs, the vacancy shall be filled by the Vice President.

### **4. Removal**

Any elected Office and Chairpersons may be removed from office by a three-fourths (3/4) vote of the members in good standing present at a special meeting called for such purpose, at which a quorum is

present. Such action may be taken for personal misconduct or for any action deemed to be harmful to the reputation of the society.

Replacement of Ad Hoc Committees Chairpersons may be done by the President on an as-needed basis.

## **ARTICLE VII MEETINGS**

Meetings will be held at least four times yearly, two per semester. Special meetings may be held as called by the President or the Vice-President and the HLS. Members of the HLS shall be given notice of a meeting no less than three days prior to the meeting. A general meeting shall be held at the earliest convenient date in the fall semester to solicit new members and present the agenda for the coming year.

Meetings shall be presided over by the highest-ranking member of the Executive Committee present. If no member of the governing body is present then a faculty advisor or a designated student member may preside over the meeting. Decisions shall be determined by majority vote of members present at a meeting.

One more than one-half (1/2) of the members present shall constitute a quorum.

## **ARTICLE VIII FISCAL MATTERS**

The Executive Committee shall work with the faculty advisor and the Health Law Institute in order to meet the financial operating needs of the HLS.

## **ARTICLE IX AMENDMENT**

### **1. Amendments**

The constitution and bylaws may be amended, from time to time, by a resolution in writing, presented to the President prior to a general meeting. The proposed amendment will then be announced at the next meeting of the HLS. Approval of amendments requires a two-thirds (2/3) majority vote of those attending such a meeting.

Last revised: November 1, 2004