

Bylaws of the Evening Law Student Association (ELSA)

Article I: Membership Dues

1. Membership dues, if applicable, shall be determined by a majority vote of the officers and must be approved by the general membership.
2. Dues shall be collected at the beginning of each academic year.

Article II: Officer Duties

1. **President:** Presides over meetings, represents ELSA, and oversees activities.
2. **Vice President:** Assists the President and assumes duties in their absence.
3. **Secretary:** Maintains meeting minutes, membership records, event attendance forms, and communication.
4. **Treasurer:** Manages finances, including collection of dues and budget management.
5. **Events Coordinator:** Plans and organizes events and activities for members.
6. **Committee Coordinator:** Oversees and facilitates the communicate of all committees amongst each other and with the Officers.

Article III: Meeting Procedures

1. Regular meetings shall follow a structured agenda, which will be distributed in advance when possible.
2. Regular meetings shall be attended by members.
3. Members may attend regular meetings via Zoom.
4. Regarding graduation cords, to qualify for membership cords at graduation, students must attend 2 association events or meetings prior to their graduation, with 1 being in the Fall semester prior to graduation. Attendance will be recorded by the Secretary and records will be maintained promptly.

Article IV: Voting

1. From time to time, issues may be voted upon as proposed by the Officers.
2. These decisions shall be made through a majority vote of the active members present at a regular meeting as long as such voting issues have been circulated to the membership at least 24 hours before the vote is to be held. All voting results shall be documented and made available to the membership.

Article V: Code of Conduct

1. Members are expected to conduct themselves professionally and respectfully in all ELSA activities.
2. Any behavior that undermines the purpose of ELSA may result in a warning or, in severe cases, removal from the association, subject to a vote by the officers.

Article VI: Amendments

1. Proposed amendments to these Bylaws may be submitted by any member.
2. Amendments to these Bylaws shall be adopted by a two-thirds majority vote of the active members present at a regular meeting as long as such amendments have been circulated to the membership at least 24 hours before the vote is to be held.

3. All amendments to these Bylaws shall be documented and made available to the membership.

Article VII: Resources

1. Resources will be collected by the Executive Board of ELSA and organized within the association's Google drive link. The ELSA Resources Google Drive link will be shared with members in good standing. If a member falls out of good standing, their ELSA Resources Google Drive access will be removed.

Adopted on August 25, 2025

Loyola University New Orleans College of Law Evening Law Student Association
