

TULANE PUBLIC INTEREST LAW FOUNDATION CONSTITUTION

(amended by vote taken on Nov. 3, 2004)¹

PREAMBLE

The Tulane Public Interest Law Foundation was created as a student-run organization to promote law in the public interest among the student population. It is important for students, as future lawyers, to realize that there are inequities in the legal system and that they should strive, in which ever area of law they choose to practice, to foster a more just society. PILF's goals are to encourage students to participate in public interest law jobs while in school; and to provide inspiration and support to those seeking careers in public interest law. Each year PILF will raise money through a variety of activities to provide grants² to students who work in public interest jobs during the summer.

ARTICLE I – NAME

The name of this organization shall be the Tulane Public Interest Law Foundation, hereinafter referred to as PILF.

ARTICLE II – PURPOSE

PILF is organized and operated by Tulane Law students for the purpose of raising money to be awarded at the end of each year in the form of summer grants. These grants are to be awarded to students who will work full time in the public interest, in a legal capacity, from six³ to twelve weeks.

ARTICLE III – MEMBERSHIP

Section One: Eligibility

PILF membership is open to all current Tulane Law students. Tulane Law faculty and staff, Tulane Law alumni, and attorneys who are dedicated to encouraging public interest law in deed or in spirit.⁴

Section Two: Active Membership

Voting membership is reserved to the Executive Board.
Active membership is otherwise defined as dues paying members.⁵

ARTICLE IV – OFFICERS

Section One: Number and Methods of Elections

PILF shall elect from the active student membership the following officers:

1. President, who shall be in his or her third year while serving as president;

¹ Changes made on Nov. 3, 2004 are preserved in footnote format.

Additionally, "ARTICLE VI – Faculty Advisor" was amended by vote on February 26, 2004. Changes made to that section are preserved in footnote format.

² Previously "fellowships."

³ "Four"

⁴ Sentence added.

⁵ Previously "... defined as anyone who is interested in or committed to public interest work who supports PILF's activities, in deed or in spirit."

2. Vice-President;
3. Internal Secretary;⁶
4. External Secretary;⁷
5. Treasurer;
6. Development Chair;
7. No more than Three (3) Breakfast Table Chairpersons;⁸
8. No more than Two (2) Fall Fundraisers;⁹
9. Two (2) Spring Auction Chairpersons;
10. No more than Three (3) Faculty Lounge Chairs;¹⁰
11. Two (2) Street Law Co-chairpersons;¹¹
12. No more than (2) Alumni contact chairpersons;¹²
13. Speaker Chair.¹³

Elections shall be held in the spring semester, time and date to be decided by the board.

Elections shall be by anonymous ballot, with a simple majority vote of the active student membership winning.¹⁴ Nominations can be made by the interested candidate. The election of each officer shall be preceded by a short statement from the candidate and a short period of questions from the active student membership, both events to be limited and controlled at the discretion of the president.

Section Two: Duties of Officers

A. The President shall:

1. Be a third year law student, in order to help ensure impartiality in the grant process;¹⁵
2. Convene and preside over all meetings of the board and general membership;
3. Oversee the operation of all the fundraising events;
4. Organize and implement the grant application production, selection process, committee, final decision;
5. Consult with the faculty advisor about any changes to the grant application process s/he will be making over the previous year's process, although ultimate discretion falls to the president;¹⁶
6. Be responsible for issuance of grant money and for follow-up on grants awarded the prior year; including, if necessary, revocation of prior grants.¹⁷

⁶ Previously "Secretary"

⁷ "Secretary"

⁸ "Two (2) Coffee Table Chairpersons"

⁹ "One (1) Ambulance Chase Race Chairpersons"

¹⁰ "One (1) Ad Hoc Chairperson"

¹¹ Added.

¹² Added.

¹³ Added.

¹⁴ Added "of the active student membership."

¹⁵ Added "in order to help ensure impartiality in the grant process;"

¹⁶ Added "Consult with the faculty advisor about any changes to the grant application process s/he will be making over the previous year's process, although ultimate discretion falls to the president;"

¹⁷ Added "including, if necessary, revocation of prior grants."

7. Liaise with the Law School administration¹⁸ on matters related to or that affect PILF;
 8. Facilitate the organization of the fundraising events;
 9. The incoming president shall coordinate promotion of the Equal Justice Works Career Fair and Conference with the CDO's public interest representative.¹⁹
 10. Work with the treasurer to monitor all financial accounting of the various fundraising events.²⁰
- B. The Vice-President shall:
1. Organize, collect, and bind all statements written by the previous summer's grant recipients;
 2. Organize and conduct semi-annual used commercial outline sales;
 3. Organize career informational events with the Career Development Offices ("CDO"), or independently;
 4. Assist the president in his or her duties and obligations;
 5. Organize the year-end "banquet";
 6. Assist the secretary with any mailings to students and alumni; and
 7. Complete any and all necessary tasks as they arise to ensure the functioning of the organization's business.
- C. The Internal Secretary shall:
1. Make or publish all signs and/or announcements announcing general meetings, including reserving and putting up an easel;²¹
 2. Coordinate a newsletter, or other appropriate mailing and folder drops to PILF members;²²
 3. Maintain a master roster with all PILF members or persons interested in receiving information about PILF activities and email members about upcoming meetings;²³
 4. Keep minutes of all meetings, and post those minutes in the PILF public folder;²⁴
 5. Monitor the supply of letterhead and envelopes and replenish when needed;²⁵
 6. Assist the Vice-President in organizing and planning the year-end banquet; and²⁶
 7. Assist the board in any manner as needed.
- D. The External Secretary shall:²⁷
1. Create and maintain an organizational website;
 2. Update the website once a week with PILF and external public interest events, and send out corresponding auto-email to all members;

¹⁸ Previously "Deal with the Dean"

¹⁹ Previously "complete the annual membership report for NAPIL."

²⁰ Added sentence.

²¹ Added "including reserving and putting up an easel;"

²² Changed from "Organize and oversee the PILF pledge drive fundraiser in the fall semester;"

²³ Added "email members about upcoming meetings;"

²⁴ Added "and post those minutes in the PILF public folder;"

²⁵ Added sentence.

²⁶ Added sentence.

²⁷ Added section.

3. Maintain and organize the collection of used text-books; and
4. Send out occasional emails re job opportunities to members via email.

E. The Treasurer shall:

1. Create a budget for SBA money;
2. Make deposits to the SBA and fund-raising accounts;
3. Make withdrawals from our SBA and fund-raising accounts;
4. Keep track of amounts of money raised by each fundraising event including a daily and weekly tally of breakfast table moneys, the billing of the faculty lounge, and tracking of general funds in and out of our accounts and safe;
5. Work with the designated breakfast table chair to deposit the daily earnings from the breakfast table into the safe; deposit the safe money into the fund-raising account weekly.²⁸
6. Assist the Auction Solicitation Chair with collection of the donations and bids made at the Spring Auction;²⁹
7. Assist all board members with the various financial matters that arise during the fundraising events, and
8. Work closely with the president to monitor all financial aspects of the organization, submitting monthly reports to the president.³⁰

F. The Development Chair shall:³¹

1. Act as the main liaison between PILF members and the CDO;
2. Seek ways to improve organization and fundraising;
3. Organize and implement the Hotel Voucher program in coordination with the CDO;
4. Implement any other program or activity, which will promote PILF's fundraising activities and/or CDO activities;
5. Work with the External Secretary to maintain the used books, and also coordinate with local jails and prisons, as well as the Street-law Chairs for the donation of used text books; and
6. Keep track of volunteers' hours for the grant process.

G. The Breakfast Table Chairs³² shall:

1. Schedule volunteers for the Breakfast³³ Table and work vacant shifts as necessary;

²⁸ Added "including a daily and weekly tally of breakfast table moneys, the billing of the faculty lounge, and tracking of general funds in and out of our accounts and safe; Work with the designated breakfast table chair to deposit the daily earnings from the breakfast table into the safe; deposit the safe money into the fund-raising account weekly."

²⁹ Added sentence.

³⁰ Added sentence.

³¹ Original section read: "1. Act as the Tulane board representative to NAPIL; 2. Attend the annual national NAPIL conference and report back to the board on any ideas or input received there; 3. Network on behalf of all Tulane PILF members at annual NAPIL conference; 4. Organize guest speakers;"

³² Previously "The Coffee Table Chairs"

2. Ensure the table is fully stocked by shopping weekly, and making orders from vendors, as approved by the treasurer;³⁴
- ~~3. Count each day's earnings;³⁵~~
4. Chairs can divide up these duties among themselves as they see fit, however all financial aspects of the table need to be handled by one designated chairperson tasked specifically to work closely with the treasurer in depositing the daily earnings into the safe, and allowing an amount not to exceed \$50 to be left in the cash box for change the following morning. This Chair, along with the treasurer and president, shall be the only board members to have safe access, with emergency access left to the faculty advisor; and³⁶
5. Keep track of volunteers' hours for the grant process.³⁷

H. The Fall Fundraiser(s)³⁸ shall:

1. If there is one Chairperson, he or she shall hold either the Ambulance Chase Race or one fund-raising event in the fall semester; if there are multiple Chairpersons then they shall hold either the Ambulance Chase Race, or alternatively, two fund-raising events in the fall semester at their discretion;
2. Plan the fall fund-raiser(s) in a way to spread awareness about PILF but that does not potentially conflict with the efforts of the Auction Chairs.
3. Some fall fund-raising activities include, but are not limited to:
 - a. Ambulance Race Chase: involving solicitation of local firms and legal services for donations or advertising; t-shirt design contest and t-shirt printing; advertising of the Race; arranging for insurance and ambulance; registering the runners and setting up the course on race day. These duties may be divided as seen fit if there are multiple Chairpersons.
 - b. Creation and planning of a t-shirt fund raising event
 - c. Rock-n-Bowl "all you can bowl" event
4. Keep track of volunteers' hours for the grant process.

I. The Auction Chairs shall divide duties as the Auction Solicitation Chair, and the Auction Party Chair:³⁹

³³ Previously "Coffee"

³⁴ Added "as approved by the treasurer;"

³⁵ Deleted "and deposit sales in the safe daily."

³⁶ Added section.

³⁷ Added section.

³⁸ Previously "The Race Chair"; original section read: " 1. Act as vice-chair to the ad hoc chairperson in the spring; 2. solicit local businesses for donations; 3. hold a t-shirt design contest and have t-shirts printed; 4. place ads in local papers and post signs; 5. reserve equipment at Reily Recreation Center; 6. Organize a post race party; 7. Arrange for insurance and ambulance; 8. register runners; 9. and set up the course on race day."

³⁹ Added "divide duties as the Auction Solicitation Chair, and the Auction Party Chair."

1. The Auction⁴⁰ Solicitation Chair: shall take care of the marketing, letters, merchant packets, processing of donations, bid sheets, Silent and Spoken Auction and getting the donations collected following the Auction.
 2. The Party Chair shall organize the event: Administrative details, alcohol, food, hardware, set up and clean up on the night of the Auction and getting things returned to their proper places after the Auction; coordinate with the Solicitation Chair to keep track of volunteers' hours for the grant process.⁴¹
- J. Faculty Lounge Chairs shall:⁴²
1. Organize volunteers for set up and clean up of the daily week-day faculty lounge breakfast and coffee, and work vacant shifts as necessary;
 2. Keep the supply of food and drink items up-to-date, including any shopping for food and drink items;
 3. Maintain relations with bagel and pastry vendors, and co-ordinate with the treasurer on instituting purchase orders for these vendors, including a final purchase order which shall carry the supply through the end of the spring semester to September of the following fall semester – to facilitate an easier transition of the out-going and in-coming Chairs;
 4. Co-ordinate with the treasurer on the number of days each week or month that need to be billed for our services;
 5. Get periodic feedback from the faculty as to the services we are providing;
 6. Keep track of volunteers' hours for the grant process.
- K. Street-Law Chairpersons shall:⁴³
1. Organize volunteers, PILF and non-PILF members alike;
 2. hold a semi-annual training session for Street Law presentations – two community service hours will be given to attendees as long as they perform at least two presentations. These training hours can be held over from year to year but can only be credited one time per trainee.
 3. Advertise and work with External Secretary to keep Tulane Law School Student Body aware of Street Law events;
 4. Set up a table for the Community Service and Information fairs in the Fall;
 5. Set up and plan presentations at the local public high schools, middle schools, and other institutions that reach local at-risk teenagers;
 6. arrange for a member of the Louisiana Bar, preferably a local criminal attorney, to be present at each presentation in order to clarify points of law and answer questions beyond the Chair or volunteer scope.
 7. Arrange the donation of extra used text-books to local classrooms;
 8. Co-ordinate private training sessions via video tape for volunteers and other Law school organizations;
 9. Keep track of volunteer hours in coordination with the Community Service Office, and for grant application purposes.

⁴⁰ Previously "Merchant"

⁴¹ Added "coordinate with the Solicitation Chair to keep track of volunteers' hours for the grant process."

⁴² Added section.

⁴³ Added section.

L. Alumni Chairperson(s) shall:⁴⁴

1. Work with the Internal Secretary to maintain a master roster of all past PILF members to be updated and transitioned from year to year; make sure to add all 3L members and their contact information;
2. Contact alumni for solicitation of donations during the fall, and work with the Auction Solicitation Chair in the Spring – the work in the fall should not conflict with the Auction Solicitation Chair's work in the spring;
3. Contact alumni to develop PILF member employment opportunities;
4. Contact alumni to solicit them to become or maintain PILF non-student members by continuing their membership beyond graduation at a rate to be set by the board.
5. Co-ordinate with the faculty for the solicitation of law firms who have a strong pro-bono program for non-student member status, donations, advertising or other.

M. Speaker Chair shall:⁴⁵

1. Organize and advertise to bring speakers on relevant issues to the Law School;
2. Co-ordinate with other law school organizations on bringing joint speakers or involving PILF with other events;
3. Work with the other board members to assist as necessary.

Section Three: Obligations of the Board

All executive board members shall

1. Leave for their predecessor detailed notes and any other relevant information in order to further a smooth transition, to eliminate needless duplication of work from year to year, and in order to create a more cohesive institutional memory;
2. Attend all scheduled board meetings, absent a valid excuse and prior notice to the president;
3. Generally work to promote a positive and active attitude toward PILF from the general student body; and;
4. Strive to live up to their prospective roles as officers of a professional-student organization.⁴⁶

Section Four – Terms of Officers

All executive board members shall serve in their respective office for the entire school - year. No officer is precluded from being re-elected to the same or another office, except the president must always be elected from the second year class to serve in his or her third year.

Section Five – Impeachment

Officers may be impeached by a two-thirds vote of the sitting board members. Any member of the board may institute impeachment proceedings by announcing such intention at a regularly scheduled board meeting. The president shall then schedule a

⁴⁴ Added section.

⁴⁵ Added section.

⁴⁶ Added sentence.

meeting some time in the future, but no sooner than one week, or later than three weeks unless there is just cause for a longer delay,⁴⁷ at which all board members must be present. At this meeting the member who instituted impeachment proceedings must articulate the grounds therefore. In response, the member sought to be impeached may speak in his or her defense. At the discretion of the president and vice-president a vote may be postponed if additional information is required for an informed vote to be taken. In no event shall such proceedings take longer than six (6) weeks. Confidentiality shall be maintained by all voting board members. If a board member is impeached, the remaining board shall vote on whether or not the position should be filled for the remainder of the year, taking into consideration the duties and obligations of the removed board member and the amount of time remaining in the school year.

ARTICLE V – Committees

Standing committees can be created by the board or by members of the board in order to facilitate the operation of the fund raising events.

ARTICLE VI – Faculty Advisor⁴⁸

Section One – Number and Term of Office

There shall be at least one (1), but not more than two (2) faculty advisors appointed by the executive board. At all times one (1) advisor shall be familiar with accounting and finance in order to assist the board president and treasurer in maintaining PILF accounts.⁴⁹

Each advisor will be asked to serve for five (5) years. At the expiration of the five-year period the executive board shall vote on whether or not to retain each advisor. If an advisor is not to be asked to serve another term, a simple majority vote of the executive board is sufficient to authorize the board to ask another faculty member to serve.

Section Two - Duties

The faculty advisor(s) shall actively promote PILF to the faculty and administration.⁵⁰ The board members shall determine the scope of the advisor's participation as the board determines to be necessary or prudent, or as is recommended by this Constitution.

ARTICLE VII – Meetings

Section One – Meeting Schedules

Regular business meetings are to be held as often as necessary to carry on the business of PILF, but at least once every six (6) weeks.

⁴⁷ Added "or later than three weeks unless there is just cause for a longer delay,"

⁴⁸ This section was amended by vote on Feb. 26, 2004.

⁴⁹ Amended from "One faculty advisor shall be appointed by the executive board." The rest of the section was amended only to reflect plural advisors.

⁵⁰ Removed "and act as a faculty liaison to NAPIL."

Special meetings may be called at the discretion of the board. Fund-raiser chairpersons may call special organizational meetings as necessary to prepare for upcoming fundraising events.

Section Two – Attendance

Attendance is not mandatory for the general PILF membership. Attendance shall always be encouraged, however, as it is essential to the effective functioning of PILF.

ARTICLE VIII – Dues

Will be determined by the incoming board each year, but in no event shall be more than is reasonably necessary to supplement the income needed for the grant application process.

ARTICLE IX – Amendments

Any active member of PILF may submit an amendment of this Constitution. Any amendment must be read, in its entirety, at two (2) regularly scheduled, and advertised, meetings before a vote can be taken. Two-thirds of the present membership must vote in favor of the amendment to be passed. Absentee ballots must be provided. The amendment will take effect the following academic year, unless specific provisions are stated and voted on to the contrary. Any approved amendment must be incorporated into this Constitution and submitted to the Student Body Association within one month of the amendment's ratification.