

**Harvard Law School
National Security & Law Association
BYLAWS**

ARTICLE I: Membership

Section 1: Member Requirements and Protections

1. Membership in NSLA shall be open to all Harvard Law School students. Any student who is on the NSLA mailing list shall be considered a Member of NSLA.
2. An Active Member shall be defined as a Member who attends three or more NSLA gatherings in one academic year.
3. No individual shall be refused membership on the basis of race, color, religion, creed, national or ethnic origin, age, sex, gender identity, sexual orientation, marital or parental status, disability, source of income, or status as a veteran.

ARTICLE II: Budget

Section 1: Budget Procedures

1. The Executive Vice President(s) shall determine the appropriate processes and procedures for approving, reviewing, and amending the budget. These processes and procedures shall be communicated to the Executive Board no later than September 15 of the current academic year.

ARTICLE III: Board Structure

Section 1: Executive Board

1. The Executive Board shall function as the governing body of NSLA and shall be primarily responsible for the transaction of the business and functions of NSLA.
2. The Executive Board of NSLA shall be composed of up to two Presidents, up to two Executive Vice Presidents, up to two Vice Presidents for Academics, up to two Vice Presidents for Careers, up to two Vice Presidents for Communications, and up to two Vice Presidents for Events.

Section 2: 1L Section Representatives

1. The 1L Section Representatives, comprised of one or more members of each 1L section, shall be responsible for sharing communications regarding NSLA events and increasing engagement with NSLA among the 1L class.

Section 3: Non-Voting Board Members

1. The Executive Board shall have the ability to add non-voting, *ex officio* members to the Executive Board, according to procedures specified in the Bylaws. The rights and responsibilities of any *ex officio* members shall be decided by the Executive Board via majority vote.

Section 4: Faculty Advisor

1. NSLA's Faculty Advisor shall serve in an advisory capacity to the Executive Board.

ARTICLE IV: Responsibilities of the Executive Board

Section 1: Executive Board Position Responsibilities

1. The President(s) shall
 - a. Preside over events and meetings;
 - b. Manage members of the Executive Board;
 - c. Send email communications to NSLA Members;
 - d. Communicate with event speakers as necessary; and
 - e. Alter the responsibilities of Executive Board positions as deemed necessary.
2. The Executive Vice President(s) shall
 - a. Carry out treasury functions, by
 - i. Approving all organizational expenditures, and
 - ii. Assisting the President(s) in complying with Harvard Law School funding and reimbursement policies; and
 - b. Draft and submit the NSLA budget to the Dean of Students Office.
3. The Vice President(s) for Academics shall
 - a. Maximize opportunities for HLS students to further their academic interests in issues related to national security;
 - b. Hold a course advising event;
 - c. Update NSLA's national security course list and professor list;
 - d. Order NSLA swag in the event that the Executive Board chooses to order swag; and
 - e. Coordinate with the Harvard Trademark Office for all necessary approvals.
4. The Vice President(s) for Careers shall
 - a. Organize events that provide NSLA Members with career advice and networking opportunities in the field of national security;
 - b. Manage the summer jobs guide;
 - c. Oversee NSLA's mentoring program; and
 - d. Serve as NSLA's liaison to OPIA.
5. The Vice President(s) for Communications shall
 - a. Be responsible for NSLA's image and institutional memory;
 - b. Liaise with alumni;

- c. Maintain the NSLA website;
 - d. Design graphics for NSLA events; and
 - e. Communicate with 1Ls regarding appointment to the 1L Section Representative position.
6. The Vice President(s) for Events shall
- a. Plan the events calendar;
 - b. Manage catering and room reservations for events; and
 - c. Communicate and coordinate with speakers, to include obtaining any necessary approvals or support from HLS.

Section 2: Vice President Role Flexibility and Adjustment

1. Vice President roles shall be adjusted as deemed necessary or useful by the Executive Board to achieve a reasonably even distribution of duties.

ARTICLE V: Executive Board Election and Transition Procedures

Section 1: Eligibility for Election

1. Any NSLA Active Member shall be eligible for election as an officer of NSLA. In the event that no Active Member runs for an open position, all other Members shall become eligible for election.

Section 2: Term Duration

1. The term of the Executive Board shall last from May 1 of the year in which they are elected to April 30 of the subsequent year.

Section 3: Procedure for Election of Executive Board Members (Officers)

1. No elections are necessary for roles on the Executive Board that are uncontested.
2. If any roles are contested, elections will be held.
3. All Members interested in running in the election must notify the President(s) prior to the election, by a date and time to be established by the President(s) (heretofore “notification”). The President(s) will communicate the election date and deadline for notification at least seven (7) days prior to whichever date is earliest. Each candidate for President and Vice President shall provide a statement of interest for each position they are seeking. If a candidate cannot attend the election meeting, the candidate may request that a sitting officer of the Executive Board read a presentation for the candidate. Statements and presentations may be no longer than three (3) minutes for candidates for Vice President, and no longer than five (5) minutes for candidates for President.
4. The Executive Board reserves the right to issue supplementary material in response to statements submitted by candidates.

5. After all of the candidate presentations are complete, the voting shall be by secret ballot. Ballots will be counted by the President(s), unless the President(s) is/are up for election, in which case the President may designate another board member, who is not a candidate in the election, to count the ballots. If all board members are candidates in the election, the President may appoint an NSLA Active Member who is not a candidate in the election, but is present at the election, to count the votes.
6. The candidate for each office receiving a majority of available votes wins. In the event that no candidate receives a majority of votes, a run-off secret ballot shall be held.
7. Notwithstanding (3)-(6), the President(s) may decide to conduct the election process via email or online survey in lieu of the procedure described above. No elections of any kind are required for uncontested Executive Board positions.
8. All NSLA Active Members are eligible to vote.

Section 4: Procedure for Transition of Executive Board Members

1. After an Executive Board election has been conducted but prior to the transition of authority, each outgoing Executive Board member will meet with the incoming member(s) taking their place at least once to discuss the responsibilities of the role.

ARTICLE VI: Removal of Executive Board Members

Section 1: Voluntary Resignation

1. Any member of the Executive Board may voluntarily resign by submitting a notice of resignation to the President(s) of the Executive Board.

Section 2: Removal for Cause

1. Any member of the Executive Board may be removed for cause. Cause is limited to continued failure to perform duties as specified in this Constitution or failure to perform duties which have been redistributed under Art. IV, Sec. 1 authority – whichever properly characterizes the individual's responsibilities, misappropriation of funds, failure to maintain their status as a member in good standing, or failure to attend (either in person or virtually) more than half of the official Executive Board meetings for which they have received due notice and which did not conflict with their mandatory classes, religious holidays, military service, or other exemptions which HLS recognizes as a reason for student class recording request. "Due notice" shall constitute more than three days' notice. Reasonable efforts shall be made to ensure Executive Board meetings do not conflict with board members' schedules.
2. Removal of a member of the Executive Board for cause is achieved by a majority vote of the other members of the Executive Board.

Section 3: Mid-Term Vacancies

1. Any vacancy on the Executive Board created for any reason other than the end of term shall be filled by appointment by the President(s).

ARTICLE VII: Meeting Notice Requirements

Section 1: Due Notice and Opportunity to Contribute to Agenda

1. Executive Board members shall receive due notice and opportunity to contribute to the agenda for all Executive Board meetings.
2. "Due notice" shall constitute more than three days' notice.

ARTICLE VIII: Amendment Procedures

Section 1: Procedures for Proposed Amendments

1. Any NSLA Active Member may propose amendments to the Bylaws by submitting them to the President(s) of the Executive Board.
2. Any proposed amendments will be distributed to the Executive Board no later than one week before they are brought to a vote.
3. Amendments to the Bylaws must be approved by consent of two thirds of the Executive Board.