

PRE-LAW ADVISORS NATIONAL COUNCIL, INC.
By-Laws

I. NAME

The name of this organization shall be the Pre-Law Advisors National Council, Inc. (PLANC).

II. PURPOSE AND FUNCTIONS

PLANC is a national coordinating council for the various regional associations of pre-law advisors (each an "APLA" or, collectively, the "APLAs").

- A. The purposes of PLANC are to:
 - (1) Advocate the interests of the APLAs and act as a liaison among the APLAs.
 - (2) Act as a liaison between the APLAs, the Law School Admissions Council, and such other organizations as are relevant.
 - (3) Assist in the development and improvement of the skills of pre-law advisors.
- B. The functions of PLANC are to:
 - (1) Render decisions and perform duties appropriate for a national coordinating council.
 - (2) Serve as a forum for discussion of issues pertinent to pre-law advisors.
 - (3) Make recommendations to organizations involved in pre-law advising, legal education, legal employment, or other related services.
 - (4) Sponsor a national conference of pre-law advisors to be held at least once every four years.
 - (5) Engage in special projects it deems necessary or valuable.

III. MEMBERSHIP OF PLANC

The APLAs listed below are members of PLANC.

Midwest Association of Pre-Law Advisors	Southwest Association of Pre-Law Advisors
Northeast Association of Pre-Law Advisors	Pacific Coast Association of Pre-Law Advisors
Southern Association of Pre-Law Advisors	Western Association of Pre-Law Advisors

The Board shall have the authority to extend invitations to other APLAs which may come into existence in the future to become members of PLANC. No such invitation shall be extended unless two-thirds of the members of the Board with full voting privileges who are present and voting at the meeting at which the invitation is discussed shall approve the invitation.

IV. GOVERNANCE OF PLANC AND MEMBERS OF THE BOARD

- A. The governance and management of PLANC shall be by a Board of Directors (the "Board") consisting of Designated APLA Members, Ex-Officio Members, and At-Large Members.
- B. The following individuals shall be Designated APLA Members on the Board and shall have full voting privileges as provided for in Article VII:
 - (1) The president of each of the APLA, for a term that coincides with their active service as president. If the president of an APLA is unwilling or unable to serve

on the Board, the APLA may select another member in good standing of that APLA to serve in place of its president.

- (2) A second individual from each APLA, selected by each APLA, for a term to be determined by each APLA. This individual must be a member in good standing of that APLA.
- C. The following individuals shall be Ex-Officio Members on the Board and shall have no voting privileges, except as provided for in Article VII:
- (1) The Officers of PLANC, for a term that coincides with their active service in those roles.
 - (2) The PLANC Conference Chair and PLANC Conference Program Chair, for a term that coincides with their active service in those roles.
- D. The following individuals shall be At-Large Members on the Board and shall have no voting privileges:
- (1) An individual from the professional staff of LSAC, designated by LSAC, for a term to be determined by LSAC.
 - (2) Additional individuals designated by the Board from other organizations directly connected to pre-law advising, legal education, legal employment, or other related services, for a term to be determined by the Board.
 - (3) Additional individuals from any APLA designated by the Board, for a term to be determined by the Board. These individuals might include, but are not restricted to, chairs or coordinators of special projects undertaken or sponsored by PLANC. Any such individual must be member in good standing of an APLA.
- E. Miscellaneous
- (1) Each APLA remains a member of PLANC regardless of whether or not its dues payments to PLANC are current. However, Designated APLA Members shall not be entitled to vote on any matter before the Board if the Treasurer determines the APLA is not current on its dues payments to PLANC. Once dues are made current, the voting privileges of such Designated APLA Members are automatically and immediately restored.
 - (2) All APLAs shall remain entitled to their two Designated APLA Members as provided for in Article IV, Section B(1)-(2) regardless of the number of individuals from that APLA who are Officers. During their time of active service as an Officer, an individual cannot also serve as Designated APLA Member or as a substitute for such a member as contemplated by Article IV(E)(3).
 - (3) If a Designated APLA Member is unable to attend a specific meeting of the Board, the affected APLA may name a substitute Designated APLA Member for the meeting in question via written communication to the Chair (e.g. via email) prior to the beginning of the meeting. The named substitute shall be empowered to exercise the voting privileges of the Designated APLA Member.
 - (4) If an At-Large Member is unable to attend a specific meeting of the Board, the affected organization may name a substitute At-Large Member for the meeting in question via written communication to the Chair (e.g. via email) prior to the beginning of the meeting.
 - (5) The Executive Committee may invite members of APLAs or representatives of other organizations directly connected to pre-law advising, legal education, legal

employment or other related services to specific meetings of the Board on an ad-hoc basis. These individuals shall have no voting privileges.

V. OFFICERS OF PLANC

- A. The officers of PLANC shall consist of a Chair-Elect, a Chair, an Immediate Past Chair, a Treasurer, and a Communications Coordinator (the "Officers"). The executive committee of PLANC shall consist of the Chair-Elect, the Chair, the Immediate Past Chair, and the Treasurer (the "Executive Committee").
- B. Terms and Other Requirements of Officers
 - (1) Each Officer shall serve for a term of two years beginning on July 1 of the year elected/selected. At the end of the Chair's term, the position of Chair automatically succeeds to the position of Immediate Past Chair and the position of Chair-Elect automatically succeeds to the position of Chair.
 - (2) Individuals serving as Officers must be members in good standing of an APLA.
- C. Election/Selection of Officers
 - (1) The Board shall elect a Chair-Elect and a Treasurer during its spring meeting in each odd-numbered year. The Board shall elect a Communications Coordinator during its spring meeting in each even-numbered year.
 - (2) At the fall meeting immediately preceding the spring meeting at which elections will be held, the Chair will notify the Board of the upcoming election, ask that each APLA encourage its members to nominate qualified individuals, and request that nominations be forwarded to the Chair no later than two months prior to the spring meeting. The Chair will confirm the willingness of those individuals nominated to accept the nominations, and if they agree, will request biographical and other appropriate information from the nominees. The Chair will provide the Board with a list of nominees and the appropriate information no later than one month prior to the spring meeting. Nominees will be given an opportunity to make brief remarks to the Board (either in person or via internet/phone connection) during the spring meeting or to send a written or video statement to the Board.
 - (3) Elections shall be by secret ballot with a majority of votes cast required for election. Should no individual receive a majority of the votes cast, a runoff election shall be held between the two candidates receiving the highest number of votes. The runoff election shall occur immediately and shall be by secret ballot. Should no individual receive a majority of the votes cast in the runoff election, additional runoff elections shall occur until one of the two candidates receives a majority of the votes.
 - (4) Factors to be considered in electing the Chair-Elect include rotation of the position among the APLAs and previous experience on PLANC. Neither of these factors is mandatory except that the Chair and Chair-Elect shall not be representatives of the same APLA.
 - (5) Should the Chair be unable to serve their full-term, the Chair-Elect will automatically and immediately succeed to the position of Chair for the remainder of that term as well as the term for which they were duly elected. The Board shall

then choose a new Chair-Elect via the process provided for in Article V(C)(2)-(4). The election of the new Chair-Elect shall occur no later than 60 days after the Chair-Elect succeeds to the position of Chair.

D. Duties of Officers

- (1) The Chair shall arrange for meetings of the Board, provide an agenda in a timely manner prior to meetings, preside over meetings, coordinate activities of PLANC, appoint necessary committees, initiate and administer policies, represent PLANC at appropriate meetings, prepare an annual report, and perform such other duties as normally associated with this office and/or designated by PLANC.
- (2) The Immediate Past Chair shall perform such duties assigned by the Chair and/or PLANC.
- (3) The Chair-Elect shall be the Secretary of the Board and shall perform such additional duties assigned by the Chair and/or PLANC.
- (4) The Treasurer shall maintain the accounts of PLANC, file appropriate federal and state documents (including tax returns) on behalf of PLANC, develop annual and projected budgets for PLANC, provide notice to the APLAs of their annual dues owed to PLANC, perform the tasks and responsibilities contemplated by Article X, and perform such additional duties assigned by the Chair and/or PLANC.
- (5) The Communications Coordinator shall edit and publish a PLANC newsletter, manage the PLANC National Pre-Law Advisors Listserv, serve as the webmaster for the PLANC web site, and perform such additional duties assigned by the Chair and/or PLANC.

VI. MEETINGS AND RULES OF PROCEDURE

- A. The Board shall meet at least twice annually. It is generally expected there will be a meeting in the spring and a meeting in the fall. The Chair may schedule additional meetings as they see fit.
- B. A quorum consisting of the Chair, at least one other Officer, and a majority of the Designated APLA Members must be present for any business to be transacted at that meeting.
- C. It is hoped that the Board will function by consensus.
- D. Only Officers and Designated APLA Members are authorized to make and second motions related to any matter before the Board.
- E. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Board may adopt.
- F. A Parliamentarian may be designated by the Chair from among the members of the Board.

VII. VOTING

- A. For any matter on which a vote occurs, the members of the Board with full voting privileges shall be entitled to one vote each.

- B. Except as provided for in Article XI, for any matter on which a vote occurs, a majority of the members of the Board with full voting privileges who are present and voting at the meeting at which the vote takes place shall be required to decide the matter.
- C. For any matter on which a vote occurs and the outcome of the vote is a tie, the Chair shall cast a vote to break the tie and decide the matter. However, the Chair is not permitted to vote to break a tie in the election of Officers. Instead, the procedures specified in Article V(C)(3) shall be followed regarding the election of Officers.

VIII. ACTION WITHOUT MEETING

Any action required or permitted to be taken at a meeting of the Board may be taken without a meeting if the action is taken by a majority of the members of the Board with full voting privileges. The action must be evidenced by one or more consents describing the action taken, signed (in writing or by electronic transmission) by each such Board member, and filed with the minutes of the proceedings of the Board. The action taken shall be effective on date of the last signature unless the consent(s) specify a different effective date.

IX. CONFERENCES

- A. PLANC shall make every attempt to plan and sponsor a national conference to be held at least once every four years, at times and places to be determined by PLANC. A Conference Chair and a Conference Program Chair shall be selected by the Executive Committee.
- B. The Conference Chair and the Conference Program Chair shall select and co-chair a Conference Committee that will assist them in planning and overseeing the national conference. Each member of the Conference Committee shall be a member in good standing of an APLA. Conference Committee members shall be selected with the intention of allowing representation from each of the APLAs.
- C. Alterations to the above structure can be authorized by a vote of the Board.
- D. The costs and expenses incurred by the Conference Committee in the performance of this function (including personal expenses incurred by the members of the Conference Committee that are directly related to the planning and overseeing of the national conference) shall be considered operating expenses of PLANC and shall be fully funded by PLANC.

X. TREASURY AND EXPENSES

- A. The PLANC fiscal year shall run from January 1 through December 31 of each calendar year.
- B. PLANC shall maintain a treasury in its name sufficient to meet the budgetary requirements set out in its budget projections and to insure that adequate operating funds are available to fulfil its purpose and functions.
- C. At its fall meeting the Board shall:
 - (1) Formulate and approve a budget for the next year and a projected budget for the next four years. The projected budget shall include all projected revenues and expenses for PLANC, including revenues and expenses related to the national conference.

- (2) Set annual dues for the upcoming fiscal year for each of the APLAs. Each APLA shall pay its annual dues prior to the beginning of that fiscal year.
- D. PLANC may solicit and accept funding from other organizations/institutions involved in pre-law advising, legal education, legal employment, or other related services.
- E. Revenues from the national conference and other PLANC events shall be retained in amounts sufficient for future national conferences as determined by PLANC. PLANC funds exceeding this need shall be used in a manner consistent with the purposes and functions of PLANC including distribution of such funds to the APLAs as determined by PLANC.

XI. AMENDMENTS

These Bylaws may be amended by the Board. No proposed amendment may be voted upon unless a motion setting forth the proposed amendment shall have been made and seconded at a meeting of the Board occurring prior to the meeting at which the vote will occur. Two-thirds of the members of the Board with full voting privileges who are present and voting at the meeting at which the vote takes place shall be required to approve the proposed amendment.

(Adopted October 14, 1984)
(Amended October 19, 1986)
(Amended June 10, 1987)
(Amended February 24, 1991)
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