

University Student Legal Service Board of Directors

CONSTITUTION

~ Amended May 1993 ~

Preamble

The University Student Legal Service (the "Service" or "USLS") was established upon the recommendation of the Twin Cities Student Assembly and approved by the Board of Regents on May 14, 1976, to aid students in dealing with legal problems as they arise as a disruptive force in the student's life and to educate students in their rights and responsibilities in an increasingly complex legal world.

The Service operates as a department of the Office of the Vice President of Student Affairs under terms of the letter of the President of the University (January 21, 1977) approved by the Board of Regents in February, 1977, and the Supplemental Memorandum of Understanding Agreement of June 11, 1980.

The University Student Legal Service Board of Directors was formed to govern the Service, to establish its policies, to oversee the implementation of its programs, and to keep the Service responsive to the changing needs of the Student Body.

Article One--Name

The name of this organization shall be the University Student Legal Service Board of Directors (the "Board") of the University of Minnesota. The Board shall be designated as a nonprofit student organization organized under the jurisdiction of the Assembly Committee for Student Affairs.

Article Two--General Powers

- Section 1 The USLS Bylaws define the procedures for selection of members, organization of the Board, and conduct of Board business.
- Section 2 Any proposed changes in the membership structure of the committee assignments of the Vice President for Student Affairs or designee should be referred to the Vice President for Student Affairs for recommendation to the President.
- Section 3 The Board shall have the basic responsibilities and functions to:
- a formulate the overall scope and policy of the USLS program;
 - b initiate a search for candidates for the position of Director as described in the bylaws;

- c assure the implementation of reasonable personnel policies and procedures consistent with Board and University guidelines;
- d review and act upon any grievance filed against the Service, as specified in the bylaws;
- e review and modify the USLS policies and services guidelines as outlined in the Schedule of Benefits, to better serve the University community;
- f review policies of exemptions and limitations, Service caseload, limitations of time and cost, monitoring, and evaluation mechanisms, etc.;
- g make recommendations to the University Administration and the Board of Regents when proposed policy changes shall represent a substantive change in the scope of services or coverage from those outlined in the originally agreed upon plan;
- h present a recommended Schedule of Benefits, a proposed fee request to the Student Service Fees Committee, and the USLS annual budget for approval by OSA.

Section 4 All financial transactions and contractual agreements of the Service must be made with the approval of the Board. The Board shall exercise its right of approval over regular transactions through its approval of annual budgets.

Article Three--Membership

Section 1 The governing board of the Service shall be the Board of Directors which shall consist of twenty members appointed by their respective organizations, elected as provided in the By-Laws or serving by virtue of office.

Article Four--Officers

Section 1 The officers of the Board shall be: the Chair, Vice- Chair and Secretary. The Chair, Vice-Chair and Secretary shall be elected annually at the first meeting following the selection of the new Board members, at a meeting which shall be convened by the outgoing Chair.

Section 2 In accordance with guidelines established by the Assembly Committee on Student Affairs, all officers of the Board shall be registered students, who meet the guidelines set forth in the All-University eligibility requirements.

Section 3 The Chair shall preside at Board meetings, appoint all committees except the Executive Committee; chair the Executive Committee; appoint committee Chairs or preside over the election of committee Chairs; propose Board agendas; act as primary spokesperson for the Board and perform the other usual duties of the office.

Section 4 The Vice-Chair shall perform the Chair's duties in the absence of the Chair, or at the Chair's request.

Section 5 Officers may be removed from their office for non-performance of their duties by a two-thirds (2/3) vote of the Board after ten-day prior notification. A call for such action may be made by any three members of the Board.

Section 6 The Board shall elect a student Board Member to act as Secretary to the Board. The Director shall make USLS staff available to: type minutes of the Board and committee meetings and furnish copies to the Board, preserve the Board files and records, and assist the Board Chair as requested.

Article Five--Committees

A. Executive Committee

Section 1 The Executive Committee shall consist of the Chair, the Vice-Chair, the Vice President for Student Affairs, and the Chair of each of the standing committees.

Section 2 The Executive Committee may transact Board business, except disciplinary matters, when the Board is unable to act.

B. Management Committee

Section 1 The Management Committee shall consist of the Director and at least five Members of the Board, including a student and one representative from one of the Bar Associations stated in the By-Laws.

Section 2 The Management Committee shall review the financial statements of the Service and recommend fiscal, personnel, and capitol expenditure policies to the Board. It shall review budget proposals submitted by the Director and recommend an annual budget and fees request to the Board, it shall also make recommendations on capitol expenditures, and maintain the reserve policy of USLS.

Section 3 The Management Committee shall review exclusions and limitations, caseloads, time and cost limitations, and specific types of cases which involve disproportionate time or expenses, monitoring and evaluating mechanisms, user fees, and other issues as the Board may direct and shall recommend to the Board policies concerning these matters.

C. Education/Public Relations Committee

Section 1 The Education/Public Relations Committee shall consist of six members of the Board, two of whom shall be students and one who shall be a faculty member.

Section 2 The Supplemental Services Committee shall review the educational component, the referral component, any clinical or internship activities of the Service and other issues

as the Board may direct and shall recommend to the Board policies concerning these matters.

D. Special Committees

Section 1 Special committees shall be appointed by the Chair as need arises to deal with issues not appropriate to any of the standing committees of the Board.

Article Six--Staff

Section 1 The Director shall be the chief administrative officer of the Service; executing Board policies, supervising staff, and being responsible for the daily operation of the Service. The Director shall submit to the Management Committee quarterly financial statements, yearly fees request, and an annual funding proposal. The Director shall also submit the annual funding requests to the committees and organizations necessary to approve the Student Service Fee. The Director shall make recommendations to the Board with regard to the implementation and administration of personnel policies.

Section 2 The Board shall not interfere with the independent professional judgment of the Service attorneys as it is governed by the Rules of Professional Conduct as promulgated by the Minnesota Supreme Court.

Article Seven--General

Section 1 The Board shall be governed by *Robert's Rules of Order, Newly Revised*, except in areas otherwise specified.

Section 2 This constitution and its bylaws may be amended by a two-thirds (2/3) vote of those Members present at any meeting if copies of the proposed amendments have been distributed at a meeting prior to the meeting at which the vote was taken.

Section 3 This organization shall not provide monetary gain incidentally or otherwise to its directors, officers or membership. This does not restrict the payment of wages, salaries or incentives by the organization for services rendered, or reimbursement for authorized expenditures.

University Student Legal Service Board of Directors

BYLAWS

~ Amended May 1993 ~

Title One--Membership

Section A. The governing Board of the Service shall be the Board of Directors (Board) which shall consist of twenty-one members appointed by their respective organizations, elected as provided herein, or serving by virtue of office.

Section B. Members of the Board (Members) shall be:

1.
 - the President of the University of Minnesota or his/her designee;
 - the Vice President of Student Affairs or his/her designee;
 - the Dean of the University of Minnesota Law School or his/her designee;
 - two representatives from the Twin Cities Faculty Assembly;
 - one representative each from the Minnesota State Bar Association, the Ramsey County Bar, and the Hennepin County Bar Association;
 - the Speaker of the Minnesota Student Association or his/her designee;
 - two representatives from the MSA Forum;
 - one graduate student selected by the Council of Graduate Students;
 - one law student selected by the Law School Council;
 - one St. Paul student selected by the St. Paul Board of Colleges;
 - six students selected at-large by a committee composed of the student Members of the Board, except any member seeking reappointment as an at-large member;
 - USLS legal staff member, ex officio, without vote.
2. In addition, two non-voting alternates to fill the student at-large positions in the case of a removal or resignation of a current student at-large member. The alternates will be selected by the committee formed to choose the six student at-large positions in Subsection 1. At the time of their selection, the alternates will be designated alternate 1 and alternate 2.

Section C. The term of non-student Members shall be two years, subject to removal, renewal, or replacement by the appointing authority, or as otherwise provided herein.

Section D. The term for all positions shall run from July 1 to June 30, except that student at-large Members shall serve from the time at which they are seated until replaced.

Section E. Student Members elected at-large shall serve terms as follows: 2 students shall serve terms of one year, and 4 shall serve terms of two years, with two expiring in odd-numbered years and the other two expiring in even-numbered years. Should a student serving a two-year term resign after the completion of only one year, the board shall elect a student to serve the remaining year as a one-year term.

Section F. Vacancies on the Board shall be filled by the appointing authority or office originally responsible for the position except in the case of student Members of the Board covered by Section E above.

Section G. In the absence of a student at-large member, alternate 1 will have voting privileges for that meeting. In the absence of a student at-large member and alternate 1, alternate 2 will have voting privileges for that meeting. In the absence of two student at-large Members, alternate 1 and alternate 2 will have voting privileges for that meeting. In each case, the voting privileges will terminate at the adjournment of each meeting.

Section H. The Service shall maintain insurance indemnifying Members and former Members against cost and expenses incurred in connection with the defense of any proceeding to which the member is a party because of Board membership.

Title Two--Rules of Order

Section A. The Board shall be governed by *Robert's Rule of Order, Newly Revised*, except in areas herein specified.

Section B. Regular meetings shall be held each month of the regular school year at a time and place set by the Chair. Special meetings may be called at the discretion of the Chair or upon written request of any three Members. Notice of the time, place and purpose of special meetings shall be mailed to Members not less than five days in advance of the meeting.

Section C. A majority of the seated Members of the Board shall constitute a quorum except in the case of discipline of a staff member, at which time two-thirds (2/3) of the seated Members must be present to take action. ("Seated Members" is defined as all Members excluding those who have forfeited positions.)

Section D. No voting member of the Board shall receive compensation for services rendered as a Member.

Section E. All Members of the Board shall be members of a Board committee.

Section F. A Member shall forfeit membership on the Board upon two consecutive unexcused absences from the Board's regular meetings or majority of Board or committee meetings occurring in one quarter. Upon forfeiture, the Board shall take all action necessary to fill that vacancy pursuant to Title I Section E and F above and notify the appointing authority, if any.

Title Three--Board Transition

- Section A.** New Members of the Board shall be solicited through direct letters to the respective appointing bodies during the 8th week of spring quarter.
- Section B.** The annual selection process of student at-large Members shall take place after a 10-day advertisement/application period.
- Section C.** Election of officers shall be at the first meeting of fall quarter. The order of business of this meeting shall be: call to order, introduction of the new board, discussion of ongoing business, orientation of new board, and election of officers.
- Section D.** The Board may elect a Temporary Chair. Any Temporary Chair shall be elected from the continuing or outgoing student Members. The Temporary Chair may sit until the first meeting of the following fall quarter. During the interim period, a Temporary Chair is to conduct orientation sessions for the new Members.

Title Four--Search Process for Director

- Section A.** The Board shall initiate a search for a candidate for the position for Director following the removal, resignation, or completion of contract by the Director as follows:
1. A search committee with a well defined charge shall be appointed by the appointing authority in consultation with the Board.
 2. The search committee shall meet with a representative of the Office for Student Affairs (OSA) to establish a schedule for the review of the current job description, advertise the position, collect resumes and applications and conduct interviews.
 3. The search committee, in conjunction with OSA shall select a pool of applicants to be interviewed and shall interview those applicants.
 4. The search committee shall make a full report to the entire Board prior to the submission of the slate of finalists to the appointing authority.
 5. After completion of the interview process, the search committee, in consultation with the Board, shall forward to the Vice President of Student Affairs a slate of acceptable candidates, at which time the offer will be tendered by OSA.
 6. Should any candidate so recommended be found unacceptable by the Vice President, s/he will communicate to the search committee specific concerns or objections relating to the respective candidate. Should none of the candidates recommended by the search committee be found acceptable, the Vice President will request the search committee to submit other candidates.
- Section B.** Should the position not be filled upon the departure of the current Director, the Board shall take all necessary action to appoint an Acting Director.
- Section C.** All provisions in Title Four herein shall be interpreted consistently with University and Regents policy.