



**BYLAWS<sup>1</sup>**  
**OF THE**  
**LAS VEGAS CHAPTER OF THE NATIONAL BAR ASSOCIATION**

**CHAPTER I**  
**Official Office**

The headquarters of the Las Vegas Chapter of the National Bar Association, Inc. (“**Association**”) shall be in Las Vegas, Nevada at a location designated by the Executive Board.

**CHAPTER II**  
**Association’s Constitution**

These Bylaws are enacted in accordance with the Constitution of the Association (“**Constitution**”), which the LVNBA incorporates by reference, in perpetuity as amended, as if fully set forth herein.

**CHAPTER III**  
**Membership**

Section 1. Membership Classifications. The Association shall maintain at least four (4) general classifications of membership: Regular, Associate, Community, and Student (collectively, “**Members**”), unless otherwise determined by the Executive Board.

- A. “**Regular Member**” shall mean a dues-paying individual who is authorized and licensed to practice law by a bar of a State or territory of the United States or District of Columbia (“**Good Standing**”), and who supports the principles and objectives of the Association.
- B. “**Associate Member**” shall mean a dues-paying individual who has graduated from an accredited law school of any state or territory of the United States, the District of Columbia, or any other country, and who supports the objectives of the Association.
- C. “**Institutional Community Member**” shall mean a dues-paying entity that supports the principles and objectives of the Association.
- D. “**Individual Community Member**” shall mean a dues-paying individual that supports the principles and objectives of the Association.
- E. “**Student Member**” shall mean a dues-paying current law student, prospective law student, university student, or high school student who supports the principles and objectives of the Association.

Section 2. Membership Dues. The Executive Board of the Association may review and amend the annual membership dues for all members classifications no more than once in the

---

<sup>1</sup> Unless otherwise defined herein, all capitalized terms shall adopt the definition presented in the Constitution of the Association.

Association's Fiscal Year. Membership dues year shall run on the Association's Fiscal Year, from January 1 through December 31. The annual membership dues shall apply as follows:

- A. Membership dues shall be \$125.00 for Regular Members who have been licensed and in Good Standing for five (5) or more years, and Institutional Community Members.
- B. Membership dues shall be \$75.00 for Associate Members, Individual Community Members, and Regular Members who have been licensed and in Good Standing for less than 5 years.
- C. Membership dues for Student Members shall be \$5.00.

Section 3. Rights of Members.

- A. Regular Members. Regular Members are entitled to hold any office in the Association, chair and serve on committees of the Association, vote on any matter pertaining to the Association's business, including election of officers, and to receive any other benefits afforded by the Association.
- B. Associate Members. Associate Members are entitled to chair and serve on committees of the Association, vote on any matter pertaining to the Association's business, including election of officers, and to receive any other benefits afforded by the Association.
- C. Individual Community Members. Individual Community Members are entitled to chair and serve on committees of the Association, and to receive any other benefits afforded by the Association.
- D. Institutional Community Members. Institutional Community Members are entitled to serve on committees of the Association, and to receive any other benefits afforded by the Association.
- E. Student Members. Student Members are entitled to serve on committees of the Association, and to receive any other benefits afforded by the Association.

Section 4. Effect of Delinquency of Dues. No person shall be qualified to exercise any right or privilege of membership who is delinquent in membership dues.

**CHAPTER IV**  
**Membership Meetings**

Section 1. Notice. Notice of any meeting of the Association shall be deemed given to a member when such notice is transmitted by electronic mail ("e-mail") to the member's last known e-mail address as reflected in the records of the Association. The member shall be deemed to have received such notice upon transmission, regardless of actual receipt.

Section 2. Quorum. Pursuant to Article V, Section 2 of the Constitution, a quorum for general assembly meetings shall consist of a majority of the voting members present at a duly called meeting, provided that no fewer than seven (7) members are present.

Section 3. Annual Meetings. The Association shall host its annual meeting in the month of September of the Association's Fiscal Year, at a place designated by the Executive Board. At the annual meeting, the membership shall meet in plenary session to elect the officers of the Executive Board and conduct any other relevant business of the Association.

Section 4. General Assembly Meetings. The Association shall host at least six (6) general assembly meetings in the Association's Fiscal Year, at a time and place designated by the Executive Board. At the general assembly meeting, the membership shall meet in plenary session to conduct any relevant business of the Association.

Section 5. Special Meetings. Any special meetings of the membership may be called by the President or by 25% of the membership upon written notice. The President or the petitioning members shall state with particularity the item(s) of business to be considered at the special meeting. When a special meeting is thus called, the Secretary shall duly notice, via the last known e-mail address of each member of the Association, at least ten (10) days before such special meeting is to be held. The notice shall specify the time and the place of the special meeting and the items of business to be considered. No other business shall be transacted at the special meeting other than specified in the notice.

Section 6. Emergency Meetings. The President shall be empowered to call an emergency membership meeting at any time.

## CHAPTER V Executive Board

The offices of President, Treasurer, and Secretary shall be mandatory positions of the Association, in accordance with Nevada law, and shall be sufficient to establish the "**Executive Board**" of the Association. The Executive Board shall have the power and discretion to establish, fill, or leave vacant any other Executive Board officer positions deemed necessary to conduct the objectives and business of the Association.

### Section 1. Officers.

- A. President. The President helps to establish the Association's short and long-term goals, plans, and strategies while incorporating the input of other members; and monitors the general financial standing of the Association.
- B. Vice President. The Vice President assists the President and the Executive Board in designing the Association's overall mission, values, and strategic goals.
- C. Treasurer. The Treasurer prepares and administers the Association's annual budget; manages the Association's cash and bank accounts; works together with Fundraising and Corporate Sponsorship Chair to manage the Association's financial strategies; and prepares financial reports for meetings.
- D. Secretary. The Secretary informs members of meetings and events; accurately records meeting minutes and maintains official records; tracks action items and reads back proposals when necessary; drafts and distributes meeting agendas; tracks meeting

attendance and voting records; creates and disseminates the monthly newsletter; maintains and updates the Association's social media; and maintains the Association's email directory.

- E. Parliamentarian. The Parliamentarian ensures that all meetings proceed in an orderly fashion; facilitates the Association's annual Executive Board elections by setting voting rules and ensuring a fair election; and assists in maintaining and supplementing the governing documents of the Association, including the Constitution and Bylaws.
- F. Historian. The Historian captures, documents, and memorializes the accomplishments and events of the Association, and assists with publication of the same on behalf of the Association.

Section 2. Eligibility. Each officer must be a Regular Member in Good Standing at the time of election.

Section 3. Term. All officers shall serve for a period of two (2) Association fiscal years.

Section 4. Vacancies. If the office of the President becomes vacant, the Vice-President shall become President for the unexpired term. If any other executive office becomes vacant, the membership shall elect an eligible member to fill the office for the unexpired term. Service in an office for the unexpired term shall not make the officer ineligible for nomination or election to that office or any other office.

Section 5. Executive Board Meetings. The Executive Board shall meet at least six (6) times in the Fiscal Year, at a time and place designated by the President. At the Executive Board meeting, the Executive Board shall meet in plenary session to conduct the business of the Association. Pursuant to Article V, Section 2 of the Constitution, a quorum for meetings of the Executive Board shall consist of a majority of the Executive Board members then in office, provided that no fewer than three (3) Executive Board members are present at a duly called meeting.

Section 6. Emergency and Special Meetings. Emergency or special meetings of the Executive Board may be called by the President or by at least one-third of the Executive Board. Notice of said meeting shall include the time, date, and place of the meeting, and state with particularity the item(s) of business to be considered at the emergency or special meeting. The Secretary shall provide said notice to the Executive Board at least three (3) days in advance of the meeting, time permitting. No other business shall be transacted at the emergency or special meeting other than specified in the notice. The notice and scheduling provisions of this section may be suspended if the President or at least one-third of the Executive Board deem the business so critical that adhering to the notice and scheduling provisions herein may cause irreparable harm to the Association.

## CHAPTER VI Committee and Liaison Positions of the Association

The Gala Committee and Scholarship Committee chair positions shall be mandatory committee positions to fill, which the President shall fill at the earliest possible opportunity. The President shall have the power and discretion to establish, fill, or leave vacant any other

committees and committee chair positions as deemed necessary to carry out the objectives and business of the Association.

Section 1. Eligibility. Regular, Associate, and Individual Community Members of the Association may chair or serve on any committee. All other Members of the Association may serve on any committee, pursuant to any additional qualifications described below.

Section 2. Committee Responsibilities. Committees should strive to have at least three (3) members; shall coordinate and facilitate at least one (1) program or initiative in a Fiscal Year; shall meet as a committee at least one (1) time each quarter of the Association's Fiscal Year; and shall attend all mandatory Executive Board meetings as noticed by the Executive Board.

Section 3. Committee and Liaison Roles and Responsibilities.

- A. Gala Chair shall serve as the principal event champion for the Association's Annual Gala and shall oversee the planning and execution of the event from inception through completion, including development and management of the event budget; venue and vendor selection; recruitment of committee members and attendees; solicitation of sponsorships and in-kind contributions, including silent auction items; coordination of award recipient selection; and securing sufficient financial support to meet the event's budgetary requirements and scholarship funding goals.
- B. Scholarship Committee Chair shall facilitate the Association's annual scholarship program by overseeing applicant solicitation, coordinating the review and evaluation of submissions, and leading the selection of scholarship recipients.
- C. Mentorship Committee Chair shall promote and facilitate meaningful mentor-mentee relationships within the Association, with a particular emphasis on supporting law students.
- D. Community Outreach Committee Chair shall serve as the primary liaison between the Association and its community partners, foster meaningful community connectivity, oversee the development and coordination of the Association's pro bono and public service efforts, and lead voter protection and registration initiatives.
- E. Networking and Connectivity Committee Chair shall lead the creation and implementation of networking opportunities that advance members' professional connections, oversee the Association's career development and job training initiatives, disseminate employment opportunities among the membership, and support the development of continuing legal education programming.
- F. Fundraising and Sponsorship Committee Chair shall identify, develop, and implement the Association's fundraising initiatives, including corporate sponsorship opportunities, and shall keep the Board of Directors informed of prospective and ongoing fundraising efforts.
- G. Membership Committee Chair shall oversee all aspects of member accounts, including maintaining accurate membership records and contact information, managing

enrollment and renewals, encouraging and tracking member participation, coordinating the collection of dues, and serving as a point of contact to ensure members' needs and concerns are addressed.

- H. Student Competition Committee Chair shall develop and implement programming for all student moot court and mock trial competitions in which the Association participates, including the annual MLK Drum Major for Justice Advocacy Competition.
- I. BLSA Liaison shall be an active UNLV William S. Boyd School of Law ("UNLV Law") student and serves as the primary point of coordination between the Association and UNLV Law Black Law Student Association ("BLSA") chapter, working collaboratively to enhance career development and mentorship opportunities for law students and to encourage BLSA members' engagement with and membership in the Association.

## CHAPTER VII Elections and Appointments

Section 1. Elections Committee. The Elections Committee shall consist of at least three (3) members: the Parliamentarian and two other Members of the Association. The Elections Committee shall oversee and supervise nomination and election procedures for all Executive Board offices detailed in Chapter VI, Section 1.

Section 2. Timing. The election of the Executive Board shall be held biannually in accordance with the timing of the Annual Meeting.

Section 3. Applications and Member Nominations. Applications of candidates for an Executive Board position shall be submitted to the Elections Committee by the deadline set by the Executive Board in accordance with the timing of the Annual Meeting. Members may also propose nominees for one or more Executive Board positions. All Regular Members who meet the requirements of applicable Executive Board position shall be eligible for election.

Section 4. Elections Committee Nominee Submissions. The Elections Committee shall submit for vote and approval at least one (1) Regular Member nominee for each Executive Board position.

Section 5. Alternate Nominations. Nominations may be offered from the floor at the Annual Meeting for any Executive Board position, or written in on the candidate ballot, following the submission of the Committee as detailed in Section 4 of this Chapter. Floor nominations or write-in candidates will be ruled out of order if inconsistent with the requirements provided within these Bylaws or other applicable Association rules.

Section 6. Right to Vote. Each Regular and Associate Member shall be entitled to one (1) vote.

Section 7. Official Election Results. The Elections Committee shall determine the election procedures and make a tally of the votes of each person on the ballot, including write-in candidates. A simple majority of the votes cast during the election for each Executive Board position shall be necessary for election to the Executive Board.

Section 8. Run-Off Election. If a nominee for an Executive Board position fails to receive a majority of the votes cast for such office, the two nominees receiving the highest number of votes for the office shall stand in a run-off election.

**CHAPTER VIII**  
**Finance Matters**

The membership shall appropriate funds to pay all necessary expenses of the Association.

**CHAPTER IX**  
**Parliamentary Matters**

Robert's Rules of Order, as revised, shall be the guidelines of this Association in conducting its business.

**CHAPTER X**  
**Meeting Reports**

The proceedings of the meetings of the Association shall be published to the Association's document management system by the Secretary within thirty (30) days after the adjournment of the meeting. At any time, any Member may submit an e-mail request for a copy of any approved general assembly meeting minutes from the Association, which shall be provided by the Secretary within seven (7) business days.

**CHAPTER XI**  
**Amendments of Bylaws**

These Bylaws may be amended as provided in Article VII of the Constitution. Amendments to the Bylaws shall go into effect and become law immediately upon the conclusion of the meeting at which they are adopted. Upon the adoption of any amendments to the Bylaws, the Secretary shall make all necessary corresponding corrections to these Bylaws.