

CONSTITUTION OF THE PRO BONO SOCIETY

Article I

Purpose

The Pro Bono Society is a student group for University of Iowa law students that emphasizes the importance of public service and volunteerism in the legal profession. In addition, the Pro Bono Society serves as a vehicle to assist those law students seeking to earn the Boyd Service Award. Membership is an earned honor that signifies an objectively measured commitment to serving others during the academic year, as well as the development of the skills and values important to a life of public service in the tradition of “pro bono publico.”

Article II

Membership

- A. Equal Access Guarantee. In no aspect of its programs shall there be any difference in the treatment of persons on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference, or any other classification which would deprive the person of consideration as an individual. The organization will guarantee that equal opportunity and equal access to membership, programming, facilities, and benefits shall be open to all persons.
- B. Boyd Service Award Guidelines: Service work completed for the Pro Bono Society is defined by the Boyd Service Award guidelines. This means:
 1. Only hours accrued while enrolled as a full-time law student at the University of Iowa are considered. Service performed during summer and winter breaks is included only if the student is enrolled full-time.
 2. The hours will be counted and recorded on a monthly basis. Students must record their completed service work before the 7th of the month following the month in which it was performed for it to be considered. Hours are recorded in the online Boyd Service Award system. Hours submitted after the 7th of the following month will not be counted. Students wishing to appeal whether hours qualify for the Boyd Service Award shall submit a written statement of the reason for the delay as well as the hours completed to the Pro Bono Society Executive Board for review.
 - a. Students graduating during the spring semester usually must record their service work for the month of April before the third Saturday before the start of finals. The Pro Bono Society Executive Board will confirm the final deadline each year.
 - b. The Pro Bono Society Executive Board in making determinations on appeals will consider factors including, but not limited to, the timeliness of the appeal and whether good cause is shown for the delay.
 3. All service hours are divided into two groups: community hours and institutional hours. At least half of the minimum number of required service hours completed must be community hours.

- a. Community hours are those hours which directly benefit recognized community organizations or non-profits. Students may perform community hours at the law school or in the community, subject to the following restrictions:
 - i. attendance at regular group meetings is excluded.
 - ii. all service must be voluntary, uncompensated, and not compelled.
 - iii. this section of service includes political activity, but self-campaigning is excluded.
 - iv. this section includes law school-sponsored events that directly benefit recognized community organizations or non-profits.
 - b. Institutional hours are those hours which directly benefit the law school, the University, or a student group, subject to the following restrictions:
 - i. general student organization and regular group meetings are excluded, although specific activities beyond such meetings, such as event planning, are included.
 - ii. attendance at social events is excluded.
- C. Membership Limitations. The following minimum requirements must be met in order to attain and retain member status in the Pro Bono Society:
1. students must be enrolled full-time in the University of Iowa College of Law, be in good standing, and have completed one semester of coursework;
 2. students must complete a minimum of 15 hours of service work as defined by the Boyd Service Award guidelines prior to the semester in which they seek to attain member status, and to maintain member status, complete 15 hours of service work as defined by the Boyd Service Award guidelines each semester thereafter;
 3. students must be on track to earn the Boyd Service Award, which means students must average a minimum of 15 hours of service per semester as defined by the Boyd Service Award guidelines. For traditional students, this means:
 - a. first-year law students seeking to join after fall semester have completed 15 hours of service during fall semester;
 - b. first-year law students seeking to join after spring semester have completed 30 hours of service between fall and spring semesters;
 - c. second-year law students seeking to join after fall semester have completed 45 hours of service between their first year and fall semester;
 - d. second-year law students seeking to join after spring semester have completed 60 hours between their first and second years;
 - e. third-year students seeking to join after fall semester have completed 75 hours of service between their first year, second year, and fall semester;
 - f. third-year students are not eligible to join if they have not completed 75 hours of service prior to spring semester;
 4. students must attend at least one program in the Lawyers and Leaders Lecture Series prior to the semester in which they seek to attain member status, and then attend one program in the Lawyers and Leaders Lecture Series each semester thereafter;
 5. Students must complete and submit a Service Report to the Executive Board for each semester in which they seek to continue their member status. The Executive Board shall deliver the Service Report Form to all Pro Bono Society members in good standing no later than the second week of the semester. Completed Service Report forms must be returned by 5 o'clock pm on the second Monday following the issuing of invitations. Continued membership status will be approved by a majority vote of the Executive Board within two

weeks of this deadline. Members will be notified of their selection by e-mail on or before 5 o'clock pm on the following Friday.

- D. Member Selection Procedure: The Pro Bono Society Executive Board shall invite those law students who meet the minimum membership requirements as set forth in Article II, Section B to submit an application for membership. Invitations and applications will be delivered to students following verification of Boyd service hours, which shall occur no later than the second week of the following semester. Completed applications must be returned by 5 o'clock pm on the second Monday following the issuing of invitations. Membership will be approved by a majority vote of the Executive Board within two weeks of this deadline. Members will be notified of their selection by e-mail on or before 5 o'clock p.m. on the following Friday.
- E. Membership Revocation Procedure. Any members who fail to perform the minimum requirements for membership will be dismissed unless they provide evidence of compliance to the Pro Bono Society Executive Board. Those members who are dismissed from the organization may be invited to join again by performing the minimum requirements for membership in a subsequent semester.

Article III

Officers and Duties

- A. Composition of Executive Board. The Executive Board of the Pro Bono Society shall consist of the Willard L. Boyd Public Service Distinction ("Philanthropy") Committee of the Iowa Student Bar Association ("ISBA").
- B. Chair. The ISBA President(s) shall appoint a Chairperson at the start of the ISBA term. The Chairperson's term shall expire at the end of the ISBA term. The Chairperson shall be a student member of the Executive Board. The Chairperson's duties shall be as follows:
1. To preside over Executive Board duties and meetings;
 2. To call Executive Board meetings and communicate the time and place of said meetings to the Executive Board and all others who may attend;
 3. To cast a tie-breaking vote, whenever it shall be required, during Executive Board meetings.
 4. To review and maintain the Boyd Service Award email account.
- C. Duties of Executive Board. The duties of the Executive Board shall be as follows:
1. To administer the invitation and selection of Pro Bono Society members;
 2. To maintain a membership roster and, when necessary, to revoke the membership of those members who fail to perform or maintain the minimum requirements;
 3. To recommend and help coordinate programs for the Lawyers and Leaders Lecture Series;
 4. To assist the Associate Dean of Public Service in managing the Pro Bono Society listserv;
 5. To draft the Pro Bono Society budget, in collaboration with the Advisor and ISBA Treasurer;
 6. To submit the Pro Bono Society budget to the ISBA Treasurer and the ISBA Executive Board for approval;
 7. To perform all administrative functions which are necessary and proper to implement policies approved by the Executive Board.

Article IV

Advisor

- A. Advisor. The advisor of the Pro Bono Society shall be the Associate Dean of Civic Engagement.
- B. Duties of Advisor. The duties of the Pro Bono Society advisor shall be as follows:
 - 1. To develop community-based service opportunities, including initiating and maintaining relationships with community partners, and to publicize and otherwise make available these opportunities to individuals and student groups;
 - 2. To manage, with the Executive Board, the Pro Bono Society listserv;
 - 3. To serve as an ex officio, non-voting member of the Executive Board;
 - 4. To provide budget recommendations to the Executive Board and the ISBA Treasurer;
 - 5. To select and administer programs in the Lawyers and Leaders Lecture Series;
 - 6. To support the implementation of policies approved by the Executive Board.

Article V

Executive Board Meetings

- A. Time and Place of Meetings. The Executive Board shall meet at such times and places as may be designated by any member of the Executive Board.
- B. Notice. A meeting may be called the Chairperson of the Executive Board by providing official notice of a meeting no less than 72 hours prior the scheduled start of the meeting to the remainder of the board. Any student whose membership may be considered at the meeting shall be provided no less than 72 hours official notice. Notice shall be considered official upon dispatch to a University of Iowa email account, or other previously designated email account
- C. Quorum. At least half of the Executive Board shall constitute a quorum.
- D. Attendance at Meetings. The Chairperson of the Executive Board member shall make every reasonable effort to schedule Executive Board meetings at times and places which are compatible with the schedules of Executive Board members. All Executive Board members are expected to make diligent efforts to attend all Executive Board meetings. When absence is unavoidable, the member shall promptly notify the Chairperson or other Executive Board member of his or her inability to attend.
- E. Absence from Meetings. Executive Board members who miss a meeting shall be responsible for learning the discussed agenda and shall perform any obligations as decided by the Executive Board in his or her absence.
- F. Voting Procedure. Executive Board decisions shall be reached by majority vote. Ties will be broken by the Chairperson in congruence with Article III, Section B, subsection 3.

Article VI

Finances

- A. Budget. The budget for the Pro Bono Society shall be drafted and proposed to the ISBA Treasurer by the Executive Board after the first meeting of the school year. Upon approval, or modification and approval, of the budget, the Executive Board, in cooperation with the ISBA Treasurer, shall make spending decisions in accordance with Article VI, Section B of this Constitution.
- B. Budget Management. The Executive Board, in cooperation with the ISBA Treasurer, shall make any and all decisions regarding expenditures. Decisions regarding expenditures shall be reached by a majority vote. In the event of a tie, the Chairperson shall make an executive decision.
- C. Dissolution Clause. Upon dissolution, state money and mandatory student fees, if any, revert back to the granting organization. Group fees, if any, should be divided as stated in this Constitution and carried out by the dissolving group's members and officers. If the group has dissolved and group fees have not been divided as stated in this Constitution by five years from last account activity, monies in the group's 00 account will revert to an account specified for this purpose with UISG. These funds will then be available for distribution through SABAC guidelines in compliance with University of Iowa policy.
- D. Statement of Where Group Fees Shall be Divided Upon Dissolution. Upon dissolution of the Pro Bono Society, any unused monies shall revert to the ISBA Treasurer to be divided as ISBA sees fit.

Article VII

Amendments

- A. Proposed Amendment Notification. Any Executive Board member, Pro Bono Society member, or ISBA member who wishes to propose an amendment to this Constitution shall notify the Executive Board of his or her intention to do so by email at least 72 hours prior to the Executive Board meeting at which the member intends to make the proposal. The member must then bring a written copy of his or her proposed amendment to the Executive Board meeting. The Executive Board shall, by majority vote, decide whether to submit the proposed amendment to the ISBA Executive Board. Upon approval, the Executive Board shall submit the proposed amendment to the ISBA Executive Board and request that ISBA put it to a vote. ISBA shall then vote on the proposed amendment. Any proposed amendment that does not achieve a majority vote by the Executive Board shall not be submitted to ISBA.
- B. Adoption of Amendments. An amendment shall be effective upon adoption by majority vote of ISBA.

Article VIII

Ratification

This Constitution shall be effective immediately upon adoption by majority vote of ISBA.