

# 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. A service hour shall be comprised of actual time spent in organizational service for which the student does not receive monetary or other substantial compensation or academic credit.
2. A service hour shall not be comprised of travel time.
3. A service hour shall not be comprised of a student’s necessary duties stemming from their position in a recognized College of Law organization, regular meetings, or social events.
  - a. A student serving as an event chair will be considered a volunteer eligible to receive service hours for time spent planning and organizing events only if the event chair is (1) not considered a member of that organization’s Board and (2) not able to vote on matters coming before the Board of that organization. This requirement will be strictly enforced.
4. All “tabling” shall be counted towards institutional hours.
5. A student may report those hours accrued while they are enrolled in the University of Iowa College of Law and making reasonable progress toward their

degree. Hours accrued while a student is on a leave of absence from the College may not be reported.

6. Hours for a given Fall or Spring semester must be recorded in 12Twenty within one month of the date of service, or by the last day of final exams that semester, whichever comes first. A student may report service hours accrued during winter break as part of the upcoming Spring semester. A student who has completed at least two semesters of coursework may report service hours accrued during the summer break. Summer hours will count toward a student's career service hours total but these hours will not count toward Pro Bono Society membership for any Fall or Spring semester.
7. Submissions will be reviewed by the Pro Bono Society Executive Board each semester, and students will be notified of any hours disallowed by the Executive Board. 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. All appeals must be made within the school year in which the service hours were completed. Appeals from service work completed during the summer will be considered a part of the coming school year. Any appeals made after the convocation ceremony for the school year in which the service hours were completed will be procedurally time barred.
  - a. Students graduating during the spring semester usually must record their service work for the month of April three weeks 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.
8. 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, including pro bono projects coordinated by the Citizen Lawyer Program. Students may perform community hours, subject to the following restrictions:
    - i. all service must be voluntary, uncompensated, and not compelled.
    - ii. this section of service includes political activity, but self-campaigning is excluded.
    - iii. this section includes law school-sponsored events that directly benefit recognized community organizations or non-profits (excluding "tabling").
  - b. Institutional Hours are those hours which directly benefit the law school, the University, or a student group. Also covered by institutional hours are those hours which indirectly benefit a recognized community organization subject to the guidelines in portion B. of this section.

C. Membership Limitations. Pro Bono Society membership is announced for each Fall or Spring semester early in the following semester. The following minimum requirements must be met in order to attain membership in the Pro Bono Society for a given Fall or Spring semester:

1. Students must be enrolled full-time in the University of Iowa College of Law and be in good standing;
2. Students must have completed a minimum of 15 hours of service work as defined by the Boyd Service Award guidelines during that Fall or Spring semester;
3. Students must have attended at least one program in the Lawyers and Leaders Lecture Series during that Fall or Spring semester.

D. Member Selection Procedure: The Pro Bono Society Executive Board shall review Boyd service hours no later than the end of the third week of the following semester, and approve by a majority vote those law students who meet the minimum membership requirements as set forth in Article II, Section C as members of the Pro Bono Society. Law students who meet the minimum service hour requirements as set forth in Article II, Section C, Subparts 1-3, but do not appear to have satisfied the requirement set forth in Article II, Section C, Subpart 4, will receive a conditional invitation. Students who receive conditional invitations must submit proof that they satisfied the requirement in Article II, Section C, Subpart 4 to the Executive Board by 5 o'clock pm on the second Monday following the issuing of conditional invitations. Membership for conditional invitees will be approved by a majority vote of the Executive Board within two weeks of this deadline. All 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.

F. Career Service Hour Determination. Within five days of the spring reporting deadline for graduating students established in Article II, Section B, Subpart 6(a), the Board will determine which graduating students have reported 100 or more service hours, of which at least 50 are Community hours, throughout their law school careers, and will publish and post a list identifying those students who have reported at least 100 hours, of which at least 50 are Community hours; those who have reported at least 150 hours, of which at least 75 are Community hours; and those who have reported at least 200 hours, of which at least 100 are Community hours. The Board will only identify the names of students who have achieved each of these levels; it will not identify the specific hours reported by any individual student. Any challenges to the Board's determinations must be made in writing to the Board Chair and Advisor within five days of the publication of the list.

### 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 maintain a membership roster and, when necessary, to revoke the membership of those members who fail to perform or maintain the minimum requirements;
2. To recommend and help coordinate programs for the Lawyers and Leaders Lecture Series;
3. To draft the Pro Bono Society budget, in collaboration with the Advisor and ISBA Treasurer;
4. To submit the Pro Bono Society budget to the ISBA Treasurer and the ISBA Executive Board for approval;
5. 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 Director of the Citizen Lawyer Program.

B. Duties of Advisor. The duties of the Pro Bono Society advisor shall be as follows:

1. To administer the invitation and selection of Pro Bono Society members;

2. 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;
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.