

The Constitution of the Notre Dame Law School Space Law Society

Article I. Name

Section 1.01 The name of this organization shall be the Space Law Society at Notre Dame Law School (hereafter referred to as ‘the Society’).

Article II. Purpose

Section 2.01 The purpose of the Space Law Society shall be to:

- a. Bring together Notre Dame Law students who have a common interest in space law along with alumni, faculty, and professionals in the space law and related fields
- b. Raise awareness among the law school student body in the area of space law and provide an avenue for students to express their concerns, goals and interests in the field of space law
- c. Encourage students to engage in academic/legal writing and scholarship in the area of space law and policy
- d. Inform students of various space law resources and opportunities
- e. Provide programs and activities dealing with or related to the field of space law including but not limited to: discussions and forums about the law, current legal issues, and legal careers in space law; networking and social events; lectures and guest speakers; conferences; moot court competitions; and other related events and activities
- f. Engage in ongoing conversations on both modern and historical issues of Space Law, as it affects both domestic space exploration efforts and international cooperation in outer-space activities; Discuss and analyze the interest of private companies exploring outer space for profit with the interests of state and national governments, as well as the interests of humanity more generally; and Encourage students to develop new ideas for sustainable legal solutions in novel and expanding areas of Space Law

Article III. Affiliation

Section 3.01 This organization may be affiliated with the International Institute of Space Law (Manfred Lachs Moot Court Competition), and/or International Air & Space Law Academy (IASLA Space Law Moot Court Competition) for the purpose of participation in regional, national, and international space law moot court competitions.

Section 3.02 When in conflict, University of Notre Dame policy and Notre Dame Law School policy shall supersede the policy of any organization with which the Space Law Society is affiliated.

Article IV. Membership

Section 4.01 The Society’s membership is open to all registered students of Notre Dame Law School. Only members who are registered Notre Dame Law Students may run for office or have voting rights.

Section 4.02 Interested graduate and undergraduate students and faculty/staff members of the Notre Dame community (University of Notre Dame, Saint Mary’s College, and Holy Cross College) may join the society as associate members and are welcome to attend the Society’s events and stay updated on the Society’s activities. However, associate members may not run for office and do not have voting rights.

Section 4.03 Members may be expelled from the organization by a unanimous vote of the

Society's Officers for gross ethical or professional misconduct. Such decisions are subject to approval by the Faculty Advisor.

Article V. General Meetings

Section 5.01 The Society shall hold general meetings once per month. A listing of meeting dates shall be established by the Officers and shall be emailed to the membership no less than one week before the first scheduled meeting of each semester.

Section 5.02 All meetings and events shall be open to the campus unless otherwise noted, however only active student members may vote at meetings. Quorum to conduct business shall be 50% of members.

Section 5.03 The minutes of all meetings shall be published via the Society's website, listserv or social media. An email or hard copy shall also be given to the Advisor of the Society

Section 5.04 The Officers shall resolve any emergency issues taking place between general meetings, which require resolution prior to the next general meeting. The President shall make a report of such issue and its resolution at the next general meeting.

Section 5.05 Voting

A quorum of active voting members is necessary for meetings held for matters that require a vote. A quorum of active voting members shall be defined as 50% plus one of the total active membership. Matters that shall be put to a vote by the membership include the following

- a. Electing Officers
- b. Proposing amendments to this Constitution
- c. Establishing, maintaining or raising membership dues
- d. Voting on any other issues requiring membership approval as laid forth by this Constitution or by the regulations of the University, Law School, or Student Bar Association

Article VI. Officers/Executive Board

Section 6.01 The governance and direction of the Society shall be vested in the President and the Officers as outlined in Article VII (hereafter collectively referred to as 'the Board'). The Board shall serve as the governing body of the Society. All officers shall report to the President, and the President shall report to the Board.

Section 6.02 The President, with the unanimous approval of the Board, may create additional temporary Officer positions. The President shall define the responsibilities of these positions, and the position shall last until the end of the current term of the Officers, unless stated otherwise by amending the Constitution.

Section 6.03 The Board shall be responsible for

- a. Representing the Society to the Notre Dame community
- b. Jointly planning and supporting all Society events, programs, and collaborations and ensuring that they are a society
- c. Approving the annual budget and spending of funds
- d. Advising and assisting the President on the operation of the Society

Section 6.04 Officer Meetings

- a. The Board shall meet on a bi-weekly basis.
- b. The President or the Vice President shall set and send the agenda to the Board at least 24 hours before the meeting.
- c. The Secretary shall send the minutes and the assignments determined during the meeting

- to the Board no later than 24 hours after the meeting.
- d. All Board members are required to attend all Board meetings throughout the year. Three missed meetings without prior notification will be considered justification for dismissal.
 - e. A majority of the Board shall constitute a quorum. A quorum must be present in order to conduct new business.
 - f. Decisions of the board shall be made either by consensus or by majority vote of the members present unless otherwise specified by this constitution.
 - g. If there is a tie on the Executive Board, then the side with the President on it shall prevail.
 - h. The President may veto any action or decision of the Board. A veto may be overruled by a unanimous vote of the remaining board members or by a 2/3-majority vote of the membership.

Section 6.05 Requirements/Qualifications

- a. Only law students who are rising into their second or third year may serve as officers.
- b. Each Officer must be able to commit to serve the Society for a full academic year in the elected position; those studying abroad or off campus will not be able to serve unless the membership agrees by a 2/3 majority vote to split the term with another candidate during the election process
- c. Only current officers are eligible to run for President. However if no current Officers are willing or able to serve as President, then the position shall be open to any member.

Section 6.06 Selection of Officers

All Society officers shall be elected before April 1 and will serve a term of May 1-April 30. The time between elections and April 30 shall serve as a transition period for new officers. Officer elections will consist of the following three-step process: (a) Nominations, (b) Elections, and (c) Run Off Elections

- a. **Nominations:** The membership and the law school student body shall be made aware of the election process a week before the scheduled date of elections. Nominations will be solicited for each position at the beginning of the election meeting. Any active member may nominate either themselves or a fellow member to any of the officer positions (for the position of President see Section 6.05c). Candidates can be nominated for more than one position, but they may not be elected to more than one position.
- b. **Elections:** Each candidate is entitled to present an oral speech to the active members, which may not exceed five minutes, followed by a question and answer period from the membership not to exceed three minutes. Only active members present at the meeting shall cast a vote, and only these votes shall count toward the 50%+1 required margin for election to office. The votes will be counted by the highest-ranking officer not running in the election. The order of elections shall follow the order of Officers in Article VII.
- c. **Run Off:** In the event that no candidate receives at least 50%+1 percent of the vote of the active members, a run-off election shall be held between the two candidates receiving the most votes.

Section 6.07 Dismissal/Resignations/Vacancies

- a. **Dismissal**
 - i. An officer shall be dismissed, if he/she is judged to be deficient in his/her duties as decided by a unanimous agreement of the remaining officers and the advisor. The advisor shall oversee the dismissal process to ensure a fair and democratic process. A review hearing by the Board and the Advisor will take place, and the officer in question will be allowed to make his/her case to the Board.

- ii. The President may also temporarily suspend an officer from their duties, until the Board has reached a decision on the issue of the dismissal of the office in question.
 - iii. Causes for Dismissal include
 - 1. Failure to effectively fulfill the duties and assignments of their office as outlined in this Constitution or as directed by the President
 - 2. Failure to effectively communicate with the President or other Officers
 - 3. Failure to regularly attend meetings and events without justifiable reason
 - 4. Abusing their office and/or compromising the integrity of the Society
- b. Resignation**
- i. The President, either directly, or indirectly through the Faculty Advisor, may request the resignation of any Officer in order to avoid the dismissal process
 - ii. Resignations of officers, whether requested or otherwise, must be submitted in writing or email to the President, Board, or Advisor.
- c. Vacancies**
- i. In the case of a vacancy of the President, the Vice President shall become President.
 - ii. If there is a vacancy in any other Officer position, the President shall either appoint a temporary replacement with the unanimous advice and consent of the Board, or shall call a special general meeting to hold a special election within two weeks of the vacancy. The special election shall be held in the manner of election defined in Section 6.06.
 - iii. Until the vacancy is filled, the President or Vice President shall take on the duties and responsibilities of the vacant position.

Article VII. Officers & Responsibilities

Section 7.01 President

- a. Shall serve as the Chief Executive Officer
- b. Shall preside over and set the agenda for all general and officer meetings
- a. Shall represent the Society to the campus and community at large and act as the chief spokesperson and official contact for the Society
- c. Shall conduct, manage, and direct the affairs and development of the Society, and shall maintain ultimate responsibility for its operation
- d. Shall oversee all other officers, shall ensure that all other officers perform the duties of their respective offices, and shall delegate authority, responsibilities and give assignments to officers as he/she sees fit
- e. Shall work directly with the Advisor to ensure the organization is operating within the expectations of the University
- f. Shall establish an effecting relationship with the Student Bar Association, Student Activities Organization, and other university administrative departments
- g. Shall keep the Officers, Advisor, and the membership informed of the condition of the Society

Section 7.02 Vice President

- a. Shall assist the President with specific responsibilities as needed
- b. Shall coordinate the efforts and activities of the officers and any committees or representatives

- c. Shall carry out the duties of the President in his/her absence
- d. Shall oversee any/all projects that have not been assigned to a committee or another officer
- e. Shall fulfill the duties of any office that is vacant until that office has been filled
- f. Shall be responsible for promoting and publicizing the Society, and its programs, activities and events
- g. Shall coordinate the publicity of the organization including any press/news releases to campus or local news, social media, flyer/poster approval, and/or the MMU

Section 7.03 Secretary

- a. Shall keep detailed minutes of all meetings, and maintain all records of the Society
- b. Shall be responsible for maintaining the membership roster and listserv, and shall keep the membership informed of all upcoming events and activities
- c. Shall be responsible for scheduling and reserving spaces for all meetings, events, and making sure that they do not conflict with each other
- d. Shall be responsible for transferring all necessary information to the incoming officers during transitions
- e. Shall make sure that the Society and its Officers comply with all relevant University, Law School, SBA, and SAO policies and regulations
- f. Shall make sure that all required registrations, forms, and documents, including an updated Constitution and updated list of Officers and Advisor, are on file with the Student Activities Office

Section 7.04 Treasurer

- a. Shall oversee and coordinate all financial, fundraising, and development activity
- b. Shall be responsible for conducting the yearly or semester Student Bar Association process, and for preparing the annual organizational budget, event budgets, and any financial budget requests/appeals
- c. Shall be responsible for maintaining complete and accurate financial records, and for ensuring the Society's compliance with all University, Law School, and Student Bar Association financial regulations and guidelines
- d. Shall be the only officer, other than the President, allowed to withdraw money from accounts

Section 7.05 Events Director

- a. Shall be responsible for developing, planning, coordinating, and publicizing all Society events and programs
- b. Shall coordinate the scheduling and spacing for all events with the Secretary and ensure that no conflicts as to scheduling exist
- c. Shall ensure that the Society is abiding by all relevant University and Law School event policies and that all events are registered and submitted on the law school calendar
- d. Shall submit a budget for each event to the Treasurer
- e. Shall work with other organizations and departments to co-host events
- f. Shall stay apprised on all upcoming events that the Society may be able to participate in

Section 7.06 Moot Court Director

- a. Shall conduct, manage, and direct the affairs and development of the Society's Space Law Moot Court teams, and shall maintain ultimate responsibility for their operation
- b. Shall recruit and select team members, determine the format of team selection, and shall work with the Advisor to recruit coaches and guest judges to assist the team

- c. Shall handle the administrative responsibilities of the teams, including
 - i. Organizing lodging and transportation for competitions
 - ii. Coordinating the scheduling and spacing for all team practices and meetings
 - iii. Conducting all necessary registration and serving as the contact person
 - iv. Procurement and distribution of all competition and case materials and documents
 - v. Organizing fundraising efforts and recruiting sponsors in coordination with the Treasurer
 - vi. Submitting a budget for the teams to the Treasurer
 - vii. Maintaining and updating all team rosters and contact info
 - viii. Storing and maintaining all past ballots, forms, pictures, and other historical documents of the teams

Article VI. Advisor

Section 6.01 The President shall select an advisor, subject to unanimous approval by the Society's officers. The advisor shall be appointed no later than April 1 to serve a term from May 1- April 30. The Advisor must be a full-time Notre Dame Law School faculty member or administrator. The Secretary shall register the name of the new advisor along with the names of the newly elected officers with the Student Activities Office annually. The advisor will be informed of all meetings and activities of the Society and may call a special meeting of the Society to discuss concerns for the ongoing nature of the Society.

Section 6.02 The Advisor's duties shall include:

- a. Meeting with the Officers on a regular basis
- b. Attending Society meetings and activities when possible
- c. Staying informed of all plans, activities, and programs of the organization
- d. Assisting with the implementation of an officer transition program
- e. Assisting the group in the development of realistic goals for the academic year
- f. Serving as a liaison between the Society and the law school administration and faculty
- g. Helping resolve conflicts between members as necessary
- h. Fulfilling any other duties required by the Student Activities Office

Article VII. Committees/Representatives

Section 7.01 The Society's officers shall decide on an annual basis, if ad-hoc committees need to be established in order to advance the Society's position on campus or for any other specific short-term tasks. The term of the committee shall last no longer than the end of the term of the current officers, unless the committee is re-approved.

Section 7.02 Committees will be chaired either by the Vice President, or a committee chair appointed and approved by a majority of the Officers. The duties of the committee chair shall include selecting members to serve on their committee, coordinating and chairing committee meetings, and keeping the Officers abreast of the plans and intentions of the committee. Ad hoc committees shall report directly to the President or Vice President.

Section 7.03 The Society's Officers shall decide on an annual basis, if 1L and LLM students shall be appointed as representatives in order to represent 1L and LLM interests. Representatives will be selected at the first general meeting of the academic school year, and shall serve until the end of the academic year. The 1L and LLM Representatives are not Officers and shall not vote at Officer Meetings but they may attend Officer Meetings and participate in discussions. They may be selected either by the procedures outlined in *Section 6.06* or by unanimous agreement of the

Officers. The 1L and LLM representatives shall report to the Vice President, and shall assist in event planning, publicity and fundraising.

Article VIII. Disbursement of Funds

Section 8.01 All disbursements of funds must be approved by the Treasurer and President.

Section 8.02 Reimbursement for expenditures will only be accepted by members who have retained an original, itemized receipt and a description of the expense incurred.

Section 8.03 Any expenditure in excess of \$50 must be approved by a majority of the Society's officers.

Section 8.04 All financial transactions of SLS will be managed through the University of Notre Dame's accounting system, as stipulated by the Student Union Treasurer's Office.

Section 8.05 Only the President and the Treasurer shall have the ability to charge expenses to the organization via the University's account charge system

Article IX. Amendments

Section 9.01 Amendments may be made to this constitution at any time by a two-thirds vote of the active membership.

Section 9.02 Members interested in proposing amendments to the constitution must submit the proposed amendment to the President no later than ten days before the Society's next meeting.

Section 9.03 The proposed amendment shall be presented via e-mail to the active membership no later than five days before the meeting where the amendment will be debated.

Section 9.04 Upon receiving a two-thirds affirmative vote in favor on a constitutional amendment/revision, the President shall submit the amendment/revision in writing to the Student Activities Office for review/approval.

Section 9.05 The Constitution may also be amended simply by a unanimous vote in favor of a proposed amendment by all of the Officers, pending review/approval by the Student Activities Office.