



**ATHENS
TECHNICAL
COLLEGE**

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ATHENS - ELBERT - GREENE - WALTON

Athens Technical College/Student Paralegal Association

Bylaws 2016-2017

Approved by Officer majority vote on 11/30/16 (Thirteen Articles in sum).

- Article I: Name. The name of this association shall be “Athens Technical College/Student Paralegal Association” and hereinafter may be referred to as Student Paralegal Association or ATC/SPA or reasonable variation thereof.
- Article II: Duration. ATC/SPA shall continue for an indefinite period of time unless dissolved by 60% vote of all voting ATC/SPA members present at a regular business meeting or if there are fewer than five (5) paid memberships, including officers.
- Article III: Purpose. The purpose of ATC/SPA is to develop opportunities, involvement, understanding, admiration, enthusiasm, and loyalty among ATC students, faculty, and all professionals of the legal community of Georgia, with a special focus on Athens-Clarke County area. Further, the spirit of ATC/SPA is equal access to justice and service through technology.
- Article IV: ATC/SPA page on ATC website. ATC/SPA shall maintain and annually update its page information on the ATC website which is available at: <http://www.athenstech.edu/studentAffairs/studentActivities/SPA.cfm>. Even if the specific location changes, ATC/SPA will maintain its page on the ATC website under the sections entitled ‘student activities’ or ‘student organization’ or under the Paralegal Program of Study.
- Article V: Membership in ATC/SPA.
1. Full membership in ATC/SPA shall be open to all current ATC Paralegal Studies Program Students who have paid their dues for the current semester.
 - a. Full members may attend all meetings and functions.
 - b. Full members may vote.
 - c. Full members with a GPA of 2.5 or higher may be elected to and hold office.

2. Honorary membership in ATC/SPA is open to all current ATC students in law related programs and former ATC Paralegal Studies Program Students who pay their dues for the current academic year.
 - a. Honorary members may attend all meetings and functions.
 - b. Honorary members shall not vote or hold office.
3. Persons desiring to join ATC/SPA should contact any officer, Faculty Advisor or program chair for membership information and application, if the current form is not available on our school page.
4. All membership terms are for the current academic year; dues shall be paid upon application with the preference of dues to be paid in advance in the amount of Twenty Dollars (\$20.00) per year or Ten Dollars (\$10.00) for the current semester. Dues may be paid in cash only to the Faculty Advisor or Treasurer.
5. ATC/SPA shall follow the ATC student code of conduct and shall not, under any circumstance, discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, or citizenship status. Further, nothing in these Bylaws shall supersede or take precedence over ATC's disciplinary procedures.

Article VI: Voting rights and procedure.

1. Each and every full member is entitled to a single vote per matter or issue and, unless otherwise stated, a simple majority vote of those full members present at a member meeting will carry any seconded motion causing the same to pass.
2. Voting may be had so long as member is virtually present and participating in the member meeting by phone, audio, or video conference.

Article VII: Meetings.

1. The President shall preside, in person physically, at all member and officer meetings. In the absence of the President then the Vice President shall preside. If neither the President nor Vice President are present then the meeting may only continue if both the Treasurer and Secretary are present and are able and willing to so preside.
2. Officer meetings shall include only officers and shall be held at least three times during the academic year and are best held in conjunction with or just prior to any member meeting. The purpose of officer meetings is to ensure and empower the regular business attended at the member meetings.
3. Member meetings shall include all members and shall be held at least three times per academic year with the first to occur before October 1 and the last to occur before May 1. The purpose of member meetings is to carry on the business of ATC/SPA.
4. ATC/SPA shall, if free or low cost technological means are available, allow all members to attend member meetings virtually through phone, audio, or

- video conference; however, such virtual meeting may only occur if either the President or Vice President are physically present and presiding there over.
5. The minutes of the prior regular business meeting shall be read and submitted for approval at the next regular business meeting.

Article VIII: Officers and Elections.

1. The offices for officers of ATC/SPA shall be: President, Vice President, Secretary, and Treasurer.
2. The responsibility for the offices of Secretary and Treasurer may be combined into one office or they may be co-chaired offices.
3. All officers nominated for election shall have or be able to maintain a minimum GPA of 2.5 in order to hold office which GPA may be verified by the President.
4. The election of officer's shall be by member nomination to the Faculty Advisor or President and, after a reasonable time period to gather submissions, the nominations shall thereafter be presented to the members for voting which shall occur at or before the spring banquet.
5. The full term of office shall be by academic year only unless the President or Treasurer are unopposed electively at the time of the spring banquet, whereupon their term shall continue to the next academic year that they are eligible for full membership and eligible to hold office. If they are not so eligible then the other officers so eligible may act in the interim but the first order of business at the regular meeting shall be the election and voting of officers.
6. Partial terms shall not be counted as a full term for any officer.
7. If the office of President shall become vacant for any reason during the academic year, the Vice President shall assume that office for the remainder of the term.
8. If the office of Vice President, secretary, or treasurer shall become vacant for any reason during the academic year, that office shall be filled for the remainder of the academic year by special election which shall be held at a special meeting of members with all members receiving at least one week's notice of said meeting and election.
9. President has discretionary authority, or at the request of other officers, to appoint committee chairs and special lieutenants to serve as assistance for various ATC/SPA activities including but not limited to: special events, membership drives, volunteer, or conference functions.

Article IX: Removal from office or membership.

1. Voluntary removal. Any officer may voluntarily request to be removed from office for good cause and the same shall allow them to claim their past title with honor. Good cause shall be determined by the other officers, Faculty Advisor, and Program Chair. Any officer requesting voluntary removal shall

abide by and fulfill their office responsibilities until a special election can be held pursuant to Article VIII herein.

2. Involuntary removal. Because each office is important, honorable, and relied upon by others, if any officer shall repeatedly or extenuatingly fail to fulfill or be able to maintain either their office responsibilities or ATC student code of conduct, they may be involuntarily removed. Said removal shall be made after an independent investigation of at least two persons outside of the paralegal program and the same may be nominated by the officers or, if any conflict therein, by the program chair. Noting that time is of the essence, said investigation shall obtain all evidence and make a recommendation to the members on reasonably reliable evidence and the same shall be submitted to the members for a vote.

Article X. Modification or amendment to Bylaws. Amendments to these Bylaws shall be made only by a majority vote of members present at any meeting whereupon full consideration of said amendment has occurred prior to voting. Said voting shall include whether to modify or amend, with amendment being the preference unless such amendments would be burdensome or result in confusion to members.

Article XI: Officer responsibilities and duties.

1. The duties of the President include, but are not limited to:
 - a). Preside over all meetings;
 - b). Appoint committees, as necessary, to meet the needs of ATC/SPA;
 - c). Provide planning and strategies that support the Student Paralegal Association's welfare and future success;
 - d). Process and maintain all applications for membership;
 - e). Keep an updated membership list with all member contact information and provide same to all officers as needed. This information shall be used for ATC/SPA business only.
2. The duties of the Vice President include, but are not be limited to:
 - a). Preside at the meetings in the absence of the President;
 - b). Arrange and schedule Meetings and Officer Meetings;
 - c). Assist the President, when required;
 - d). Maintain physical asset inventory and control;
 - e). Coordinate charitable activities;
 - f). Maintain a Membership email or text list.
3. The duties of the Secretary include, but are not be limited to:
 - a). Keep the minutes of the meetings;
 - b). Maintain all written communications for the ATC/SPA;
 - c). Maintain officer job descriptions;
 - d). Maintain the ATC/SPA Bylaws;
 - e). Maintain an e-mail address for Student Paralegal Association business.

4. The duties of the Treasurer include, but are not be limited to:
 - a). Responsible for all payments and deposits of funds;
 - b). Keep said funds on deposit in a financial institution;
 - c). Supervise the purchasing and sale of merchandise;
 - d). Maintain an accurate accounting of all financial transactions;
 - e). Provide monthly financial statements;
 - f). Establish procedures for documenting and recording all transactions;
 - g). Reconcile ATC/SPA accounts;
 - h). Develop an annual budget;
 - i). Provide required financial information at the time designated to the college's Director of Student Activities.

Article XII. Faculty Advisor. The Faculty Advisor shall be available for advice and assistance in the development and maintenance of ATC/SPA, but their involvement is expected to be minimal and for guidance only. There shall be no limit on the number of Faculty Advisors.

Article XIII. Ultimate authority. The order of ultimate authority over approving any decision or act of ATC/SPA shall be at the sole discretion of the ATC President keeping in mind the spirit and purpose of ATC/SPA. If the ATC President is unable or unwilling to so exercise authority then the ATC Vice President shall do so.