Article I; Name
The name of this association shall be the “Athens Technical College, Student Paralegal Association” hereafter referred to as the “Student Paralegal Association” or “SPA.”

Article II; Duration
The Student Paralegal Association shall continue for an indefinite period of time unless dissolved by 60% vote of all voting Student Paralegal Association members present at a regular business meeting.

Article III; Purpose
The purpose of the Student Paralegal Association is to develop understanding, admiration, enthusiasm, and loyalty among Athens Technical College's students and faculty, as well as increase awareness of the members’ activities among legal professionals in Athens-Clarke and surrounding counties.

Article IV; Membership
1. Full membership in the Student Paralegal Association shall be open to all Athens Technical College Paralegal Studies Program students.
   a). A full member may attend all meetings and functions;
   b). A full member may hold an elected office and vote.

2. Honorary membership is open to anyone, provided the invitation to honorary membership is extended by majority vote of the members present at the Student Paralegal Association meeting.
   a). Honorary members may attend meetings and functions;
   b). Honorary members may not hold an elected office;
   c). Honorary members may not vote.

3. Persons desiring to join the Student Paralegal Association should contact an elected SPA officer or the SPA faculty advisor. Applications may be obtained from the Secretary or downloaded from the website. Applications should include the applicable dues paid to the Treasurer.

4. All membership terms are for a period of the academic school year; dues are to be paid by semester or in advance. Dues are fifteen dollars per semester; checks and cash are the two methods of payment accepted.
5. The Athens Technical College Student Paralegal Association does not, under any circumstance, discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, or citizenship status.”

Article V; Voting
1. Each and every full member is entitled to a single vote per matter.

2. Unless otherwise stated in these Bylaws, a simple majority vote of those voting members present at a business meeting will carry the motion.

Article VI; Meetings
1. The Regular Business Meeting shall be held once monthly at a location, date and time to be agreed upon by a consensus of the officers.

2. The Officer's Meeting shall be held each month prior to the regular business meeting at a time and place to be determined by the President.

3. The President shall preside at all Meetings. In the absence of the President, the Vice President or other designated officer shall preside.

4. The minutes of the prior regular business meeting shall be read and submitted for approval at the subsequent regular business meeting.

Article VII; Officers and Elections
1. The permanent officers of the Student Paralegal Association shall be the President; Vice President; Secretary; and Treasurer.

2. The term of office for officers shall consist of one academic school year. Partial terms are not to be counted as part of a full term. Each officer shall be elected by a majority vote of the voting members in attendance by secret ballot. Officers shall be nominated at the last meeting of spring semester prior to the annual banquet; voted on during the weeks prior to the banquet; and installed at the annual banquet. Any offices not decided by majority vote in a secret ballot shall be decided by the majority vote of the voting members present at the annual banquet.

3. To be nominated for office, a candidate must be a full member prior to the nomination month.

4. Nominations for vacant offices shall be made from the floor by the members at the first regular business meeting at the start of the academic semester or in writing to an officer prior to this meeting.
5. If the office of the President becomes vacant for any reason during the calendar year, the Vice President shall assume the office of President for the remainder of the term.

6. If the office of Vice-President, Secretary, or Treasurer should become vacant during an elected term, that vacancy shall be filled by an election for the remainder of the term.

7. The President, at his or her discretion, or at the request of other officers of the Student Paralegal Association may appoint Lieutenants to serve as assistants for various SPA activities such as but not limited to:
   a). Special events;
   b). Membership drives;
   c). Conference functions.

Article VIII; Removal from Office or Membership
1. A request to investigate conduct unbecoming of an officer or member must be submitted in writing to the officers of the Student Paralegal Association.

2. The officers shall appoint a committee consisting of no less than three and no than five members within fifteen (15) days of receipt of the notice to investigate the allegations.

3. Copies of the request to investigate and charges shall be presented to the accused, via registered mail, within fifteen (15) days of receipt of notice to investigate.

4. The committee shall investigate and report to the officers of the Student Paralegal Association in writing within thirty (30) days.

5. The findings and recommendations of the investigating committee must be reported at the meeting following the report to the officers. Removal may only be accomplished by a 2/3 vote of the voting members present at the meeting. When an officer or member is removed by 2/3 vote, the Vice-President of Student Development Services shall be notified in writing of the removal, accompanied with a detailed explanation as to why the officer or member was removed.

6. At the investigating committee's report is submitted, the committee shall be automatically dissolved.

7. Any member or officer who circumvents or invalidates any Bylaw or Bylaws without due process shall be subject to removal.

8. Members who violate the Student Code of Conduct as detailed in the College Catalog and Student Handbook will be referred immediately to the Vice-President of Student
Development Services for disciplinary action.

9. No paragraph or sentence in these Bylaws is intended to supersede the provisions of the Campus Disciplinary Procedures as outlined in the College Catalog. If there is any discrepancy, the provisions of the Campus Disciplinary Procedures shall take precedence.

**Article XI; Amendments to the By Laws**

1. Amendments to the Bylaws shall be made by a 2/3 vote of the voting members present at the meeting when vote is taken. Amendments to the Bylaws shall not be voted on until the regular business meeting following publication of proposed amendments. Publication of the proposed changes must be completed at least one week prior to the meeting.

**Article XII; Officer Job Descriptions**

1. There shall be a separate comprehensive written job description for all officer positions, which shall be submitted for approval by a majority vote of the voting members present at the next regular business meeting. All officers must maintain a minimum 2.5 grade point average (GPA).

2. 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 the Student Paralegal Association;
   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 Student Paralegal Association business only.

3. 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 “Phone Tree.”

4. 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 Student Paralegal Association;
   c). Maintain officer job descriptions;
   d). Maintain the Student Paralegal Association Bylaws;
e) Maintain an e-mail address for Student Paralegal Association business.

5. 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 Student Paralegal Association accounts;
   h). Develop an annual budget;
   i). Provide required financial information at the time designated to the college's Director of Student Activities.

Article XIII; Faculty Advisors
The Faculty Advisors shall be available for advice and help in the development of the Student Paralegal Association. There shall be no limit on the number of faculty advisors.

Article XIV; Ultimate Authority
The President of Athens Technical College shall have ultimate discretion in approving any decision made by the Student Paralegal Association.