

Massachusetts Legal Recruitment Association By-Laws

The name of this organization shall be Massachusetts Legal Recruitment Association (“MALRA”).

The principal office shall be the business address of the Member Representative who is serving as President.

The purpose and objectives of MALRA are:

1. To promote the quality, image and reputation of the legal recruitment profession;
2. To promote the exchange of information regarding administration and management issues relating to legal recruitment;
3. To increase the efficiency of the recruitment process;
4. To develop educational programs and to collect information of value to our members;
5. To support the goals and programs of the National Association for Law Placement where consistent with the goals and purposes of MALRA; and
6. To accomplish other purposes reasonably related to the foregoing.

Criteria: Membership shall be open to 1) any law firm with an office in Massachusetts which is devoted primarily to the practice of law or 2) any ABA accredited law school located in Massachusetts. Each law firm or law school which becomes and remains a member shall be known as a member and shall be entitled to appoint additional member representatives.

Member Representatives: A Member Representative must be 1) an individual employed by a Member, and 2) actively involved in the legal recruitment process.

Dues: An amount shall be established by the Officers and approved by the Member Representatives and shall be due and payable in March of every year.

Termination of Membership: Membership shall cease upon nonpayment of dues or upon resignation.

Assigning of Membership: Any Member Representative who resigns before the end of a term may assign his or her membership to another individual, provided that the individual meets the criteria as defined above and is employed by the same organization as the resigning Member Representative. Notification should be made in writing to the President. Such notification should state the name of the assigned Member Representative and include approval by the member organization.

Notice of Meetings: Notice of all meetings shall state the place, date and hour of such meetings, and shall be delivered by either regular mail, fax or email to each Member Representative not less than ten days before the date of such meeting.

Meetings: Regular meetings shall be scheduled on the third Wednesday of each month, but the President may, from time to time, change the meeting date.

Quorum: Twenty-five percent of the Member Representatives shall constitute a quorum for the transaction of business.

Voting: If a quorum is present, the vote of the majority of those present and voting shall be required to approve any action other than the elections of officers.

Proxies: Every Member Representative entitled to vote shall have the right to do so either in person or by written proxy.

Minutes of Meetings: The minutes of each meeting shall be distributed to each person then serving as Member Representative. The Secretary shall keep the original minutes on file for one year.

Officers: The officers of the organization shall consist of the President, the Vice President/President-Elect, the Treasurer, and the Secretary, plus any other officers which the Member Representatives may, from time to time, elect.

Only Member Representatives with a minimum of two years of MALRA membership shall be eligible to hold the office of President and Vice President/President-Elect. In order to hold the offices of Secretary or Treasurer, a Member Representative must have a minimum of one year of MALRA membership.

The duties of the officers of MALRA shall be as follows:

President

- Coordinates the activities of MALRA
- Chairs all meetings of MALRA and of the Officers
- Acts as primary spokesperson for MALRA

Vice President/President-Elect

- Serves as assistant to the President
- Assumes the duties of the President in the event of the inability of the President to serve and, if necessary, fills the vacancy for the balance of the unexpired term of office of the President
- Coordinates the MALRA committees

Secretary

- Arranges locations for and notifies membership of meetings
- Take minutes of MALRA and Executive Committee meetings and distributes them to Member Representatives
- Takes attendance at meetings
- Maintains the membership list
- Generates nametags for Member Representatives and brings them to the general meetings

Treasurer

- Sends out annual membership forms and processes dues payments
- Processes payments for MALRA events
- Pays bills
- Keeps financial records

Election and Term: All officers with the exception of the President shall be elected for a one-year term commencing at the termination of the March meeting. Each member (law firm or law school) is allotted one vote regardless of the number of Member Representatives. The Office of the President shall automatically be filled by the outgoing Vice President/President-Elect for a one-year term commencing at the termination of the March meeting.

Constitution of Committees: There shall be three Standing Committees as set forth below. The President may from time to time appoint special committees or discontinue any committee. Committees may exercise such powers as may, from time to time, be granted them by the President of the Member Representatives. The President shall appoint a Chairperson for each committee. Any Member Representative shall be eligible to serve on any committee.

The Standing Committees are as follows:

Speaker/Special Events: The Speaker/Special Events Committee shall be responsible for selecting the topics of and engaging the speakers for special meetings of MALRA.

Informational Resources: The Informational Resources Committee shall be responsible for collecting and informing members of new information or library resources online.

Nominating: The Nominating Committee shall consist of the Officers of MALRA and said Committee shall be responsible for gathering the nominations for elected office and presenting the slate to the Member Representatives.