Student Legal Services Advisory Board  
*Bylaws*  

I. Name:  
Portland State University Student Legal Services Advisory Board (SLS Board)  

II. Mission:  
The mission of the SLS Board is to promote involvement, cooperation and accountability in SLS. Its duties are to: 1) advise SLS; 2) review SLS’s mission, operating policies, programming, resource allocation, staffing, and budget requests; and 3) provide guidance to the SLS on these issues. The board also facilitates the gathering of feedback from the student body to ensure greater accuracy and accountability of SLS programming and services. The SLS Board is an advisory board only and is not a governing or decision-making board.  

III. Meetings:  
Regular meetings shall generally be held monthly during the fall, winter and spring terms of the regular academic year. Additional meetings shall be held on the judgment of the chairperson, confirmed by a quorum vote.  

SLS Board meeting announcements shall be posted in the SLS office, on the SLS website, and emailed to members at least one week prior to each meeting. Agendas and meeting minutes shall be posted to the SLS website in a timely manner.  

An ex officio member will be designate to take minutes at each meeting, and minutes for each meeting will be approved at the following meeting.  

A quorum shall consist of four Board members. The Board may choose to meet in closed ad-hoc meetings. All regularly scheduled meetings are open for public attendance, unless otherwise specified.  

IV. Term of office:  
Voting members shall serve for one academic year. All voting member
terms terminate June 30. Voting members may serve additional terms pending election by the previous SLS Board. Members may serve consecutive terms.

V. Board Membership

Members are appointed by the existing members from a list of nominees and applicants. The board publicly solicits applications from the University community. Applications shall be sought in such a way as to provide an adequate pool of faculty, staff, and student candidates. Matriculated students, University faculty/staff, and consultants (attorneys or others who work in the legal field) are eligible for board membership. Selection of members is made during the Spring Term preceding the academic year in which service on the Commission starts. Positions which become vacant will be filled from the most current list of nominees or other members of the University community as approved by the Board.

SLS staff are non-voting, ex officio Board members.
Students and consultants are voting Board members.

Board Chair

- The chair is a voting member chosen from the PSU student population.
- The chair will be selected by and from the voting membership of the previous year, at or before the last meeting of the academic year.
- The chair serves one term of office unless re-elected to a second term.
- The chair is responsible for organizing and running meetings, developing the agendas, ensuring minutes are taken at formal meetings and facilitating discussion between the SLS Advisory Board and the community.
- Agenda items shall be set in consultation with the voting membership.

Membership

- The Board shall have up to five student members at a time.
- Associated Students of Portland State University (ASPSU) and Student Fee Committee (SFC) shall each be invited to have a representative on the Board.
- Any other matriculated/degree-seeking students who show an interest
in serving on the Board will be considered.

- The Board shall have up to five University staff or faculty members (other than SLS staff) at a time based on application.
- Consultants: The Board may invite attorneys or others who work in the legal field to serve as Board members in order to provide expertise and information.
- SLS Director and staff shall be ex officio members of the Board.

VI. Activities and Responsibilities of Members:

Members attend scheduled board meetings. Since the board functions on the discussion, knowledge and skills of every member it is vital to the team that meetings are attended by all members. Missing more than two consecutive meetings, or a total of four meetings during one year, is cause for a member to review his/her commitment to the board. A leave of absence on an academic term basis, sabbaticals and voluntary resignation are acceptable and understandable considering busy schedules and changes in availability. The board has the authority to review the attendance of any member and vote on replacement based on membership responsibility fulfillment.