

# ASCL By-Laws

## Amendment Adopted at the 2005 Annual Meeting to Create a New Position: the Executive Assistant

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The proposed amendment to Article V authorizes the Executive Committee to create a new position, the Executive Assistant, to help with Society business as described in the new section 5.3. It attempts to reach a balance between flexibility (allowing Executive Committee supervision) and accountability (with Society directors reviewing new arrangements and annually voting on the amount of subsidy recommended). The Executive Assistant could handle the following representative tasks: (1) maintain the authoritative membership list and handle mass first class and e-mail communications; (2) deal with routine communication about the Society and maintain the correspondence; (3) create and index an archive of historical Society materials; (4) update the Society Web site at least once a month; (5) assist with annual meeting and joint meeting arrangements; (6) assist the Treasurer with dues dunning calls and letters; (7) assist the President with fund-raising solicitations and foundation proposals.

The amendment foresees the Executive Committee exploring the possibility of finding a Sponsor Member to host such a position. An appropriate initial position could be a quarter time person, for whom the Society would pay a subsidy of \$10,000 annually. This would replace the current payment of \$500 each to the President, Secretary, and Treasurer's law school, for a total of \$1,500. Thus, the net additional expense might be \$8,500. Jim Nafziger, the Society's American Council of Learned Societies Administrative Officer, has agreed to provide his expertise in facilitating the creation of such a position.

### ARTICLE V. OFFICERS AND EXECUTIVE ASSISTANT

**Section 5.3. *Executive Assistant.* The Executive Committee may create the position of Executive Assistant to help with everyday Society business, maintain the Society's archive, update the Society's Web site, and coordinate activities among the officers and between the officers and the Executive Committee. The Executive Assistant's office shall be located at a Host Institution, which the Executive Committee shall select based on applications from interested Sponsor Members. The terms of the arrangement between the Host Institution and the Society shall be negotiated by a representative of the Executive Committee and must be approved by the Executive Committee. Any particular arrangement may not exceed a term of three years, and either the Host Institution or the Society may terminate the arrangement with a minimum of six months notice. The Board of Directors may ratify or reject an Executive Committee decision regarding this position, but the six months notice requirement will stay in effect. The Board of Directors at the annual meeting shall have the opportunity to ratify or reject the subsidy requested for the Host Institution as a specific recommendation of the Treasurer.**