

Mitchell Hamline School of Law

Student Intellectual Property Law Association

By-Laws

Board Member Positions and Descriptions

- The **President** shall be responsible for: knowing Mitchell Hamline School of Law (MHSL) guidelines regarding organization conduct, management, and protocols; conducting, holding, administering meetings; managing, supervising, and advising officers and membership; pursuing and promoting the visibility of the organization within and outside of MHSL; knowing, maintaining, and executing the provisions and requirements of the SIPLA constitution within the organization. The President shall hold a position on the Intellectual Property Institute's Board of Advisors during his/her term and shall attend meetings called by the Institute.
- The **Vice-President** shall assist the President in his/her duties and perform any of those duties in the event that the President does not perform. The Vice-President shall: act in any capacity directed by the President to assist in the performance of the President's assigned duties; act as liaison to and supervisor of, all SIPLA committees and organization projects; make periodic progress reports regarding committee and project status to the President, Secretary, and Treasurer upon reasonable request; coordinate with the Secretary regularly for the purposes of keeping the officers and membership fully informed regarding progress and status of the organization.
- The **Career Coordinator** shall: be responsible for seeking out and maintaining beneficial and meaningful associations with persons, firms, or institutions who have hired or intend to hire SIPLA members as clerks, patent examiners, interns, externs, or attorneys. The Career Coordinator shall also be responsible for assisting with the coordination of the mentor program between SIPLA members and IP professionals. The Career Coordinator shall communicate openings to interested SIPLA members and the Secretary.
- The **Treasurer** shall: apply for funding each semester from the MHSL Student Bar Association (SBA); collect, record, monitor, manage, balance, and distribute organization funds; facilitate or aid in the facilitation of travel arrangements, hotel accommodations, beverages and fare, and document reproduction according to MHSL SBA guidelines and protocols.

- The **Secretary** shall: compile, update, maintain, and administer the SIPLA list- serve; compile and disseminate to the officers and membership all information of relevance or interest other than those related to career development, including information deemed appropriate by the other officers; collect, file, maintain, compose, edit, and post correspondence for the organization; act as liaison between officers, between officers and membership, and between members; keep a record and summary of all meetings or matters of organization interest.
- The **Technology Coordinator** shall: manage, administer, supervise, and maintain the SIPLA website and Facebook, Linked-In, and Twitter accounts; supervise any changes proposed by the officers, committees, or membership to the website's design, organization, development, growth, updating, postings, administration, and maintenance; coordinate with the other officers, committees, and members to provide the membership access to SIPLA related information via the website; seek out, maintain, and provide access to web accessible information of general interest and utility to SIPLA and its membership.