HASTINGS CRIMINAL LAW SOCIETY BYLAWS

Bylaws of the Hastings Criminal Law Society
Revised July 18, 2014

Article I: Title of the Organization
Hastings Criminal Law Society

Article II: Purpose
The purpose of the Hastings Criminal Law Society is to promote dialogue and activity regarding criminal justice practice, scholarship, and policymaking. HCLS will bring together students, professors, professionals, and speakers from a wide range of backgrounds, interests, and ideologies. Our goal is to provide a forum for students to meet and learn from one another and from professionals in order to gain a broad perspective on criminal law and to build relationships with future colleagues. HCLS will comply with the Policies and Regulations Applying to College Activities, Organizations and Students.

Article III: Membership
Section 1- Any full-time Hastings student may become a member of HCLS provided the student attends one (1) meeting per semester and provides assistance for one (1) event during the year.
Section 2- There shall be no dues for membership in HCLS.

Article IV: Officers
Section 1- The HCLS Board shall consist of a President (or co-presidents), External Vice President, Internal Vice President, Secretary, Treasurer, Philanthropy or program chair (or co-chairs), IL Head Representative and IL section representatives.
Section 2- Only second and third-year students who have been members for a minimum of one academic semester may be eligible to hold the position of President or Vice President. Any member may be eligible to hold the position of Secretary, Treasurer, or Program chair. Only first-year students are eligible to be IL section representatives. Only first-year students are eligible to be 1L Head Representative.
Section 3- Elections for President, External and Internal Vice Presidents, Secretary, Treasurer, and Philanthropy/ Program Chair shall occur by secret ballot either by email or at an HCLS meeting of each spring semester following nominations. Nominees wishing to run as Co-Presidents or Co-Event Chairs must so designate during the nomination period; otherwise, nominees will be presumed to be running for solo officer positions. Officers shall take office at the next meeting and shall hold office until that office's successors are elected. Following elections in spring, the outgoing and incoming board members shall hold a transitional meeting.
Section 4- Elections for Head 1L Representative position are held by secret ballot in the fall semester of each year. Once the position is filled, the 1L Head Representative attends all executive board meetings and member meeting, and starts duties immediately.
Section 5- If the office of the President shall become vacant for any reason, the External Vice President shall fill the vacancy for the remainder of the term and until the next election. If any office other than the President shall become vacant, that vacancy shall be filled by appointment by the President for the remainder of the term. The organization must confirm the appointment of a replacement officer by a two-thirds (2/3) vote at the first general meeting.
following the appointment.
Section 6- No member shall hold more than one office at a time.
Section 7- The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the organization.
Section 8- If an officer fails to perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the organization. That officer may be voted off the Board following notice of such failure by the president or either vice president. The vote will be a (2/3) majority vote of the board, and the officer may be replaced by appointment by the President as described in section 4 of this article.

Article V: Duties of Officers
Section 1- President: The President shall preside over all HCLS board meetings and general meetings, set the schedule of meetings each semester with the approval of the Board, manage the activities of HCLS including facilitation of discussion over and selection of panels and events (with the help of External VP). President approves all documents, requests, and resolutions before submission to the College. The President shall oversee the Board and fill in where necessary. The president oversees all officers and ensures they are fulfilling their duties.

Section 2- Internal Vice President: The Internal Vice-President shall be the second hand person to the President and the rest of the Board by filling in where necessary and handling tasks that have not otherwise been delegated or listed in this Article. The Internal Vice President shall also, with the President, oversee the Board and ensure that reasonable notice and an opportunity for improvement is given to any officer not fulfilling his or her prescribed duties before the Board votes to remove that officer from the Board. In addition to assisting the president with all duties for the organization, Internal Vice President deals with UC Hastings related matters such as scheduling school events, communicating with the career office, and working with the secretary to maintain membership.

Section 3- External Vice President: The External Vice President is also the right hand person to the President and fills in when necessary like the Internal Vice President. The External Vice President also organizes outreach for the organization, leads as the point of contact between HCLS and the Hastings community, and spearheads the annual alumni symposium in the fall. The External Vice President reaches out to attorneys and Hastings professors in the area of criminal law, develops the invitation for the HCLS mixer, contacts attorneys and faculty to invite to the event, and reserves catering and refreshments for the event.

Section 4- Secretary: The Secretary shall submit emails to be published in the Hastings Weekly, over see the 1L Head Representative coordinate the responsibilities of the IL representatives, and keep and publish the minutes of each HCLS board meeting and general meeting. The secretary deals with communication between officers and members. The Secretary sends reminder emails for board meetings and member meetings to all participants. The Secretary sends reminder emails to all parties when an event or meeting is scheduled. The Secretary collects the schedules of all officers at the beginning of each semester in order to select the best time for officer meetings, with the consent of the entire board.

Section 5- Treasurer: The Treasurer shall draft a budget proposal each semester of his or her term, timely submit the budget proposals to ASUCH for approval, and appear at ASUCH budget meetings to advocate on behalf of HCLS budget proposals if necessary. Additionally, the Treasurer shall draft all ASUCH Resolutions and be present at the ASUCH meeting to present said Resolution to ASUCH for approval of additional funds. The Treasurer shall research and
estimate event costs, gather receipts from events, and submit reimbursement requests to ASUCH in accordance with HCLS' approved budget each semester and with applicable ASUCH procedures.

**Section 5- Fundraising Coordinator or Program Chair:** The Fundraising Coordinator shall coordinate students, faculty, and staff volunteers and participants for each HCLS event. The Chair shall be responsible for spear-heading and managing these events with support of the Board. The chair works with External Vice President for event management responsibilities, which include but are not limited to fundraising, catering, publicizing, coordinating speakers and volunteers, setting and cleaning up, and following up to thank speakers. The Fundraising Chair is in charge of planning and running all fundraising efforts on behalf of the organization, plans and hosts an annual beer on the beach event, and creates and manages a fundraising committee for events.

**Section 6- 1L Head Representative:** The 1L elected class representative acts on behalf of the 1L members. The 1L Head Representative attends all executive board and member meetings, communicates with entire 1L class. The Rep Leads all 1L section representatives, and takes instruction from the secretary on tasks concerning the other 1L representatives. The 1L Head Rep acts as the point of contact between 1L section representatives, all 1L members, and the executive board. The 1L Head Rep has the goal of ensuring all 1L members are represented within HCLS. The 1L Head Rep should conduct meetings, take polls, send emails etc. in order to gauge interest in the organization among the 1L class and propose new ideas that the class would be interested in.

**Article VI: Meetings**

Section 1- HCLS regular meetings shall convene one week of each month from September to April, unless otherwise ordered by HCLS.

Section 2- One regular meeting each Spring shall serve the purpose of holding officer elections.

Section 3- Special meetings can be called by the president or by request of five (5) active members of HCLS. At least three (3) days notice shall be given to all members prior to the convening of any special meetings.

Section 5- The President shall preside over and conduct the meetings of HCLS with the assistance of the Board. The External and Internal Vice Presidents can be selected to run the meetings, at the Presidents request with the boards approval.

**Article VII: Parliamentary Authority**

Section 1- The rules contained in the current edition of *Roberts Rules of Order, Newly Revised* published by Scott, Foresman and Company shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt. The President may vote to run the board contrary to the parliamentary authority. This is permitted after a majority vote of the executive board. Changes can be made for a particular occurrence, where circumstances arise.

**Article VIII: Amendment of Bylaws**

Section 1- These bylaws may be amended at any board meeting by a two-thirds (2/3) vote of the attending board members, provided that the amendments have been submitted in writing to all regular members with an opportunity to comment one week prior to voting.
The amendment process may be updated if the executive board votes to change the process by two-thirds (2/3) vote, and notice is given to HCLS members before and after any changes.