

Hastings Public Interest Law Foundation Bylaws
Amended March 19, 2012

ARTICLE I: NAME OF THE ORGANIZATION

The name of this organization is Hastings Public Interest Law Foundation (“HPILF”).

ARTICLE II: PURPOSE

HPILF supports students at the University of California, Hastings College of the Law (“Hastings”) who are pursuing careers in the public interest. HPILF primarily raises funds to provide grants to Hastings students who devote their summer to working in the public interest. HPILF also helps promote public interest opportunities within and outside Hastings. HPILF will comply with the policies and regulations applying to college activities, organizations and students.

ARTICLE III: MEMBERSHIP

Section 1: Eligibility

Any student currently enrolled at Hastings is eligible for membership.

Section 2: Members

Members include all eligible students that submit their contact information to the Secretary. Membership continues as long as the member is an enrolled student at Hastings.

Section 3: Member Contact Information

3.1 Members shall submit the following information to the Secretary

- a) Name
- b) Telephone number
- c) Address
- d) Primary E-mail

3.2 The board may add, remove or modify other optional requirements.

Section 4: Fees and Dues

No fees or dues are required for membership.

ARTICLE IV: BOARD MEMBERS

Section 1: Presidents

1.1 There are two Presidents.

1.2 Powers and Duties

Unless otherwise delegated by the Presidents, their duties and responsibilities include interacting with Hastings administration, overseeing the board, and representing HPILF at all Hastings events and meetings.

1.3 Subject to the control of the board, the Presidents shall have the authority and responsibility to exercise powers of general supervision, direction, and control of the business and affairs of HPILF.

1.4 In addition to their oversight over other HPILF events, the Presidents are directly responsible for Grant Administration.

1.5 Major decisions by the Presidents shall be addressed to the board whenever reasonable.

1.6 The Presidents are allowed to delegate a portion of their duties to the Vice-Presidents.

1.7 Disagreements between the Presidents and Board Members

Disagreements regarding Presidential action may be raised at Board Meetings and are subject to overturn by majority vote of the board.

1.8 Disagreements between Presidents.

In the event that the Presidents fail to reach an agreement, the decision shall be submitted to the board for decision by majority vote.

Section 2: Vice-Presidents

2.1 There are two Vice-Presidents.

2.2 The Vice-Presidents are responsible for aiding the Presidents and planning internal events and activities with the administration and student body at Hastings.

2.3 In the absence or disability or refusal to act of the Presidents, the Vice-Presidents, as fixed by the board, shall perform all of the duties of the Presidents and when so acting shall have all the powers of and be subject to all the restrictions upon the Presidents. The Vice-Presidents shall have such other powers and perform such other duties as from time to time may be prescribed for them, respectively, by the Presidents, the Board or these by laws.

2.4 The Vice-Presidents are responsible for maintaining membership in HPILF, including by not limited to:

- a) Recruitment of new members
- b) Any other membership related activities or responsibilities.

- c) HPILF alumni member relations such as keeping and maintaining an active list of members

2.5 The Vice-Presidents are responsible for the organization and administration of HPILF events, including, but not limited to

- a) Disorientation
- b) Envision Public Interest
- c) Elections

2.6 The Vice-Presidents are responsible for Tabulating Board votes and ensuring quorum.

Section 3: Treasurer

3.1 There is one Treasurer.

3.2 The Treasurer has the authority over and is responsible for

- a) Administration of taxes for HPILF
- b) Disbursement of grant funds to grant recipients
- c) Processing donations, including but not limited to depositing donations into accounts and issuing receipts
- d) Maintenance of all financial accounts
- e) Fulfilling all treasury duties with loyalty and care
- f) Supervising accounting and financial reporting within HPILF
- g) Creating and managing budget, including but not limited to assuring efficient use of financial resources
- h) Preparing and submitting budget requests and communicating with ASUCH
- i) Approving and reimbursing all expenditures exceeding \$50
- j) Collecting petty cash during sales and fundraisers
- k) Fulfilling all comptroller duties with loyalty and care

3.3 The Treasurer will have access to all financial accounts for the purposes of fulfilling the previous duties.

Section 4: Secretary

4.1 There is one Secretary.

4.2 The Secretary has authority over and is responsible for

- a) Organizing Board meeting times and reminders
- b) Taking meeting minutes
- c) Keeping record of attendance at Board meetings
- d) Keeping Board members informed of current Board business

- e) Regularly checking the voice mail and postal box and forwarding information and documents to the relevant officers
- f) Other help in organizing logistics for meetings and events
- g) Adding new members who submit their membership information to the e-mail list serve
- h) Fulfilling all secretarial duties with loyalty and care

4.3 In the event that the Secretary is absent or is unable to act, the board shall appoint a member by majority vote to assume the duties of the Secretary for such length of time as needed. The Secretary shall have all of the powers and perform all of the duties incident to the office of secretary, and they shall have such further powers and shall perform such further duties as may be prescribed for them by the board.

Section 5: Auction Chairs

5.1 There are three Auction Chairs.

5.2 The Auction Chairs have authority over and are responsible for

- a) Organizing and planning the Auction
- b) Soliciting and collecting donations in connection with the Auction
- c) Organizing volunteers to aid with donations
- d) Overseeing Auction operations during the event, including supervision of volunteers
- e) Closing accounts after the Auction
- f) Fulfilling all auction-related duties with loyalty and care
- g) Soliciting and gathering faculty donations and participation

5.3 The Auction will take place in February of each year.

Section 6: Directors of Development

6.1 There are two Directors of Development.

6.2 The Directors of Development have authority over and are responsible for

- a) Fundraising activities, including firm donations and Donate-A-Day
- b) Finding underwriters for the Auction
- c) Maintaining a database of and contact with HPILF alumni

Section 7: Director of Communications

7.1 There is one Director of Communications

7.2 The Director of Communications has authority over and is responsible for

- a) Managing HPILF's web and IT related accounts, including HPILF's email, listserv, website and other electronic accounts

- b) Sending out a weekly announcement to all HPILF members
- c) Managing production and design of all graphic and communication related materials
- d) Maintaining all external communications including public relations
- e) Fulfilling all communication-related duties with loyalty and care

Section 8: 1L Representatives

8.1 There are up to two 1L Representatives for each 1L Section. 1L Representatives are ex officio members of the board.

8.2 The 1L Representatives are responsible for

- a) Chalking classroom boards
- b) Organizing social events as determined by the board
- c) Organizing community service opportunities as determined by the board
- d) Assisting other Board members
- e) Communicating HPILF matters to their respective Sections
- f) Fulfilling all duties with loyalty and care

Section 9: 3L Representatives

9.1 There are two 3L Representatives. 3L Representatives are ex officio members of the board.

9.2 Each Board shall select the next year's 3L Representatives at the end of their term by a majority vote.

9.3 The 3L Representatives are responsible for

- a) Attending all Board meetings and providing guidance based on the past year's operations
- b) Facilitating communication between the current Board and previous board members

Section 10: Eligibility

10.1 1L Representatives must be 1L students currently enrolled at Hastings. 3L Representatives must be 3L students currently enrolled at Hastings. All other Board members must be currently enrolled 2L or 3L students at Hastings.

10.2 All Board members must be current members of HPILF.

10.3 No Board member may hold more than one position concurrently.

Section 11: Terms of Office

11.1 Board members-elect replace current board members on the second to last Friday of regular classes of the second semester of Hastings' academic calendar.

Section 12: Vacancies

12.1 In the event that a position is not filled at the close of general elections or a vacancy occurs prior to the 1L Representative election, the board-elect may temporarily fill such vacancy by a majority vote. An election will be held to formally fill the position during the election for 1L Representatives. The temporary appointee may run in the formal election. Current Board-elect members may resign their position up to two weeks prior to the 1L Representative election to run for the vacant position.

12.2 In the event that a vacancy occurs or remains after the fall 1L Representative election, the board shall solicit applications and nominations from the general student population. From these applicants, the board shall fill the vacancy by a majority vote.

12.3 During the time that a vacancy remains unfilled, the Presidents shall have the authority to delegate the responsibilities of the vacant position to other members of the board.

Section 13: Board Member Removal

13.1 The board may remove any board member for failure to fulfill their duties or responsibilities by a majority vote.

13.2 In the event that a board member is removed, the board shall solicit applications and nominations from the general student population. From these applicants, the board shall fill the vacancy by a majority vote.

ARTICLE V: ELECTIONS

Section 1: Timing

Elections shall be held no later than the week before Spring Break.

Section 2: Election Management

The Vice-Presidents shall be in charge of managing the election and tabulating voting results.

Section 3: Candidates

3.1 A person is eligible to run as a candidate for a board position if they are a current member of HPILF, and a 2L or 3L at the time that they will serve as a board member.

3.2 A candidate may run for more than one position and list them in order of preference.

Section 4: Nomination of Candidates

All nominations shall be submitted to the Vice-Presidents at least 72 hours before the election by the nominee themselves or by a current HPILF member. Candidates nominated by other HPILF

members must be notified of their nomination immediately. Upon notification, nominee may accept or decline.

Section 5: Eligibility to Vote

All current members are eligible to vote. Member enrollment shall be temporarily closed for the duration of the voting period as defined in Section 5.4 [?].

Section 6: Election Meeting and Methods

6.1 Elections take place by voting held at a meeting designated by the board members and by absentee voting.

6.2 Candidate lists and statements of interest shall be submitted to voters 48 hours prior to the general election.

6.3 The voting period shall begin at 12:00am following the release of the candidate list and statements. Members may vote absentee by e-mailing the Vice-Presidents prior to the start of the general election meeting.

6.4 The candidate with the most affirmative votes shall fill the position.

6.5 In the event of a tie, there will be a subsequent run-off election among those candidates.

Section 7: Voting

7.1 The ballots shall include the candidates for each position and each candidate's order of preference for each position.

7.2 Each voter may cast as many votes per position as there are seats available. The votes are not ranked; each vote a candidate receives is counted as a full vote.

7.3 Voters may select one candidate for multiple positions based on the preferences they have listed.

ARTICLE VI: MEETINGS

Section 1: Announcement

Meetings must be announced one week before the occurrence of the meeting. The first meeting of each semester is exempt from this requirement.

Section 2: Times

The board determines the time and location of general membership meetings and board meetings. Meetings should be scheduled to maximize attendance. The board may call special meetings at any time, with respect to Section 1.

Section 3: Board Member Attendance

All meetings must be attended by at least one board member.

Section 4: Voting

Decisions open to the general membership are determined by an affirmative vote by simple majority. To establish a decision, at least two-thirds of the board and half of all members must participate in a vote. Decisions open only to board members must be determined by an affirmative vote by simple majority.

ARTICLE VII: AMENDMENT OF BYLAWS

Section 1: Meeting

The bylaws can be amended by holding a meeting specifically for discussing the amendment. This meeting must be announced as a "Bylaws Meeting."

Section 2: Voting

A vote to amend the bylaws is held at least one week after the meeting described in Section 1. There must be an affirmative vote by two-thirds of the membership to amend the bylaws. Each amendment to the bylaws must be voted upon separately.

VIII: GRANT GUIDELINES

Section 1: Introduction

1.1 The HPILF Summer Grant Program offers \$4,000 grants from HPILF and Tobriner funds via a common application. In accordance with HPILF's purposes and objectives, grants are awarded to students who are both devoted to public interest law while in school, and who show promise to pursue careers as public interest lawyers and advocates.

1.2 The selection criteria and process for HPILF and Tobriner grants will be identical. However, at least one Tobriner grant will be awarded to a student working with the Legal Aid Society of San Francisco Employment Law Center. Every applicant will be considered for both grants

Section 2: Eligibility & Expectations

Applicants must meet the following criteria:

2.1 Student must be a Hastings 1L or 2L.

2.2 Student must be eligible for financial aid (and give permission to HPILF to verify this).

2.3 Student must not receive more than \$5,000 total in project related financial assistance. This does not include wages earned through other employment. If applicants secure other sources of project-related funding (such as work-study, other grants, fellowships, or family contributions), they must report such funding to HPILF. If HPILF or Tobriner grant money puts the recipient over the \$5,000 cap, the recipient will be expected to return the excess funds. Grant recipients who are eligible for work-study may use their grant to cover the employer portion of their work-study stipend.

2.4 Student must have secured summer employment with public interest organization. In determining which applicants and organizations are eligible for funding, HPILF broadly defines the term “public interest.” Students working with 501(c)(3) non-profit organizations, government agencies, international organizations, and advocacy or policy groups are all eligible so long as the work has a legal component. While HPILF strives to award grants to students doing a diverse range of public interest work, it is important to remember that “public interest” means much more than “unpaid.”

2.5 No funding is available for judicial externships, political campaigns or for-profit enterprises.

2.6 Student must have some form of attorney supervision. If a supervising attorney is not available through the applicant’s employer, the applicant must find a professor or other attorney who is willing to provide supervision throughout the summer. In such a case, applicants must obtain an additional signed letter from that attorney agreeing to supervise the applicant and submit the letter along with the Employer Information sheet.

2.7 Student must work full-time for at least 8 weeks, but may combine part time internships.

2.8 Student must complete one full grant application.

2.9 Student must complete ten hours volunteer time to HPILF, during the 2012-2013 school year; or, two solicited donations to the 2013 HPILF Gala of at least \$50 each; or a combination of five hours and one donation.

2.10 Must submit a two to three page summary of their summer work, due August 31.

Section 3: Application

3.1 Cover Sheet

3.2 Employer Information Page

3.3 Personal Statement

Students' answers may not exceed a total of four double-spaced pages in 12-point Times New Roman, with one-inch margins. Student ID number should be placed on every page of the application. Names should not be included. Applications should address the following

- a) Explain where you will be working this summer and how your work will serve the public interest.
- b) Explain why you are interested in public interest work, and specifically, why you would like to work with this employer.
- c) Describe your future career plans and how this work will further those goals.
- d) Describe experiences that demonstrate your ongoing commitment to public interest work.

3.4 Resume

Resumes should be anonymous. It should be expanded to include as many details as possible about the student's public interest and volunteer work. HPILF expects this resume to exceed one page—as many details as possible should be included (e.g., organization name, job title, a short description of activities, the dates of the activities and the hours per week that were worked or volunteered.) GPA is optional. HPILF values sustained commitment to public interest much more highly than academic achievement and our readers are accordingly be advised to deemphasize the importance of GPA.

Section 4: Application Review

A committee composed of Hastings faculty, alumni, students and public interest lawyers will evaluate applications for HPILF and Tobriner grants. The review process is anonymous and merit-based. Your job as an applicant is to demonstrate how your summer job, when viewed in relation to your past work and future goals, is part of your overall public interest trajectory. In addition to students' grant applications and resumes, the committee considers whether applicants demonstrate the following attributes:

- a) Strong past, present, and future commitment to public interest law;
- b) Ability to contribute to the communities with whom they are working; and
- c) Potential for development and growth as public interest advocates through their summer work.