

## **Article I - Name of Organization**

Ms. JD is the formal name of this organization.

The National Women Law Students' Organization is a subsidiary commission of the national chapter of Ms. JD.

## **Article II - Purpose**

Ms. JD is a nonprofit, nonpartisan organization dedicated to the success of women in law school and the legal profession. Ms. JD seeks to support and improve the experiences of women law students and lawyers. Obstacles to equal participation hinder not only women in the law, but also their colleagues, clients, children, and communities. Ms. JD consequently strives to give voice to why it matters that women continue to overcome barriers to achieve gender parity in the legal profession. In doing so, Ms. JD spreads the word: **women's victories are everyone's victories**. Ms. JD at UC Hastings agrees to comply with the Policies and Regulations Applying to College Activities, Organizations and Students.

## **Article III - Membership**

**Section 1:** Any full-time student at UC Hastings, College of the Law may become a member of Ms. JD.

**Section 2:** Policy on Nondiscrimination

- (a) Pursuant to UC Hastings College of the Law Nondiscrimination Policy, Ms. JD at UC Hastings shall not discriminate on the basis of race, color, religion, national origin, ancestry, disability, age, sex, or sexual orientation.

## **Article IV - Executive Board**

**Section 1:** Ms. JD shall have an Executive Board of five Executive Board Officers.

**Section 2:** The Executive Board Officers shall consist of a President, Vice-President Internal (VPI), Vice-President External (VPE), Financial Officer (FO), and Outreach and Professional Development Coordinator (OPDC).

**Section 3:** These officers shall perform the duties prescribed by the bylaws and by the parliamentary authority adopted by this organization.

**Section 4:** Executive Board Officers shall be elected each year during the month of March.

(a) Only second and third year Ms. JD at UC Hastings members who have been registered members in good standing for at least one academic semester are eligible to hold office on the Executive Board.

(1) Members are in good standing if they attend at least three Ms. JD events.

(2) Events for the purposes of standing shall be general meetings and Ms. JD programming.

(b) Elections shall be administered by the current Executive Board Officers.

(c) Officers will be elected by a simple majority of registered Ms. JD at UC Hastings member votes.

(1) Only registered members who have attended at least three general meetings during the academic year are eligible to vote for the Executive Board Officer elections.

(2) A registered member is an individual who is on the formal registry.

(d) Any tie shall be settled by a runoff between the Executive Board Officer candidates receiving the largest proportion of the votes in the initial tally.

**Section 5:** The Executive Board shall serve for a period of one term.

(a) A term commences on the last day of classes following the election and terminates one day prior to the last day of classes the following year.

(b) The incumbent officers shall share their knowledge, experience, and information about ongoing projects in a transitional meeting to happen before the end of the Spring semester.

(c) At least one incumbent board member and all incoming board members shall attend the Student Leadership Conference hosted by ASUCH.

**Section 6:** Executive Board Officers shall be removed upon unexcused absence at two or more Executive Board meetings.

(a) Excusability of absences shall be determined by a vote of the Executive Board.

**Section 7:** No member shall hold more than one office at a time. No member shall be eligible to serve more than one term in a consecutive office.

**Section 8:** If the office of the president shall become vacant for any reason, the Vice-President Internal shall fill that office for the remainder of the term. If any other Executive Board position, besides the position of president, shall become vacant, that office shall be filled by an individual selected from the General Membership, nominated by any Executive Board Officer, and approved by a simple majority of the Executive Board.

**Section 9:** At the discretion of the President or at the suggestion of an Executive Board Officer to the President, special committees may be formed to administer Ms. JD programming and fulfill the mission of Ms. JD as an organization.

(a) The President shall vest the committee with any necessary authority to complete its designated tasks.

(b) Any Executive Board Officer shall appoint the chair of the special committee they create, subject to veto by a simple majority of registered Ms. JD members.

**Section 10:** All Executive Board Officers shall be responsible for maintaining the cleanliness of the Ms. JD office, as well as ensuring the bulletin board is kept up to date.

#### **Article V - Duties of Officers**

**Section 1:** The President is in charge of setting the agenda for the academic year. It is up to the President to develop a broad strategy and ideas for fulfilling the mission of Ms. JD throughout the President's term. The President is tasked with seeing that other Executive Board Officers and special committees fulfill their duties and obligations throughout the year. The President shall call Executive Board meetings, and set meeting agendas, no less than three times a semester and more if needed. The President is also in charge of calling and administering general meetings of the Ms. JD members.

(a) The academic year agenda shall be set by no later than the first day of the Fall semester.

(b) The academic year agenda shall consist of a schedule for tentative meetings and all major events.

**Section 2:** The Vice-President Internal shall assist the President in carrying out the President's academic year agenda. The VPI shall ensure that records of all general and Executive Board

meetings are kept. In addition, records of all general meetings shall be distributed to all Ms. JD members. The VPI shall also keep records of attendance for all Ms. JD hosted events for the purposes of member standing. The VPI is also in charge of maintaining all chapter communications via social media and shall share this responsibility with the VPE. The VPI shall also assist the OPDC in recruitment efforts. In addition, the VPI shall be responsible for maintaining a Student-Student Peer Mentoring program.

- (a) The Student-Student Peer Mentoring program shall consist of 1Ls being paired up with 2L or 3L members for the purposes of easing the navigation of the legal experience.
- (b) The Student-Student Peer Mentoring program shall have the pairs assigned no later than 31 days after the start of Fall semester.

**Section 3:** The Vice-President External shall assist the President in carrying out the President's academic year agenda. The VPE shall serve as the Ms. JD at UC Hastings liaison to the national organization and local chapters. The VPE is responsible for ensuring there are adequate networking opportunities and adequate joint programming with other local and national Ms. JD chapters. In connection with this responsibility, the VPE shall assist the OPDC with the Alumni-Student Sponsorship Program. The VPE is also in charge of maintaining all chapter communications via social media and shall share this responsibility with the VPI.

- (a) The VPE shall plan no less than one networking and/or joint programming event per semester.

**Section 4:** The Outreach and Professional Development Coordinator is responsible for actively advocating for the interests and needs of women at UC Hastings through programming including but not limited to Alumni-Student Sponsorship Program and the Women of Color Initiative. The OPDC shall generate and maintain relationships with students, administration, faculty, alumni, community partners, as well as collaborations with on campus organizations. The OPDC, with assistance from the VPI, shall be in charge of the recruitment of new Ms. JD members.

- (a) The Alumni-Student Sponsorship shall consist of the pairing of law students with Ms. JD Alumni, UC Hastings Alumni or other Sponsors as approved by the Executive Board for the purposes of easing the navigation of the legal experience.
- (b) Sponsorship pairs will be assigned on a rolling basis based on need and availability.

**Section 5:** The Financial Officer is responsible for raising funds and shall ensure that Ms. JD at UC Hastings remains in good financial standing with the University and any donors or financial institutions. The FO shall maintain accurate records of incoming and outgoing funds, the status of funds at fiscal services, and any financial transactions relating to ASUCH and the reimbursement of expenses. The FO shall provide a report at the end of each semester on the financial standing of the organization to the Executive Board. The Financial Officer shall submit timely budget requests and resolutions to ASUCH during each academic semester. Proposed budgets and funding resolutions must be submitted to the Executive Board no later than two weeks in advance of the budget or resolution deadline. Proposed budgets and funding must be approved by a simple majority of the Executive Board.

- (a) The report shall contain the current account balance of the organization, assets, liabilities, and any financial matters requiring resolution or follow-up by the Executive Board.

## **Article VI - First-Year Representatives**

**Section 1:** First-Year Representatives shall be nominated by first-year class members of Ms. JD during fall semester.

**Section 2:** Elections for First-Year Representatives shall be held within thirty days after the start of the fall semester.

**Section 3:** The number of First-Year Representatives per section shall be at least two, but not to exceed four.

**Section 4:** The responsibilities of the First-Year Representatives are, but not limited to:

(a) Publicize all events by speaking to their respective sections and putting notices on whiteboards.

(b) Help the Executive Board Officers on committees as needed.

**Section 5:** The Vice-President Internal shall address any questions that arise regarding First-Year Representative Elections.

## **Article VII - Meetings**

**Section 1:** There shall be no fewer than three general meetings each academic semester.

**Section 2:** Attendance shall be taken and recorded by the Vice-President Internal at each meeting unless the Vice-President Internal is absent, whereby another officer of the Executive Board shall take attendance.

**Section 3:** Meeting times shall be assessed each semester, and shall be determined based on a survey of Ms. JD Executive Board availability.

**Section 4:** Meetings need not occur by rote, but rather, should be called where there is organizational business and a need to confer.

**Section 5:** The president shall preside over all Ms. JD general meetings.

## **Article VIII - Parliamentary Authority**

**Section 1:** The rules contained in the current edition of *Robert's Rules of Order Newly Revised* 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.

## **Article IX - Amendment of Bylaws**

**Section 1:** These bylaws can be amended at any regular meeting of Ms. JD by a two-thirds ( $\frac{2}{3}$ ) vote of registered Ms. JD members, provided that the amendment has been submitted in writing by the Vice-President Internal, and distributed to the Executive Board, no fewer than one week in advance of the regular meeting where the amendment will be presented and voted on.