

Bylaws of the Hastings Jewish Law Students Association
July 19, 2013

Article I: Name

The name of the organization shall be the Hastings Jewish Law Students Association (hereinafter "HJLSA").

Article II: Purpose

1. To promote the interests of Jewish students at UC Hastings, to represent those interests to the UC Hastings Administration.
2. To have inclusive events related to Judaism on campus, to provide a forum for Jewish students to meet and network, and to further the interests of Jewish students in the legal field.

Article III: Membership

Membership in HJLSA is open to all students, faculty, and staff at UC Hastings. It is the policy of this Association not to discriminate on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, or disability. HJLSA shall require no dues and charge no fee for membership.

Article IV: Officers

The leadership of HJLSA shall consist of a board committee, consisting of the officers listed below. All members of HJLSA shall be eligible for board positions. Officers shall perform the duties listed in these bylaws. Members shall be nominated and elected for these positions at HJLSA's last meeting of the Spring Semester. Terms of office shall be for the following academic year.

1. There shall be two *Co-Presidents*. Their responsibilities shall include:
 - I. Representing HJLSA interests
 - II. Reaching out to alumni and other Jewish attorneys
 - a. The co-presidents will be in charge of alumni outreach.
 - III. Act as the official spokesperson for the HJLSA
 - IV. Create events for the betterment of HJLSA members
 - V. Attending every board and general meetings
 - VI. Overseeing the board
 - VII. Registering the organization with UC Hastings annually
 - VIII. Scheduling and facilitating all meetings and events
 - IX. Providing the bylaws to people
 - X. Fostering a sense of community for Jewish students at UC Hastings
 - XI. All external relations and communications outside of the student body.
 - XII. The primary responsibility to attend ASUCH meetings falls on the co-presidents
 - a. The co-presidents can also assign the responsibility to any other board member, and any board member can volunteer to go.
 - XIII. Co-presidents are responsible for creating and keeping a Facebook group and Facebook event pages

2. There shall be one *Internal Vice President*. Their responsibilities shall include:
 - I. Work within UC Hastings to assist with the functional aspects of event planning and execution
 - II. Email facilities to make room reservations
 - III. Coordinate with the treasurer about funds for any events
 - IV. Help set up for events by making sure we have everything we need (i.e., plates, chairs, HJLSA sign, photos are taken)
 - V. Confirming reservations with UCH facilities (e.g., table for bake sale)
 - VI. Confirming participation in Culture Night
 - VII. Manage the list-serve

3. There shall be one *Secretary*. Their responsibilities shall include:
 - I. Attending and take notes at every board and general meetings
 - II. If the Secretary cannot attend a meeting he must inform at least one co-president at least 2 days in advance of the meeting.
 - a. The secretary is also responsible for recruiting a replacement for that meeting.
 - III. The Secretary shall take attendance at the meetings
 - IV. The Secretary will maintain all of these notes for the record of the HJLSA
 - V. The secretary must email the minutes of every meeting to the entire board within 24 hours of the meeting.
 - VI. The secretary must email ASUCH to put our events in the weekly
 - VII. And emailing the list-serve about upcoming events.
 - VIII. Manage and circulate sign-in sheets at meetings.

4. There shall be one *Treasurer*. Their responsibilities shall include:
 - I. Managing the funds for HJLSA
 - II. Connecting with the records office to take funds out
 - III. Connect with the VP for funds for events
 - IV. Managing reimbursements and keeping all receipts as necessary
 - V. Helping draft resolutions to get funds from ASUCH

5. There shall be one *Academic Chair*. Their responsibilities shall include:
 - I. Compile and solicit Outlines and crib sheets from 2L and 3L students
 - II. Manage a mentor program between 1L's and 2L or 3Ls

3. There shall be four *2L Representatives*. Their responsibilities shall include:
 - I. Making announcements in front of their classes and write on the white boards to announce events for the HJLSA

7. There shall be four *1L Representatives*, including one from each section (but two if there is an interest). Their responsibilities shall include:
 - I. Making announcements in front of their classes and write on the white boards to announce events for the HJLSA

Article V: Meetings

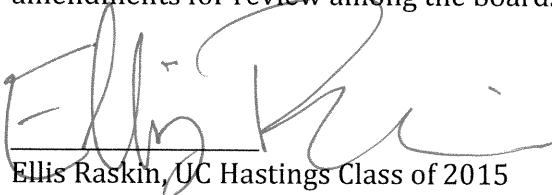
General membership meetings shall be held at a frequency determined by the HJLSA board, and shall be announced via facebook, posters, and/or the Hastings Weekly. HJLSA board meetings shall be held at a frequency determined by the Co-Presidents, but in any event no less frequently than general meetings.

Article VI: General Bylaws

1. Officers can be fired for missing 3 meetings or by a 2/3rds vote of no confidence including the vote of at least one co-president.
2. Vacancies will be filled by nomination and vote of board members
3. Only the co-presidents are authorized to make endorsements on behalf of the HJLSA, invite outside speakers, or communicate with people outside of UC Hastings student body on behalf of the HJLSA.
4. All officer responsibilities are subject to the discretion of the co-presidents
5. Board positions may be added by a 2/3rds majority vote, including at least one co-president, as the HJLSA grows if there is a need for additional board positions.

Article VII: Amendment of Bylaws

These bylaws may be amended at any HJLSA board meeting by a two-thirds majority vote of the board, provided that the amendment has been submitted in writing at the previous board meeting. The secretary shall circulate proposed amendments for review among the board.



Ellis Raskin, UC Hastings Class of 2015

Co-President

Submitted July 19, 2013