

Bylaws of the Hastings Trial Law Association

DRAFT – August 9, 2009

Michael E. Smith 9/8/10

Article I: Name and Purpose

- A. The name of this organization shall be Hastings Trial Law Association.
- B. This organization shall exist for the purposes of:
 - a. Uniting law students interested in trial advocacy;
 - b. Bringing together law students and practicing attorneys of the San Francisco Trial Lawyers Association;
 - c. Providing opportunities to learn about career options, meet professionals, develop trial advocacy skills, and explore the field of trial law; and
 - d. Furthering the goals of the judicial system, advancing justice, promoting ethics, and providing zealous advocacy to those in need.
- C. This organization shall be conducted under the policies, principles and provisions set forth in the UC Hastings Policies and Regulations Applying to College Activities, Organizations, and Students, and under the guidance of the San Francisco Trial Lawyers Association.

Article II: Membership

- A. Only full time law students at U.C. Hastings are eligible to be members.
- B. This organization shall not discriminate on the basis of ancestry, color, or race; cultural or ethnic background; economic disadvantage; ideological, philosophical, or political belief or affiliation; marital or parental status; national or regional origin; physical disability; religion or religious or denominational affiliation; sex; sexual orientation; or age.
- C. There shall be no dues or fees for membership in this organization, however members of the organization are highly encouraged to become student members of the San Francisco Trial Lawyers Association.
- D. To become a member, a student must fill out a membership form and attend at least two meetings.

Article III: Officers

- A. The executive board shall consist of the following officers:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Public Relations
- B. There shall also be 1L Representatives, who are ex-officio board members, determined in the following manner:
 - a. There shall be one 1L Representative per 1L class section.
 - b. There may be one 1L Alternate Representative per 1L class section.
- C. Eligibility
 - a. To be eligible for a position on the Executive Board, a student must:

- i. Complete his or her first semester of law school before taking office; and,
 - ii. Be granted approval by the Executive Board, as determined by a majority vote of the officers; and,
 - iii. Be a member of this organization.
 - b. To be eligible for a position as a 1L Representative, a student must:
 - i. Be a first year law student;
 - ii. Be granted approval by the Executive Board, as determined by a majority vote of the officers; and,
 - iii. It is not necessary for a 1L Representative to be a member before elections.

D. Elections

- a. All officers and representatives are chosen by popular election by the members.
 - i. Elections may be either in-person or by proxy.
 - ii. In order to vote by proxy, members must notify the Secretary and submit his or her vote before the election meeting begins.
 - iii. If a nominee does not receive a majority of the vote, a run-off vote shall occur, and the nominee with the lowest number of votes shall not participate in the run-off vote.
- b. Elections meetings shall be scheduled by the membership, following the provisions in these by-laws.
 - i. Notice of an elections meeting must be provided to all members at least two weeks in advance.
 - ii. At the meeting prior to the elections meeting, nominations for the positions shall be made.
- c. Members are eligible to vote for officers or 1L representatives if, prior to the elections meeting, he or she has attended at least two meetings.
 - i. However, if there have been three or less meetings in the current semester, a member is eligible to vote if, prior to the elections meeting, he or she has attended at least one meeting.
- d. Elections for the President, Vice-President, Secretary, and Treasurer shall be held between two to four weeks before spring semester final exams.
 - i. The President, Vice-President, Secretary, and Treasurer shall begin their terms of office on the day after U.C. Hastings summer commencement ceremony.
- e. Elections for the Public Relations Officer shall be held between four to six weeks before fall semester final exams.
 - i. The Public Relations Officer shall begin his or her term of office on the day after the fall final exams period ends.
 - ii. Because the Public Relations Officer holds office on a calendar-year term instead of a school-year term, it is desirable to elect a 1L or 2L.
 - iii. If a 3L is elected to the Public Relations Office, a replacement officer shall be chosen at the same time as the other officers' elections in the spring.

- f. Elections for 1L representative shall be held between the third and fifth week of the fall semester.
 - i. The runner-up to each 1L Representative shall be the 1L Alternate Representative.
 - ii. The 1L Representatives and Alternates shall begin their terms as soon as they are elected.
 - iii. Nominations for 1L Representatives may occur either at the meeting prior to the elections meeting or during the elections meeting.
- E. Removal
 - a. Any officer or representative shall be removed from office if:
 - i. He or she voluntarily resigns from office;
 - ii. The membership, by a 75% vote, declares “no confidence” in that officer or representative;
 - iii. The executive board, by a 80% vote, declares “no confidence” in that officer or representative; or,
 - iv. He or she becomes ineligible for membership or his or her office at any point in his or her term.
 - b. If the President is removed from office or resigns, the Vice-President shall take his or her office.
 - c. If any officer other than President is removed from office, resigns, or vacates their office to assume another office, the remaining executive board officers have the option to fill the vacant position.
 - i. Officers shall have the option to fill the vacant position in rank order of their office.
 - ii. After officers have decided whether or not to fill vacancies amongst themselves, a special election shall be called by the executive board to fill any vacancies.
 - d. If any 1L Representative is removed from office or resigns, then the 1L Alternate Representative for that 1L section shall take office.
 - e. If any 1L Alternate Representative is removed from office, resigns, or vacates their office fill a Representative position, they shall appoint an eligible member as 1L Alternate Representative.
- F. Duties
 - a. All officers must attend all meetings and events of the organization.
 - b. President
 - i. The President shall be the primary representative of the organization to the UC Hastings College of the Law, the San Francisco Trial Lawyers Association, and the community.
 - ii. The President shall have the duty of ensuring the purpose of the organization is furthered.
 - iii. The President shall ensure all other officers are conducting their offices competently.
 - iv. The President shall preside over all meetings.
 - v. The President, with the aid of the officers and membership, shall create a calendar for each semester.

- c. Vice-President
 - i. The Vice-President shall be the secondary representative of the organization to the UC Hastings College of the Law, the San Francisco Trial Lawyers Association, and the community.
 - ii. The Vice-President shall preside over meetings if the President is not present.
 - iii. The Vice-President shall ensure the 1L Representatives and Alternates are conducting their offices competently.
 - iv. The Vice-President shall ensure all committees are conducting their tasks competently.
 - d. Secretary
 - i. The Secretary shall keep an up-to-date and official membership roster.
 - ii. The Secretary shall take minutes at all meetings.
 - iii. The Secretary shall keep well-maintained records, including but not limited to:
 - 1. Logs of all events, including attendance;
 - 2. Membership forms and an up-to-date membership list;
 - 3. Current by-laws;
 - 4. Copies of organization correspondence; and,
 - 5. Any documents or property of the organization.
 - e. Treasurer
 - i. The Treasurer shall be responsible for maintaining the finances of the organization, and shall report the financial state of the organization at every meeting.
 - ii. The Treasurer shall be responsible for ensuring the organizations debts are paid and incomes are collected.
 - iii. The Treasurer shall be responsible, with the aid of the officers and membership, for creating a budget each semester.
 - iv. The Treasurer shall assist in fundraising.
 - f. Public Relations
 - i. The Public Relations Officer shall be responsible for the organization's student outreach efforts.
 - ii. The Public Relations Officer shall encourage potential new members to join the organization.
 - iii. The Public Relations Officer shall be responsible for all publicity of the organization.
 - iv. The Public Relations Officer shall be responsible for distributing membership forms to potential new members.
 - g. 1L Representatives and 1L Alternate Representatives
 - i. The 1L Representatives and Alternates shall be responsible for informing their classmates of the organization, meetings, and events.
 - ii. The 1L Representatives and Alternates shall be responsible
- G. First class of officers

- a. The first class of officers, starting their terms in Fall 2009, shall be appointed in a reasonable manner by the founding members.
- b. If there are vacant officer positions by the fourth week of the Fall 2009 semester, the chapter shall follow the election procedure above.

Article IV: Committees

- A. The executive board, or membership, upon a majority vote may establish standing or ad-hoc committees.
 - a. Standing committees shall exist indefinitely.
 - b. Ad-hoc committees shall exist until they complete their tasks.
- B. At the time of establishing a committee and in the event of chairperson vacancies, a chairperson shall be appointed by the Vice-President with the approval of either a majority of the executive board or a majority of the membership.
 - a. In ad-hoc committees, the chairperson shall serve indefinitely.
 - b. In standing committees, the chairperson shall serve one semester terms, unless provided otherwise by by-law or resolution.
 - c. Chairpersons may be removed in the same manner as officers.
 - d. All members, including officers and representatives, are eligible to be chairpersons.
- C. Members and officers may join any committee and participate in as many committees they wish.
- D. The following standing committees shall exist:
 - a. Fundraising Committee
 - i. The Treasurer shall always be a co-chairperson of the Fundraising Committee along with a Fundraising Co-chairperson.
 - b. Public Relations Committee
 - i. The Public Relations Officer shall always be the chairperson of the Public Relations Committee and shall serve yearly terms.
 - c. 1L Relations Committee
 - i. The Vice-President and Public Relations Officer shall always be the co-chairpersons of the 1L Relations Committee and shall serve yearly terms.
 - ii. All 1L Representatives and Alternates shall be members of the 1L Relations Committee.
 - d. Speaker Panel Planning Committee
 - e. Social Event Planning Committee

Article IV: Advisors

- A. The organization shall have at least one faculty advisor.
- B. The organization shall have at least one advisor from the San Francisco Trial Lawyers Association.
- C. The organization shall have at least one alumni advisor that has served as an Officer while they were a member of the organization.
- D. Advisors shall be appointed by a 66% vote of the membership and majority vote of the executive board.

- E. Advisors shall serve one year terms, and may be re-appointed yearly during the spring elections meeting.
- F. Advisors may serve an indefinite number of terms.

Article IV: Meetings

- A. The organization shall have bi-weekly meetings.
 - a. The Executive Board shall schedule bi-weekly meetings at a time most convenient for all of the executive board and most of the members.
- B. Meetings shall be ran in accordance with parliamentary procedure, except where these by-laws differ.
- C. Meetings shall be conducted as follows:
 - a. Roll Call / Sign In
 - b. Officer Reports
 - c. Committee Reports
 - d. Old Business
 - e. New Business
 - f. Announcements
- D. The Executive Board shall have Executive Board meetings whenever they deem appropriate.
- E. The Executive Board may call emergency meetings if they deem appropriate, giving members one week's notice.
- F. Members are expected to attend all meetings. If a member does not attend at least 33% of the meetings during his or her membership, the Executive Board or membership may remove him or her from membership by a majority vote.
 - a. The Secretary shall audit membership records at least once a semester to determine attendance.
- G. At any vote occurring during a meeting that requires a threshold percentage of votes of the membership, the members present, not the total members, shall make up the base percentage of the vote.
 - a. If less than 33% of the membership is present at a meeting, the executive board may decide to declare a quorum is not present, and the members then shall not vote on any issues.
 - b. Members or officers may vote by proxy if they notify the Secretary of their vote before the meeting begins.
- H. At any vote occurring during a meeting that requires a threshold percentage of votes of the executive board, the total number of officers, not officers present, shall make up the base percentage of the vote.

Article V: Finances

- A. A semester budget must be approved by a majority of the executive board and the membership by the end of each prior semester.
 - a. The Treasurer is responsible for holding budget meetings.
 - b. All officers must attend budget meetings and members may attend.
- B. Any non-budgeted expenditure must be approved by a majority of the executive board, and may be vetoed by a 75% vote of the membership.

- C. The organization shall have a “Hastings Account” and follow all rules and regulations provided by Hastings.

Article VI: Events

- A. The organization shall maintain a calendar available for all members, Hastings students, and San Francisco Trial Lawyers Association members.
 - a. The calendar shall be used to keep track of the organization’s events, relevant UC Hastings events, and SFTLA events.
- B. The organization’s members are encouraged to show their support at UC Hastings events and SFTLA events.
- C. The organization shall integrate itself into the UC Hastings College of the Law, outreaching to UC Hastings offices such as the Career Office, Student Services, Legal Clinics, Pro Bono Committee, and student organizations such as ASUCH and other organizations.
- D. The Executive Board shall determine whether or not to limit participation in an event to members only.
- E. The organization shall host at least two speaker panels a semester.
- F. The organization shall host at least one networking reception a semester.

Article VII: Amendments and Force of By-Laws

- A. These bylaws, if approved by the 2009/2010 Executive Board, shall take full force and effect during Fall Semester, 2009.
- B. If these by-laws conflict with Federal or State Law, University of California-Hastings policy, or San Francisco Trial Lawyers Association policies, these by-laws shall be superseded by applicable policy.
- C. These by-laws may be amended by a 75% vote of the membership.
 - a. If a member makes a motion to amend the by-laws, it is automatically tabled until the next meeting in order to provide notice to all members.
- D. These by-laws may be suspended during a meeting only by the agreement of both 80% of the Executive Board and 75% of the membership.