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**UC HASTINGS LA RAZA LAW STUDENT'S ASSOCIATION BY-LAWS**

**ARTICLE I**

**GOALS AND OBJECTIVES**

THE ASSOCIATION SHALL BE AND IS COMMITTED TO ACHIEVING AND PURSUING THE FOLLOWING OBJECTIVES:

1. Establishing a sense of community amongst Raza students on campus through Political, Social and Cultural events and through academic support.
2. Developing competent Raza attorneys to achieve representation in the legal community and to aid our respective Raza communities through effective legal representation and leadership.
3. Fostering and developing links to the Raza communities so as to develop an identity between the Association and the Raza communities.
4. Integrating Raza students within the decision-making process apparatus at Hastings so as to have a determining effect on recruitment and other administrative policies that affect Raza students.
5. Promoting cultural, political, and social awareness within the Association and the Hastings community.
6. Creating and maintaining a viable and supportive Raza Alumni network

**ARTICLE II**

**ANTI-DISCRIMINATION**

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. This clause shall not be interpreted in any way to conflict with the goals and objects of the Association as outlined in Article I. This clause will follow the university's anti-discrimination policy.

**ARTICLE III**

**MEMBERSHIP**

1. Membership in this Association encompasses all students of Hastings College of the Law who are interested in promoting the goals and objectives of this Association and who:
  - a. Pay their dues on a timely basis. Dues only apply to 2Ls and 3Ls. Timelines shall be determined by the Treasurer according to the financial situation of the individual. The

Treasurer shall submit a report to the Secretary indicating who is in compliance with this provision, and;

b. Attend meetings regularly or who actively participate in committee work. Attendance shall be taken by the Secretary at all general meetings.

c. Honorary Membership can be conferred by the body upon Board approval to non-law students as an honorary gesture in appreciation of such person's contribution to the Association.

2. Voting rights shall be conferred only upon members who join this Association's general listserv (<sup>Justicia La Raza</sup> ~~hastingslaraza~~@yahooogroups.com), pay their dues and attend at least 10 meetings out of the school year (there are about 15 general meetings in a school year).

a. Exceptions: If the above requirements are not met, the Board may confer voting rights upon a student member if there has been significant involvement and contribution to promoting the goals and objectives of this Association.

#### ARTICLE IV

##### AUTHORITY TO REPRESENT THE ASSOCIATION

1. The Board may appoint members as official representatives of the Association to social, political and academic functions as they arise.

2. The Board may appoint spokespersons as deemed necessary

#### ARTICLE V

##### ELECTIONS

1. This Association shall make good faith efforts to encourage and develop viable leadership among the members.

2. Preliminary Procedures and Rules

a. Nominations for Board Officers (excluding 1L Reps) shall be conducted within thirty-six (35) days prior to the last day of instruction of the spring semester or by the third to last General Meeting.

b. Elections for Board Officers (excluding 1L Reps) shall be conducted within twenty-two (22) days prior to the last day of instruction of the spring semester or by the second to last General Meeting.

c. Notice of the nominations and elections shall be made at a general meeting 2 weeks in advance and via e-mail to the general membership listserv.

d. The current Board shall appoint an impartial supervisor to oversee the elections who does not have voting rights.

e. Except for the first year class representatives, the elected offices shall be open to the entire general body.

f. Elections for first year class representatives shall be held within thirty (30) days after the start of the Fall semester.

### 3. Nominations

a. Any member may nominate another member for an office.

b. First year class representatives shall be nominated by first year class members during the fall semester.

c. If a person nominated for an office is present when she or he is nominated, that person will be asked to decide whether she or he accepts or declines that nomination. If the nominee is absent, that nominee must decide within three days whether to accept or decline that nomination and notify the existing Secretary of their decision. Failure to accept within the specified period will be deemed a refusal of that nomination.

### 4. Election Procedures

a. All members who have been conferred voting rights as required under Article III § 2, shall be entitled to vote for the Board officers of the Association (excluding 1L Reps).

b. Prior to the elections, each candidate may present their qualifications to the general body.

c. Elections shall be by secret ballot

d. The ballots shall be counted by the election supervisor and current secretary.

e. Officers shall be elected by a majority of those voting. In the event, no candidate obtains a majority, there shall be a run-off election. In a run-off election the individuals obtaining the two highest voted numbers will participate in a subsequent run-off.

f. There shall be two rounds. The first ballot will contain only co-chair candidates. Members can only elect two. The second ballot will contain the candidates of the remaining offices. Candidates will not be ranked.

g. Ballots shall be saved after the elections and recorded by the existing secretary.

## **5. Assuming Duties and Resignations**

a. New Board Officers shall assume their duties and responsibilities of office within eight (8) days prior to the last day of instruction of the spring semester and facilitate the last general meeting of the spring semester.

b. If an officer cannot continue in her or his office, that officer shall submit a written resignation to the Board. Notice of the resignation will be given to the general body at the next general meeting. The vacancy shall be filled as quickly as possible by a general election.

## **ARTICLE VI**

### **BOARD**

1. The Board shall be comprised of 12 members:

2 Co-Chairs

1 Academic/Outreach Chair

2 Admissions Chairs

1 Graduation/Alumni Chair

1 Political Chair

1 Secretary/Historian Chair

1 Social Chair

1 Treasurer/ Fundraising Chair

2 First-Year Representatives

2. The duties of the officers shall include:

a. Co-Chairs

1. impartially chairing the Board, implementing modified rules of order and conduct.
2. coordinating and facilitating the general management of this Association.
3. facilitating all general meetings.
4. providing the agenda of each general meeting for Board review by Sunday at 12 noon prior to Wednesday's general meeting via email.
5. coordinating and facilitating at least 1 Board meeting per month.
6. provide the agenda of each board meeting at least 3 days prior to each meeting.
7. assure that Board members, including the co-chairs, at no time act unilaterally.
8. serving in the capacity for a full school-year term.
9. maintaining a file of incoming and outgoing correspondence
10. performing other duties that may be prescribed by the Board.

b. Academic/Outreach Chair

1. developing and implementing an academic support program for Raza first year students.

2. acting as this Association's liaison with the LEOP program.
3. establishing and maintaining a current academic resource library in this Association's office space.
4. maintaining this Association's office space clean and organized.
5. assisting upper-class students in need of academic assistance.
6. coordinating the following events such as but not limited to:
  - i. Students of Color Outreach Day held in the Fall and Spring semesters
  - ii. A Day at Law School (usually early in the Spring semester)
7. monitoring the production level of her/his committee members .
8. keeping the Board abreast of the developments within this committee.
9. serving in this capacity for the full school year term.
10. performing those other duties that the Board may prescribe.

c. Admissions Chairs

1. establishing communication with the Hastings Admissions office and the LEOP Director within forty-five (45) days after the start of the Fall semester.
2. serving on the LEOP Admissions Committee.
3. assuring that the other LEOP readers give due deference to this Association's evaluation of prospective Raza students.
4. keeping the Board abreast of the developments of the LEOP Admissions Committee.
5. serving in this capacity for the full school year term.
6. performing those other duties that the Board may prescribe.

d. Graduation/Alumni Chair

1. consulting with the Raza third year class to determine the scope of the class' graduation celebration (held the Saturday before Commencement) and consequent financial needs.
2. actively assisting the Treasurer in the implementation of fundraising activities for this committee's activities.
3. maintaining a current roster of this Association's alumni in accordance with Hastings' Alumni policy.
4. coordinating activities which will enhance alumni participation in this Association's various programs in accordance with Hastings' Alumni policy.
5. monitoring the production level of her/his Graduation Committee members
6. keeping the Board abreast of the developments within this committee
6. serving in this capacity for the full school year term.
7. performing those other duties that the Board may prescribe.

e. Political Chair

1. acting as the official Association representative in matters between this Association and the Hastings administration.

2. acting as liaison between this Association and the other LEOP organizations.
3. acting as liaison between this Association and the local Raza community
4. establishing and maintaining communication with other Raza associations at other law schools – especially Bay Area Law School.
5. maintaining communication and collaboration with NLLSA (National Latina/o Law Student Association)
6. coordinating the following events such as but not limited to:
  - i. Spoken Word
  - ii. Association Delegation to represent at the annual NLLSA Conference
  - iii. Indigenous People Day (collaborating w/NALSA)
7. monitoring the production level of her/his committee members
8. keeping the Board abreast of the developments within their committees.
9. serving in this capacity for the full school year term
8. performing those other duties that the Board may prescribe.

f. **Secretary/Historian Chair**

1. taking, and maintaining a file of the minutes of this Association such as but not limited to: Board meetings.
2. assuring that the minutes accurately reflect the topics of discussion and an accounting of any votes taken.
3. maintaining a membership attendance record by providing a sign-up sheet at each general meeting.
4. establishing and maintaining a history of Association events such as but not limited to: maintaining the Association bulletin board current and website maintenance.
5. maintaining and distributing an up-to-date membership roster.
6. maintaining the Association's NLLSA (National Latina/o Law Student Association) Membership current.
7. performing those other duties that the Board may prescribe.

g. **Social Chair**

1. planning and implementing this Association's cultural and social activities such as but not limited to:
  - i. Welcome Back Social
  - ii. Buddy Social
  - iii. Escandalo Social
  - iii. Happy Hour
  - iv. Pinata Day
  - v. Raza Representation at Hastings' Cultural Night
2. maintaining the production level of her/his committee members
3. keeping the Board abreast of the developments within this committee
4. reporting the days and time of General Meetings to Student Services for Blue Book publication.

4. maintaining communications with other Bay Area Raza Law Students' Association so as to promote social networking among our associations.
5. serving in this capacity for the full school year term.
6. performing those other duties that the Board may prescribe.

**h. Treasurer/Fundraising Chair**

1. acting as the Treasurer of this Association
2. maintaining and updating this Association's financial records including but not limited to: Raza's ASUCH Account, Raza's Fiscal Account, Reyes Fund, and petty cash.
3. preparing this Association's budget within 14 days after assuming the duties as Treasurer.
4. informing the Board as to the financial status of this Association at:
  - i. the initial Board Meeting for each Fall and Spring semester
  - ii. at each Board meeting
  - iii. upon request
5. representing this Association at the ASUCH Budget Hearings for the fall and spring semesters by attending and preparing a Budget Proposal upon Board approval.
6. collecting Association dues from second and third year members.
7. actively promoting fundraising and pursuing funding from likely sources including but not limited to:
  - i. bake sales
  - ii. Beer on the Beach
8. monitoring the production level of her/his committee members.
9. keeping the Board abreast of the developments within their committees.
10. serving in this capacity for the full school year term.
11. performing those other duties that the Board may prescribe.

**i. First-Year Class Representatives**

1. acting as liaisons between the Raza first year class and the Board.
2. encouraging and obtaining participating in this Association among the first year class.
3. serving in this capacity for the full school year term.
4. performing those other duties that the Board may prescribe.

**3. Requirements for All Board Members:**

- a. Join this Association's general listserv ([hastingslaraza@yahoogroups.com](mailto:hastingslaraza@yahoogroups.com)) and Board listserv ([hastingslarazaboard@yahoogroups.com](mailto:hastingslarazaboard@yahoogroups.com)).
- b. Responsible for checking email related to this Association on a regular basis.
- c. Responsible for responding to board emails that require a majority vote in a timely manner and other emails that require a response.

- d. Failure to vote constitutes failure of fulfilling the responsibility of communication required of each Board member.
- e. Attend all Board meetings in a timely manner.
  - i. if a Board member cannot attend a meeting, she/he shall notify the co-chairs in writing and cc the secretary for record purposes at least a day in advance.
  - ii. emergency absences must be approved by the co-chairs
- f. The Board may, in emergency situations, take appropriate actions such as but not limited to emergency meetings.
- g. A majority of the Board members must be present for there to be a quorum.
- h. All decisions by the Board shall require a majority of the present quorum.
- i. There shall be no voting by proxy at Board meetings.
- j. Maintain a binder related to their position which may include any relevant documents, notes, e-mails, flyers, contact information, etc.. At the conclusion of their service, each Board member shall turn over their binder to the incoming Board member taking their office.

## ARTICLE VII

### IMPEACHMENT/EXPULSION PROCEEINGS

1. The power to impeach or expel shall remain exclusively within the discretion of the general body. This power may be exercised at any general body meetings.
2. Members, officers, or representatives of this Association may be impeached or expelled for the following reasons:
  - a. Violation of this Constitution.
  - b. Misappropriation of Association funds.
  - c. Neglecting the duties of an office.
  - d. Defaming, embarrassing, or subjecting this Association to undue criticism.
  - e. Unauthorized use of this Association's name, logo, letterhead or Board position.
  - f. Any other conduct of activity which damages this Association in any way.
3. A two-thirds vote shall be required to impeach or expel a member, officer, or representative.
4. A motion to impeach or expel may be offered only from the floor of a general body meeting. The motion shall specify the justification(s) for such action.
5. Only General and Board members may present a motion to impeach or expel.

6. Any individual subject to impeachment/expulsion shall have the right to be heard.
7. If an officer is impeached under this section, that position shall be filled by an election.

## ARTICLE VIII

### MEETINGS

1. General body meetings shall be held bi-weekly during a dead hour. General meetings may be cancelled if the Board deems it necessary.
2. All member shall sign the General meeting attendance roll provided by the Secretary.
3. The Co-Chairs shall announce the agenda at the start of the meeting and receive any changes, corrections or additions thereto.
4. The meetings shall proceed according to the agenda.
5. A quorum will be presumed during the course of a general body meeting. However, any Policy members may request a quorum count when an important issue is being acted upon by the general body. A majority of all members constitutes a quorum for this purpose.

## ARTICLE IX

### SUMMER DUTIES OF THE BOARD AND ITS COMPOSITION

1. During the summer break, the Board shall be comprised of 10 members (excluding 1L Reps).
  - a. The names, emails and other contact information of the incoming Board shall be published to the general body at the last general meeting of the Spring semester.
2. This augmented Board shall conduct all the general business of the Association during the summer. This augmented Board shall have the power to make decisions on any matters concerning this Association that arise during the summer and require immediate action.
3. It is further understood that if a quorum of the general Board is present at any of the summer meetings, any business properly within the purview of the general Board may be conducted.

## ARTICLE X

### AMENDMENTS TO THIS CONSTITUTION

1. Any member may propose amendment(s) to this Constitution

2. A two-thirds vote shall be required to effect an amendment.
3. A proposed amendment shall be voted upon only after a minimum of two weeks notice has been given to the general body.

This Constitution was amended during the Spring of 2006.

~~2005-2006 Raza Co Chairs:~~

~~Daniel Lung~~  
~~Dipana~~

~~Xochitl MARQUEZ~~  
~~Xochitl Marquez~~