

National Latina/o Law Students Association

MERCEDES V. CASTILLO

CHAIR

CHAIR@NLLSA.ORG

YVONNE BALLESTEROS

VICE-CHAIR

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RUBY MARQUEZ

RECORDING SECRETARY

SECRETARY@NLLSA.ORG

MICHELLE MARTINEZ

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TANIA SILVA

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VACANT

MID ATLANTIC REGIONAL

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S. ATLANTIC REGIONAL DIRECTOR

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CHAIR

Responsible for:

- 1) Exercising general authority over the business and activities of NLLSA;
- 2) Chairing all National Board Meetings;
- 3) Serving with Vice Chair as NLSA's rep in meeting with other orgs
- 4) The Chair and Vice Chair must both agree to assign other NLLSA officers to represent NLLSA in meetings with other orgs.
- 5) The Board has power to oversee assignments and annul them if a simple majority of the Board finds they are problematic or inappropriate.
- 6) Co – signing with the treasurer all checks issued by NLLSA
- 7) Serving as ex-officio member of all NLLSA committees
- 8) Working with the NLLSA Vice-Chair to establish new Member Chapters of NLLSA in schools not currently represented
- 9) Appointing an Executive Director, and such other staff persons and committees in accordance with Article V, Section 2(A) of the Constitution – ie (media secretary, historian positions, law student division director)
- 10) Proposed bylaw: Working with regional directors and vice chair to determine charter membership procedures and membership standing
- 11) Working with Alumni Advisory counsel to form the Alumni Association.
- 12) working with Vice Chair, and Treasurer
- 13) Call an online quorum whenever business deems necessary
- 14) Performing such other functions and exercising such further duties as the Board or the Assembly may assign.

Term

Shall hold office for a term of no more than one (1) year. A term of office shall commence October 1st and shall terminate September 30th of the following year, conditioned on the date of the elections held during the National Convention

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Responsible for:

- 1) Exercising general executive authority over the business and activities of NLLSA, and chairing all National Executive Board meetings in the event of the incapacity or absence of the National Chairperson.
- 2) Serving as ex-officio member of all NLLSA committees Serving as ex-officio member of all NLLSA committees
- 3) Serving as Chairperson of the National Conference Committee pursuant to Article VI(D)(1) of the Constitution
- 4) Coordinating with the Law School organization charged with hosting the National Latina/Latino Law Student Conference and ensuring that all planning for the Conference goes smoothly
 - a. In this capacity, the National Vice-Chairperson shall serve as liaison to oversee the outreach of students throughout the nation for the National Conference, and shall work with the hosts of the Conference to ensure that as many students from across the nation as possible can attend
- 5) Serving, along with the Chairperson, as the National Latina/Latino Law Students Association's representative in meeting with other organizations
- 6) Shall have joint discretion along with the Chair person to assign other National Officers to represent NLLSA in meetings with other organizations. The Board shall have the power to oversee the assignments and to annul them if a majority of the board feels they are problematic or inappropriate.
- 7) Working with the National Chairperson to establish new Member Chapters of NLLSA in schools not currently represented
- 8) Working with regional directors and vice chair to determine charter membership procedures and membership standing
- 9) Performing such other functions and exercising such further duties as the Board or the Assembly may assign.

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TREASURER

- 1) Handling all of NLLSA's funds and securities and ensuring that they are deposited in such facility, and in such manner, as the Board may designate
- 2) Assuring that regular monthly entries are made in the financial records, accounting for all funds received and disbursed by NLLSA
- 3) Submitting the financial records of this Association to a certified public accountant, pursuant to Article VIII, Section 4 of the Constitution
- 4) Making regular quarterly financial reports to the Board
- 5) Co-signing, with the National Chairperson, all checks issued by this Association
- 6) Evaluating alternative dues petitions pursuant to Article VIII, Section 2 of the Constitution
- 7) Filing annual corporate reports on behalf of the Association
- 8) Filing timely annual IRS tax-exempt organization forms
- 9) Establishing mailings of the Treasurer's Report to all National and Regional Board members and chapter chairpersons in June, September, December, and March. This accounting shall be the sole responsibility of the National Board and shall consist of a full disclosure of the National Organization
- 10) the term "full disclosure" means a delineation of amounts received and dispersed indicating all dates and parties involved
- 11) Disseminating an annual accounting to all Regional Directors and Chapter Chairpersons
- 12) Submitting an Association Budget for the year at the first regularly scheduled Board meeting, to include
 - a. Statement of accounts
 - b. Statement of unpaid bills with explanation
 - c. Statement of transfers between accounts with explanation
 - d. Statement of income
 - e. Detailed account of how all funds were used
 - f. Detailed account of all anticipated expenses based on future program needs, history, and accounting for emergencies
- 13) Performing such other functions and exercising such further duties as the National Chairperson, the Board, or the Assembly may assign

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RECORDING SECRETARY

Responsible for:

- 1) Maintaining and distributing minutes and agenda for all meetings of the Board and the Assembly;
- 2) Evaluating alternative dues petitions pursuant to Article VIII, Section 2 of the Constitution
- 3) Distributing a copy of NLLSA's Constitution to
 - a. Each Board member at the first Board meeting
 - b. Each Chapter registered at the National Convention
- 4) Updating the Constitution immediately when amended and distributing new copies to the Board members and to each Chapter
- 5) Professionally maintaining NLLSA's website and ensuring that it is constantly up-to-date at least every three (3) months
 - a. The Recording Secretary can assign someone to act as Web Master of the NLLSA homepage who shall have no voting rights. The National Board has the discretion to oversee such assignment and annul it if it is deemed problematic or inappropriate
- 6) Working with Chair, Vice Chair, and Regional Directors to determine Charter Membership Procedure and Membership standing.
- 7) Coordinating internal and external communication of information
- 8) Maintaining files and a filing system both electronically and in hard copies
- 9) Serving as an ex-officio member of all Association committees
- 10) Performing such other functions and exercising such further duties as the Board or the Assembly may assign

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Responsible for:

- 1) Researching current legal and political issues facing the Latina/Latino Community
- 2) Preparing memoranda to increase the Association's awareness of these legal issues
 - a. The Attorney General shall coordinate with the Recording Secretary to make this information available on the Association's website
- 3) Preparing Amicus Curiae briefs to support cases affecting the Latino Community in the United States and abroad
- 4) Working with all chapters to lobby the United States Congress to pass legislation that is in accordance with the goals of NLLSA's mission
- 5) Performing such other functions and exercising such further duties as the National Chairperson, the Board or the Assembly may assign

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DIRECTOR OF COMMUNITY SERVICES

Responsible for:

- 1) Coordinating and executing all community affairs project undertaken on a National or Multi-Regional level
- 2) Providing for the recognition of six chapters, one from each region, who have developed model community service programs
- 3) The publication of an annual Community Service Handbook or supplement to be distributed to all chapters
 - a. an outline of the model programs recognized during the National Convention shall be published in the Handbook, and the handbook shall be posted on the Associations website
- 4) Organizing the Community Service Project to be conducted during the National Convention
- 5) Performing such other functions and exercising such further duties as the National Chairperson, the Board or the Assembly may assign

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REGIONAL DIRECTORS

Description:

- 1) One (1) director will be elected out of each respective region, as described within Article III, Section 1 (B).
- 2) No one region will have more than one director representing its respective region.
- 3) These Regional Directors shall perform duties prescribed within the Constitution and subsequent Bylaws created under the parliamentary authority of this Association.
- 4) Regional Directors shall also abide by the Bylaws enacted within their respective regions pursuant to Article III, section 2 of this Constitution
- 5) For the first year of existence the Regional Directors will be responsible in working with the Chair and Vice Chair establishing member chapters in their regions, and recording their active or inactive status.

Regions:

- 1) The **Pacific Region** shall be comprised of National Executive Board admitted law schools or in the following states: Alaska, Arizona, California, Hawaii, Nevada, Oregon and Washington.
- 2) The **Central Region** shall be comprised of National Executive Board admitted law schools in the following states: Arkansas, Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, North Dakota, Ohio, South Dakota, Kansas, and Wisconsin
- 3) The **Mid-Atlantic Region** shall be comprised of National Executive Board admitted law schools in the following states: the District of Columbia, Delaware, Maryland, New Jersey, Pennsylvania, Virginia, and West Virginia
- 4) The **North Atlantic Region** shall be comprised of National Executive Board admitted law schools in the following states: Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont.
- 5) The **Mountain Region** shall be comprised of National Executive Board admitted law schools in the following states: Colorado, Idaho, Montana, Nebraska, New Mexico, Oklahoma, Texas, Utah, and Wyoming.
- 6) The **South Atlantic Region** shall be comprised of National Executive Board admitted law schools in the following states: Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, and Tennessee.

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