

Latin Law Students Association (LALSA) Constitution

Article I – Name

This organization is hereby titled the Latin Law Students' Association (hereinafter referred to as LALSA) of the American University, Washington College of Law.

Article II – Purpose

Cl. 1: The general purpose of the LALSA is to provide WCL students with a forum in which to stimulate thought and discussion about issues affecting the Latin communities in the United States and throughout the world. LALSA is also dedicated to increasing diversity in the field of higher education with a special emphasis on the legal profession, from the student body of law schools to the number of law professors, to the number of legal professionals where Latin are underrepresented.

Cl. 2: In order to address issues concerning Latin communities, LALSA will organize social and informational events, participate in the active recruitment of potential law students of Latin descent or who have a demonstrated interest in issues affecting Latin communities, facilitate the professional development of the LALSA membership, and advocate further Latin representation in the faculty and administration.

Article III - Membership, Voting Rights, and Role of the Advisor

Sec. 1: Membership

Cl. 1: Membership is open to any interested student, faculty, administrator, or staff member of the WCL. Membership and participation shall be free from discrimination based on race, religion, ethnic group, national origin, political affiliation, disability, age, sex, gender, or sexual orientation.

Sec. 2: Voting Rights

Cl. 1: Voting for all matters other than constitutional amendments and the election or removal of officers will be open to any student who has registered their name with the organization and has attended one event.

Cl. 2: Voting privileges for officer elections will be granted to any member who has participated in LALSA-sponsored activities or events within the academic year and attends the election town hall. The executive board will be in charge of soliciting and selecting 1L volunteers (minimum 1 per section) during the fall semester.

Sec. 3: Advisor

Cl. 1: The advisor for LALSA shall be a faculty member of WCL and provide LALSA with the requisite stability to balance the inherently fluid composition of the LALSA membership.

Article IV - Officers

Sec. 1: Senior Officers

Cl. 1: The Senior Officers of LALSA will consist of a President, a Vice President, a Secretary, an External Affairs Chair, an Internal Affairs, a Treasurer, a Fundraising Chair, a Community Service Chair, and a Public Relations Chair. The President and Vice President positions shall only be open to third-year students. The rest of these positions shall only be open to second and third-year students.

Cl. 2: Elections for Senior Officers will be held in late February or March. These officers will serve for a year term that commences at the end of the academic year in which they were elected and terminates on the last day of class of the academic year for which they are elected.

Article V - Executive Board

Sec. 1: Composition

Cl. 1: The Executive Board will be composed of the President, a Vice President, a Secretary, an External Affairs Chair, an Internal Affairs Chair, a Treasurer, a Fundraising Chair, a Community Service Chair, and a Public Relations Chair.

Sec. 2: Powers of the Executive Board

Cl. 1: The Executive Board shall administer all routine business of LALSA.

Cl. 2: The Executive Board shall have the power to appoint or remove any officer.

Cl. 3: The Executive Board has full discretion in scheduling General LALSA and Executive Board meetings and may call special meetings as may be needed. The Executive Board must make every effort to notify the LALSA membership that a special meeting has been called.

Cl. 4: The Executive Board must approve all financial transactions. If for any reason an unplanned expenditure is required, the Treasurer and the President must approve it and give a report regarding the amount spent and the reasons for the expenditure to the Executive Board during an Executive Board meeting. All forms related to financial transactions, including but not limited to requests for petty cash, reimbursement requests, and purchase orders must be signed by both the Treasurer and the President.

Sec. 3: Limitations and Obligations of the Executive Board

Cl. 1: For any exercise of appointment power, the Executive Board may give notice and hold a vote for consent during the same regular club meeting.

Cl. 2: For any exercise of removal power, the Executive Board must give notice of its action to remove at least one club meeting before holding a vote for consent by the membership. If presented with a request by any LALSA member, the executive board must organize and hold an open discussion concerning the motives behind the removal, and if so desired, give the individual subject to removal an opportunity to address his/her concerns in such open discussion.

Cl. 3: For all decisions made by the Executive Board, that in any way affect the club or its membership, particularly decisions of a financial nature, full disclosure of such decisions and the

factors influencing those decisions must be made in the regularly scheduled club meeting that is held after such decision is made.

Article VI - Elections

Sec. 1: Candidates

Cl. 1: Candidates for positions will complete an application that must include their name, year, and statement of interest.

Sec. 2: Election Procedure

Cl. 1: Elections for available positions shall be conducted by secret ballot and may be administered either in-person, online, or a combination of both.

Cl. 2: Only members of the general body who attend the town hall and have secured voting rights can vote. The polls shall be open online for a total of twenty-four (24) hours in one day, in each election.

Cl. 3: A simple majority vote will be required to elect a candidate. The President, Vice President, Secretary, External Affairs Chair, Internal Affairs Chair, Treasurer, Fundraising Chair, and Community Service Chair shall be elected by popular vote of all LALSA members, in the spring semester of the academic year.

Cl. 4: In the event no candidate wins a simple majority, a run-off election will be held between the two candidates with the most votes.

Article VII - Removal Procedures for Officers and Executive Board Members

Sec. 1: Officers

Cl. 1: In order to begin removal procedures for a LALSA officer, a LALSA member must make a motion to remove such officer and this motion must be seconded by another LALSA member.

Cl. 2: After the motion to remove an Officer is made, the LALSA member who brings the motion for removal must present an argument(s) supporting their contention that there is just cause for the impeachment of the Officer in question. Additionally, the Officer who is the subject of the removal motion shall be allowed to respond to such argument(s). Just cause is defined as the failure of the Officer to effectively perform the duties of such position and/or engage in inappropriate behavior.

Cl. 3: Before a vote on the motion to remove an Officer, each LALSA member shall have the opportunity to express their views about the proposed removal promptly.

Cl. 4: At the end of the discussion on the topic, a member of the Executive Board who is not the subject of the removal proceedings, or in the absence of Officers, a LALSA member agreed upon by a majority present shall call a vote. This vote shall be supervised by said LALSA member. Voting on this motion will be done by secret ballot.

Cl. 5: Impeachment shall take effect upon at least a two-thirds majority vote. LALSA members participating in this vote must satisfy the requirements for officer removal voting privilege as stated in Article III.

Article VIII: Executive Board Positions and Duties:

Sec. 1: President

Cl. 1: Acts as the official LALSA representative to the WCL community. The position may be filled singularly or as a co-presidency. In the instance of a co-presidency, at least one of the co-presidents must fulfill each obligation.

Cl. 2: If an Executive Board member cannot fulfill a designated duty, the President will delegate the responsibility to another LALSA board member.

Cl. 3: Acts as the official LALSA representative to the WCL Administration and is required to attend functions hosted by the administration that are reasonably related to the LALSA business. For this clause, the administration consists of the Dean's Office, the Office of Diversity Services, and the Office of Career Services. If the President is unable to fulfill the above duties, the Vice President will step in.

Cl. 4: Responsible for delegating assignments and duties to other Executive Board members and overseeing their completion.

Cl. 5: Is responsible for advocating for Latin representation within the Faculty of the law school.

Cl. 6: In conjunction with the Public Relations Chair, the President is responsible for checking the LALSA email account at least once a week to maintain apprised of communications.

Cl. 7: Must approve all financial matters, including reimbursements, scholarship awards, and payment to approved vendors. If approval is withheld, the President must provide a reasonable explanation to the Executive Board who will vote within 48 hours. The decision of the majority of the Executive Board shall govern.

Sec. 2: Vice President

Cl. 1: Acts as the official LALSA representative to all WCL student clubs and organizations. This may include attendance at meetings and functions hosted by WCL student clubs and organizations and joining their listserves that reasonably relate to the LALSA business. If the Vice President cannot for any reason meet the obligations enumerated within this clause, the Vice President will delegate the responsibility to another LALSA Executive Board Member.

Cl. 2: Acts as the official LALSA representative to the SBA. Each Executive Board member shall be responsible for attending one SBA meeting as determined by the Vice President at the beginning of the semester. In the event there are more SBA meetings than Executive Board members, the balance of the meetings shall be attended by the Vice President. If an Executive Board member is unable to attend the meeting designated by the Vice President, then the Vice President shall be required to attend. The foregoing three sentences within this clause do not apply if an Executive Board member also serves as an SBA senator. However, the Vice President

must remain apprised of SBA minutes from the Executive Board members attending the SBA meetings.

Cl. 3: Works closely with the President to outreach to faculty, administration, and students.

Cl. 4: Acts as the official LALSA representative to all first-year students. This may include attendance at meetings and functions related to first-year students and the concerns of first-year students.

Cl. 5: Is responsible for coordinating LALSA efforts to recruit students of Latin origin and students who are interested in issues affecting the Latin community. This will include working with the Office of Admissions.

Sec. 3: External Affairs Chair

Cl. 1: Is generally responsible for planning all LALSA activities that involve participation outside of WCL. This may include unenumerated conferences, speaking events, field trips, and other related activities.

Cl. 2: Is responsible for organizing at least one meeting each semester with the Latin Student Associations from the DC area law schools.

Cl. 3: Is generally responsible for logistical support of all LALSA activities that involve participation outside the WCL. This may include ticket reservations, securing transportation, hotel reservations, and other related duties.

Cl. 4: Acts as the official LALSA representative to the Hispanic National Bar Association (hereinafter "HNBA"), the National Latina/o Law Student Association (hereinafter "NLLSA"), the Hispanic Bar Association of DC (hereinafter "HBA"), and other legal organizations. This includes attendance at all functions hosted by the HNBA that are responsibly accessible to the Washington, D.C. Metropolitan Area and are reasonably related to LALSA business. This also includes attendance at the annual conference hosted by the HNBA. If the Secretary of External Affairs cannot for any reason meet the obligations enumerated within this clause, the President will delegate the responsibility to another LALSA Executive Board Member.

Cl. 5: Acts as the official LALSA representative to the American Bar Association (hereinafter "ABA"). This includes attendance at all functions hosted by the ABA that are reasonably accessible to the Washington, D.C. Metropolitan Area and are reasonably related to the LALSA business. If the Secretary of External Affairs cannot for any reason meet the obligations enumerated within this clause, the President will delegate the responsibility to another LALSA Executive Board Member.

Sec. 4: Treasurer

Cl. 1: The Treasurer must call and organize at least one meeting per semester to prepare the budget for the following semester. This meeting must be scheduled at least one week before the SBA deadline for budget submission.

Cl. 2: The Treasurer must assist and guide the newly elected Executive Board in preparation for the following Fall Semester budget and must approve the Fall Semester budget once completed.

Cl. 3: The Treasurer is responsible for attending SBA Finance Committee meetings as needed, and must present the budget to the Student Bar Association Senate. The LALSA Officer proposing the event must accompany the Secretary of Treasury and participate in the presentation.

Cl. 4: It shall be the Treasurer's duty to keep all budget/financial records. The Treasurer must produce budget/financial records and/or reports upon the written request of any officer within a week from the date of request submission. This responsibility is extended to SBA budgets.

Cl. 5: The Treasurer shall remain in contact with the finance department regarding the scholarship fund and any other event financed by the department.

Cl. 6: The Treasurer must provide an updated balance sheet at each board meeting containing the funds allocated for upcoming events.

Cl. 7: The Treasurer shall maintain a working relationship with the SBA Finance Committee and must remain apprised of all SBA Finance Committee requirements.

Cl. 8: Is responsible for generating all text related to any financial matters that are to be disseminated via electronic mail.

Cl. 9: Must obtain the approval of the President for all financial matters, including reimbursements, scholarship awards, and payment to approved vendors. If approval is withheld, the President must provide a reasonable explanation to the Executive Board who will vote within 48 hours. The decision of the majority of the Executive Board shall govern.

Sec. 5: Secretary

Cl. 1: Responsible for organizing and maintaining all LALSA records of any non-budgetary/financial nature, including meeting minutes.

Cl. 2: The Secretary, in addition to the President, must check electronic mail twice a week and forward any incoming electronic mail to the appropriate officer and/or member.

Cl. 3: Responsible for adding nominees to the election ballot.

Cl. 4: When proposing or changing an event funded by the SBA headed by the Secretary of Administrative Affairs, the Secretary of Administrative Affairs must accompany the Treasurer and participate in the presentation as directed by Sec. 5, Cl. 4.

Sec. 6: Community Service Chair

Cl. 1: Responsible for organizing at minimum one (1) community service event per semester.

Cl. 2: The community service event should focus on assisting the Latin or minority community.

Cl. 3: Must report to the executive board the outcome of each community service event.

Cl. 4: Must keep an accurate record of community service locations, contacts, and any other relevant information.

Cl. 5: Must inform LALSA members of the pro bono pledge and promote it by selecting community service events that count towards pledge hours.

Sec. 7: Internal Affairs Chair

Cl. 1: Responsible for organizing at minimum one (1) social event per semester.

Cl. 2: Encouraged to co-sponsor LALSA social events with other organizations at WCL, to foster support and solidarity.

Cl. 3: Shall schedule the time, date, and location of the social event; advertise it two weeks in advance through the LALSA list-serv and maintain an active RSVP list.

Cl. 4: Shall not make all social events fall on the same date and/or day of the week. Social events should vary the dates and times for each social event to accommodate different LALSA member schedules.

Cl. 5: Shall report on the outcome of the social events to the executive board.

Cl. 6: Shall coordinate the mentor/mentee program for 1L LALSA members.

Cl. 7: Must plan at least one mentor/mentee professional and/or social event per semester, and report to the board on the outcome of the event in collaboration with the mentorship chair.

Cl. 8: Must book the room for any on-campus LALSA event with the Facilities Department of WCL.

Cl. 9: Responsible for coordinating the panels targeted at 1Ls including but not limited to [Bluebooking, outlining]

Cl. 10: Responsible for coordinating the panels targeted to upper-level students including but not limited to Bar preparation, and MPRE preparation.

Sec. 8 Public Relations Chair

Cl. 1: Must maintain LALSA sites (Facebook, Instagram, or any other internet social network group).

Cl. 2: Must update and maintain the LALSA page on WCL's website found here:
<https://www.wcl.american.edu/community/students/organizations/LALSA/>

Cl. 3: Responsible for documenting LALSA events through the use of updated pictures, podcasts or other video, sign-up sheets, and any other means.

Cl. 4.: Responsible for adding new members to the listserve.

Cl. 5: Must update and maintain the LALSA newsletter.

Cl. 6: Must create the advertisements relating to all LALSA events, and thereafter advertise each event through all social network platforms.

Sec. 9 Fundraising Chair

Cl. 1: The position may be filled singularly or as a co-presidency.

Cl. 2: Must work with the Treasurer and other Executive Board members to create a financial goal regarding the Scholarship and a plan for attaining the financial goal.

Cl. 3: Responsible for organizing fundraising events e.g. Chipotle Fundraiser.

Cl. 4: Must work with other Executive Board members to secure funds from Professors and/or Alumni and other organizations willing to sponsor LALSA events (for example, Cafe con los Profes).