

Constitution and Bylaws of the Hispanic Latino Law Students Association at Chicago Kent College of Law

Article I

Purpose and Membership

1. The name of the organization shall be the Hispanic Latino Law Students Association at Chicago-Kent College of Law.
2. The Hispanic Latino Law Students Association at Chicago-Kent College of Law is a group of students interested students who wish to see the Latino community at Chicago-Kent College of Law develop and grow.
3. The Association seeks to promote the personal and professional development of its members through its activities. The Association will do so by providing its membership with the resources it needs though mentorship, academic support, networking opportunities, professional development, and social event.
4. Membership is open to all Chicago-Kent students, faculty, staff, and alumni.

Article II

Elections

1. Elections for the positions of President, Vice President- External, Vice President- Internal, External Liason, Treasurer, Secretary shall be held in the tenth or eleventh full week of the spring term each academic year, at a time to be fixed by the executive board.
2. Elections shall be announced at least two weeks in advance.
3. The Secretary shall accept nominations for the aforementioned offices until the day immediately before elections. Candidates may nominate themselves.
4. Elections shall be by anonymous ballot. Ballots shall be accepted by the secretary for a period of at least two days.
5. The candidate receiving the most votes for each office shall take the office. However, in the event that no candidate receives more than one-third of the votes cast for a particular office, a run-off election shall promptly be held among the three candidates receiving the most votes for that office. The candidate with the most votes in the run-off shall then take the office. In the event that there is a tie following the run-off, the winner shall be chosen by a vote among the third-year, fourth-year, faculty and staff members of the organization.
6. Ballots shall be counted by two or more members, appointed by the Executive Board, who are expected to graduate at the end of the spring term.
7. Newly-elected officers shall assume their duties one week following the end of elections.

Article III

Officers

1. The President, Vice President-External, Vice President- Internal, External Liason, Treasurer and Secretary shall comprise the Executive Board.
2. The executive board shall appoint chairs as it sees fit. These officers shall comprise the Advisory Board.
3. The Executive Board shall also appoint representatives for each first year, day division class section and may appoint other officers as it sees fit.
4. The President shall coordinate with the Chicago-Kent administration, and other Latino Law Student Organizations to plan events. The President shall also coordinate with speakers,

maintain the chapter's calendar and call executive board, advisory board and general membership meetings.

5. The Vice President-Internal shall coordinate with other Chicago-Kent student organizations, the Membership Chair, and first year section representatives to plan events. The Vice President Internal shall also maintain the organization's membership roster and email list and coordinate event catering and social events
6. The Vice President External shall coordinate with the Exernal Liason to plan events. The Vice President External shall also be responsible for event announcements and marketing and media relations.
7. The Treasurer shall retain receipts for all expenses and shall manage reimbursement of expenses. The Treasurer shall cooperate with the Chicago-Kent Student Bar Association to promptly reimburse members for any authorized expenditures made for the organization.
8. The Secretary shall be responsible for keeping minutes of executive board meetings and maintaining order and decorum in all meetings. The Secretary shall take notes at general membership meetings and shall take and record a head count at each meeting and event. The Secretary shall also distribute a draft agenda for general membership meetings to the executive board two days in advance and a final agenda to the membership one day in advance.

Article IV

Meetings

1. Meetings shall be held monthly at dates and times deemed appropriate to the current demands of the school year.
2. Quorum shall consist of those members present at a meeting and voting.

Article V

Amendments

1. These by-laws may be amended, added to or repealed at any meeting by a two-thirds affirmative vote of the members present and entitled to vote, provided that the proposed change has been presented in writing at least five business days prior to the meeting at which the action is to be taken.

Article VI

Ratification

1. These by-laws shall take effect immediately upon ratification by two-thirds of the Executive Board and any other members present at a meeting called for this purpose.
2. Each active member of the Society may receive a copy of these by-laws as well as any amendment subsequently adopted in accordance with Article V.