HISPANIC LAW STUDENTS ASSOCIATION

Constitution and Bylaws

ARTICLE I

Section 1: Name

The name of this organization is, and shall be, HISPANIC LAW STUDENTS ASSOCIATION ("HLSA").

Section 2: Location

This organization shall be located at and affiliated with the University of Miami School of Law, in Coral Gables, Florida.

ARTICLE II

Section 1: Student Members

Membership to HLSA shall be open to ALL students at the University of Miami School of Law. These members who are in good standing shall constitute the active members of HLSA.

Section 2: Good Standing Defined

All members who have signed up for HLSA emails shall be considered members in good standing.

ARTICLE III

Section 1: Executive Board

The elected Executive Board of HLSA shall consist of: President, Vice President, Secretary, Treasurer, Alumni Outreach Chair, HNBA Representative, COLBAR Representative, 1L Representative, 2L Representative, LLM Representative, Social Media Manager, and Social Events Chair.

Section 2: Elections

These officers shall be elected by closed ballot by majority vote of the membership in good standing, during the Spring Semester. The term of office begins at the end of the semester and continues until the end of the following academic year.

During the period following the election until the end of the semester, the incumbent executive board is tasked with ensuring the smooth transition and training of the newly elected executive board.

Section 3: Duties of Executive Officers

President

The President shall be chief spokesperson and coordinator for any and all HLSA affairs. The President shall act in such a manner as to adhere to the principles, philosophy, and programs of HLSA, and shall exhibit the leadership skills necessary to ensure the success of ventures undertaken by HLSA. The President shall preside over, maintain order, and set the agenda for all meetings of HLSA. The President shall attend the Inter-Club Council ("ICC") meetings or designate a representative to attend in their place. The President shall be accountable for their actions to HLSA's membership.

The President shall ensure that HLSA's Executive Board, either alone or through the establishment of a temporary committee composed of HLSA members, hosts at least one (1) panel presentation or speaker event per semester.

The President and the Vice President shall have the discretion to create new committees for special events, which shall be in force only until the specified event has occurred.

Vice President

The Vice President shall render assistance to the President as may be required. It shall be the VicePresident's duty to fill the vacancy when the President of the organization is absent and preside over meetings in the President's absence. The Vice President will oversee the manufacturing and distribution of any HLSA merchandise created in collaboration with the Treasurer's Fundraising Activity. The Vice President shall be in responsible of supervising HLSA's online and social media presence or of designating a representative to manage these accounts and shall also report to the Executive board on their activities or the activities of the representative.

The Vice President shall, either alone or with the help of a temporary committee, also be responsible for planning at least one (1) HLSA Community Service event per semester and one (1) HLSA social event per semester.

The President and the Vice President shall have the discretion to create new committees for special events, which shall be in force only until the specified event has occurred.

Secretary

The Secretary shall be responsible for recording and maintaining the minutes of all meetings. The Secretary shall have the preceding meeting minutes available to the membership following HLSA meetings. The Secretary must maintain and update HLSA's outline bank, HLSA's fellowship and scholarship bank, and HLSA's job postings bank, and be responsible for the distribution of these materials through a bi-monthly newsletter and throughout the school year as needed. The Secretary shall be responsible for the management of HLSA's email account and shall work with the President and Vice President to ensure the uniformity of all communications from the Executive Board to the general membership. The Secretary shall also be responsible for the organization of the HLSA Mentor Program, either alone or with the help of a temporary committee, and under the discretionary authorization of the President. The Secretary shall also ensure that all HLSA events are scheduled on Miami Law's Master Calendar by the school designated deadlines.

Treasurer

The Treasurer shall be the chief custodian of HLSA's funds. The Treasurer shall keep the financial records of HLSA, and an accounting of all receipts and money in relation to any HLSA activity. The Treasurer shall work with the President and Vice President to plan a minimum of one (1) Fundraising Activity, which may include the sale of HLSA merchandise. The Treasurer shall also petition the Law Activity Fee Allocation Committee (LAFAC) for events funding or other meritorious projects as need be.

HNBA Representative

The Hispanic National Bar Association ("HNBA") Representative shall be the chief liaison between HLSA and the HNBA. The HNBA Representative shall be responsible for working with the HNBA, HLSA's Executive Board, and the University to plan the yearly HNBA mentoring event. In addition, the HNBA Representative shall be responsible for communicating to the Executive Board any HNBA activities, events, and resources that may be available and of interest to HLSA.

COLBAR Representative

The Colombian Bar Association ("COLBAR") Representative shall be the chief liaison between HLSA and COLBAR. The COLBAR Representative shall be responsible for spreading awareness of Colombian Bar Association events, attending meetings, and sharing information with the HLSA membership.

Alumni Outreach Chair

The Alumni Outreach Chair ("AOC") shall be the chief liaison between HLSA and its alumni and shall be responsible for any communications with the Executive Board. The AOC must keep an updated list of the Alumni members and is responsible for working with the Office of Alumni Affairs to update Alumni and invite them to HLSA events. The AOC is responsible for working

with HLSA's Alumni Advisory Board to achieve any goals set out by the board and shall report to the Executive Board on the activities of the Alumni Advisory Board.

Social Events Chair

The Social Events Chair shall be responsible for planning, marketing, and attending HLSA social events. The Social Events Chair shall plan at least two social events for HLSA members per semester. The Social Events Chair shall be responsible for scheduling social events on any necessary calendar and communicating these events to HLSA members during General Body Meetings.

Social Media Manager

The Social Media Manager shall oversee HLSA's social media accounts. The Social Media Manager is responsible for sharing all pertinent information about HLSA happenings, events, opportunities, and general HLSA information. The job requires creating social media content that is both aesthetically pleasing and accurate.

1L Representative

The 1L Representative shall be responsible for sharing events and information with the 1L class, attending HLSA meetings, and serving as a liaison between HLSA and the 1L student body.

2L Representative

The 2L Representative shall be responsible for sharing events and information with the 2L class, attending HLSA meetings, and serving as a liaison between HLSA and the 2L student body.

LLM Representative

The LLM Representative shall be responsible for sharing events and information with the LLM student body, attending HLSA meetings, and serving as a liaison between HLSA and LLM students.

Section 4: Election Procedures

Elections may be conducted using either of the following methods:

Option A: At an election meeting (either via Zoom or in-person), each candidate shall be given an opportunity to speak to the membership. Speeches will be limited to one (1) minute. The membership has the opportunity to ask the candidate questions after the candidate delivers their speech. Following speeches and questions, candidates will then be asked to vote.

Option B: Elections may be conducted via email polling sent to the membership at large. Candidates shall provide information to be compiled in a document containing their picture, name, and statement of interest. Members shall be given reasonable time to approach candidates individually with questions before the polling deadline.

All candidates must be elected by majority vote. If a first ballot majority is not reached, the two (2) candidates receiving the most votes will advance to a second ballot, in which the candidate receiving the majority of votes shall be elected to that position.

If Option A is chosen, candidates may be offered the option of having "drop-down" elections, wherein they should be able to be candidates for the next available position. If Option B is chosen, no drop-down voting will be conducted, or it shall be at the discretion of the Executive Board organizing the elections.

Section 5: Voting Eligibility

All members who have signed up for HLSA through the email list shall be considered in good standing and eligible to vote.

Section 6: Vacancies

If an Executive Board position becomes vacant during the Fall semester, or after the Spring elections, an emergency meeting will be called where a vote will be taken to fill the vacancy. If a vacancy occurs in the Spring semester prior to the Spring elections, the President shall decide whether the circumstances warrant a special election.

Section 7: Class Representatives

The Executive Board, as needed, may hold special elections for class representatives, including one (1) 1L Representative, one (1) 2L Representative, and one (1) LLM Representative.

Section 8: Subcommittees

The Executive board shall also create subcommittees, as needed, to further strengthen HLSA's relationship with local bar associations. Members who make up the subcommittees are liaisons between the University of Miami School of Law, HLSA, and local bar associations. HLSA subcommittees may include but are not limited to the following: (i) Colombian Bar Association Subcommittee, (ii) Florida Hispanic Bar Association Subcommittee, (iii) Mexican-American Bar Association Subcommittee, and (iv) Broward County Hispanic Bar Association Subcommittee.

ARTICLE IV

Section 1: General Meetings

Meetings will be called by the President at least twice per semester, or more frequently as the President deems necessary. The President shall preside over the meetings, and control discussion of agenda items.

Section 2: Executive Board Meetings

The Executive Board will meet at least once a month to discuss HLSA's state of affairs. These meetings may include committee members as deemed necessary.

ARTICLE V

Section 1: Constitutional Amendments

Any amendments to this Constitution shall be presented to the general membership and shall require an affirmative vote of two-thirds (2/3) of the active members of HLSA in good standing for adoption. For the purposes of this section, "present for adoption" shall be defined as currently enrolled students at the University of Miami School of Law who are members in good standing, not that they must be physically present at a meeting. Constitutional amendments may be voted on through email polling, and a formal in-person or virtual meeting is not required for constitutional amendments to be valid.

Section 2: Effective Date

This Constitution will become binding and effective when voted on and approved by the membership.

APPROVED this 21 day of March 2025.