

**CONSTITUTION  
OF  
MAURER SCHOOL OF LAW  
LATINX LAW STUDENT ASSOICATION**

The membership of the Latinx Law Student Association establishes this Constitution for the purpose of representing Latinx law student interests to the law school and university; encouraging recruitment of qualified Latinx law applicants; assisting in retention of Latinx law students; promoting student unity; and pursuing justice for the legal rights, concerns, and issues of the Latinx community.

**1- ORGANIZATION**

1-1. The name of this organization shall be the Latinx Law Student Association, hereinafter LLSA.

1-1.1. On November 1, 2016, as per the guidelines of this constitution, the “Latino Law Student Association” organization name was changed to the “Latinx Law Student Association” by unanimous vote.

1-2. LLSA identifies and aligns itself with the constitution and policies of the National Latino/a Law Student Association.

1-3. There shall be a LLSA website and social media page and they shall be maintained. Executive board shall have administrative access.

1-4. Statement of University Compliance: This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

Anti-Hazing Policy: Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

1-5. Personal Gain Clause: This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

**2- MEMBERSHIP**

2-1. Membership is open to all students at Indiana University Maurer School of Law community concerned with the goals and aims of this Constitution.

2-2. Active membership consists of students who pay the yearly dues of the organization and attend at least one meeting and one LLSA event per semester. Inactive member are those who pay dues but do not attend meetings or events.

2-3. Only active members may vote and hold office.

2-4. Proxy votes are forbidden in all voting.

2-5. LLSA allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

**3- EXECUTIVE BOARD**

**3-1.ORGANIZATION**

- 3-1.1. The officers of the organization shall consist of a President, Vice-President of Internal Affairs, Vice- President of External Affairs, Treasurer, Secretary, and 1L representative(s) and are collectively referred to as the executive board.
- 3-1.2. The officers shall be elected annually out of the voting membership, and must be in good standing with the University and be active LLSA members.
- 3-1.3. The term of office shall be from May 1 to April 30. The 1L representative(s) will be voted on during the second general meeting during the fall semester.
- 3-1.4. The President shall preside at all meetings.
- 3-1.5. The Internal Vice-President shall be first to preside and perform the duties of the President in the absence of the President and primarily work with internal Indiana University – Maurer School of Law affairs.
- 3-1.6. The External Vice-President shall be second to preside and perform the duties of the President in the absence of both the President and Internal Vice-President and primarily work with the Latino Alumni Advisory Board and with external Indiana University – Maurer School of Law affairs.
- 3-1.7. The Treasurer shall act as banker for the organization.
- 3-1.8. The Secretary shall keep and record the proceedings of the organization.
- 3-1.9. Vacancies in these positions shall be filled as prescribed in the By-Laws.
- 3-1.10. There shall be a mechanism to “vote-to replace” and replace LLSA executive board members.

### **3-2.PRESIDENT**

- 3-2.1. The President shall preside over all executive and general meetings.
- 3-2.2. In the absence of the President the Vice-President of Internal Affairs shall preside over the meetings and perform the duties of the President.

### **3-3.VICE-PRESIDENT OF INTERNAL AFFAIRS**

- 3-3.1. The Vice-President of Internal Affairs Vice-President of Internal Affairs shall deal with internal matters regarding the Indiana
- 3-3.2. Vice-President of Internal Affairs shall deal with internal matters regarding the Indiana University- Maurer School of law, including but not limited to: local events, working with the Indiana University community, working as liaison with the office of Admissions and working in collaboration with other law school student groups.
- 3-3.3. The Vice-President of Internal Affairs shall preside at meetings when the President is unable to attend, assuming the same duties, responsibilities and restrictions.
- 3-3.4. The Vice-President of Internal Affairs has the right to vote when acting in the Vice-Presidential capacity.
- 3-3.5. The Vice-President of Internal Affairs assumes the office of President should that position become vacant before the expiration of the current term.
- 3-3.6. The Vice-President of Internal Affairs resident shall be active in at least one Standing Committee.

### **3-4.VICE-PRESIDENT OF EXTERNAL AFFAIRS**

- 3-4.1. The Vice-President of External Affairs shall work with external matters with respect to Indiana University – Maurer School of Law, including but not limited to: alumni relationships, website development, and collaborating with other law schools and LLSA organizations.

- 3-4.2. The Vice-President of External Affairs shall work with external matters with respect to Indiana University – Maurer School of Law, including but not limited to: alumni relationships, website development, and collaborating with other law schools and LLSA organizations.
- 3-4.3. The Vice-President of External Affairs shall preside at meetings when both the President and Vice-President of Internal Affairs are unable to attend, assuming the same duties, responsibilities and restrictions.
- 3-4.4. The Vice-President of External Affairs has the right to vote when acting in the Vice-Presidential capacity.
- 3-4.5. The Vice-President of External Affairs assumes the office of President should that position become vacant before the expiration of the current term after the Vice-President of Internal Affairs.
- 3-4.6. Vice-President of External affairs will maintain contact with the associated alumni group by communicating with the President of the Latino Alumni Advisory Board at least once per month. The Vice-President will also maintain communication with the national and regional organization once a semester.
- 3-4.7. Vice-President of External affairs shall create a newsletter and distribute it to the President of the Latino Alumni Advisory board at least once per semester. The Vice- President of External Affairs will have help from standing committees and executive board in creating this newsletter.
- 3-4.8. The position of Vice-President of External Affairs is open only to rising 2ls, so that the Vice-President of External Affairs is a second year law student (2L) during tenure

### **3-5. TREASURER**

- 3-5.1. The Treasurer shall preside at meetings as prescribed in Article IV, Section 1.2 C.
- 3-5.2. The Treasurer shall maintain all organizational funds.
- 3-5.3. The Treasurer shall prepare and announce statements of funds at each meeting.
- 3-5.4. The Treasurer shall keep all records of financial transactions.
- 3-5.5. The Treasurer shall receive all funds immediately after any social function or payment belonging to the organization.
- 3-5.6. The Treasurer shall keep accounts, deposit the organization’s funds, and make expenditures in a manner approved by the organization and other concerned parties.

### **3-6. SECRETARY**

- 3-6.1. The Secretary shall take the minutes of each meeting and prepare them for reading at the following meeting.
- 3-6.2. The Secretary shall establish and maintain all records of the organization.
- 3-6.3. The Secretary shall maintain official correspondence with the membership and other involved parties.
- 3-6.4. The Secretary shall update the LLSA website(s) including, but not limited to: events, university website, photos, events, and event summaries

### **3-7. 1L REPRESENTATIVE(S)**

- 3-7.1. Shall be part of the executive board and shall have a vote.
- 3-7.2. There must be minimum of one 1L Representative(s) but there may be more than one, at the discretion of the President.
- 3-7.3. The 1L Representative may be member nominated or self-nominated and shall run for election during the 1L fall semester.

- 3-7.4. The 1L Representative shall be the liaison between the executive board and the 1L class and shall be responsible for connecting the 1L class to the existing LLSA membership.

## **4- COMMITTEES**

### **4-1. CHAIRPERSON**

- 4-1.1. Each chairperson will be a member of the executive board. Each will Chair a specific committee related to their job duties.

### **4-2. MEMBERSHIP**

- 4-2.1. Each member of LLSA may express their choice as to which committee they desire to be on. After such the President will appoint members to committees.

#### **4-2.2. STANDING COMMITTEE**

##### 4-2.2.1. School Administration Committee

- 4-2.2.1.1. will be chaired by the President of LLSA
- 4-2.2.1.2. will be the liaison between Law School Administrators and LLSA.
- 4-2.2.1.3. will ensure that all pertinent organization materials are given to the appropriate administrators and organization information is updated
- 4-2.2.1.4. will work with and advocate for the increase of diversity, specifically Hispanics, within the Law School, through the application process and admissions
- 4-2.2.1.5. will work with, encourage, and support Law School Administration to hire qualified Hispanic faculty, administration, and staff.
- 4-2.2.1.6. At the beginning of the spring semester, will obtain list of potential LLSA members who have either applied to or been accepted to Maurer School of Law from the Office of Admissions, for the purposes of contacting each applicant or potential applicant on the list. The Committee will be responsible for ensuring that every individual is contacted by either a member of the Committee or a member of LLSA

##### 4-2.2.2. Internal Affairs Committee

- 4-2.2.2.1. will be Chaired by the Vice-President of Internal Affairs of LLSA, and Co-Chaired by one of the 1L Representatives.
- 4-2.2.2.2. will be the liaison between the Executive Board and the other LLSA members
- 4-2.2.2.3. will work to develop goals and objectives of LLSA for the current academic school year.
- 4-2.2.2.4. will work to develop goals and objectives of LLSA for the next academic school year
- 4-2.2.2.5. will ensure to provide support and guidance to all new and current members.
- 4-2.2.2.6. will lead the mentorship program, by matching 2L and 3L members with new 1L members

##### 4-2.2.3. External Affairs Committee

- 4-2.2.3.1. will be Chaired by the Vice-President of External Affairs of LLSA
- 4-2.2.3.2. will organize all alumni communication, events, and contact information.
- 4-2.2.3.3. will create a database to store all alumni information, which is to be shared by all members

##### 4-2.2.4. Conference & Competition Committee

- 4-2.2.4.1. will be Chaired by the President of LLSA and Co-Chaired by a 1L Representative
- 4-2.2.4.2. will research any available Conferences and/or Competitions that are available to members of LLSA
- 4-2.2.4.3. will gather all necessary information for Conference or Competition and send it to the NSMA Committee, who will send the information out to all LLSA members.
- 4-2.2.4.4. will ensure all payment is made by the appropriate deadlines.
- 4-2.2.4.5. will provide guidance and support to members who are competing in a competition

#### 4-2.2.5. Events Committee

- 4-2.2.5.1. will be Chaired by either the Treasurer or other willing member
- 4-2.2.5.2. will organize all LLSA events throughout the year, excluding events organized by the Philanthropic Committee and Conference & Competition Committee
- 4-2.2.5.3. will assign an individual from the committee to be the point person for each event. That person will be the contact for venue and will send all necessary information regarding date, time, location, etc. to the NSMA Committee to promote the event.

#### 4-2.2.6. Philanthropic Committee

- 4-2.2.6.1. will be Chaired by the either the Treasurer or other willing member
- 4-2.2.6.2. will organize one philanthropic event for each semester
- 4-2.2.6.3. will find location and contact necessary individuals regarding a volunteer event
- 4-2.2.6.4. will take care of all event details, including but not limited to: transportation, food, clothing, etc.
- 4-2.2.6.5. will ensure the NSMA Committee has all the necessary information regarding the event

#### 4-2.2.7. News, Social Media, and Advertising Committee (NSMA)

- 4-2.2.7.1. will be Chaired by the Secretary of LLSA
- 4-2.2.7.2. will control and manage all material distributed by LLSA including but not limited to: social media, emailing all LLSA members, organize executive board meetings, respond to any and all inquiries regarding LLSA, etc.
- 4-2.2.7.3. Shall continually collect outlines and update the outline bank for quality control. They shall also maintain the bank (including all uploadi

#### 4-2.3. AD HOC COMMITTEE

- 4-2.3.1. may be initiated by the President or the organization.
- 4-2.3.2. Each committee shall consist only of volunteers.
- 4-2.3.3. Active membership must approve of the necessity of each committee

## **5- Organization of Meetings**

- 5-1. The organization shall convene at least once a month
- 5-2. The time and place may be determined by the President
- 5-3. The President shall have the power to call special meetings. The Secretary shall notify the members no less than 48 hours before any meeting.
- 5-4. A quorum of the active members must be in attendance for any meeting to be official.

5-5. Provision for online forms: attendance to a meeting may occur if a member is online for purposes of reaching a voting quorum, if and only if, online member sends email to Secretary prior to meeting and is in correspondence (email or phone) with an executive board member during the meeting. The online member may vote by sending the vote via email or phone call with an executive board member during the meeting.

## **6- CONSTITUTIONAL CHANGES**

### 6-1. Amendments

6-1.1. Amendments may be brought by any active member

6-1.2. Amendments must be approved by 2/3 vote of active members present.

6-1.3. Amendments may not be introduced and voting on during the small general body meeting. The Amendment may be introduced during a general body meeting and voted on during the subsequent general body meeting or special meeting called by the President.

### 6-2. Ratification

6-2.1. Ratification of the Constitution shall be approved by 2/3 vote of active members present at the general body meeting or special meeting.

6-2.2. The proposed Ratification must be introduced at a general body or special meeting, and voted on during the next subsequent general body or special meeting.