

The Pennsylvania State Law Latinx Law Students Association

CONSTITUTION

Article I: Name and Purpose

Section 1: Name of the Organization

The name of the organization shall be the Latinx Law Students Association of the Pennsylvania State Law (PSL), hereafter referred to as "LLSA," or "the chapter." LLSA shall be comprised of Latinx identifying students and/or those interested in issues related to the Latinx community while attending PSL.

Section 2: Mission of the Organization

The purpose of the organization is to represent the views of Latinx students at PSL and to promote the welfare of LLSA members through educational, professional, cultural, and social programs.

LLSA is committed to creating and maintaining an inclusive community for Latinx students at PSL and sending highly qualified, dedicated, and responsible lawyers into every legal arena. A membership that consists of both Latinxs and individuals interested in Latinx culture and issues may achieve the aforementioned goals. The membership may be composed of Spanish/Portuguese/Indigenous language—speakers, non— Spanish/Portuguese/Indigenous language speakers, and represent the various countries of Latin America.

LLSA seeks to remedy the under-representation of Latinxs in all segments of the legal community. LLSA strives to increase the number of Latinx students enrolled in PSL. LLSA will work closely with the Admissions Office on recruitment matters. Furthermore, LLSA strives to provide Latinx students enrolled at the law school with academic and social support, as well as keeping aware of Latinx issues in the law.

LLSA seeks to foster activism and to improve conditions for the entire Latinx population through the power of community. As a result of the demographic shift, LLSA must lead out in building coalitions with other communities. Additionally, LLSA vows to work closely with the Black Law Student Association (BLSA), Public Interest Legal Fund (PILF), Women's Law Caucus (WLC), and all other student and community organizations with similar goals to that of LLSA to empower and improve conditions for all under-represented communities.

Article II: Membership

Section 1: General Eligibility

Membership in the PSL LLSA shall be open to all matriculating students. LLSA is committed to a policy of nondiscrimination in membership and club/organization activities on grounds of race,

color, religion, age, national origin, ancestry, disability, gender, sexual orientation, and marital, parental, or veteran status. LLSA also assures equal opportunity in membership and participation in all activities of this club/organization to any qualified PSL student without regard to race, color, religion, age, national origin, ancestry, disability, gender, sexual orientation, marital, parental, or veteran status.

Article III: Dues

Section 1: Payment of Dues

It is incumbent upon each member to pay national and local dues on or before the date as established by the Executive Board Committee.

Section 2: Amount of Dues

Dues shall be \$20.00 per year. Dues may be payable in the full amount at the beginning of the academic year or in 2 installments of \$10.00 at the beginning of each semester, for the total of two (Fall and Spring) semesters. Additionally, the Executive Board shall have the discretion to establish a pro-rated rate for membership dues of \$15.00 to be paid by the date established by the Executive Board.

Section 3: Late Payment of Dues

Dues paid after the date set by the Executive Board shall be accepted at the Executive Board's discretion. However, pursuant to Article III, Section 2, no one will be granted MEMBERSHIP until dues are paid in full.

Article IV: Executive Board

Section 1: Meetings

The Executive Board shall hold meetings at least twice a month. Members of the Executive Board shall be notified one business day before each meeting.

Except under special circumstances, meetings of the Executive Board shall be open to members of the General Body. Any member of the General Body wishing to bring an issue of concern before the Executive Board must request that the designated Notetaker put the issue on the Board's agenda at least 72 hours before the meeting.

Section 2: Membership

The Executive Board shall consist of the following elected and appointed officers of the chapter:

- a. President
- b. Vice-President

- c. Secretary
- d. Treasurer
- e. Outreach Coordinator
- f. Digital Communications Director
- g. LLM Representative
- h. 1L Representative

i. Every LLSA Executive Board shall have at least one 1L Representative every academic year. The number of 1L Representatives for the current academic year shall be at the discretion of the Executive Board. This clause also applies to the LLM Representative.

Section 3: Qualifications for Officers

1. All officers must be members of LLSA and students currently attending PSL.
2. No LLSA member may hold more than one office within the Organization at one time.
3. All prospective officers should have attended at least one-half of the general body meetings in the prior year. **Section 4: Duties of Officers**

a. President

The President shall: (1) be the chief executive and administrative officer of the chapter; (2) call and preside at all General Body Meetings; (3) ensure that all other officers perform the duties for their respective officers; (4) be responsible for the welfare and dignity of the chapter; and (5) resolve all emergency issues requiring attention within 72 hours.

The President shall serve as the liaison between the organization, the Student Bar Association (SBA), and the Office of Student Services. The President will be the primary contact for the organization for all things related to the organization other than finances.

The President must inform the general body of all discretionary decisions which he or she made within 48 hours of making that decision.

b. Vice-President

The Vice-President shall: (1) assist the President in the performance of such chapter duties as may be requested by the President. In the event of the absence, death, resignation, or removal from office of the President, the Vice-President shall perform the duties of the President; (2) call

and preside at all Executive Board Meetings; and (3) perform such other duties relating to the organizational structure of the chapter as the President may request.

c. Secretary

The Secretary shall: (1) be the chief recorder and correspondent of the chapter; (2) call all LLSA meetings into order; (3) oversee and review the record of all minutes of LLSA meetings and other matters pertaining to the chapter for future reference; (4) maintain a record of all law school chapter, alumni, and honorary members, together with their current addresses; (5) dispatch notices of meetings to members as appropriate; (6) maintain an attendance list for all meetings, and a list of those members who are eligible to vote; and (7) be responsible for submitting official reports required of the chapter by the PSL administration.

d. Treasurer

The Treasurer shall: (1) be the chief financial officer of the chapter; (2) collect all dues; (3) control all chapter funds and co-sign with the President all disbursements of chapter funds; (4) prepare a budget, under the direction of the President, which shall be approved by the Executive Board by a 2/3 simple majority; (5) receive all funds which are available to LLSA from the law school; and (6) serve as the Chairperson of the Fundraising Committee.

The Treasurer will be the primary contact regarding the budget of the organization. The Treasurer shall be responsible for signing all funding and reimbursement requests and tracking the budget of the organization.

e. Outreach Coordinator

The Outreach Coordinator shall: (1) serve as the official spokesperson for the chapter; (2) be responsible for notifying the General Body of potential scholarships and internship/employment positions; (3) shall keep the General Body up to date regarding programs or events that may benefit the Latinx or Latinx Law community; and (4) serve as the Co-Chairperson of the Marketing & Social Committee.

f. Digital Communications Director

The Digital Communications Director shall: (1) keep all social media platforms up to date; (2) be responsible for publishing any marketing materials; (3) aid in the creation of marketing materials for organizational events; (4) keep accurate records of organizational events in the form of photography or videography; (5) disburse marketing materials to the members when appropriate; and (6) serve as the Co-Chairperson of the Marketing & Social Committee.

g. LLM Representative

The LLM Representative(s) shall: (1) assist in keeping a true and complete record of all minutes of LLSA meetings and other matters pertaining to the chapter for future reference; and (2)

perform such other duties relating to the organizational structure of the chapter as the other Executive Board members may request.

h. 1L Representative

The 1L Representative(s) shall: (1) assist in keeping a true and complete record of all minutes of LLSA meetings and other matters pertaining to the chapter for future reference; and (2) perform such other duties relating to the organizational structure of the chapter as the other Executive Board members may request.

Section 5: Removal/Resignation of Officers

Any officer shall be subject to removal upon a determination by at least two-thirds of the Executive Board that such officer is unfit for office by failing to carry out the duties of that office.

Any officer who resigns from a position must submit a resignation letter via email to the rest of the Executive Board. The President and Vice President must contact and schedule a meeting with the resigning officer. If the President or Vice President are resigning, then an accompanying member of the Executive Board shall be appointed to contact and conduct the meeting. Should the resigning officer decline to meet, the President or Vice President must notify at least one of the Faculty Advisors of the situation and forward a copy of the resignation letter.

Should an office be left vacant, the Executive Board may choose by a simple majority to appoint an interim acting officer until an election may be held. Elections should be carried out promptly in correspondence with the set upon bylaws. If the President's office is vacant, the Vice President should carry out the President's remaining term and call for an election for the Vice President position.

Article V: Faculty Advisor

Section 1

There shall be two Faculty Advisors ("Faculty Advisor") who shall be members ex officio with no voting privileges. Faculty Advisors may consist of faculty or staff employed at PSL.

Section 2

The Faculty Advisors shall be appointed by the Executive Board.

Section 3

The Faculty Advisors shall serve as a liaison between LLSA and the Law School Administration.

Article VI: Committees

Section 1: Classification of Committee

LLSA shall have standing committees, and special committees if sudden circumstances require such formation of a committee (ie: a global pandemic requires the creation of a COVID-19 Committee).

Section 2: Composition

Each committee shall consist of a Chairperson and at least two (2) members. Each Standing Committee shall be responsible for all archives coming under its title with such additional responsibilities, as the Executive Board shall determine.

Section 3: Chairpersons

All Standing Committee Chairpersons shall: (1) hold committee meetings as necessary; (2) submit to the Executive Board of the chapter a preliminary program of planned activities for the school year once appointed to the chairperson position by the deadline set by the Executive Board; (3) maintain records of all correspondence and committee meetings; (4) report the committee's activities to the chapter; and (5) perform such other duties as the President may request.

Section 4: Standing Committees

The Standing Committees of LLSA shall be the following:

1. Fundraising Committee
2. Marketing and Social Committee

Section 5: Special or Ad-Hoc Committees

1. Special Committees may be created by the Executive Board. The powers and duties of the Special Committees shall be to investigate, and study assigned matter and, where appropriate, implement activities relating to specific purposes, businesses, and objectives of LLSA. Special Committees shall terminate after the academic year or by the action of the Executive Board.
2. Special committee members shall be selected by consensus of the LLSA members. The Executive Board of LLSA shall select which member of the special committee shall act as Chair of that committee.
3. Ad-hoc committees and positions may be appointed at the discretion of the Executive Board.

Article VII: Nominations and Elections of Officers

Section 1: Nomination Procedure

Candidates shall be determined in the following manner:

1. All members nominated and seconded by another member shall be accepted as candidates. Self-nomination is permitted.
2. Nominations and seconds shall be accepted during the nominations period.

The nominations period for each office shall begin five (5) school days before the date of elections and shall end before candidate statements for that office are given at the election meeting.

Section 2: Time of Elections

1. The election of officers shall be conducted at a special meeting or General Body Meeting of LLSA at a date to be determined by the Executive Board, no later than the beginning of April.
 - i. Should the need for an election before that time be necessary, the same procedures shall be followed except time limits for all parts of the process will be reduced to 24 hours.
2. Within two (2) business days after the election meeting, a Faculty Advisor shall post the results of the election.
3. If necessary, a run-off election shall be conducted during a LLSA meeting or through online voting within two days of posting the election results. A Faculty Advisor must notify all eligible members of the run-off election before the voting begins.
4. No later than two (2) days after the run-off election, the Faculty Advisor shall post the final results of the election.

Section 3: Nominations

1. MEMBERS are eligible to be nominated for an EXECUTIVE BOARD position if they:
 - i. Have attended at least one-half of all GENERAL BODY meetings during the current school year; AND
 - ii. Have attended at least one-half of all LLSA gatherings and events during the current school year

2. Nominations will begin the election process and all nominations shall be submitted to the Faculty Advisors. The Advisor shall communicate the nominations to the potential candidates by the following day.
 - i. All nominees should certify their acceptance of their nomination with the Faculty Advisors within 48 hours of being notified that they have been nominated. Should the acceptance period expire on a weekend day (Saturday or Sunday), the acceptance must be made by 5:00 pm on the immediately following Monday.
3. Each LLSA member is entitled to nominate him or herself or any other LLSA member for any elective office. Only MEMBERS are eligible to run for an elective office.
4. LLSA members may be nominated for more than one office, but may only be a candidate for one office per election. LLSA members may hold both an elected position and an appointed position.

e. The nomination period shall not exceed 36 hours from the initial date the Executive Board has determined. The e-board will make the Faculty Advisors aware of the change.

Section 4: Balloting Procedures

Dignity, fairness and efficiency shall be the governing criteria in the conduct of all elections. Voting shall be by secret ballot. Ballots shall be collected and tabulated by the members of a Faculty Advisor if elections are completed in person. The Faculty Advisor shall announce the results of the tabulation as soon as the ballots have been counted. However, the specific numerical results shall be kept secret.

Section 5: Election Disputes and Appeals

1. All disputed elections, nominations, balloting, and all matters pertaining to nominations and elections not covered by this Constitution shall be decided by the outgoing Executive Board. All such disputes must be presented within three (3) days of the election. If these deciding bodies cannot make a ruling, subsection (3) applies.
2. The complaining party shall have the right to meet with the deciding bodies before making a ruling on the complaint.
3. Appeals from the determination of the deciding bodies shall be heard by the membership. The membership must be notified at least four (4) days before the meeting at which the appeal will be heard, and the general meeting will be heard within five (5) days. At this meeting, the complaining party shall be given five minutes to explain the basis of the complaint. A question/answer period shall follow. A successful appeal requires a 2/3 vote of members present.

Article VIII: Voting and Run-off Elections

Section 1: Voting on General Matters

1. Make a Motion to begin consideration of a matter for a vote.
2. Second Motion to show that there is enough interest in the matter to warrant a vote.
3. Discussion to discuss the relevant factors through comments and questions by the general body
 - i. Discussion ceases when no one has any further comments or questions
 - ii. If discussion is consuming an unreasonably large amount of time, based on the best judgment of the Secretary, the Secretary may encourage the members of the general body to make their final comments to bring the discussion to a conclusion.
4. Voting shall occur under the direction of the Faculty Advisor(s).
5. The Secretary shall restate the Motion after the discussion has been concluded.

Section 2: Eligibility

1. All who are members of LLSA and are current on yearly dues shall be entitled to vote.
2. Election and run-offs: A simple majority of the votes cast is required to elect. If no candidate achieves a majority, a run-off election shall be held between the two candidates having the highest number of votes. Run-off elections for any office shall take place immediately after the initial balloting for the office and in the same manner as prescribed in Article VII, Section 3.

3.

Proxy voting shall be allowed. Members wishing to vote by proxy must register his/her ballot with a Faculty Advisor, in an official signed email specifying the office and the person who is to receive the vote for that particular office. Such votes shall only count if the person named is a candidate for that office, i.e., general votes for an individual are not valid.

Article IX: Procedure for Removal of Officers

Section 1: Initial Letter of Inquiry

Upon request in writing to the Executive Board by any member outlining the reasons thereof, the Executive Board may address a general letter of inquiry to any LLSA officer to determine the reason or reasons such officer has failed to properly perform the duties of his/her office. Such a letter of inquiry must be sent upon the request of any two or more of the above officers. A neutral Chairperson should be selected by the Faculty Advisors to carry out the duties of letters of inquiry and removal.

Section 2: Second Letter of Inquiry

Where there is no response to the initial letter of inquiry, a second letter of inquiry shall be addressed to the officer giving notice of the specific charges of nonfeasance or malfeasance and giving an opportunity to answer these charges.

Section 3: Manner of Delivery

Each letter of inquiry shall be delivered in email.

Section 4: Removal from Office

Upon the affirmative vote of two-thirds of the Executive Board, a Faculty Advisor shall address a letter to such officers advising them of their failure of performance of assumed and assigned duties and notifying them of their removal from office. Any communications regarding a removal of any officer will be the responsibility of a Faculty Advisor.

Section 5: Appeal to membership

Anyone removed under the provisions of this Article has the right to appeal to the general membership for reinstatement. Such appeals shall be conducted according to the following procedure:

1. Notice of desire to appeal must be given in writing to a member of the Executive Board no later than a week after removal.
2. The Appeal shall take place at a special meeting within a week after notice of appeal.

3. The appellant shall be granted ten minutes to explain the reasons for his/her removal. The Executive Board shall then appoint someone to explain the reasons for removal. This shall be followed by a period of questions and answers.
4. Appellant shall be reinstated by a 2/3 vote. Such vote shall be a secret ballot counted by an ad-hoc committee that shall be composed of one representative from each class selected by consensus of those present. Such representatives cannot be members of the Executive Board. Only members of LLSA who have paid their dues as of the date of mailing of the second letter of inquiry shall be eligible to vote for the reinstatement.

Article X: Finances

Section 1: Fiscal Year

The fiscal year of LLSA shall coincide with the Law School academic year.

Section 2: Preparation of Annual Budgets

The proposed budget of LLSA, including estimates of income and requests for appropriations from the general fund of LLSA, shall be prepared by the Executive Board in compliance with Student Bar Association requirements.

Section 3: Disposition of Assets

All income and appropriations current and accumulated, and all other property of LLSA shall be held for its benefit by the Treasurer. Disbursements from LLSA funds shall be made after the presentation of a voucher or receipt to the Treasurer of LLSA. This voucher or receipt shall be signed by the Treasurer and countersigned by the President certifying that the expenditure has been authorized by the Executive Board. All such vouchers or receipts shall be kept.

Article XI: Adoption and Amendments of Constitution & Adoption of Resolutions

Section 1: Adoption and Effective Date of this Constitution

The Constitution shall be adopted by the Executive Board and shall become effective immediately.

Section 2: Amendment of the Constitution

1. Proposed amendments must be submitted to the Executive Board in writing at least seven (7) school days before consideration by the membership. The Executive Board then has the responsibility to distribute copies of the proposed amendments to the members at least four (4) school days before consideration. Notice of the date of consideration shall also be provided.

- 3.
2. The sponsor(s) of the proposed amendment shall be given at least five minutes to address the members at the meeting, and opportunity shall be provided for questions and answers.

Proposed amendments are ratified by a 2/3 majority vote in favor of the dues-paying membership present at the meeting where the amendments are considered.

4. The constitution may be amended by a vote of at least a majority of the membership at any regular or special meeting. Members shall be provided with at least 10 days advance notice of any amendment proceeding. The constitution amendments should be submitted, presented, voted upon, and approved as in Article XI.

Section 3: Adoption of Resolutions

Resolutions as to the opinion or position of the Organization as to any issue of concern to its membership shall be adopted by a majority vote of those present at a general meeting

Article XII: Meetings

Section 1: Notice

The Executive Board shall schedule all meetings and shall strive to provide all members reasonable notice of time and place.

Section 2: Operation

Dignity, fairness, and efficiency shall be the governing principles at all LLSA meetings.

Article XIII

Section 1: Certification

The founding officers certify this document as the existing Constitution of the Latinx Law Students Association of the Pennsylvania State University.

/s/ Britny Martinez	Britny Martinez
/s/ Amanda Carrizales	Amanda E. Carrizales
/s/ Maria F. Vejarano	Maria F. Vejarano
/s/ Carmen M. Lopez	Carmen M. Lopez
/s/ Kevin A. Rodriguez	Kevin A. Rodriguez