Article I. Name and Location

The name of this organization shall be the ASIAN PACIFIC AMERICAN LAW STUDENTS ASSOCIATION (APALSA), hereinafter called the "organization."

The primary location of the organization shall be at UC Hastings College of the Law. Correspondence shall be addressed to:

APALSA
UC Hastings College of the Law
200 McAllister Street
San Francisco, CA 94102

Article II. Purpose

The purpose of the organization shall be to:

Section 1: Career Support

Provide career support and professional development to Asian/Pacific Americans and other minority students at Hastings College of the Law.

Section 2: Recruit Asian/Pacific American Students

Actively recruit persons of Asian or Pacific Islander descent who may be potential candidates for admission to Hastings through participation in outreach programs and in the LEOP admissions process.

Section 3: Academic and Peer Support

Provide academic and peer support to all students at Hastings, specifically targeting students of ethnic minority.

Section 4: Addressing Asian/Pacific Issues and Legal Needs

Inform members of the organization and the Hastings community in general about the legal needs and issues confronting Asian/Pacific Americans, and other historically disadvantaged communities. This purpose may be accomplished by having individuals speak at general meetings, promoting events in Hastings publications and sponsoring functions and conferences.
Section 5: Community Service

Encourage members of the organization to serve the legal needs of Asian/Pacific Americans and other historically disadvantaged communities.

Section 6: Social Events and Networking Opportunities

Provide law students with opportunities to meet peers, colleagues, and alumni by planning social events and organizing activities with AABA.

Section 7: Mentoring

Coordinate Buddy Program to guide incoming students through their first year.

Section 8: Compliance with Hastings Policies and Regulations

The organization shall comply with UC Hastings’ Policies and Regulations Applying to College Activities, Organizations and Students.

Article III. Membership

Section 1: Membership

Any individual who is a full time student at UC Hastings College of the Law and who signs the organization roster (disclosing his/her email address and phone number) will be considered a member of the organization. The organization is open to all such individuals regardless of race, national origin, religion, gender, sexual orientation or physical handicap.

Section 2: Membership Fee and Fundraising

There shall be no membership fees. The organizations' funds shall be raised through various fundraising events and through application to the Associated Students of the University of California at Hastings (ASUCH) for funding. Funds may also be raised through voluntary donations from members of the organization.

Section 3: Powers

Members of the organization shall be entitled to vote on all matters out before the membership.

Section 4: General Meetings

The general membership shall meet on a monthly basis at a time and location announced by the Executive Board prior to each meeting. The Executive Board may call meetings more or less frequently if agreed upon by a majority of the Board. Notice of each general meeting shall
be given by the Executive Board at least three (3) days in advance by posting announcements on the school grounds, placing a notice in "The Hastings Weekly" or through email.

Section 5: Special Meetings

The Executive Board shall notify the general membership of any general meeting involving a major or controversial vote through email, telephone, SIC drop or other reliable form of communication. Such notice shall be given at least three (3) days prior to the meeting.

Section 6: Quorum

At least 10 members of the general membership will be required to conduct business at general meetings. If a quorum is not met, business may be done through email or other reliable form of communication, provided the matter is not one of urgency or controversy.

Section 7: Voting

Voting shall be decided by a simple majority of all persons casting votes unless provided otherwise in these by-laws.
e) Be responsible for the daily operations of the organization, including administrative and clerical matters.

Section 3: Terms of Office

All Board members shall serve a term of one (1) year. There will be a transitional period where incumbent board members will mentor their successors beginning from the date of election to the end of the current academic year. Complete leadership authority shall vest in the successive Executive Board beginning on the last day of the academic year.

Section 4: Election of Executive Board Members

a.) Elections Generally

Elections shall take place during the second half of the Spring semester. Interested candidates shall submit a brief statement of candidacy prior to the elections and will be made available to the general membership prior to the elections.

Any first or second year student shall be eligible for a Board position. Any member of the organization may nominate him/herself or any other member as a candidate for office. Nominees may run for multiple offices, but may only hold multiple, concurrent positions if one of those offices is a class representative. Nominees shall be allowed to make a brief presentation at a general meeting. Write-in candidates are also eligible for election to the Executive Board.

Nominees' names shall be made visible to all during the election process. Voting shall take place by those in attendance. The electorate shall include outgoing third year students.

Absentee ballots shall be available to those unable to attend the meeting. These ballots shall be submitted to a neutral Board member (preferably the President, if he/she is not a candidate) who will tally up a final count.

Those individuals receiving the highest number of votes for each office shall be elected to the Executive Board position for which they were nominated. In the event of a tie, those candidates who are tied shall participate in a run-off election. The same electoral process as used in the initial election shall be used in the run-off election, except that votes for write-in candidates shall be disregarded.

b.) First Year Election

First year board members shall be selected in an election held during the Fall semester. The same electoral process as used in the Board election shall be used in the first year election.
Section 5: Vacancies

If a Board member resigns, is removed, or for any other reason is unable to serve his/her full term, a majority of the remaining Board members may select a replacement to serve the remainder of the term.

Section 6: Removal

A Board member may be removed by a two-thirds (2/3) majority vote of the entire Executive Board or by two-thirds (2/3) vote of the entire general membership for extreme misconduct, dereliction, neglect, or other reason deemed appropriate. The Board member shall be notified in writing of the grounds for impeachment at least two (2) weeks in advance of the impeachment hearing. The Board member shall be accorded the opportunity to defend him/herself before the appropriate forum, either in person or in writing. An APALSA faculty advisor shall serve as moderator for the impeachment hearing.

Section 7: Board Meetings

a) Regular Board Meetings. Shall be held at least once a month, or more frequently if necessary. Board members shall be given at least three (3) days notice.

b) Emergency Board Meetings. The President(s) or three (3) members of the Board may call emergency Board meetings if circumstances deem it necessary. The Secretary shall give notice of any such meeting at least one (1) day prior to such meeting.

c) Quorum. Two-thirds (2/3) of the Board members shall constitute a quorum sufficient to conduct business.

d) Attendance. Absence without reasonable excuse from three (3) Board meetings shall constitute grounds for removal from the Board.

e) Voting. Voting on matters before the Board shall be decided by a simple majority vote, unless otherwise provided in these by-laws. Matters already decided on by majority vote shall be deemed final. A re-opening of the matter shall only occur if agreed upon by two-thirds (2/3) vote.

Section 8: Officers of the Board

The officers of the Board shall be President, Vice President, Secretary and Treasurer, at a minimum. The duties and powers of the Board members shall include, but are not limited to the following:

Executive Board and their duties:

(a) President(s)
   1) Preside over Board meetings and General Meetings
   2) Serve as spokesperson(s) for the organization
   3) Facilitate communication among the Board to effectively implement all activities and events
4) Build coalitions and co-sponsor events with other student groups and community organizations
5) Prepare and oversee the APALSA Board Retreat before Fall and Spring semesters
6) Coordinate the End-of-Year Banquet
7) Assist with API Graduation
8) Sustain positive working relationship between Faculty Advisor and the Board by maintaining regular contact and by keeping the Faculty Advisor aware of Board events
9) Maintain and update the APALSA alumni base
10) Act as liaison between APALSA and NAPALSA
11) Promote the notion of "Asian/Pacific American" as including South-East Asians, South Asians, Central Asians, Middle Easterns, Hapas, multiracial people and all other Asian minorities
12) Ensure a balanced contribution to student body of social events, political/community service opportunities, academic/career support, and mentoring

(b) Vice President
1) Assist the President with organization and implementation of all activities and events
2) In absence of the President, preside over Board meetings and General Meetings
3) Coordinate API Graduation
4) Organize and supervise elections of 1L Representatives in Fall and new Board in the Spring
5) Communicate with Board members and general membership as general liaison for President

(c) Secretary
1) Record minutes and resolutions made at meetings of the Board and general membership
2) Maintain and update the organization's roster and mailing list
3) Notify members of any announcements, events, endorsements, resolutions or upcoming meetings.
4) Promote APALSA events and make general announcements with Publicity Chair through posters, SIC dropping, mass emails, blurbs in the Weekly, and the APALSA and Hastings websites

(d) Treasurer
1) Maintain records of all organizational expenses
2) Deposit money to the bank account and balance the budget
3) Prepare budget for each semester and make official funding proposals to ASUCH.
4) Approve all funding requests from APALSA Chairs
5) Submit requests for reimbursement to ASUCH, Student Services and Fiscal Services
6) Coordinate and implement fundraisers, such as bake sales, telegrams, and other methods of making money.

Committee Chair-persons and their duties:

(e) Academic Chair(s)
1) Manage student outline bank and solicit outlines from members to replenish resources
2) Organize and run workshops and Cram Sessions to help students prepare for final exams
3) Coordinate student panels regarding the different statutory electives, classes for Fall semester, journals, study tips, and other academically-related subjects
4) Acquire donations of textbooks and supplementary materials from APALSA alumni to give to needy students
5) Act as Liaison to Academic Support Program

(f) Political/Community Chair(s)
1) Represent Hastings APALSA in the Bay Area APALSA Conference Committee
2) Assist with the planning of the annual Bay Area APALSA Conference
3) Schedule experts, professors and leaders in API community to speak at general meetings
4) Organize and moderate political forums, film screenings, brownbag lunches, or panels of guest speakers to address issues that impact the API community and underprivileged populations
5) Coordinate community service projects with on-campus student organizations, other APALSA groups and non-profit organizations such as Asian Law Caucus, API Legal Outreach, and other public service organizations in the Bay Area
6) Coordinate committees consisting of at least one 2L or 3L student and one 1L student acting as leaders to aid in promote collaboration, learning and leadership training through lawyering in the community for social change. Said committees may include but are not limited to a symposia committee to aid in creating relationships with mentors in legal professions, a committee on community initiatives to develop intra- and extra- mural collaborations to benefit the Bay Area community, and a pro bono committee to promote pro bono work to all APALSA members.

(g) Professional Development Chair(s)
1) Organize and run workshops regarding resume/cover letter writing and interviewing skills
2) Organize and run student panels for summer employment, such as firm jobs, judicial externships, public interest internships, and study abroad opportunities
3) Coordinate the annual MBA Career Day with MBA liaison(s)
4) Organize a sample resume binder and make it available to student body
5) Maintain and update job listings, fellowship opportunities and other scholastic or career-related announcements via e-mails to general membership or updated APALSA website

(h) Social Chair(s)
1) Coordinate social events with other on-campus student organizations
2) Organize social events with other APALSA in the Bay Area
3) Prepare and implement Buddy Program by recruiting mentors and pairing them with 1Ls
4) Coordinate the annual APALSA Culture Night
5) Assist with API Graduation

(i) LEOP Liaison(s)
1) Act as liaison between APALSA and the LEOP office
2) Promote recruitment of Asians and other students of color through participation in law school fairs and other forums
3) Coordinate events such as Day at Law School and Diversity Outreach Day, with other on-campus student organizations to encourage students from unique/disadvantaged backgrounds to pursue higher education and post-graduate degrees.

4) Coordinate joint special projects with LEOP office as APALSA board members see fit.

(j) AABA Liaison(s)
1) Act as liaison between APALSA and Asian American Bar Association (MBA)
2) Represent interests of Hastings APALSA at various AABA board meetings and sub-committee meetings
3) Coordinate the annual AABA Career Day with Professional Development Chair(s)
4) Maintain list of AABA members and alumni in the Bay Area for students to contact
5) Coordinate attorney/student mixers throughout the year and assist with AABA attorney-student mentorship program

(k) Publicity Chair(s)
1) Supervise and coordinate the efforts of the Publicity Committee (1L Representatives)
2) Generate awareness of APALSA events within student body and outlying community through posters, SIC dropping or handing out flyers, mass e-mails, weekly blurbs, website calendar updates, basement bulletin board, word-of-mouth, and any other methods that may be used to promote APALSA events.
3) Communicate with other Chairs to prepare activities and events for maximum turnout

(l) Historian(s)
1) Collect and consolidate pictures from various APALSA events
2) Post pictures on APALSA website
3) Maintain and update list of APALSA alumni
4) Keep track of APALSA’s history

(m) 1L Representative(s)
1) Voice opinions and concerns of 1L students
2) Assist Publicity Chair with promotion of APALSA events and activities
3) Assist Treasurer with fundraisers by tabling, collecting money and participating as needed
4) Coordinate and assist Chairs with various events and activities
5) Fulfill ten-hour service requirement per semester
6) Plan at least one APALSA event alone or in collaboration with other members of APALSA

(n) 3L Representative(s)
1) Attend Board meetings and General Student Body meetings
2) Voice the opinions and concerns of 3L students
3) Mentor Board members and help guide them through Fall and Spring semesters
4) Assist Vice President with API graduation
5) Promote events to 3L class and recruit 3Ls and alumni as mentors for Buddy program
6) Coordinate and assist Chairs with various events and activities
(o) Website Manager
1) Update the website with new outlines, photos, job postings and biographical information
2) Make other improvements as necessary throughout academic year and give all passwords
   and other website-related information to successive Webmaster

Additional Positions:

Additional positions may be created if needed to meet or facilitate the organization's
goals. These positions must be approved by a majority of the Executive Board.

**Article V. Amendments**

These by-laws may be amended by the following procedures:

1) Any member may propose an amendment to the by-laws. The original by-law (if any)
   and the proposed amendment shall be printed and distributed to the Executive Board for
   their review at least three (3) working days before the next scheduled Board meeting.
2) A portion of the next Board meeting shall be set aside for discussion about the proposed
   amendment.
3) Voting on the proposed amendment can be made by a show of hands or by written ballot.
   The proposed amendment shall become effective if approved by more than two-thirds
   (2/3) of the majority.