Bylaws of the Chinese American Law Association

Date: September 5, 2001
Revised: September 10, 2003
Revised: September 3, 2010
Revised: August 29, 2012

Article I: Name of Organization

This organization shall be known as the “Chinese American Law Association” (hereinafter “CALA”).

Article II: Purpose

CALA seeks to create awareness and further understanding of Chinese law and culture within the Hastings community.

CALA will organize events and activities that highlight legal issues concerning Chinese immigrant communities and legal developments in the Greater China area; promote appreciation of Chinese culture and traditions; facilitate working and studying abroad in the Greater China area; encouraging involvement with the local Chinese community; and provide assistance practicing Chinese language skills.

CALA will comply with the Policies and Regulations Applying to College Activities, Organizations, and Students.

Article III: Membership

Section 1 Any full-time student at Hastings may become a member of CALA. CALA welcomes all students regardless of race, national origin, religion, gender, sexual orientation, or physical handicap, and follows the University of California, Hastings College of the Law nondiscrimination compliance code.

Section 2 There shall be no dues or fees for CALA membership.

Article IV: Officers of the Board

Section 1 The officers of the CALA Board shall consist of President, External Vice President, Internal Vice President, Treasurer, Secretary, and Publicity Officer. Other offices may be added as needed by majority vote.

Article V: Duties of Officers

Section 1 President

• Oversee all activities of the organization.
• Schedule and preside over all general and officer meetings.
• Set the agenda for all meetings in consultation with other officers and members.
Section 2   External Vice President

- Support the President in overseeing social activities and events.
- Organize fundraising activities.

Section 3   Internal Vice President

- Support the President in overseeing organizational activities and events.
- Compile new member surveys.

Section 4   Secretary

- Record minutes of Board meetings.
- Maintain membership lists.
- Maintain communications with membership.
- Prepare thank you cards for guest speakers and special guests.

Section 5   Treasurer

- Prepare and maintain CALA general budget.
- Authorize all reasonable expenditures of the organization.
- Present budget reports during officer meetings.
- Organize and oversee fundraising activities.
- File for reimbursement for authorized expenditures.

Section 6   Publicity Officer

- Develop and carry out publicity of CALA events through various methods, generally including announcements through Facebook or other social networking website, “chalking”, posting flyers, and SIC-dropping students.

Article VI: Authority of Officers

Section 1   In general, the express or implied agreement of a simple majority of officers shall constitute sufficient authority to make organizational decisions.

Section 2   The President can take any action regarding the organization, including amending by-laws, deviating from the by-laws, appointing officers, removing officers, method of elections, and other actions when all four of the following conditions are met: (1) the action is announced to the general membership; (2) there is the concurrence of one other officer; (3) no written objection to the action is submitted to the organization (i.e., by SIC-drop to CALA folder or email to an officer) either prior to announcement of within three school days thereafter; and, (4) the action does not derogate from Articles I, II, or III of these bylaws or any Hastings provision concerning student organizations.
Article VII: Vacancies

Section 1 The President may appoint officers to fill vacancies on the Board.

Section 2 If the office of President should become vacant for any reason, the Internal Vice President shall become President.

Article VIII: Elections

Section 1 Officers shall be elected to serve for one full academic year.

A. The President must be elected.

B. It shall be at the discretion of the incumbent Board whether to have the other officers be elected or be appointed by the newly-elected President. If the board chooses to let the officers be appointed, the Board shall solicit a list of members interested in filling board positions in order to assist in the appointment process and to give the whole membership a fair chance at being appointed to the board.

Section 2 Elections shall be held in March or April. The election process may be done over the Internet or at a general meeting.

Section 3 There shall be a minimum of four steps for a valid election. First, the Board shall announce the timetable of the election process and solicit candidates. Second, the Board shall announce the candidates. Third, a secret-ballot vote shall be taken. Fourth, the Board shall announce the results. However, a vote need not be taken in the case where only one candidate has been nominated.

Section 4 The incumbent President shall facilitate the transition of the responsibilities of the organization to the newly-elected President. This transition should include information about the year-long calendar of events, the ASUCH budget process, and any list-serves.

Article IX: Meetings

Section 1 The President shall designate the time and place for all CALA meetings. The Secretary shall maintain attendance records for all meetings.

Section 2 The President shall try to preside over all CALA meetings. If the President does not preside, then the other officers shall preside as interim in the following order: Internal Vice President, External Vice President, Treasurer, Secretary, Publicity Officer.

Article X: Amendment of Bylaws

These bylaws may be amended by complying with the sections below or by Art. VI Sec. 2.
Section 1 Notice. The Board shall give notice to the general membership that the bylaws are being amended and provide the text of the old version and new version along with the notice.

Section 2 Approval. The amendments may be approved by a simple majority vote after notice is given if a quorum of at least ten votes is reached.

Section 3 Submission. After approval, the amended bylaws shall take effect immediately. The new bylaws shall be submitted to Hastings at the annual renewal of the CALA charter in August or September of the following academic year.