Hastings Trial Law Association  
- BYLAWS -

Article I: Name and Purpose
A. The name of this organization is Hastings Trial Law Association, also referred to as “HTLA”.
B. This organization exists for the purposes of:
   1) Uniting law students interested in trial advocacy;
   2) Bringing together law students and practicing attorneys and trial lawyers, including those professionals associated with the San Francisco Trial Lawyers Association (SFTLA);
   3) Providing opportunities to learn about career options, meet professionals, develop trial advocacy skills, and explore the field of trial law; and,
   4) Furthering the goals of the judicial system, advancing justice, promoting ethics, and providing zealous advocacy to those in need.
C. This organization shall be conducted under the policies, principles and provisions set forth in the UC Hastings Policies and Regulations Applying to College Activities, Organizations, and Students.

Article II: Membership
A. Only full time law students at UC Hastings are eligible to be members.
B. This organization shall not discriminate on the basis of ancestry, color, or race;
cultural or ethnic background; economic status; ideological, philosophical, or political belief or affiliation; marital or parental status; national or regional origin; physical disability; religion or religious or denominational affiliation; sex; sexual orientation; or age.
C. There shall be no dues or fees for membership in this organization;
D. To become a member, a student must fill out a membership form and attend at least one meeting per semester.

Article III: Officers
A. The Executive Board consists of the following officers:
   1) President
   2) Vice-President
   3) Secretary
   4) Treasurer
B. There will also be 1L Representatives, who are ex-officio board members, determined in the following manner:
   1) There shall be one 1L Representative per 1L class section.
   2) There may be one 1L Alternate Representative per 1L class section.
C. Eligibility
   1) To be eligible for a position on the Executive Board, a student must:
      a. Complete his or her first semester of law school before taking office; and,
b. Be granted approval by the Executive Board, as determined by a majority vote of the officers; and,
c. Be a member of this organization.

2) To be eligible for a position as a 1L Representative, a student must:
   a. Be a first year law student;
   b. Be granted approval by the Executive Board, as determined by a majority vote of the officers; and,
   c. It is not necessary for a 1L Representative to be a member before elections.

D. Elections

1) All officers and representatives are chosen by popular election by the members.
   a. Elections may be either in-person, via online poll, or by proxy.
   b. In order to vote by proxy, members must notify the Secretary and submit his or her vote before the election meeting begins.
   c. If a nominee does not receive a majority of the vote, a run-off vote shall occur, and the nominee with the lowest number of votes shall not participate in the run-off vote.

2) Elections meetings shall be scheduled by the Executive Board, following the provisions in these by-laws.
   a. Notice of an elections meeting must be provided to all members at least one week in advance.
   b. At the meeting prior to the elections meeting, nominations for the positions shall be made.

3) Members are eligible to vote for officers or 1L representatives if, prior to the elections meeting, he or she has attended at least one meeting.

4) Elections for the President, Vice-President, Secretary, and Treasurer shall be held at least two weeks before spring semester final exams.
   a. The President, Vice-President, Secretary, and Treasurer shall begin their terms of office on the day after UC Hastings summer commencement ceremony.

5) Elections for 1L representative shall be held within the first six weeks of the fall semester.
   a. The runner-up to each 1L Representative shall be the 1L Alternate Representative.
   b. The 1L Representatives and Alternates shall begin their terms as soon as they are elected.
   c. Nominations for 1L Representatives may occur either at the meeting prior to or during the election meeting.

E. Removal

1) Any officer or representative shall be removed from office if:
   a. He or she voluntarily resigns from office;
   b. The membership, by a 75% vote, declares “no confidence” in that officer or representative;
   c. The Executive Board, by a 75% vote, declares “no confidence” in that officer or representative; or,
d. He or she becomes ineligible for membership or his or her office at any point in his or her term.

2) If the President is removed from office or resigns, the Vice-President shall take his or her office.

3) If any officer other than President is removed from office, resigns, or vacates their office to assume another office, the remaining Executive Board officers have the option to fill the vacant position.
   a. Officers shall have the option to fill the vacant position in rank order of their office.
   b. After officers have decided whether or not to fill vacancies amongst themselves, a special election shall be called by the Executive Board to fill any vacancies.

4) If any 1L Representative is removed from office or resigns, then the 1L Alternate Representative for that 1L section shall take office.

5) If any 1L Alternate Representative is removed from office, resigns, or vacates their office fill a Representative position, they shall appoint an eligible member as 1L Alternate Representative.

F. Duties

1) All officers must attend meetings and events of the organization.

2) President
   a. The President shall be the primary representative of the organization to the U.C. Hastings, the San Francisco Trial Lawyers Association, and the community.
   b. The President shall have the duty of ensuring the purpose of the organization is furthered.
   c. The President shall ensure all other officers are conducting their offices competently.
   d. The President shall preside over all meetings.
   e. The President, with the aid of the officers and membership, shall create a calendar for each semester.

3) Vice-President
   a. The Vice-President shall be the secondary representative of the organization to the UC Hastings College of the Law, the San Francisco Trial Lawyers Association, and the community.
   b. The Vice-President shall preside over meetings if the President is not present.
   c. The Vice-President shall ensure the 1L Representatives and Alternates are conducting their offices competently.
   d. The Vice-President shall ensure all committees are conducting their tasks competently.

4) Secretary
   a. The Secretary shall keep an up-to-date and official membership roster.
   b. The Secretary shall take minutes at all meetings.
   c. The Secretary shall keep well-maintained records, including but not limited to:
i. Logs of all events, including attendance;
ii. Membership forms and an up-to-date membership list;
iii. Current by-laws;
iv. Copies of organization correspondence; and,
v. Any documents or property of the organization.

5) Treasurer
   a. The Treasurer shall be responsible for maintaining the finances of the organization, and shall report the financial state of the organization at every meeting.
   b. The Treasurer shall be responsible for ensuring the organizations debts are paid and incomes are collected.
   c. The Treasurer shall be responsible, with the aid of the officers and membership, for creating a budget each semester.
   d. The Treasurer shall assist in fundraising.

6) 1L Representatives and 1L Alternate Representatives
   a. The 1L Representatives and Alternates shall be responsible for informing their classmates of the organization, meetings, and events.

**Article IV: Meetings**

A. The organization shall have bi-weekly meetings.
   1) The Executive Board shall schedule bi-weekly meetings at a time most convenient for all of the Executive Board and most of the members.

B. Meetings shall be conducted in accordance with parliamentary procedure, except where these by-laws differ.

C. Meetings shall be conducted as follows:
   1) Roll Call / Sign In
   2) Officer Reports
   3) Old Business
   4) New Business
   5) Announcements

D. The Executive Board shall have Executive Board meetings whenever they deem appropriate.

E. Members are expected to attend all meetings. If a member does not attend at least 33% of the meetings during his or her membership, the Executive Board or membership may remove him or her from membership by a majority vote.
   1) The Secretary shall audit membership records at least once a semester to determine attendance.

F. At any vote occurring during a meeting that requires a threshold percentage of votes of the membership, the members present, not the total members, shall make up the base percentage of the vote.
   1) If less than 33% of the membership is present at a meeting, the Executive Board may decide to declare a quorum is not present, and the members then shall not vote on any issues.
   2) Members or officers may vote by proxy if they notify the Secretary of their vote before the meeting begins.
G. At any vote occurring during a meeting that requires a threshold percentage of votes of the Executive Board, the total number of officers, not officers present, shall make up the base percentage of the vote.

**Article V: Finances**

A. A semester budget must be approved by a majority of the Executive Board and the membership by the end of each prior semester.
   1) The Treasurer is responsible for holding budget meetings.
   2) All officers must attend budget meetings and members may attend.
B. Any non-budgeted expenditure must be approved by a majority of the Executive Board, and may be vetoed by a 75% vote of the membership.
C. The organization shall have a “Hastings Account” and follow the rules and regulations provided by Hastings.

**Article VI: Events**

A. The organization shall maintain a public calendar.
   1) The calendar shall be used to keep track of the organization’s events and relevant UC Hastings events.
B. HTLA’s members are encouraged to show their support at UC Hastings events and SFTLA events.
C. The organization shall integrate itself into the UC Hastings College of the Law, outreaching to UC Hastings offices such as the Career Office, Student Services, Legal Clinics, Pro Bono Committee, and student organizations such as ASUCH and other organizations.
D. The Executive Board shall determine whether or not to limit participation in an event to members only.
E. The organization shall host at least two speaker panels a semester.
F. The organization shall host at least one networking reception a semester.

**Article VII: Amendments and Force of Bylaws**

A. These bylaws, if approved by the 2012/2013 Executive Board, shall take full force and effect during Fall Semester, 2012.
B. If these by-laws conflict with Federal or State Law, University of California-Hastings policy, or San Francisco Trial Lawyers Association policies, these bylaws shall be superseded by applicable policy.
C. These bylaws may be amended by a 75% vote of the membership.
   1) If a member makes a motion to amend the by-laws, it is automatically tabled until the next meeting in order to provide notice to all members.
D. These by-laws may be suspended during a meeting only by the agreement of both 80% of the Executive Board and 75% of the membership.