PILIPINO AMERICAN LAW SOCIETY BYLAWS

Amended: August 7, 2010

Article I: Name of Organization

Section 1. This organization shall be officially known and designated as the Pilipino American Law Society (hereinafter “PALS”), located at the University of California, Hastings College of the Law (hereinafter “U.C. Hastings.”)

Section 2. No abbreviations of, departures from, or variations in the name of this organization will be permitted, with exception of the following: Hastings PALS and PALS.

Article II: Purpose

PALS was started to address legal and social issues relevant to the Pilipino American community. We welcome all individuals, regardless of ethnic background, that are interested in Pilipino American issues and increasing cultural diversity in the legal profession.

Article III: Membership

Section 1. Any full-time student at U.C. Hastings may become a member of PALS.

Section 2. There shall be no dues or fees for membership in the organization.

Article IV: Officers

Section 1. The officers of this organization shall consist of a President, a Vice President of Internal Affairs, a Vice President of External Affairs, a Treasurer, and a Secretary. Other officer positions, and their duties, may be created, such as Social Chair, two Academic Chairs, Pil-Grad Chairs and 1L and 3L Representatives with the support of a majority of the Executive Board. These officers will make up the Executive Board.

Section 2. Students at any and all completed levels of study, including current first-year students, are eligible to hold office or to head special committees so long as they are a member of PALS.

Section 3. The method of nomination shall be via self nomination after providing a Statement of Interest. Officers of the organization shall be elected by secret ballot to service for one academic year.

Section 4. Elections shall be held during the Spring semester at the annual meeting before Spring Break and all officers shall take office the following meeting after their election.
and shall remain in office until the end of the academic year. Elections will be held in the Fall for first-year students interested in involvement.

Section 5. If the office of the President should become vacant for any reason, then either the Vice President of Internal Affairs or the Vice President of External Affairs shall fill that vacancy for the remainder of the term. If any office other than the President shall become vacant, that vacancy shall be filled by appointment by the President for the remainder of the term.

Section 6. No member shall hold more than one office at a time and no member shall be eligible to serve more than two academic years in the same office. The officers shall perform duties prescribed by these bylaws and by the parliamentary authority adopted by the organization.

Article V: Duties of Officers

Section 1. The President is the principal officer and shall preside at all meetings of the organization and the Executive Board.

The President has the following duties and powers:

- to be the official representative and leader of PALS;
- to lead the organization and manage its activities in accordance with the policies and procedures of PALS and these bylaws;
- to ensure that the official business of PALS is carried out effectively;
- to ensure that officers discharge their duties impartially, accurately, faithfully, and promptly;
- to enforce strict observance of PALS’s bylaws, policies, and procedures;
- to serve as the representative of PALS when his or her presence is required to further the interest of PALS;
- to call special meetings in accordance with the bylaws;
- to have any other duties and powers assigned by PALS.

Section 2. The Vice President of Internal Affairs has the following duties and powers:

- to facilitate communication and act as a representative to all other student organizations at U.C. Hastings, such as the Associated Students of the University of California, Hastings (ASUCH);
- to act as a liaison to the Legal Educational Opportunity Program (LEOP);
- to act as a liaison to the U.C. Hastings faculty and administration;
- to develop programs to foster and recognize members' academic achievement;
- to facilitate event planning and relations within the U.C. Hastings community;
- to assist the President and temporarily assume the President's duties in his or her absence.

Section 3. The Vice President of External Affairs has the following duties and powers:
to facilitate communication with law firms, Filipinos in the legal community, such as the Filipino Bar Association of Northern California (FBANC), and oversee the development and implementation of PALS professional program;

- to facilitate communication with other PALS branches at local law schools;
- to coordinate PALS representation in such events as “Diversity Outreach Day” and “A Day at Law School,” as well as coordinating other outreach programs serving the community;
- to coordinate outreach programs helping recruit more Filipinos into the legal profession;
- to assist the President and temporarily assume the president's duties in his or her absence.

Section 4. The Treasurer has the following duties and powers:

- to plan ways for PALS to fundraise;
- to coordinate and create the distribution of yearly PALS fundraising letters to law firms;
- to work closely with the Board in managing funds, setting the budget for events, and to manage each semester’s budget requests from ASUCH;
- to fill out and manage reimbursement forms from ASUCH and PALS fiscal account.

Section 5. The Secretary has the following duties and powers:

- to record the minutes of all meetings of PALS, using a standardized system for that purpose;
- to send out emails regarding upcoming events and PALS news;
- to ensure that PALS meetings are in compliance with the bylaws;
- to update PALS membership on its listserv, PALS website.

Section 6. The Academic Chairs have the following duties and powers:

- to join all student organization mailing lists to get upcoming org scholarships/networking event updates
- send out weekly emails regarding those scholarships / events
- sends out emails received from ASUCH or Hastings to listserv
- work with external VP for scholarships/networking events outside of Hastings;
- circulates PALS outline list
- sets up study kits and final exam kits
Section 7. The Fundraising Chair/Treasurer has the following duties and powers:

- plans ways for PALS to make money
- works closely with the treasurer to establish the budget and set out budget requests from ASUCH
- works with treasurer to create and distribute yearly PALS fundraising letters to firms
- handles ASUCH and fiscal reimbursement forms
- attend yearly ASUCH meeting regarding Pil-Grad and lobby for its continued funding from ASUCH
- works closely with treasurer and social chair in managing funds and setting budgets for events

Section 8. The Director of Communications/Historian has the following duties and powers:

- updating PALS blog/website
- works close with the president and social chair to plan events and meetings and schedule for Fall and Spring semesters
- updates PALS history and acts as historian
- takes pictures at PALS events

Section 9. The Social Chair has the following duties and powers:

- plans parties and events with president
- finds locations of PALS semesterly parties and coordinates with club owner regarding profit sharing
- negotiates with food vendors for food supplied at events
- works with board to appoint members to form event committees

**Article VI: Executive Board**

Section 1. The Executive Board shall consist of the organization’s officers.

Section 2. The Executive Board shall hold meetings to raise motions, deliberate and vote on official business of the organization.

Section 3. No official business of the organization shall be conducted unless a minimum number of officers are present. This shall be defined as 75 percent of the Executive Board or at least 3 officers, whichever is greater. Official business shall include, but is not limited to, budgetary decisions exceeding $100, events that PALS will sponsor or endorse, and official PALS policy positions.

Section 4. The President of the organization shall preside at all meetings of the Executive Board and act as facilitator.
Section 5. Any officer can raise a motion during such meetings. Any motion raised is subject to deliberation.

Section 6. A simple majority of the voting officers present shall be required to carry a motion.

Article VII: Committees

With the advice of the Executive Board, the standing officers may create temporary committees when appropriate.

Article VIII: Meetings

Section 1. Meetings shall be held as planned by the Executive Board. The Executive Board shall hold meetings only in places that are open and accessible to all officers of the organization.

Section 2. The regular meeting shall be held after Spring Break and shall be known as the annual meeting and shall be for the purpose of electing officers and receiving reports of officers and committees.

Section 3. Special meetings can be called by the President or by the request of five active members. At least a two-day notice shall be given to all members.

Section 4. The President of the organization shall preside at all meetings of the organization and act as facilitator.

Article IX Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.
Article X Amendment of Bylaws

These bylaws may be amended or repealed or new bylaws adopted at any regular meeting of the organization by a two-thirds (2/3) vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Article XI: Dissolution of the Organization

Section 1. Dissolution of this organization by consent of the members shall consist of unanimous agreement of all its officers together with a majority vote of its members at a meeting which has been publicized in advance to all members of the PALS for the purpose of taking this vote.

Section 2. Should this organization be dissolved, all assets and liabilities shall be transferred to the University of California, Hastings College of the Law and such transfer shall be executed by the Treasurer.