

## **Constitution of the University of Wisconsin Latino Law Students Association**

The membership of the Latino Law Students Association (LLSA) establishes this Constitution for the purpose of representing Latino law student interests to the law school and university; encouraging recruitment of qualified Latino applicants; assisting in retention of Latino students; promoting student unity, and pursuing justice for the legal rights, concerns and issues affecting Latinos.

### **Article I – Official Name**

#### **Section 1**

The name of this organization shall be the Latino Law Students Association, hereinafter LLSA.

### **Article II - Membership**

#### **Section 1**

Membership is open to all students and members of the University of Wisconsin-Madison Law School concerned with the goals and aims of this Constitution.

#### **Section 2**

“Active Membership” consists of current dues-paying law students who attend at least one meeting per semester.

- 2.1 Only Active Members may vote. However, only Active Members who have met the service hour requirement, as set by the Executive Board at the beginning of the school year, may vote in Spring Executive Board Elections and hold office.
- 2.2 Proxy votes are allowed in all voting, but Active Members wishing to vote by proxy must give notice via email to the President.
- 2.3 Any other individuals not covered in Section 2 may participate in organizational activities, but may not hold an official position within LLSA and may not vote on any resolutions or in any elections.
- 2.4 Membership is absolutely voluntary; being so, membership and participation shall be free from discrimination based on race, ethnicity, religion, national origin, disability, sexual orientation, gender, or age.

### **Article III – Offices**

#### **Section I**

The offices of LLSA shall consist of a President, Vice-President of Academic Affairs, Vice-President of Community Affairs, Treasurer, Secretary, LEO Representative, Legal-Community Liaison, Webmaster, and 1L Representative.

**1.1** The officers shall be elected annually out of the Active Membership, as defined in Article II, Section 2.1, and must be in good standing with the University of Wisconsin-Madison Law School.

## **Section 2**

All officers shall hold office for a term of approximately one year from the date of election, until a successor is elected.

## **Section 3**

Vacancies in these positions shall be filled as prescribed by the bylaws.

## **Article IV – Duties of Officers**

### **Section 1 - President**

**1.1** The President shall preside at all meetings of LLSA. The President has the power to call special meetings when necessary.

**1.2** The President shall assure the proper carrying out of the LLSA Constitution and Bylaws.

**1.3** The President shall be a spokesperson for the entire membership. Although free to voice an opinion at all times, the President is not free to vote, unless a deadlock exists among the membership.

**1.4** The President shall have access to and be responsible for all information concerning LLSA. The President shall be responsible for writing the LLSA section of the annual LEO Newsletter.

**1.5** The President shall serve as a member of the LEO Executive Council, along with the LLSA LEO Representative and the Presidents and LEO Representatives of all other LEO Student Groups.

### **Section 2 - Vice President of Academic Affairs**

**2.1** The Vice-President of Academic Affairs shall preside at meetings when the President is unable to attend, assuming the same duties, responsibilities and restrictions. Should the office of the President become vacant before the expiration of the current term, the Vice-President of Academic Affairs assumes the office of President.

- 2.2 The Vice-President of Academic Affairs may review the LLSA Bylaws and suggest any changes to the membership.
- 2.3 The Vice-President of Academic Affairs shall have responsibility for all the academic affairs of LLSA and for any permanent or temporary committees established and designated to fall within the bounds of academic affairs.
- 2.4 The Vice President of Academic Affairs, in conjunction with the Vice-President of Community Affairs, shall be responsible for drafting the LLSA roster, which is to include all pertinent information regarding the membership.

### **Section 3 - Vice President of Community Affairs**

- 3.1 In the absence of both the President and the Vice-President of Academic Affairs, the Vice-President of Community Affairs shall preside at LLSA meetings.
- 3.2 The Vice-President of Community Affairs shall have responsibility for all community affairs of LLSA and for any permanent or temporary committees established and designated to fall within the bounds of community affairs, including the Advocacy Committee.
- 3.3 The Vice President of Community Affairs shall create and maintain relationships with local Latino community groups and organizations, and coordinate volunteer opportunities for LLSA members to serve the larger Madison community.
- 3.4 The Vice-President of Community Affairs, in conjunction with the Vice-President of Academic Affairs, shall be responsible for drafting the LLSA roster, which is to include all pertinent information regarding the membership.

### **Section 4 - Treasurer**

- 4.1 The Treasurer shall have responsibility for all financial affairs of LLSA and for any permanent or temporary committees established and designated to fall within the bounds of financial affairs. The Treasurer shall provide the membership with accurate financial reports at each meeting, maintain LLSA's financial records, and an accurate account of funds paid and received by LLSA. The Treasurer shall receive all funds related to any social function, fundraiser, or any other monies owed to LLSA.

### **Section 5 - Secretary**

- 5.1 The Secretary shall have responsibility for all the communicative affairs of LLSA and for any permanent or temporary committees established and designated to fall within the bounds of communicative affairs. The Secretary shall provide at least five days notice for all regular meetings. Such notice shall be posted conspicuously on the LLSA board, at any other official location, or via the email listserv.

- 5.2 The Secretary is responsible for taking minutes at board meetings and general meetings. If the Secretary cannot attend a meeting, he/she shall be responsible for making arrangements with fellow board members to ensure that minutes are taken. The Secretary shall distribute the minutes to the LLSA membership.
- 5.3 The Secretary shall ensure that the LLSA membership is informed of all board and regular meetings and events.
- 5.4 The Secretary shall track community service hours of LLSA members for the purpose of determining members that are eligible to vote in accordance with this Constitution and the LLSA Bylaws.

### **Section 6 - LEO Representative**

- 6.1 The LEO Representative shall strive to facilitate the needs and desires of LLSA members within the LEO community. The LEO Representative shall communicate regularly with the membership regarding LEO functions and pan LEO concerns. The LEO Representative shall strive to meet all the responsibilities of this Office as determined by LLSA.
- 6.2 The LEO Representative shall serve as a member of the LEO Executive Council, along with the LLSA President and the Presidents and LEO Representatives of all other LEO Student Groups.
- 6.3 The LEO Representative shall meet regularly with the LEO Committee and help facilitate the LEO Orientation at the beginning of each school year.

### **Section 7 - Legal Community Liaison**

- 7.1 The Legal Community Liaison shall be responsible for developing and sustaining LLSA's ties with the legal community at large, particularly the Latino legal community.
- 7.2 The Legal Community Liaison shall be responsible for all legal community affairs and shall communicate regularly with the membership regarding such affairs. These activities may include moot court competitions, conferences, mentoring programs.

### **Section 8 – Webmaster**

- 8.1 The LLSA Webmaster shall be responsible for updating the LLSA website in a timely manner to reflect the organization's events, news, and all other information suited for posting on the website.
- 8.2 The Webmaster shall work in conjunction with the Secretary to assemble the LLSA email listserv.
- 8.3 The Webmaster shall maintain the LLSA Outline Bank in coordination with the Vice President of Academic Affairs.

## **Section 9 – 1L Representative**

- 9.1** The 1L Representative shall serve as the voice of 1L LLSA members at Executive Board meetings.
- 9.2** The 1L Representative's duties include compiling an email list of all LLSA 1L members, keeping open communication with 1L members about LLSA events, issues, and programs.

## **Article V – Committees**

### **Section 1 – Standing Committees**

Standing Committees, Chairpersons and committee members may be appointed by the President with the approval of the Executive Board. All standing committees shall meet periodically and provide written reports to the membership.

- 1.1** The Advocacy Committee shall be coordinated by the Vice-President of Community Affairs, and a Committee Chairperson(s) shall be appointed before the September General Meeting.

### **Section 2 – Special Committees**

Special Committees may be initiated by the President or the organization. Each committee shall consist only of volunteers. Active membership must approve of the necessity of each committee.

## **Article VI – Meetings**

### **Section 1**

The organization shall convene at least once a month at a time and place to be determined by the Executive Board.

### **Section 2**

The Secretary shall provide at least 5 days notice for all meetings.

### **Section 3**

Executive Board meetings shall be open to all LLSA members.

### **Section 4**

The President shall provide the Secretary with a copy of the agenda of all LLSA meetings, Executive Board meetings, plus any reports, resolutions, proposals, plus other written matters pertinent to meetings at least 24 hours prior to the time of a meeting. The Secretary in turn shall provide notice to the membership.

### **Section 5**

The President shall have the power to call special meetings when necessary.

## **Article VII - Amendments**

### **Section 1**

Amendments to the Constitution may be brought by any Active Member.

### **Section 2**

Amendments shall require a two-thirds vote by the Active Membership to become part of the Constitution.

### **Section 3**

An Amendment that is seconded will be voted on at the next meeting to allow sufficient notice to the membership, or at a special meeting not less than two weeks from the motion to amend.

## **Article VIII - Ratification**

### **Section 1**

Ratification of the Constitution shall be made by a two-thirds vote of approval by the Active Membership at a special meeting.

### **Section 2**

The special meeting to ratify shall take place after proper notice has been given to members.