

Section 4. Duties

(a) *President.* The President shall be the chief executive officer of the Association and is the principal spokesperson of the Association. The President shall preside over all meetings of the Board of Governors, the Membership, and the Executive Committee. Unless otherwise provided, the President shall appoint the chair and members of each Association Committee, shall appoint the chair of each Section and shall appoint the Association's official liaisons to other national and international bars and similar organizations. The President shall perform all duties ordinarily incident to the office and as the Board of Governors may assign consistent with these Bylaws.

(b) *President-Elect.* The President-Elect shall perform such duties as the President or Board of Governors may assign. The President-Elect shall be responsible for revisiting and enhancing the Association's long-term plan. The President-Elect shall preside at meetings in the event that the President is not present.

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(c) *Vice-President of Membership.* The Vice-President of Membership shall be responsible for all membership matters and benefits, shall periodically report to the President and the Board of Governors on the activities and initiatives relating to the Membership and the office, and shall perform such other duties as the President or the Board of Governors may from time to time direct. The Vice-President of Membership shall at all times maintain a current and complete roster of the Members in collaboration with the Executive Director, Treasurer and Secretary.

(d) *Vice-President of Regions.* The Vice-President of Regions shall oversee the Regions including communications with the Regional Presidents and Affiliate Organizations, increasing Region activities, and having regularly scheduled meetings with Regional Presidents and Affiliate Organization Representatives to further advance the purposes of the Association. The Vice-President of Regions shall ensure that all Regional Presidents and Affiliate Members file quarterly activity reports with the Board of Governors. The Vice-President of Regions shall also periodically report to the President and the Board of Governors on the activities and initiatives relating to the Regions and the office and shall perform such duties as the President or the Board of Governors may from time to time direct.

(e) *Vice-President of External Affairs.* The Vice-President of External Affairs shall act as the Association's liaison with non-affiliated groups and organizations, including creating initiatives and developing programs with these organizations to benefit the Membership. The Vice-President of External Affairs shall periodically report to the President and the Board of Governors on the activities and initiatives relating to these organizations and of the office and shall perform such other duties as the President or the Board of Governors may from time to time direct.

(f) *Vice-President of Programs.* The Vice-President of Programs shall be responsible for creating initiatives and developing and implementing programs for the benefit of the Membership. The Vice-President of Programs shall periodically report to the President and the Board of Governors on the initiatives and programs of the Association and of the office, and shall perform such other duties as the President or the Board of Governors may from time to time direct.

(g) Vice-President of Sections and Committees. The Vice-President of Sections and Committees shall be an *ex-officio* member with no vote (unless specifically provided otherwise) of each Section and Committee as identified in these Bylaws or as created in accordance with these Bylaws except for the Executive Committee, Nominations Committee, Elections Board, or Standing Committees identified in Article XIII, Section 5. The Vice-President of Sections and Committees shall act as the Board of Governor's liaison with all Section and Committee chairpersons, shall periodically report to the President and the Board of Governors on the activities and initiatives of the Sections and Committee and of the office, and shall perform such other duties as the President or the Board of Governors may from time to time direct.

(h) Secretary. The Secretary shall prepare, publish, and keep the minutes of all meetings of the Membership and all meetings of the Board of Governors, shall keep the roster of all Officers and members of the Board of Governors, shall certify official copies

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of such minutes and these Bylaws, shall cause to send notices of all meetings of Board of Governors and the Membership, and shall perform such other duties as the President or the Board of Governors may from time to time direct.

With the advice and consent of the President, the Secretary shall appoint an Assistant Secretary from among the Regular Members in good standing. In the event that the Secretary fails to appoint an Assistant Secretary within forty-five (45) calendar days after assuming office, then the President shall appoint an Assistant Secretary. The Assistant Secretary shall perform such duties as the Secretary may from time to time delegate and shall perform such other duties as the President or the Board of Governors may from time to time direct. In the event that the Secretary is not present at any regular or special meeting of the Board of Governors or the Executive Committee, the Assistant Secretary may vote and act at such meetings in the place and stead of the Secretary in any manner and with such power as the Secretary may have under these Bylaws.

(i) Treasurer. The Treasurer shall supervise the safekeeping of the funds and investments of the Association, and shall report periodically on the financial condition of the Association to the Board of Governors. The Treasurer's annual report shall be submitted for examination and audit by a certified public accountant designated by the Board of Governors upon recommendation of the Audit Committee. Together with the President-Elect, the Treasurer shall submit an annual budget ("the Annual Budget") to the Board of Governors at the Board meeting preceding the Annual Convention. Upon approval of the Annual Budget by the Board of Governors, the Treasurer shall be authorized to make the expenditures contemplated by the Annual Budget. The Treasurer shall also be responsible for the following:

- (1) cause the collection of member dues;
- (2) keep the financial records of the Association;
- (3) collect, care for and, upon approval by the Board of Governors, disburse all funds of the Association;
- (4) receive, account for, disburse, and report on all funds of the Association;

- (5) cause the preparation and filing of the Association's tax returns;
- (6) propose financial and economic policies for adoption by the Board of Governors; and
- (7) perform such other duties as the President or Board of Governors may from time to time direct.

Section 5. Duties of Regional Presidents

Each Regional President shall act as a liaison between the Association and the Regular Members and Affiliate Members residing in his or her Region. The primary functions of a Regional President shall be to:

- (a) Conduct and assist with fundraising activities in his or her Region;
- (b) Actively promote the Association in his or her Region, including actively participating in the activities of the Affiliate Organizations, student bar activities and other bar associations in his or her Region;
- (c) Actively recruit qualified persons and organizations within his or her Region to join the Association as Members;

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- (d) Periodically report to the Vice-President of Regions on the activities and initiatives in his or her Region; and
- (e) Perform such other duties as the President, and the Vice-President of Regions, or the Board of Governors may from time to time direct.

Each Regional President shall appoint from time to time one (1) or more Deputy Regional Presidents from among the Regular Members in good standing in his or her Region as he or she deems necessary to carry out his or her duties. In the event any Regional President fails to appoint at least one such Deputy Regional President within forty-five (45) days after assuming office, then the President, with the advice of and after consultation with the Vice-President of Regions, shall appoint such Deputy Regional Presidents in such Regions as he or she, in his or her discretion deems necessary. The names of all Deputy Regional Presidents must be provided to the President, Secretary and Executive Director of the Association immediately upon appointment.

Each Deputy Regional President shall perform such duties as the Regional President may delegate and shall perform such other duties as the Vice-President of Regions, President, or the Board of Governors may from time to time direct. In the event that the Regional President is not present at any regular or special meeting of the Board of Governors, the Regional President in his or her sole discretion, may appoint any Deputy Regional President from such Region present at such meetings to vote and act at such meetings in the place and stead of such absent Regional President in any way and with such power as such Regional President may have under these Bylaws. The Regional President shall give written notice of said appointment to the Secretary of the Association.