ABOUT THE LSD

The HNBA-LSD is a national organization of law students governed by its members. The mission of the HNBA-LSD is to increase the number of Latino/a law students involved with the HNBA and HNBA-LSD, to encourage the participation of Latino students in developing and remaining responsive to the social, political, and academic promotion of the Latino/a community and to encourage and promote the recruitment, academic achievement, and retention of Latino/a law students.

Hispanic National Bar Association – Law Student Division

Rules

Article I

Composition

Section 1.1 Name

The name of this organization is Hispanic National Bar Association – Law Student Division (HNBA-LSD).

Section 1.2 Address

The principal office of the HNBA-LSD shall be determined by the National President at the time of his/her election.

Article II

Objectives

The HNBA-LSD is a national organization of law students governed by its members. The students of the HNBA-LSD will strive to achieve the following specific objectives but shall not be limited these and may also strive to achieve such other objectives as the members of HNBA-LSD will from time to time deem appropriate:

Section 2.1

To increase the number of Latino/a law students involved with the HNBA and HNBA-LSD.

Section 2.2

To encourage the participation of Latino students in developing and remaining responsive to the social, political, and academic promotion of the Latino/a community.

Section 2.3

To encourage and promote the recruitment, academic achievement, and retention of Latino/a law students.

Article III
Membership

Section 3.1 – Qualification

An applicant for membership shall be a student who is enrolled in law school in any state of the union, Puerto Rico, the District of Columbia, or any other territory of the United States.

An applicant shall become a member upon payment of dues.

Initial Dues – all applicants must submit with the Application for Membership the full amount of dues as prescribed by the HNBA-LSD Board of Governors. Said dues shall be applied toward membership for the current fiscal year.

Annual Dues – Annual dues, as prescribed by the HNBA-LSD Board of Governors, shall be collected at the Annual Convention, or pursuant to its pre-registration procedure. Said dues shall be applied toward membership for the corresponding fiscal year.

Section 3.2 – Privileges of Membership

All members are entitled:

To attend all meetings, conventions, and sponsored events of HNBA-LSD;
To receive all HNBA-LSD publications;
To hold office;
To nominate and elect the Board of Governors as provided in these Rules;
To vote at conventions.

Unless otherwise ordered by the Board of Governors, the suspension of any member from law school will result in the loss of all privileges of membership during such suspension.

Section 3.3 – Meetings of the Membership

Annual Convention – The regular meeting of the membership of HNBA-LSD shall be held once during the fiscal year at the Hispanic National Bar Association Annual Convention.

Special Meetings – Special meetings of the membership of HNBA-LSD may be held at such time and place as the National President shall direct by written notice or email of at least 1 month to the membership.

Quorum – At all meetings of the membership of HNBA-LSD, the members eligible to vote who are present shall constitute a quorum for the transaction of business.

Voting – At all meetings of the membership of HNBA-LSD, voting shall be by majority vote of attending members, unless provided by these Rules.

Article IV

Structure of the Board of Governors
Section 4.1 – Composition

The following shall constitute the Board of Governors (the “Board”) of HNBA-LSD: The National President, President-Elect, Vice-President of Membership, Vice-President of Committees, Vice-President of Communication, Secretary, Treasurer, Regional Presidents, and other members the Board may deem necessary. Immediate Past-President and General Counsel shall be ex officio members of the Board.

Section 4.2 – Regions

There shall be nineteen (19) Regional Presidents of the HNBA-LSD, one from each of the following regions of the country:

Region I: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
Region II: New York,
Region III: New Jersey
Region IV: Delaware, Pennsylvania
Region V: District of Columbia, Maryland, Virginia, West Virginia
Region VI: North Carolina, South Carolina
Region VII: Alabama, Georgia, Mississippi
Region VIII: Florida
Region IX: Illinois, Indiana, Michigan, Wisconsin
Region X: Kentucky, Ohio, Tennessee
Region XI: Iowa, Minnesota, Missouri, North Dakota, South Dakota
Region XII: Arkansas, Louisiana, Oklahoma, Texas
Region XIII: Colorado, Kansas, Nebraska, Wyoming
Region XIV: Arizona, Nevada
Region XV: New Mexico, Utah
Region XVI: Alaska, Idaho, Montana, Oregon, Washington
Region XVII: Northern California, Hawaii
Region XVIII: Southern California
Region XIX: Puerto Rico, U.S. Virgin Islands

Section 4.3 – Duties
The affairs of HNBA-LSD shall be managed by the Board, which may exercise all powers not reserved to the Membership by these Rules, including, but not limited to, determining matters of policy, conducting all activities of HNBA-LSD, interpreting these Rules and attending all regular and special meetings of the Membership.

National President – The National President of the HNBA-LSD shall be responsible for:

- Exercising general authority over the business and activities of the Law Student Division;
- Chairing over all Board of Governors meetings;
- Presiding over the General Body;
- Serving as a member of the Executive Committee of the HNBA-Attorney’s Division;
- Serving as the HNBA-LSD representative to the Board of Governors of the HNBA-Attorney’s Division;
- Co-authorizing with the Treasurer all expenditures of HNBA-LSD;
- Serving as an ex officio member of all committees;
- Appointing a General Counsel to be confirmed by the Executive Board and confirm Committee Heads or any other person and committees in accordance with Article VII, Section 7.4 of the Constitution;
- Overseeing the organization of events to be conducted for and sponsored by the HNBA-LSD; and
- Performing such other functions and exercising such further duties as the Assembly may assign.

The National President does not have the power to veto any decisions properly voted upon by the Board of Governors. He/she may elect to bring his/her dissent to the Membership. Any responsibilities, issues, or emergencies presented to the National President that require immediate action or response and fall outside the scope of the duties prescribed within this Section must be conferred upon and approved by at least three members of the Executive Board. The General Counsel must be one of the three references required to ensure the constitutionality of such proposed activity.

In the event of the temporary absence or incapacity of both the National President and the President-Elect, the National President must assign a member of the Executive Board to conduct the business and activities of the association during their absence.

President-Elect – The President-Elect shall be responsible for:

- Exercising general authority over the business and activities of the LSD in preparation of his/her forthcoming term;
- Overseeing the organization of events to be conducted for the LSD during the HNBA Annual Convention;
Overseeing the organization of events to be conducted at the National Moot Court Competition;
Assisting the National President in his/her responsibilities as are necessary to the effective organization of the LSD; and
Performing such other functions and exercising such further duties as the National President or the Board of Governors may assign.

The President-Elect is a two-year commitment and, as such, law students in their final year of school are ineligible to serve in this position.

Vice-President of Membership – The Vice-President of Membership shall be responsible for:
Retaining and increasing the membership of the HNBA-LSD;
Supervising and advising the Regional Presidents in their responsibilities and agendas for the term;
Designing and implementing national and regional fund-raising events sponsored by the HNBA-LSD; and
Performing such other functions and exercising such further duties as the National President or the Board of Governors may assign.

Vice-President of Committees – The Vice-President of Committees shall be responsible for:
Exercising general authority over the business and activities of the LSD’s Committees pursuant to Article VII, Section 7.2;
Appointing Committee chairpersons in conjunction with the National President;
Coordinating, supervising, and executing all Committee projects undertaken by the Committee chairpersons;
Preparing an annual report, to be presented at the Board of Governors meeting during the Annual Convention, summarizing the activities of each Committee during his/her term; and
Performing such other functions and exercising such further duties as the National President or the Board of Governors may assign.

Vice-President of Communication – The Vice-President of Communication shall be responsible for:
Coordinating internal and external communication of information;
Publishing and circulating an electronic national newsletter four times a year; and
Performing such other functions and exercising such further duties as the National President and the Board of Governors may assign.

Secretary – The Secretary shall be responsible for:
Maintaining the minutes and agenda for all meetings of the Board of Governors, Executive Committee, and General Body and distributing the minutes to the Board of Governors, Committee chairs, and to individual members upon request.

Distributing a copy of the Constitution and Rules for the LSD to:

- each Board of Governors member at the first meeting;
- each Regional President at the National Convention for distribution to the Membership;

Obtaining and maintaining an electronic directory of all LSD members, including law school representatives and Chapter Affiliates, as derived from the records of the Executive Director of the HNBA-Attorney Division;

Organizing and scheduling, under the direction of the National President, all online, conference call, and other meetings;

Maintaining a master file of all minutes, correspondence generated by the Board of Governors and Membership as appropriate; and

Performing such other functions and exercising such further duties as the National President and the Board of Governors may assign.

Treasurer – The Treasurer shall be responsible for:

- Publishing and distributing the treasury procedure to all new board members and governors within one month of elections;
- Reviewing all funding requests with the National President;
- Serving as the liaison to the HNBA-Attorney Division National Treasurer;
- Communicating with the Executive Director of the HNBA to facilitate all funding transactions;
- Providing a biannual report to the Board of Governors on the state of the treasury, once in April and once at the Annual Convention;
- Proposing modifications of the treasury procedures as needed;
- Reviewing treasury procedures with the incoming elected treasurer at the Annual Convention at the end of the term; and
- Performing such other functions and exercising such further duties as the National President and the Board of Governors may assign.

All financial transactions require the approval of the National President and Treasurer.

Immediate Past-President – The Immediate Past-President shall be responsible for:

- Advising the National President, President-Elect, and Board of Governors at their invitation.
- Serving as a representative for the HNBA-LSD at their invitation;
The Immediate Past-President shall not have a vote in matters before the Board of Governors. In general, the Immediate Past-President may attend all meetings of the Board of Governors, unless the Board, by majority vote, has chosen to exclude the Immediate Past-President from a particular meeting.

General Counsel – The General Counsel shall be responsible for:

Interpreting and enforcing the provisions of these Rules;

Preparing memoranda to increase the LSD’s awareness of legal issues;

Preparing opinion letters, at the request of the National President or Board of Governors, on the constitution matters; and

Performing such other functions and exercising such further duties as the National President and the Board of Governors may assign.

Regional Presidents – The Regional Presidents shall be responsible for:

Exercising general authority over the business and activities of his or her respective region;

Disseminating national and regional information throughout his/her region;

Organizing an annual regional convention;

Serving as a liaison between the law student community of his/her region and the Regional President(s) of the HNBA-Attorney Division that serve their region;

Serving as the liaison between the administrators of the law schools throughout his/her region and the Board of Governors;

Establishing contact with each law school within his/her region and encourage that school to become a Chapter Affiliate;

Attending all meetings as required by the Board of Governors;

Submitting written reports biannually summarizing the activities and future goals of the region to the Board of Governors;

Performing such other functions and exercising such further duties as the National President and the Board of Governors may assign.

Regional Presidents are not members of the Executive Committee and thus do not vote in those matter before the Executive Committee. The Regional Presidents are members of the Board of Governors and shall have all the rights, privileges, and responsibilities commensurate with that position.

Section 4.4 – Terms of Office

Each duly elected Board member shall take and hold office for one year commencing at the Annual Convention in the manner set forth by these Rules.
Article V
Meetings of the Board of Governors

Section 5.1 – Meetings of the Board of Governors

A. Meetings.

1. The Board of Governors shall meet in person, as a group at a minimum of two times a year beginning and culminating at the annual National Convention of the HNBA and during the Annual Moot Court Competition. During the first regular meeting, the Board of Governors shall determine the meeting schedule for the term, subject to the approval of the Board of Governors.

2. All other meetings shall be conducted at the discretion of the National President, subject to approval upon seven (7) days notice to Board members. Such meetings may be conducted either in person or through electronic means including but not limited to conference calls and Internet chat rooms or E-mail. The schedule for such meetings may be determined at the first regular meeting under A(1) of this Section or at the discretion of the National President.

3. Board members are required to attend at least two of the regularly scheduled meetings under A(1) of this Section. Absence during such meeting requires at least seven (7) days notice to the National President and the National Secretary. Such member is responsible for providing a written report of his/her activity, as would have been presented if attending, to be disseminated at the meeting.

4. Unexplained absences may subject the member to removal from the Board of Governors.

In the event of removal, the Board of Governors shall select a new At-Large Board member. In the event the removal is of a Regional President or Committee Chairperson, the Board of Governors may request the particular region or committee members to select a new representative.

Removal will be publicized in the newsletter by the Corresponding Secretary.

The Board of Governors has total discretion to remove by two-thirds vote of the members present.

The Board of Governors shall not remove members with extenuating circumstances. This includes sudden illness, financial inability to attend, death in the immediate family, or unforeseeable academic constraints.

5. Regional Presidents and Committee Chairpersons requested to attend any meetings by and with the Board of Governors shall be subject to the same provisions articulated in this Article, Section 5.1, A(3) and 4(a)-(d).

Attendance. It is the duty of each Board member to attend the regular and special meetings of the Board. Failure to attend a meeting without good cause, as determined by the Board, constitutes an unexcused absence. Any Board member who accumulates one unexcused absence during the Board member’s term of office is presumed to have failed to carry out their duties and may be
removed from office upon a two-thirds vote by the Board. The Secretary shall notify the Board in the published minutes following the unexcused absence that a vacancy exists and said vacancy shall be filled in accordance with Section 4.5 of these Rules.

Quorum. All Board members present shall constitute a quorum for the transaction of business. In no event shall a quorum be less than three Board members.

Voting. Each Board member shall be entitled to one vote. Voting shall be by majority vote of those present.

Meetings by Telephone. The Board may participate in a meeting by conference telephone or similar communications equipment. Participation by such means shall constitute presence at such meetings.

Special / Emergency Meetings. Special/Emergency meetings may be called by either the National President, in his/her discretion, or the Board of Governors by a two-thirds vote. The purpose of the meeting shall be stated in the call. No business shall be transacted except that announced in the call of the special/emergency meeting. This meeting can take place either in person or via electronic means.

Section 5.2. Action by Consent.

Any action required or permitted by these Rules may be taken without a meeting if written consent to such action is signed by two-thirds of the members of the Board and such written consent is filed in the Board’s published minutes.

ARTICLE VI

Election of the Board of Governors and Removal From Office

Section 6.1. Eligibility.

Any member in good standing who may be a candidate for election to the HNBA-LSD Board by satisfying the qualifications provided in either Section 6.2 or 6.3 of these Rules. All candidates for election to the HNBA-LSD Board must be present at the Annual Convention election.

Section 6.2. Declaration of Candidacy, Elections.

Any member in good standing must declare their candidacy and submit a personal statement to the National President as prescribed by the Board, no later than (30) days prior to the Annual Convention.

National President shall post the personal statements on the HNBA-LSD web site no later than twenty-three (23) days prior to the Annual Convention;

If two or more candidates for each position are posted on the HNBA-LSD web site then the position shall be deemed closed and no further nominations may be made;

If less then two candidates for each position are posted on the HNBA-LSD web site then the position shall remain open for nominations;
Voting for closed positions may begin via hyperlink from the HNBA-LSD web site and seven (7) days prior to the Convention the hyperlink voting shall end. Further voting for these closed positions shall be in accordance with Article VI, Section 6.3 of the HNBA-LSD Rules.

Section 6.3. Voting.

Each member in good standing shall vote for one (1) candidate for each office and for one (1) candidate for Regional President from their respective region. All members may vote at the Annual Convention or in accordance with the hyperlink voting provision in Article VI, Section 6.2.

Section 6.4. Removal From Office.

Any member of the Board may be removed for cause upon two-thirds vote of the Board.

Section 6.4. Vacancies.

In the event of a vacancy of any member of the Board, other than the National President, a successor shall be appointed from among the Membership by a majority vote of the Board.

ARTICLE VII

Committees

Section 7.1. Executive Committee.

The National President, by resolution adopted by a majority of the Board in office, may appoint an Executive Committee of the Board consisting of at least five (5) members of the Board. The National President shall be a member and shall preside at meetings of the Executive Committee.

A. Powers. Between meetings of the Board, the Executive Committee shall have and may exercise all the rights, powers, and authority of the Board except to amend these Rules or to elect or move Board.

B. Quorum. Presence of a majority of the Executive Committee shall constitute a quorum for the transaction of business, and the affirmative vote of a majority of said quorum shall be required to approve any action by the committee.

Section 7.2. Other Committees.

There shall be five separate committees that are under the direction of the Vice-President on Committees; moot court, fund-raising, membership, attorney liaison, and community outreach. The moot court committee is responsible for putting together a moot court competition in the spring of each year. The fundraising committee is responsible for raising funds for various HNBA-LSD activities. The membership committee will be responsible for increasing the number of law students who are members of the HNBA-LSD. The attorney liaison committee will be responsible for working with the attorney division of the HNBA and keeping the HNBA-LSD informed of various attorney division programs. The community outreach committee will be responsible for creating/promoting various programs which will assist our Latino community.
Each of the five committees will have a committee chair who will organize meetings of the committee and will be in direct communication with the Vice-President on Committees.

Section 7.3. Term; Removal; Vacancies.

Members of committees appointed by the National President shall serve as committee members at the discretion of the National President and may be removed at any time with or without cause by the National President. The National President shall have the power to fill vacancies in any such committee.

ARTICLE VIII

Amendment

Section 8.1. Amendment by Membership.

These Rules may be amended by a majority vote of the voting members present at the Annual Convention after such proposed amendment(s) shall have been read and discussed. As a condition precedent to a vote on any amendment(s) to these Rules, such proposed amendments shall be submitted in writing, through the Secretary to the general membership at least thirty (30) days before the next Annual Convention.

Section 8.2. Amendment by the Board.

The Board may adopt amendments to the Rules without notice to the membership when it is deemed to be in the best interest of HNBA-LSD. Any such amendments are subject to discussion by the Membership at the next Annual Convention.

ARTICLE IX

Chapter Affiliation Program

Section 9.1. Purpose

The purpose of Chapter Affiliations of the Law Student Division shall be to provide Hispanic law students with access to a national network of support resources available through the Hispanic National Bar Association; to ensure the recruitment, academic achievement, and retention of Hispanic law students; to enhance the employment opportunities of Hispanic law students; and to cooperate with other law student organizations in furtherance of the aforementioned purpose.

Section 9.2. Requirements

Each Chapter Affiliate shall:

complete and submit a Chapter Affiliate application including annual dues as prescribed by the HNBA-LSD Board of Governors;

elect/appoint and maintain an HNBA-LSD representative who has paid HNBA dues for the current year; and
incorporate said Rules into the organization’s constitution or bylaws.

ARTICLE X

General Provisions

Section 10.1. Fund-Raising.

The HNBA-LSD shall be entitled to all proceeds from fund-raising activities including but not limited to the sale of HNBA merchandise and/or memorabilia.