**HASTINGS STUDENTS FOR IMMIGRANTS’ RIGHTS**

**BYLAWS**

**ARTILCE 1: NAME OF ORGANIZATION**

The name of this organization shall be the Hastings Students for Immigrants’ Rights (HSIR).

**ARTICLE II: MISSION & PURPOSE**

The mission of Hastings Students for Immigrants’ Rights is to help students translate an immigration law interest to an immigration law career. Our purpose is to provide our members opportunities to engage directly with the immigration community and gain experience as advocates themselves. We hope to educate our members, and the broader Hastings community, about the immigration field and to connect our members with attorneys active in the field.

**ARTICLE III: MEMBERSHIP**

SECTION 1: Membership in Hastings Students for Immigrants’ Rights at UC Hastings, College of the Law shall be open to any and all students, faculty, and staff at UC Hastings.

SECTION 2: ‘Active members’ of HSIR are those individuals who help with the organization of the student group and who attend at least one third of HSIR held events, (meetings qualify as events) for the entire academic year (fall and spring semester respectively). Spring admits can become members by attending at least one third of HSIR event of the semester.

SECTION 3: Only current registered UC Hastings students, faculty and staff may be active members in a registered student organization. Only active members may vote or hold office.

SECTION 4: Any member may be removed from membership for violation of the purposes of the organization by a two-thirds vote of HSIR members. All members must be notified of this pending action at least one week prior to the removal decision. Written charges by a member are to be presented to the Board of Directors who will notify the member in question with sufficient opportunity given for the member facing removal from HSIR to answer charges at a meeting of the membership. Voting for removal from membership is to be done by secret ballot. The member in question must be notified immediately of the outcome of the vote.

SECTION 5: It shall be stated as part of the policy of the Hastings Students for Immigrants’ Rights at UC Hastings that there shall be no form or type of

discrimination in the group, whether it be due to race, color, religion, sex, sexual orientation, national origin, ancestry, age, disability, or veteran’s status. This non­discrimination policy covers admissions, access, and treatment in HSIR sponsored programs and activities.

SECTION 6: With membership in the organization shall come full floor and voting privileges on any and all items of the organizations business, including resolutions, what activities the origination pursues, bylaws and elections.

**ARTICLE IV: OFFICERS**

SECTION 1: The Board of Directors shall have general authority and responsibility for the ongoing affairs of the Hastings Students for Immigrants’ Rights. The Board of Directors shall consist of the President, Vice President, Director of Communications, Directors of Advocacy (2) and Treasurer. Every Board member has one vote on any issue. A simple majority is needed for all Board decisions. The Board of Directors’ decisions may only be overruled if two members of the Board vote to bring the issue in front of the members who then must obtain a two-thirds majority to overrule the decision in question. The Board of Directors reserves the right to chair a committee. With the consultation of all the directors, the President has the authority to appoint a board with a maximum number of 15 active members.

SECTION 2: The positions of President, Vice President, Treasurer, Director of Communications and Directors of Advocacy (2) shall be elected to office by active members of HSIR. The officers will hold their seat for a term of one academic year. Elections will be held every year, unless an officer vacates their seat, at which time an election will be held for that seat alone. In order for a member to be elected into office, the member must receive a simple majority vote from HSIR active members. Should no candidate receive a majority, a runoff will be held between the two top vote receivers. The process will be repeated for the elections for each office. An elected officer may be removed by a two-thirds majority of active members. Elections are to occur at least 3 weeks before the end of the spring semester. All active members will be notified in advance anytime a vote is to be held. Voting for elections may happen in person or over email, so long as every member has the opportunity to vote.

SECTION 3: Only second and third year students who have held membership for a minimum of one academic semester are eligible to hold office as President. 1L students and LLM students may hold representative positions. Students may only hold representative positions in their respective year.

SECTION 4: By assuming a position in the Board of Directors, the officer, when acting on behalf of the organization, must abide in accordance with the objectives of HSIR.

SECTION 5: The main job of the Board of Directors is to make sure the organization is registered and fulfill their respective duties. The committees are the ones that carry out projects. Members of the Board of Directors can lead projects of their own if they so choose, or delegate to a committee chair.

*Sub-Section A: President*

1. Fulfill the position of President of the Hastings Students for Immigrants’ Rights
2. Act as the official representative to other organizations, businesses and the media.
3. Carry out the mandates, policies and directives of the Board of Directors.
4. Appoint, in consultation with the Board of Directors, standing and ad-hoc committees and coordinators of such committees.
5. Preside over all official meetings.
6. Communicate and keep the Board, Committee chairs, other chapters, and devoted members updated on HSIR’s internal affairs.
7. Sign up for BOB at the beginning of each semester to advertise HSIR

*Sub-Section B: Vice President*

1. Act as the primary liaison with the Associated Students of University of California Hastings (ASUCH).
2. Act as primary liaison with other on-campus student organizations and external organizations.
3. Organize the election process at the end of the academic year.
4. Organize monthly board meetings and agenda items for each general and board meeting.
5. Ensuring the organization is reregistered every school year, and that all our activities are in accordance with University policy and that rooms have been reserved for our meetings.
6. Reserve rooms for events.
7. Serve as advisor and work closely with the President regarding HSIR functions in order to organize events.
8. Maintain database with contact information of off-campus organizations and associations.
9. Maintain HSIR’s membership in local and national legal associations current.
10. Perform such duties as the Board of Directors of President may assign.

*Sub-Section D: Treasurer*

1. Serve as advisor to the President regarding the available budget for HSIR functions.
2. Maintain record of all organizational expenses.
3. Deposit money into bank account with Fiscal Services and balance budget.
4. Prepare budget for each semester and make and submit official funding proposals and resolutions to ASUCH.
5. Submit Resolutions to ASUCH for any necessary reimbursements. This may require attending ASUCH meetings to explain why HSIR is requesting the money.
6. For events, acquire and/or purchase all needed materials and ensure all costs regarding the event are covered.
7. Perform such duties as the Board of Directors or President may assign.
8. Work with Advocacy Chair(s) to prepare Student Request for Public Interest Travel Funds for the PILARC trip to submit to Student Services.
9. Order food for meetings, special events, and BOB.

*Sub-Section E: Director of Communications*

1. Serve as advisor to the President regarding HSIR functions.
2. Keep calendar of HSIR events and book rooms for HSIR events, panels, meetings
3. Add HSIR events, panels, meetings to UC Hastings weekly announcement publication
4. Take minutes at Board and HSIR meetings.
5. Send emails to members to notify them of any announcements, events, endorsements, resolutions, or upcoming meetings including a monthly newsletter.
6. Create, update and send reminders on Facebook for all events.
7. Send email reminders to listserv to remind them of upcoming events.
8. Enlist members to white board for upcoming meetings and events.
9. Contact media outlets (UC Hastings magazine, local newspapers, etc.) to arrange publicity and public awareness for HSIR events (PILARC, DACA, ICOP, etc.)
10. Check Gmail and HSIR email weekly, and send out emails with relevant information to membership listserv.
11. Perform such duties as the Board of Directors or President may assign

*Sub-Section F: Advocacy Chair (TWO to be ELECTED)*

1. Organize and plan annual PILARC event.
2. Organize and plan at least one other advocacy project for the school year (e.g. DACA Clinic or other).
3. Maintain a list of advocates in the bay area to serve as a reference for all students interested in immigrants’ rights at Hastings.
4. Coordinate with co-chair.

*Sub-Section G: 3L Representative Consultant*

1. Advise the new board on any problems or questions
2. Provide support and attend events

**ARTICLE V: COMMITTEES**

It is the job of all Board of Directors to organize project-oriented committees and see to it that they do their tasks. These committees will have appointed chairs and will operate autonomously. It is through these committees that projects are carried out. All members reserve the right to establish their own project committees.

**ARTICLE VI: MEETINGS**

The board must meet once a month to discuss current and upcoming events. Any member of the Board of Directors has the right to call a meeting. All new projects will be made and voted upon at general meetings. Any Board Member may call an emergency meeting. In regards to Board meetings, two-thirds of the Board must be present for decisions to be final.

**ARTICLE VII: AMENDMENTS**

1. Any active member may propose amendment(s) to this constitution by bringing it to the Board.
2. The proposed amendment(s) must be submitted to the Board for review one week prior to next scheduled meeting.
3. The amendment shall become effective if approved by two-thirds (2/3) of HSIR active members.

**ARTICLE IX: JURISDICTION**

Hastings Students for Immigrants’ Rights is subject, as a recognized/registered student organization, to the rules, regulations, and policies of UC Hastings and the laws of the States of California. The rules, regulations, and policies of UC Hastings shall hold precedence over any and all rules, regulations, and policies applying to Hastings Students for Immigrants’ Rights.