

**By-Laws of the Hispanic/Latino Legal Issues Division of
The North Carolina Advocates for Justice**

Article I - Officers & Executive Committee

A. Titles, The officers of the Division shall be the Chairperson, Vice Chairperson, and Secretary.

B. Duties of Officers

1. Division Chairperson: The Division Chairperson serves a one-year term and will be succeeded in office by the Vice-Chairperson upon agreement by the Division Members. The Chairperson is responsible for coordination of all Division activities and supervision of all Committee Chairpersons and Officers. The Chairperson also serves as an ex-officio member of the Board of Governors of the North Carolina Advocates for Justice and must attend all meetings as directed by NCAJ for members of the Board of Governors. The Division Chairperson also serves as an ex-officio member of the Education, Legislative, Membership and Public Education Committees of the North Carolina Advocates for Justice. The Section Chairperson may designate the Vice Chairperson or any Division Committee Chairperson to serve on behalf of the chairman as a member of any of the aforesaid committees.

2. Vice Chairperson: The Vice Chairperson serves a one-year term. As such, the Vice-Chair performs all duties assigned by the Chairperson and assists all Committee Chairpersons in the execution of their responsibilities. The Vice-Chairperson will serve as Chairperson for the year immediately following the expiration of their term as Vice-Chair if he or she so desires and if agreed to by the Division Members. The Division Vice-Chair assists in the coordination of and preparation for HLD quarterly meetings in cooperation with the HLD Education Committee Chair.

3. Secretary: The Secretary is responsible for the compilation of minutes of each quarterly meeting of the HLD as well as those of the annual meeting of the Division and for the dissemination of those minutes to all Division members. The Secretary is responsible for coordinating correspondence between and among all Committee Chairs and any Liaison person(s) at NCAJ as may be requested by the Committee Chairs or the NCAJ. The Secretary is also responsible for dissemination of notification about all meetings of the Division to the Division membership.

C. Executive Committee - The Executive Committee shall be comprised of the Division Chairperson, Vice Chairperson, Secretary and chairpersons of the Divisions standing committees.

Article II - Regulations Governing Committees

A. No committee shall assume to represent the Division before any legislative body, in courts, or before any other tribunal unless authorized to do so by the Executive Committee of the Division and the Board of Governors of NCAJ.

B. Attendance Policy - Members of the Division may attend all committee meetings.

C. Minutes and Reports

1. Each committee must keep minutes of its meetings, and a copy shall be filed with the NCAJ Chief Executive Officer within five days after such meeting by or through the Division Secretary.

2. Reports from the chairpersons of the committees must be received by the chairperson of the Division two weeks prior to Division meetings.

D. Attendance Records

1. Records of attendance of all meetings must be kept and reported in the minutes. These records should be available to the Division Chairperson upon request to assist in making appointments for the coming year.

2. The Division Chairperson has the right to authorize committee chairpersons to replace inactive committee members when necessary.

E. Publicity and Speakers Bureau

1. Important action by a committee deemed to be newsworthy should be specially noted in the minutes or reports so that an appropriate news release covering the subject can be dispatched from the NCAJ office by the Division Chairperson.

2. NCAJ receives requests from professional organizations, civic groups, and others for speakers on various subjects. Committees are urged to arrange a list of speakers and subjects related to the work of their area. These names should be furnished to the Division Secretary.

F. Chairpersons of Committees

1. As committees are formed, the committee members shall select their chairpersons or they shall be appointed by the Executive Committee. The committee chairperson will appoint members of the committees in the event an insufficient number of Section members has volunteered.

2. The chairperson of a committee shall preside at all meetings and shall direct the affairs of the group with the advice and consent of the Executive Committee.

3. The chairperson of a committee shall serve on the corresponding NCAJ Committee and report Division Committee activities to the NCAJ Committee and its Chair.

4. The chairperson has the power to assign research work to members of the committee. The chairperson may appoint from the members of the committee or program area such subcommittees as needed with specific assignments of work projects, thus allowing for broad participation in the work of the Division.

5. The chairperson of the Education Committee should either appoint a newsletter editor to send articles to be published in **TRIALBRIEFS** and **AROUND THE STATE** or the should submit these articles him or herself.

6. Additional Responsibilities of committee chairpersons are to:

a. Propose to the Division Chairperson new legislation or a repeal of undesirable or unnecessary laws in their particular field, and

b. Aid in the continuing education of lawyers in their respective fields by proposing seminar topics and speakers.

c. Legislative Policy and Procedures - Committees are to assist the Legislative Committee in obtaining passage of approved legislation by appearing before legislative committees on their areas of specialty.

Article III - General Business Meetings

A. Regular business meetings of committees may be held at such times and places as may be determined by the chairperson. Meetings may be held at general meetings of NCAJ but ordinarily they should not be scheduled at times in conflict with programs and general functions.

B. Plans for committee meetings at hotels, lodges, restaurants, or other locations (except small business meetings at law offices) should be given to the Executive Committee prior to the event and all such arrangements must be approved in advance by NCAJ's Administrative Executive.

Article IV - COMMITTEES

A. The Division shall create committees as the need for committees arises. However, there shall be two general standing committees of the Division:

1. Legislative Committee
2. Education Committee

Additional standing and special committees may be established as the division membership or the Division Executive Committee shall authorize. All Division members are entitled to participate as members of any general standing committee.

The number, qualification, powers and duties of all additional special committees as may be constituted shall be determined by the Division's general membership or the Executive Committee. The members of such special committees as may be constituted shall be appointed by the Executive Committee and affected general standing committee chairpersons.

B. Committee Functions

1. Legislative Committee - The Legislative Committee formulates legislative proposals and agenda for submission to the Legislative Committee of NCAJ. The Committee is chaired by the Legislative Committee Chair who also serves upon and attends meetings of the Legislative Committee of NCAJ. The Committee is also responsible for any letter writing/telephone campaigns to congressional representatives in the event the Division must respond quickly to unforeseen adverse/favorable legislative initiatives.

2. Education Committee - The Education Committee provides for Division programs for quarterly meetings and annual CLE events. This Committee is chaired by the Education Committee chair, who, also serves upon and attends meetings of the NCAJ Education Committee. The Division Vice Chairperson assists in coordination of and preparation for quarterly meetings. The Education Committee Chairperson assists the Nominating and Awards Committee Chairperson in the regular completion of and dissemination of noteworthy news items to the division membership through appropriate NCAJ publications, including Briefnotes.

Article V - AMENDMENTS

These By-Laws may be amended or repealed by the affirmative vote of a majority of the Board of Governors of NCAJ at a regularly scheduled Board meeting or at a special meeting called for that purpose, provided that a written notice shall have been sent to each such member of the Board at least ten days before such meeting, which notice shall state the proposed amendment or change which is proposed. Only such changes shall be made as have been specified in the notice.

Article VI - MEMBERSHIP

Membership in the Hispanic/Latino Legal Issues Section is open to all members of the North Carolina Advocates for Justice including Affiliate and Legal Assistant Division members. Membership in NCAJ is required.

Approved by Division members this 6th day of April, 2001.

Chairperson

Secretary

Vice-Chairperson