



## THE CUBAN AMERICAN BAR ASSOCIATION

### UNIVERSITY OF MIAMI SCHOOL OF LAW

#### STUDENT CHAPTER CONSTITUTION

##### ARTICLE I

###### **SECTION I: NAME**

The Organization will be named the Cuban American Bar Association University of Miami School of Law Student Chapter (hereinafter “University of Miami School of Law CABA” or the “Organization”).

###### **SECTION II: MISSION & PURPOSE**

The mission and purpose of this Organization is to provide opportunities for student members to engage with legal professionals in the South Florida region, further networking opportunities for members with local professionals in all areas of legal practice, and educate members about career opportunities within the Cuban Community. New networking and potential career opportunities will be created by hosting networking events through the Cuban American Bar Association (hereinafter “CABA” or “parent organization”), inviting guest speakers to come to the school, and offering mentoring opportunities for all students, providing more internships and job opportunities, as well as professional development and job development through OCI (on campus interviews). These will be some of the main goals of the organization with the participation of CABA members throughout South Florida and the rest of the United States.

The University of Miami School of Law CABA also incorporates CABA’s mission statement into its Constitution:

CABA is a non-profit voluntary bar association in the State of Florida. Founded in 1974, CABA’s members include judges, lawyers, and law students of Cuban, Cuban-American descent, as well as those who are not of Cuban descent, but are interested in issues affecting the Cuban community. CABA’s mission is to promote equality of our members; serve the public interest by

increasing awareness to the study of jurisprudence; foster respect for the law; preserve high standards of integrity, honor, and professional courtesy among our peers; provide equal access to and adequate representation of minorities before the courts; facilitate the administration of justice; build close relationships among our members; support the Cuban-American indigent community; and increase diversity in the judiciary and legal community.

## **SECTION II: MEMBERSHIP**

Membership in the Organization is open to all students in good standing at the University of Miami School of Law. Organization members must also be CABA parent organization members. Student applicants shall be admitted to CABA parent organization upon completion of an online application. Membership in the University of Miami School of Law CABA and CABA parent organization is free to all current law students.

A member shall be deemed “active” when said member attends at least one (1) meeting in the current semester and one (1) function or event per semester, including but not limited to, attending guest speaker events, panel discussions, and other events as the Organization may host from time to time.

## **ARTICLE II**

### **SECTION I: OFFICERS**

The Executive Board shall be comprised of students currently enrolled in the University of Miami School of Law who are active members of the University of Miami School of Law CABA.

### **SECTION II: EXECUTIVE BOARD POSITIONS**

The following positions must be represented on the Executive Board and each member shall have duties described below and any other duty that the President assigns as needed.

#### **A. President:**

- (1) The President shall be the chief executive of the Organization.
- (2) The President shall oversee and manage the other Executive Board members and facilitate all of the organization’s events.
- (3) The President shall have the responsibilities of conducting meetings and working with other Executive Board members to communicate all events to the general membership as well as to the School of Law.
- (4) The President shall be the Representative and Spokesperson of the Organization, including attendance at all Inter-Club Council (“ICC”) meetings or designating a representative to attend on his/her stead.

- (5) The President shall oversee all elections.
- (6) The President shall be responsible for enforcing and upholding the Organization's Bylaws.
- (7) The President shall report at least once per school year to the President of CABA on the state/accomplishments/goals of the chapter and allow review of chapter records by the President of CABA.

B. Vice President:

- (1) The Vice President shall assist the President in all daily functions and events of the Organization.
- (2) The Vice President shall preside over all matters and assume the duties of the President in case of the President's absence or incapacity.
- (3) The Vice President shall rule on all matters in a similar capacity to the President in the case of his or her absence or disability.
- (4) The Vice President shall be the liaison between Organization's standing committees, if any, and the Executive Board.
- (5) The Vice President shall be the liaison between the University of Miami School of Law's Hispanic Law Student Association and the Executive Board.

C. Treasurer:

- (1) The Treasurer shall be the chief custodian of the Organization's funds.
- (2) The Treasurer shall represent the Organization in funding requests before the Law Activity Fee Allocation Committee.
- (3) The Treasurer shall approve budget requests in conformity with the law school's use-of-funds policy and shall advise the President before the transfer of funds to any party.
- (4) The Treasurer shall report at least once per school year to the President of CABA on the financial status of the chapter and allow review of any financial records by the President of CABA.

D. Secretary:

- (1) The Secretary shall maintain and update the Organization's bulletin board postings, or equivalent media, regarding events, chapter records, and all other documents regarding University of Miami School of Law CABA.

(2) Secretary shall keep a record of the Organization's events by photographing and recording them.

(3) The Secretary shall keep a record of general body meeting minutes of every meeting and save them to the Organization's records database (e.g., Microsoft Box, Google Drive, etc.).

(4) The Secretary shall be the main line of communication between the Executive Board and the Organization's members and shall be responsible for all e-mail communications and social media posts.

(5) Secretary shall be responsible for reservation or acquisition of any rooms, equipment, or materials needed for the Organization's events in case there are no designated committees.

### **SECTION III: COMMITTEES**

#### **A. Committees and Chairpersons:**

##### **(1) Campus Affairs:**

(a) The Chairperson of the Campus Affairs Committee shall be responsible for reservation or acquisition of any rooms, equipment, or materials needed for the Organization's events.

(b) The Chairperson of the Campus Affairs Committee shall be responsible for coordinating with the School administration and faculty on any activities, events, and fundraisers for the year.

(c) The Chairperson of the Campus Affairs Committee shall assist the President and/or Vice President in the management of inside events, or as the President and/or Vice President deem necessary.

##### **(2) Community Affairs:**

(a) The Chairperson of the Community Affairs Committee shall be primarily responsible for the development and execution of networking events involving the legal community.

(b) The Chairperson of the Community Affairs Committee shall be the principal liaison between local attorneys and judges, and shall notify the Executive Board and the General Membership of any events, scholarships, or opportunities derived from attorneys, judges, and the Bar association.

(c) The Chairperson of the Community Affairs Committee shall coordinate with the CABA Director of Internal Affairs to find, invite, and secure, attorneys and judges to serve as guest speakers at the Organization's meetings, academic events, or other functions.

(3) Membership:

- (a) The Chairperson of the Membership Committee shall be in charge of promoting the organization among students in the School.
- (b) The Chairperson of the Membership Committee shall be in charge of recruiting new members.
- (c) The Chairperson of the Membership Committee shall be in charge of keeping membership records.

**SECTION IV: ANNUAL ELECTIONS**

The term of each office shall run from April 1 to March 31 and last for one year. During the period following the election until the end of the semester, the incumbent Executive Board is tasked with ensuring the smooth transition and training of the newly elected Executive Board.

If the Organization does not elect Executive Board Officers prior to April 1 the Organization will become inactive in accordance with the rules of the School.

Nominations for the elected positions of Executive Board Officers and any Committee Chairpersons shall be submitted no later than five (5) days prior to the date of elections.

At the election meeting, each candidate shall be given an opportunity to speak. Speeches will be limited to three (3) minutes, followed by a two (2) minute question-and-answer period. Competing candidates will then be asked to leave the room, at which time the membership will discuss each candidate's qualifications and vote.

Executive Board Members and Committee Chairpersons (if any) shall be elected by majority of the total members voting. If the first ballot election does not result in a winner, the two (2) candidates receiving the most votes will advance to a second ballot run-off, in which the candidate receiving the majority of the votes shall be elected to that position. Candidates not elected to their position of choice will be allowed to "slide down."

Voting on any question may, at the discretion of the Executive Board, be conducted by electronic voting, provided that notice of such questions is given to the membership at least seven (7) days prior to the opening date of the electronic voting process during which they are to be considered. Such questions shall be decided by the vote of the majority of the members participating in the electronic voting. Electronic voting for any question must remain open for a minimum of two (2) business days.

Annual Elections shall follow *Robert's Rules of Order* on additional matters.

**SECTION V: VACANCIES IN OFFICE**

In the event that any Officer is unable to fulfill his/her term for any reason, the remaining Officers shall appoint another student member in their place. Any Officer vacating their position

shall be responsible to inform the President of their intention to leave the position. A candidate, who is appointed to occupy a vacant position, will serve in that position until the next regularly scheduled election. The Officer taking over the position by appointment may run during the regularly scheduled election if he/she wishes to serve for a complete term.

## **SECTION VI: REMOVAL FROM OFFICE**

Removal of an Officer may only occur for abandonment of their office, a failure to fulfill their duties, or under circumstances that the organization deems necessary.

## **ARTICLE III**

### **SECTION I: MEETINGS**

Meetings shall be called from time to time as necessary throughout the academic year at the discretion of the Officers. However, there must be a minimum of two (2) meetings per semester. The President will inform the CABA Board of Directors of the time, location and date of these meetings in a timely manner prior to holding them so Board members may attend at their discretion.

There must be at least a majority of Officers present to constitute a quorum for voting purposes.

## **ARTICLE IV**

### **SECTION I: RULES OF CONDUCT**

The Student Honor Code of University of Miami School of Law and the laws of the State of Florida are to govern the conduct and activities of the Organization.

## **ARTICLE V**

### **SECTION I: AMENDMENTS AND BYLAWS**

Any active member of the Organization may propose amendments to the Organization's Constitution or Bylaws. They may be amended or revised upon two-thirds (2/3) vote of the active members of the Organization.

Last Revised: 03/23/2020