

CONSTITUTION
of the
HARVARD AFRICAN LAW ASSOCIATION

I. Name of the Organization

The name of the organization shall be Harvard African Law Association [hereinafter “HALA”].

II. Mission and Guiding Principles

The mission of the organization shall be to develop and maintain a community for law students of African descent and law students interested in African affairs where they may not only engage in social and cultural exchange in an environment that fosters respect and tolerance for diversity but also be exposed to African perspectives that HALA will prioritize and publicize at University-wide events, demonstrations, panels, and discussions.

In HALA’s operations, the guiding principles of the organization will be:

- i. To raise awareness and facilitate open dialogue on Harvard Law School’s campus concerning African affairs, especially legal affairs, among University affiliates;
- ii. To facilitate opportunities for intellectual, social, and cultural exchange among students interested in Africa;
- iii. To foster and maintain an environment of respect and tolerance for diversity in all respects during such events, demonstrations, panels, and discussions;
- iv. To create and sustain a network of law students and alumni who are or have been members of HALA or who have an interest in African affairs.

III. Executive Board

Members of the HALA executive board shall be charged with working as a team to organize official HALA events and play a leadership role in conducting other affairs of the organization. No executive board member need be exclusively responsible for any aspect of conducting HALA’s affairs. Rather, each board member shall be primarily responsible for work in one specific area, as outlined below.

HALA Executive Board meetings shall occur every two weeks during the academic year, with the exception of the winter term, subject to the discretion of Executive Board officers;

HALA Executive Board officers may resign via electronic mail or otherwise in writing and must:

- i. Give notice two weeks before resigning. The Executive Board may, at its discretion, appoint or make calls for nominations and convene a vote to replace the officer.

Unfilled Executive Board positions may be filled by appointment at the discretion of the Executive Board with notification to the HALA membership;

Members of the outgoing and incoming HALA Executive Boards shall communicate about the transition between executive boards within a reasonable period of time after the election of the new board, in a manner deemed appropriate by the outgoing and incoming board members;

The HALA Executive Board shall consist of at least one law student holding each of the following positions, in addition to any positions that the HALA Executive Board chooses to create, as needed:

- ★ President(s)
- ★ Secretary
- ★ Treasurer
- ★ Director of Events
- ★ 1L Representative
- ★ LLM Representative
- ★ Sponsorship Chair
- ★ Publicity & Outreach Chair
- ★ Social Chair(s)
- ★ Africa Development Conference (ADC) Chair(s)

IV. **Process for Amending the Constitution**

- a. Any member of HALA may propose an amendment to the HALA constitution at any time during the official academic semester of Harvard Law School as specified by the Office of the Registrar;
- b. Any member proposing an amendment to the HALA constitution shall submit the text of the proposed amendment to the President of the organization, who shall then distribute the text within one week of receipt to the text to HALA listserv;
- c. All members of HALA shall be eligible to vote on any proposed amendment and such a vote shall take place no later than two weeks following the submission of the proposed amendment;
- d. The vote shall take place via a secure and confidential online poll, the result of which shall be accessible to all poll respondents;
- e. Two-thirds of the HALA members must vote in the affirmative in order for any proposed amendment to be added to the HALA constitution.

**BYLAWS
of the
HARVARD AFRICAN LAW ASSOCIATION**

I. Duties and Responsibilities of Board

a. President(s)

- i. The President(s) shall coordinate the activities of the other members of the HALA Executive Board and is responsible for ensuring that HALA programs, events, and other activities are effectively and faithfully carried out;
- ii. The President is the primary representative of HALA and shall, as general matter, be the initial point of contact for the organization;
- iii. The President shall typically represent HALA at events requiring the presence of a HALA representative;
- iv. The President shall call to order and adjourn meetings of the HALA executive board;
- v. The President shall be empowered to establish ad-hoc committees to draft HALA members to participate in the planning of events, as deemed necessary by the President;
- vi. If there are two presidents, one Co-President shall focus on *internal* matters by working to ensure that HALA programs, events, and other activities are effectively and faithfully carried out. The other Co-President shall focus on *external* matters and shall serve as the HALA's primary liaison and main point of contact with all organizations and/or student groups that are not associated with Harvard Law School;
 1. The Internal Co-President shall initiate HALA's official response to current University and/or current events concerning Africa or the African diaspora, as deemed necessary by the Executive Board;
 2. The Internal Co-President shall communicate with other law school organizations regarding co-sponsorship of events;
 3. The External Vice President shall maintain primary responsibility for managing and updating the HALA alumni database.
- vii. In the absence of the President at General Body and Executive Board meetings, the Treasurer shall preside.
- viii. In the event that the office of President becomes vacant, the Treasurer shall assume the Presidency.

b. Secretary

- i. The Secretary shall record minutes for all HALA Executive Board meetings and shall distribute the minutes to the Executive Board within a reasonable period, as determined by the Executive Board;
- ii. The Secretary shall maintain primary responsibility for sending out the HALA newsletter to the listserv on a weekly basis and shall coordinate with the Publicity and Outreach Chair to draft the newsletter;
- iii. The Secretary shall document all official HALA activities using various forms of media, including but not limited to, written form, audio-visual form, and photography;
- iv. The Secretary shall be responsible for maintaining and conserving a record of documentation of HALA events;

- v. The Secretary shall work with the President to update the HALA website;
- vi. The Secretary shall check the HALA email account and respond to comments or question as necessary and in collaboration with the President;
- vii. The Secretary shall pass on all such documentation to his or her successor.

c. Treasurer

- i. The Treasurer shall be charged with the financial affairs of the organization, including, but not limited to working with the President to apply for funding, organizing funding and budgeting for all official HALA events, managing the disbursement and reimbursement process, and liaising with the financial services staff at HLS.
- ii. The Treasurer shall develop an annual budget in conjunction with the President subject to the approval of a majority of the Executive Board;
- iii. The Treasurer shall work with Executive Board Members who are responsible for event planning to ensure events are within HALA's means.
- iv. The Treasurer shall report on the finances of the Association at each Executive Board meeting;
- v. The Treasurer shall ensure that HALA remains in compliance with all applicable financial reporting regulation requirements with DOS, Milbank Tweed Fund, CEEB, and other applicable University financial obligations.
- vi. The Treasurer shall be the only member of the Executive Board to handle any receipts, incoming checks from firm sponsorships, and all other documents and monies relating to HALA's budget and finances. The Treasurer shall work with the Sponsorship Chair to create and manage donor invoices.

d. Sponsorship Chair

- i. The Sponsorship Chair shall work with the President, Treasurer, and Development Office to outline and execute HALA's strategy for contacting firms, alumni, and other individuals or organizations for sponsorship. The Chair's duties will include researching potential donors, drafting letters to send to potential donors, and ensuring that HALA remains in compliance with the Development Office's requirements for contacting donors;
- ii. The Sponsorship Chair shall work with the External Vice President to maintain strong ties with each donor.
- iii. The Sponsorship Chair shall provide periodic and as needed updates to the Executive Board regarding the organization's fundraising status.

e. Publicity and Outreach Chair

- i. The Publicity and Outreach Chair shall be principally responsible for publicizing official HALA events and for new member recruitment;
- ii. The Publicity and Outreach Chair shall coordinate with the Secretary to make any announcements to the email listserv with regard to internal HALA affairs that the Executive Board deems necessary;
- iii. The Publicity and Outreach Chair shall also coordinate with the Secretary to draft the weekly newsletter and shall be primarily responsible for creating event flyers;
- iv. The Publicity and Outreach Chair shall keep all of HALA's social media accounts current, in collaboration with the President and Secretary.

f. Director of Events

- i. The Director of Events shall oversee the logistics of all of HALA's signature events, except for the Africa Development Conference.
- ii. The Director of Events shall organize HALA's lunch panels and shall be responsible for booking rooms, coordinating with the Treasurer to order food, and welcoming guest speakers to campus safely,
- iii. The Director of Events shall work with the Treasurer to plan and budget events according to HALA's means.
- iv. The Director of Events shall serve as the first point of contact concerning HALA's lunch panels; in the event the Director of Events is unavailable, the Events Panel Chair shall be the next point of contact.
- v. The Director of Events shall work to ensure that the details of HALA's events, particularly HALA's lunch events, are executed professionally and efficiently.
- vi. The Director of Events shall attend each events panel (to the extent possible) to ensure that all logistics are handled.

g. Social Chair(s)

- i. The Social Chair(s) shall plan social gatherings and cultural events for HALA including, but not limited to, planning the annual 3L and LLM send-off social and planning at least 3-4 social activities per semester to build community amongst HALA members;
- ii. The Social Chair(s) shall work with the Publicity and Outreach Chair to coordinate activities during the beginning of the school year to welcome new HALA members,

h. Africa Development Conference (ADC) Chair(s)

- i. The ADC Chair(s) shall be principally responsible for organizing the ADC Conference, collaborating with representatives from Harvard College, Harvard Kennedy School and other graduate schools. The Chair(s) shall be the contact person(s) for all seeking involvement in or participating in ADC on HALA's behalf.

i. 1L Representative

- i. The 1L Representative shall be a first-year law student and shall be responsible for outreach to the first year class.
- ii. The 1L Representative shall assist other members of the executive board with the planning and execution of the year's events and initiatives, including encouraging strong participation from the first year class.

j. LLM Representative

- i. The LLM representative shall be a member of the current LLM class and shall be responsible for outreach to the LLM class.
- ii. The LLM Representative shall assist other members of the executive board with the planning and execution of the year's events and initiatives, including encouraging strong participation from the LLM class.
- iii. The LLM Representative shall organize and coordinate executive board elections at the end of the spring semester.

k. Executive Board Members Generally

- i. The executive board members that are elected at the end of the spring semester shall take primary responsibility for planning the Africa Development Conference until the ADC chairs are selected.

- ii. Once the ADC chairs are selected, the rest of HALA's board members shall serve as informal members of the ADC committee, providing assistance to the ADC chairs as needed.

II. Membership

- a. Membership in HALA shall be open to all persons enrolled in a program of study at Harvard Law School without regard to gender, race, color, religious affiliation, sexual orientation, physical disability, or affiliation with any social group, and who affirmatively elect to be a member of the organization by writing their names or electronic mail addresses on a HALA membership sign-up sheet, or by contacting any member of the executive board with a request to be added to the membership;
- b. Persons shall be removed from the membership upon request by those persons to any member of the Executive Board or at such time as those persons cease to be enrolled in a program of study at Harvard Law School;
- c. Members typically have an interest in African affairs. However, there are no membership requirements in this regard;
- d. There shall be at least one general body meeting per semester, with the exception of winter term.

III. Elections

- a. Members of the Executive Board (except for the 1L and LLM Representatives and the ADC Chair(s)) shall be elected annually by popular vote of HALA members in the weeks following ADC but before the last day of classes and shall begin serving their year-long terms in May. The 1L and LLM Representatives shall be elected at the beginning of the academic year and shall serve the entire academic year;
- b. Any member of HALA may nominate himself, herself, or another HALA member for any board position;
- c. The election shall be organized and carried out by the current LLM Representative;
- d. The vote shall take place electronically and tallied by the LLM Representative;
- e. The tally released by the LLM Representative shall be the official and final count;
- f. Requests for recounts shall not be granted except in extraordinary circumstances pursuant to a majority vote by the outgoing Executive Board.

V. ADC Chair(s) Selection

- a. The ADC Chair(s) must be appointed by a Selection Committee after completing an application and interview. The ADC Chair(s) will be appointed in the Fall semester after the LLM and 1L classes arrive.
- b. The Selection Committee shall comprise of the outgoing and incoming HALA Presidents in addition to the outgoing ADC Chairs. If members of the Selection Committee are unable to fulfill their role for whatever reason, another e-board member will take their place on the Committee, as decided by the current HALA Presidents.
- c. In the event that an ADC Chair reapplies, that person is precluded from also serving on the Selection Committee.

VI. Process for Amending the Bylaws

- a. These Bylaws shall be amended by a three-quarters vote of the Executive Board.