

## UNM School of Law Chapter of the ACLU-NM

### By-Laws

Approved 09/15/2011

#### *Article I - Name*

The name of the organization shall be the UNM School of Law Chapter of the American Civil Liberties Union of New Mexico (ACLU-NM). The ACLU-NM is an affiliate of the American Civil Liberties Union (ACLU).

#### *Article II - Purpose*

The purpose of the Chapter shall be to advance the cause of civil liberties on the campus of the University of New Mexico School of Law and in the surrounding community, with particular emphasis on the rights of free speech, free press, free assemblage, due process of the law, equal protection of the law, and any other related issues of interest to members. These objectives shall be sought without political partisanship.

#### *Article III - Membership*

The membership of the Chapter shall consist of all UNM law students who are currently members of the ACLU (includes both national ACLU and ACLU-NM).

#### *Article IV - Meetings*

1. Chapter meetings shall be held at least once every 8 weeks during the school year.
2. Meetings may be called by either of the Co-Presidents, by any 2 of the other Chapter Officers, or by the consensus of a majority of Chapter members.
3. Chapter meetings shall be open to all UNM law students.
4. Orders of business may be raised by anyone in attendance at a Chapter meeting. All orders of business shall be seconded by a Chapter member and decided by an affirmative vote of a simple majority of members present at the meeting.
5. Important decisions of the organization shall be made by a quorum vote of members present at a Chapter meeting. A majority of current Chapter members must be present in order to constitute a quorum. Important decisions shall include but are not limited to:
  - a. election of Officers;
  - b. amendments to by-laws; and

- c. any expenditure of Chapter funds of \$50 or more.

## *Article V - Officers*

### 1. Composition

- a. Officers shall be elected from among the members of the Chapter who are currently 1st -year and 2nd-year students and together shall be called the “Executive Board of the ACLU UNM School of Law Chapter”
- b. The Officers of the Chapter shall consist of two Co-Presidents, Treasurer, Secretary, Chapter Representative, and 1L Representative.
  - i. In the interest of continuity, it is suggested, but not required, that the Co-Presidents be a 1st -year and a 2nd-year student.
  - ii. In the interest of diversity, it is suggested, but not required, that the Co-Presidents be a male and a female.
- c. While the two Co-Presidents, Secretary and Treasurer shall be separate individuals, any of these Officers may also serve as Chapter Representative if elected. 1L Representative may not serve as Chapter Representative simultaneously, but may run for the position at the end of 1L Representative’s term.

### 2. Duties

- a. The Co-Presidents shall each have the authority to approve the expenditure of Chapter funds, subject to the membership consensus requirement of Article IV(5)(c).
- b. The Treasurer shall keep a record of Chapter funds and shall serve as liaison to the UNM School of Law Accounting Office.
- c. The Secretary shall record the minutes of Chapter meetings and publish them to the Chapter email list within one week of each meeting. The Secretary shall keep a record of the current members of the Chapter and be responsible for keeping the Chapter email list current.
- d. The Chapter Representative is a voting member of the ACLU-NM board of directors and is designated to attend all ACLU-NM board meetings and to vote on behalf of the Chapter. The Chapter Representative will also serve as a liaison to the UNM student chapter on main campus.
- e. 1L Representative shall recruit members of the 1L class to ACLU meetings and functions. The 1L Representative shall serve as a liaison between the 1L class and the executive board, and shall communicate any issues, ideas, or other communications from the 1L class and report these concerns to the Executive Board. In addition, the 1L Representative will perform other duties as assigned by the Executive Board.

### 3. Nominations and Elections

- a. All Officers, except the 1L Representative, shall be elected at the first Chapter meeting following Spring Break and shall serve for one year
- b. The 1L Representative shall be elected by a majority vote of dues paying members of the 1L class, within two weeks following the first general membership meeting of the ACLU UNM School of Law, during the Fall semester. The 1L Representative’s term shall expire at the same date and

time that the terms of the remaining Executive Board members. There shall not be a 1L Representative on the Executive Board in the interim between the end of the term and the election of a 1L Representative in the Fall.

- c. Members may self-nominate or may be nominated by another member (unless the nominee declines the nomination). The Secretary shall keep a record of all nominations and publish them prior to the election. Nominations may be submitted at a Chapter meeting, through email, or any other manner that the Secretary determines is expedient and fair.
  - d. Each Officer shall be elected by a simple majority vote of dues paying members of the ACLU UNM School of Law. The voting period shall last at least seven (7) days and shall be established before the beginning of the voting period. Each vote shall be made in the manner the Secretary determines to be expedient and fair, and shall be established before the beginning of the voting period.
  - e. If any Officer steps down or is removed before the end of her or his term, another member shall be elected at the next Chapter meeting to fill that vacancy for the remainder of the term.
4. Removal of Officers
- a. The removal of any officer shall be accomplished by an affirmative vote of 3/4 of members present at a Chapter meeting, subject to the quorum requirement of Article IV(5).
5. Executive Board Meetings
- a. The purpose of Executive Board Meetings is to facilitate expedient and fair Chapter meetings. The Executive Board Members may be used to set the agenda for upcoming Chapter meetings, to discuss issues that affect Chapter members or the health of a Chapter as a whole, to authorize expenditures of Chapter resources, and discussion of other business that any Executive Board member determines to be relevant.
  - b. The Executive Board is empowered to vote on expenditures of Chapter funds, provided that the expenditure does not exceed two hundred dollars. Expenditures in excess of two hundred dollars must be approved by a majority of Chapter dues paying members present at the next Chapter meeting, or where expediency is necessary, by a majority of electronic votes received by the Secretary, where the voting period is at least three (3) days.
  - c. Executive meetings may be open to Chapter members, as determined by a majority vote of the Executive Board Members.
  - d. All votes taken in Executive Board Meetings shall be recorded and reported to the Chapter in whatever manner the Secretary determines in expedient and fair.
  - e. Quorum Requirement of Executive Board Meetings. Executive Board Members shall not vote on any action(s), decision(s), or other issues that may affect or are related to the ACLU UNM School of Law, the membership, the Chapter, or future meetings without a quorum of at least two thirds of the total number of Officers, who must be present for the

vote to proceed. In the case of an electronic vote, which may be held in the interest of expedience and fairness, two-thirds of the officers are required to respond by entering a vote or affirmatively stating their abstention and the reasons therefore.

*Article VI - Amendments to By-Laws*

1. Amendments to Chapter by-laws may be proposed by any Chapter member. Any proposed amendments must be disseminated to all members - either in writing or through the email list - at least two weeks before a scheduled meeting at which the vote will be taken.
2. Amendments to Chapter by-laws shall be passed by an affirmative vote of 3/4 of members present at a Chapter meeting, subject to the quorum requirement of Article IV(5).
3. A current copy of the Chapter by-laws shall be filed with the Executive Director of the ACLU-NM.