

Constitution of the Immigration Law Student Association (ILSA) of the University of New Mexico School of Law

2045-2025 School Year

MISSION:

We are a group of law students advocating for immigrant rights and comprehensive, sensible, humane immigration policies at the local, state and national levels. We seek to bridge the gap between the UNM School of Law (UNMSOL) community, the immigration legal community, and immigrant communities by advocating for immigration classes and clinical experiences, as well as supporting immigrant law students as they navigate the law school experience. We work closely with UNMSOL Career Services, local practitioners, and community organizations to connect law students with meaningful volunteer opportunities, externships, and employment, in addition to facilitating professional networking and mentorship opportunities.

ARTICLE I: NAME

The name of this organization shall be **the Immigration Law Student Association**, hereafter referred to as **ILSA**.

ARTICLE II: PURPOSE

The purpose(s) of this organization shall be to:

- A. Facilitate law student interest in immigration, asylum, and refugee issues in the immigration law field;
- B. Provide members with opportunities to participate in relevant academic, professional and networking activities;
- C. Advocate for increased access to immigration-related coursework and relevant clinical experiences within the UNMSOL curriculum;
- D. Collaborate with community organizations advocating for immigrant rights;
- E. Serve as a resource to current and future immigrant law students, helping them to navigate the law school experience and connecting them with mentors; and
- F. Guide members to success in their future practice of immigration law.

ARTICLE III: MEMBERSHIP

- A. **Anti-Discrimination Statement:** In accordance with UNM policy, neither membership in this student organization, nor services provided by this student organization will be denied to anyone on the basis of race, color, religion, national origin, disability, age, sex, sexual orientation, spousal affiliation, gender identity, genetic information, pregnancy, veteran status, ancestry, or medical condition.
- B. **Membership Eligibility:**
 - a. Membership shall be open to all part- and full-time students at UNMSOL who have paid their membership dues, as outlined in Section C.
 - i. **Financial Hardship Exception:** For potential members for whom dues payment would pose a hardship, the treasurer and president will work with said members individually to develop an alternative solution.
- C. **Dues:** Dues shall be \$10 for the 2024-2025 school year.
 - a. Prior to the first meeting of the year, the ILSA board, led by the treasurer, shall collectively determine dues for the coming year.
- D. **Revocation of Membership:** Any member who violates the Anti-Discrimination Statement as outlined in Article III, Subsection A shall have their membership revoked with the approval of a majority of ILSA board members.

ARTICLE IV: OFFICERS

Section 1: Eligibility

- A. Students serving as officers must be registered for a minimum of three (3) credit hours per semester.
- B. Officers must be enrolled and in good academic standing with UNMSOL.
- C. While in office, the officer must maintain a 2.0 cumulative GPA and must not hold a sub-2.0 GPA for more than one semester.

Section 2: Officer Duties

All board officers – President, Vice President, Treasurer, Secretary, ILS Liaison(s), and 1L Rep(s) – shall share the following duties:

1. Attending all board and general meetings as able
2. Posting to social media (Instagram)
3. Promoting meetings and events to other students
4. Maintaining good academic standing (2.0 or above)
5. Contributing to the planning of volunteer, speaker, workshop, and event opportunities
6. Voting on all ILSA issues and in elections (with the exception of the president)

Specific officer roles and responsibilities shall be as follows:

- A. President
 - a. Duties:
 - i. Lead and preside at all meetings
 - ii. Cast tie-breaking votes when necessary (but otherwise abstain from voting)
 - iii. Represent organization to administration, community allies, employers and other law student organizations
 - iv. Appoint subcommittee chairpersons as needed
 - v. Educate successor on duties of position
 - vi. Complete all mandatory annual chartering requirements (determined by SAC, SGAO and UNMSOL Office of Student Services)
 - vii. Serve as authorized SGAO signatory
- B. Vice President
 - a. Duties:
 - i. Lead and preside at meetings where the president is absent
 - ii. Preside over voting processes
 - iii. Perform other stand-in duties of president as requested by president
 - iv. Educate successor on duties of the position
 - v. Coordinate and serve as key contact for group volunteer opportunities
 - vi. Monitor Instagram posts to ensure they are in line with the mission and ethos of the organization, as per ILSA constitution
 - vii. Serve as authorized SGAO signatory
- C. Treasurer
 - a. Duties:
 - i. Collect member dues
 - ii. Maintain log of members in good standing and share with secretary
 - iii. Monitor group budget
 - iv. Monitor updates and changes to financial policies guiding student organizations (SAC, SGAO, UMMSOL)
 - v. Serve as authority SGAO signatory
 - vi. Process board member reimbursements
 - vii. Collaborate with UNMSOL accountant and student services leads
 - viii. Submit ILSA funding requests when needed to SBA, GPSA and SGAO
 - ix. Take the lead on organizing group fundraising initiatives
- D. Secretary
 - a. Duties:
 - i. Take meeting minutes at open meetings
 - ii. Maintain a shared log of interested members and update as needed

- iii. Collaborate with treasurer on log of members in good standing (voting members)
 - iv. Maintain a shared drive of important group documents
 - v. Send meeting invitations to the student body and the ILSA faculty representative
- E. Immigration Law Section (ILS) Board Representative(s) – *1 to 2 individuals per year, determined annually at board's discretion*
- a. Duties:
 - i. Attend and participate in monthly meetings of the State Bar of NM's ILS
 - ii. Represent the interests and needs of law students to the ILS
 - iii. Serve as the primary point(s) of contact for collaboration between ILS and the law school
 - iv. Promote networking opportunities with ILS to ILSA members
 - v. Inform members of ILS scholarship application info, process and deadlines
- F. 1L Representative(s) – *1 to 5 individuals per year, determined annually at board's discretion*
- a. Duties:
 - i. Represent the interests and opinions of the 1L class
 - ii. Promote ILSA to other 1L class members
 - iii. Assist other board members as requests
 - iv. Serve as primary point of contact to other 1L class members

Section 3: Terms of Office

Board officers shall serve for one year with their terms of office beginning at the commencement of the fall semester.

Section 4: Elections and Vacancy Considerations

A. Regular Elections

- a. Elections shall be held at the last open meeting of the spring semester.
- b. Nominations for office shall occur via email and be solicited at the second-to-last open meeting or event of the spring semester.
- c. All officers shall be elected by a majority vote via Google Form, Doodle Poll, or another virtual medium.
- d. Incoming officers shall take office immediately following their elections.

B. Vacancy Procedure

- a. **Presidency:** If a vacancy occurs in the office of President, the Vice President shall assume the office for the remainder of the term.
- b. **All others:** Vacancies in any other office shall be filled by appointment by the board, with a majority membership vote approving the appointment.

Section 5: Officer Removal

- A. **Standards of Regular Removal:** Any officer who, during their term of office, ceases to be a voting member, or fails to maintain their status as a matriculating law student maintaining a 2.0 GPA, in good academic and disciplinary standing with UNMSOL, shall be removed from his/her office and a replacement shall be elected.
- B. **Impeachment:** Any member may initiate officer's removal by the following procedure:
 - a. Petition board with signatures of 1/3 of all voting members. Petition should state the reason(s) for proposed removal.
 - b. Board shall then notify officers and call for a removal vote within fourteen days of the filing of the petition.
 - c. Membership shall be notified at least one week prior to removal vote meeting.
 - d. At the meeting for removal, the petition's stated grievances shall be made public and the officer charged shall be allowed to respond to the charges of the petition.
 - e. Removal from office shall require a vote of 2/3 of all voting members.

ARTICLE V: FACULTY ADVISOR

The responsibilities of the faculty advisor shall be to:

- A. Maintain an awareness of the activities and programs sponsored by the student club.

- B. Attend open meetings and events as their schedule allows.
- C. Explain and clarify campus policy and procedures that apply to the club.
- D. Maintain contact with the Student Activities Office as necessary for annual chartering procedures.
- E. Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning, as requested by board members.
- F. Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

ARTICLE VI: MEETINGS

- A. **Closed Meetings:** Closed (board-only) meetings shall be held monthly.
 - a. These meetings may take place in-person or virtually.
- B. **Open Meetings:** Open meetings consisting of the board, members and member guests shall be held at least bimonthly.
 - a. These meetings shall take place in-person, with the exception of pandemic-related concerns allowing for virtual options.
 - b. Special events, speakers and workshops may all take the place of traditional bimonthly open meetings, at the discretion of the board.

ARTICLE VII: QUORUM

- A. **In-Person Voting:** A quorum of 1/2 voting members and all board members must be present to hold an in-person vote.
- B. **Virtual Voting:** Votes conducted virtually (i.e. via Google Form, etc.) must also have the votes of at least 1/2 voting members and all board members to be considered valid.
- C. **Voting by Proxy (Board Only):** In the event that a board member cannot be present for an in-person vote, they may elect another board member to serve as their proxy to cast their vote for them.

ARTICLE VIII: LEGISLATION AND SPECIAL COMMITTEES

- A. **Legislation:** Organization policies and resolutions may be adopted with a 2/3 majority of ILSA membership.
- B. **Special Committees:** The President shall have the authority to appoint special ad hoc committees, with the approval of the board, as needed. Special committees shall perform such duties as defined during their establishment.

ARTICLE IX: AMENDMENTS

- A. Amendments to this constitution may be proposed by a member and shall be voted upon at the next subsequent meeting following notice of such a proposal to the board.
- B. The Constitution may be amended by a two-thirds (2/3) majority vote of board membership.