

By-Laws

Membership:

Section 1: Membership is open to all University of New Mexico School of Law students, faculty, and staff.

Section 2: Members who have paid annual dues have the right to vote in Officer elections and on any issue at any regular or special meeting.

Dues and Expenditures:

Section 1: Annual dues are \$10.00 and are payable in cash to the Treasurer.

Section 2: Any expenditure over \$50 must be approved by a majority vote of the current membership or any three Officers, if such a vote is impracticable. For expenses between \$50 and \$100, the vote may occur via email. For expenditures over \$100, either the membership or Officers must meet in person.

Responsibilities of Officers:

Section 1: The Co-Presidents shall have the responsibility of scheduling and planning meetings, reserving rooms, facilitating internal and external communication and fulfilling any other duties that arise in implementing the purpose of Lambda Law Student Association. They shall divide these duties as they see fit.

Section 2: The Vice-President shall assist the Co-Presidents, lead meetings in their absence and serve as liaison to the UNM Computer and Technical Services.

Section 3: The Secretary shall record minutes of meetings and publish them to the email list serve within ten days of each meeting. The Secretary shall keep a record of the current members and shall coordinate with the Vice-President to keep the email list and web site current.

Section 4: The Treasurer shall keep a record of all income and expenses and shall serve as liaison with the UNM School of Law Accounting Office, and arrange to reimburse Lambda members for approved expenses.

Section 5: The Ally Coordinator shall assist in coordinating with Students, Student Organizations and Executive Boards to build relations, facilitate meetings and act as a liason between the Lambda Board and other Student Oranizations on approved or potential Lambda-sponsored or co-sponsored

activities that are consistent with the goals, objectives and purposes of Lambda's Constitution and By-Laws.

Section 6: The First Year Representative shall assist other Lambda Officers in the course of their duties and shall act as a liaison between the first year class and the Lambda Board.

Section 7: Transition period-each April will be considered a transition period when all incoming and outgoing elected officers shall serve on the executive board. During this period, all outgoing officers shall appropriately train all incoming officers.

Responsibilities of Faculty Advisor:

The advisor should attend a sufficient number of the group's activities to know how the group is functioning. Specific duties of the advisor include confirming that chartering and University policy requirements are met. The advisor encourages the maintenance of good records of programs and activities in order to provide the long-term continuity of the group. The advisor should also help the group evaluate its activities to determine whether they justify the time, abilities, energy, and resources devoted to them. The advisor is expected to encourage responsibility in advising campus policies and procedures.

Committees:

Section 1: Committees shall be formed in order to plan and coordinate various activities and events. Committees shall be comprised of current members who volunteer or are appointed by the Officers.

Section 2: Committees shall be empowered to incur expenditures up to \$50 for Lambda sponsored events or activities. If expenses greater than \$50 are anticipated, the membership may pre-approve a budget for a specific event.

Elections:

Section 1: Elections for Officers shall occur annually each spring semester. Officers shall serve for one year. Only members who have paid annual dues are eligible to run for office.

Section 2: Nominations shall be taken at a regular or via Email. Notice of the nomination meeting shall be given to the membership at least seven days prior to the meeting. Notice may be in written form or by electronic mail.

Section 3: Acceptance of nomination must be verified prior to voting. The Secretary shall keep a record of all nominations and publish them prior to the election.

Section 4: The election procedure shall be determined by a simple majority vote by the membership in attendance at the nomination meeting. The election may not occur in the same meeting as the nominations.

Section 5: Only members who have paid annual dues are eligible to vote in elections for officers.

Section 6: If any Officer steps down or is removed before the end of his or her term, another member shall be elected to fill that vacancy at the next regular or special meeting. At least 7 days notice shall be given prior to the election in writing or by electronic mail.

Parliamentary Authority:

The parliamentary authority shall be the most recent edition of Robert's Rules of Order.

Amendments:

Section 1: These bylaws may be amended by a simple majority vote of the membership at any regular or special meeting.

Section 2: Any member may propose amendments to the by-laws.

Section 3: All members shall receive notice of the proposed amendment(s) at least 7 days prior to the scheduled vote. Notice shall be in writing or by electronic mail.