

CONSTITUTION OF THE UNIVERSITY OF NEW MEXICO IMMIGRATION LAW STUDENT ASSOCIATION (ILSA)

MISSION:

We are a group of law students that advocate for immigrant rights and comprehensive, sensible, and humane immigration policies for New Mexico residents. We seek to bridge the gap between the UNM School of Law (UNM SOL) community, the immigration legal community, and the immigrant community, by advocating for immigration classes, clinical experience in immigration law, and supporting the efforts of current and potential immigrant law students as they navigate the law school experience. We work closely with Career Services at the UNM SOL, with local practitioners, and with community organizations to help law students find meaningful volunteer opportunities, externships, and employment in immigration law, in addition to facilitating mentorship relationships to guide law students as they seek success in the legal practice of immigration law.

I. ARTICLE I: NAME & PURPOSE

Name – The name of the organization shall be the University of New Mexico School of Law Immigration Law Student Association.

A. Purpose

The purpose of this club shall be:

- i. Facilitate law student interest in immigration, asylum, and refugee issues in the immigration law field.
 1. Expose law students to asylum and immigration law through guest speakers, presentations, conferences, volunteer opportunities, field trips, and more.
- ii. Provide members with opportunities to participate in relevant academic, professional, and networking activities.
 1. Offer opportunities for students to engage in volunteer activities in areas relating to immigration law.
 2. Assist students with networking with local immigration attorneys;
 3. Serve as a bridge between the law school, the local community, and immigration law practices.
 4. Collaborate with organizations, law practices, and UNM SOL Career Services to help students find meaningful volunteer opportunities, externships, and employment within immigration law practice.
- iii. Advocate for access to immigration course work and relevant clinical experience within the immigration law sector within the law school curriculum.
- iv. Collaborate with community organizations in advocating for immigrant rights in order to further policies that are sensible and humane to New Mexico residents.

- v. Serve as a resource to current and potential law students who are immigrants navigate the law school experience and serve as a resource by assisting in connecting them to mentors.
- vi. Guide members to success in the legal practice.

II. ARTICLE II: MEMBERSHIP & DUES

- A. Membership** - There shall be three (3) classes of members; voting, non-voting, and honorary.
 - i. Voting membership shall be open to any dues paying full/part-time law students.
 - ii. Non-Voting membership shall be open to any full/part-time law students.
 - iii. Honorary membership shall be open to any person desiring such membership, elected to such membership by a majority of the voting members (ie. Attorneys, community organizers, faculty or staff).
- B. Eligibility** - Membership shall be open to part-time and full-time students enrolled at the University of New Mexico School of Law upon payment of the dues as outlined in Section C.
- C. Dues** – Dues shall be \$5.00 per year.
- D.** This organization shall not discriminate on the basis of race, color, ethnicity, national origin, age, gender, disability or handicap, religion, sexual orientation, disabled veteran's status in any of its policies, procedures and practices. This policy will include but is not limited to recruiting, membership, organization activities, or opportunity to hold office.

III. ARTICLE III: OFFICERS

- A. Officers** – The officers shall be a President, Vice-President, Secretary, and Treasurer.
- B. Eligibility**
 - i. Officers must be enrolled students in good academic standing with the University of New Mexico School of Law.
 - ii. While in office the officer must maintain a 2.0 cumulative GPA and must not have below 2.0 for more than one semester.
- C. Election** – The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office.
- D. Term** – The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.
- E.** Any officer who, during the term of his/her office, ceases to be a voting member, or fails to maintain his/ her status as a matriculating undergraduate/graduate (exception University organizations) student maintaining a ____ GPA, in good academic and disciplinary standing with their respective college, shall be removed from his/her office and a replacement shall be elected.

F. Vacancy – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by appointment and majority vote by the membership approving the appointment.

G. Impeachment

Any member may initiate officer's removal by the following procedure.

- i. Petition Executive Board with signatures of 1/3 of all voting members petition should state reason for removal.
- ii. Executive Board shall then notify officers and call for removal vote within fourteen days of the filing of the petition.
- iii. Memberships shall be notified at least one week prior to removal vote meeting.
- iv. 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.
- v. Removal from office shall require a vote of 2/3 of all voting members.

IV. ARTICLE IV: DUTIES OF OFFICERS

A. President

It shall be the duty of the President to:

- i. Preside at meetings
- ii. Vote only in case of a tie
- iii. Represent the club with the administration, community allies, employers and other student organizations
- iv. Appoint committee chairpersons subject to the approval of the Executive Committee
- v. Perform such other duties as ordinarily pertain to this office
- vi. The President is responsible for educating his/her successor on the obligations of this position.

B. Vice-President

It shall be the duty of the Vice-President to:

- i. Preside in the absence of the President
- ii. Perform such other duties as ordinarily pertain to this office
- iii. The Vice-President is responsible for educating his/her successor on the obligations of this position.

C. Secretary

It shall be the duty of the Secretary to:

- i. Record the minutes of all meetings
- ii. Keep a file of the club's records
- iii. Maintain a current roster of membership
- iv. Issue notices of meetings and conduct the general correspondence of the club
- v. He/she shall make a report at the annual meeting of the Student Organization and at such time as the President or the Executive Board may direct.

- vi. The Secretary is responsible for educating his/her successor on the obligations of this position.

D. Treasurer

It shall be the duty of the Treasurer to:

- i. Collect and receive all funds paid to and/or fundraised by the student organization and shall process Request for Payment, Deposit Slip, and Officer Signature Forms through the UNM Student Government Accounting Office (SGAO).
- ii. Keep an itemized account of all receipts and expenditures and make reports as directed
- iii. The Treasurer will abide by all Policies and Guidelines set down by their respective Funding Board (Graduate Student Association or Student Bar Association).
- iv. The Treasurer is responsible for educating his/her successor on the obligations of this position.
- v. The Treasurer will make budgetary reports at Student Organization meetings and at other such times as the President or Executive Board may direct.

V. ARTICLE V: MEETINGS

A. Meetings – Regular meetings shall be held monthly during the regular school year.

- i. Meetings shall be held at such places as determined by the executive board.
- ii. The meetings of the Student Organization shall be given at least two (2) weeks notice of the place of the meetings.

B. Special Meeting – Special meetings may be called by the President with the approval of the Executive Committee.

C. Quorum – A quorum shall consist of more than half (51 percent) of the voting membership.

VI. ARTICLE VI: EXECUTIVE COMMITTEE

A. Responsibility – Management of this student organization shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

B. Membership – This committee shall consist of the elected officers of the student organization as listed in Article III and the faculty advisor.

C. Meetings – This committee may determine the need to meet between regular meetings of the club to organize and plan future activities.

VII. ARTICLE VII: ADVISOR

A. Selection – there shall be a faculty/staff advisor who shall be selected each year by the membership.

B. Section B: The University Advisor shall be selected by the executive board.

- C. Duties** – The responsibilities of the faculty advisor shall be to:
- i. Maintain an awareness of the activities and programs sponsored by the student club.
 - ii. Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
 - iii. Attend monthly meetings as often as schedule allows.
 - iv. Assist in the orientation and transition of new officers.
 - v. Explain and clarify campus policy and procedures that apply to the club.
 - vi. Maintain contact with the Student Activities Office as necessary.
 - vii. Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
 - viii. Assist as a resource to the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
 - ix. Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

VIII. COMMITTEES

A. Other committees

- i. Fundraising
 1. Organize fundraising efforts to fund events and activities to support the mission and goals of this organization.
- ii. Community Outreach
 1. Organize and coordinate possible community outreach fieldtrips, guest speakers, and conferences.

B. Special Committees

- i. The President shall have the authority to appoint any special ad hoc committees, with the approval of the Executive Committee, from time to time as need demands. 5(1) Special Committees may be established by the Executive Board and shall perform such duties as defined in their establishment.
- ii. 5(2) The Executive Board shall appoint, and may remove, committee members and a Chairperson for each committee.

C. SECTION 2 - ELECTIONS

- i. Elections will be held at the second to last meeting in the spring semester.
- ii. Nominations for office shall occur: third to last meeting in the spring semester.
- iii. All officers shall be elected by a majority vote of those persons casting ballots.
- iv. Officers will take office immediately following their election.

IX. ARTICLE IX: AMENDMENTS

A. Selection

- i. Amendments to these bylaws may be proposed by a member and shall be voted upon at the next meeting of the Student Organization following notice of such proposed amendment to the voting members.
- ii. The Constitution and Bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership.

B. Notice

- i. All members shall receive advance notice of the proposed amendment at least fifteen days before the meeting where the vote shall take place.

C. Dissolution

- i. Upon the dissolution of the Immigration Law Student Association for any reason, all work, funds, and property controlled by the organization will be transferred to the University of New Mexico School of Law Community Lawyering Clinic.
- ii. The Advisor and executive officers of the student organization will oversee the dissolution process.