

**CONSTITUTION BYLAWS OF THE REAL ESTATE, PROBATE, AND TRUST
LAW SOCIETY OF THE UNIVERSITY OF MIAMI SCHOOL OF LAW**

ARTICLE I: Membership

Section 1: Membership

The membership of the Society shall be open to all students, faculty, and administration.

Section 2: Alumni Members

Alumni members shall be encouraged to participate as guest speakers, panelists, and generally to assist the student members as practicable from time to time. Alumni Members are non-voting members.

ARTICLE II: Officers

Section 1: Executive Board

The elected Executive Officers of the Society's Executive Board shall consist of:

- President
- Vice-President
- Secretary
- Panel Public Affairs Representative
- Two – Community Outreach Chairs

Section 2: Duties of the Executive Officers

President

- i. Be the chief spokesperson and coordinator for all Society affairs
- ii. Preside over, maintain order, and set the agenda for all meetings of the Society
- iii. Attend all Inter-Club Council ("ICC") meetings or designate a representative to attend in his/her stead

Vice-President

- i. Render assistance to the President as may be required
- ii. Oversee and coordinate the activities of any committees created
- iii. Perform the duties of the President in the absence or inability of the President
- iv. Assume the Presidency upon the resignation, incapacity, or impeachment of the President until the President is able to resume his or her duties or until a new President is elected

Secretary

- i. Be responsible for recording, maintaining the minutes, and taking attendance at all meetings
- ii. Have the preceding meeting minutes available to the membership within one (1) week after said meeting
- iii. Maintain a list of the names and contact information of all active members of the Society
- iv. Be responsible for maintaining the Society's web page, and communicating to the membership of the Society meeting times, and other related announcements as from time to time may be necessary, via e-mail or such other method as deemed necessary
- v. Be responsible for communicating such announcement to all print and online publications of the Law School as may be deemed necessary.
- vi. Hold printing privileges for the Society.
- vii. In the absence of the President and Vice-President perform the duties of the President

Panel Public Affairs Representative

- i. Compile questions from members to ask invited speakers at events held by the Society.
- ii. Be responsible for informing the speakers of where the event will take place and how the event will run.
- iii. Be responsible for making sure the event runs smoothly, by introducing speakers, asking pertinent questions, and concluding the event.
- iv. Sending thank you notes to the participating speakers after their participation in the event.

Community Relations Chairs

- i. Be the primary planner/s and organizer/s of all community service projects and social events in which the Society participates
- ii. Be responsible for all advertising and tabling at Law School activity fairs
- iii. Procure food and beverages for meetings, when appropriate

ARTICLE III: Elections and Voting

Section 1: Nominations

A nominee for an elected office must be a member in good standing. Candidates may nominate themselves by giving a written letter of intent to the current President, Vice-President, or Secretary no later than one (1) week prior to the election.

Section 2: Elections

Executive Officers and Committee Chairpersons shall be elected during the Spring Semester, no later than Spring Break, by a closed ballot majority vote of the membership in good standing. The term of office begins once the results of the election are known, typically no later than April 1. The date of election must be made known to the general membership, no later than two weeks prior to the election.

Section 3: Election Procedures

At the election meeting, each candidate shall be given an opportunity to speak to the Society. Speeches will be limited to three (3) minutes, followed by a two (2) minute question and answer period. Competing candidates will then be asked to leave the room, at which time the membership will discuss each candidate's qualifications and vote.

Section 4: Voting

All candidates must be elected by majority of the total members voting. If the first ballot election does not result in a winner, the two (2) candidates receiving the most votes will advance to a second ballot run-off, in which the candidate receiving the majority of the votes shall be elected to that position. Candidates not elected to their position of choice will be allowed to "slide down."

Nominations for elected positions shall take place no later than one week (7 days) prior to the date of elections.

Voting on any question may, at the discretion of the Board, be conducted by electronic voting, provided that notice of such questions is given to the membership at least seven days prior to the opening date of the electronic voting process during which they are to be considered. Such questions shall be decided by the vote of the majority of the members participating in the electronic voting. Electronic voting for any question must remain open for a minimum of three (3) business days.

Section 5: Vacancies

If an Executive Board position becomes vacant during the Fall or Spring Semesters, an emergency meeting will be called where both nominations and a vote will be taken to fill the vacancy. If the Presidency is left vacant, the Vice-President shall act as President until such time as elections can be held.

Section 6: Removal of Executive Member

Removal of an Executive Board member shall be initiated by a motion of the Executive Board and shall require the two-thirds (2/3) vote of the active members present.

The membership of the Society, including the member or Executive Board member, shall be notified at least forty-eight (48) hours previous to any meeting in which a removal motion will be considered.

Section 7: Resignation

Any officer may resign upon the submission of a letter of resignation to the Executive Board.

Section 8: Emergency Meetings

In the event of an emergency meeting, the Secretary shall notify the membership of the Society at least forty-eight (48) hours prior to the time of said meeting.

ARTICLE IV: Committees

The Executive Board may establish ad hoc committees in situations where the society deems appropriate, such as for fundraising, to prepare for a speaker panel discussion, community service, or to bolster Society communications.

ARTICLE V: Meetings

Section 1: General Meetings

The President at least twice per semester, or more frequently as the President deems necessary will call meetings. The President shall preside over the meetings, set the agenda for the meetings, and control discussion of agenda items.

Section 2: Executive Meetings

The President will call executive meetings when deemed appropriate and to set up any necessary ad hoc committees.

Section 2: Quorum

There must be at least a majority of the Executive Board present to constitute a quorum for voting purposes.

Section 3: Conduct

Discussions shall be conducted in a professional and civil manner. Members will, at all times, conduct themselves in accordance with the provisions set forth in the University of Miami School of Law Honor Code.

Section 4: Voting Eligibility

All members who have paid their dues (if applicable) shall be considered in good standing and eligible to vote. Members who have attended at least one (1) meeting per semester and at least one (1) Society function shall be considered to be in good standing. Society functions include, but are not limited to, attending guest speaker events, panel discussions, and other events as the Society may host from time to time.

ARTICLE VIII: Amendments

The By-Laws of the Society may be amended from time to time, as deemed necessary by the student membership. A two-thirds majority vote by the student membership in good standing shall be required for any amendments to the By-Laws. The By-Laws of the Society shall be recorded and kept by the Secretary.