

Miami International Arbitration Students Association Bylaws

ARTICLE I: Membership

Section 1: Membership

Membership is defined in the Constitution.

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 Association's Executive Board may consist of:

- President
- Vice-President
- Secretary
- Treasurer
- Historian
- Alumni Relations Chair

Section 2: Duties of the Executive Officers

President

The President shall be chief spokesperson and coordinator for all Association's affairs. The President shall preside over, maintain order, and set the agenda for all meetings of the Association. The President shall attend all Inter-Club Council ("ICC") meetings or designate a representative to attend in his/her stead.

Vice-President

The Vice-President shall render assistance to the President as may be required. The Vice-President shall be the liaison between the Standing committees and the Executive Board. It shall be the Vice-President's duty to fill the vacancy when the President of the association is absent and preside over meetings in the President's absence.

Secretary

The Secretary shall be responsible for recording and maintaining the minutes of all meetings. The Secretary shall have the preceding meeting minutes available to the membership within one (1) week after said meeting. The Secretary shall be responsible for maintaining the Association's web page, and communicating to the membership of the Association meeting times, and other related announcements as from time to time may be necessary, via e-mail or such other method as the Secretary deems necessary. The Secretary will also be responsible for communicating such announcement to all print and online publications of the Law School as may be deemed necessary of the Executive Board. The Secretary shall be a member of the Communications Committee. The Secretary shall in the absence of the President and Vice-President perform the duties of the President.

Treasurer

The Treasurer shall be the chief custodian of the Association's funds. The Treasurer shall collect all dues as established by the Executive Board. The Treasurer shall keep the financial records of the Association, and an accounting of all receipts. The Treasurer shall be a member of the Fundraising Committee.

Historian

The Historian shall keep a written history of the Association which summarizes the Association's events and socials and shall update said history from time to time as deemed necessary by the Executive Board. The Historian shall also take pictures at these events and maintain an album, which chronicles the Association's events and speakers. The Historian shall be a voting member of the Executive Board.

Alumni Relations Chair

The Alumni Relations Chair shall, in conjunction with the Secretary and Historian, keep records of the Association's members and alumni. The Alumni Relations Chair will at least annually e-mail the Association's alumnus to stay updated on their location, career, and other pertinent information. The Alumni Relations Chair will also annually send alumni the President's "State of the Corporate and Business Law Society." The Alumni Relations Chair will work in conjunction with the Speaker and Panel Discussions Committee in order to recruit speakers for events.

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. Nominations will also be accepted at the election meeting.

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 upon the Passing of the Gavel Ceremony, 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 Association. 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 Association, 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: Emergency Meetings

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

ARTICLE IV: Committees

The Association may be compromised of the following Standing Committees:

Speakers and Panel Discussions

The Speakers and Panel Discussions Committee shall meet regularly to discuss the interests of the Association's membership and invite speakers and panelists that advance those interests. The Committee shall be primarily responsible for facilitating guest speakers and panelists and shall assist the Executive Board in contacting and arranging speaking engagements.

Communications

The Communications Committee shall meet regularly to update the Association's Internet home page and disseminate information to the Law School and University through print and online media. The Communications Committee shall also explore external communications outlets such as local newspapers and publications to increase the legal and business communities' awareness of the Association and its functions.

Ad Hoc Committees

The Executive Board may establish as hoc committees as deemed appropriate.

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: 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) Association function shall be considered to be in good standing. Association functions include, but are not limited to, attending guest speaker events, panel discussions, and other events as the Association may host from time to time.

ARTICLE VIII: Amendments

The By-Laws of the Association 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 Association shall be recorded and kept by the Secretary.