Bylaws of Artificial Intelligence and Law Society

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 mentors to the student members as practicable from time to time. Alumni Members are non-voting members.

ARTICLE II: Executive Board and Officers

Section 1: Officers

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

A. President
B. Vice-President
C. Secretary
D. Treasurer
E. Historian
F. Director of Technology and Resources

Section 2: Duties of the Executive Officers

President

The President shall be the chief spokesperson and coordinator for all Society affairs. The President shall set strategic goals and serve as the main liaison between students, faculty, and industry partners. The President shall preside over, maintain order, and set the agenda for all meetings of the Society. The President shall attend all Inter-Club Council ("ICC") meetings or designate a representative to attend in his/her stead. The President shall be a member of the Speakers and Panel Committee.

Vice-President

The Vice-President shall render assistance to the President as needed. The Vice-President shall be the liaison between the Standing committees and the Executive Board. The Vice-President has a duty to fill the vacancy when the President of the organization 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 members within one (1) week of all meetings. The Secretary shall be responsible for maintaining the Society's web page, communicating meeting times to members, and making announcements as needed via e-mail. The Secretary will also be responsible for communicating any announcements to all print and online publications of the Law School as deemed necessary by the Executive Board. The Secretary shall Chair 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 Society's funds. The Treasurer shall collect all dues as established by the Executive Board. The Treasurer shall keep the financial records of the Society, and an accounting of all receipts. The Treasurer shall be the Chair member of the Fundraising Committee.

Historian

The Historian shall keep a written history of the Society which summarizes the Society's events and socials and shall update said history as needed by the Executive Board. The Historian shall also take pictures at club events and maintain an album, which chronicles the Society's events and speakers. The Historian shall be a voting member of the Executive Board.

Director of Technology and Resources

The Director of Technology and Resources shall be responsible for designing, maintaining, and updating the Society's dedicated webpage. This webpage will host an evolving directory of AI tools, certifications, and learning opportunities relevant to law students. The Director shall also work in conjunction with the Secretary ensure alignment with the Society's public messaging and branding. The Director may create and curate digital content, link verified external resources and ensure ease of access and functionality for all student users. This role may also explore partnerships with legal tech platforms or certifications providers to expand student access to AI-based legal tools.

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 an 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 by a closed ballot majority vote of the membership in good standing, no later than the start of Spring Break. 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 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, and then the membership will discuss each candidate's qualifications and vote.

Section 4: Voting

All candidates must be elected by a 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" and run for other positions.

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 question 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 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: 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 Society will be compromised of the following Standing Committees:

Fundraising

The Fundraising Committee shall from time to time, conduct fundraising activities as deemed necessary by the Executive Board. Funds raised by the Committee shall supplement the treasury of the Society and be used for advancing the goals of the Society, such as sponsoring members that choose to attend seminars in business law and hosting social events and other activities where LAFAC funding is not available. Portions of funds raised by the Committee may be donated to charitable organizations as the executive board, and the Community Service Committee see fit.

Speakers and Panel Discussions

The Speakers and Panel Discussions Committee shall meet regularly to discuss the interests of the Society'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. The Committee shall also work in conjunction with the Alumni and Business School Relations Committee where it is appropriate to do so.

Communications

The Communications Committee shall meet regularly to update the Society'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 Society 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, 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) 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.

ARTICLE VIII: Amendments

The By-Laws of the Artificial Intelligence Society may be amended periodically, 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.