Miami Law Women
Bylaws

Amendment – March, 2018

ARTICLE I: Name and Chapter

Section 1: Name and Location

The name of this organization shall be Miami Law Women, and hereinafter be referred to as "MLW." Its principle office shall be located at the University of Miami School of Law.

Section 2: Chapter

MLW is the student chapter of the greater organization, the Florida Association of Women Lawyers (FAWL).

ARTICLE II: Purpose

MLW's purpose is to promote gender equality in the legal field, further the common legal and social interests of women, advance the science of jurisprudence, promote reform in laws pertaining to women and the rights of women, and uphold the highest standards of integrity, learning and honor in the legal profession.

ARTICLE III: Membership

Section 1: Student Membership

All registered law students at the University of Miami, School of Law, may become members of Miami Law Women. Miami Law Women does not discriminate on the basis of age, race, sex, gender, sexual orientation, national origin, disability, marital status, religion, gender identity/expression or veteran's status.

Section 2: FAWL Membership

Students may obtain statewide membership to FAWL by paying annual dues. Statewide membership dues shall be paid directly to FAWL at the student member rate, as determined by FAWL. A copy of each membership submission shall be provided to the FAWL.

Section 3: Outline Bank

The Outline Bank will consist of outlines compiled by current and former MLW members. Any students interested in sharing their outlines may send them to the MLW President to upload on TWEN. The TWEN page for the Outline Bank is to be password protected.

Only MLW members that have paid their annual dues to FAWL may access the MLW Outline Bank.

ARTICLE IV: The Executive Board and Officers

Section 1: Executive Board

The MLW elected Executive Board shall consist of a:

a. President
b. Vice President
c. Secretary
d. Treasurer
e. Alumni Relations Chair

Section 2: Duties of the Executive Board

The duties of the Executive Officers will be as follows:

a. President

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

b. Vice President

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

c. Secretary

The Secretary shall be responsible for recording and maintain 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 MLW email account, and communicating to the membership of MLW's meeting times, opportunities, and other related announcements that may be necessary from time to time, via e-mail or such other method as the Secretary deems necessary. The Secretary will also be responsible for communicating such announcements to all print and online publications of the Law School, such as Hearsay, as may be deemed necessary of the Executive Board.

In the absence of the President and Vice President, the Secretary shall perform the duties of the President.

d. Treasurer

The Treasurer shall be the chief custodian of MLW's funds. The Treasurer shall work closely with FAWL in order to ensure that any membership dues are collected and accounted for. The Treasurer shall keep MLW's financial records, and an accounting of all receipts. The Treasurer shall be the organization's representative for any funding requests from LAFAC or any other organization. The Treasurer shall also be responsible for managing any reimbursement requests from MLW.

e. Alumni Relations Chair

The Alumni Relations Chair shall, in conjunction with the Secretary, keep records of all of MLW's members and alumni. The Alumni Relations Chair will, in conjunction with the Secretary and the Miami Law School Administration, e-mail MLW's alumni in order to recruit speakers for panels and events.

Section 3: Executive Board Meeting and Event Attendance

All Executive Officers are required to attend all general meetings. If an Officer is unable to attend, he or she must notify the President in writing at least forty-eight (48) hours before the scheduled meeting, unless otherwise excused by the President. Additionally, all Executive Officers shall attend at least two-thirds of all MLW events, unless otherwise excused by the President.

Section 4: Removal of an Executive Officer

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

Section 5: Additional Chair Positions and Committees

The Executive Board shall have the right to create additional chair positions and committees, as it seems fit. These positions must be voted in by a majority of the Executive Board.

ARTICLE V: Elections and Voting

Section 1: Nominations

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

decided deadline. The candidates' letter of intent must include a brief statement to introduce themselves to voting members and inform them of their reason for running. The candidate statements will be sent out to voting members prior to the elections.

Section 2: Elections

Executive Officers shall be elected during the spring semester of the academic year, no later than the last week of March, by a closed ballot majority vote of the membership in good standing. The term of office begins upon the Passing of the Gavel Ceremony, on or around April 1st. The date of the election must be made known to the general membership no later than two weeks prior to the election.

Section 3: Election Procedures

Elections for Executive Board positions will be conducted by electronic voting. The elections are to be administered by an Executive Board member, preferably an outgoing 3L, if possible. Only active MLW members may vote. Each member may only vote once.

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."

Section 4: 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.

ARTICLE VI: Meetings, Events, and Student Activities

Section 1: General Meetings

The President shall hold at least one general meeting at the beginning of each semester, or more frequently as the President deems necessary. The President shall preside over the meetings, set the agenda for the meetings, set the agenda for the meetings, and control discussion of agenda items. The purpose of general meetings will be to inform new members about MLW and update current members on current affairs and upcoming events.

Section 2: Philanthropy

MLW shall participate in at least one philanthropic activity every academic year. Prior to the start of each academic year, the Executive Board shall meet or discuss via e-mail possible philanthropic activities.

Section 3: Annual Potluck with the Dean of Students

MLW shall host the Annual Potluck with the Dean of Students at the beginning of each academic year. The potluck will take place at the home of the Dean of Students or at the home of another sponsor with the approval of the Dean of Students. Attendees will include MLW members, Miami Law faculty, and local attorneys.

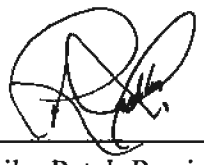
Section 4: Additional Events and Student Activities

MLW shall host at least two events each semester. Additionally, MLW is encouraged to host additional networking opportunities either on or off-campus.

ARTICLE VII: Amendments

All current MLW members are entitled to propose amendments to these bylaws. Amendments shall be proposed to the Executive Board in writing, and approved by a majority of the Executive Board.

Amendments passed:



Radhika Patel, President 2017-2018

3/8/18

Date