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
- Treasurer
- Public Relations Chair

The elected Executive Officers of the Society's Executive Board may choose to organize elections for chairs for students belonging to their respective 1L class by its sole discretion. The Executive Officers may consider organization size, interest, and other related and similar factors. The title for this position will be "1L Representative Chair."

Section 2: Duties of the Executive Officers

President

i. The President shall serve as the chief spokesperson and coordinator for all Society affairs.
ii. The President shall preside over meetings of the Society, maintain order, and set the agenda.
iii. The President shall attend all Inter-Club Council ("ICC") meetings or designate a representative to attend in their stead.
iv. The President shall create and manage voting or registration forms, and may delegate such authority to other officers when appropriate.

Vice-President

i. The Vice-President shall render assistance to the President as may be required.
ii. The Vice-President shall oversee and coordinate the activities of all committees

established by the Executive Board.

iii. The Vice-President shall perform the duties of the President in the President's absence or inability.

iv. The Vice-President shall assume the Presidency upon the resignation, incapacity, or removal of the President, until such time as the President resumes their duties or a new President is elected.

v. The Vice-President shall be secondarily responsible for recording minutes and attendance at all meetings.

vi. The Vice-President shall create and manage voting or registration forms if delegated such authority by the President.

Secretary

i. The Secretary shall record and maintain the minutes of all meetings and take attendance.

ii. The Secretary shall make the minutes of each meeting available to the membership within one (1) week after said meeting.

iii. The Secretary shall maintain a list of the names and contact information of all active members.

iv. The Secretary shall maintain the Society's webpage and communicate meeting times and announcements to members via email or other appropriate means.

v. The Secretary shall provide announcements to University of Miami School of Law print and online publications as deemed necessary.

vi. The Secretary shall hold printing privileges for the Society.

vii. The Secretary shall preside in the absence of both the President and Vice-President and perform the duties of the President.

viii. The Secretary shall create and manage voting or registration forms if delegated such authority by the President.

ix. The Secretary shall manage access to, promote, and maintain the organization of the "Outline Banks" folder containing class outlines.

Treasurer

i. The Treasurer shall manage all financial affairs of the Society, including the collection of dues (if any), and the receipt, custody, and disbursement of funds.

ii. The Treasurer shall maintain accurate records of all financial transactions and prepare a written financial report for the Executive Board at least once per semester.

iii. The Treasurer shall oversee the preparation of budgets for events and initiatives of the Society, subject to Executive Board approval.

iv. The Treasurer shall ensure compliance with all University financial policies and procedures.

v. The Treasurer shall be responsible for maintaining the Society's bank account(s), if applicable, and shall be one of the authorized signatories.

Public Relations Chair

i. The Public Relations Chair shall compile questions from members for invited speakers at Society events.
ii. The Public Relations Chair shall create social media content, including graphics, captions, and related materials, to promote the Society.
iii. The Public Relations Chair shall inform invited speakers of event logistics, including location and structure.
iv. The Public Relations Chair shall ensure that events run smoothly by introducing speakers, facilitating discussions, and concluding programs.
v. The Public Relations Chair shall send thank-you notes to participating speakers following events.
vi. The Public Relations Chair shall create and manage voting or registration forms if delegated such authority by the President.

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.

In exception to the above, the 1L Representative Chair may be elected in the month of November prior to Reading Day utilizing the same process above.

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. Resigning officers shall provide the President with a minimum of a one (1) week notice prior to resigning from his or her current position.

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.