

Immigration Law and Policy Association of the University of Maryland School of Law

Bylaws

Adopted: March 10, 2008

Article I: Name

The name of this student organization shall be the Immigration Law and Policy Association of the University of Maryland School of Law (hereinafter "ILPA" or "the organization").

Article II: Affiliations

ILPA is a student organization formally recognized and funded in part by the University of Maryland School of Law (hereinafter "UML"), pursuant to the UML Student Organization Manual and the UML Student Handbook, and by the Student Bar Association of the University of Maryland School of Law (hereinafter "SBA"), pursuant to Article X of the SBA Constitution. The organization is otherwise independent and unaffiliated with any particular student group, non-profit organization, law firm, company, academic institution, or professional association.

Article III: Objectives

The objectives of the organization are to:

- A. Establish immigration law and policy at UML as an area of law worthy of particularized extracurricular academic focus due to its technical complexities and many distinct sub-specialties including business immigration (e.g., industrial, corporate, and small business sponsorship; permanent labor certifications; temporary and seasonal workers; foreign national treaty traders; and self-petitioning entrepreneurs), family immigration (e.g., spousal and extended family sponsorship, family unity, removal of conditions, evolving notions of family and their impact on immigration policy, immigration consequences of divorce, domestic abuse and immigration protections, dual citizenship, and the status of children), educational and training matters (e.g., foreign national students, optional practical training, and exchange programs), human rights (e.g., asylum, refugee, temporary protected status, human smuggling, and human trafficking), undocumented migration, overstays, and criminal overlap (e.g., removal proceedings, forms of relief, bars to readmission, indefinite detention and *habeas corpus*, and immigration consequences of criminal activities), and immigration litigation at the administrative and federal appellate levels;
- B. Provide a forum and outlet through which students at various levels of interest and commitment to the practice of immigration law can learn from each other as well as from faculty, scholars, private practitioners, and representatives of relevant federal agencies and administrative tribunals about the intricacies, professional ideals of, and policy problems surrounding the theories and realities of immigration law practice;
- C. Initiate and administer educational and motivational activities and programs centered on immigration law and its intersect with a diversity of legal and cross-disciplinary concerns including counter-terrorism, national and transnational crime, domestic and international labor, human rights, family unity, domestic violence, international trade, foreign aid, and global economics;
- D. Participate, independently and/or in cooperation with other student groups, non-profit organizations, law firms, companies, academic institutions, and professional associations, in assisting local migrant communities through active involvement in attorney-supervised outreach and *pro bono* programs;
- E. Encourage active and responsible immigration policy debate and advocacy in the public arena;
- F. Bring students in closer contact with the organized immigration bar at the local, state, and national levels;
- G. Promote the organization and its objectives to the UML student body, administrators, faculty, and staff;

- H. Sustain and grow the organization through appropriate and creative fundraising activities; and
- I. Assist the UML administration and faculty in the promotion and development of immigration-related academic programs designed to aid the UML student body.

Article IV: Constitution and Bylaws

- A. **Structure and Purpose:** These Bylaws are established pursuant to Article IV of the Constitution. ILPA shall divide its established rules and developing procedures between these Bylaws and the Constitution. These Bylaws are a running and evolving record of the detailed procedures by which the organization's Officers (see Article VI of these Bylaws and Article VI of the Constitution) will accomplish their work within the organization's structure. These Bylaws provide for continuing development, revision, and perfection by the Executive Committee (see Article VII of these Bylaws and Article VII of the Constitution) of these procedures, thereby permitting organizational structures to appropriately develop in a timely manner as the organization grows and evolves. These Bylaws may also set forth in greater specificity the relationships, rights, responsibilities, tasks, duties, and descriptions of the Officers, Executive Committee, Subcommittee Chairpersons and Volunteers (see Article VIII of these Bylaws and Article VIII of the Constitution), Faculty Advisors (see Article IX of these Bylaws and Article IX of the Constitution), Student Members (see Article V, § A, of these Bylaws and Article V, § A, of the Constitution), and Associate Members (see Article V, § B, of these Bylaws and Article V, § B, of the Constitution) established in or alluded to by the Constitution.
- B. **Amendments Procedure:** These Bylaws may be amended by the Executive Committee, in its discretion, on an *ad hoc* basis from time to time, so that the Bylaws are most effectively structured to accomplish the organization's objectives. Any amendment shall be enacted and incorporated into these Bylaws by a simple majority vote, i.e., over 50 percent, of the Officers present at the place and time of the vote. In the event of a tie, the President (see Article VI, § G, of these Bylaws and Article VI, § G, of the Constitution), or, in the President's absence, the next highest Officer in the line of succession (see Article VI, § C, of these Bylaws and Article VI, § C, of the Constitution) present at the place and time of the vote, shall cast an additional tie-breaking vote. Upon enactment of an amendment, the President shall incorporate the amendment into these Bylaws and distribute computerized copies of the revised Bylaws to all other Officers within five calendar days following the enactment. Any Student Member may request in writing, accomplished through a one-time e-mail to the Executive Committee or to the ILPA Listserv e-mail address (ilpa@law.umaryland.edu), from the Executive Committee a copy of these Bylaws and/or the Constitution and upon such request the Executive Committee shall forward to the requesting Student Member a computerized copy of these Bylaws and/or the Constitution.
- C. **Incorporation Into Constitution:** When any Bylaw becomes a fairly firmly established practice, as determined by the Executive Committee, in its discretion, the Bylaw may be incorporated into the Constitution by amendment (see Article XIII of these Bylaws and Article XIII of the Constitution).

Article V: Membership

- A. **Student Members:** Student Members are UML students in good standing, under the definition of good standing pursuant to the UML Student Handbook, who express or exhibit an interest in being members of the organization and who meet the membership qualifications and requirements set forth in this Article and in the Constitution (see Article V of the Constitution). Student Members have voting rights and, if the candidacy qualifications and requirements are met (see Article X, § B, of these Bylaws and Article X, § B, of the Constitution), the ability to hold office. To be considered a Student Member by the Executive Committee, a UML student must:
 - 1. Demonstrate to the satisfaction of the Executive Committee a reasonable level of *bona fide* interest in the organization's objectives. Examples of such interest may include, but are not necessarily limited to, regular attendance at the organization's general meetings (see, generally, Article III, §§ B and C, and Article XI, § A, of these Bylaws and Article III, §§ B and C, and Article XI, § A, of

the Constitution) and special events (see, generally, Article III, §§ D, E, and F, and Article XI, § B, of these Bylaws and Article III, §§ D, E, and F, and Article XI, § B, of the Constitution), participation in the organization's fundraising efforts (see, generally, Article III, § H, of these Bylaws and Article III, § H, of the Constitution) participation as Subcommittee Chairpersons or Subcommittee Volunteers in Subcommittees (see Article VIII of these Bylaws and Article VIII of the Constitution) as may be established by the Executive Committee, in its discretion, on an *ad hoc* basis from time to time, and original, creative, or individualized contributions to the organization's objectives both on and off campus.

2. Pay membership dues (when applicable) (see Article XII, § B, of these Bylaws, and Article XII, § B, of the Constitution), in a timely manner, to the Treasurer (see Article VI, § J, of these Bylaws and Article VI, § J, of the Constitution).
- B. Associate Members: Associate Members may include, but are not necessarily limited to, UML administrators, faculty, and staff, and the non-student spouses, domestic partners, and significant others of Student Members. Associate Members do not have voting rights or the ability to hold office, nor do they pay membership dues (when applicable to Student Members).
- C. Statement of Non-Discrimination: ILPA does not and shall not discriminate against any individual on the basis of academic standing, age, citizenship, class rank, color, creed, disability, grade point average, national origin, race, religion, sex, and/or sexual orientation.

Article VI: Officers and Responsibilities

- A. Titles: The organization's Officers shall include a President and a Treasurer, pursuant to Article X, § E(1) of the SBA Constitution. The Officers may also include one or more Vice Presidents (see § H of this Article and Article VI, § H, of the Constitution) and one or more Secretaries (see § I of this Article and Article VI, § I, of the Constitution).
- B. Terms: The terms of each office shall be one calendar year, beginning immediately after the last organizational event of each academic year and ending immediately after the last organizational event of the subsequent academic year. These stated terms shall not preclude the Executive Committee, in its discretion, from dismissing any Officer for malfeasance (see § D of this Article and Article VI, § D, of the Constitution), nor shall it preclude the right of any Officer to resign his or her position (see § E of this Article and Article VI, § E, of the Constitution).
- C. Line of Succession: The line of succession of the Officers is as follows, in descending order: President, Vice President, Co-Secretaries, Treasurer.
- D. Dismissals: The Executive Committee may remove any Officer for malfeasance in office, which may include, but is not necessarily limited to, misuse of organizational funds, conviction of any violation of the UML Student Honor Code, substantial and/or willful failure to perform his or her duties (see Article VI, §§ G, H, I, and J of this Article), other substantial and/or willful violations of these Bylaws and/or the Constitution, and/or absenteeism from Executive Committee meetings, Subcommittee meetings (when applicable), and/or ILPA events. Any Officer, at any time, may recommend to the Executive Committee, for good cause shown, the dismissal of any other Officer. Upon receipt of such a recommendation, the Executive Committee, after affording the complained-of Officer with a reasonable opportunity to respond to the recommendation, by a simple majority vote, i.e., over 50 percent, as cast by hand-vote by all Officers present at the place and time of the vote, as determined by the Executive Committee, in its discretion, may dismiss the Officer. In the event of a tie, the President, or, in the President's absence, the next highest Officer in the line of succession present at the place and time of the vote, shall cast an additional tie-breaking vote. Alternatively, the Executive Committee, in its discretion, under the same voting procedures described in this section, may employ any other action (e.g., probation or suspension) reasonably necessary to bring the Officer into compliance with his or her duties.

- E. Resignations: Any Officer may resign his or her position by providing written notice, accomplished through a one-time e-mail, to the President within a reasonable time prior to his or her stated resignation date, and only after such resignation is accepted by the President and all other Officers. In the event that an Officer's resignation is not accepted by all Officers, the resigning Officer shall continue to serve the organization in good faith for the remainder of his or her term.
- F. Vacancies: In the event of a positional vacancy, brought about by the accepted resignation, dismissal, death, or long-term and incapacitating disability of an Officer, the duties, powers, and responsibilities of the vacant position shall be immediately assumed by the next highest Officer in the line of succession until a volunteer Student Member is appointed by the President, in consultation with the Executive Committee, to fill the vacant office.
- G. President: The President shall be at least a second-year law student and shall possess a level of pre-established immigration law and policy knowledge reasonably necessary to lead the organization in the accomplishment of its objectives. The President's duties shall include, but are not necessarily limited to:
1. General Responsibilities.
 - a. Acting as President of ILPA's Student Members, and as chief executive of the organization.
 - b. Serving as *ex-officio* to and as a voting member of the Executive Committee, presiding over the Executive Committee as chairperson, and setting the agenda for Executive Committee meetings, in consultation with the Executive Committee.
 - c. Serving as *ex-officio* to all organization Subcommittees as may be established on an *ad hoc* basis from time to time by the Executive Committee.
 - d. Being the organization's primary contact and reasonably informed source of information pertaining to the organization, its objectives, its Officers, its Student Members, its Associate Members, its guests, its partners, and immigration matters generally, including, but not necessarily limited to, advances in immigration law, immigration-related community outreach programs, and immigration-related internships and other educational opportunities. When provided by the President or by any other Officer to any individual or group of individuals, such information shall not constitute nor be represented or interpreted by any party as the provision of legal advice.
 - e. Imagining, articulating to the Executive Committee, initiating, and implementing general and specific educational events, and community outreach and fundraising programs.
 - f. Designating general responsibilities and delegating specific tasks, as listed in this Article and/or in addition to this Article, to the organization's Vice President, Co-Secretaries, and Treasurer, and, in consultation with the Executive Committee, to the organization's Subcommittees (when applicable), Student Member volunteers (when applicable), Associate Member volunteers (when applicable), and non-member volunteers (when applicable).
 - g. Attending, to the greatest extent possible, all ILPA events. Attending all Executive Committee meetings and at least the majority, i.e., over 50 percent, of the organization's general meetings, special events, and fundraisers held during any academic period in which his or her position is held and asserted. Notifying all other Officers of his or her absence from any ILPA event no later than seven calendar days prior to the event.
 - h. Possessing a reasonable level of knowledge of the ILPA Constitution and Bylaws; the UMB rules, regulations, and procedures pursuant to the UMB Online Policies and Procedures System and UMB Student Answer Book; the UML rules, regulations, and

procedures pursuant to the UML Student Organizations Manual, the UML Student Handbook, the procedures of the UML Office of Student Affairs (hereinafter “OSA”) (including the OSA Student Services webpage and the announcements, documents, resources, and discussion board provided on the UML Blackboard’s Student Leadership course webpage); and the SBA rules, regulations, and procedures pursuant to the SBA Constitution (particularly, Article X thereof), the SBA Financial Information and Budget Request Packet (including the Treasury Policies and Procedures, the Reimbursement and Deposit Policies and Procedures, the Memo on Funding for Outside Activities, the Budget Request Instructions, the Budget Request Form, and the Itemized Request Form), and the SBA Request for Reimbursement Form.

- i. Possessing a reasonable level of working knowledge of the ILPA TWEN website and the ILPA Listserv account.
- j. Interpreting the Constitution and Bylaws, in consultation with the Executive Committee.

2. Specific Tasks.

- a. Devising, in consultation with the Executive Committee, and reporting, at the beginning of each semester, to OSA, SBA, and ILPA’s Faculty Advisors (and, if involving UML graduates, to Erik Fulwider, Associate Director of Alumni Relations and Annual Giving), each semester’s proposed programming and fundraising schedule, including, but not necessarily limited to, the event dates, names of guest speakers, names of partnering organizations in community outreach events, and types of fundraisers.
- b. Meeting, together with the other Officers, on an *ad hoc* basis from time to time, with ILPA’s Faculty Advisors and applicable members of the UML administration (e.g., Briana Green, Judicial Clerkships, Public Interest, and Government Programs, Career Development Office; Erik Fulwider, Associate Director of Alumni Relations and Annual Giving; and Teresa Schmiedeler, Director of Pro Bono and Public Service Initiatives, Career Development Office) for advice concerning and facilitation of the organization’s educational and community outreach programs.
- c. Coordinating, managing, and administering, together with the Vice President, all operational activities (e.g., educational programming, fundraising, membership generation and retention, and involvement of the organization’s Student Members and Associate Members.).
- d. Liaising, together with the Vice President, with applicable contacts at partnering student organizations, non-profit organizations, law firms, companies, academic institutions, and/or professional associations.
- e. Liaising, when appropriate, in his or her own discretion, with the Maryland State Bar Association Immigration Law Section and the American Immigration Lawyers Association (hereinafter “AILA”) Student Membership Director, for advice concerning and facilitation of programming and fundraising activities.
- f. Maintaining the ILPA Listserv, on at least a weekly basis, by adding subscribing Student Members and Associate Members to the Listserv address book, removing unsubscribing members from the Listserv address book, forwarding to the Listserv subscribers any pertinent general immigration-related announcements (e.g., internship, grant, and community outreach opportunities), and responding to or forwarding to another applicable Officer all incoming e-mails.

g. Keeping an accurate and complete list of Student Members and Associate Members in the ILPA Listserv address book, in the existing format, and in another computerized location (e.g., a Microsoft Outlook contacts list).

h. Checking the:

Online UML Law School Events Calendar
(<http://www.law.umaryland.edu/calendar/events/index.asp>) and

Online UML Meeting Room Manager
(<http://www.law.umaryland.edu/RoomView/default.asp>; Username: guest; Password: welcome)

for scheduling conflicts and accordingly reserving a room in the UML building, no later than two weeks prior to each event, via the:

Online Student Event and Room Requests Form
(<http://www.law.umaryland.edu/events/studentreserve.asp>)

for each ILPA event, checking the applicable data fields on that form for announcing the event on the UML Law School Events Calendar, Web News & Events, Plasma Screen, and “Oyez!” filling in the appropriate fields on that form for requesting from UML Facilities that a large trash can be placed outside the applicable reserved room on the day of the event, and filling in the appropriate fields on that form for requesting from UML Media Services any special audio-visual equipment required for an event. Forwarding, immediately upon receipt of the Student Event and Room Requests Form confirmation e-mail from “Oyez!” the appropriate ILPA announcement, using the ILPA Announcement Template, for each ILPA event.

i. Creating and sending from the ILPA Listserv three separate ILPA e-mail announcements, using the ILPA Announcement Template, for each general meeting, special event, community outreach commitment, and/or fundraiser, with the first announcement being sent no later than two weeks prior to the event, the second announcement being sent no later than one week prior to the event, and the third announcement being sent no later than one day prior to the event. Forwarding, following the creation of the ILPA announcement specific to the event, to the Co-Secretaries, for printing (in color print), having stamped by OSA, and posting on appropriate bulletin boards in the UML building four copies of the event announcements.

j. Entering each ILPA event on the ILPA TWEN Calendar.

k. Notifying, for publicity purposes:

Campus Connection (www.campusconnectiononline.com/announce),
Law News (lawnews@law.umaryland.edu),
SBA Upcoming Events Calendar (sbaexec@law.umaryland.edu),
USGA News (www.umaryland.edu/usga/submit.html), and
The Raven (raven@law.umaryland.edu)

of each ILPA event, using the ILPA Announcement Template, no later than two weeks prior to each event.

Notifying, for publicity purposes, *The Voice* (cbank002@umaryland.edu) of each ILPA event, using the ILPA Announcement Template, no later than four weeks prior to each event (when possible).

- l. Meeting guest speakers, together with the other Officers, immediately preceding an ILPA event, upon their arrival, at the front of the UML building or in the UML lobby, escorting them to the applicable reserved room, and escorting them out of the building at the conclusion of the event.
- m. Presiding over all general meetings, special events, and fundraising activities of the organization, and over all Executive Committee meetings.
- n. Ensuring, together with the other Officers, at the conclusion of each organizational event, that the reserved room or other facility used by ILPA has been left in the state in which it was found prior to the event.
- o. Being the official custodian of all permanent records of the organization.
- p. Completing and submitting to OSA the UML Annual Fund Grant Application (when applicable). Facilitating the submission by all Officers of the AILA Annual Conference Scholarship Application (when applicable).
- q. Notifying OSA when a faculty member agrees to serve as the organization's Faculty Advisor, when an Officer is dismissed or resigns, and when a new Officer is appointed.
- r. Attending, with the Treasurer, one of the SBA Treasurer's Workshops at the beginning of the academic year. Attending, with the Treasurer, the SBA Budget Committee Hearings at the beginning of the fall semester and, if necessary or required, at the beginning of the spring semester pursuant to the submission of a Spring Supplemental Budget Request.
- s. Maintaining, on at least two separate computerized storage devices, computerized copies of these Bylaws and the Constitution.
- t. Forwarding computerized copies of these Bylaws and the Constitution to any Student Member who requests such copies.
- u. Posting the annual list of official candidates for each organizational office on the ILPA TWEN website or in a one-time e-mail notice to all Student Members.
- v. Posting the annual election results on the ILPA TWEN website or in a one-time e-mail notice to all Student Members.
- w. Providing the organization's other Officers with formal or informal performance evaluations and making determinations, in consultation with the Executive Committee, as to whether each Officer is fulfilling his or her duties (see, generally, §§ G, H, I, and J of this Article and Article VI, §§ G, H, I, and J, of the Constitution). Such determinations shall include the discretion to suggest the dismissal of any Officer for malfeasance (see § D of this Article and § D of the Constitution).
- x. If any responsibility or task designated to the President in these Bylaws cannot foreseeably be performed by the President, he or she may ask another Officer to perform that duty on his or her behalf, with the acquiescence of that Officer.

H. Vice President: The Vice President shall possess a level of interest in immigration law and policy reasonably necessary to perform his or her duties. The Vice President shall perform the general responsibilities designated to and the specific tasks assigned or delegated to him or her as set forth in these Bylaws as well as any additional duties assigned or delegated to him or her by the President. The Vice President's duties shall include, but are not necessarily limited to:

1. General Responsibilities.

- a. Acting as Vice President of ILPA's Student Members.
 - b. Serving as *ex-officio* to and as a voting member of the Executive Committee.
 - c. Being the organization's primary contact in the President's absence.
 - d. Assuming, immediately and *pro tempore*, the office of the President in the event of a permanent vacancy, for the duration of the President's remaining term.
 - e. Imagining, articulating to the Executive Committee, initiating, and implementing general and specific educational events, and community outreach and fundraising programs.
 - f. Attending, to the greatest extent possible, all ILPA events. Attending all Executive Committee meetings and at least the majority, i.e., over 50 percent, of the organization's general meetings, special events, and fundraisers held during any academic period in which his or her position is held and asserted. Notifying all other Officers of his or her absence from any ILPA event no later than seven calendar days prior to the event.
 - g. Possessing a reasonable level of knowledge of the ILPA Constitution and Bylaws; the UMB rules, regulations, and procedures pursuant to the UMB Online Policies and Procedures System and UMB Student Answer Book; the UML rules, regulations, and procedures pursuant to the UML Student Organizations Manual, the UML Student Handbook, the procedures of the OSA (including the OSA Student Services webpage and the announcements, documents, resources, and discussion board provided on the UML Blackboard's Student Leadership course webpage); and the SBA rules, regulations, and procedures pursuant to the SBA Constitution (particularly, Article X thereof), the SBA Financial Information and Budget Request Packet (including the Treasury Policies and Procedures, the Reimbursement and Deposit Policies and Procedures, the Memo on Funding for Outside Activities, the Budget Request Instructions, the Budget Request Form, and the Itemized Request Form), and the SBA Request for Reimbursement Form.
 - h. Possessing a reasonable level of working knowledge of the ILPA TWEN website and the ILPA Listserv account.
2. Specific Tasks.
- a. Devising, together with the other Officers, each semester's proposed programming and fundraising schedule, including, but not necessarily limited to, the event dates, names of guest speakers, names of partnering organizations in community outreach events, and types of fundraisers.
 - b. Meeting, together with the other Officers, on an *ad hoc* basis from time to time, with ILPA's Faculty Advisors and applicable members of the UML administration (e.g., Briana Green, Judicial Clerkships, Public Interest, and Government Programs, Career Development Office; Erik Fulwider, Associate Director of Alumni Relations and Annual Giving; and Teresa Schmiedeler, Director of Pro Bono and Public Service Initiatives, Career Development Office) for advice concerning and facilitation of the organization's educational and community outreach programs.
 - c. Coordinating, managing, and administering, together with the President, all operational activities (e.g., educational programming, fundraising, membership generation and retention, and involvement of the organization's Student Members and Associate Members.).

- d. Meeting with ILPA's Faculty Advisors and applicable members of the UML administration (e.g., Erik Fulwider, Associate Director of Alumni Relations and Annual Giving) for advice concerning and facilitation of the organization's fundraising and membership-generating activities, and reporting the outcomes of such meetings to the President.
- e. Leading, together with the Treasurer, the organization's Operations Subcommittee (when applicable). Obtaining biweekly reports, accomplished through a one-time e-mail from the Subcommittee Chairperson, and, within three calendar days thereafter, providing a consolidated report, accomplished through a one-time e-mail, on each Subcommittee's activities to the Executive Committee.
- f. Liaising, together with the President, with applicable contacts at partnering student organizations, non-profit organizations, law firms, companies, academic institutions, and/or professional associations.
- g. Meeting with applicable members of the UML administration (e.g., Erik Fulwider, Associate Director of Alumni Relations and Annual Giving) for advice concerning and facilitation of purchasing UML memorabilia gifts for all guest speakers.
- h. Obtaining from UML Parking and Commuter Services parking passes for all guest speakers, ensuring that SBA's ILPA Account is charged for the cost of the passes, and providing the parking passes to the guest speakers prior to their departure from the event.
- i. Purchasing and bringing needed consumable items to applicable meetings (e.g., food, drink, plates, cups, napkins), and obtaining and giving to the Treasurer all expenditure receipts for such purchases.
- j. Creating or purchasing and bringing needed non-consumable items to applicable meetings (e.g., ILPA Sign-In Sheets, laptop for guest speaker or Executive Committee use, ample copies of guest speaker handouts [when applicable], UML memorabilia gifts, parking passes, etc.).
- k. Notifying, on the day of an ILPA event, the UML security guards of the arrival of all guest speakers.
- l. Meeting guest speakers, together with the other Officers, immediately preceding an ILPA event, upon their arrival, at the front of the UML building or in the UML lobby, escorting them to the applicable reserved room, and escorting them out of the building at the conclusion of the event.
- m. Presiding, in the President's absence, over all general meetings and special events of the organization, and over all Executive Committee meetings.
- n. Ensuring, together with the other Officers, at the conclusion of each organizational event, that the reserved room or other facility used by ILPA has been left in the state in which it was found prior to the event.
- o. Providing the organization's other Officers with formal or informal performance evaluations and making determinations, in consultation with the Executive Committee, as to whether each Officer is fulfilling his or her duties (see, generally, §§ G, H, I, and J of this Article and Article VI, §§ G, H, I, and J, of the Constitution). Such determinations shall include the discretion to suggest the dismissal of any Officer for malfeasance (see § D of this Article and § D of the Constitution).

- p. Verifying, prior to the beginning of his or her term, with the Office of Registration and Enrollment the registration status of the President-Elect to ensure that he or she is registered, in good standing, will be attending UML for at least one full additional academic year, and will be at least a second-year student at the time he or she takes office.
 - q. If any responsibility or task designated to the Vice President in these Bylaws cannot foreseeably be performed by the Vice President, he or she may ask another Officer to perform that duty on his or her behalf, with the acquiescence of that Officer and of the President.
- I. Co-Secretaries: The Co-Secretaries shall possess a level of interest in immigration law and policy reasonably necessary to perform their duties. Each Co-Secretary shall perform the general responsibilities designated to and the specific tasks assigned or delegated to him or her as set forth in these Bylaws as well as any additional duties assigned or delegated to him or her by the President. Each Co-Secretary's duties shall include, but are not necessarily limited to:
- 1. General Responsibilities.
 - a. Acting as Co-Secretary of ILPA's Student Members.
 - b. Serving as *ex-officio* to and as a voting member of the Executive Committee.
 - c. Assuming, immediately, the office of the other Co-Secretary in the event of a permanent vacancy, for the duration of the other Co-Secretary's remaining term. In such event, the offices of Co-Secretary and Co-Secretary shall merge and pass to the remaining Co-Secretary, whose title, immediately and *pro tempore*, shall become Secretary.
 - d. Imagining, articulating to the Executive Committee, initiating, and implementing general and specific educational events, and community outreach and fundraising programs.
 - e. Attending, to the greatest extent possible, all ILPA events. Attending all Executive Committee meetings and at least the majority, i.e., over 50 percent, of the organization's general meetings, special events, and fundraisers held during any academic period in which his or her position is held and asserted. Notifying all other Officers of his or her absence from any ILPA event no later than seven calendar days prior to the event.
 - f. Possessing a reasonable level of knowledge of the ILPA Constitution and Bylaws; the UMB rules, regulations, and procedures pursuant to the UMB Online Policies and Procedures System and UMB Student Answer Book; the UML rules, regulations, and procedures pursuant to the UML Student Organizations Manual, the UML Student Handbook, the procedures of the OSA (including the OSA Student Services webpage and the announcements, documents, resources, and discussion board provided on the UML Blackboard's Student Leadership course webpage); and the SBA rules, regulations, and procedures pursuant to the SBA Constitution (particularly, Article X thereof), the SBA Financial Information and Budget Request Packet (including the Treasury Policies and Procedures, the Reimbursement and Deposit Policies and Procedures, the Memo on Funding for Outside Activities, the Budget Request Instructions, the Budget Request Form, and the Itemized Request Form), and the SBA Request for Reimbursement Form.
 - g. Possessing a reasonable level of working knowledge of the ILPA TWEN website and the ILPA Listserv account.
 - 2. Specific Tasks.

- a. Devising, in consultation with the Executive Committee, each semester's proposed programming and fundraising schedule, including, but not necessarily limited to, the event dates, names of guest speakers, names of partnering organizations in community outreach events, and types of fundraisers.
- b. Meeting, together with the other Officers, on an *ad hoc* basis from time to time, with ILPA's Faculty Advisors and applicable members of the UML administration (e.g., Briana Green, Judicial Clerkships, Public Interest, and Government Programs, Career Development Office; Erik Fulwider, Associate Director of Alumni Relations and Annual Giving; and Teresa Schmiedeler, Director of Pro Bono and Public Service Initiatives, Career Development Office) for advice concerning and facilitation of the organization's educational and community outreach programs.
- c. Leading the organization's Community Outreach Subcommittee (when applicable). Obtaining biweekly reports, accomplished through a one-time e-mail from the Subcommittee Chairperson, and, within three calendar days thereafter, providing a consolidated report, accomplished through a one-time e-mail, on each Subcommittee's activities to the Executive Committee.
- d. Creating, using the ILPA Agenda Template, an agenda for each Executive Committee meeting and for each general meeting in which a constitutional amendment will be considered or an organizational election will take place, and distributing the agenda to the Executive Committee no later than five calendar days prior to the event.
- e. Printing (in color print), having stamped by OSA, and posting on appropriate bulletin boards in the UML building four copies of the event announcement, using the ILPA announcement specific to the event as forwarded to the Co-Secretaries by the President, for each general meeting, special event, community outreach commitment, and fundraiser, with the flyers posted no later than one week prior to the event, and removed from the bulletin boards no later than three days after the event.
- f. Printing (in black-and-white print) mailbox flyers, using the ILPA Mailbox Flyer Template, and stuffing all student mailboxes with those flyers for each general meeting, special event, community outreach commitment, and/or fundraiser, no later than one week prior to the event.
- g. Completing and signing the UMB Alcoholic Beverage Permit and Statement of Responsibility for Campus Organizations Form for all ILPA events where alcohol will be served free of charge, pursuant to the Student Organizations Manual, and obtaining, completing, signing, and submitting to the City Board of Liquor License Commissioners (10 South Street, 410-396-4377) a one-day alcohol permit for all ILPA events where alcohol will be served for a fee, pursuant to the UML Student Organizations Manual and the UMB Alcoholic Beverage Permit and Statement of Responsibility for Campus Organizations Form.
- h. Ensuring that each Student Member and Associate Member attendee at an organizational event has completed the applicable ILPA Sign-In Sheet, collecting the completed sheet, recording any new attendees in the ILPA Listserv address book (in the existing format), and forwarding the original sheet(s) to the President for placement in the organization's permanent records.
- i. Reserving from UML (tables@law.umaryland.edu and/or the online Student Event and Room Requests Form [<http://www.law.umaryland.edu/events/studentreserve.asp>]) sales tables (when applicable) for use in the conduct of fundraisers.

- j. Meeting guest speakers, together with the other Officers, immediately preceding an ILPA event, upon their arrival, at the front of the UML building or in the UML lobby, escorting them to the applicable reserved room, and escorting them out of the building at the conclusion of the event.
 - k. Maintaining accurate and computerized records, i.e., minutes, using the ILPA Minutes Template, of all general meetings and special events of the organization, and of all Executive Committee meetings, and providing these minutes to the President within three calendar days following each such meeting.
 - l. Keeping accurate records of Officer, Student Member, Associate Member, and Faculty Advisor attendance at each ILPA event, and providing these records to the President within three calendar days following each such meeting.
 - m. Ensuring, together with the other Officers, at the conclusion of each organizational event, that the reserved room or other facility used by ILPA has been left in the state in which it was found prior to the event.
 - n. Recording the annual election results at the last regularly scheduled general meeting of the academic year, and providing these records to the President within three calendar days following the election.
 - o. Reserving rooms in the UML Library for Executive Committee meetings, and notifying, no later than two days prior to each meeting, all other Officers of the reserved room number.
 - p. Planning and coordinating transportation (e.g., carpools, etc.) between UML and the location of special events for all participating Faculty Advisors, Officers, Student Members, Associate Members, and non-member volunteers.
 - q. Providing the organization's other Officers with formal or informal performance evaluations and making determinations, in consultation with the Executive Committee, as to whether each Officer is fulfilling his or her duties (see, generally, §§ G, H, I, and J of this Article and Article VI, §§ G, H, I, and J, of the Constitution). Such determinations shall include the discretion to suggest the dismissal of any Officer for malfeasance (see § D of this Article and § D of the Constitution).
 - r. If any responsibility or task designated to the Co-Secretaries in these Bylaws cannot foreseeably be performed by the Co-Secretaries, they may ask another Officer to perform that duty on their behalf, with the acquiescence of that Officer and with advance notice to the President.
- J. Treasurer: The Treasurer shall possess a reasonable level of interest in immigration law and policy necessary to perform his or her duties. The Treasurer shall perform the general responsibilities designated to and the specific tasks assigned or delegated to him or her as set forth in these Bylaws as well as any additional duties assigned or delegated to him or her by the President. The Treasurer's duties shall include, but are not necessarily limited to:
- 1. General Responsibilities.
 - a. Acting as Treasurer of ILPA's Student Members, and as the primary officer designated to handle the organization's finances.
 - b. Serving as *ex-officio* to and as a voting member of the Executive Committee.

- c. Imagining, articulating to the Executive Committee, initiating, and implementing general and specific educational events, and community outreach and fundraising programs.
- d. Attending, to the greatest extent possible, all ILPA events. Attending all Executive Committee meetings and at least the majority, i.e., over 50 percent, of the organization's general meetings, special events, and fundraisers held during any academic period in which his or her position is held and asserted. Notifying all other Officers of his or her absence from any ILPA event no later than seven calendar days prior to the event.
- e. Possessing a reasonable level of knowledge of the ILPA Constitution and Bylaws; the UMB rules, regulations, and procedures pursuant to the UMB Online Policies and Procedures System and UMB Student Answer Book; the UML rules, regulations, and procedures pursuant to the UML Student Organizations Manual, the UML Student Handbook, the procedures of the OSA (including the OSA Student Services webpage and the announcements, documents, resources, and discussion board provided on the UML Blackboard's Student Leadership course webpage); and the SBA rules, regulations, and procedures pursuant to the SBA Constitution (particularly, Article X thereof), the SBA Financial Information and Budget Request Packet (including the Treasury Policies and Procedures, the Reimbursement and Deposit Policies and Procedures, the Memo on Funding for Outside Activities, the Budget Request Instructions, the Budget Request Form, and the Itemized Request Form), and the SBA Request for Reimbursement Form.
- f. Possessing a reasonable level of working knowledge of the ILPA TWEN website and the ILPA Listserv account.

2. Specific Tasks.

- a. Devising, in consultation with the Executive Committee, each semester's proposed programming and fundraising schedule, including, but not necessarily limited to, the event dates, names of guest speakers, names of partnering organizations in community outreach events, and types of fundraisers.
- b. Meeting, together with the other Officers, on an *ad hoc* basis from time to time, with ILPA's Faculty Advisors and applicable members of the UML administration (e.g., Briana Green, Judicial Clerkships, Public Interest, and Government Programs, Career Development Office; Erik Fulwider, Associate Director of Alumni Relations and Annual Giving; and Teresa Schmiegeler, Director of Pro Bono and Public Service Initiatives, Career Development Office) for advice concerning and facilitation of the organization's educational and community outreach programs.
- c. Leading, together with the Vice President, the organization's Operations Subcommittee (when applicable). Obtaining biweekly reports, accomplished through a one-time e-mail from the Subcommittee Chairperson, and, within three calendar days thereafter, providing a consolidated report, accomplished through a one-time e-mail, on each Subcommittee's activities to the Executive Committee.
- d. Meeting guest speakers, together with the other Officers, immediately preceding an ILPA event, upon their arrival, at the front of the UML building or in the UML lobby, escorting them to the applicable reserved room, and escorting them out of the building at the conclusion of the event.
- e. Ensuring, together with the other Officers, at the conclusion of each organizational event, that the reserved room or other facility used by ILPA has been left in the state in which it was found prior to the event.

- f. Coordinating and administering the SBA budget process pursuant to Article X of the SBA Constitution, i.e., submitting operating and restricted funds requests each fall, and supplemental funds requests each spring, when applicable, to the SBA Treasurer. Attending, with the President, one of the SBA Treasurer's Workshops at the beginning of the academic year. Attending, with the President, the SBA Budget Committee Hearings at the beginning of the fall semester and, if necessary or required, at the beginning of the spring semester pursuant to the submission of a Spring Supplemental Budget Request.
- g. Maintaining accurate and computerized records of all financial transactions of the organization and providing a written report of all receipts and expenditures to the President no later than three calendar days following each general meeting, special event, and fundraising activity.
- h. Providing the SBA Treasurer, periodically, when reasonably necessary and/or requested by the SBA Treasurer, with the organization's financial reports, pursuant to the SBA Financial Information and Budget Request Packet, and meeting, periodically, whenever necessary, with the SBA Treasurer to reconcile the organization's account.
- i. Collecting membership dues (when applicable) in a timely manner.
- j. Providing the SBA Treasurer with all organization deposits.
- k. Completing, signing, and submitting all SBA Request for Reimbursement Forms to the SBA Treasurer. Pursuant to the SBA Request for Reimbursement Form Instructions, when a Request for Reimbursement Form is made for a check made payable to the Treasurer, the President shall sign the Request for Reimbursement Form and return it to the Treasurer for submission to the SBA Treasurer.
- l. Providing the organization's other Officers with formal or informal performance evaluations and making determinations, in consultation with the Executive Committee, as to whether each Officer is fulfilling his or her duties (see, generally, §§ G, H, I, and J of this Article and Article VI, §§ G, H, I, and J, of the Constitution). Such determinations shall include the discretion to suggest the dismissal of any Officer for malfeasance (see § D of this Article and § D of the Constitution).
- m. If any responsibility or task designated to the Treasurer in these Bylaws cannot foreseeably be performed by the Treasurer, he or she may ask another Officer to perform that duty on his or her behalf, with the acquiescence of that Officer and with advance notice to the President.

Article VII: Executive Committee

The Executive Committee is comprised of the President, Vice President, Co-Secretaries, and Treasurer. The Executive Committee is the supreme administrative, executive, and managing body of ILPA and shall have the sole and exclusive authority to speak or act on behalf of the organization. The Executive Committee shall ensure that the objectives of the organization, through its policies and programs, are carried out by all individual Officers.

Article VIII: Subcommittees

The Executive Committee may create Subcommittees, on an *ad hoc* basis from time to time, as needed to perform tasks or fulfill functions required to meet the organization's objectives. The Officer(s) designated by these Bylaws or otherwise selected by the Executive Committee to lead a particular Subcommittee, in consultation with the Executive Committee, shall appoint to that Subcommittee from among volunteer Student Members a Subcommittee Chair and Subcommittee Volunteers. Subcommittee Chairs and Subcommittee Volunteers are not Officers, do not serve as *ex-officio* to or as voting members of the Executive Committee, and have limited authority to speak or act on behalf of the organization as specifically delegated to them by the leading Officer(s) and the President. The

terms of each Subcommittee shall expire on a date specified by the Executive Committee, in its discretion, with reasonable written notice, accomplished through a one-time e-mail, provided to the Subcommittee Chair and Subcommittee Volunteers, or, if no expiration date is specified in writing by the Executive Committee, then immediately after the last organizational event of the academic year in which the Subcommittee was created or carried over from the prior academic year.

Article IX: Faculty Advisors

- A. Title: Any faculty member who agrees to serve the organization in a formal advisory capacity (see § B of this Article) shall be known for the duration of his or her service as the organization's Faculty Advisor.
- B. Function and Procedure: A UML faculty member specializing in or with substantial knowledge of immigration law and policy may, of his or her own initiative and with the approval of the Executive Committee, or by direct request of the Executive Committee, in its discretion, volunteer to serve the organization by providing advice concerning and facilitation of programming and fundraising plans and methodologies aimed at accomplishing the organization's objectives. Faculty Advisors shall serve at the pleasure of UML and the Executive Committee, and may assist the Executive Committee in its operations and at its meetings and fundraisers. The Faculty Advisor procedures, themselves, are informal.
- C. Terms: While the organization encourages each Faculty Advisor to serve the organization for the duration of his or her tenure, each such advisor serves at-will, in his or her own discretion, and is not bound by any particular durational or similar formal organizational requirements.

Article X: Elections and Voting

- A. Elections Date: Elections shall be held at the last regularly scheduled general meeting of each academic year.
- B. Nominations; Candidate Qualifications and Requirements: Candidates must be Student Members, meet the qualifications for the particular office they seek (see Article VI, §§ G, H, I, and J, of these Bylaws, and Article VI, §§ G, H, I, and J, of the Constitution), certify to the Executive Committee that they will attend UML for at least one full additional academic year and that they will uphold the ILPA Constitution and Bylaws, be nominated by an Officer or by a non-candidate Student Member no sooner than 30 calendar days and no later than 15 calendar days prior to the last regularly scheduled general meeting of the academic year, and notify the Executive Committee and all Student Members of their candidacy no later than 15 calendar days prior to the last regularly scheduled general meeting of the academic year. The nomination requirement must be submitted in writing, accomplished through a one-time e-mail notice, by a non-candidate Student Member to the Executive Committee. The certification requirement must be submitted in writing, accomplished through a one-time e-mail notice, by the candidate to the Executive Committee. The notice requirement must be performed by a candidate and may be accomplished through a verbal announcement at the regularly scheduled general meeting directly preceding the last regularly scheduled general meeting of the academic year if such meeting meets the 15 calendar days notice requirement or through a one-time e-mail notice to the Executive Committee and all Student Members. Throughout the nomination period, the Executive Committee shall be available to answer questions and to provide information to any prospective candidates interested in seeking office. Upon the deadline for filing nominations, the Executive Committee shall post within a reasonably short time thereafter the list of official candidates for each office on the ILPA TWEN website or in a one-time e-mail notice to all Student Members.
- C. Voting Procedures: The offices of President, Vice President, each Co-Secretary, and Treasurer shall be assumed after the last organizational event of the academic year by individuals receiving a simple majority vote, i.e., over 50 percent, as cast by hand-vote by all Officers and Student Members present at the place and time of the vote. Officers and Student Members may vote by proxy by providing written notification, accomplished through a one-time e-mail, to the Executive Committee of their votes no later than seven calendar days prior to the last general meeting of the academic year. In the event of a tie, the President, or,

in the President's absence, the next highest Officer in the line of succession present at the place and time of the vote, shall cast an additional tie-breaking vote.

- D. Incumbent Officers: An incumbent Officer, if he or she is not in his or her final year at UML, shall be automatically considered a candidate for his or her position for the following academic year. If there are no other qualified candidates for an incumbent Officer's position, or if the candidacy requirements are not met by any prospective candidate with respect to that position, then the incumbent Officer shall retain his or her position for the following academic year, or, if the incumbent Officer is in his or her final year at UML, the title and duties of his or her position shall automatically transfer to the next highest Officer in the line of succession.
- E. Results: Upon the conclusion of the annual election, the Executive Committee shall record and post within a reasonably short time thereafter the results on the ILPA TWEN website or in a one-time e-mail notice to all Student Members. Immediately following this notice, all successful candidates become ILPA Officers-Elect, and shall take office immediately following the last organizational event of the academic year.

Article XI: Meetings

- A. General Meetings: General meetings (see, generally, Article III, §§ B and C, of these Bylaws and Article III, §§ B and C, of the Constitution) shall be held at least six times each academic year, or at least three times each academic semester. No general meetings shall be held during the summer session without UML consent and without providing reasonable notice of such meetings to all Student Members.
- B. Special Events: Special events (see, generally, Article III, §§ D, E, and F, of these Bylaws and Article III, §§ D, E, and F, of the Constitution) shall be held as often as possible but the organization's initiation of or involvement in such events shall not be numerically mandated or restricted.
- C. Executive Committee Meetings: The Executive Committee, in its discretion, may conduct administrative meetings, including Subcommittee meetings (when applicable), during the academic semesters and summer sessions, under the general consent of UML and without formal numerical or notice requirements.

Article XII: Finance

- A. Financial Structure: ILPA is a non-commercial, non-profit student organization that is funded in part by UML, through SBA, and in remaining part by the organization's own fundraising efforts.
- B. Membership Donations and Dues: The organization accepts unsolicited voluntary donations from its Student Members, Associate Members, and other entities allowable pursuant to the UML Student Organizations Manual, and the Executive Committee may request such donations from Student Members, on an *ad hoc* basis from time to time, as needed in order to meet the organization's objectives. The Executive Committee, in its discretion, may also establish and collect from all Student Members membership dues, calculated by necessity on an *ad hoc* basis from time to time, in order to meet the organization's objectives.
- C. Financial Procedures:
 - 1. Deposits: All operating funds, and any restricted, supplemental, and/or annual grant funds granted to the organization by UML and/or SBA are directly deposited into the SBA's ILPA Account by the SBA Treasurer. All funds received by the organization from Student Member donations, other donations, membership dues, and/or fundraising revenues are submitted by the Treasurer to the SBA Treasurer, who subsequently places the funds in the SBA's ILPA Account.
 - 2. Expenditures: Expenditures resulting from the organization's operations, e.g., vendor payments, speaker honoraria and/or gifts, etc., are fronted by the Executive Committee or by individual Officers.

3. Reimbursements: Funds from the SBA's ILPA Account are distributed to the Executive Committee or to individual Officers as reimbursements for fronted expenditures in response to Request for Reimbursement Forms submitted by the Treasurer to the SBA Treasurer.

Article XIII: Constitutional Amendments

- A. Amendment Proposal Procedures: An amendment to the Constitution may be drafted, either independently or from language taken from these Bylaws, and proposed in writing, accomplished through a one-time e-mail, by any Officer or Student Member to the Executive Committee no later than 14 calendar days prior to a regularly scheduled general meeting. The proposed amendment must be distributed by the Executive Committee to all Student Members no later than seven calendar days prior to the regularly scheduled general meeting where the amendment will be considered. The notice requirement may be provided at the regularly scheduled general meeting directly preceding the regularly scheduled general meeting where the amendment will be considered if such meeting meets the seven calendar days notice requirement or through a one-time e-mail notice by the Executive Committee to all Officers and Student Members.
- B. Voting Procedures: The Constitution may be amended at a regularly scheduled general meeting by a simple majority vote, i.e., over 50 percent, as cast by hand-vote by all Officers and Student Members present at the place and time of the vote. Officers and Student Members may vote by proxy by providing written notification, accomplished through a one-time e-mail, to the Executive Committee of their votes no later than five calendar days prior to the regularly scheduled general meeting where the amendment will be considered. In the event of a tie, the President, or, in the President's absence, the next highest Officer in the line of succession present at the place and time of the vote, shall cast an additional tie-breaking vote.

Article XIV: Contacts and Resources Information.

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