BYLAWS
of the
Special Education Graduate Student Organization

ARTICLE I: NAME & PURPOSE

Section A: Name - The name of this organization shall be “Special Education Graduate Student Organization.”

Section B: Purpose - The purpose of this organization shall be:

1. to provide professional development opportunities for special education graduate students to improve academic and research skills.

2. to foster positive social interactions and community building

ARTICLE II: MEMBERSHIP

Section A: Eligibility - Membership shall be open to all students enrolled in the UNM Special Education Program and students that designate Special Education as their minor or cognate area.

Section B: Restrictions - A majority of the membership will be full time special education graduate students; however, no person will be restricted because of age, race, creed, color, gender, sexual orientation, disabilities, national origin, ancestry, marital status, arrest record, or conviction record.

Section C: Hazing – Hazing will not be allowed in this organization. Persons involved in those activities will be reported to Student Activities.

ARTICLE III: OFFICERS

Section A: Officers - The officers shall be a President, Vice-President, Secretary, and Treasurer. These are general officers, and specific officers will be added to address the needs of the organization, if necessary
Section B: Eligibility - The officers shall be full-time Special Education graduate students.

Section C: Election - The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office.

Section D: Term - The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.

Section E: Vacancy - If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

ARTICLE IV: DUTIES OF OFFICERS

Section A: President - It shall be the duty of the President to:

1. Preside at meetings.
2. Vote only in case of a tie.
3. Represent the organization.
4. Appoint committee chairpersons subject to the approval of the Executive Committee.
5. Serve as an ex-officio member of all committees except the nominating committee.
6. Perform such other duties as ordinarily pertain to this office.
7. Provide the Student Activities Office with updated organization contact information.
8. Attend, or delegate another member to do so, the All Student Organization Meetings.

**Section B: Vice-President** - It shall be the duty of the Vice-President to preside in the absence of the President and serve as chairperson of the Program Committee.

**Section C: Secretary** - It shall be the duty of the Secretary to:

1. Record the minutes of all meetings.

2. Keep a file of the organization's records.

3. Maintain a current roster of membership.

4. Issue notices of meetings and conduct the general correspondence of the organization.

**Section D: Treasurer** - It shall be the duty of the Treasurer to:

1. Receive all funds and pay same on orders of the Executive Committee and signed by the President.

2. Keep an itemized account of all receipts and expenditures and make reports as directed.

3. Make a yearly audit to the membership at the end of each school year and file a copy in the Student Activities Office.

**ARTICLE V: MEETINGS**

**Section A: Meetings** - Regular meetings shall be held every two months during the regular school year.

**Section B: Special Meetings** - Special meetings may be called by the President with the approval of the Executive Committee.
Section C: Quorum - A quorum shall consist of a two-third majority of members.

Section D: Parliamentary Authority - Robert's Rules of Orders, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE VI: FACULTY ADVISOR

Section A: Selection - There shall be a faculty advisor who shall be selected each year by the membership.

Section B: Duties - The responsibilities of the faculty advisor shall be to:

1. Maintain an awareness of the activities and programs sponsored by the student organization.

2. Meet on a regular basis with the leader of the student organization to discuss upcoming meetings, long range plans, goals, and problems of the organization.

3. Attend regular meetings, executive board meetings as often as schedule allows.

ARTICLE VII: AMENDMENTS

Section A: Selection - These bylaws may be amended by a two-thirds (2/3) majority vote of the active membership. All amended bylaws must be forwarded to 212 Cartwright and are subject to approval by the Student Organizations Committee.

Section B: Notice - All members shall receive advance notice of the proposed amendment at least five days before the meeting. [The time limit may be extended to the following meeting.]