

KIVA Club By-Laws
09/15/04

Article I-MEMBERSHIP

Section 1. Eligibility

Membership is open to any enrolled UNM student, faculty, and staff member interested in promoting the goals of KIVA Club.

1. All members shall abide by the policies and procedures enacted by KIVA Club, the UNM Student Handbook, and the UNM Chartered Student Organization Handbook.
2. No member of KIVA Club shall be denied the rights and/or privileges of membership as outlined by the constitution on the basis of race, religion, national origin, physical, or mental handicap, age, sexual preference, ancestry, or medical condition.
3. Each KIVA Club member shall be entitled to one vote on each matter.
4. Expulsion can occur based upon non-compliance with the KIVA Club code of ethics, the policies of the UNM Student Handbook, or the UNM Chartered Student Organization Handbook.
5. KIVA Club shall not be responsible for any payment of debts, obligations, and/or activities entered into by individual members that have not been approved by a general quorum.

Article II-EXECUTIVE BOARD

Section 1. KIVA Club Executive Officers

In addition to the outlined duties, the Executive Officers (President, Vice-President, Secretary, and Treasurer) are responsible for the following duties:

1. Improve and maintain quality relationships with all members of KIVA Club.
2. Plan social functions and obtain authorization for use of facilities.
3. Ensure the safety of KIVA Club members during events, through proper security measures.
4. Prepare a social calendar of events for each semester.
5. Maintain Communication with the local media.
6. Produce and distribute the KIVA Club newsletter, promotional material, and announcements on a monthly basis.
7. Be responsible for the safekeeping of the KIVA Club network database and files.
8. Serve as KIVA Club's Public Information Officers.

Article III-OFFICER RESPONSIBILITIES

Section 1. Officer Positions

KIVA Club will have four officer positions: President, Vice-president, Treasurer, and Secretary. Their duties are as follows:

1. *President*-will be a currently enrolled UNM student with a 2.5 cumulative grade point average that is able to work well with others. The President must be well organized, willing to contribute significant time to organizing and participating in KIVA Club initiatives and activities, posses effective leadership abilities, and be receptive to the ideas and suggestions of others (specifically KIVA Club members). The President will oversee the flow of business at general meetings.
2. *Vice President*-will be a currently enrolled UNM student with a 2.3 cumulative grade point average whose primary role will be to provide support to the President. The Vice President must be able to effectively perform the same duties of the President in the instance where the President is absent.
3. *Secretary*-will be a currently enrolled UNM student with a 2.3 cumulative grade point average who is organized, detail-oriented, computer literate, and posses advanced writing skills. The Secretary is responsible for taking minutes at every KIVA Club meeting, delivering the minutes in a report at the beginning of every meeting, and for distributing them in a timely manner to its membership. The Secretary is responsible for typing up the agenda prior to meetings and for the delivery of the agenda after the minutes. The Secretary is also responsible for updating and maintaining the membership and contact information roster.
4. *Treasurer*-will be a currently enrolled UNM student with a 2.3 cumulative grade point average who demonstrates honesty, organization, and responsibility. The Treasurer will be charged with keeping all financial accounts current, delivering status reports at all meetings, negotiating/verifying rate and fees with proprietors and vendors, and paying bills in a timely manner.

Section 2. Common Responsibilities

Each officer is required to know and understand the functions of KIVA Club. Therefore, each officer will be knowledgeable of the duties of all other officers and be able to communicate these responsibilities to the members and committees at meetings and to newly elected officers.

Section 3. End of Terms

The officers' team will naturally end with the spring semester, except in the following cases:

1. In the incidence of misconduct, a unanimous decision by the other three (3) officers must be made prior to relieving that person of their officer duties.
2. In the incidence of resignation, that officer must submit a letter of resignation and complete current tasks before leaving office. The remaining three (3) officers will make the final decision regarding replacement officers.

Article IV-COMMITTEES

Section 1. Description

A committee may be proposed and formed at any time it is deemed necessary to carry out KIVA Club functions. Each committee will have a specific function and is comprised of

no less than three (3) members, one (1) of whom is a current officer. Any committee member may be that committee's chair person. The officer's function is to ensure that the committee acts within the guidelines of KIVA Club and the policies of UNM.

Section 2. Standing Committees

These committees are necessary to carry out the functions of KIVA Club and will exist throughout the duration of academic year. New Standing Committees can be formed by proposing an amendment to the KIVA Club By-Laws outlining its purpose and regulations.

Article V-ADVISOR RESPONSIBILITIES

Section 1. The Role of Advisors

The Advisory's role is to ensure that all aspects of KIVA Club are in accordance with set policies as outlined in the Constitution, the UNM Student Handbook, and the UNM Chartered Student Organization Handbook. The Advisor shall provide guidance and facilitation as well as maintain an open line of communication with KIVA Club officers and the general membership. The Advisor must attend at least one meeting a month and be available for important calendar events.

Article VI-ELECTIONS

Section 1. Executive Offices

Elections will be held at the end of each spring semester for executive officer positions. Officer positions will be held for a term of one (1) academic year, effective at the beginning of the fall semester. Members must be in good standing with the organization and be willing to serve one full term [two (2) semester] in order to serve as an officer.

Section 2. Nomination

Nominations for office shall be taken one week prior to the election meeting. KIVA Club members are responsible for making a motion to nominate candidates and for the seconding of nominations. If the motion is seconded, that member can accept or deny nomination. If accepted, that candidate must submit an unofficial transcript to an executive officer to ensure eligibility *before* elections.

Section 3. Voting

All members of KIVA Club are eligible to vote if present at the time of election. Officers shall be determined by a majority of votes cast by the member. In the case of a tie, the Advisor will cast one vote.

Article VII-PARLIAMENTARY AUTHORITY

Section 1. Members

1. Members have the authority to make a motion and to second a motion at meetings.

2. Members are entitled one (1) vote in every matter.

Section 2. Executive Officers

1. Officers have the authority to make a motion and to second a motion at meetings.
2. Officers are entitled one (1) vote in every matter.
3. Officers have the authority to call a meeting to order and to close a meeting.

Section 3. Advisor

1. The Advisor has the authority to make a motion and to motion at meetings.
2. The Advisor is entitled one (1) vote only in the case of a tie.

Article VIII-AMENDMENTS

Section 1. Proposed Amendments

Proposed amendments and/or revisions of this document shall be presented to the Constitutional By-Law Committee in writing for consideration.

Section 2. Constitutional By-Law Committee

1. The Constitution By-Law Committee shall be comprised of five (5) members including the President, one (1) other executive officer and three (3) general members of KIVA Club who are appointed by the officers.
2. After consideration, the proposed amendments and/or revisions shall be given to the President who will then present the proposed amendment to the general membership for adoption.

Section 3. Adoption

A constitution amendment or revision shall be adopted of seventy percent of a quorum is in favor of adoption.