



Southern Arizona NORML Bylaws

ARTICLE I. Purpose

Southern Arizona NORML shall promote a better understanding of:

1a. The current status of laws concerning cannabis (marijuana) in the State of Arizona and in the United States at large;

1b. The medical, legal, environmental, economic and civil libertarian arguments for more reasonable treatment of cannabis in the laws of the state of Arizona and the United States and;

1c. The policy options for cannabis regulation as delineated in NORML's official policies.

This organization shall be affiliated with the National Organization for the Reform of Marijuana Laws (NORML) as a local chapter in accordance with the guidelines enumerated in the NORML Guidelines for Affiliation with NORML.

This local chapter shall be known as Southern Arizona NORML.

ARTICLE II. Membership

The membership shall be divided into active and associate members:

1a. Only individuals whose chapter dues are up to date or who have performed an agreed upon service in lieu of dues are considered active members of the chapter.

1b. All others interested in furthering the purpose of the organization, including paid members of the national organization who are not active members of the chapter, may be associate

members. Associate members shall not hold office, vote, preside, officiate, or solicit funds on behalf of the Chapter without the written consent of the board.

The names of new active members shall be sent to the national office of NORML every month.

ARTICLE III. Board of Directors

Only active members of the Chapter shall be eligible to serve as elected or appointed members of the Board of Directors. The minimum number of Board members shall be five (5).

1a. The Board may appoint associate board members or advisors who have no official vote.

Board Officers: The Board of Directors shall elect Officers of the Board of Directors. Only members of the Board of Directors may be Officers of the Board.

2a. Duties of Officers of the Board of Directors

These are descriptions of duties and are to be used as guidelines. There are no absolute and specific limitations or obligations of responsibility or authority. The Board and Officers shall act as a team and be ready and willing to share information and duties. Board members shall cross-train and assist wherever possible.

2b. The Executive Director provides the main leadership role for the chapter. The Executive Director is central to the direction and organization of the chapter, and is responsible for the following:

- Running the chapter Gmail account with the Communications Director

- Joining the monthly National conference call
- Filing taxes with the treasurer
- Talking to the press and conducting interviews on behalf of the chapter
- Creating an agenda for monthly meetings and facilitating the monthly meetings
- Directs membership on legislative activities and stays on top of the legislative process in the state

2c. The Deputy Director is second in command of the organization and helps the Executive

Director in all of his/her tasks when needed. The Deputy Director is also in charge of the following:

- Keeping the bylaws and Mission Statement updated
- Standing in for the Executive Director for the monthly National conference call if necessary
- Assisting the Executive Director in creating an agenda for monthly meeting and assisting in the facilitation of those meetings

2d. The Treasurer is the financial manager of the chapter, making sure all of the money is accounted for and ensuring that the chapter is raising money. The Treasurer's duties are the

- Updating the monthly bank account statement
- Planning and executing the yearly fundraiser
- Keeping records of merchandise, money and membership dues
- Filing taxes with the Executive Director

2e. The Communications Director is in charge of the chapter's public image and outreach to the community and local media. The Communication Director is in charge of the following duties:

- Actively updating the chapter's social media accounts
- Creating and implementing training materials for outreach and education
- Creating any promotional materials such as brochures, logo's, videos, etc. including press and media releases
- Assist treasurer with yearly fundraiser
- Running the chapter Gmail account with the Executive Director

2f. The Secretary is the record keeper of the organization and is intrinsic to the organization of the chapter. The Secretary is in charge of the following duties:

- Updating and organizing the email list

- Updating the monthly Board of Director meeting minutes
- Updating and organizing the chapter calendar
- Helping to maintain all chapter records
- Planning the time and venue for Board of Director meetings

All elected Directors serve for a term of two (2) years, beginning on the first of the month following elections and ending on the first of the month following elections. Appointed Directors serve until the next scheduled elections for Board positions.

3a. Any Board member or Officer may be removed for just cause by a supermajority of 65% of the Board present and voting in the affirmative.

3b. Four absences from scheduled meetings of the Board of Directors represent just cause for removal from the Board. The Board member in question shall be given the opportunity to speak prior to a vote being held. The Board member subject to removal is not eligible to vote on his/her removal.

3c. Board members may nominate candidates immediately or at the board meeting following the vacancy. Elections may also occur at this meeting or be scheduled for the first available opportunity. Candidates to fill Board vacancies must be active members of this organization and capable of carrying out the duties and responsibilities of the position.

4a. In the event that no qualified candidates are nominated to fill a vacant board position, the Board may defer filling such vacancy until such time as a qualified candidate is nominated and approved by vote of the Board of Directors.

The quorum for the Board of Directors to conduct business shall be a majority of currently seated directors, with a minimum quorum of three (3) members.

ARTICLE IV. Executive Committee

The Executive Director shall nominate two (2) other Board Officers to serve on an Executive Committee; said committee shall be comprised of three (3) Officers of the Board of Directors. Nominations must be approved by a majority vote of the Board of Directors.

1a. The Executive Director shall chair the Executive Committee. The Executive Committee shall take all necessary actions to pursue the objectives of the chapter on a day-to-day basis, making decisions between regular meetings of the Board on matters that do not require the input of the full Board of Directors. Actions of the Executive Committee are subject to monthly review by the full Board of Directors.

ARTICLE V. Membership Meetings

The organization's membership will meet at least twelve (12) times per year. The Board shall give members seven days advance notice of each meeting via email and the date and time of the meeting will be posted on all outgoing social media platforms as well as the national platform.

1a. The quorum needed for the general conduct of business is ten (10) percent of the active membership or ten (10) members (including members of the Board of Directors present).

ARTICLE VI. Voting

Only active members may vote. The quorum is ten (10) percent of the active membership or ten (10) members (including members of the Board of Directors present), whichever is fewer. The majority is fifty percent plus one of the active members present.

1a. No new member, who joins at a meeting, may vote at that meeting, but may vote only at subsequent meetings.

1b. Voting by active members will take place in person or via online forms.

ARTICLE VII. Finances

All funds are to be deposited and handled through a checking account at a reputable financial institution under the name of the chapter and maintained by the Treasurer.

1a. A bank account must be established within 90 days of the Chapter being approved.

1b. Each active member shall pay dues, unless the Board of Directors, given extraordinary circumstances, waives those dues. The annual dues amount shall not be excessive and will be determined by the Board.

1c. Dues are not the sole condition of membership, particularly in the case of financial hardship. Financial hardship cases shall be reviewed and approved by the Officers. In these cases, the member applying shall perform a mutually agreed upon service in lieu of cash dues. Those service requirements shall not be excessive.

1d. The Chapter shall provide a copy of their financial statements on a quarterly basis or upon the request from NORML national.

ARTICLE VIII. Elections

Nominations and elections for board members shall take place during the membership meeting held in the month of August.

2a. The quorum to conduct nominations and elections is ten (10) percent of the active membership, or ten (10) members, whichever is fewer.

2b. The majority required to elect a new Board member is fifty percent plus one of the active membership present at the meeting.

2c. If fifty percent plus one majority is not obtained by one of the candidates, the candidate receiving the lowest number of votes shall be dropped from consideration, and the active membership will vote again. In the event that fifty percent plus one majority of the active membership cannot be obtained by anyone, the voting will be postponed until the next meeting.

2d. Any active member of the organization may nominate an active member for a Board position by raising his or her hand and indicating such when recognized. Each active member shall have one vote per Board vacancy.

2e. At the discretion of the Executive Director, voting may be either by show of hands, voicing 'aye' or 'nay', or by written or online ballot.

ARTICLE IX. Amendments

Any active member may introduce an amendment to these bylaws at the conclusion of any meeting. The active members shall vote on the amendment at the following meeting. If the amendment passes, it will take effect following approval by national NORML.

1a. The quorum for an amendment is ten percent of the active membership, or ten (10) members, whichever is fewer. A two-thirds majority of active members present at the time of the voting is needed to amend the bylaws.

ARTICLE X. Parliamentary Authority

National NORML bylaws and "Robert's Rules of Order", newly revised, by Sarah Corbin Roberts, shall be used in all cases not covered by these bylaws, including but not limited to removal of officers from the board and/or expulsion of members.

ARTICLE XI. Copies of Bylaws

Copies of bylaws shall be posted on the official chapter website and made available to anyone who requests them.

ARTICLE XII. Approval of Bylaws

These bylaws have been reviewed and approved by the Board of Directors shown below:

Board Position	Name	Date
Executive Director:	Mike Robinette	6/12/19
Deputy Director:	Tony Landry	6/12/19
Treasurer:	Kelly Burgess	6/12/19
Communications Director:	Michelle Landry	6/12/19
Secretary:	Zsa Zsa Simone Brown	6/12/19