

UNITED NATIVE AMERICAN ORGANIZATION

Of

NEW MEXICO STATE UNIVERSITY

BY-LAWS

(Amended on April 14, 2003)

Article I: NAME

The name of the organization shall be the United Native American Organization (UNAO).

Article II: PURPOSE

The purpose of the organization shall be:

- Section I: To promote Native American unity among the student body at New Mexico State University (NMSU).
- Section II: To represent our various tribes with honor, prestige and endurance in the academic atmosphere of NMSU.

Article III: MEMBERSHIP

- Section I: Every Native American student, undergraduate or graduate, enrolled at New Mexico State University shall be eligible for membership in the organization.
- Section II: To attain official membership, eligible persons must complete the "Official Membership Requirements".

Official Membership Requirements:

1. Must be of Native American Heritage.
 2. Must be committed to the purpose and unity of UNAO.
- AND**
3. Must attend a minimum of five (5) UNAO meetings per semester.
 4. Must volunteer and work at a fundraising event per semester.
- OR**
5. Pay an annual fee of 5 dollars per year, attend meetings and help with a fundraising event to attain official membership.

Section III: General student membership is available for students who choose to participate in the organization and are given limited privileges such as voting in meetings. These individuals are students who are not recognized as official members stated in Article III, Section II but may be working toward becoming an Official Member or attending just for interest.

Section IV: Any student, undergraduate or graduate, enrolled in New Mexico State University who is interested in the goals of the organization and does not meet eligibility, may become an honorary member of the organization. Honorary members are encouraged to attend all meetings, events and socials, but may not vote or hold official office in the organization.

Honorary Membership Requirements:

1. Must be committed to the purpose and unity of UNAO
- AND**
2. Must attend a minimum of five (5) UNAO meetings per semester.
 3. Must volunteer and work at a UNAO event per semester.
- OR**
4. Donate 10 dollars or more to attain official honorary membership in UNAO.

Article IV: EXECUTIVES

Section I: The first governing body of the organization shall consist of the following elected officers: President, Vice-President, Secretary and Treasurer.

Section II: Duties of the Officers:

1. The President shall preside over all meetings and all activities involving the Organization. He/She shall call special meetings as deemed necessary. The president shall maintain absolute order at all meetings and activities.
2. The Vice-President shall assume all duties of the President in the absence of the President. He/She is responsible for the functioning of the council & the committees that are set up by the organization.
3. The Secretary shall be responsible for all correspondence, official letters, attendance, brochures and the like within the organization. He/She will also keep detailed records of all general business, meetings and elections.
4. The Treasurer shall be responsible and accountable for the safeguard of all monies within the organization; purchases, donations, expenses and all official movement of money in the organization. He/She must keep accurate and detailed fiscal records. Upon request he/she must submit monthly reports.

- Section III: Election Process: Election of officers shall meet the following requirements and procedures:
1. Election of officers shall be held after January at the organizations own accord.
 2. The election must be announced thirty (30) days in advance to the entire organization.
 3. The candidates will have one week to accept the nomination. The election will take place one week after the acceptance of the nomination.
 4. Candidates for office must be official members which must meet the membership criteria as stated in, Article III, Section II.
 5. Candidates must be full-time students and have a cumulative GPA of 2.0 or better.

Section IV: The terms of office for each officer shall be one full academic year as well as summer sessions if applicable. The term of office shall be held from the first day of the fall semester until the preceding day of the succeeding fall semester.

Section V: Vacancies in the office of President, Vice-President, Secretary and Treasurer shall be filled by a special election.

Section VI: Officers may be removed from his/her office due to misconduct and not meeting requirements of their office by a majority vote (3/4 of members present) from all members including other officers.

Article V: ADVISORS

Section I: The advisor of UNAO will consist of at least two faculty/staff members.

Section II: Selection of the advisor(s) shall be held during the first general business of the official fall semester.

Section III: The duties of the advisor(s) shall be to advise and counsel the officers and various committees appointed by the President.

Section IV: The advisor(s) will have no voting privileges.

Article VI: EXECUTIVE BOARD

The Executive Board shall be composed of the elected officers: President, Vice-President, Secretary, and Treasurer, one UNAO official member and advisor(s).

Article VII: COUNCIL & COMMITTEE HEADS

Section I: The second governing body of the organization shall consist of the UNAO council. The council will be made of the committee heads of the organization.

Section II: Selection of the Council/Committee heads will be made by the Executives of the organization. Official members may volunteer themselves for positions. The positions must be filled by the end of the second business week of the fall semester.

Section III: Duties of the Council:

1. He/She shall conduct their committee in the best interest of the organization and in the best spirit of the organization.
2. He/She is responsible of recruiting members to his/her committee.
3. He/She shall be a primary spokes person of the entire membership body and must submit any resolutions from the members to the 'Executives'.
4. Committee/Council members may be removed only through a majority council vote.

Section IV: The term of Council/Committee members shall expire at the conclusion of the academic year.

Article VIII: MEETINGS

Section I: Regular meetings shall be held once a month during a regular academic year, the dates and times will be set by the Executive Board.

Section II: Special meetings can be called by the President when the need arises.

Section III: All officers of the organization and at least five(5) of the members of the organization must be present to constitute a quorum. These members must be Official or General voting members.

Section IV: Once a quorum has been established, a majority vote of the official members and general student present at the meeting is necessary to start any action.

Section V: Voting Privileges: Each official member and general student are entitled one vote.

Article IX: AMENDMENTS OF THE BY-LAWS

If and when the By-Laws of this Organization is revised or amended, the Executive Board shall cause a concurrent revision or amendment to these By-Laws, as applicable. By-Laws may be revised or amended by a majority vote.

- Section I: Amendment/Revision Process: Revisions or amendments of the UNAO By-Laws will be implemented according to the following procedures:
1. Any person that is proposing to amend or revise the By-Laws must be a UNAO member and in good standing academically.
 2. The amending or revision must be submitted in writing to the Executive Board. The Executive Board must by two-thirds (2/3) vote to approve the presentation of the proposed amendment or revision to the Organization for consideration.
 3. Or the person proposing the amendment or revision has the option of getting a petition signed of not less than five (5) of the UNAO voting members excluding executives. The petition shall be filed with the UNAO secretary after which, the Executive Board shall direct the proposed amendment or revision be submitted to a vote.
- Section II: Effective Date: The amendment or revisions shall be effective the following year on the first official UNAO meeting.
- Section III: Certification of Amendments/Revisions shall be certified upon the signature of the President and Advisor(s).