

## ARTICLE I. Purpose

### **Section 1.**

This organization shall promote a better understanding of:

- 1a.** The current status of laws concerning cannabis (marijuana) in the state of \_\_\_\_\_ 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 and the United States and;
- 1c.** The policy options for cannabis regulation as delineated in the NORML Official Policy Statement.

### **Section 2.**

This organization shall be affiliated with the National Organization for the Reform of Marijuana Laws (NORML) in accordance with the guidelines enumerated in the NORML Affiliate and Chapter Guidelines.

### **Section 3.**

This affiliate shall be commonly known as \_\_\_\_\_, hereafter referred to as "the Chapter".

## ARTICLE II. Rights and Obligations of Chapters

### **Section 1.**

- 1a.** Chapters shall have autonomy over the functioning of their chapter.
- 1b.** Chapters shall be governed by their own members, in accordance with their own established rules, bylaws, articles of incorporation or other governing principles. Chapter bylaws shall be forwarded annually to the national office.
- 1c.** Chapters shall establish criteria for voting membership in their chapter. Such criteria may include payment of dues, meeting attendance, volunteering for chapter-sponsored activities, or other similar criteria.
- 1d.** Chapters may implement rules requiring an individual to have been a member of the Chapter for a fixed period of time prior to being permitted to vote, such period not to exceed ninety (90) days.
- 1e.** Chapters may raise funds for such dues by any means, including collecting payments directly from members, or engaging in other fundraising.
- 1f.** Chapters shall submit to the national office the names and contact information of all members.
- 1g.** Chapters shall refrain from making any endorsement in a statewide race. Endorsement-related inquires should be directed to national office and/or NORML PAC.

**1h.** Notwithstanding any provision of these Bylaws, the Chapter shall not engage in any activities not permitted to be carried on by an organization exempt from Federal income tax under sections 501(c)(3) or 501(c)(4) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States internal revenue law).

## **ARTICLE III. Membership**

### **Section 1.**

The membership shall be divided into active and associate members:

**1a.** Only individuals whose affiliate 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.** Each active member shall pay dues, unless the Board of Directors, in extraordinary circumstances, waives dues. The annual dues amount shall not be excessive and will be determined by the Board.

**1c.** 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.

**1d.** 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. The service requirements shall not be excessive.

### **Section 2.**

Active membership shall be divided into the following categories based on annual membership dues paid by the member:

**2a.** Basic (\$ 30.00)

**2b.** Sustainer (\$ 60.00)

**2c.** Friend (\$120.00)

**2d.** Benefactor (\$420.00)

### **Section 3.**

Travel Guidelines.

**3a.** During all trips where hotel or shared lodging is used, Chapters will follow all applicable hotel policies regarding occupancy and space, and will actively make sure that members are comfortable and affirmatively consent with lodging arrangements.

**3b.** Chapters will adopt an open-door policy to proactively address any issues that arise during travel situations. In the event that an individual is uncomfortable reporting travel-related issues to Chapter leadership, complaints can be directed to National NORML staff.

## **Section 4.**

At the discretion of the Board of Directors, special amenities, event discounts, and promotions may be made available to dues paying members of the Chapter.

## **ARTICLE IV. Board of Directors**

### **Section 1.**

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.

### **Section 2.**

**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 for Chapter leadership. There are no 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 strategy and overall success of the Chapter, and is responsible for the following duties:

- Point of contact for all internal communications;
- Planning and execution of short-term and long-term goals;
- Maintaining the Chapter email account;
- Facilitation of board meetings;
- Filing taxes with Treasurer.

**2c.** The Deputy Director is 2nd in command of the organization. The Deputy Director assists the Executive Director with all primary responsibilities when needed and is also in charge of the following duties:

- Maintaining Chapter Bylaws, Articles of Incorporation and Mission Statement;
- Participation on monthly conference call;
- Preparing of meeting agendas;
- Facilitation of membership 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 following:

- Updating the monthly bank account statement;
- Planning and execution of short-term and long-term fundraising strategy;
- Maintaining financial records of merchandise and membership dues;
- Filing taxes with 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:

- Managing the Chapter's social media accounts;
- Regular communication with Chapter membership;
- Distribution of chapter materials and monthly newsletter.

**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 these duties:

- Documentation of BoD meeting minutes;
- Updating and organizing Chapter calendar;
- Documentation of monthly meeting minutes.

### **Section 3.**

All Elected Directors serve for a term of one (1) year, 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.** Two consecutive unexcused absences from scheduled meetings 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 this matter.

**3c.** Participation on national conference calls is required by at least one member of the Board of Directors.

### **Section 4.**

Filling Board vacancies: 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 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.

## **Section 5.**

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 V. Executive Committee**

### **Section 1.**

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 Board of Directors.

## **ARTICLE VI. Membership Meetings**

### **Section 1.**

The organization's membership will meet in person at least six times per year. The Board shall give members thirty-day advance notice of each meeting by posting an announcement of the meeting on the official Chapter website and social media outlets.

**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), whichever is fewer.

## **ARTICLE VII. Voting**

### **Section 1.**

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.

## **ARTICLE VIII. Finances**

### **Section 1.**

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.** The Board of Directors shall determine who shall be authorized from time to time on the Corporation's behalf to sign checks, drafts, or other orders for payment of money; to sign acceptances, notes, or other instruments of indebtedness; to enter into contracts; or to execute and deliver other documents and instruments.
- 1c.** The Chapter shall provide a copy of all financial statements on a quarterly basis or upon the request from NORML staff.

## **ARTICLE IX. Elections**

### **Section 1.**

Board seats shall all be filled by election, and no financial commitment or donation to the Chapter may be required in exchange for election to the board of directors. Nominations and elections for board members shall take place during the membership meeting held in the month of July.

### **Section 2.**

Election rules:

- 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 ballot.

## **ARTICLE X. Amendments**

### **Section 1.**

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 the national office of 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 XI. Parliamentary Authority**

### **Section 1.**

National NORML bylaws and "Roberts 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 XII. Copies of Bylaws**

### **Section 1.**

Copies of bylaws shall be posted on the official Chapter website, and made available to anyone upon request.

## **ARTICLE XIII. Approval of Bylaws**

### **Section 1.**

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

Board Position	Name	Date