

Front Range Norml

Bylaws of Front Range Normal
First Adopted on 11/15/2006

Article I - NAME DEFINITION

The name for the NORML Chapter of Colorado shall be Front Range NORML, hereinafter referred to as "the Chapter".

The National Organization for the Reform of Marijuana Laws shall be hereinafter referred to as "NORML".

Article II - DUTIES OF THE BOARD

Section 1

- i. The **Chair** shall be Chief Executive Officer of the Chapter, holding the powers of administration pertaining to the ordinary business affairs of the Chapter and such other powers as may be delegated by the Board of Directors.
- ii. The Chair may appoint such Chapter functionaries as a recording and corresponding secretary, an office manager, and an events chair.
- iii. The Chair shall:
 - a) Prepare an agenda for Board meetings and distribute copies to all Officers;
 - b) Chair all meetings of the Board;
 - c) File any amendments to the Chapter's Constitution of Bylaws with the Secretary of State within fifteen days after such amendments are adopted;
 - d) Specify the date and time of the next Annual Meeting at least 45 days before it is convened.
 - e) Direct the platform and policy of the Chapter.
- iv. The chair, of his or her designee, shall be the person who shall communicate on behalf of the Chapter.
- v. The Chair is responsible for communicating with representatives of other NORML affiliates and National NORML on a regular basis.

Section 2

The **Outreach Director** shall be responsible for:

- i. Recruiting members, developing membership education programs and publication, and providing assistance in filling vacant positions of Officers.
- ii. External communications, such as writing and distributing news releases with the approval of the Chair, setting up and operation a speakers bureau, and coordinating all contact with the news media.
- iii. Identifying political races and ballot issues that pertain to the goals of the Chapter.
- iv. Qualifying candidates for public office for endorsement by the Chapter.

Section 3

The **Publications Director** shall be responsible for:

- i. Internal Chapter communications, such as publishing a periodic newsletter to members and any other publication authorized by the Board.
- ii. The Chapter's website to include the periodic newsletter and timely updates of other useful information.
- iii. The discretion in the content of the website and periodic newsletter, except for the following features which may be required by the board.
 - a) Notes for the Chairman;

- b) A membership report;
- c) Calendar of upcoming events as directed by the board, especially Board meetings;
- d) Summary of the Recording Secretary's minutes from the previous Board meeting;
- e) The Treasurer's annual report.
- iv. Establishing and implementing a publication schedule for the newsletter such that each issue will be received not less than one week before each month's Board meeting;
- v. Keeping records of costs for printing; postage; and web hosting costs for each month's issue, and submit these expenses, together with receipts, to the Treasurer. The Treasurer is authorized to reimburse expenses under \$100 per calendar month related to publications without prior action of the Board.

Section 4

The **Secretary/Treasurer** shall be responsible for:

- i. Recording the official minutes of all Board meetings. These minutes must be submitted for review and approval at the following month's Board meeting;
 - ii. Maintaining accurate records of all income and expenses associated with the operation of the Chapter and shall present a summary of all income and expenses incurred at the regular meetings of the Board. The income and expense summary may be limited to activity since the last regular meeting of the Board.
 - iii. Maintaining the master and archival copies of the By-Laws and Constitution and incorporate into them any and all amendments made.
 - iv. Maintaining the Domain Name of the Chapter's web presence.
 - v. Acting as Registered Agent for all legal purposes.
 - vi. Maintaining a bank account in the name of the Chapter, and sign all checks drawn upon that account;
- Participating in an annual audit of the financial records, to be conducted in January by at least two other Officers. The results of this audit must be communicated to the Board at the February meeting.

Section 5

The **Membership Director** shall be responsible for:

- i. Maintaining membership records in a private and secure database. Coordinating membership data with the National Norml; and registering all new members with them.
- ii. Regularly checking the chapter's mail for incoming correspondence, and make any mail received available to the Board at meetings; and providing information to the other Chapter Officers as needed.
- iii. Recruiting members.

Section 6

The **At-Large Board Member** shall be responsible to the Membership and vote as an ombudsman for the general membership.

Section 7

Each Officer will be responsible for maintaining documentation within his or her area and will provide written report to be passed on to the next Officer, He or she will not incur expenses beyond budget without the majority approval of the Board of Directors.

Article III - BOARD OF DIRECTORS

Section 1

The Board of Directors shall convene in open meeting at such times and places as may be determined by action of the Board, by call of the Chair, or by written request of one-third or more of the members of the Board.

Section 2

- i. More than one-half of the current membership of the Board of Directors shall constitute a

quorum at all meetings for the transaction of business, except where a larger vote is required by the Constitution.

ii. Any member of the Board may participate in a Board meeting or committee meeting by means of telephone conference or similar communications equipment which allows all persons participating in the meeting to hear or otherwise communicate with each other.

iii. All Board Meetings will be public and therefore held at a suitable location to permit public participation.

Section 3

i. Any active member of the Chapter may attend the Board Meetings as an 'alternate delegate' at the request of that Board Member who temporarily cannot attend.

ii. No alternate delegate may represent more than one Board Member at any board meeting.

iii. The Board Member who is being represented by an alternate must notify at least two other Board Members of the alternate.

Section 4

Any Board Member who misses two or more consecutive meetings may be considered derelict and removed by the board in accordance with the Chapter Constitution.

Article IV - FINANCES AND ACCOUNTING

Section 1

The fiscal term of the Chapter shall end on the last day of March.

Section 2

The Board of Directors shall cause an efficient double-entry system of accounts to be established and maintained.

Section 3

i. The Board shall have full powers to conduct all business of the Chapter, including authorizing the spending of funds belonging to the Chapter.

ii. Spending of funds of official action of the Chapter may be undertaken by:

a) Passage of a resolution introduced at a scheduled meeting of the Board at which a quorum is present, OR

b) A vote of Board officers taken by e-mail, where the votes are formally collected by the Recording Secretary and recorded in the minutes of the regular meeting.

iii. E-mail votes are only permissible if the matter being voted on requires an expenditure of \$100 or less and does not involve any changes to the by-laws, and it is impractical to wait until the next scheduled board meeting.

Article V - PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall be the parliamentary authority for all matter of procedures not specifically covered by the Constitution or Bylaws of the Chapter.

Article VI - SUB-COMMITTEES

The Board may create by resolution any committees deemed necessary to fulfill a designated purpose. Such committees may be temporary or ongoing, and may exercise any powers of the Board that the Board authorizes, with the exceptions that they shall not be granted powers to spend funds or endorse candidates.

Article VII - ENDORSEMENT OF BALLOT ISSUES AND CANDIDATES FOR PUBLIC OFFICE

Section 1

The Chapter may endorse candidates for public office and urge the passage of ballot

initiatives and referendums that will or may appear on ballots in a given election anywhere in the state of Colorado. Such endorsements are to be made public by means of a press release arranged by the Publicity Director.

Section 2

- i. Endorsement of ballot initiatives and referendums or candidates for public offices requiring the vote of all the electors of the state shall be made by majority vote of Chapter members present and voting at a regular monthly meeting of the Chapter by those who have been members of the Chapter for at least 60 days prior to the vote.
- ii. If a majority is not achieved for an endorsement of a candidate for a singular office, the candidate other than "None Of The Above" (NOTA) receiving the lowest number of votes shall be removed from the ballot and the vote shall be taken again. At no time shall NOTA be removed for the ballot. Voting shall continue in this manner until a majority vote has been made for either one of the candidates of NOTA.

Section 3

In order to qualify for campaign assistance from the Chapter the candidate for public office shall be a member of the Chapter.

Section 4

The United States Supreme Court has recognized that the endorsement of candidates for office fall under First Amendment Freedom of Association protections and therefore override state laws when such rules so state. Therefore, all rules for the endorsement of candidates are limited to only this Article, and all state laws regarding the endorsement of candidates are to be considered overridden and void. The Chapter reserves all First Amendment Rights in this regard.

Article VIII - MEMBERSHIP

Section 1

- i. Membership in the Chapter occurs when an applicant can show membership in National NORML or pays such fees as may be determined by the Board of Directors.
- ii. Any current member of the Chapter, in good standing, may challenge the validity of any member application. The burden of proof of invalidation shall be upon the challenging member.
- iii. Proof of membership by shall be determined by the Recording Secretary.

Section 2

The membership shall be divided into Active and Associate members.

i. Only individuals whose chapter and national NORML dues are current are to be considered Active and therefore voting members of the chapter.

ii. All others who are not Active members of the Chapter shall be Associate members.

Associate members may not hold office, vote, preside, officiate, represent the chapter, or solicit funds on behalf of the Chapter.

Section 3

It shall be the option of any member to have his or her name listed on the open rolls of the organization as an alias and to be listed in a closed membership book for the purpose of the membership certification. This book shall be available only to officers of the organization.

Article IX - PROHIBITED ACTIONS

Section 1

The following actions may not be taken by this organization, irrespective of majority support:

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Participation in any activity of condoning of any member's participation in any activity which contrary to the Constitution of the United States of the State of Colorado. Overdrafts of the Chapter bank account: the borrowing of money at interest, from any source whatsoever.

Article X - AMENDMENTS

Amendments to the Bylaws shall be in accordance with the Constitution.