Bylaws for

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 Activist Program and Affiliate Guidelines.**

Section 3. **This affiliate shall be commonly known as _____, hereafter referred to as "the Chapter".**

ARTICLE II. 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. 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.

Section 2. **The names of new active members shall be sent to the national office of NORML every month. Upon joining the Chapter, active members shall receive a free one-year trial membership from the national office.**

Section 3. **Active membership shall be divided into the following categories based on annual membership dues paid by the member:**

3a. Basic ($ 25.00)

3b. Sustainer ($ 60.00)

3c. Friend ($120.00)

3d. Benefactor ($420.00)

Section 4. **At the discretion of the Board of Directors, special amenities, event discounts, and promotions may be made available to Sustainers, Friends, and/or Benefactors.**

ARTICLE III. 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

i) 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. **Executive Director**: acts as primary spokesperson for the organization. The Director presides at all meetings, and promotes an effective liaison with other organizations, politicians, the media, the public, and the national office of NORML.

2c. **Deputy Director**: serves as Acting Director when the Executive Director is unable to do so and assists the Executive Director in his or her duties.

2d. **Communications Director**: serves as administrator of online presence, such as website, e-commerce, Facebook, and Myspace. Produces press releases, newspaper op-eds and LTEs, and assists Executive & Deputy Director for media appearances.

2e. **Secretary**: keeps and safeguards membership rosters, takes minutes of meetings, and is responsible for sending updates of the membership rosters, minutes from the meetings, newspaper clips, press releases, and periodic Movement Update Forms to the national office of NORML.

2f. **Treasurer**: maintains accurate financial records including accounting, banking, budget tracking for purposes of reconciliation of grant and gift funding as required and disbursement of funds. Accounting should include expense and income reports by category on a monthly, quarterly and yearly basis and as needed.

Section 3. **All Elected Directors serve for a term of three (3) 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 unexcused 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 and bring witnesses on their behalf prior to a vote being held. The Board member subject to removal is not eligible to vote on this matter.

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 IV. 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 V. Membership Meetings

Section 1. **The organization's membership will meet at least four times per year. The Board shall give members thirty-day advance notice of the quarterly meeting by posting an announcement of the meeting on the official Chapter website.**

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 VI. 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. Proxy voting by active members shall be allowed, provided the member's ballot is signed by the member, clearly marked as to the member's vote, and is received by the Chapter no later than 5 pm on the day of the election.

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

ARTICLE VII. 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. 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.

1b. 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.

ARTICLE VIII. Elections

Section 1. **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 IX. 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 X. 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 XI. Copies of Bylaws

Section 1. **Copies of bylaws shall be posted on the official Chapter website, and made available to anyone upon request.**

ARTICLE XII. Approval of Bylaws

Section 1. **These bylaws have been reviewed and approved by the Board of Directors as shown by our signatures below:**

Officers (print name)	Signature:	Date:
Exec. Dir:		
Deputy Dir:		
Comm. Dir:		
Secretary:		
Treasurer:		