By-Laws for Resources, Energy and Environmental Law Society

I. Officers
   A. President
      1. Coordinate the activities of the organization.
      2. Act as a liaison to the university community.
      3. Official representative of the organization.
      4. Calls and presides at meetings.
      5. Prepares agenda for meetings.
   B. Vice President
      1. Assumes duties of the president when necessary.
      2. Assists the president in coordinating organization activities.
   C. Secretary
      1. Maintains current and accurate information of the organization and membership.
      2. Assists president and vice president in coordinating organization activities.
      3. Keeps minutes of all organization meetings and supplies copies to other officers.
      4. Keeps attendance records for all meetings.
   D. Treasurer
      1. Maintains current and accurate accounts of all organizational funds.
      2. Dispenses of funds in accordance with goals and activities of the organization.
      3. Acts as a liaison with the university for the purpose of organizational funding.

II. Meetings
   A. Meetings will be open to all active members, faculty, representatives of the university and potential members.
   B. A notice of two weeks will be given prior to any meeting of the organization.
   C. The meetings are to be organized and controlled by the officers with input from active members.