**Sample Student Organization Bylaws Template**

This is an example of the format that your organization might find useful in the development of its bylaws. The structure has been developed for general use, but your organization needs to customize it for your particular needs and purposes. The ( ) and…are areas that need more specific development.

**(Name of Organization) By-Laws**

**DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ARTICLE I. NAME**

The name of this Organization/Club shall be the (organization's formal name).

**ARTICLE II. PURPOSE**

The (organization's formal name), serving (school name), is committed to...(purpose of organization). The organization accomplishes its mission by...(list objectives).

**ARTICLE III. MEMBERSHIP**

1. **Members:**
   1. The members of this organization shall be currently enrolled students at (school name).
   2. They become members by (invitation/try-outs/self-selection/active participation/application, membership, general sign up, etc.).
2. **Privileges and Responsibilities of Membership:**
   1. Voting: Each member is entitled to one vote.
   2. Privileges: Each member shall be entitled to all services of the organization.
   3. Participation: Each member shall be entitled to participate in all organizational events.
   4. Responsibilities: Each member shall…(list responsibilities of members).

**ARTICLE IV. MEMBERSHIP MEETINGS**

1. The business meetings of the membership will be held…(annually, monthy, weekly, or other). Notification of this meeting shall be made…(how many days) prior to said meeting.
2. The President…(other positions, leader name) of the organization may call other meetings.
3. Quorum: At all meetings of the organization, a quorum shall consist of the members. (quorum = one half + 1)

**ARTICLE V. OFFICERS**

1. **Titles:** (The organization's formal name) shall have the following officers elected from the current membership:
   1. President
   2. Treasurer
   3. Event Coordinator
2. **Qualifications:**
   1. The President shall have been (elected/appointed/self-selected) to the organization and serve…(how long)
   2. The other officers must be current members of the organization.
3. **Duties of Officers:**
   1. The responsibilities of the **President** include, but are not limited to (list responsibilities):
      1. Preside at all meetings and be responsible for appointing all standing, special, and ad-hoc committees
      2. The President of the organization shall be an ex-officio member of all committees.
      3. Oversee the process of student organization event planning. This can include requesting speaker approvals, event approvals, booking rooms, advertising events, ordering catering, managing your organization event, etc.
      4. Maintain a current list of members and contact info of the student organization officers, advisors, and members;
      5. Submit all required documents and attend trainings to remain organization status active
      6. Submit an annual end of year summary. Hold transition meeting for new incoming board at the end of the year. Remain active in the transition process and act as an adviser to the new board.
      7. Maintain communication between board members and individual participants (this may include emails, letters, and phone calls).
      8. Etc.
   2. The responsibilities of the **Treasurer** include, but are not limited to (list responsibilities):
      1. prepare the annual student organization budget
      2. monitor the student organization’s budget
      3. apply for funding, grants, fundraising; keeping track of any membership fees, sales, etc.
      4. complete the end of the year budget summary for the student organization;
      5. manage and keep an updated internal spreadsheet on the status of all revenue and expenses
      6. collect and deposit funds to the student organization’s account
      7. keep records of all transactions (e.g., deposits, checks, invoices, adjustments, etc.
      8. Keep the student organization’s board informed about the student organization’s financial situation and status
      9. Etc.
   3. The responsibilities of the **Events Coordinator** include, but are not limited to (list responsibilities):
      1. Assist in the process of student organization event planning. This can include requesting speaker approvals, event approvals, following up on event planning, booking rooms, advertising events, ordering catering, managing your organization event, etc.
      2. Etc.
4. **Terms of Office:**
   1. Officers shall be elected annually by the members at one of the regular meetings. Elections shall be by ballot and a majority of the votes cast shall elect.
   2. Each officer shall take office…(date), and serve a one-year term and may be re-elected consecutively to the same office for an additional one-year term.
5. **Vacancies and Removal:**
   1. A vacancy in the office of the President shall be filled by the Vice-President unless they are unable to serve, at which time the vacancy shall be filled by election of the members by a majority of votes cast. A vacancy in the office of the Vice-President shall be left vacant with the President delegating the duties of that position.
   2. Any officer, including the President, may be removed from office or suspended from office by a vote of two-thirds of the members at a regular meeting. Removal or suspension may be with or without cause. The person under consideration shall be given an opportunity to be heard at the meeting with sufficient notice of the proposed removal or suspension, the person under consideration shall not be counted in determining the presence of a quorum not whether the required two-thirds vote has been obtained. Upon a vote of removal or suspension of the President, the Vice-President shall preside at the meeting.

**ARTICLE VI. COMMITTEES**

1. The President, subject to the approval of the organization, shall appoint such standing, special, or ad hoc committees as may be required by the bylaws, as they find necessary. Committee Chairpersons shall be appointed by and responsible to the President.
2. A vacancy in a Committee Chairperson position shall be filled by appointment of the President of the organization with input from the outgoing Committee Chairperson.

**ARTICLE VII. PARLIAMENTARY AUTHORITY**

The rules contained in Robert's Rules of Order, Revised, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws or the special rules of order of the organization.

**ARTICLE VIII. UNIVERSITY POLICIES**

This organization shall abide by all applicable policies instituted by the University.

**ARTICLE IX. AMENDMENTS**

These bylaws may be amended by a vote of two-thirds of the members of the organization present at any regular meeting or at a special meeting called for that purpose. The membership shall be notified of adopted bylaw amendments by the most feasible means.