

(Your Org. Name Here)
SAMPLE BYLAWS FOR
STUDENT ORGANIZATIONS

Date Created: X Date
Last Modified: X Date

ARTICLE I: NAME & PURPOSE

Section A – Name

The name of this organization shall be [name of organization].

Section B – National Affiliation

[If the organization is a member of a national or state organization, add the following statement and attach a copy of the national constitution as it will become part of the document.] “The rule and regulations of the National Constitution shall be followed when not inconsistent with the rules and regulations of Missouri State University.”

Section C – Purpose

The purpose of this organization shall be:

1. [list in detail the purposes and objectives of the organization]
2. [etc..]
3. –

ARTICLE II: MEMBERSHIP & DUES

Section A – Eligibility

Membership shall be open to [define membership qualifications, i.e., majors in a particular academic area, GPA etc.] upon payment of the dues, as outlines in Section C.

Section B – Restrictions

Voting members will be Missouri State University Students.

Section C – Dues (if applicable)

Dues shall be \$_____ per year. [List national and state dues separately, if applicable.]

ARTICLE III: OFFICERS

Section A – Officers

The officers shall be a President, Vice President, Secretary and Treasurer. [These are the usual officers. Additional officers may be added, dependent upon the needs of the organization.]

Section B – Eligibility

The President shall be a full time Missouri State student. [If membership is open to persons outside the campus community, all officers and voting members must be Missouri State students. GPA requirements]

Section C – Election

The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office.

Section D – Term

The officers shall serve for one year and their term of office shall begin at the commencement of the [fall/spring] semester.

Section E – Vacancy

If a vacancy occurs in the office of President, the Vice President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

ARTICLE IV: DUTIES OF OFFICERS

Section A – President

It shall be the duty of the President to:

1. Preside at meetings
2. Vote only in case of a tie
3. Represent the organization
4. Appoint committee chairpersons, subject to the approval of the Executive Committee
5. Serve as an ex-officio member of all committees except the nominating committee
6. Perform such other duties as ordinarily pertain to this office

Section B – Vice President

It shall be the duty of the Vice President to preside in the absence of the President and serve as Chairman of the Program Committee.

Section C – Secretary

It shall be the duty of the Secretary to:

1. Record the minutes of all meetings
2. Keep a file of the organization’s records
3. Maintain a current roster of membership
4. Issue notices of meetings and conduct the general correspondence of the organization

Section D – Treasurer

It shall be the duty of the Treasurer to:

1. Receive all funds and pay out by order of the Executive Committee and signed by the President and faculty/staff advisor.
2. Keep an itemized account of all receipts and expenditures and make reports, as directed
3. Make a yearly audit to the membership at the end of each school term.

ARTICLE V: MEETINGS

Section A - Meetings

Regular meetings shall be held [bi-monthly] during the regular school year.

Section B – Special Meetings

Special meetings may be called by the President with the approval of the Executive Committee.

Section C – Quorum

A quorum shall consist of [fifteen (15)] members or a majority of the voting membership. [The number required should be small enough to insure that a quorum will usually be present and large enough to protect the organization against decisions being made by a small minority.]

Section D – Parliamentary Authority

Robert’s Rules of Order (example only), newly revised, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

ARTICLE VI: EXECUTIVE COMMITTEE

Section A – Responsibility

Management of this organization shall be vested in an Executive Committee responsible to the entire membership to uphold these By-Laws.

Section B – Membership

This committee shall consist of the officers, as listed in Article III, and the faculty advisor.

Section C – Meetings

The committee shall meet at least once between regular meetings of the organization to organize and plan future activities.

Section D – Quorum

A quorum of this committee shall consist of [2/3][is the usual number] members.

ARTICLE VII: FACULTY ADVISOR

Section A – Selection

There shall be a faculty advisor who shall be selected each year by the membership.

Section B – Duties

The responsibilities of the faculty advisor shall be to:

1. Advise and stimulate interest in the organization
2. Provide guidance in the development and implementation of programs and activities
3. Serve as liaison between the University and the organization, interpreting, if necessary, university policies or philosophies
4. Attend meetings and activities regularly
5. Monitor all expenditures of the organization along with the Treasurer

ARTICLE VIII: COMMITTEES

Section A – Vote

These By-Laws may be amended by a two-thirds (2/3) majority vote of the chapter membership.

Section B – Notice

All members shall receive advance notice of the proposed amendment at least five (5) days before the meeting.