



**CAMPUS LIFE**

**SAMPLE STUDENT ORGANIZATION BYLAWS**

**ARTICLE I**

Name

The name of this organization shall be \_\_\_\_\_.

**ARTICLE II**

Purpose

Section 1. The purpose of \_\_\_\_\_ is to:

Section 2. The specific goals of \_\_\_\_\_ are to:

**ARTICLE III**

Membership

Membership shall be open to all Central Georgia Technical College students who meet the following criteria (Specify Requirements).

**ARTICLE IV**

Dues and Finance

Section 1. Dues in the amount of \$\_\_\_\_\_ shall be collected from each regular member each term.

Section 2. The fiscal year of this organization shall be July 1 through June 30.

**ARTICLE V**

Officers and Elections

Section 1. Officers. The elected officers of this organization shall be President, Vice President, Secretary, and Treasurer.

Section 2. Qualifications for Office.

- A. Only currently enrolled active members are eligible to hold office.
- B. Officers must maintain a minimum GPA of \_\_\_\_\_.

### Section 3. Elections.

The officers of this organization shall be elected annually at a general meeting of the active membership. A majority vote shall be required for elections. If no candidate for an office receives a majority vote on the third vote, the candidate receiving the lowest number of votes for that vote shall be dropped from the fourth vote. If necessary, the candidate receiving the lowest number of votes for that vote shall be dropped from each subsequent vote until one candidate receives a majority of the votes.

Section 4. Term of Office. Officers shall be elected for one year or until their successors are elected or appointed, and their term of office shall begin at the close of the general meeting at which they were selected.

Section 5. Vacancy in Office. A vacancy in any office, other than that of President, shall be filled by appointment by the President with the approval of the Executive Committee. Should the office of President become vacant, the Vice-President shall automatically become President.

## **ARTICLE VI**

### Duties of Officers

Section 1. The President shall:

- A. Serve as Chairman of the Executive Committee,
- B. Appoint with the Parliamentarian,
- C. Appoint appropriate committees and committee chairmen,
- D. Serve as an ex-officio, nonvoting member of all committees,
- E. Perform other duties for the promotion and development of the organization.

Section 2. The Vice-President shall:

- A. Assist the President in the promotion and development of the organization,
- B. Assist in planning organization meetings, and
- C. Serve in the absence of the President.

Section 3. The Secretary shall:

- A. Keep an accurate record of all business meetings,
- B. Supply promptly at least one copy of the minutes and substantiating reports to the President and make copies available to the general membership, and

Section 4. The Treasurer shall:

- A. Keep an accurate record of expenses and disbursements, and
- B. Present an annual financial report to membership.

Section 5. The Parliamentarian shall:

- A. Advise the President of the orderly conduct of business in accordance with the Bylaws and Robert's Rules of Order Newly Revised,
- B. Serves as an ex-officio member of the Executive Committee.

Section 6. These officers shall serve on the Executive Committee, perform the duties prescribed in these Bylaws, and perform such other duties as are directed by the organization Advisors not inconsistent with these Bylaws or other rules adopted by Central Georgia Technical College.

## **ARTICLE VII**

Executive Committee

Section 1. The Elected Officers of this organization, along with the Appointed Committee Chairs shall constitute the Executive Committee.

Section 2. Duties. The Executive Committee shall:

- A. Adopt policies of operation for the organization,
- B. Approve committee appointments and the creation of new committees by the President,
- C. Approve appointments by the President to fill vacancies in office,
- D. Review all proposed amendments to the Bylaws,
- E. Present to the general membership, with recommendations, proposed amendments to the bylaws, and
- F. Perform such other duties as are prescribed by these Bylaws.

Section 3. Meetings. Meetings shall be called by the President, or upon the written request of three voting members of the Executive Committee.

Section 4. Quorum. The quorum for all business meetings shall be a majority of the members of the Executive Committee.

## **ARTICLE VIII**

Working Committees

(Please identify)

## **ARTICLE IX**

Parliamentary Procedure

The rules contained in Robert's Rules of Order Newly Revised shall govern in all cases to which they are applicable and in which they are not inconsistent with the rules of Central Georgia Technical College, or these Bylaws.

## **ARTICLE X**

### Amendment

Proposed amendments to these bylaws shall be submitted in writing. The proposed amendments shall be submitted for review to the Executive Committee, which will present the proposal along with its recommendation to the general membership. A two thirds vote of the general membership present shall be necessary for adoption of any bylaw amendment.