

# **Bylaw Outline**

*Bylaws of Club Name*

*Date Approved*

*Revision Date*

## **Article I: Name of the Organization**

This section simply identifies the club and states the legal name for recognition by ASCSM, can also specify acronym.

## **Article II: Purpose**

The purpose statement is one of the most important sections of these bylaws. It lays out the goal of the organization, helps keep the club operation along the lines for which it was originally formed and assists in budgeting needs. It is also important for liability issues through the school. In most cases, if there is an accident or problem, and the club is operating according to its purpose statement, the school will fully support the club.

## **Article III: Membership**

Membership is strictly limited to students of CSM according to budget policies laid forth at the inception of the student activities fee. Student money is mandated to be spent on students and students alone, with the exception of the faculty advisor and instructors, teachers and speakers the club utilizes. However, membership can be granted to non-students under specific rules. Subsections should include: A. Eligibility. B) Privileges of Membership. C) Revocation of membership.

## **Article IV: Officers**

The names of the officers and the officers themselves may vary from club to club, as will the duties and responsibilities, with the exception of the treasurer. The treasurer reports to the president of the organization and to the treasurer of ASCSM. All financial responsibility of the organization lies with the treasurer. Sub-sections should include: A.) Officers by title; B.) Qualifications; C.) Duties of each position; D.) Impeachment & removal from office.

### Sample

#### A. Officers

The officers of the organization shall consist of president, vice-president, treasurer and recording secretary.

#### B. Qualifications

All officers shall be members of the organization who have been in good standing with the club for the duration of their membership.

#### C. Duties

1. President: The president shall perform duties customarily pertaining to the office; shall preside over meetings of the organization, and shall perform other duties as the organization shall assign.

2. Vice-President: The vice-president shall perform duties customarily pertaining to the office; shall preside over meetings of the organization in the president's absence, and shall perform duties assigned by the president.
3. Treasurer: The treasurer shall perform duties customarily pertaining to the office, shall keep an accurate ledger of the organization's budget and expenditures, shall report to the treasurer of ASCSM, shall prepare a budget preceding the end of the spring semester for the submittal to the ASCSM financial committee, shall disburse the budget of the current fiscal year under ASCSM financial guidelines, and shall perform those duties assigned by the president.
4. Recording Secretary: The recording secretary shall perform duties customarily pertaining to the office; shall act as a secretary of all the meeting of the organization and record the minutes thereof, shall, under supervision of the president, conduct all official correspondence, and keep a roll of all members of the organization, and shall perform those duties assigned by the president.

### **Article V: Meetings**

The calling of meetings and the number of members required for a quorum are arbitrary, and depend more on the structure and purpose of the organization. Sections should include: A) Calling of Meetings. B) Quorum.

#### Sample

##### **B. Quorum**

Two-Thirds (2/3) of the total members of the organization shall constitute a quorum for the transaction of official business.

### **Article VI: Non-Discrimination**

*This statement is mandatory.*

The organization confirms its support of the principles and practices of non-discrimination and equality regardless of race, religion, sex, age, physical handicap, or sexual orientation, in the employment of individuals and corporations, and in the implementation of all its programs, activities, and opportunities available to all members of the organization.

### **Article VII: Amendments**

This statement is mandatory. However, the number of votes required to amend the bylaws may be as low as 2/3 of the total members.

These bylaws are subject to initial approval by ASCSM, after submittal to and subject to revision by the Student Affairs Committee. Following the initial approval by ASCSM, these bylaws may be revised at any time by a vote of at least three-fourths (3/4) of the members of the organization in good standing (article III C.), with regard to state law, the student code of conduct, the bylaws of the Associated Students of the Colorado School of Mines, and the ASCSM Budget Committee operating rules.