

Bylaw Outline

Bylaws of Club Name

Date Approved

Revision Date

All sections below MUST be included in your bylaws. Your bylaws will be returned for revisions if the below sections are not included. For any questions, please contact the Student Clubs and Organizations Coordinator, Haley Hannaman, at hhannaman@mines.edu.

Article I: Name of the Organization

This section simply identifies the club and states the legal name for recognition by the Colorado School of Mines (Mines), 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 Mines 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 Mines. 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 Mines, shall prepare a budget preceding the end of the spring semester for the submittal to the Mines financial committee, shall disburse the budget of the current fiscal year under Mines 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: Elections Process

Election of Officers for the following year shall be completed at least one week prior to the second-to last meeting of the Spring semester.

Nominating Process: Each member of the organization shall have the opportunity to request up to two names to be put on the ballot, with approval from the candidate.

Elections Procedures:

- A. An electronic ballot shall be sent out through Engage to all active members of the organization.
- B. This shall be done through the advisor in case any current members are running for re-election.
- C. A simple majority vote of the organization will be necessary for election.
- D. In the event of a tie or the lack of a majority, a runoff election following the same procedure shall take place only between the candidates that are tied or the two receiving the most votes. The candidate receiving the greatest number of votes shall be considered elected to that position.

Article VII: Non-Discrimination

The organization, in conjunction with the Colorado School of Mines, confirms its support of the principles and practices of nondiscrimination and equality regardless of race, religion, sex, age, sexual orientation or physical handicap, in its employment and in all of its programs, activities, and opportunities available to its members, except where allowed by law. All actions and policies of the organization, Associated Students of the Colorado School of Mines, and the Colorado School of Mines Graduate Student Association shall conform to the policies of the Board of Trustees and State and Federal Laws, such as 20 USC §1681.

Article VIII: 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 Mines, after submittal to and subject to revision by the Student Affairs Committee. Following the initial approval by Mines, 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 Colorado School of Mines, and the Mines Budget Committee operating rules.