

### **Intent of club bylaws:**

Club bylaws are intended to help organizations establish their mission, vision, and operations. *SAIL Requires bylaws to be reviewed yearly*, specifically during officer transitions. This is to ensure that the new executive board is aware of the club's history and allow for old information to be updated. Bylaws must be submitted to SAIL when you submit your club's yearly re-registration. Your club will not be re-registered without the submission and approval of your bylaws.

*Please review the updated SAIL Sample Bylaws yearly* to ensure there are no updates or items that your organization may be missing. Updates by SAIL for the 2023-2024 school year that will need to be added to your bylaws will be highlighted in green. All Sections must be included in your bylaws and will be returned to you for correction if not included. Please contact the Student Clubs and Organizations Coordinator, Marilynn Gallegos ([mgallegos@mines.edu](mailto:mgallegos@mines.edu)) if you have any questions.

### **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 the Colorado School of Mines (Mines), can also specify acronym. The acronym "CSM" may not be used in any organization name as Mines does not own the copyright for it. Organizations who currently utilize "CSM" should begin to transition to using "Mines" in their names.

### **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**

**Required statement:** 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.

This means that at any point in time, any person may be allowed to join your club or organization. Fraternal Service organizations that do not fall under Fraternity and Sorority Life, nationally recognized Honor Societies with private inductions and organizations that require auditions or try-outs are required to follow the guidelines set forth for the clubs and organizations community.

- These organizations are allowed to have private induction ceremonies and meetings that are not advertised to the entire campus community. However, these organizations are required to hold two regular, opens meetings a semester that are advertised to the entire campus community.

Subsections include:

- A. Eligibility
- B. Privileges of Membership
- C. Revocation of membership:
  - a. This statement is mandatory: Membership must be revoked by SAIL/Mines in accordance with the Colorado School of Mines Code of Conduct, Student Organizations Handbook, or any other pertinent school policies.

#### **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. Each club is required at a minimum to have a President and a Treasurer and the same person is not allowed to hold both positions. Please also list out your expectations for your advisor.

##### 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.
5. **Advisor**: Every organization is required to have a Staff/ Faculty advisor, they can be any full-time Mines employee and must sign the [SAIL advisor agreement](#) and be CSA trained. While you are not required to add your own specific advisor expectations, this is your opportunity to list your expectations and the role you hope your advisor has with your organization to hold each other accountable and build community. Some things you may add are:
  - i. An Advisor may apply or be appointed by the organization.
  - ii. Advisor may be re-evaluated by the club yearly.
  - iii. Advisors have no voting powers.
  - iv. Required-Advisors must fill out the Advisor Agreement and be CSA Trained.
  - v. Advisors shall act as primary contact in addition to the Faculty Advisor for the campus community and administration regarding the organization.
  - vi. Standards for your advisor (make these specific for your org)
    1. Advisors are expected to attend at least (X number) of executive meetings a semester
    2. Our club expects our advisor to attend (X events)
6. **Alumni Advisor**- Student Organizations may have Alumni Advisors in addition to their Staff/ Faculty Advisor. An Alumni Advisor may not replace a Staff/ Faculty Advisor. If you choose to establish an Alumni advisor, please add the following to your bylaws. These may not be altered or changed unless otherwise noted.
  - a. Alumni Advisors are considered Mines Alumni who are no longer undergraduate students at the Colorado School of Mines and whose primary role is to support the wellbeing of the organization.
    - i. Graduate students can serve as an Alumni Advisor if they no longer wish to be a student participant in the organization.
    - ii. An Alumni Advisor may apply or be appointed by the organization.
    - iii. Alumni Advisors have a one-year term limit with the option for renewal and must live in Colorado.
    - iv. Alumni Advisors have no voting powers.
    - v. Alumni Advisors must fill out the Advisor Agreement and be CSA Trained.
    - vi. Alumni Advisors shall act as primary contact in addition to the Faculty Advisor for the campus community and administration regarding the organization.
    - vii. Alumni Advisors shall be responsible for publicizing the organization in a productive manner to the school and community.
    - viii. Alumni Advisors shall act as primary contact, aid, and advocate for their organization.

- ix. Alumni Advisors shall have general oversight of the organizations, and be familiar with university, governing body, and SAIL processes to best aid their organization.
- x. Alumni advisors must attend at least one meeting per month and shall regularly check in with leaders to offer necessary support for organization.

D. While we hope that impeachment and removal from office will be limited, it is important to ensure that you have specific and extensive plans for this.

1. **Required Statement:** SAIL Staff must be involved in the removal process of anyone from an officer or membership removal.

## 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 a google form, Microsoft form or done through a paper ballot and will be available 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

**Required statement:**

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, State and Federal Laws, such as 20 USC §1681 and agree to support SAIL's policies, processes, and guidance.

### **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.

**Below is an example of a current organizations bylaws if you are in need of more clarification or ideas:**

*Bylaws of Running Club at Mines*

*1/22/2023*

*4/22/2023*

**Article I: Name of Organization**

Running Club at Mines (RCM)

**Article II: Purpose**

The Running Club at Mines intends to provide a community that promotes healthy living through the activity of running. Through this club, runners can meet other runners during regularly scheduled runs who are likeminded in their goals of improving themselves through running.

RCM intends to provide opportunities for students at Mines to engage with the sport of distance running in various ways, be that trail running, endurance running, competitive running, or any other style that a member may wish to engage in. Every runner has their own individual goals relating to health, speed, distances, or otherwise; RCM strives to provide a community that supports each other in whatever endeavors the members may embark on.

**Article III: Membership**

A. Eligibility:

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. No current student shall be disallowed from joining except any previous members who have had membership revoked in the previous year.

B. Privileges

All members are welcome and encouraged to participate in any club runs and general meetings that may be held. Additionally, all members in good standing shall be allowed to participate in votes. A member is in good standing if they have been present for a meeting or a run held within the current semester and have not had their membership revoked within the last year. Meetings will be held before group runs, and the dates and times of each will be determined at the beginning of each term and are subject to change throughout the semester to accommodate time constraints of the members.

C. Revocation of Membership

Anyone who knowingly performs any actions that harm, belittle, or discourage others from engaging in the club, sport, or otherwise are subject to revocation of membership. Should the revocation of membership be considered necessary, a vote will be taken among the officers. A unanimous vote, and subsequent approval from SAIL, will result in revocation of membership of the member in question, and the member will not be allowed to rejoin the club for a full calendar year. SAIL Staff must be involved in the removal process of anyone from an officer or membership removal.

**Article IV: Officers**

A. Officers

The officers of RCM shall consist of president, trail-running chair, and treasurer.

**B. Qualifications**

An officer must be a member of the club who has never had their membership in RCM revoked.

**C. Duties**

1. **President:** The president shall call and preside over meetings, distribute official communications to members of the club, and perform other duties which may be determined by RCM.
2. **Trail Running Chair:** The Trail Running Chair shall oversee the planning of off-campus trips, coordinate with members to execute the plans, and perform those duties assigned by the president.
3. **Treasurer:** The treasurer 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. **Advisor:** The Staff/ Faculty advisor should attend at least one meeting per month and carry communication with the club for the duration of their service. The Advisor shall act as primary contact, aid, and advocate for the organization. The Advisors shall have general oversight of the organizations, and be familiar with university, governing body, and SAIL processes to best aid their organization. An advisor may be asked to step down by the organization or SAIL at any point in time.

**D. Impeachment and Removal from office**

Shall it be deemed necessary to remove an officer from office, another officer may call for a quorum whose purpose shall be to determine if the offending officer shall be removed from office. If two-thirds of members elect to remove the officer, SAIL will be notified of the club's decision. After approval from SAIL, the officer in question will be removed from their position and an election will be held to appoint a new officer to the vacant post. Removal from office does not necessarily mean removal from the club. If necessary, proper club membership removal process will be followed if needed. SAIL Staff must be involved in the removal process of anyone from an officer or membership removal.

**Article V: Meetings and Quorums**

**A. Calling of Meetings**

The president shall call meetings and will communicate with the members using GroupMe, Email, or other preferred method in addition to announcing the schedule ahead of time. Most general group meetings shall consist of a short discussion of any relevant club business, followed by a group run. Should a meeting differ from the above description, the President will communicate the necessary information before the meeting. Officers shall be prepared to attend officer only meetings, which will occur as needed as determined by the president.

**B. Quorums**

A minimum of 7 members of the club must be present for a quorum involving the transaction of official club business.

**Article VI: Elections**

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 through google forms shall be sent out via email 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 majority vote of the organization will be necessary for a successful 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.

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