



(NAME OF CLUB) STUDENT CLUB BYLAWS

(These are sample bylaws and may be amended to fit the needs of the Student Club, except for the quorum requirements outlined in Station #11 Activity Funds Manual. Copy this document and fill in the information needed, discuss with Student Club members, vote on bylaws, file w/Campus Bookkeeper .)

Recognizing the need for continued pursuit of excellence and goodwill, understanding unity among all students and our community, we, the members of _____, do hereby declare and ordain these by-laws in the interest of the long-term and steadfast pursuit of these goals.

Article I: Name

The official name of this Student Club shall be the _____.

Article II: Club Nature and Purpose

The general nature of the club and the purpose are:

Article III: Membership

The _____ Student Club shall allow any student, faculty or staff member to become a member.

The following provisions pertain the membership in the club:

- Regular members are entitled to all privileges and responsibilities established in the club by-laws including participating in club functions and voting at club meetings.
- All regular members must abide by all club bylaws.
- Membership in the club is a privilege. All members shall conduct themselves in a manner that follows the ten ethical principles and reflects positively on the club.

Membership may be revoked by a vote of the club for any of the following reasons:

1. Failure to abide by the club by-laws
2. Theft or willful damage of club property or funds
3. Failure to pay dues. *(If dues are a part of the clubs requirements)*



Article IV: Officers

Section I: Offices

The four elected officers shall be the President, Vice President, Secretary, and the Treasurer.

Section II: Elections and Terms

All four of the officers listed in Section I of Article IV shall serve a term of one (1) year.

Elections shall be held _____. (List when they will be held annually.)

New officers shall assume their roles _____. (Immediately or at the beginning of the new school year.)

Section III: Qualifications

Any member who seeks to become an officer should be able to provide evidence of being a Student Club member in good standing at the time of the election.

Qualifications for elections:

- There must be open nominations from the floor.
- Elections will use a simple majority secret ballot.
- (The Student Club may want to add to this list of qualifications.)

Section IV: Duties

President:

The President shall:

- Preside over all meetings and Student Club functions.
- Be elected into office by a majority vote of a quorum of members present at the annual election meeting.
- Serve as facilitator for the planning of activities and events, in accordance with the Purpose of the _____ Student Club, as enumerated in Article II.
- Act as the official representative of the Student Club.
- Appoint special committee chairpersons.
- Be familiar with the Student Club bylaws.
- Sign Student Club documents.
- Welcome people to Student Club events.
- Make necessary announcements.
- Be replaced by the Vice President if two-thirds of all voting members of the Student Club call for the President's impeachment or if the President becomes unable to perform the duties associated with the President's office.

Vice President

The Vice President shall:

- Undertake any duties the President is not able to fulfill in the President's role as facilitator or representative.
- In absence of the President, serve as the acting President.
- Confirm the Treasurer's accounts at least once per year.
- Be elected to office by a majority vote of a quorum of members present at the annual election meeting.
- Be replaced by a Presidential appointee if two-thirds of all voting members of the Student Club call for the Vice-President's impeachment or if the Vice President becomes unable to perform the duties associated with that office.

Secretary (In the absence of the Secretary, these roles can shift to the Vice President.)

The Secretary shall:

- Take detailed official Student Club minutes for every meeting. The minutes should include Reports by Officers or Committee Chairs, the Treasurer's Report, any motions brought to the floor and an accurate vote count should a vote be required.
- Record attendance at the business meetings.
- Provides minutes and reports to the membership.
- Maintain all official records of the Student Club.
- Keep members informed about all events and meetings sponsored by the Student Club.
- advertise publicly those events sponsored by the Student Club which are open to the community.
- Be replaced by a Presidential appointee if two-thirds of all voting members of the Student Club call for the Secretary's impeachment or if the Treasurer becomes unable to perform the duties associated with that office.

Treasurer

The Treasurer shall:

- Be responsible for the stewardship of all monies and debts associated with the Student Club, and inform the members about the financial status of the Student Club at the scheduled meetings or when called to do so.
- Collects dues and other monies.
- Submits payments for club activities
- Maintain signature paperwork for signing Student Club Check Requisition forms.
- Maintain complete and accurate records of all monetary transactions, realizing that these records may be examined on demand by any officer, member, Sponsor, Bookkeeper, Principal, or Internal Audit.
- Be replaced by a Presidential appointee if two-thirds of all voting members of the Student Club call for the Treasurer's impeachment or if the Treasurer becomes unable to perform the duties associated with that office.



Article V: Student Club Committees

Clubs have needs that are served by committees. Service to the club on the different committees is voluntary and by appointment. Committee members serve at the pleasure of the officers and for the good of the membership.

Article VI: Advisor

In accordance with the purpose as established in Article II, the _____ Student Club desires to maintain relations with the faculty and Staff. Therefore, at the request of _____ Student Club, a member of the campus staff shall serve at the Student Club's advisor for a term of no less than one academic year. The advisor shall serve as a representative to the Campus staff and advise the Student Club on operating procedures. The advisor should attend all meetings and events of the Student Club and chaperone any travels.

Article VII: Financial Affairs

The following provisions pertain to regulation of the financial affairs of the club:

- All club financial procedures will be in accordance with the Leander Independent School District Guidelines found on the TRAIN DEPOT Website, and especially to the following Station Manuals:
 - Station #7 Revenues/Cash Processes Manual
 - Station #8 Fundraisers Manual
 - Station #12 Activity Funds Manual

Article VIII: Amendments

Section I: Submissions

Any active member during the course of the meeting may make a motion to make an amendment to the by-laws.

Section II: Voting

Amendments to the bylaws shall require two-thirds vote of all active Student Club members to take effect.



Article IX: Adoption and Repeal

Section I: Adoption

These Bylaws shall be considered adopted when and if two-thirds of the entire active membership of the Student Club vote to adopt said bylaws at a meeting called for such a purpose.

Section II: Repeal

Upon the adoption of these bylaws of this Student Club, all previous bylaws, including any and all amendments thereon, thereto or contained therein, shall be considered repealed and no longer in effect.

Article X: Constitutional Bylaws

Section I: Election Procedures (Change this section to meet the needs of the Student Club.)

Nominations will be taken the second week of the Fall Semester. The meeting that is the second week in the Fall Semester shall be held for the purpose of holding elections. Nominees will be given a maximum of five (5) minutes to present a speech to the general membership explaining their reasons behind running for office, qualifications, goals, and all other applicable information. After all speeches are completed, a secret ballot will be used to determine the vote. The nominees receiving the greatest number of votes will win the office. In case of a tie, the quorum of the membership will vote again, taking only those candidates involved in the tie into consideration.

Section II: Meetings

- General membership meetings will be held on a schedule voted on and approved by the club membership.
- Special meetings can be held after notification has been provided to all members.
- Meetings shall be governed by Roberts Rules of Order.
- Meetings are open to all club members.

Section III: Attendance

Officers should be in attendance at every meeting unless prior notification of absence is given.



Section IV: Quorum

A quorum shall consist of at least 20 members or two-thirds of the members of the _____ Student Club. (whichever number is lower)

Section V: Voting Requirements

All votes, unless specified otherwise, shall be passed by a majority of a quorum of the general membership.

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting secretary of the {insert Student Club Name} and these Bylaws constitute the _____ Student Club's Bylaws. The Bylaws were duly adopted at a meeting held on _____, 2022.

Dated: _____ / _____ / _____

Signed by the Secretary of the Student Club

Witnessed by the following Student Club Officers and Sponsor:

President's Signature

Date

Vice President's Signature

Date

Treasurer's Signature

Date

Student Club Sponsor's Signature

Date