

Bylaws

Your organization's bylaws will outline specific procedures for the group's functioning, help the group conduct business in an orderly manner, provide further definition to the constitution, and is easily revised, and revised regularly as procedures change.

Use the following structure as a guide to the development of the bylaws for your organization. This will eliminate confusion and provide for easier review.

Bylaws of _____ Adopted _____
(Organization) (Date)

Article I – Name and Purpose

Section A - Name

- a. The name of this organization shall be [name of organization].

Section B - National Affiliation

- a. [If the organization is a member of a national or state organization, add the following statement and attach a copy of the national constitution, as it will become part of this document.] "The rules and regulations of the National Constitution shall be followed when not inconsistent with the rules and regulations of St. Cloud State University."

Section C - Purpose

- a. The purpose of this organization shall be:
 1. [List in detail the purposes and objectives of the organization]

Article II – Membership & Dues

Section A - Eligibility

- a. Membership shall be open to [define membership qualification, i.e., majors in a particular academic area, etc.] upon payment of the dues, as outlined in Section C.

Section B - Restrictions

- a. Voting members will be students. However, no person will be restricted on the basis of race, religion, color, creed, national origin, sex, sexual orientation, age, marital status, disability, membership on a local commission, or status with regard to public assistance.

Section C - Dues (If applicable)

- a. Dues shall be \$_____ per year. [List national and state dues separately, if applicable.]

Article III – Officers

Section A - Officers

- a. The officers shall be a President, Vice President, Secretary and Treasurer. [These are the usual officers. Additional officers may be added, dependent upon the needs of the organization.]

Section B - Eligibility

- a. The President shall be enrolled for at least 6 credits for fall and spring semester at SCSU. [If membership is open to persons outside the campus community, all officers and voting members must be SCSU students.]

Section C - Election

- a. The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office.

Section D - Term

- a. The officers shall serve for one year and their term of office shall begin at the commencement of the [fall, spring] semester.

Section E - Vacancy

- a. If a vacancy occurs in the office of President, the Vice President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

