



Bylaws Template for Clubs

Outline

Bylaws of _____ Club
of the Austin Community College

ARTICLE I
Name

The Name of this club shall be _____.

Article II
Purpose

The purpose of this club shall be to _____; to _____;
and to _____.

ARTICLE III
Members

Section 1. GPA requirement of _____. (If applicable)

Section 2. All members must pay a due of _____ each semester. (If applicable)

Section 3. Expulsion on grounds of _____ by a vote of _____. (If applicable)

Section 4. Member duties are (If applicable)

ARTICLE IV
Officers

Section 1. The officers of the _____ club shall be:
(Create officer titles/duties based on your club needs)

- a. President Duties:
b. Secretary Duties:
c. Treasurer Duties:

Section 2. At the regular meeting held on the _____(day) in _____(Month)
a nominating committee of three (3) members shall be appointed by the President.
It shall be the duty of this committee to nominate candidates for the offices to be filled at
the annual meeting in April. Additional nominations from the floor shall be permitted.

Section 3. The officers shall be elected by (ballot, voice or show of hands) to serve for one academic year or until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected.

Section 4. The officers of the _____ club shall constitute the Executive Board.

Section 5. The Executive Board shall have general supervision of the affairs of the club between its business meetings, fix the hour and place of meetings, make recommendations to the club, and shall perform such other duties as specified in these bylaws. The Board shall be subjected to orders of the club, and none of its act shall conflict with action taken by the club.

Section 6. Unless otherwise ordered by the Board, there will be regular monthly meetings. Special meetings of the Board may be called by the President and shall be called upon the written request of three member of the Board.

ARTICLE V

Meetings

Section 1. The regular meeting of the _____ club shall be held on the _____ (day) of each month unless otherwise ordered by the club.

Section 2. The regular meeting on the _____ (date/day example: First Monday) in _____(Month) shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 3. Special meetings may be called by the President or by the Executive Board and shall be called upon the written request of _____(number)members of the club. The purpose of the meetings shall be stated in the call. Except in cases of emergency, at least three days notice shall be given.

Section 4. A minimum of _____ members present at a meeting shall constitute a quorum. (This is based on the assumption that all the officers are present plus at the minimum an additional member.)

ARTICLE VI

Committees

Note: Each club will meet to determine the number of committees it would need to function during the academic year. Usually there are two types of committees:

1. Standing - committees that would function on a yearly basis and year to year, and

2. Ad hoc - committees that would function for one (1) activity and disband after the function is completed.

The standing committees would be listed in this article.

Section 1. _____ committee;

Section 2. _____ committee; and

Section 3. _____ committee.

ARTICLE VII

Parliamentary Authority (If applicable)

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the _____ club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the club may adopt.

ARTICLE III

Amendment of Bylaws

The bylaws may be amended at any regular meeting of the club by a two-third (2/3) vote of the members present, provided that the amendment has been submitted in writing at the previous regular meeting.

Founding Date _____ Amended Date _____

*Adapted from University of Hawaii, Hawaii Community College
http://hawaii.hawaii.edu/studentgov/Club_Bylaws.htm*