

## BYLAWS MODEL

The following is a description of the basic Bylaw Articles, which provide the framework for an organization. Add and delete as necessary when writing the bylaws for your organization.

Heading: Bylaws of the \_\_\_\_\_ Organization  
Date \_\_\_\_\_  
Revised \_\_\_\_\_

### Article I Name of Organization

This article shall state the name of the organization.

### Article II Purpose

This article should state the purpose and objectives of the organization. This article should also state that the organization will comply with the Policies and Regulations Applying to College Activities, Organizations and Students.

### Article III Membership

This article should state the qualifications for membership. The bylaws must follow the University of California Hastings College of the Law Policy on Nondiscrimination\*, which was amended as below on June 7, 2002. In addition, this article should state whether or not dues and fees are mandatory for the membership (specify the amount). It is very important that this article state that membership is restricted to Hastings College of the Law full-time students; organization membership must be restricted to Hastings students to be considered registered student organization and to apply for funding from the Associated Students of University of California Hastings (ASUCH).

#### EXAMPLE:

Section 1. Any full-time student at Hastings may become a member of an organization upon payment of new membership fee. Upon payment of the prescribed new membership fee, that new member shall be classified as an active member.

Section 2. Any active member who misses more than three (3) regularly scheduled meetings in a semester shall be dropped from the rolls and must then re-apply for membership under Article III, Section 1, of these bylaws.

Section 3. There shall be no dues or fees for membership in the organization, other than the new membership fee prescribed in Article III, Section 1, of these bylaws.

- \* **Policy on Nondiscrimination** - The College is committed to a policy against legally impermissible, arbitrary or unreasonable discriminatory practices. All groups, including administration, faculty, student governments, College-owned student residence facilities and programs sponsored by the College, are governed by this policy of nondiscrimination. The College's policy on nondiscrimination is to comply fully with applicable law.

The University of California, Hastings College of the Law shall not discriminate unlawfully on the basis of race, color, religion, national origin, ancestry, disability, age, sex or sexual orientation. This nondiscrimination policy covers admissions, access and treatment in Hastings-sponsored programs and activities.

## Article IV Officers

This article should contain:

1. The number of officers
2. The titles of the officers
3. Eligibility requirements of the officers
4. Duties of the officers. Normally, all that need be said about the duties of officers (apart from occasional references in other articles, under the topics to which specific duties relate) can be included in the section designating the officers, to the effect that “these officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the organization.” In cases where the extraordinary duties of officers are numerous, however, a separate article titled “Duties of Officers” may sometimes follow this article, and create the duties for each office in a separate section.
5. Method of nomination
6. Method of election
7. Terms of offices
8. Specified dates for election
9. The method of filling vacancies
10. Since a reasonable rotation in office is desirable in almost all organizations, a section of this article may well provide that “No officer shall be eligible to serve for more than \_\_\_consecutive terms (specifying the number) in the same office.”

### EXAMPLE:

- Section 1. The officers of this organization shall consist of a president, vice president, secretary, treasurer, and program chair.
- Section 2. Only second- and third-year students who have held membership for a minimum of one academic semester are eligible to hold office or to head special committees.
- Section 3. The method of nomination shall be from the floor by an active member. Officers of the organization shall be elected by secret ballot to service for one academic year. Elections shall be held during the spring semester at the annual business meeting in April and all officers shall take office the following meeting after their election and shall remain in office until their successors are elected.
- Section 4. If the office of the president should become vacant for any reason, the vice president shall fill that vacancy for the remainder of the term. If any office other than the president shall become vacant, that vacancy shall be filled by appointment by the president for the remainder of the term.
- Section 5. No member shall hold more than one office at a time and no member shall be eligible to serve more than two consecutive terms in the same office.
- Section 6. The officers shall perform duties prescribed by these bylaws and by the parliamentary authority adopted by the organization.

Article V Meetings

This article should contain the essential facts concerning meetings: when held, who shall preside, the number or percentage of members composing a quorum for transacting business.

**EXAMPLE:**

- Section 1. The regular meetings of the organization shall be held on the first Tuesday of each month from September to April unless otherwise ordered by the organization.
- Section 2. The regular meeting on the first Tuesday in April shall be known as the annual meeting and shall be for the purpose of electing officers and receiving reports of officers and committees.
- Section 3. Special meetings can be called by the president or by the request of five active members of the organization. At least two-days notice shall be given to all members.
- Section 4. Sixty (60) percent of the entire active membership shall constitute a quorum for the transaction of business, but less than a quorum may adjourn any meeting.
- Section 5. The president of the organization shall preside at all meetings of the organization.

Article VI Parliamentary Authority

This article should state the parliamentary authority by which it will follow. The parliamentary authority establishes the organization's rules of order and in addition an organization can adopt special rules of order as they are needed.

**EXAMPLE:**

- Section 1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the organization 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 organization may adopt.

Article VII Amendment of Bylaws

The bylaws should always prescribe the procedure for their Amendment, and require at least that advance written notice be given in a specified manner, and that the Amendment be approved by a two-thirds (2/3) vote.

The manner prescribed for giving advance written notice should suit the needs of the particular assembly.

**EXAMPLE:**

- Section 1. These bylaws can be amended at any regular meeting of the organization by a two-thirds (2/3) vote, provided that the amendment has been submitted in writing at the previous regular meeting.

NOTE: This handout was prepared from direct references found in *Robert's Rules of Order Newly Revised*, published by Scott, Foresman and Company.