

# Template By Laws for Clubs and Organizations

Revised November 2020

This template is provided as a guide for developing and updating by laws for student clubs and organizations. If you like this format, you may use it to fit the unique needs of your organization. It is recommended that rough drafts are reviewed by the GSA Vice President before a final vote is taken by the club to make sure the document meets all requirements of an effective and high functioning set of by laws.

## (SAMPLE) BY LAWS

### **ARTICLE I: Name of the Organization**

**Section 1:** The name of this organization will be known as (state the name of the organization) (hereinafter referred to as the “club”, the “organization”, etc.).

### **ARTICLE II: Mission and Purpose**

**Section 1:** The purpose of (the club or organization) shall be to (list what you intend to do and accomplish as a recognized entity) and (insert specific mission statement).

**Section 2:** (Name of club or organization) shall abide by (include SUNY, University at Buffalo, and Graduate Student Association policies and procedures).

**ARTICLE III: Affiliations** - *This section may be removed if there is no affiliation other than the University at Buffalo.*

**Section 1:** (Identify any local, regional, national, or international groups to which the club or organization is affiliated).

**ARTICLE IV: Qualifications of Membership** - *You may add additional requirements for your membership in this section*

**Section 1:** Membership in (club or organization) shall be open to any (insert intended population) at the University at Buffalo.

**Section 2:** Active membership shall be determined by (insert eligibility requirements; i.e. GPA, academic majors/minors, interests, and any other special qualifications).

**Section 3:** Membership in (insert club or organization) shall be open to all students without regard to race, color, religion, ancestry, national origin, marital status, sexual orientation, age, disability, veteran status, or any other classification protected by law, so that all members at all times are treated with dignity and respect.

**ARTICLE V: Officers** - *Indicate appropriate powers of each position*

**Section 1:** The officers shall consist of a (examples include President, Vice President, Treasurer, and Secretary). All officers must be (indicate eligibility requirements).

**Section 2:** The (for example, President) shall be the chief executive of the club/organization, maintain operating procedures, serve as the liaison for the club/organization with University at Buffalo administration, call and preside over meetings, take care that these by laws and the policies and procedures at the University at Buffalo are faithfully executed. (list other additional responsibilities).

**Section 3:** The (for example, Vice President) shall assist the (example, President) with all administrative duties and assume those duties in the (example, President's) absence. (list other additional responsibilities).

**Section 4:** The (for example, Treasurer) shall keep detailed records on the club's financial standing and distribute (club or organization) funds upon the authorization of the (example, club quorum), in accordance with the SUNY

Mandatory Student Activity Fee and the financial rules and regulations of the University at Buffalo, prepare the annual budget, sign requisitions for club and organization funds. (list other additional responsibilities).

**Section 5:** The (example, Secretary) shall keep accurate and detailed records of all meetings and affairs, are responsible for all correspondence with (club or organization) members, coordinate preparation and distribution of handouts, flyers, and publications. (list other additional responsibilities).

**Section 6:** The elected officers will form the Executive Committee.

**Section 7:** All elected officers must be in good academic standing at the University at Buffalo. (list GPA requirement).

**Section 8:** Any officer may be removed from office for failure to perform his/her duties. This can include failure to carry out the responsibilities of that office, or for any action that violates the mission of (club/organization). (See Article IX below for procedures for removal).

#### **ARTICLE VI: Board of Directors Members**

**Section 1:** Board Members and Alternate Board Members must also be elected along with the officers to represent the group at the GSA's monthly Board of Directors meetings. (list duties/responsibilities).

**Section 2:** Board members must complete the online Board training offered by GSA in order to familiarize themselves with their duties and legal responsibilities as members of the Board.

#### **ARTICLE VII: Voting Members**

**Section 1:** Only graduate students who are fee paying members of the University at Buffalo Graduate Student Association Inc. shall be eligible voting members of the (club/organization).

#### **ARTICLE VIII: Elections of Officers and Board of Directors Members**

**Section 1:** All club elections must be held online via UBLinked in order to be in compliance with GSA policy.

**Section 2:** (Clubs will need to work with the Office of Student Engagement to facilitate this process. List specific guidelines here in order to plan and manage the timeline needed for this election process).

**Section 3:** The (list officers/Board of Directors Members) shall be elected by the voting members of the (club/organization) to serve (term length). Annual elections shall be held (state the time frame of election). The officers shall be elected online via UBLinked. The term for all positions shall begin (indicate beginning of term) and end on (indicate end date).

**Section 4:** Nominations of candidates for officer and Board Member positions shall be (identify how the nomination process will work). Nominees for officer and Board Member positions must be voting members of the (club/organization).

**Section 5:** In case of a tie vote for any position (indicate the process to be used).

**Section 6:** Vacancies occurring in any elected offices shall (indicate how open spots will be filled).

#### **ARTICLE IX: Removal of Officers and Board of Directors Members**

**Section 1:** (Indicate the process to be used).

## **ARTICLE X: Meetings**

**Section 1:** Regular meetings shall be held (indicate frequency of meetings). Meetings will be called by (insert who can call meetings. (Example, the President).

**Section 2:** Quorum shall consist of (insert number or percentage of voting members needed. For example, fifty percent plus one of voting club membership). Quorum is needed for official votes to take place.

## **Article XI: Amendments**

**Section 1:** Amendments to these by laws shall be adopted by (Insert protocol. For example, a two-thirds vote of the voting members present at two consecutive meetings at which the amendment is read).

Date of Creation:

Latest Revision Date:

**PLEASE NOTE: All Club By Laws and/or By Law amendments must be reviewed and approved by the GSA Vice President for compliance with all rules and regulations before they can be officially voted on and adopted by the club.**