

BYLAWS MODEL

This is an example of basic Bylaw Articles. Bylaws provide the framework for an organization. This is only an example and you may construct your bylaws in a way that makes the most sense for your organization.

However, your bylaws **must** include:

- (1) the name of your organization;
- (2) the date the bylaws were adopted/revised;
- (3) that the organization will comply with all of the University of San Diego's policies and regulations;
- (4) the university's policy on non-discrimination in its entirety;
- (5) a statement that membership is open to all current USD law students (you may also include faculty and/or staff);
- (6) the process for election/selection/removal of officers and term limits for each position.

These six requirements are highlighted in yellow below.

Please note that the Academic Rules do not allow a student who is on Academic Supervision to serve as an officer in a student organization (Academic Rule I.M.1., I.M.2., and I.M.3.). Questions about this restriction should be directed to the Assistant Dean for Law Student Affairs.

Bylaws of the [name of organization]
Date adopted
Revised date [if any]

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 **must** also state that the organization will comply with all of the University of San Diego's policies and regulations.

Article III: Membership

This article should state the qualifications for membership. In addition, this article should state whether or not dues and fees are mandatory for the membership, and specify the amount if so. Your bylaws **must** state the following

- Policy on Non-Discrimination: The University of San Diego is committed to upholding standards that promote respect and human dignity in an environment that fosters academic excellence and professionalism. It is the policy of the university to maintain an educational and work environment free from all forms of unlawful discrimination and harassment.

To that end, the university and this student organization prohibit and do not tolerate unlawful discrimination against or harassment of university employees, students or applicants for membership to this student organization on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, age, physical disability, mental disability, or other characteristic protected by federal or state law, unless a particular characteristic is a bona fide requirement of the position.

All members of the university community are expected to uphold this policy. Engaging in unlawful discrimination or harassment will result in appropriate disciplinary action, up to and including dismissal from the university.

- Membership is open to all current full-time or part-time students, faculty, and staff members at the University of San Diego School of Law.

EXAMPLE:

Section 1: Any current full-time or part-time student or faculty or staff member at the University of San Diego School of Law may become a member of the organization upon payment of a new membership fee of ten dollars (\$10.00). 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 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.

Section 4: [State the Policy on Non-Discrimination]

Article IV: Officers

This article should contain:

- The number of officers
- The titles of the officers
- Eligibility requirements of the officers: Please note that the Academic Rules do not allow a student who is on Academic Supervision to serve as an officer in a student organization (Academic Rule I.M.1., I.M.2., and I.M.3.)
- Duties of the officers
- Method of nomination
- Method of election or selection
- Terms of offices
- Specified dates for election

- Method of filling vacancies
- Method of removing an officer
- Term limits (if any)

EXAMPLE:

- Section 1: The officers of this organization shall consist of a President, Vice President, Secretary, Treasurer, and Program Chair. [List the duties of each officer].
- Section 2: Only second- and third-year students who have held membership for a minimum of one academic semester, **and are not on Academic Supervision**, 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: An officer may resign from a position by tendering resignation to the president of the organization. An officer may be removed from a position upon submission of a written complaint to the president by any member of the organization and a two-thirds (2/3) vote taken by all members. For such a complaint to be filed, the officer must demonstrate a lack of interest by missing four (4) meetings or by missing two (2) meetings without a legitimate excuse, within one semester. Excuses must be made in writing to the president within twenty-four (24) hours of the meeting. An officer is considered absent when he/she is not present when any vote is taken.

Article V: Meetings

This article should contain the essential facts concerning meetings: when held, who shall preside, the number or percentage of members comprising 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 (2) 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 (if any). 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 is given in a specified manner, and that the amendment be approved by a two-third 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.