

The following by-laws rubric is merely a guide. The exact numbers and names need not be exactly the same as they are in this document. However, you should use this as a guide, addressing the same issues as are addressed within. For example, By-Law 1.2 in this document requires one-third of the current membership to be present to vote. You may wish to change that to one-half. The idea is that you address the concern of how many members constitute a quorum for voting. Thank you.

Xavier University
Recreational Sports

The Club

A Senate-Chartered Club

By-Laws

Prologue

As a Senate-Chartered Club of the Xavier University Student Government Association, The Club is bound by the requirements and principles of its Charter and the SGA Constitution. These By-Laws are intended to inform the membership and any others of the procedures by which The Club operates and are binding upon all members and officers.

Mission Statement

Here you explain what the aim of your club is, what it is you hope to accomplish, etc. You may include how your particular club fits in with the Jesuit ideals and Xavier University's identity, but you are not required to do so.

Chapter One

Membership Rights and Responsibilities

By-Law 1.1:

Members of the organization shall be required to commit themselves for one academic year to Club activities and to abide by the decisions and directives of The Club. Members will recommit themselves every academic year.

By-Law 1.2:

Each member shall have one vote during meetings on questions presented and for each of the several offices. One third of the total active membership must be present for a vote to be taken.

By-Law 1.3:

Each member shall recommit themselves to service in The Club each academic year by paying dues to the local chapter, currently in the amount of \$5.00. National dues are paid only upon initiation into the club, and are currently in the amount of \$20.00. The local

dues are subject to change by consent of the officers and members of the club, while the national dues are subject to change at the behest of the national officers.

Chapter Two Officer Rights and Responsibilities

By-Law 2.1:

Any student who has been a member of the club for at least one year and has shown a strong commitment to the activities of The Club may seek office and hold office if elected by the majority.

By-Law 2.2:

Each office shall have a term of one year beginning in the spring semester, after initiation. Newly-elected officers will work with the current officers to ensure a smooth transition.

By-Law 2.3:

There shall be a President who will be elected from and by the membership to serve as the chief executive officer and represent The Club on and off campus. The President will act as a liaison to the advisor, and supervise all officer and general meetings, as well as coordinating the public initiation ceremony. In the event of a vacancy in the office of President, the Vice President will serve as acting President until the membership convenes and elects a new President.

By-Law 2.4:

There shall be a Vice President who will be elected from and by the membership to act as the liaison between The Club and the student body and SGA, to serve as acting President in the event of a vacancy in the office of President, and to coordinate membership events as necessary.

By-Law 2.5:

There shall be a secretary who will be elected from and by the membership to keep track of the proceedings of every meeting, to serve as a liaison to the national office, to notify members of upcoming events, and to organize and maintain membership forms and official documents pertaining to club proceedings.

By-Law 2.6:

There shall be a Treasurer who will be elected from and by the membership to collect and maintain all local and national fees, to serve as a liaison between The Club and the treasury of SGA and other on-campus organizations, to keep track of the club's financial status and advise the officers and members as such, and to assist in coordinating the membership fees and paperwork for the national office.

By-Law 2.7:

In the event of a vacancy in the above offices, an election will be held during which any member not currently holding an officer position may run for the vacant office. A

majority must elect the officer, who will then complete the term of the office previously vacant. The officer elected will then step down in the spring with the election of new officers, unless re-elected.

Chapter 3 Rules and Budget

By-Law 3.1:

Budget requests and allocations will be made by the membership with approval of the advisor. All purchases will be made through the University Purchasing Office.

By-Law 3.2:

The Club will adhere to all fiscal policies of the Student Government Association and the University. All funds given to or raised by The Club will be held in The Club's University budget account.

By-Law 3.3:

If a vote of the membership results in a tie, it will be decided by the President.

By-Law 3.4:

The membership shall have the right to override a decision of the President or to remove an officer by a 2/3 vote of the majority of members present in any regularly scheduled meeting.

By-Law 3.5:

Special events will be coordinated by officers and/or members of The Club according to their interest and expertise in the project.

By-Law 3.6:

By-Laws may be added or amended by the affirmative vote of 2/3 of the members present at a regular meeting. Proposed additions or amendments must be presented to the membership at least one meeting prior to the vote, or in a correspondence (letter, email) to all members at least 2 weeks (14 calendar days) before the meeting. The proposed addition or amendment may be sent to an officer, to be distributed to the members. Additions that are amendments approved by the membership must be reported to and approved by the Student Senate.