**Sample By-Laws for Xavier Graduate Student Organizations**

A set of by-laws are written to guide an organization in its operations and activities. These documents should be clearly worded, intentionally structured, and kept up-to-date to meet the needs of the student organization while matching your current rules for operating.

An organization’s by-laws should:

* Outline the rules of procedures for an organization
* Should be consistent with the constitution
* Tend to be easier to amend than the constitution

There are many ways to structure an organization, so feel free to write your by-laws in a unique way to meet the needs of your organization. Where phrases are **bolded below**, we ask you to include that exact phrase in your by-laws.

# **By-Laws of \_\_\_\_\_\_\_\_\_\_\_**  (Name of your group)

***This By-Law document serves as a by-law to the Xavier Graduate Student Association Constitution. The policies within these By-Laws may not supersede related policies within the Xavier University Graduate Student Association Constitution or policies from the Office of the Graduate School Handbook or Xavier University.***

# Article I: Mission & Purpose

Section 1: The purpose of this organization shall be… (State the mission, purpose, aims, and

function of the organization. Ideally this language should match what is in your group’s EngageXU profile.)

# Article II: Affiliations

Section 1: This organization is affiliated with… (Indicate if your group has an affiliation with a national, or international organization and explain the relationship. If your organization has no affiliation, this section may be omitted.)

# Article III: Membership

Section 1: **Membership is limited to Xavier students only. Per the Xavier GSA Constitution, members of the organization are required to maintain good standing, as defined in the Xavier Student Handbook, which includes a 2.0 GPA.**

Section 2: The procedure for selection of membership… (if applicable and if there are criteria someone must meet to become a member)

Section 3: Dues for this organization shall be… (Indicate amount, if any, and how often they

are paid)

Section 4: Membership responsibilities shall include…

Section 5: Grounds for termination of membership and the process for removing a member include…

# Article IV: Officers

Section 1: The officers of the organization shall consist of… (State all officer titles and

duties – examples below)

1. President – The President shall…
2. Vice President – The Vice President shall…
3. Treasurer - The Treasurer shall…
4. Etc.

*Please note – all organizations are required by Xavier to maintain an active President, Vice President and Treasurer at all times. Other offices can be created and/or determined by the organization.*

Section 2: The qualifications for each office… (State the qualifications, if any, for the

 offices. How does one become eligible to run for each role?)

Section 3: **Officers within this organization must maintain a good conduct standing and cannot have or receive a University Probation sanction while serving as an officer.**

Section 4: The term of each office shall be… (Example: one year from Oct. 1 to Sept. 30. Make sure elections are held before the term expires.) Given this, officer election shall take place on…

Section 5: The selection of officers shall be done by… (Clearly state election rules and

voting procedures, eligibility for each office, and when the elections take place

during the academic year)

Section 6: Grounds for removal of an officer include (but are not limited to)…

Section 7: The process of removing an officer shall consist of…

Section 8: Should an officer’s position become vacant during his/her term, the following will

take place…

# Article V: Advisor

**\***Section 1: Our organization advisor must be a member of the faculty, administration, or staff of Xavier University. (See guidelines in the Advisor Agreement Form)

Section 2: The duties and responsibilities of the advisor shall be… (See guidelines in the Advisor Agreement Form) (suggested language: *The duties and responsibilities of the advisor shall include maintaining direct relationships with the organization, its members, and elected leadership throughout the year, having an ongoing awareness of the organization’s meetings and activities, serving as the administrator for the student organization’s funds, serving as the primary signature authority for the organization, and holding advising meetings with the student organization’s elected leadership on a regular basis. Other responsibilities of the advisor will be in accordance with the guidelines outlined on the Advisor Agreement Form.*)

Section 3: Should the position of advisor become vacant during the year…

# Article VI: Committees

Section 1: All permanent committees shall be formed by… (Clearly list each committee and

the function and specific duties of each)

Section 2: All ad-hoc committees shall be formed by… (Clearly list each committee and the

function and specific duties of each)

# Article VII: Meetings

Section 1: Regular meetings of the organization shall be held… (Consider how often you would like to meet, who calls the meeting, etc.)

Section 2: Special meetings of the organization shall be held… (Consider who has authority

to call these meetings, how much notice is required, etc.)

# Article VIII: Amendments

Section 1: These by-laws shall be amended by a vote of (2/3, 3/4, etc.) majority of the membership at any regular or special meeting. (Note: The constitution should not be amended easily or frequently)

Section 2: Provision for advance notice of amendment shall be… (Explain how eligible

voting members will be informed of the proposed amendment such as posting, notification by email, announcement at two consecutive meetings, etc.)

**Section 3:**  **Amendments become effective only after final approval by the Graduate Student Organization Committee of the Graduate Student Association.**

Date Revised (Insert date the constitution is revised)