**Sample By-Laws for Xavier 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
* Explain the officer roles and duties within the organization and how a student transitions in and out of the officer roles
* Provides expectations for members, officers, and advisors

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.

*Delete all of the content in red throughout this document before submitting!*

*If you remove sections or articles, please re-number throughout the document for consistency.*

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

***This By-Law document serves as a by-law to the Xavier Student Government Association Constitution. The policies within these By-Laws may not supersede related policies within the Xavier University Student Government Association Constitution or policies from the Office of Student Involvement, Division of Student Affairs, 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 and should be clear and specific.

**In alignment with Xavier University’s Non-Discrimination Statement, our organization will not discriminate or prohibit participation from students on the basis of their race, color, religion, sex, age, marital status, sexual orientation, gender identity, disability, military status, parental status or any other characteristic protected by applicable law.**

In short, you are explaining who you are and why a student would be interested in your organization without limiting and excluding who is allowed to participate or attend based on the above characteristics.

# 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 with a national organization, this section may be omitted.

# Article III: Membership

This article should outline the requirements and expectations for membership to be in the organization. These sections should detail the initial requirements to be eligible for participation. Please review the text above, under Mission & Purpose.

Section 1: **Membership in this student organization shall be nondiscriminatory and is open to all current Xavier University undergraduate students. Membership is limited to Xavier University students and does not include employees, alumni, or non-Xavier students. Members of the organization are required to maintain good standing, as defined in the Xavier Student Handbook, which includes a 2.0 GPA and cannot be on University Probation.**

Section 2: The procedure for a student to join the organization…

If applicable and if there are criteria someone must meet to become a member, such as an application, audition, etc. If your membership is selective, this needs to also explain what the organization is looking for in a selective membership.

Section 3: Dues for this organization shall be…

Indicate amount, if any, and how often they are paid. If there are no dues collected, you can delete this section.

Section 4: Membership responsibilities shall include…

Be detailed when laying out the expectations for your membership and to maintain standing as a member for the organization. This could include differentiating between voting members and not. It could articulate specific expectations such as the number of meetings a members must attend to maintain membership or voting rights.

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

This section needs to be specific and outline a process that should include:

1. The member needs to be formally notified of the concern(s)
2. The member should have an opportunity to meet and discuss as well as respond to the concern(s)
3. An official action or decision needs to be made and communicated formally and respectfully back to the member

Some things to consider in this section:

* How is the member notified that they may be removed?
* Who is involved in a removal process and how does it work?
* The organization may not put the responsibility on the Advisor for deciding or executing the organization’s decision about removing a member.
* When in doubt, a fair, transparent, democratic approach should be used.

# 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…
	1. Preside at all meetings
	2. Name all special committees
	3. Appoint all committee chairs
2. Vice President – The Vice President shall…
	1. Keep record of attendance at meetings and events
	2. Be responsible for the recruitment of new members
	3. Coordinate social events to retain current members
3. Treasurer - The Treasurer shall…
	1. Submit the annual club budget request to SGA
	2. Manage the club’s finances using EngageXU
	3. Be responsible for ensuring the organization both manages their finances appropriately but also completes and submits the appropriate financial forms in EngageXU to access their finances
4. Other –

Some organizations identify a Secretary or a variety of chair positions such as PR Chair, Membership Chair, Fundraising Chair or others

*Please note – all organizations are required by Xavier to maintain an active President, Vice President and Treasurer at all times. Other officer roles 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?
* Does an undergraduate student have to be a member of the organization first, and if so, for how long?
* If the organization is academic, do members have to have a specific major or minor to be considered a member?
* What are realistic but helpful qualifications that would allow someone to determine if they are interested and eligible in this role?
* Is there an application involved?

Section 3: **Officers within this organization must be enrolled, undergraduate students and maintain a good conduct standing. The officers cannot hold office if they have or receive a University or Residence Life Probation sanction while serving as an officer.**

Section 4: **At least two officers are required to participate in an annual Student Organization Workshop each fall.**

Section 5: **At least two officers (likely the President and Treasurer) are required to attend the annual Student Organization Academy offered in the fall.**

Section 6: 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 7: What is the process for an officer to resign? Who is notified?

Section 8: Grounds for removal of an officer include (but are not limited to)…

This section needs to be specific and outline a process that should include:

1. The member needs to be formally notified of the concern(s)
2. The member should have an opportunity to meet and discuss as well as respond to the concern(s)
3. An official action or decision needs to be made and communicated formally and respectfully back to the member

Some things to consider in this section:

* Delinquency participating or attending meetings but be sure that the expectation for said officers are outlined above in the position expectations
* Misrepresentation of the organization
* Failure to fulfill the expectations of the position description
* Intentional financial mishandling

Section 9: The process of removing an officer shall consist of…

This section needs to be specific and outline a process that may include:

* How is the officer notified that they may be removed?
* Who is involved in a removal process and how does it work?
	+ How are facts or information gathered about the accusation and how is an officer permitted to respond to each accusation?
	+ An individual should be charged with a complaint and presented with evidence to support the accusation
	+ An individual should be given the opportunity to argue a defense or offer counter evidence
	+ Who is the deciding body and how do they fairly review all materials and decide?
* The organization may not put the responsibility on the Advisor for deciding or executing the organization’s decision about removing an officer. An advisor does not have the authority to remove an officer.
* When in doubt, a fair, transparent, democratic approach should be used.

Section 10: Should an officer’s position become vacant during his/her term, the following will

take place…

What is the process to replace the officer that has resigned outside of a regular election cycle?

Who determines if there is a vote or a special election to occur?

Article V: Elections

Section 1: The selection of officers shall be held…

 When do the elections take place during the academic year

Section 2: Election and Voting Procedures…

Clearly state election rules and voting procedures, eligibility for each office, and the specific procedures for promoting your elections

Who organizes and manages your officer election?

* What is the specific procedure followed with your elections?
	+ Who votes during officer elections and how are members made eligible to be able to vote for their officers?
	+ What information is presented to the voting body – Do candidates submit an application? Do they speak and address the group?
	+ How many votes are needed to approve an election?

*Example: The order for Election will be as follows: President, Treasurer, Vice President, etc. If a candidate is running for more than one position and loses a position, they are still eligible to be considered for other positions. Once the voting starts, no new candidates are allowed to be added to the ballot. A winner will be declared when a candidate collects a majority vote. All voting will be conducted on EngageXU, in the organization’s group. Only members who have attended at least three general body meetings for the semester and are currently members in the organization’s EngageXU group are able to vote. Nominations will be held during the first general body meeting after spring break. Voting will commence 1 week after nominations have been collected, via EngageXU.*

**Section 3: All changes to officers shall be submitted in EngageXU within two days of an**

**election. The outgoing (or current) officers are responsible for correctly updating and assigning officer roles as well as removing exiting officers from the assigned officer status and role.**

# Article VI: 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](https://cglink.me/2cD/s29753) for reference to an advisor’s responsibilities

Section 2: The duties and responsibilities of the advisor shall be…

See guidelines in the [Advisor Agreement Form](https://cglink.me/2cD/s29753) for reference

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

This needs to include what happens if an advisor resigns from the university, goes on leave, or takes a sabbatical. How will your organization determine a new or temporary advisor?

# Article VII: Committees

Section 1: All permanent committees shall be formed by…

Clearly list each committee and the function and specific duties of each. Consider how is a committee formed, if at all, and who can be part of the committee.

Section 2: All ad-hoc committees shall be formed by…

Clearly list each committee and the function and specific duties of each. Consider how is an ad-hoc committee formed, if at all, and who can be part of the committee.

# Article VIII: Meetings & Activities

Section 1: **Following the university’s ongoing commitment to Ignatian Belonging, the meetings and activities of this organization reflect a nondiscriminatory approach and are open to the entire Xavier undergraduate student community. Our organization welcomes participation from any undergraduate student interested in topics, issues, or activities that fit within the mission of our organization.**

Section 2: Regular meetings of the organization shall be held…

Consider how often you would like to meet, who calls the meeting, etc.

Section 3: Special meetings of the organization shall be held…

Consider who has authority to call these meetings, how much notice is required, etc.

# Article IX: Anti-Hazing

Section 1: **All students are expected to act in accordance with Xavier University’s Anti-Hazing Policy. The University does not tolerate hazing activities and mandates reporting of these activities by any member of the Xavier community.**

Section 2: **O.R.C. 2903.31 prohibits any person from recklessly participating in hazing or permitting the hazing of any person. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.**

Section 3: **Individuals may report allegations of hazing against students or employees. Xavier University will respond to all allegations of student, student organization, and student group hazing behavior, regardless of where the activities occur. Allegations in which a student is accused of engaging in hazing will be referred to the Student Conduct process as articulated in the Xavier Student Handbook.  The university reserves the right to notify any national or oversight organization as the student conduct process is implemented.**

# Article X: Amendments

Section 1: These by-laws shall be amended by a vote of (2/3, 3/4, majority) of the membership at any regular or special meeting.

Note: Your by-laws 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.

Date Revised Insert date the by-laws have been revised