

The ByLaws of **Name of Student Organization** **Bakersfield College**

(BC Sample Template ByLaws – It is the responsibility of each StudOrg Leadership to develop bylaws that reflect the needs and purpose of their organization.)

A constitution reflects the policies and procedures of the organization. Since every organization is different, constitutions will vary in their content. The constitution should contain statements concerning enduring aspects of the organization. Items that are subject to frequent revision should be included in the by-laws heading. The following sample constitution is color coded to assist in the creation of your Student Organization's constitution.

- The areas typically addressed in constitutions, possible wordings for the sections, and College and fiscal policies that apply to your organization are outlined in black.
- *(Helpful hints and questions that are designed to help write your Student Organization's constitution that are outlined in red. Items in red should be deleted for finalized version.)*
- When writing a constitution, however, student organizations should be sure that their constitution reflects the policies and procedures of their particular organization which are in the outline in blue.

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The ByLaws of Name of Student Organization Bakersfield College

Article I. Preamble

(This section should be a statement of the group's establishment and purpose of the ByLaws. The preamble should contain the name of the organization.)

We, the members of **Name of StudOrg** do hereby establish these ByLaws in order that our mission and purpose is realized to its fullest extent.

Article II. Name *(Official name of the organization)*

Section 1. Name

What is the exact title to be used in addressing this organization? Preferred StudOrg Name

The name of the organization will be **Name of StudOrg** henceforth referred to as Abbreviated **Name of StudOrg**.

Article III. Purpose *(Mission Statement)*

Section 2. Mission Statement

(What is the mission statement of the Name of StudOrg? Is it fostering a broad educational goal? Is it a social, cultural, or political organization? Why was the group founded?)

The Mission of the **Name of StudOrg** is to **Mission Statement**...

Section 3. Purpose

(What is the purpose)

Name of StudOrg was established for the expressed purpose of developing leadership skills as well as an awareness of social responsibilities to encourage students to participate in public affairs. This organization is an entity that is initiated and directed by a group of current BC students who share a common vision in promoting an extra-curricular or co-curricular mission that enriches campus or community life and personal development.

Section 4. Authority

(This section should include a statement of the StudOrg's willingness to abide by established policies.)

1) **Name of StudOrg** will be registered with the Office of Student Life in accordance with policies and procedures set forth to be a registered student organization at Bakersfield College within the Bakersfield College's Office of Student Life. **Name of StudOrg** understands and is committed to fulfilling its responsibilities of abiding by Bakersfield College Student Government Association (BCSGA), the Office of Student Life, Bakersfield College, Kern Community College District's policies, conditions, and procedures and the BCSGA StudOrg Engagement Agreement.

Article IV. Membership *(Qualification for membership)*

Section 5. General Membership

(Who is eligible for membership? Are there any restrictions? How does one become a member? How are members identified?)

- 1) **Name of StudOrg** accepts all members of the Bakersfield College community.
- 2) Membership in the organization shall be open to all those regularly enrolled at Bakersfield College students who are interested in membership. There shall be no other requirements for admission to general membership. Each general member has equal rights and privileges.
- 3) The general membership will be responsible and strongly encouraged to attend StudOrg meetings and events.
- 4) There shall be no required dues for any of the general membership of the StudOrg as the revenues are provided through fundraising and donations.

Section 6. Active Members

(Voluntary withdrawal of membership may be provided for. Can a member remain in the organization if the member fails to pay dues?)

- 1) Active Members shall be limited to students who are registered and enrolled at Bakersfield College as either full or part-time students.
- 2) Any BC student from the General Membership who pays the StudOrg annual due or signs the membership agreement form will be considered an Active Member of the StudOrg.
- 3) StudOrg leadership positions and voting privileges shall be restricted to only Active Members.

Section 7. Non-Discrimination Clause

Name of StudOrg complies with all federal laws, executive orders and state regulations pertaining thereto and does not discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

Section 8. Anti-Bullying and Harassment Statement

Name of StudOrg will not tolerate any form of bullying or hazing. Bullying and/or hazing encompasses any action or activity that does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; and/or which demeans, degrades, or disgraces any person regardless of location, intent, or consent of participants. It can also be defined as any action or situation that intentionally or unintentionally endangers a student for admission to, or affiliation with, any StudOrg. In keeping with the commitment to a positive academic environment, the BC community is unconditionally opposed to any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Respect and cooperation among peers within registered StudOrg is a guaranteed right that all students possess, regardless of race, religion, gender, sex, sexual orientation, accessibility, or national origin.

Article V. Officers

(How many officers are there? What are their titles and duties? Will the officers constitute an executive committee? Description of any standing committees should be included, probably in the by-laws. What are the duties of the faculty advisor? You may wish to clarify the role of your advisor.)

Section 9. Executive Board

- 1) The StudOrg Executive Board is comprised of:
 - a) President
 - b) Vice President
 - c) Secretary
 - d) Treasurer
 - e) ICC Rep
 - f) Advisor
 - g) Others...
- 2) The StudOrg Executive Board is responsible for providing all aspects of leadership for the student organization and is responsible for their own actions as well as the actions of all student organization and members.
- 3) Save the Advisor, student board members are enrolled students at Bakersfield College and an Active Member of the StudOrg.

Section 10. President

- 1) The President is the primary student contact for the StudOrg and the “external spokesperson” of the group who regularly interacts with other student organizations and College officials. The President is the liaison between the student organization and the advisor and other University or community contacts.
- 2) The responsibilities of this position include but are not limited to:
 - a) Providing guidance, direction, and support for the StudOrg in pursuit of its goals and objectives
 - b) Voting in cases where there is a tie
 - c) Chairing all StudOrg meetings
 - d) Overseeing the process of student organization event planning
 - e) Maintaining a current list of members of the StudOrg officers, advisor and members

- f) Submitting all required paperwork for StudOrg renewal
- g) Holding a minimum of two meetings for the general membership per semester
- h) Representing the StudOrg at official functions
- i) Maintains contact with the StudOrg advisor and the Office of Student Life
- j) [Other duties and tasks you can add in relation to this position include](#)

Section 11. Vice President

- 1) The Vice President should be the President's "right hand person" and should maintain continuous contact with the President. The Vice President must be up to date on all student organization communication and events.
- 2) The responsibilities of the Vice President include but are not limited to:
 - a) Chairing StudOrg meetings in the absence of the President
 - b) Assisting the President with the oversight of the StudOrg including fundraising, event planning, etc.
 - c) Scheduling locations for meetings and events
 - d) Planning New Officer's orientation and organization retreats
 - e) Coordinating organizational recruitment efforts
 - f) Maintains contact with the StudOrg advisor and the Office of Student Life
 - g) [Other duties and tasks you can add in relation to this position include](#)

Section 12. Treasurer

- 1) The Treasurer (Chief Financial Officer - CFO) manages the financial matters of the StudOrg. The Treasurer should keep the officers and members informed about the student organization's financial activities.
- 2) The responsibilities of the Treasurer include but are not limited to:
 - a) Preparing the annual StudOrg budget
 - b) Monitoring the StudOrg's budget
 - c) Tending to the status of all purchase requests
 - d) **Paying bills in a timely manner through the Office of Student Life Director of Finance (Membership Dues, if applicable).**
 - e) Keeping a record of all transactions (i.e. deposits, checks and adjusting entries, etc.)
 - f) Preparing monthly financial reports and documents to keep the StudOrg's membership informed about the StudOrg's financial situation
 - g) Collect and maintain accurate information regarding membership dues or agreements
 - h) Should be familiar with the Student Organization Funding (SOF) Conditions and Procedures
 - i) Oversees all StudOrg fundraising activities
 - j) Maintains contact with the StudOrg advisor and the Office of Student Life
 - k) [Other duties and tasks you can add in relation to this position include](#)

Section 13. Secretary

- 1) The Secretary keeps the StudOrg afloat and running efficiently. Record keeping and operational duties are vital. The Secretary works hand in hand with the other officers for the day-to-day needs of their StudOrg.
- 2) The responsibilities of the Secretary include but are not limited to:
 - a) Taking minutes at every StudOrg meeting
 - b) Keep an accurate record of all proceedings of the StudOrg meetings
 - c) Maintaining the StudOrg history for the academic year
 - d) Assisting with StudOrg projects where needed
 - e) Maintaining StudOrg overall communication, which may include emails, letters, phone calls, social media
 - f) Maintain and update membership roster for the StudOrg
 - g) Be responsible for notifying all active members of all meetings
 - h) Provide copies of the minutes of the previous meetings to all members present at each meeting
 - i) Maintains contact with the StudOrg advisor and the Office of Student Life
 - j) [Other duties and tasks you can add in relation to this position include](#)

Section 14. Inter-Council Council Representative

- 1) The Inter-Council Council Representative (ICC Rep) is the main point of contact for the StudOrg and the Bakersfield College Student Government Association (BCSGA) by attending bi-monthly meetings.
- 2) The responsibilities of the ICC Rep include but are not limited to:
 - a) Attend ICC meetings held by BCSGA
 - b) Relay information from BCSGA back to the StudOrg
 - c) Maintains contact with the StudOrg advisor and the Office of Student Life

- d) Other duties and tasks you can add in relation to this position include

Section 15. StudOrg Advisor

- 1) The StudOrg Advisor is chosen and approved by the members of the StudOrg and confirmed by the Office of Student Life at Bakersfield College.
- 2) Behind most successful student organizations is an effective advisor. The StudOrg Advisor provides the organization with continuity from year to year by sharing StudOrg history and assisting new officers during the transition process. The StudOrg Advisor selected should be an individual who has a high-level interest in the activity of the StudOrg and preferably some experience or expertise in the area or activity. The StudOrg Advisor is a vital link between the StudOrg and Bakersfield College, providing guidance and offering mature judgment and experience in program development.
- 3) The responsibilities of the StudOrg Advisor include but are not limited to:
 - a) Attend monthly StudOrg Advisor Round Discussions when possible
 - b) Recognize and support participation in the StudOrg for its contribution to the educational and personal development of students within the higher education setting
 - c) Provides continuity within the student organization and should be familiar with the StudOrg's history
 - d) Be familiar with the StudOrg's bylaws and be prepared to assist the StudOrg Advisor's Executive Board and other members with interpretation when necessary
 - e) Be available during the development and coordination of programs for the StudOrg. The StudOrg Advisor shall ensure the activities and undertakings of the StudOrg are sound and reflect favorably on the College by offering suggestions or ideas for the group's discussion
 - f) Be aware of the goals and direction of the StudOrg by attending StudOrg meetings and consulting with the Executive Board. StudOrg Advisor should monitor the StudOrg progress toward predetermined organizational goals and objectives
 - g) Be aware of the general financial condition of the StudOrg and encourage the keeping of good financial records
 - h) Assist the StudOrg in complying with college policies and procedures. The StudOrg Advisor needs to be aware of the StudOrg conditions and procedures, the Student Code of Conduct, and the BC/KCCD Policies and procedures
 - i) Monitor group functions and encourage members to participate and maintain a balance between academic endeavors and co-curricular commitments
 - j) Assist in orienting new officers and developing the leadership skills of all members
 - k) Consult the Office of Student Life about organizational opportunities, plans or changes in StudOrg status or a member's status when appropriate
 - l) Attend most, if not all, StudOrg meetings and events. While StudOrg Advisor is not required to attend all meetings, they should meet with the club at least once a month and the Executive Board bi-weekly. Notes from these meetings should be placed in the club's records
 - m) Continue the voluntary association of being the StudOrg Advisor as long as both parties believe the relationship is productive and mutually satisfying
 - n) Refrain from managing the StudOrg or completing the tasks assigned to the StudOrg. The management of the StudOrg is each member's responsibility
 - o) Obtaining appropriate facilities for StudOrg activities
 - p) Maintains contact with the Office of Student Life
 - q) Other duties and tasks you can add in relation to this position include

Article VI. Operations

(When are StudOrg meetings? How are officers elected? What type of ballot? When are they elected (month), and for what period? Who is eligible for office? When do officers assume their positions? How may officers be removed?)

Section 16. StudOrg Meetings

- 1) **Name of StudOrg** shall meet at least twice a semester, and continuing throughout the year at the same regularity so long as this StudOrg continues to remain registered with the Office of Student Life.
- 2) The President, or designee, shall be responsible for requesting items to be placed on the agenda, developing the agenda of the meeting. The Secretary, or designee, shall be responsible for taking minutes and presenting them to the membership at the next scheduled meeting

- 3) All meetings will occur at the time selected: [Scheduled StudOrg meeting day\(s\), time\(s\) and location of meeting](#); and will follow the procedure set forth below:
 - a) Attendance
 - b) Report by the President
 - c) Committee reports
 - d) Vote on all committee motions and decisions
 - e) Any other business put forward by the members of the club
 - f) Dismissal by the President

Section 17. Quorum

- 1) The number of individuals required to hold a bona fide meeting shall be a majority of the Executive Board (meaning one more than half [half + 1] of the Executive Board membership).

Section 18. Parliamentary Procedures

- 1) The rules contained in the most recent version of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for this organization and shall govern 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.

Section 19. Standing Committees

- 1) The President shall have the authority to establish ad hoc (goal specific/as needed) committees as may be necessary from time to time to carry out the work of the organization
- 2) The President shall appoint the chairperson(s) and members of all committees
- 3) The organization shall have the following standing committees:
 - a) [\[List all standing committees, such as Membership, Fund Raising, Program, Social, Bylaws, Nominations, Finance, Public Relations, etc.\]](#)
- 4) The duties of each of Standing Committees are as follows:
 - a) [\[List the duties for each of the committees listed above.\]](#)

Section 20. Executive Committee

- 1) The Executive Committee shall consist of the elected and appointed officers, with the StudOrg Advisor(s)
- 2) StudOrg Advisor(s) serve as non-voting member(s)
- 3) The Executive Committee shall meet [every two \(2\) weeks in the academic year](#).
- 4) Special meetings may be called by the President or a majority of the Executive Committee. ~~All members must be given 24 hours' notice of the meeting.~~ A quorum shall consist of a majority of the Executive Committee members.
- 5) When necessary, Executive Committee business can be conducted via email or via online meetings, but all decisions and actions must be reflected within the next scheduled StudOrg meeting for verification.
- 6) The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.
- 7) The Executive Committee shall report to the StudOrg's general membership, all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the Active Members by a majority vote.

Section 21. Voting

- 1) All official StudOrg decisions shall require a simple majority vote of the executive and general membership present at either a regular or called meeting provided a majority of the Active Members are present.
- 2) The exceptions of voting quorum are of impeachment votes which require a three-fourths vote plurality, and amendments which require two-thirds plurality.

Section 22. Election of Officers

- 1) All officers shall be elected by a majority vote of eligible general members and Active Members of [Name of StudOrg](#).
- 2) All elections will be held on an annual basis during the month of [April](#).
- 3) The StudOrg Advisor will take nominations from the floor; the nomination process must be closed and the movement seconded by any voting member.
- 4) The nominated parties will be allowed to vote.
- 5) All voting shall be done by secret ballot to be collected and tabulated by the StudOrg Advisor and one voting member appointed by an outgoing officer.

- 6) No officer may serve more than two consecutive terms.

Section 23. Removal of Officers

- 1) Any officer in violation of the StudOrg's purpose or bylaws may be removed from office by the following process:
 - a) A written request by at least three active members of the organization
 - b) Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak
 - c) Discussion by the membership in regular or called meeting where a majority of the active members are in attendance;
 - d) Opportunity for the accused to testify and/or defend;
 - e) Motion to impeach followed by a second; and
 - f) Three-fourths voting plurality at said meeting in support of the impeachment.

Section 24. Filing Vacancies

- 1) In the case where an officer's position becomes vacant, then replacement shall be according to the normal procedure:
 - a) Vacancy placement on the next agenda
 - b) Nomination from the floor and
 - c) Confirmation of position by majority vote

Article VII. Finances

(How will the organization finance its activities? Will the organization use membership dues or perhaps receive funding from the Student Organization Finance Committee or their department?)

Section 25. Membership Dues

- 1) Membership dues shall be [\$XX per semester/quarter/academic year].
- 2) Dues shall be paid by [specify due date, such as "second week of each semester/quarter/academic year."]
- 3) General Members who have not paid their dues by the deadline shall not be considered Active Members thus losing privileges, including leadership roles or voting, until the dues are paid.

Section 26. Finance Code

- 1) Name of StudOrg will finance the activities it engages in by the following means:
 - a) Membership dues Appropriate Amount Set or membership contract
 - b) The StudOrg will contact the Office of Student Life before obligating funds (including initiating, purchasing or committing funds) and to adhere to the BC's Procurement Process
 - c) The StudOrg may NOT have a bank account outside the College
 - d) Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.
- 2) The President, Treasurer, and StudOrg Advisor agree to attend financial meetings as needed
- 3) StudOrg agrees to maintain a detailed budget and understand that the members are liable for overdrafts. If there are insufficient funds to cover bills accrued on the organization's behalf, the officers and StudOrg Advisor responsible at the time of incurring these costs agree to pay such expenses.
- 4) The members of the StudOrg agree to contact the Office of Student Life to develop fundraising strategies that comply with the College and Foundation conditions and procedures prior to soliciting or receiving.

Section 27. Annual Budget

- 1) The President, StudOrg Advisor, and/or Executive Committee shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year
- 2) Any unbudgeted expenditures shall be approved in advance by the Active Members
- 3) When financial decisions must be made between meetings, the Executive Committee is authorized to approve expenditures not exceeding [\$XXX], but must be placed on the agenda for the next scheduled meeting for verification.

Article VIII. Amendments

(How are amendments to be proposed and by whom? Do you want to provide for a delay before voting on amendments? How are your amendments to be voted upon?)

Section 28. Amendments to the ByLaws

- 1) This StudOrg's bylaws are binding to all members of the [Name of StudOrg](#). But the bylaws are not binding unto itself.
- 2) Amendments to the bylaws may be proposed in writing by any voting member at any meeting at which two-thirds (2/3) of the voting members are present.
- 3) These amendments will be placed on the agenda for the next regular meeting of the executive council or other officer grouping.
- 4) Proposed amendments will become effective following approval of two-thirds (2/3)-majority vote of Active Members.
- 5) Amendments shall come from the floor at any regular or called meeting, provided a majority of the membership is in attendance.
- 6) Amendments require:
 - a) Motion (any voting member)
 - b) Second (any voting member)
 - c) Discussion (any voting member)
 - d) Two-thirds voting plurality (all voting members)

Article IX. Registration Renewal

(In accordance with established registration procedures, this section should contain a statement that specifies a date for annual registration renewal. This date should be one month after your organization's elections.)

Section 29. Annual Registration Renewal

- 1) [Name of StudOrg](#) will update with the Office of Student Life within two (2) weeks after new officer are elected by completing an Officer Update Form as found under the Student Organizations Registration tab on the BC Website.
- 2) [Name of StudOrg's](#) active registered status commences when the StudOrg has completed the requirements for registration with the Office of Student Life and have received a confirmation email about their reactivation for that academic school year; StudOrgs may still operate as normal in the interim but may not be able to apply for SOF Grants or Travel until they have received their official confirmation email
- 3) [Name of StudOrg's](#) registered status continues until Labor Day (the first Monday of September) of each academic year where then the StudOrg must resubmit a renewal form with the Office of Student Life [as found on the BC website under the Student Organization Registration tab](#).

~~Article X. By-Laws~~

(Optional)

Constitutions may also include a "Provision for By-Laws"; Article or a clause pertaining to the establishment of by-laws. The By-Laws might include some of the following items:

- ~~Ad Hoc Committees of the organization which are established for a single purpose, or 1 year commitment. Such committees will be eliminated from the By-Laws once abolished or defunct.~~*
- ~~Policies pertaining to the time, location of organizational meetings.~~*
- ~~Annual events or fundraisers~~*
- ~~Additional board members~~*
- ~~Election procedures, dates, terms of offices.~~*
- ~~Structures/purposes of committees.~~*