

The Bylaws of **Name of Student Organization**

Bakersfield College

(Model ~~Constitution~~ Bylaws)

It is the responsibility of each StudOrg Leadership to develop a constitution that reflects 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 model 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 ~~Constitution~~ Bylaws of Name of Student Organization at Bakersfield College

Article I. Preamble

(This section should be a statement of the group's establishment and purpose of the Constitution. 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. What is the exact title to be used in addressing this organization?)

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

Article III. Purpose

Section 1. Mission Statement

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

The mission of Name of StudOrg is to insert Mission Statement...

Section 2. Purpose

(What is the purpose?)

Name of StudOrg was established to develop leadership skills and foster an awareness of social responsibility among students. Its purpose is to encourage active participation in college and community engagement. As a recognized student organization under the Bakersfield College Student Government Association (BCSGA), it is initiated and directed by current Bakersfield College students who share a common vision of promoting extracurricular and co-curricular opportunities that enrich campus life, promotes campus connection and belonging, strengthen community involvement, and support personal growth.

Section 3. Authority

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

Name of StudOrg will be registered with the Office of Student Life in accordance with the established Student Organization Conditions and Procedures set forth to be a registered student organization at Bakersfield College (BC). Name of StudOrg understands and is committed to fulfilling its responsibilities of abiding by BCSGA, the Office of Student Life, Bakersfield College, Kern Community College District (KCCD), and all state and federal policies, conditions, procedures, and laws.

Article IV. Membership

(Qualification for membership)

Section 4. General Membership

(Any enrolled BC student is considered a general member of all StudOrg. There should not be any limitations or restrictions on general membership.)

- 1) Name of StudOrg accepts all members of the Bakersfield College student community.
- 2) Membership in the organization shall be open to all students who are enrolled at Bakersfield College.
- 3) There shall be no other requirements for admission to General Membership. Each General Member has equal rights and privileges.

- 4) The General Membership will be responsible and strongly encouraged to attend Student Organization meetings and events.
- 5) There shall be no required dues for any the General Membership of the Student Organization as the revenues are provided through fundraising and donations.

Section 5. Active Membership

(Who is eligible for active membership? Are there any restrictions? How does one become an active member? How are active members identified? 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 .
- 2) Any BC student from the General Membership who pays the Student Organization's annual dues or signs the membership agreement form will be considered an Active Member of the Student Organization.
- 3) Student Organization leadership positions and voting privileges shall be restricted to only Active Members.

Section 6. 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 7. 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 Student Organization. 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 Student Organization 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? What are the duties of the Advisor? You may wish to clarify the role of your advisor.)

Section 8. Executive Board

- 1) The Executive Board is comprised of:
 - a) President
 - b) Vice President
 - c) Secretary
 - d) Treasurer
 - e) ICC Rep
 - f) Advisor
 - g) Others...
- 2) The 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 its members.

Section 9. President

- 1) The President is the primary student contact for the Student Organization and the "external spokesperson" of the group who regularly interacts with other Student Organization and College

officials. The President is the liaison between the Student Organization and the Advisor and other College or community contacts.

- 2) The responsibilities of this position include but are not limited to:
 - a) Providing guidance, direction, and support for the Student Organization in pursuit of its goals and objectives
 - b) Voting in cases where there is a tie
 - c) Chairing all meetings
 - d) Overseeing the process of all event planning
 - e) Maintaining a current list of members of the Officers, Advisor, and members
 - f) Submitting all required paperwork for Student Organization renewal
 - g) Holding a minimum of two meetings for the general membership per semester
 - h) Representing the Student Organization at official functions
 - i) Maintains contact with the Student Organization Advisor and the Office of Student Life
 - j) [Other duties and tasks in relation to this position include...](#)

Section 10. 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 of the Student Organization communication and events.
- 2) The responsibilities of the Vice President include but are not limited to:
 - a) Chairing meetings in the absence of the President
 - b) Assisting the President with the oversight of all events including fundraising, event planning, etc.
 - c) Scheduling locations for meetings and events
 - d) Planning New Officer's orientation and organization retreats
 - e) Obtaining appropriate facilities for StudOrg activities
 - f) Coordinating organizational recruitment efforts
 - g) Maintains contact with the Advisor and the Office of Student Life
 - h) [Other duties and tasks in relation to this position include...](#)

Section 11. Treasurer

- 1) The Treasurer (Chief Financial Officer) manages the financial matters of the Student Organization. The Treasurer should keep the Officers and members informed about the financial activities.
- 2) The responsibilities of the Treasurer include but are not limited to:
 - a) Preparing the annual budget
 - b) Monitoring the budget
 - c) Tending to the status of all purchase requests
 - d) Paying bills in a timely manner
 - 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 membership informed about the 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 fundraising activities
 - j) Maintains contact with the Advisor and the Office of Student Life
 - k) [Other duties and tasks in relation to this position include...](#)

Section 12. Secretary

- 1) The Secretary keeps the organization 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 Student Organization.
- 2) The responsibilities of the Secretary include but are not limited to:
 - a) Taking minutes at every meeting
 - b) Keep an accurate record of all proceedings of the meetings
 - c) Maintaining the organization's history for the academic year
 - d) Assisting with projects where needed

- e) Maintaining student organization overall communication, which may include emails, letters, phone calls, group messaging platforms, social media, etc.
- f) Maintain and update membership roster
- 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 Advisor and the Office of Student Life
- j) Other duties and tasks in relation to this position include...

Section 13. Inter-Council Council Representative

- 1) The Inter-Council Council Representative (ICC Rep) is the main point of contact for the Student Organization and 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 while staying in accordance with the InterClub Council Engagement Agreement
 - b) Relay information from BCSGA back to the Student Organization
 - c) Report Student Organization activities and updates to the ICC
 - d) Maintains contact with the Advisor and the Office of Student Life
 - e) Other duties and tasks in relation to this position include...

Section 14. Student Organization Advisor

- 1) The Student Organization Advisor is chosen and approved by the members of the Student Organization and confirmed by the Office of Student Life at Bakersfield College.
- 2) Behind most successful student organizations is an effective Advisor. The Advisor provides the organization with continuity from year to year by sharing history and assisting new Officers during the transition process. The Advisor selected should be an individual who has a high-level interest in the activity of the organization and preferably some experience or expertise in the area or activity. The Advisor is a vital link between the organization 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 Student Organization Advisor Round Discussions when possible
 - b) Recognize and support participation in the organization 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 its history
 - d) Be familiar with the student organization's bylaws and be prepared to assist the Executive Board and other members with interpretation when necessary
 - e) Be available during the development and coordination of programs and activities. The Advisor shall ensure the activities and undertakings of the organization 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 Student Organization by attending meetings and consulting with the Executive Board. Advisors should monitor the progress toward predetermined organizational goals and objectives
 - g) Be aware of the general financial condition of the Student Organization and encourage the keeping of good financial records
 - h) Assist the organization in complying with College's policies and procedures. The Advisor needs to be aware of the Student Organization Conditions and Procedures, the Standards of Student Conduct, and the KCCD Policies and Administrative Procedures
 - i) Obtaining appropriate facilities for StudOrg activities
 - j) Monitor group functions and encourage members to participate and maintain a balance between academic endeavors and co-curricular commitments
 - k) Assist in orienting new officers and developing the leadership skills of all members
 - l) Consult the Office of Student Life about organizational opportunities, plans or changes in organization status or a member's status when appropriate
 - m) Attend most, if not all, meetings, events, and activities. While the Advisor is not required to attend all meetings, they should meet with the General Membership at least once a month and the Executive Board bi-weekly. Notes from these meetings should be placed in the organization's records

- n) Continue the voluntary association of being the Advisor as long as both parties believe the relationship is productive and mutually satisfying
- o) Refrain from managing the organization matters or completing the tasks assigned to the membership. The management of the organization is each member's responsibility
- 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? Description of any standing committees should be included)

Section 15. Meetings

- 1) Name of StudOrg shall meet at least twice a semester and continuously throughout the year so long as the organization continues to remain registered with the Office of Student Life.
- 2)
- 3) For official organization business matters (business meeting), the President, or their designee, shall be responsible for requesting items to be placed on the agenda, developing the meeting agenda, and ensuring the agenda is posted at least three (3) instructional days prior to the meeting. Agenda items may include elections, allocation of funding, organizational directives, or other matters deemed pertinent to the operation and governance of the organization. The Secretary, or designee, shall be responsible for taking minutes and presenting them to the membership at the next scheduled meeting
- 4) All meetings will occur at the time selected 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
 - f) Dismissal by the President

Section 16. 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 of the executive membership).

Section 17. Parliamentary Procedures

- 1) The most recent edition of Robert's Rules of Order, Newly Revised shall serve as the parliamentary authority for this organization and shall govern all proceedings in cases where they are applicable and not inconsistent with these bylaws or any special rules of order adopted by the organization.

Section 18. Standing Committees

- 1) The President shall have the authority to establish adhoc 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 (optional):
 - a) [List all standing committees, such as Membership, Fundraising, Program, Social, Bylaws, Elections & 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 19. Executive Board

- 1) The Executive Board shall consist of the elected and appointed officers, Advisor(s) serve as non-voting member(s)
- 2) The Executive Board shall meet every two (2) weeks in the academic year.

- 3) When necessary, the Executive Board business can be conducted via email or via online meetings, but all decisions and actions must be reflected within the next scheduled business meeting for verification.
- 4) The Executive Board 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.
- 5) The Executive Board shall report to the 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 Board may be rescinded or modified by the Membership by a majority vote.

Section 20. Voting

All official decisions of the organization shall require a simple majority vote of the General Membership present at a regular or special meeting, provided that a quorum is present.

Section 21. Election of Officers

- 1) All Officers shall be elected by a majority vote of the eligible membership.
- 2) Elections shall be held annually during the month of April.
- 3) The Advisor shall open the floor for nominations. Nominations must be closed by motion, which must be duly seconded.
- 4) All nominated candidates shall have the right to vote.
- 5) Voting shall be conducted by secret ballot and tabulated by the Advisor and one voting member appointed by an outgoing officer.
- 6) No officer may serve more than two (2) consecutive terms in the same position.

Section 22. Removal of Officers

- 1) An officer may be impeached and removed from office through the following process:
 - a) A written request for impeachment submitted by at least three (3) members of the organization;
 - b) Written notification to the officer in question, requesting their presence at the next scheduled meeting to provide an opportunity to respond;
 - c) Discussion of the matter during a regular or special meeting at which a majority of the members are in attendance;
 - d) Opportunity for the accused officer to testify and/or present a defense;
 - e) A motion to impeach, duly seconded; and
 - f) Approval of the motion by a three-fourth (3/4) vote of the members present.

Section 23. 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) Advisor calls nomination from the floor
 - 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 24. Membership Dues (optional)

- 1) Membership dues shall be [\$XX per semester/academic year].
- 2) Dues shall be paid by [specify due date, such as "second week of each semester/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 25. Finance Code

- 1) **Name of StudOrg** will finance the activities it engages in by the following means:
 - a) Membership dues (if applicable)
 - b) The Treasurer 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 organization 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 Advisor agree to attend financial meetings as needed
- 3) The Organization 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 Advisor responsible at the time of incurring these costs agree to pay such expenses.
- 4) The members of the organization 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 26. Annual Budget

- 1) The President, Advisor, and/or Executive Board shall propose an annual budget to be voted upon **no later than the second business meeting of the academic year**
- 2) Any unbudgeted expenditures shall be approved in advance by the Membership
- 3) When financial decisions must be made between meetings, the Executive Board 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 27. Amendments to the Bylaws

- 1) These bylaws are binding to all members of the **Name of StudOrg**. But the bylaws are not binding unto itself.
- 2) Amendments to the bylaw may be proposed in writing by any voting member at any meeting at which two-thirds (2/3) of the voting members is present.
- 3) These amendments will be placed on the agenda for the next regular meeting of the Executive Board.
- 4) Proposed amendments will become effective following approval of two-thirds (2/3)-majority vote of Membership.
- 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
 - b) Second
 - c) Discussion
 - d) Two-thirds voting plurality

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 28. Annual Registration Renewal

- 1) **Name of StudOrg** will update with the Office of Student Life within one two (2) weeks after new officer are elected

- 2) [Name of StudOrg's](#) active registered status commences when the [organization](#) has completed the requirements for registration with the Office of Student Life
- 3) [Name of StudOrg's](#) registered status continues until Labor Day of each academic year where then the organization must resubmit a renewal form with the Office of Student Life

