Example of Organization Bylaws

This is an example of the format that your organization might find useful in the development of its bylaws. The structure has been developed for general use, but your organization may customize it for your particular needs and purposes.

Please email the organization’s finalized version to sga@nwosu.edu

**(Name of Organization)  Bylaws**

**DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_**  
  
**Article I. Name**

The name of this Organization/Club shall be the (name of organization) at Northwestern Oklahoma State University.

**Article II. Purpose**

The (organization's formal name) is committed to (purpose of organization).  The organization accomplishes its mission by (list objectives).

**Article III. Membership**

1. Members:
   1. The members of this organization shall be currently enrolled students at Northwestern Oklahoma State University.
   2. They become members by (invitation/self-selection/active participation/application).
2. Privileges and Responsibilities of Membership:
   1. Voting:  Each member is entitled to one vote.
   2. Privileges:  Each member shall be entitled to all services of the organization.
   3. Participation:  Each member shall be entitled to participate in all organizational events.
   4. Responsibilities:  Each member shall (list responsibilities of members).

**Article IV.  Officers**

1. Officers (Indicate duties of each – samples below)  
   The officers shall consist of a (example: President, Vice President, Secretary, and Treasurer).
   1. The (example: President) shall have the power to establish and maintain operation procedures of the Club, call meetings, and answer for all actions of the other officers. The President shall be able to vote in all decisions affecting the Club. (List other additional responsibilities.)
   2. The (example: Vice President) shall assist the (example: President) with all administrative duties and assume those duties in the absence of the (example: President). (List other additional responsibilities.)
   3. The (example: secretary) shall keep accurate and detailed records of all meetings and affairs, send/transmit all official (club, organization, etc.) correspondence, and coordinate preparation and distribution of club flyers, handouts and publications. (List other additional responsibilities.)
   4. The (example: treasurer) shall receive and distribute (club, association, etc.) funds upon the authorization of the (example: president), in accordance with the financial rules and regulations of the University, and make financial reports at all Executive Committee meetings, and at the regular meetings of the (club, organization, etc.), and coordinate fundraising activities.
2. Terms of Office:
   1. Officers shall be elected annually (fall or spring) by the members at one of the regular meetings. Elections shall be by ballot and a majority of the votes cast shall elect.
   2. Each officer shall take office (date), and serve a one-year term and may be re-elected consecutively to the same office for an additional one-year term.
3. Vacancies and Removal:
   1. A vacancy in the office of the President shall be filled by the Vice-President unless he or she is unable to serve, at which time the vacancy shall be filled by election of the members by a majority of votes cast. A vacancy in the office of the Vice-President shall be left vacant with the President delegating the duties of that position.
   2. Any officer, including the President, may be removed from office or suspended from office by a vote of two-thirds of the members at a regular meeting. The person under consideration shall be given an opportunity to be heard at the meeting with sufficient notice of the proposed removal or suspension, the person under consideration shall not be counted in determining the presence of a quorum not whether the required two-thirds vote has been obtained. Upon a vote of removal or suspension of the President, the Vice-President shall preside at the meeting.

**Article V.  Committees**

1. The President, subject to the approval of the organization, shall appoint such standing or special committees as may be required by the bylaws, as he or she finds necessary. Committee Chairpersons shall be appointed by and responsible to the President.
2. A vacancy in a Committee Chairperson position shall be filled by appointment of the President of the organization with input from the outgoing Committee Chairperson.

**Article VI.  University Policies**

This organization shall abide by all applicable policies instituted by Northwestern Oklahoma State University.

**Article VII.  Amendments**

These bylaws may be amended by a vote of two-thirds of the members of the organization present at any regular meeting or at a special meeting called for that purpose. The membership shall be notified of adopted bylaw amendments by the most feasible means.