APPENDIX A
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Format Outline for By-Laws

Check out http://ccsu.nmsu.edu for more information on chartering.

(NAME OF ORGANIZATION)
New Mexico State University-Grants Branch
By-Laws
(Date)

This is the format you need to follow when developing by-laws for your organization. Depending on the type of organization you are chartering, some of the articles may or may not apply to you. We suggest that prior to the final copy, you submit a draft copy to Student Services. If you are following a “parent” organization you may use their format. (Refer to the Associated Student Government’s Constitution, available in the Student Handbook.)

ARTICLE I. Name of Organization

ARTICLE II. Purpose

ARTICLE III. Members and Membership
Section 1. Qualifications for membership. If grade point average is specified, verification will have to be arranged with the Admissions Office. Students should not have access to student records.
Section 2. Procedures for affiliation with the organization.
Section 3. Criteria which will distinguish active members or voting members.

ARTICLE IV. Officers
Section 1. Officer positions which will be used in the organizations.
Section 2. Officer qualifications
Section 3. Nominations and election procedures
Section 4. Terms of office
Section 5. Duties of officer positions
Section 6. How vacancies are filled

ARTICLE V. Advisor
Section 1. Selection
Section 2. Duties
Section 3. Term of office
Section 4. Responsibilities of office

ARTICLE VI. Executive Board
Section 1. Composition
Section 2. Nature of meeting
Section 3. Restrictions of power

ARTICLE VII. Committees
Section 1. Standing Committees
Section 2. Special (ad-hoc) committees
ARTICLE VIII. Meetings
Section 1. Regular meeting – you do not need to make reference to a specific day, time, or place. A statement of how many meetings will be held per week, month, semester, or year will cover this.
Section 2. Special meetings – when and why they may be called
Section 3. Quorum required to transact business
Section 4. Voting procedures

ARTICLE IX. Finances
Section 1. Membership dues and/or assessments and how and when they will be determined. You do not have to indicate the actual amount.
Section 2. All student organization transactions should be done through the Business Office. These transactions must follow all college guidelines.

ARTICLE X. Parliamentary Authority
Section 1. Specification of the authority which will be used in resolving questions about by-laws and/or meeting procedures. Usually this is listed as Robert’s Rules of Order. (This is a good reference book about parliamentary procedures that each organization should consider purchasing.)

ARTICLE XI. Amendment of the By-Laws
Section 1. Procedure whereby the rules of the organization may be changed.
Section 2. Requirement of previous notice at regular meeting before vote is taken at subsequent regular meeting, whether simple majority vote or other percentage will be required.