

**This is a Sample Bylaws only.
Remove instructions noted in red once information is completed.**



PLACE YOUR LOGO ABOVE

Insert Your Club/Organization Name

INSTRUCTIONS:

All Charter provisions must contain the information indicated in these sample Charter provisions and in the same sequence. *Material in italics should be included.* Additional instructions and annotations are in red (remove instructions, as sections are completed). Highlighted sections **MUST** be included in your Bylaws verbatim in order to register as an official club/organization. Simply copy and paste. Additional information may be added where appropriate, but simplicity is recommended.

INSERT NAME OF ORGANIZATION

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Founding Date: _____

ARTICLE I

PREAMBLE

SECTION 1

PURPOSE: General

The (add name of YOUR organization) exists for the betterment of the California State Polytechnic University, Pomona.

SECTION 2

PURPOSE: Specific

(Be as specific as possible regarding the purposes of your club. Use separate sections for each purpose, making complete sentences.)

SECTION 3

NONDISCRIMINATION

The (add name of YOUR organization) shall not be discriminatory in terms of race, ethnicity, religion, color, age, sexual orientation, national origin,

citizenship, gender, physical or mental ability, marital status, financial or social status.

SECTION 4

OFF-CAMPUS ISSUES

This organization and/or its members, when taking stands on issues, recognizes and will fulfill the obligation to make clear that it/they in no way represent(s) the official position of the California State Polytechnic University, Pomona.

SECTION 5

CAMPUS POLICIES

This organization and/or its members, when conducting organizational business, on or off campus, recognizes and will uphold the University's Alcohol & Other Drugs Policy.

ARTICLE II

NAME

The official name of the organization shall be the (add name of YOUR organization), California State Polytechnic University, Pomona. (The name of the club must be one which will not be confused with another club already existing on campus; it should be appropriate to the purposes of the club and clearly indicate the club's objectives.)

ARTICLE III

TRUST ACCOUNT

SECTION 1

MAINTENANCE

This organization, pursuant to its charter obligation, shall maintain a trust account with the ASI Financial Services Office. Pursuant to the California State University Board of Trustees, the Executive Orders 648 and 731 states that all funds received on behalf of the University, its auxiliaries or affiliated organizations are required to be administered through the campus' Chief Financial Officer, the Vice President of Administrative Affairs. Student clubs and organizations are identified as affiliated organizations. The policy further states that any account with a bank or financial institution not approved by the campus' Chief Financial Officer is strictly prohibited.

SECTION 2

USAGE

All monies of this organization shall be deposited in, and disbursed from, this account following procedures outlined by the ASI Financial Services Office.

SECTION 3

DISPERSAL OF FUNDS

Should this organization become inactive by failing to apply for charter renewal, the trust account will be held as an inactive account for two (2) academic years. In the event this organization does not become active

during the two (2) year period it is hereby declared that any funds remaining in said account are to be transmitted to (please give name and address of the proposed non-profit organization), an educational, charitable organization to aid this organization in carrying out its objectives. If said organization is no longer functioning at that time, or if its objectives are no longer consistent with its original educational, charitable purposes, then the funds of this organization shall be transferred to the Associated Students, Inc., California State Polytechnic University, Pomona, general fund.

ARTICLE IV

MEMBERSHIP

SECTION 1

CATEGORIES OF MEMBERSHIP

(List the categories, defining each in a separate sub section [i.e. Active, Associate, Alumni, Honorary, etc.]. Indicate the criteria for each type of membership. Care must be taken that this section does not contradict Article 1, Section 3 above, and that the student privilege of active membership [voting, holding office, etc.] is not restricted by any of these categories.)

SECTION 2

ELIGIBILITY REQUIREMENTS

Active members must be members of the Associated Students, Inc. at California State Polytechnic University, Pomona.

No more than 20% of our membership will be non-CSU students.

(Add any other eligibility requirements your organization may have for active members. Specify eligibility requirements for all other categories of members, outlining in the same order as in Section 1 of this Article. Be sure to include what an eligible person must DO in order to belong and remain in that category of membership [pay dues, attend a specified percentage of meetings, etc.]

SECTION 3

SUSPENSION

(State the provisions for suspension of members. These may include: disorderly conduct, gross misdemeanor, or other behaviors unacceptable to your organization.) A member may be suspended or removed for the above stated reasons following a hearing by the membership of the organization (or some other satisfactory method of due process).

ARTICLE V

OFFICERS

SECTION 1

CATEGORIES OF OFFICERS

(Enumerate the elected officers such as President, Vice President, Secretary, Treasurer, Scheduler, Reporter, Historian, etc.)

SECTION 2

DUTIES

(The duties of each officer must be described in detail, listing according to the order of Section 1 above. Be sure to specify who has the authority to expend organizational funds, call special meetings, etc. Be certain to use non-discriminatory language such as them or them.)

SECTION 3

ELIGIBILITY

At the time of assuming office and during tenure in office, an elected officer must meet all of the eligibility requirements as stated by the University: Officers must meet a minimum 2.0 term and cumulative GPA; be enrolled in at least 6 semester units (undergraduate students) / 3 semester units (graduate/credential students) during office; and be in good judicial standing with the University.

SECTION 4

REMOVAL FROM OFFICE

(Specify how and when motions to remove an officer from office are made, whether from the floor, by petition, by an officer's motion during an officer meeting, by a committee, or by any other means; do allow time for the officer to form and present a defense. For example: *An officer may be removed from office if that person neglects the duties of their position or violates the organization's Bylaws. In order to remove an officer from an elected position, an officer must recommend the removal from office at officer meeting or a special meeting, following the club meeting Bylaws, Article VII. A minimum of one week must pass before the vote can be cast to remove the officer. The officer in question will be notified in writing of the removal from office recommendation, and will be invited to defend their position. A vote will be taken at this meeting; all officers are allowed one vote. Majority vote decisions are final and non-reversible. Once an officer is removed from office, the procedure for filling a vacancy, Article VI, Section 5, entitled Vacancies, will be implemented.*

ARTICLE VI

ELECTIONS

SECTION 1

NOMINATIONS

(Specify how and when nominations of officers are made, whether from the floor, by petition, by a committee, or by any other means; specify how far in advance of actual elections such nominations take place.)

SECTION 2

TIME OF ELECTION

(Specify the time when regular elections of officers will take place [the second meeting of Spring Term, during the month of April, between April 15 and May 15, etc.] ***It is recommended that elections take place***

annually during Spring Term and prior to May 1. Club & Organization Registration and Education (CORE) Workshops begin in mid-April of each year.)

SECTION 3

PROCEDURE

(Specify HOW officers are elected; whether by a secret ballot, a show of hands, or some other means; the percentage of votes needed, generally a plurality [whoever receives the most votes] or a majority [whoever receives fifty percent plus one of the votes cast]; and, who will be responsible for counting the votes [preferably the advisor or another impartial person.] In cases where a majority vote is required, specify procedures for a run-off election should no candidate receive a majority.)

SECTION 4

ASSUMPTION OF OFFICE

(Specify when a newly elected officer will take office and how long they hold that office. **It is recommended that officers assume office between the end of the Spring Semester and July 1** of each year to facilitate the rechartering of the organization and other administrative duties.)

SECTION 5

VACANCIES

(Specify the procedures used to fill a vacant office in case an officer resigns or is unable or unwilling to complete their term. If the procedure varies according to the office, use a separate sub-section for each procedure. In the event an election is part of that procedure, include the appropriate election provisions in a manner similar to Section 3 above.)

ARTICLE VII

MEETINGS

SECTION 1

REGULAR MEETINGS

(Specify when regular meetings are to be held, whether it be once a week, every month, or by arrangement.)

SECTION 2

SPECIAL MEETINGS

A quorum must be present at all special meetings and only the business for which a special meeting is called may be transacted at the meeting.

(Specify the procedures to be employed in calling special meetings, who may call them, the procedures for notifying members, etc. Guard against a small number of members having the power to call a meeting and transact business. The President, however, is usually given the power to call such a meeting.)

ARTICLE VIII

QUORUM

(Specify in detail how many members of the club constitute a quorum for the legal transaction of business. This should be based on the number

you feel must be present at a meeting to transact business. In large clubs, the percentage will be smaller than in small clubs, for example- in a club with 150 members, a workable quorum would be 20%, while in a club with only 20 members, 51% would be more appropriate.)

ARTICLE IX COMMITTEES

SECTION 1 ELIGIBILITY

At the time of assuming responsibility for a committee and during tenure in office, a committee chair must meet all the eligibility requirements as stated by the university.

SECTION 2

(Specify standing committees, if any; how they are chosen; and their duties - using a separate section of this article for each such committee. If the organization has an Executive Council or an Executive Committee, that should be listed as the first Standing Committee.)

ARTICLE X DUES

(Specify the manner through which assessments against members are authorized [vote of general membership, action of board of officers, etc.]; and the time and manner of their collection. Be careful not to include an actual dollar level which would require a charter amendment to change. Use more than one section if necessary. If membership cards are issued, use a separate section to describe the process used to issue them and the purposes of such cards.)

ARTICLE XI ADVISOR

SECTION 1 ELIGIBILITY

The (name of YOUR organization) shall have at least one advisor at least 21 years of age who shall be a member of the faculty, administration, or staff of the California State Polytechnic University, Pomona. The advisor may not be on leave of absence at any time during term of appointment.

SECTION 2 SELECTION AND APPOINTMENT

After an advisor has been nominated by the organization and approved by the Department Head, final approval and actual appointment will be made by the office of Student Engagement, Leadership, and Success. If the advisor is the Department Head, then the immediate supervisor would also need to approve before final appointment is made by the office of Student Engagement, Leadership, and Success.

SECTION 3 DUTIES

The advisor's responsibilities include attendance and participation in as many organizational meetings and activities as is practical, signing all

forms related to the scheduling of activities and the disbursement of funds, and the other duties outlined by the office of Student Engagement, Leadership, and Success. (Add separate sections for any duties unique to your organization.)

ARTICLE XII AMENDMENT

SECTION 1 MEANS OF AMENDMENT

(State what procedures must be taken to amend these Charter provisions for your organization. Usually this requires a presentation of proposed amendments at one meeting, followed by a vote of the membership at the next meeting. Generally, a higher percentage of affirmative votes is required to approve such amendments than is needed to approve most other actions.)

SECTION 2 APPROVAL

All amendments to the Bylaws shall be filed as a public document in the organization's myBAR page, and the executive board will alert the office of Student Engagement, Leadership, and Success via email within 90 calendar days indicating the date and method of adoption. Any amendment(s) which change(s) the purpose or intent of the organization or substantively modify the Bylaws' provisions shall be approved by the University before taking effect.

SECTION 3 COMPLIANCE

This charter shall not conflict with the Bylaws of the Associated Students, Inc., or with the policies and regulations of the California State Polytechnic University, Pomona, the Trustees of the California State University and Colleges, or the State of California. Any stipulations applying to all chartered organizations made by the university shall be considered to be immediately enforceable, whether contained in these Charter Provisions or not.