RIO Bylaws

A set of bylaws of an organization is its basic road map, which defines the limits of its authority, establishes the structure through which it achieves its organizational purpose and goals, and provides a sense of order.

If you need assistance completing this document for your organization, please contact your RIO advisor first. Further assistance can also be provided by contacting Larissa Leslie, Student Life Coordinator, at larissa8@hawaii.edu.

Template

BYLAWS OF (NAME OF RIO)

ARTICLE I – NAME

The name of this student Registered Independent Organization is ______________ __________________. [“University of Hawaiʻi” or “Hawaiʻi Community College” cannot be included in the name.]

ARTICLE II – PURPOSE

The purpose of this organization is ________________________________________________________________

__________________________________________________________________________________________

[What are its goals? Are the aims educational, cultural, social, service-oriented, civic, religious, etc? What is the organization’s reason for being established?]

ARTICLE III – MEMBERSHIP

Section 1. Eligibility: [Who is eligible for membership? How does one qualify to be a member? A nondiscrimination clause should be included stating that an individual cannot be excluded from membership because of race, creed, color, age, national origin, ethnic background, gender, disability, sexual orientation, or religion.]

Section 2. Categories: [What types of membership are there? HawCC enrolled students are regular members. Non-HawCC enrolled students are honorary members. Honorary members cannot vote, hold office, or officially represent this RIO. Remember: At least 75 percent of the members must be HawCC enrolled students.]

Section 3. Status: [How can membership be terminated and be reinstated?]

ARTICLE IV – OFFICERS
Section 1. Officers: [How many and what are their titles? Usually there are four – president, vice-president, secretary, and treasurer.]

Section 2. Qualifications: [Who is eligible to become an officer? Only HawCC students are eligible to serve as officers on a HawCC RIO.]

Section 3. Term of Office: [Is the term one semester, one year? Specify beginning and ending dates.]

Section 4. Duties of Each Officer: [State the responsibilities of each officer.]

Section 5. Elections/Appointments: [Describe how officers are selected, e.g. elected, appointed, etc. Include the time line.]

Section 6. Removal: [State how an officer can be removed for failure to carry out responsibilities or for violation of the Student Conduct Code.]

Section 7. Vacancies: [State how a vacancy would be filled before a term has been completed.]

ARTICLE V – EXECUTIVE BOARD

Section 1. Composition: [This usually consists of the officers and can also include committee chairs. The advisor would be a non-voting member.]

Section 2. Powers and Duties: [What are the responsibilities of the E-Board? For example, the E-Board might plan the agenda items for general membership meetings.]

[If the organization is small, the Executive Board is not necessary. The agenda follows the standard order of business.]

ARTICLE VI – COMMITTEES

Section 1. Composition: [What committees will the RIO need in order to carry out its purpose/goals? i.e., membership recruitment, educational programs, social events, community service, etc.]

Section 2. Duties: [List the duties of each of the committees.]

Section 3. Committee Chairs: [How are they selected? How long do they serve?]

[Standing committees are permanent and deal with a particular subject. Ad hoc committees can be formed for a one-time purpose/activity, which does not come under the responsibility of one of the standing committees.]
ARTICLE VII – MEETINGS

Section 1. Meeting Time & Place: [When will regular meetings be held for the Executive Board, if there is one, and for the general membership? How often will meetings be held, i.e., weekly, twice-a-month, monthly?]

Section 2. Quorum: [How many members must be present to officially transact business, that is, vote on matters/motions?]

Section 3. Voting: [Voting is usually by majority rule of those present once a quorum is present. Some votes, such as amendments to the bylaws and removal of an officer or member, may require a 2/3 vote.]

Section 4. Parliamentary Authority: [Robert’s Rules of Order, Newly Revised is the most common source used. The following statement can be used: “Parliamentary authority shall be derived from Robert’s Rules of Order, Newly Revised for decisions related to budget, officer elections/removal and bylaws revisions. All other decisions shall be by consensus.”]

Section 5. Order of Business for the Executive Board (or Committee) Meetings:
1. Call to order
2. Roll call or head count to establish quorum
3. Unfinished business
4. New business
5. Adjournment

Section 6. Order of Business for Regular Membership Meetings:
1. Call to order
2. Roll call or head count to establish quorum is present
3. Reading of minutes of previous meeting
4. Officers’ reports
5. Committee reports
6. Unfinished business
7. New business
8. Announcements
9. Adjournment

ARTICLE VIII – FINANCES

Section 1. Sources of Funds:
   Section 1A. Membership Dues: [How much and how often will dues be paid and to whom? What is the process for changing the amount? If no dues will be collected, leave this section out.]
Section 1B. Fund Raisers: [Who will be responsible for determining the fund raiser and who will carry it out?]

Section 2. Budget and Use of Funds: [State that the funds will be used to carry out the purpose and goals of the RIO. The Treasurer usually proposes the annual budget, which is subject to discussion and approval by the members. Include restrictions (i.e., not for purchasing alcohol). When will the members present the budget for approval?]

Section 3. Disbursements: [Whose signatures are required to expend funds? It could be the Treasurer, one other officer, and the advisor. It is important to have a check and balance between individuals who have authority to expend the RIO’s funds. Use position titles rather than names, because membership will change over time.]

Section 4. Audit: [Who will audit and double-check the expenditures of the RIO? This should be done at least once a year particularly when the officers change.]

ARTICLE IX – AMENDMENTS

Section 1. Initiation: [Who can propose an amendment to the RIO bylaws? The proposed amendment is usually submitted in writing.]

Section 2. Voting: [How much time must pass between when the amendment is proposed and when it is voted upon? Will it take a 2/3 vote, a 3/4 vote, or a simple majority for an amendment to be approved? Amendments to bylaws usually require a 2/3 vote. Will voting be by ballot, at a meeting, or another method?]