SAMPLE Bylaws – Abbreviated

At Hawai`i CC, RISO submit bylaws, which are a set of “rules adopted by an organization chiefly for the government of its members and the regulation of its affairs” (Merriam-Webster.com). You may choose to submit either Bylaws or a Constitution to register your organization.

Sample Outline for Bylaws
Green highlighted sections indicate an area that you must change to fit your organization.

TITLE: BYLAWS OF THE (NAME OF THE ORGANIZATION)

ARTICLE I: NAME AND PURPOSE

Section 1: The official name of this organization shall be [name of organization].

Section 2: The purpose of this organization shall be [purpose of organization as submitted on registration form].

Section 3: This organization shall abide by all federal, state, and county laws and University of Hawai`i, and Hawai`i Community College laws and policies.

ARTICLE II: MEMBERSHIP AND DUES

Section 1: Membership shall be open to registered students of Hawai`i Community College.

Section 2: No dues shall be collected.

Section 3: Membership period shall be from the beginning of each academic year to the end of that same academic year.

ARTICLE III: OFFICERS

Section 1: Officers shall be a President, Vice-President, Secretary, and Treasurer.

Section 2: Officers must be registered at Hawai`i Community College for at least one credit.

Section 3: Officers shall be elected by ballot at the first meeting of the fall semester by a majority of the votes cast for that office.

Section 4: Term of office shall begin upon election and last until the end of that academic year.

Section 5: If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by an election.
ARTICLE IV: DUTIES OF OFFICERS

Section 1: It shall be the duty of the President to preside at meetings, vote only in case of a tie, represent the organization, appoint committee chairpersons subject to the approval of the Executive Committee, perform such other duties as ordinarily pertain to this office.

Section 2: It shall be the duty of the Vice President to preside in the absence of the President and maintain a current roster of membership.

Section 3: It shall be the duty of the Secretary to record the minutes of all meetings, keep a file of the organization’s records, issue notices of meetings and conduct the general correspondence of the organization.

Section 4: It shall be the duty of the Treasurer to keep an itemized account of all receipts and expenditures and make reports as directed.

ARTICLE V: MEETINGS

Section 1: Regular meetings shall be held monthly during the regular school year.

Section 2: Special meetings may be called by the President with the approval of the Executive Committee.

Section 3: A minimum of six (6) members shall constitute a quorum. [The number required should be small enough to ensure that a quorum will usually be present but large enough to protect the organization against decisions being made by a small minority.]

Section 4: Robert’s Rules of Order, Newly Revised, shall be the parliamentary authority in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE VI: EXECUTIVE COMMITTEE

Section 1: Management of this organization shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

Section 2: This committee shall consist of the officers as listed in Article III and the faculty advisor.

Section 3: This committee shall meet at least once between regular meetings of the organization to organize and plan future activities.
ARTICLE VII: ADVISOR

Section 1: There shall be a faculty/staff advisor who shall be selected each year by the membership.

Section 2: The responsibilities of the faculty advisor shall be to:

a. Maintain an awareness of the activities and programs sponsored by the student organization.

b. Meet on a regular basis with the leader of the student organization to discuss upcoming meetings, long range plans, goals, and problems of the organization.

c. Attend regular meetings, executive board meetings as often as schedule allows.

d. Assist in the orientation of new officers.

e. Explain and clarify campus policy and procedures that apply to the organization.

f. Maintain contact with the Student Life Office.

g. Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.

h. Assist the organization treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.

i. Inform organization members of those factors that constitute unacceptable behavior on the part of the organization members, and the possible consequence of said behaviors.

ARTICLE VIII: COMMITTEES

Section 1: Standing committees shall consist of: [List all committees that will persist year after year, e.g. elections, finance, publicity, membership, professional relations, social, etc.]

Section 2: The organization may create short-term, ad hoc committees as-needed with a simple majority vote.

ARTICLE IX: AMENDMENTS

Section 1: These bylaws may be amended by a two-thirds (2/3) majority vote of the organization’s membership.

Section 2: All members shall receive advance notice of the proposed amendment at least five days before the meeting. [The time may be extended to the following meeting.]