

RECOGNIZED STUDENT ORGANIZATIONS - BYLAWS

The development of your bylaws can help your organization formulate specific guidelines that determine the direction and structure of the group. Your organization's bylaws should be a working tool with organizational review at least once every year. Below is a model to use when writing the bylaws for your organizations. Please do not include specific names of individuals within the bylaws, as this would require the bylaws to be amended when those individuals are no longer associated with the organization. For question about the student organizations bylaws or for help developing bylaws, please contact the Student Involvement and Leadership Programs office at 575-646-3200 or email silp@nmsu.edu.

The sections, phrases, and sentences in bold MUST be included or addressed in your constitution in order for your group to be recognized by New Mexico State University.

CLUB X BYLAW *(replace with organization name)*

ARTICLE I – NAME OF ORGANIZATION

Section 1. Title: State the name of the organization. The name should be significantly different from the name of any other organization recognized at NMSU. Any reference to NMSU in the title must be phrased "Club X at New Mexico State University (NMSU) rather than "NMSU Club X."

Section 2. Authorization (if applicable): If the organization is nationally affiliated, state the title of the national organization. A Statement of Affiliation letter needs to be submitted as a part of the recognition process.

ARTICLE II – PURPOSE

State the purpose and mission of the organization.

ARTICLE III – MEMBERSHIP

Section 1. Active Members: Active membership is **open to all NMSU students with the right to vote.**

Section 2. Associate Members: Associate membership is open to faculty and interested individuals outside the University setting. **Associate Members may not vote or hold office.**

Section 3. Alumni Members: Alumni membership is open to former NMSU students who were members of the organization. **Alumni Members may not vote or hold office.**

Section 4. Membership Rules of Order: Clearly state any requirements of members, such as general interest, open mindedness, willingness to learn, code of conduct, etc. **YOU MUST INCLUDE THE FOLLOWING STATEMENT EXACTLY AS WRITTEN: New Mexico State University (NMSU) is dedicated to providing equal opportunities in our employment and learning environments. NMSU RECOGNIZED STUDENT ORGANIZATIONS shall comply with applicable NMSU policies, including but not limited to the policy that NMSU does not discriminate on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex (including pregnancy), sexual orientation, spousal affiliation or protected veteran status in its programs and activities as required by equal opportunity/affirmative action regulations and laws and University policy and rules.** *Social fraternities and sororities may select members based on gender (See regulations under Title IX of the Education Amendments of 1972).

Section 5. Duties of Members: State expectations of membership, such as attendance, committee participation, etc.

Section 6. Dues (if applicable): State if and when dues are required and how dues are determined. Do not put a specific dollar amount within the section, as it will require an amendment to the bylaws if the amount were to change. Specific dollar amounts can be listed on the chartering paperwork.

Section 7. Removal of Members: Explain the process for removing members from the organization. It should be possible to remove members for disciplinary or non-attendance reasons. All rules members must follow should be clearly written in the bylaws. All removal procedures should follow due process, including adequate written notice (**7 days minimum**), the right to speak on one's behalf, and right to an appeal. The organization should specify whether the process can take place at a regular meeting or if a special meeting (hearing) is necessary.

ARTICLE IV. – ELECTED OFFICERS

Section 1. Officers: Name the officer positions, i.e. president, vice-president, etc. This executive board will consist of only registered NMSU student members. **A minimum of two officers is required.** If the organization has additional criteria to hold an office such as academic standing, length of membership, prior service to the organization, etc., those requirements should be specifically stated.

Section 2. Duties of Officers: Name each officer position and list their respective responsibilities.

Section 3. Election of Officers: Clearly explain the election process, including when elections are held, length of office, requirements for the nomination of candidates, how the election will take place (e.g. secret ballot, showing of hands), and required votes for election (e.g. 2/3, majority).

Section 4. Removal of Officers: Explain the process for removing officers from their positions. It should be possible to remove officers for discipline or lack of performance. The job descriptions and functions of each officer should be clearly written into the bylaws and/or officer manual. All removal procedures should follow due process, including adequate written notice (**7 days minimum**), the right to speak on one's behalf, and right to an appeal. The organization should specify whether the process can take place at a regular meeting or if a special meeting (hearing) is necessary.

ARTICLE V – MEETINGS

Section 1. Business Meetings: In general terms, state when business meetings will be held (e.g. once every two weeks), who arranges the time, place, etc., and what constitutes a quorum of membership (e.g. majority).

Section 2. Executive Board Meetings: In general terms, state when executive board meetings will be held (e.g. once every two weeks), who arranges the time, place, etc., and any requirements for calling special meetings.

ARTICLE VI – ADVISOR

Section 1. Selection: Clearly explain the advisor selection process.

Section 2. Qualifications: State any special qualifications an advisor needs to have. **Maintain a currently employed NMSU faculty or staff member to serve as the primary advisor to the student organization. Graduate students and individuals who are not employed by NMSU may serve as secondary advisors. Non-NMSU employees who wish to serve in official secondary advisor capacity must have a recognized affiliation to the national or external organization which the student organization represents, and show a form of support from that national or external entity to serve in the advising role. All advisors are required to complete an annual training as part of the recognition process.**

Section 3. Duties: Explain any required responsibilities of the advisor, i.e. attendance at executive board meetings and elections, etc. **The advisor may not vote but can offer advice to the organization.**

ARTICLE VII – FINANCIAL STRUCTURE

Sections of financial structure include method of record keeping, signature authorization, compliance with university policy and state law on appropriate use of funds, etc.

ARTICLE VIII – COMMITTEES

Sections of committees include the names of any standing committees, procedure for proposing new committees, the method of choosing a chairperson, and duties of the committee.

ARTICLE IX – PARLIAMENTARY AUTHORITY

State the procedure (e.g. Roberts Rule of Order) for the organization to conduct business in an orderly and efficient manner allowing all members the chance to participate in the club's discussion and voting.

ARTICLE X – AMENDMENTS

State the procedure for proposing amendments to the bylaws and how they are approved. **This bylaw may be amended at any regular business meeting of the organization by two-thirds vote of active membership, provided that the amendment has been submitted to the membership in writing with adequate notice (7 days minimum) prior to the business meeting.**