

College of the Sequoias – Student Senate - Student Activities & Affairs  
Giant Forest Building – Room 123 - 559-730-3736

**HOW TO ORGANIZE A CLUB:**

A club organization is governed by the College of the Sequoias Student Senate By-Laws. As an advisor, it is important that you make yourself familiar with the policies and procedures of these By-Laws.

**CHARTERS:**

Obtain a “Club Charter Form” from the Student Senate Advisor in the Student Activities and Affairs office. Information on this form, which is a request to be organized or recognized, shall include the following information:

1. Name of the organization
2. Name and signature of the staff advisor
3. Purpose and need of this organization
4. A copy of the Constitution and By-Laws
5. The approximate number of interested students (list)
6. The time, day, and location the group will meet

This request, with the information attached, must be submitted to the Student Activities Office for club charter consideration and will be submitted to the Student Senate Executive Board.

The request to “Charter a New Club” must be approved at a regular scheduled Student Senate Executive Board meeting for final approval and chartering.

The Commissioner of Clubs will be responsible for the completion of the charter form. The Commissioner of Clubs is responsible for:

1. Notify the advisor of the status of charter decision
2. Obtain the necessary signature for the charter form
3. Return a copy of the charter form to the advisor for their club files.  
Retain the original charter form in the club file in the Student Activities and Affairs office.



REQUEST FORM TO CHARTER A NEW CLUB

DATE: \_\_\_\_\_

NAME OF THE CLUB TO BE CHARTERED:

\_\_\_\_\_

NAME AND SIGNATURE OF ADVISOR:

\_\_\_\_\_

PURPOSE AND NEED OF THIS CLUB:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For regular time and place of meetings, please schedule through the Facilities Office.

TIME OF MEETING: \_\_\_\_\_ DAY OF MEETING: \_\_\_\_\_

ROOM NO. \_\_\_\_\_ *[Please indicate weekly / monthly / semi-monthly meetings.]*

TO FORM A CLUB YOU MUST:

- 1) Have a staff advisor who will attend meetings and activities carried out by this club;
- 2) Submit for approval club constitution and by-laws;
- 3) Submit a membership of twelve students (listed) and have this form approved by the STUDENT ACTIVITIES AND AFFAIRS OFFICE.

Membership List: All club officers **MUST** be members of the Student Senate by paying the Student Activities Benefits Fee. The Student Body would appreciate all club members to be official members of the Student Body and have a current student body card.

- |          |           |
|----------|-----------|
| 1. _____ | 7. _____  |
| 2. _____ | 8. _____  |
| 3. _____ | 9. _____  |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

THIS COMPLETED FORM MUST BE RETURNED TO THE STUDENT ACTIVITIES AND AFFAIRS OFFICE TO THE ATTENTION OF THE STUDENT SENATE COMMISSIONER OF CLUBS TO BRING TO THE EXECUTIVE BOARD FOR OFFICIAL CHARTERING.

## Constitution Outline

The objective is to draft a document that covers these topics in a simple, clear and concise manner. Remember to include the date your document is adopted or revised.

**Article I** The name of the organization.

**Article II** State the purpose and aims of the group. State any present or intended relation the organization may have to any other local, state, or national organization.

**Article III** State the requirements and eligibility of membership. Include the selection, rights and responsibilities, resignation, and expulsion procedures of members.

**Article IV** Include list of officers, terms of office, description or responsibilities. Include provisions for vacancies of offices, methods of election of officers, election procedures, time of election.

**Article V** State regular meeting time and describe provisions for calling special meetings. If there is no regular meeting time, describe provisions for calling special meetings. State what constitutes a quorum at any meeting.

**Article VI** Structure of and description of standing committees, their responsibilities, and method of member selection.

**Article VII** Provide for accepting rules or order, such as Robert's Rules of Order Newly Revised or other similar references.

**Article VIII** State requirements for adopting amendments.

## Why have bylaws?

The constitution covers the fundamental principles, but does not prescribe specific procedures for operating your organization. Bylaws set forth in detail the procedures your group must follow to conduct business in an orderly manner. They provide further definition to the Articles of the Constitution and can be changed more easily as the needs for the organization change.

## What should be included in the bylaws?

The bylaws should explain the steps and procedures for implementing provisions in the constitution. Bylaws must not contradict provisions in the constitution.

### By-Laws Outline

**A. Membership:** (Application process {how, when, etc.}, types of membership, limitations of membership, termination and reinstatement conditions).

**B. Financial Provisions:** (Dues, initiation fees, fines, collection procedures, any special fees, due dates, etc.).

**C. Duties of Officers:** (Powers, responsibilities, specific job descriptions, procedures for filing unexpired terms of office, removal from office).

**D. Executive Board:** (Structure, composition, powers).

**E. Committees:** (Standing, special, how formed, chairpersons, meetings, powers, duties).

**F. Order of Business:** (Spell out rules of order, how meetings are to be run, quorum, or any special procedures relating to the organization's operation).

**G. Amendment Procedures:** (Means of proposals, notice required, voting requirements).

As noted above, the Charter combines elements of both a constitution and bylaws so that a student organization need not spend time and energy on drafting two documents.

**(Name of Organization) By-Laws**

**DATE:** \_\_\_\_\_

**Article I. Name**

The name of this Organization/Club shall be the (organization's formal name).

**Article II. Purpose**

The (organization's formal name), serving the University of Richmond, is committed to...(purpose of organization). The organization accomplishes its mission by...(list objectives).

**Article III. Membership**

A. Members:

1. The members of this organization shall be currently enrolled students at the University of Richmond.
2. They become members by (invitation/try-outs/self selection/active participation/application).

B. Privileges and Responsibilities of Membership:

1. Voting: Each member is entitled to one vote.
2. Privileges: Each member shall be entitled to all services of the organization.
3. Participation: Each member shall be entitled to participate in all organizational events.
4. Responsibilities: Each member shall...(list responsibilities of members).

**Article IV. Membership Meetings**

- A. The business meetings of the membership will be held...(annually in the spring or fall, weekly, or other). Notification of this meeting shall be made...(how many days) prior to said meeting.
- B. The President/Chairperson/Captain of the organization may call other meetings.
- C. Quorum: At all meetings of the organization, a quorum shall consist of the members. (quorum = one half + 1)

**Article V. Officers**

A. Titles:

(The organization's formal name) shall have the following officers elected from the current membership:

1. President/Chairperson/Captain
2. Vice-President
3. Secretary

4. Treasurer
5. Advisor/Coach
6. Miscellaneous Officers (ex. Board of Elections Chair)

B. Qualifications:

1. The President/Chairperson/Captain shall have been (elected/appointed/self selected) to the organization and serve...(how long)
2. The other officers must be current members of the organization.

C. Duties of Officers:

1. The President/Chairperson/Captain shall preside at all meetings and be responsible for appointing all standing, special, and ad-hoc committees and shall perform such other duties as usually required of this office. The President/Chairperson/Captain of the organization shall be an ex-officio member of all committees.
2. The Vice-President shall act in the absence of the President/Chairperson/Captain in all capacities as listed above and shall assist in conducting the business of the organization.
3. The Secretary shall...(list responsibilities).
4. The Treasurer shall...(list responsibilities)
5. The Advisor/Coach shall...(list responsibilities).

D. Terms of Office:

1. Officers shall be elected annually (fall or spring) by the members at one of the regular meetings. Elections shall be by ballot and a majority of the votes cast shall elect.
2. Each officer shall take office...(date), and serve a one-year term and may be re-elected consecutively to the same office for an additional one-year term.

E. Vacancies and Removal:

1. A vacancy in the office of the President/Chairperson/Captain shall be filled by the Vice-President unless he or she is unable to serve, at which time the vacancy shall be filled by election of the members by a majority of votes cast. A vacancy in the office of the Vice-President shall be left vacant with the President/Chairperson/Captain delegating the duties of that position.
2. Any officer, including the President/Chairperson/Captain, may be removed from office or suspended from office by a vote of two-thirds of the members at a regular meeting. Removal or suspension may be with or without cause. The person under consideration shall be given an opportunity to be heard at the meeting with sufficient notice of the proposed removal or suspension, the person under consideration shall not be counted in determining the presence of a quorum not whether the required two-thirds vote has

been obtained. Upon a vote of removal or suspension of the President/Chairperson/Captain, the Vice-President shall preside at the meeting.

#### **Article VI. Committees**

- A. The President/Chairperson/Captain, subject to the approval of the organization, shall appoint such standing, special, or ad hoc committees as may be required by the bylaws, as he or she finds necessary. Committee Chairpersons shall be appointed by and responsible to the President/Chairperson/Captain.
- B. A vacancy in a Committee Chairperson position shall be filled by appointment of the President/Chairperson/Captain of the organization with input from the outgoing Committee Chairperson.

#### **Article VII. Parliamentary Authority**

The rules contained in Robert's Rules of Order, Revised, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws or the special rules of order of the organization.

#### **Article VIII. University Policies**

This organization shall abide by all applicable policies instituted by the University of Richmond.

#### **Article IX. Amendments**

These bylaws may be amended by a vote of two-thirds of the members of the organization present at any regular meeting or at a special meeting called for that purpose. The membership shall be notified of adopted bylaw amendments by the most feasible means.