

STUDENT ORGANIZATION NAME

BYLAWS

ARTICLE I.	NAME
Section 1.	The name of this organization shall be _____ at Cleary University.
ARTICLE II.	PURPOSE/MISSION
Section 1.	The mission/purpose of this organization is _____.
ARTICLE III.	AUTHORITY
Section 1.	This organization is a recognized student organization at Cleary University and adheres to all rules and obligations of Cleary University. This includes, but is not limited to, the completion and submission of an updated registration form to Student Life each year or within two weeks of an officer change.
Section 2. (optional)	This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing rules shall not conflict with these bylaws or Cleary University policies and procedures.
ARTICLE IV.	MEMBERSHIP
Section 1.	Membership in this organization shall be open to undergraduate and graduate students that are enrolled at Cleary University.
Section 2.	Eligibility for membership or elected officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. This organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.
Section 3.	<i>Optional Membership Dues section.</i>
Section 4.	<i>Optional Discipline of Members section.</i>
ARTICLE V.	OFFICERS
Section 1.	The officers of this organization shall be President, Vice President, Treasurer, and Secretary. They are collectively known as the Executive Board.
Section 2.	Powers and Duties of Officers
	<ul style="list-style-type: none"> a. The President shall serve as the chief executive officer of the organization. The President will establish the date and time of all meetings, set the meeting agendas, and preside over all meetings of the organization. The President will be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President may create standing and/or ad hoc committees as needed.
	<ul style="list-style-type: none"> b. The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant.
	<ul style="list-style-type: none"> c. The Treasurer shall handle all financial affairs of the organization. The Treasurer shall set the budget, maintain accounting records, and prepare monthly financial reports for membership.
	<ul style="list-style-type: none"> d. The Secretary shall keep membership records of the organization current, take minutes at all meetings of the organization, and shall keep the organization's archives.
Section 3.	A member may serve as an elected officer if they are a regularly enrolled undergraduate or graduate student in good standing with Cleary University.
ARTICLE VI.	SELECTION OF OFFICERS
Section 1.	The Executive Board are elected each semester. Elections shall take place at a regularly scheduled meeting of the organization where at least 50% of the

	members plus one is present. At least one week's notice shall be provided for any meeting at which an election is to be held.
Section 2.	Nominations for Executive Board positions can be made any time leading up to the motion to vote. Members may self-nominate or nominate another member.
Section 3.	The Executive Board will be elected by majority vote of the membership and votes shall be cast by secret ballot.
Section 4.	The Executive Board will assume office on the first day of the next semester and shall serve for one semester.
Section 5.	The membership may remove an Executive Board member at any time by majority vote at regularly scheduled meeting.
ARTICLE VII.	MEETINGS
Section 1.	Regularly scheduled meetings will be held monthly during the academic year.
Section 2.	Special meetings may be called by the President or majority of the Executive Board if minimum of 24 hours' notice is given.
Section 3.	Business cannot be conducted unless there is at least 50% of membership plus one present.
Section 4.	Members must be present, in person or virtually, to vote. Absentee or proxy voting is not permitted.
Section 5.	<i>Optional Executive Board Meeting section.</i>
ARTICLE VIII.	ADVISORS
Section 1.	The organization must have one faculty or staff advisor that is an employee of Cleary University. The advisor will serve for one academic year.
Section 2.	The faculty/staff advisor will never have control of the organization or its finances.
ARTICLE IX.	AMENDMENTS
Section 1.	Proposed amendments to these bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted on.
Section 2.	Amendments require approval by 50% of the membership plus one. The amendment shall be effective immediately.
Section 3.	A copy of any amendments to these bylaws must be submitted to Student Life within two weeks of adoption.

These bylaws were adopted on

and most recently revised on