# DRAFTING OF BY-LAWS

By-Laws defines the primary characteristic of the club. It serves as the fundamental instrument of how the club functions. The information here should be used for years to come when you are no longer a student here. All by-laws relating to the same subject should be grouped together under one article or section.

The following is the order of Articles:

**Article I NAME**

**Article II PURPOSE**

**Article III MEMBERS**

Section 1. Types of membership: active and passive

Section 2. Qualification of Membership

Priority Point Break Down:

1 point – 50% meetings, 50% events

2 points – 50% meetings, 75% events (including community service)

3 points – OFFICERS ONLY: 50% meetings, 100% events (including community service event)

Section 3. Any required fees or dues

Section 4. Provisions of resignation

**Article IV FACULTY ADVISOR**

Section 1. Duties of Faculty Advisor

**Article V OFFICERS**

Section 1. Duties of Officers

**Article VI ELECTIONS**

Section 1. Method of elections

Section 2. Length of term

**Article VII MEETINGS**

Section 1. Time and place of regular meetings

Section 2. Special meetings procedures

Section 3. Number constituting a quorum

**Article VIII COMMITTEES**

The following articles are written out for you:

**Article IX** - Unless suspended, all meetings will be run according to Robert’s Rules of Order, Newly Revised.

**Article X** – These by-laws may be amended by a majority vote of the members provided that a quorum is present. If such amendments pass by the majority, it then must be presented to the Student Government Association for final approval.

**Article XI** – The club and any individual associated with said club, shall abide and conform to all Federal Laws, New York State Laws, all rules and regulations of Marist College, and all directives of the Student Government Association. Any violation of the aforementioned criteria may result in the disciplinary action taken on the club charter.

**Article XII** - The Marist College Division of Judicial Affairs holds this policy for the college: Any action, which endangers the mental, emotional, or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in an organization or team whose members are, or include, students at Marist.

**Updated**…(Date) **By**…