

Mock Bylaws

TO BE USED BY ORGANIZATIONS INTERESTED IN FORMING A BYLAWS AND BECOMING RECONGNIZED OR APPROVED BY THE STUDENT SENATE AND CLARION UNIVERSITY.

Name of Organization
BYLAWS

ARTICLE 1.-NAME.

This section states the name of the organization. It is also optional in this section to state the origin of the name, and (if a national organization) the national name of the organization. (This would only be done if the national name were different from the local chapter name).

Ex. The name of this organization shall be the _____ Her Campus _____ of Clarion University.

The name of this organization shall be the _____ chapter of the _____ of Clarion University of Pennsylvania.

ARTICLE 2.- PURPOSE

In this section you will want to answer the questions:

Why are you forming this organization? What are the benefits? Why will people want to join?

We think it will be a good addition to the existing organizations on campus, to team up with them and be more involved on campus as a group. It is beneficial because it is a platform for college students to write and express themselves on all issues and topics. People will want to join who enjoy to write and have a large social media presence of themselves, and also for those who want careers in the blogging or magazine industry someday.

To be followed by a primary purpose and perhaps a secondary purpose.

ARTICLE 3.- MEMBERSHIP

Section 1. State the qualifications for joining the club (grade point average, class standing, major, recommendations), number of meeting to attend, whom to talk about membership, whether you have to be a student of Clarion University, etc.

Note: This section of your Bylaws may very well be the deciding factor as to whether or not you will be recognized by the Student Senate and it will also play a major role in determining your recognition status. Approved organizations are not funded by the Student Senate and they have selective membership qualifications. Recognized organizations are funded by the Student Senate

and are open to all interested students, as long as they provide no exclusion to students who are interested in participating in the club activities.

The qualifications for joining are:

A GPA of 2.5, any class standing, and any major. Meetings are mandatory unless having a valid reason to miss, which would be: Evening class, work, or being ill. Who to talk to about membership would mostly be the Campus Correspondent, but anyone is welcome to ask someone on the staff. They must be a student of Clarion University, but may be a commuter student or online student.

Section 2. States membership fees. Membership fees are not necessary in all organizations, but some prefer to have them supplement costs that cannot be provided for by the Student Senate. Additionally, some national organizations require local chapters to pay national fees.

Membership fees may be put in place for the fall 2017 semester. They would be \$20-\$25.

Section 3. States conditions which members may be dismissed.

A member will be dismissed from the staff if they do not submit writing content for 3 weeks in a row, meaning they have received 3 strikes against them. Also if they have been missing an excessive amount of meetings for non-valid reasons.

ARTICLE 4.- DUTIES AND ELECTIONS OF THE OFFICERS.

Section 1. State the officers of the organization and their role.

Courtney McBride- Campus Correspondent & Social Media Director

Amanda Elder- Senior Editor

Caylin Pacararu- Events Director

Kara Brett- Marketing & Publicity Director

Section 2. State the election process of the officers including when, how, and whom the elections will be run.

New officer positions or new elections for officer positions will be held every fall semester, and duties will be carried out the entire school year. If an officer steps down, they will be replaced by another staff member who feels he/she can carry out their duties.

Section 3. Statement of majority vote should be stated to assure a fair election.

The staff member with the most votes for an officer position, will receive that position.

ARTICLE 5.-ROLE OF CAMPUS ADVISOR.

Section 1. How is the advisor selected and what their job is in the organization.

Our advisor is Dr. Lacey Fulton, her job is to be of any assistance to us when it comes to managing the group, and giving professional advice.

Section 2. State the amount of power that the advisor has over the organization.

She is able to attend our meetings and join in on group decisions.

Note: Advisors do not get a vote.

ARTICLE 6.-MEETINGS.

Section 1. How many meetings will be held during each semester?

One meeting a week, so 14 meetings a semester.

Section 2. A statement of Quorum.

At least 8 members need to be present in order to hold a meeting.

Section 3. A statement of majority.

No more than 40 members in total.

Section 4. The type of procedure used to conduct a meeting

Meetings are run mostly by the Campus Correspondent, with inputs added from the Executive Board during the meetings. Meetings are planned in advance, involving PowerPoints, and concluded with group activities.

Section 5. Special meetings: Who calls them? What type of notice must be given prior to them? Must this be voted upon? How will members be notified?

Special meetings are called by the Campus Correspondent. A 24-hour notice must be given, it is not voted upon. Members will be notified by email.

ARTICLE 7.-FINANCES AND FUNDING.

Section 1. Will there be dues of any kind?

Dues would only involve contributing money to t-shirt orders and contributing to buying products to donate to other organizations.

Section 2. Will funds be requested from Student Senate?

Yes.

Section 3. Will the club be self-supporting by fund-raising activities?

Yes.

ARTICLE 8.-AMENDING, SUSPENDING, AND ACCEPTING.

This article will discuss how the Bylaws can be changed. It will define what vote of the organization's membership is needed in order to change the Bylaws. This article should also define all conditions under which the Bylaws can be changed.

All changes to the Bylaws must be approved by the Student Senate, the Vice President of Student Affairs, and the President of Clarion University. This must also be stated in the Bylaws.

ARTICLE 9.-RATIFICATION.

These Bylaws, and its amendments, shall become effective upon ratification by the members of _Her Campus_____ and following the approval of the Student Senate of Clarion University of Pennsylvania, the vice president for student & university affairs, and the president of Clarion University.

These Mock Bylaws was formed from the various guidelines to constructing an organization's Bylaws and statements were taken from outstanding organizational Bylaws currently recognized by the Student Senate.

Student Organization must function in compliance with their approved Bylaws. Any adopted changes to the Bylaws by a student organization must have the written approval of the Student Senate, the Vice President of Student Affairs, and the President of Clarion University before they may be implemented