

BY-LAWS OF THE insert name ORGANIZATION

ARTICLE I Name and Purpose of Organization

Section 1. This organization shall be known as the insert name organization.

Section 2. The purpose of this organization shall be as follows:

- a. to xxx;
- b. to xxx;
- c. to xxx;

ARTICLE II Membership

Section 1. Membership in this organization shall be open to currently enrolled students of The University of Texas Health Science Center at San Antonio. (May also add others such as alumni members, faculty, staff, etc.) or other stipulations such as affiliation with a particular department or school of the university. You may also want to say "do not have to be enrolled in summer semester."

Section 2. Primary qualifications of currently enrolled students for active membership include:

- a. xxx;
- b. xxx;
- c. xxx;. These might include academic restrictions such as maintaining certain GPA; participation in X number of hours of community service, etc.

Section 3. Primary qualifications of insert other membership types such as faculty, staff, or alumni then list those qualifications.

Section 4. Insert how and when members are selected, elected, or able to join.

Section 5. The privileges of membership of an active member may be suspended or revoked insert manner in which this may occur and by whom.

ARTICLE III Officers & Committees

Section 1. Officers of this chapter shall be a President, Vice-President, Secretary, Treasurer, and Faculty Advisor. Change to suit the needs of your organization. Other positions may include Social Chair, Community Service Coordinator, etc. All HSC student organizations must have a faculty advisor.

Section 2. All officers shall be elected by ...Indicate here how officers are elected, appointed, selected including by whom, by what procedure (secret ballot, etc.), and during what time of year or at a specific meeting. Include nomination process as well, if one will be used. Officers shall serve a term of one year.

Section 3. The duties of the President shall be as follows:

- a. to call special meetings of this organization;
- b. to appoint committees and committee chairmen as s/he deems necessary;
- c. to be responsible for;

Section 4. The duties of the Vice-President shall be as follows:

- a. assist the President and Faculty Advisor in any way possible and fulfill the duties of the President in the President's absence;
- b. Add additional responsibilities here.

Section 5. The duties of the Secretary shall be as follows:

- a. to handle all correspondence of the organization;
- b. to notify members of the time and place of meetings;
- c. to record minutes of the meetings;
- d. Add additional responsibilities here.

Section 6. The duties of the Treasurer shall be as follows:

- a. to collect and handle all dues, fees, etc. which pertain to this organization;
- b. to organize fundraising activities for the organization;
- c. Add additional responsibilities here.

Section 7. The duties of the Faculty Advisor shall be as follows:

- a. to monitor activities of the organization and ensure that these activities are acceptable according to the by-laws of this organization, as well as other rules, regulations, policies, and laws that may govern this organization regarding its recognized status through The University of Texas Health Science Center at San Antonio.
- b. to assist the officers and members of the organization in promoting the objectives of the organization.

Section 8. Chairs of such committees as the President may appoint shall designate the meeting times and places for the members of their respective committees as they shall deem appropriate.

Section 9. Vacancies occurring on committees or in any elected office shall be filled by insert procedure here such as appointed by President, elected by special election, etc.

Section 10. Any officer of the organization may be removed by the concurrence of three-fourths (3/4ths) majority of the entire active membership of the organization. Or indicate alternate procedures desired.

ARTICLE IV Fees and Dues

Section 1. If membership fees and/or dues are assessed, indicate how the amount is to be determined (avoid naming an actual amount in your by-laws as you will have to amend your by-laws if you want the amount to change.

Section 2. Indicate who is responsible for paying fees and/or dues (active students only, all members, etc.).

Section 3. Indicate by when and by whom fees will be collected and if there are any penalties assessed for late payment.

Section 4. Indicate under what circumstances fees may if refunded, if any.

ARTICLE V Meetings

Section 1. Business meetings of this organization shall be held insert how often and during what months meetings are to be held (include any exceptions such as breaks and holidays) at a time and place determined by the president to be most convenient and expedient.

Section 2. Attendance of all active members is required at all business meetings. Notice of time and place of meetings shall be made by the secretary at least three days prior to the date of the meeting.

Section 3. Special meetings may be called at any time when deemed necessary by the President.

Section 4. The procedure at all meetings, organization and committee, shall be governed by accepted Parliamentary rules of order, and members shall observe proper decorum during these meetings.

ARTICLE VI **Amendments**

Section 1. The organization shall have the power to make and amend these by-laws as may be deemed necessary.

Section 2. Amendments shall be adopted by the favorable concurrence of not less than two-thirds (2/3rds) of those members present and voting, provided that such proposed amendment or amendments have been made available to all active members at least one week prior to voting and shall have been read in full to the organization members present and voting.

Approved this *indicate date and by whom*.