

THE BYLAWS OF THE (STUDENT ORGANIZATION NAME)
OF WEST CHESTER UNIVERSITY

Article I: NAME

Section A:

- i. The name of this organization shall be (NAME of ORGANIZATION).

Article II: PURPOSE

Section A:

- i. The purpose of this organization is (PURPOSE/GOALS).

Article III: MEMBERSHIP

Section A:

Any West Chester University Student may become a member of (ORGANIZATION NAME) provided that they have paid their Student Activities Fee in full.

Section B: Members will adhere to any minimum membership expectations as follows:

- i. Members in good standing shall be defined as any member that has attended at least (#) meetings per academic semester. These individuals will be the voting members.
- ii. Additional organization membership requirements can be listed in this section (see iii, b.)
- iii. Members will adhere to membership requirements and sign an acknowledgement of these requirements within TEN (10) days of becoming a member of ORGANIZATION NAME. The executive board is responsible for maintaining all records related to this agreement.
 - a. For any organizations that are a local entity of an inter/national organization, any additional requirements will be included and updated as necessary in section members acknowledge upon BECOMING A MEMBER.
 - b. INSERT ADDITIONAL REQUIREMENTS
- iv. Members will act in accordance with **Roberts Rules of Order** and the **Student Code of Conduct**. This includes but is not limited to:

- a. Everyone has the right to participate.
- b. Only one thing can be discussed at a time.
- c. Everyone has the right to know what's going on.

Article IV: OFFICERS AND DUTIES OF OFFICERS

Section A:

The officers of (ORGANIZATION NAME) shall be:

President
Vice President
Treasurer
Secretary

(LIST ADDITIONAL OFFICER POSITIONS)

Section B:

The duties of the president shall be:

- i. To chair all meetings.
- ii. To be a non-voting member of (ORGANIZATION NAME) The president will vote only in the case of a tie.
- iii. (ADDITIONAL DUTIES)

Section C:

The duties of the vice president shall be:

- i. To be the head of committee chairs.
- ii. To preside over meetings in the absence of the president.
- iii. To be a voting member of (ORGANIZATION NAME).
- iv. (ADDITIONAL DUTIES)

Section D:

The duties of the treasurer shall be:

- i. To manage the monies of (ORGANIZATION NAME).
 - ii. To attend the annual Student Government Association budgeting seminar meeting, held in the fall of each year.
 - iii. To write and submit the annual budget of (ORGANIZATION NAME).
 - iv. To be a voting member of (ORGANIZATION NAME).
 - v. To preside over meetings in the absence of the president and vice president.
- (ADDITIONAL DUTIES)

Section E:

The duties of the secretary shall be:

- i. To take and report all minutes from (ORGANIZATION NAME) meetings.
- ii. To be a voting member of (ORGANIZATION NAME).
- iii. To maintain record of the membership of (ORGANIZATION NAME).
- iv. To preside over meetings in the absence of the president, vice president, and treasurer.
- v. To be the manager of the (ORGANIZATION NAME) website.
- vi. (ADDITIONAL DUTIES)

(A SECTION MUST BE WRITTEN IN THE ABOVE FORMAT FOR THE DUTIES OF ANY ADDITIONAL OFFICER POSITIONS, IF APPLICABLE)

Section F:

- i. All officers will have a cumulative GPA of 2.0 at the time of election and during their term of office.
- ii. Term of office shall be one academic year.
- iii. All officers will be considered in good standing with the Office of Student Conduct.
- iv. The Office of Student Leadership and Involvement is responsible for maintaining records for these requirements.

Article V: ELECTIONS

Section A:

The election process will take place by March 31st. The elected officials will spend the remainder of the Spring Semester shadowing the current executive board and will take office after the last day of the semester.

Section B:

Any member in good standing as defined in Article III, Section B, may be nominated for office. Nominations must be made by members in good standing. Members may be self-nominated.

Section C:

There will be a minimum of two weeks between nominations and election of officers.

Section D:

Voting will be done by secret ballot. Ballots will be counted by an uninvolved third party.

Section E:

Vacancies will be filled by current members of (ORGANIZATION NAME).

Nominations will be made at the next regular meeting, or at an emergency meeting. The general election process outlined in these bylaws will be followed.

Article VI: OFFICER AND MEMBER ACCOUNTABILITY

Section A: Maintaining Membership

- i. Any member or officer who is not in good standing or fails to meet the responsibilities of their office may be subject to removal.
- ii. Any member/officer subject to removal will receive notice of the allegations in a timely manner, communication from the Executive Board and/or Advisor, and will have the opportunity to be heard. Final removal decisions are not subject to appeal, as each student will have been afforded adequate due process.
- iii. All members are encouraged to respect the privacy of any member/officer who is engaged in a Member Accountability process.

Section B: Any officer is eligible for removal/impeachment. An officer may be removed for one or more of the following reasons:

- i. Verifiable nonfeasance, misfeasance, or malfeasance of the duties of an officer or those duties as specified for that individual office.
- ii. Failure to meet the qualifications for the office as specified.
- iii. Malfeasance of student funds.
- iv. Failure to attend the majority of meetings in one semester.

Section C: **Impeachment of Officers** - the process of the removal an officer shall proceed as follows:

- i. Any member in good standing of (ORGANIZATION NAME) may file written impeachment **allegations** and submit them to the group's advisor.
- ii. The advisor will form an Ad Hoc committee and select a chairperson for the **Ad Hoc** committee.
 - a. The Ad Hoc committee is responsible for reviewing allegations, hosting due process meetings and making recommendations to the Advisor in the form of a report containing facts found by the committee, and a final recommendation.
- iii. The committee will convene within (#) days of the receipt of the **allegations**. At the discretion of the committee, the **Complainant (individual reporting the allegations)** may attend a portion of the meeting to explain the **allegations** but will not be present during deliberation.

- iv. The committee will review and assess the allegations and provide recommendations to the Advisor for review and consideration.
- v. In the event that there are no grounds to proceed, the Complainant(s) will receive written notification from the Advisor.
- vi. In the event that there are grounds to proceed, the Respondent will receive written notice of the allegations within (#days) of the Ad Hoc Committee's review which will include the date, time and location of the impeachment proceeding.
 - a. A special meeting will be scheduled for the impeachment proceeding.
 - b. A quorum must be present for the impeachment proceeding.
- vii. Neither the Complainant(s), nor the Respondent will preside at the hearing. Subject to that provision the following will be the rank for determining who will preside:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
 - e. (ADDITIONAL OFFICERS)
- viii. The agenda for the hearing proceedings will be as follows:
 - a. Call to Order
 - b. Roll Call
 - c. Presentation of allegations by the Complainant(s): the Complainant(s) will appoint a spokesperson who will be permitted a maximum of (#) minutes speaking time to articulate the allegations.
 - d. The Respondent will be permitted a maximum of (#) minutes speaking time to respond to the allegations.
 - e. The floor will then be open for questions and discussion.
 - f. At the conclusion of discussion, a vote will be taken by secret ballot, with 2/3 of the members present voting in the affirmative necessary for removal.
- ix. In the event that an officer is removed, the officer may still be permitted to remain a member of the organization provided the officer has not been processed through the Member Accountability process as outlined in Section D.
- x. Outcome of this process will be communicated in writing with the Office of Student Leadership and Involvement.

Section D: Member Accountability Process

- i. Any member may be referred to the Executive Board in response to failure to comply with minimum membership expectations.
- ii. A member may be removed for the following reason:

- a. Non-adherence to Minimum Membership requirements as defined in Article III.

Section E: Member Removal process is as follows:

- i. Any member in good standing of (ORGANIZATION NAME) may submit a written report regarding a member's non-adherence to Minimum Membership requirements as defined in Article III to the Advisor.
- ii. *Upon receipt of the allegations, the Advisor will send a written request to the member in question via email to schedule a meeting with the Advisor to discuss the reported allegations.*
- iii. *The purpose of the meeting is to review the allegations and if appropriate, establish an action plan to address the reported allegations.*
- iv. *The Advisor will provide a written summary of the meeting via email to the member outlining an action plan including a timeline, if applicable.*
- v. *In the event that the member does not complete the action plan requested by the designated deadline, communication from the Advisor to the President will be provided regarding initiation of the formal removal process.*
- vi. Once a formal request for the removal of the member has been communicated, the President will call and hold a mandatory meeting within five (#) business days with the Executive Board, the Advisor and the member in question.
- vii. The member must be *notified* of the meeting at least 3 business days in advance, will be scheduled when the member in question does not have class.
 - a. If the President is the student in question, the Vice-President will assume the role of convening the executive board meeting and carrying out the duties in this section.
- viii. At the meeting the Executive Board will discuss the allegations with the member. If the member does not appear or chooses to not participate in the meeting, the officers will be allowed to take action at the scheduled meeting.
- ix. A 2/3 affirmative vote is required to remove the member from the organization.
- x. The member will be *notified* in writing of the outcome upon conclusion of the meeting.
- xi. The outcome of the proceeding will be communicated in writing with the Office of Student Leadership and Involvement.
- xii. Appeals

Section F: The process defined in Article VI: OFFICER AND MEMBER ACCOUNTABILITY may not be used for any violations of University policy. Allegations of violations of University policy should be discussed and reviewed with the Advisor. Violations must be reported to the proper University channels as defined in Article X.

- i. Once reported, these processes are confidential.
 - a. The organization and its members will not be privy to any investigation process or final conclusions.

- ii. Membership removal may be recommended by the investigatory office following a meeting with the member to review any relevant documentation.
- iii. If membership removal is not recommended, an action plan will be created for each individual student that has gone through the member accountability process.
 - a. This action plan will be created in collaboration with the President and Faculty/Staff Advisor, and student in question.
 - b. This action plan will include measurable outcomes related to the stated behavior in question.
 - c. The President and Faculty/Staff Advisor are responsible for ensuring that this action plan takes place within the provided timeframe.

Article VII: MEETINGS

Section A:

Meetings will be held at least (FREQUENCY OF MEETINGS).

Section B:

Quorum will be defined as 50% + 1 member for official business to take place.

Section C:

Meetings will be held using Parliamentary Procedure as adapted from Robert's Rules of Order, Newly Revised.

Article VIII: COMMITTEES

Section A:

Committees will be formed as is deemed necessary by the officers of (STUDENT ORGANIZATION NAME).

Section B:

All committees will have Ad Hoc status for one year. If a committee is still in existence after one year, it may be made into a standing committee by amending these bylaws.

Section C:

The duties of any committee will be formally outlined by the officers of (STUDENT ORGANIZATION NAME) at the time they recommend the formation of that committee.

Section D:

Committee chairs will be appointed and removed by the president of (STUDENT ORGANIZATION NAME).

Article IX: AMENDMENTS

Section A:

These bylaws may be amended as necessary by a 2/3 majority vote of members in good standing attending the meeting where amendments shall take place.

Section B:

The process of amending these bylaws shall be as follows:

- i. Amendments to these bylaws will be suggested by the officers of (STUDENT ORGANIZATION NAME).
- ii. Amendments will be presented at the next (STUDENT ORGANIZATION NAME) meeting. At this time, discussion will take place.
- iii. The language for amendment will be tabled for no less than one week.
- iv. After that period of no less than one week, a vote by secret ballot will take place.

Article X: ANTI-DISCRIMINATION STATEMENT

Section A:

West Chester University and (INSERT STUDENT ORGANIZATION NAME), is committed to providing leadership in extending equal opportunities to all individuals and prohibits any form of discrimination and harassment on the basis of sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital or family status, medical condition, genetic information, veteran status, or disability in any decision making regarding admissions, employment, or participation in a University program or activity in accordance with the letter and spirit of federal, state, and local non-discrimination and equal opportunity laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, The Age Discrimination in Employment Act, The Americans with Disabilities and ADA Amendments Act, The Equal Pay Act, and the Pennsylvania Human Relations Act.

Section B: Any violations of the above must be reported via the following channels for member accountability:

- i. Office of Diversity, Equity and Inclusion Reporting Forms:
[Sexual Misconduct](#)
[Discrimination and Harassment](#)

Section C. Any violations of the Student Code of Conduct need to be reported via the Office of Student Conduct [reporting form](#).

Written by: (AUTHOR'S NAME/DATE)

Revised: (KEEP RECORD OF ALL DATES OF REVISION HERE)