



# **Student Clubs & Organizations Handbook 2015-16**

**Athens State University  
Office of Enrollment and Student Support Services  
Office of Student Activities**

**Revised: May 2015  
Revised: November 16, 2016**



Student Clubs and Organizations Handbook  
2015-16 Academic Year  
Revised: May 2015  
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## Introduction

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The purpose of this handbook is to assist student clubs and organizations and the club or organization officers, advisors, and sponsors in having an effective and efficient student organization on the Athens State University campus.

This handbook provides information related to the University's rules and requirements for clubs and organizations, and describes some of the services available from the Office of Student Activities that can assist clubs and organizations in achieving their unique goals and purposes.

All clubs and organizations, whether existing or new, must complete and submit the required petition for recognition, club information, and officer certification forms each year. You can fill out this form online at: [Club Registration Form](#)

You will be contacted with additional information for submitting your clubs/organizations constitution once your club registration has been submitted.

Additional information and assistance are available from the Office of Student Activities, located in the Classroom Building, Room 105. The Office is open 8:00 a.m. - 4:30 p.m., Monday – Friday.

A handwritten signature in black ink that reads "Terry Stepp".

Director of Campus and Community Engagement

(256) 233-8241

[Terry.Stepp@athens.edu](mailto:Terry.Stepp@athens.edu)

## **Establishing a Club or Organization: Recognition, Membership, and Advisors**

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Student clubs and organizations are recognized by the University when their goals, purposes, activities and programs are likely to contribute to the educational, professional, civic, or social development of the student members of the organization, the University community, and the mission of the University in general. However, as members of the University community, members and advisors of student clubs and organizations have certain responsibilities related to the activities and conduct of the members and advisors.

### **Recognition of a New Club or Organization**

Any five students with a common interest can submit a petition to become a recognized student club or organization. All clubs and organizations, whether existing or new, **must** complete and submit the required petition for recognition, club/organization information, and officer certification forms **each year**. New organizations **must** also submit a constitution and bylaws document for the organization (see the template later in this handbook). Procedures for recognition are specified in the next section of this handbook. Once the petition and other materials are approved, the club or organization becomes an officially recognized club or organization of the University with the rights and responsibilities that recognition entails.

### **Continuing Recognition for Existing Clubs or Organizations**

At the beginning of the fall semester, each existing student organization that wishes to continue its recognition must resubmit the required petition for recognition. Organizations are also required to submit revised constitution or bylaws whenever amendments are duly adopted. It is the responsibility of the officers or advisors of the organization to notify the Office of Student Activities of any updates or changes throughout the year.

### **Membership**

**Membership in clubs and organizations is restricted to regularly enrolled Athens State University students, faculty, and staff.** In accordance with the University's policy on non-discrimination, membership in any Athens State University student club or organization cannot be restricted on the basis of race, color, national origin, age, marital status, sex, sexual orientation, disability, religion, genetic information, or veteran status.

### **Advisors**

Each student organization is **required** to have at least one full-time University faculty or staff member serving as an advisor. In addition to providing guidance in program planning and maintenance of functions of the organization, the advisor(s) helps to provide continuity from year to year and aids in the transition to new officers. The advisor(s) also has responsibility for ensuring that the organization and its members abide by all University policies, regulations, and guidelines as they relate to the organization's activities and events. If any organization is having difficulty finding an advisor, the Director of Campus and Community Engagement may be able to assist in finding someone interested in advising the organization.

## Procedures for the Recognition of a Student Club or Organization

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All officers/advisors/members of a student club or organization should review the Student Clubs and Organizations Handbook and be familiar with its contents and conditions. Additional information and assistance is available from the Office of Student Activities.

### Procedures for Recognition

1. Using the form available on the Student Activities website, an organization representative completes and submits the required petition for recognition. **A minimum of five active members is required to receive and maintain recognition.**
2. Once the petition has been submitted, the club/organization will be sent additional forms to complete the registration process. That will include a constitution template and a form requesting for a brief description of the club/organization to be added to the website. All forms should be filled out and returned electronically and sent to the Director of Campus and Community Engagement. In addition, club/organization leadership will need to attend a training session with the SGA (or an individual session with Director of Campus and Community Engagement). Training session dates will be sent out at the beginning of the Fall & Spring semesters.
3. If the club or organization is new, the petition is reviewed by the SGA and, provided the group has completed and submitted the required forms, and its purpose is lawful and within University regulations, the petition is accepted by the SGA and sent to the Director of Campus and Community Engagement and to the Vice President for Enrollment and Student Support Services for final approval. Petitions for existing clubs or organizations will be subject only to the review and approval of the Director of Campus and Community Engagement and the Vice President for Enrollment and Student Support Services
4. After approval by the Vice President for Enrollment and Student Support Services, a copy of the petition form is returned to the organization as a formal notification of recognition.

Should the Vice President for Enrollment and Student Support Services or the Director of Campus and Community Engagement feel that the organization does not meet the requirements for new or continuing recognition, the organization will be notified of the reason in writing. The organization may appeal that decision to the Administrative Council through the Vice President for Enrollment and Student Support Services. The decision of the Administrative Council will be final.

**Each fall semester, the petition for recognition must be resubmitted in order to maintain recognized status. For organizations requesting continuing recognition, forms should be completed and submitted to the Director of Campus and Community Engagement no later than the end of September.**

## Rules on Members and Officers of Clubs or Organizations

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Recognized student organizations have complete freedom in the selection of members, provided that:

- All members are currently enrolled students, faculty, or staff at Athens State University.
- There is no discrimination in the selection of members that is in violation of the University's Non-Discrimination Policy or applicable state and federal regulations.
- Rules for general membership and voting membership (if different) are clearly defined in the organization's constitution and bylaws and are duly adopted.

**Some clubs or organizations may have certain requirements or qualifications for membership. For example, honor societies may have certain grade point average requirements in order for an individual to qualify to become a member.**

Recognized student organizations are free to establish rules and procedures for the qualifications and election of the organization's officers, provided that:

- A student being considered for office is currently enrolled at Athens State University.
- A student being considered for office is a recognized active voting member of the organization.
- There is no discrimination in the selection of officers that is in violation of the University's Non-Discrimination Policy or applicable state and federal regulations.
- Rules for the qualifications and election of officers are clearly defined in the organization's constitution and bylaws and are duly adopted.

## Rights of Student Clubs or Organizations

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Recognized student organizations have the right to:

- Use the Athens State University name when referring to the organization in information, publicity releases, and for club functions. However, the acronym "ASU" **cannot** be used in any public information or publicity releases. For institutional record keeping purposes, the official name of the organization will generally not include Athens State University, ASU, or any variation.
- Use the services of the Office of Student Activities Office in planning, approving, and conducting events, programs, and activities, and in evaluating the events so as to make the organization more effective and efficient.
- Use campus news and publicity media and/or outlets subject to approval and in accordance with applicable University policies and procedures.
- Develop and maintain an organizational webpage hosted on the University web server, subject to approval and in accordance with applicable University website policies and procedures.
- Invite off-campus speakers, visitors, and artists to attend or present at regularly scheduled meetings and programs sponsored by the organization, subject to approval and scheduling in accordance with applicable University policies and procedures (see the Events, Programs and Activities section later in this handbook).
- Distribute literature relating to the organization's purpose and activities in campus areas and at University events subject to approval and in accordance with applicable University policies and procedures.
- Sponsor profit-making activities and solicitation of funds for organizational activities subject to approval and in accordance with applicable University policies and procedures.
- Select an official representative (SGA Senator) to attend SGA meetings, vote on SGA business matters and be able to request funding from SGA, Student Activities and from the Alumni Association for club/organization sponsored events and programs.

## Responsibilities of Student Clubs or Organizations

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Student organizations and their officers, members, and advisors have the responsibility to:

- Attend required training sessions held by the Office of Student Activities
- Manage the organization and carry out all of its activities in accordance with the organization's constitution and bylaws, applicable University policies and procedures, and all local, state and federal laws.
- Be aware that the organization may be held responsible for the conduct of invited guests or visitors attending events, programs, or activities sponsored by the organization.
- Ensure that the organization has at least one full-time University faculty or staff member serving as an advisor at all times.
- Conduct the business and fiscal operations of the organization in accordance with standards of good business management and practice and applicable University policies and procedures.
- Always be aware of the special role the organization holds as an integral part of the University community, and to act accordingly and in the best interests of members, the University, and the surrounding community.
- Update the club or organization information whenever necessary with the Office of Student Activities. This includes, but is not limited to, changes in the organization's constitution, bylaws, officers, membership requirements, purpose of the organization, or authorized signatures for bank accounts.

**All students, whether as individuals or as a group, must abide by the responsibilities and provisions defined in the *Student Code of Conduct and Disciplinary Procedures*.**

**If the Director of Campus or Community Engagement or the Vice President for Enrollment and Student Support Services judges that any organization is functioning in an irresponsible or inappropriate manner, or that the organization or its members are in violation of University policies or procedures, the Director or Vice President has the option of placing the offending organization on restrictive probation or withdrawing the recognition of the organization. The organization may appeal a decision of probation or loss or recognition to the Administrative Council through the Vice President for Enrollment and Student Support Services. The decision of the Administrative Council will be final.**

## Events, Programs, and Activities

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Athens State University permits expression of a full range of ideas and viewpoints, as long as there are no violations of University policies and procedures or local, state and federal laws. Organization advisors, officers and members are responsible for ensuring that any event, program or activity is properly approved according to University policies and procedures. **The University assumes no liability for individual actions that occur during an event, program or activity sponsored by a student club or organization.**

Events, programs, and activities (hereafter simply referred to as events) sponsored by a recognized club or organization generally fall into three categories:

- A regular or special meeting of the organization.
- An on-campus event directly sponsored by the organization, or an on-campus event sponsored by the organization in conjunction with a University event (such as the Fiddler's Convention).
- An off-campus event sponsored by an organization.

### Regular or Special Meetings

If regular club meetings are scheduled, the club advisor should contact Kim Braden at (256) 233-8175 to reserve a permanent classroom meeting space for the semester. The advisor should arrange this meeting space at the start of every semester.

### On-Campus Events

In general, for an on-campus event to be approved, the organization must:

- Submit a proposal and request for approval of the event to the Office of Student Activities at least four (4) weeks in advance of the event.
- Some on-campus events may require additional provisions for liability or waiver from liability. Final approval for such events will not be granted until such provisions are documented.
- If an event is approved, campus rooms or facilities must be reserved by the advisor using the appropriate facilities reservation procedures and timelines.

### Off-Campus Events

In general, for an off-campus event to be approved, the organization must:

- Submit a proposal and request for approval of the event to the Office of Student Activities at least four (4) weeks in advance of the event.
- Off-campus events may require additional provisions for liability or waiver from liability. Final approval for such events will not be granted until such provisions are documented.
- If travel is associated with the off-campus event, appropriate waivers from liability must be in place. If University vehicles are to be used for transportation of advisors and/or members, the vehicles must be reserved in accordance with applicable University policies, procedures, and timelines.

## Financial Regulations

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The organization's funds must be deposited and maintained in an account with the Office of Financial Affairs (also known as the Business Office) according to University policies and procedures. **Clubs and organizations cannot establish and maintain an outside bank or checking account for the organization's funds.**

Organizations funded from University accounts (including SGA allocations) may disburse such funds only in accordance with University policies and procedures. The funds will be disbursed via regular University purchasing procedures.

University requirements in no way preclude the right of the organization to solicit funds or disburse monies that are not derived from the University, as long as any fundraising policy or disbursement does not violate University policies and is in accordance with the organization's bylaws (see the Fundraising Regulations section) .

The University assumes no liability for the financial transactions of a student organization and strongly recommends that each organization establish appropriate controls it deems necessary in the organization's constitution and bylaws.

## Fundraising Regulations

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The President of Athens State University has assigned the Office of University Advancement as the office responsible for the coordination of solicitations and proposals seeking gifts or monies for the University from individuals, corporations, and foundations. The Vice President for University Advancement works with the President and other members of the administration in setting the University's fundraising priorities in accordance with the University's vision, mission and goals. As part of the fundraising process, the Vice President for University Advancement will present an annual fundraising plan to the President other members of the administration for review and approval.

**All faculty and staff employees, student clubs and organizations, alumni, or the alumni association must seek approval by submitting required forms and documentation to the Office of University Advancement prior to initiating any fundraising activity.** The approval process is designed to avoid duplication of solicitations and fundraising efforts as well as to ensure that University policies and procedures are followed. Fundraising activities may include raising funds for scholarships, special events, students, staff and faculty activities, equipment, capital projects, or other activities requiring financial support.

## Guidelines for the Promotion of Organization Events

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### Program Communication

Promotion is a planned program of communication intended to promote the interest and participation of individuals. As a process, it informs, sells, educates, clarifies, exposes, excites, and involves. It serves as the vital link between the planned program and program response. Depending on the quality of the program, the promotional campaign can be one of the prime determinants of the success or failure of the program.

### Publicity as a Program

"Getting the word out" is a major part of the program planning process. Hastily prepared, ill-timed promotion can be as ineffective as a program planned in the same manner. On occasion, an event may have so much potential appeal that adequate promotion may consist merely of word of mouth. Other times, the program may be so new and unheard of that it is necessary to organize a full-scale promotion campaign to generate interest and enthusiasm for the event.

### Response to Promotional Methods

Promotional techniques, whether in the form of posters, banners, flyers, ads, web announcement, etc., will evoke a psychological response before the viewer even thinks about the message being communicated. The best promotion is that which is clean, readable, attractive, and informative. Super "artsy" graphics are nice and colorful, but the purpose may be lost if one cannot tell fairly quickly what program or event is being promoted. A flyer or poster that is unpleasing to the eye, poorly designed, or badly printed may be a detriment to the program rather than an asset. The character of the promotion, whatever it may be, reflects the quality of the upcoming program in the eyes of the person reading or hearing the promotion.

### **Questions to Consider for Promoting Events**

- Audience – What is the primary audience for the promotion and program? What response is anticipated?
- Location for the Event – Where are traffic patterns? What location is best suited to the focus/purpose of the event?
- Promotion Type – Flyers and posters? Ads? Web announcements? Other alternatives?
- Appeal – Is the promotional material designed to attract attention?
- Clarity of Information – Is the promotional material clear? How much information is necessary?
- Timing – When should promotional materials be distributed/posted? Should the distribution be staggered or all at once? (Factor in time for development and design of promotional materials).
- Event Workers/Coordination – Who will be responsible for what and when?
- Budget – Is the projected response worthy of the expense of the promotion? Is the promotion budget realistic?

### **Highest Degree of Effectiveness**

The most effective approach to publicizing a program is through a variety of methods that will work together and complement each other. These methods may include straightforward posters or flyers, media releases, audiovisual presentations, or some other creative approach.

### **Creative Promotion**

Enthusiasm and interest are much more easily generated if a creative approach to publicity is used. Unique, fresh, and clever methods of promotion are usually fun, will rally more support in terms of manpower, and if done in a sophisticated manner, will sell almost any program. It is more important, however, to be able to differentiate between a clever idea and a trite one.

### **Basic Information**

Flyers and posters should always include the basic information about an event; news releases may contain more details. In general, the following information should be included on a flyer or poster:

- Event Name
- Admission Charge, or Free of Charge
- Location
- Date
- Time
- Sponsor

Other important information relating to the event should be included as space allows.

### **News Releases**

In general any club or organization news releases should be typed, double-spaced and formatted for standard 8 ½-by-11 inch paper. News releases should generally include:

- Full name, telephone number, and email address of the contact person.
- A suggested brief title for the story. Titles should be in as few words as possible, but should clearly

communicate the focus of the story.

- Important elements of a story (preferably found in the first two paragraphs): Who? What? When? Where? How? Why? Double check all facts and information, and carefully verify the spelling of names.

For articles in the student newspaper, submit news releases to the office of *The Athenian* located in the Office of Student Activities. If the news is to be released to area newspapers or posted on the University website, it should be submitted to the Office of Public Relations. Include pictures or other graphics when necessary.

## Regulations for Posting and Distributing Organization Materials

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All materials to be posted or distributed must be reviewed for University Policy compliance by the Office of Student Activities. Reviewed materials will be expiration date stamped and posted/distributed in approved campus locations.

- Bulletin boards available for the posting of general announcements are clearly labeled "Student Public Announcements". Posting of posters or flyers for organization events will be allowed only on these bulletin boards; any material posted on boards that are reserved for specific uses will be removed.
- Signboards may be allowed in parts of walkways and buildings prior to the event, as long as they do not disrupt the flow of traffic. Such signboards must be approved by the Office of Student Activities.
- One poster per event will be allowed on public announcement boards.
- Permission to post may be refused if the posting material is illegible, or unclear; information must be neatly presented.
- Announcements will be posted weekly by Student Activities personnel and boards will be monitored each week to remove and discard expired announcements and posters. Organizations wishing to retain announcements or posters should inform the Office of Student Activities and should have a representative collect the posters immediately after the event.
- Posting of announcements of any kind is prohibited on walls, doors, or other painted surfaces; this includes glass doors and windows.
- Items posted by unauthorized persons will be promptly removed and discarded. Organizations that posting information improperly or without approval may be refused future posting privileges.

## **Services Available from the Office of Student Activities**

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All student organizations are under the supervision of the Director of Campus and Community Engagement and the Vice President for Enrollment and Student Support Services. The Office of Student Activities acts as the liaison for student organizations with the University; the Student Activities staff provides a number of support services to assist organizations as they carry on their business.

### **Arrangements and Reservations for University Facilities**

The Student Activities staff can assist organizations in finding and reserving an appropriate facility for a meeting or an event. Information on reserving a room can be obtained from the Office of Student Activities (256-233-8243).

### **Assistance in Program Planning**

An idea in the initial stages of development can be expanded and adapted toward a more successful end with the assistance of the Student Activities staff. Staff can assist with the practical considerations for the event and technical arrangements, therefore avoiding problems prior to the event.

### **Consultation in Organizational Development**

Organizational growing pains can often be eased with the assistance of a third party to consult and/or work with an organization. Student Activities staff are available to student organizations as difficulties arise or assistance is needed.

### **Bulletin Board Space**

The Student Activities office provides posting space in most buildings on campus. The Student Activities Office is responsible for approving all signs on the bulletin boards.

### **Mailboxes**

A mailbox for your organization can be reserved at the University Post Office in the Sandridge Student Center. Requests for a mailbox must be submitted to the Office of Student Activities to verify club recognition. Incoming mail, messages, and general information are distributed through the mailbox. Organizations that reserve a box and wish to receive mail on campus should use the address:

**Organizational Name**  
**Athens State University**  
**Box #**  
**Athens, AL 35611**

Mailboxes should be checked weekly or more often when mail flow is expected to be heavy.



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### **Design of Promotional Materials, Copying and Printing**

Student organizations that need assistance in developing promotional materials or copying and printing services should contact the Office of Printing and Publications (256-233-8293).

### **Email Notification of Events**

The Office of Student Activities sends a weekly email to all students notifying them of upcoming events. Organizations that wish to have their events included in this email should submit their event a minimum of two week in advance if they want it included. You can submit information about your event to:

[Event Advertisement](#)

Once an event is submitted, it will be included in the weekly Athens Events newsletter, added to the Student Activities calendar (found at: [Student Activities Calendar](#)) and posted to the social media accounts of Student Activities.

## Constitution and Bylaws Template

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A club or organization applying for recognition must submit a constitution and bylaws that provides the organization with rules for its operations and activities. These two connected documents should be clearly written and kept up-to-date to meet the needs of the student club or organization.

### The constitution:

- Establishes the broad structure and fundamental principles that govern the organization;
- Should be straightforward, and;
- Should require extraordinary circumstances and super-majority (that is, greater than a simple majority) support to be amended.

### The bylaws:

- Outline the specific rules, procedures, and processes for an organization;
- Must be consistent with the constitution, and;
- Should be somewhat easier to amend than the constitution.

The following is a sample constitution and bylaws that can serve as a “template” for clubs and organizations. **Instructions and suggestions are included in square brackets and can be filled in or removed as the club’s specific constitution and bylaws are drafted.**

**All of the Articles in the Constitution portion of the template are required for all organizations; however, some of the multiple Sections within some of the Constitution Articles may not be needed by every organization.**

All of the Articles and Sections in the Bylaws portion of the template may not be needed by every organization.

**Constitution of the**  
**[Insert Name of Organization]**  
**[Insert Date of Initial Adoption and Subsequent Amendments]**

# Article I – Name and Affiliations

**Section 1:** “The name of this organization is...” *[Only “Athens State” or “Athens State University” may be used in the name of the organization; ASU or any other variation cannot be used. All organizations recognized by the Office of Student Activities are official Athens State University student organizations. This name will be the official one required on all materials other than those used in institutional record keeping.]*

**Section 2:** *[Include the organization’s relationship to any Athens State University department and/or any campus, local, state, national, or international organizations.]*

## **Article II – Purpose**

**Section 1:** “The purpose of this organization is...” *[Include the primary purpose and functions of the organization.]*

## **Article III – Membership**

### **Section 1: General Membership**

*[This section states general membership requirements.]*

**[Required: this section must also contain the following statement: “Membership is restricted to regularly enrolled Athens State University students, faculty, and staff. No individual may be denied membership on the basis of basis of race, color, national origin, age, marital status, sex, sexual orientation, disability, religion, genetic information, or veteran status.”]**

### **Section 2: Voting Members**

*[This section should address the qualifications needed in order to be a voting member of the organization (i.e. paid dues, are on current roster, etc.).]*

## **Article IV – Officers**

**Section 1:** “The officers shall be...” *[State the titles of the officers. You can include here a general statement about the role of each office. However, specific duties and responsibilities should be included in the bylaws.]*

**Section 2:** “The qualifications for officers are...” *[State any required qualifications for each officer.]*

**Section 3:** “Officers will hold office from...” [*State officers’ term limits. Also include whether or not there is a limit to the number of terms for any office held by an individual.*]

**Section 4:** “If an officer’s position becomes vacant during a term, the following will take place...” [*Define and state the conditions for filling vacancies. This should include the process of impeachment of an officer who is not fulfilling the duties required of the office.*]

#### **Article V – Advisors**

**Section 1:** “The [name of organization] shall have at least one Athens State University faculty or staff member serving as Advisor at all times. The advisor(s) also has responsibility for ensuring that the organization and its members abide by all University policies, regulations, and guidelines as they relate to the organization’s activities and events.”

**Section 2:** [*State the general qualifications and role of the advisor. Specific duties should be included in the bylaws.*]

#### **Article VI – Meetings**

**Section 1:** [*State the frequency of regular meetings (weekly, bi-weekly, monthly, etc.) and who has the authority to call the meetings. The quorum, or percentage of membership that must be present in order to conduct business at the organization’s meetings, should be stated here.*]

**Section 2:** [*State who can call special meetings, as well as the number of hours in advance that members should be notified of special meetings.*]

#### **Article VII – Amendment of Constitution**

**Section 1:** “This constitution can only be amended by an affirmation vote of a [2/3, 3/4, etc.] majority of the membership at any regular or special meeting.” [*The section should also state how, when, and to whom amendments should be submitted prior to a vote.*]

**Bylaws of the  
[Insert Name of Organization]  
[Insert Date of Initial Adoption and Subsequent Amendments]**

# **Article I – Membership**

**Section 1:** *[State specific procedures for becoming or selecting members; when members are selected, by what process, what qualifications.]*

**Section 2:** *[State rights of membership rights, duties and responsibilities or members, etc.]*

**Section 3:** *[State reasons and procedures for expulsion and resignation.]*

**Section 4:** *[State amount of membership dues (if any), how dues are decided upon, as well as how often they must be paid.]*

### **Article II – Officer Duties**

**Section 1:** *[State the specific roles and responsibilities of each officer position. Each officer can be listed as a separate section.]*

### **Article III – Election of Officers**

**Section 1:** *“Elections of new officers will take place...” [State the general time of elections (such as month, week of the semester, etc.) and how often elections occur.]*

**Section 2:** *[State specifics on the nomination process.]*

**Section 3:** *“Members who are running for office must...” [State election requirements such as acceptance of nomination, speech, campaign, etc.]*

**Section 4:** *“Officers must be elected by... [State whether election requires a simple majority of votes, 2/3 majority, etc. Also include specifics of the actual voting process (secret ballot, hand vote, etc.)]*

**Section 5:** *“If an officer decides to step down from an office or is no longer enrolled... [State procedures for filling the office, nominations process, how the special election is held, how and when notice is given regarding the election, etc.]*

### **Article IV – Advisor**

**Section 1:** *[State how the advisor is chosen and/or elected, and the duration of their term.]*

**Section 2:** *[State the conditions and process for the replacement or removal of an advisor.]*

# **Article V – Parliamentary Authority**

**Section 1:** “This organization shall be governed by...” [*State the source of the parliamentary procedures used by the organization. Most organizations use Robert’s Rules of Order to govern their organization’s decision-making and rules of procedure, except when these rules are inconsistent with those of an organization with which the Athens State organization is affiliated.*]

## Article VI – Committees [if necessary]

**Section 1:** [*State and define the specific standing committees of the organization. State the function and specific duties of each committee. Each committee can be listed as a separate section.*]

**Section 2:** [*State how members are appointed to committees.*]

## Article VII – Finances [if necessary]

**Section 1:** [*State any specific guidelines or procedures regarding financial records, reporting, responsibilities, etc. of the organization. **The organization's funds must be deposited according to University regulations. Organizations funded by University monies (including SGA allocations) may disburse such funds only in accordance with state and University regulations. The funds will be disbursed via regular University purchasing procedures.***]

## Article VIII – Amendment of Bylaws

**Section 1:** “These bylaws can only be amended by an affirmation vote of a [2/3, 3/4, etc.] majority of the membership at any regular or special meeting.” *[The section should also state how, when, and to whom amendments should be submitted prior to a vote. While similar to amending the constitution, bylaws may need to be changed more often than the constitution, so amending them should be somewhat easier.]*

*Athens State University, as an equal opportunity/affirmative action institution, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. Athens State University does not discriminate on the basis of race, color, national origin, age, marital status, gender, pregnancy, sexual orientation, disability, religion, genetic information, or veteran status in employment, or admissions to or participation in educational programs and activities. Inquiries or concerns may be addressed to the Office of the Vice President of Enrollment and Student Support Services, 300 N. Beaty St., Athens, AL 35611, 256-233-8175.*