BY-LAWS

By-laws are intended to deal with the day-to-day rules governing the organization. These might have to change to accommodate new conditions or circumstances. Hence, they should be reviewed and updated at least annually.

1. Meetings: Meetings are scheduled twice a month. Time, date, and location of meeting is open to participants needs.

2. Officers: The officer positions for the club are PRESIDENT, VICE PRESIDENT, SECRETARY, and TREASURER. Other officers may be added based on need. Additional officers must be elected and approved.

3. Committees: There are no initial committees. Standing committees may be initiated based on the needs of the club. All committees must have a chairperson identified. The chairperson is responsible for reporting back to officers of the club – the actions and accomplishments of the committee members. State the duties and responsibilities of these committees.

4. Financial: There are no initiation fees to join the club.

5. Elections: Elections are to be held annually. If an officer will be leaving the board at the end of a semester, a replacement must be elected two weeks before the end of the semester.

- Filling Vacancies: If an officer’s seat is left vacant a letter resigning the seat must be obtained from the former occupant. After that, a new replacement can be elected and sworn in.

6. Amendment of By-Laws: The by-laws may be amended at any time, in part or in whole by the standing officers.

- Amending in whole: By-laws may be amended in whole with a unanimous vote.

- Amending individual by-laws: May be added or changed through simple majority.