



Appendix D: Guidelines for Non-Curriculum Related Club By-Laws

Each non-curriculum related student club is required to have by-laws.

By-laws are rules governing the internal workings of the organization and can include for example:

1. Standing procedures of the organization
2. Ad-hoc committees and how they are determined
3. Policies related to the time, location, and frequency of organization meetings
4. Statement that Robert's Rules of Order will be followed
5. Process for amending By-laws

The following format is a guideline for content for Non-Curriculum Related Club By-Laws:

Article I: Organization Name

Section I: Name. [These by-laws establish _____ as the official name of our organization]

Article II: Purpose

Section I: Purpose / Mission Statement. [Organizations should include a complete statement of purpose, objectives, and mission.]

Section II: Policy Agreement. [Our organization] will abide by all Boerne ISD and campus policies and guidelines, especially relating to on or off campus activities which our club may sponsor or in which we may participate. If a violation is also a violation of school rules, the consequences specified by the Boerne ISD Student Code of Conduct will apply in addition to any consequences imposed by the organization.

Section III: Affiliations. [If your organization is affiliated with a national or international organization, details of the affiliation should be adequately described.]

Article III: Membership

Section I: Membership. [Organizations should describe who is eligible to be a member of their organization (i.e. criteria). Non-curriculum organizations should include the information about the following: Membership in each non-curriculum related student group must be open to all students and must not discriminate in any manner. Membership is restricted to students currently enrolled at the campus where the group plans to meet. Additional information can be found in BISD Board policy FNAB. It is a good idea for all organizations to include a non-discriminatory clause.

Article IV: Officers

Section I: [List the names of the officer positions of the organization and which officers will comprise your executive board/committees, if applicable. The sections below list the specific job duties of each officer position.]

Section II: President. The President shall [list specific duties and functions of this office]

Section III: Vice President. The Vice President shall [list specific duties and functions of this office]

Section IV: Treasurer. The Treasurer shall [list specific duties and functions of this office]

Section V: Secretary. The Secretary shall [list specific duties and functions of this office]

Article VI: Function/Operation [Elections—this article could be included as additional sections in Article IV]

Section I: Nominations. Nominations for officers are held [list the time of year in which nominations are taken, who is eligible to be nominated for an officer position, and how nominations should be received (i.e. self nomination, at a meeting vs. over email, etc.)]

Section II: Elections. Officers are elected by...[list the specific process of who can vote, the process of election, and how votes will be taken (i.e. secret ballot, hands raised, etc.)]. Elections will be held on [time of year or certain meeting of the year.]

Section III: Outcome. The winner is decided by [list the voting margin needed to win and who is responsible for counting/verifying votes]

Section IV: Terms. Officers will serve from [how long until how long] and [may/may not] be permitted to serve more than one term in a row.

Section V: Voluntary Officer Resignation. [Example: Any officer of our organization can, at any time, voluntarily resign from their position.]

Section VI: Officer Succession. [If not specified within the Officer Duties, list who will assume a certain officer's responsibilities for the interim in the event of resignation.]

Article VII: Committees

Section I: Committees. [If applicable, list the committees of the organization, the functions of each committee, how chairpersons for each committee are selected, and how members are designated to serve on a committee.]

Article VIII: By-Law Amendments

Section I. Amendment Proposal. Amendments can be proposed by [list who within the organization]

Section II: Procedures. Rules regarding the proposal of amendments are as follows [list timelines and format preferred for amendments]

Section III: Voting. The amendments shall be voted on [list voting procedures and specific voting margins as well as final approval]