

SAMPLE CHAPTER & CLUB BYLAWS

ARTICLE I: NAME

This organization shall be known as the [INSERT: name] (Chapter or Club). It is a charitable and educational entity as described by Section 501(c)3 of the Internal Revenue Code of 1954; and operated under the exception granted the Fresno State Alumni Association (FSAA), as a fundamental operation unit of the FSAA.

ARTICLE II: PURPOSE

The purpose of the Chapter is to further the interests of the [INSERT: academic discipline, geographic region or special interest group] and its alumni; to establish closer contact between Fresno State and its alumni, to promote activities beneficial to alumni and Fresno State; and to assist in the recruitment of students. Academic related chapters also publicize and promote the profession of [INSERT: College, School or Department Name].

ARTICLE III: MEMBERSHIP

- Section 1: All alumni, graduates, friends, faculty or staff of the [INSERT: academic discipline, geographic region or special interest group] are eligible for free membership.
- Section 2: The Chapter does not discriminate on the basis of race, color, national origin, religion, sex, gender, sexual orientation, Veterans' status, disability or political affiliation.

ARTICLE IV: OFFICERS

- Section 1: The officers of the Chapter shall consist of a President, Vice President, and Secretary, and Treasurer. The officers shall constitute the Executive Committee. All officers shall be elected for two-year terms, with the exception state in the following section.
- Section 2: The terms of officer shall be stagger during the inaugural election. Offices of President and Vice President shall be elected for a two-year term; Secretary and Treasurer shall be elected for a one-year term. In each succeeding election, officers shall be elected to two-year terms.
- Section 3: Vacancies in any office what be filled by Presidential appointment from active participants of the Chapter's past events and programs for the unexpired portion of the vacant term.
- Section 4: Any officer may be removed, either with or without cause, by written ballot with a two-thirds (2/3) majority of the Executive Committee responding; however at least a 10 percent response of the total membership is required for removal. An officer may resign at any time by written notice to the Executive Committee. Any such resignation shall take effect upon receipt of such notice or at any later time specified therein.
- Section 5: For academic-based chapters, there shall be at least one (1) non-voting Academic Liaison. The Dean or Department Chair or Designee shall serve in this capacity.

ARTICLE V: DUTIES OF OFFICERS

- Section 1: The President shall preside at all the meetings of the Chapter and its Executive Committee. The President shall make committee appointments and shall be a non-voting member of all committees. The President will lead the overall operations and programs of the Chapter serve as the primary contact and work directly with the Fresno State Alumni Association (FSAA). The President is responsible to ensure all charter and annual review material are submitted to the FSAA by the deadline established each year.
- Section 2: The Vice President shall assume the duties of the President in the absence of that officer, and shall render assistance in the performance of the business of the chapter. The Vice President shall chair at least one of the standing committees of the chapter.
- Section 3: The Secretary shall keep an accurate account of the activities of the Chapter, including business meetings. The Secretary shall also act as Historian. The Secretary shall maintain a record of the Chapter's Executive Committee, with contact information including home and work addresses, emails, and phone numbers; and ensure that an up-to-date Executive Committee list in on file with the FSAA.

SAMPLE CHAPTER BYLAWS (Page 2)

• Section 4: The Treasurer shall keep an accurate account of all financial transactions of the Chapter; and shall report on these matters at all general meetings and Executive Committee meetings. In conjunction with the President, the Treasurer shall prepare a detailed annual report of financial activity from July 1 to June 30 of each fiscal year and submit it to the Chapter's Executive Committee and the FSAA by June 30 of each year. The Treasurer shall collect and deposit monies from any special events and fundraisers in accordance with the policies and procedures established by the FSAA. **The Treasurer shall prepare and distribute the Chapter's Event Report to the Executive Committee and the FSAA following each event, within 15 days of holding an event.**

ARTICLE VI: COMMITTEES

• Section 1: The Executive Committee

-The Executive Committee shall consist of the elected officers and the past-President, all of whom have voting rights. The Academic Liaison shall be a member of this committee, without voting rights. All past-Presidents may also serve on this committee, without voting rights.

-The Executive Committee shall direct and administer the day-to-day operation of the Chapter.

-Meetings of the Executive Committee shall be called at the discretion of the President or by a majority of the member of the committee. When necessary, the actions of the committee may be carried out by telephone, U.S. Mail, or **E-mail**; with a simple majority ruling.

• Section 2: All Other Committees

-All other committees shall be established by the **President** or the Executive Committee.

ARTICLE VII: MEETINGS

The Executive Committee shall hold quarterly meetings, and at least one (1) general meeting shall be called as needed.

ARTICLE VIII: NOMINATIONS AND ELECTIONS

The Nomination Committee shall be appointed by the President. The committee shall present at least one (1) nominee for vacancy and shall have obtained prior consent from the nominee. Elections shall be by vote at a regularly scheduled meeting with a simple majority required for election.

ARTICLE IX: DISSOLUTION

The dissolution of the Chapter shall be determined in consultation with the Fresno State Alumni Association (FSAA), as outlined in the FSAA Chapter, Club & Network Handbook. **Any remaining funds in the Chapter's account shall be used at the FSAA discretion.**

ARTICLE X: AMENDMENTS

Amendments to these Chapter bylaws may be made with an affirmative vote of two-thirds (2/3) majority of the **Executive Committee.**

Ratified: _____

Name: _____

President

Signature: _____

Date: _____

Name: _____

Vice President

Signature: _____

Date: _____