

NOTRE DAME UNIVERSITY

MODEL BYLAWS FOR STUDENT CLUBS

ARTICLE I - NAME

The name of this club shall be

ARTICLE II- PURPOSE

1. To promote student participation in recreational, social & cultural activities of non-political nature.
2. To enable students to gain experience in organization.
3. To develop skills in-group cooperation and ethical and transparent interaction.

ARTICLE III- LOCATION

The club is located at NDU and is governed by all NDU rules and regulations concerning clubs as decided by the Student Affairs Office.

ARTICLE IV- LANGUAGE

The official language of the club shall be English.

ARTICLE V – MEMBERSHIP

1. Only registered students at NDU can apply to be members of a club.
2. Any student has the right to belong to 2 Clubs or Societies at NDU. Given that he is entitled to serve on the Executive Committee of only one Club.
3. Clubs that do not have sufficient membership, considered to be at least 20 members as of 1st. November, will be placed on probation.
4. **The President of the Executive Committee and two other members of the executive committee have to be seniors and have to have at least one academic year and should not be on probation.**

5. Clubs that do not carry out any activities for ONE semester will be placed on probation. A club that remains on probation for two semesters will be dissolved.
6. Major clubs executive committee should only be elected by members in the same major.
7. The executive committee should submit its financial report signed and approved by the advisor to the Director of Student Affairs at the end of the spring semester, when elections of the new committee takes place.

ARTICLE VI- ORGANIZATION

6.0 Preamble

The Club is made up of a General Assembly, an Executive Committee, Committees, and a Faculty Advisor.

6.1 General Assembly

1. All members of the Club constitute the General Assembly.
2. All members of the Club are voting members. (Ref. Article V)
3. The Club Advisor is an ex officio non-voting member.
4. The General Assembly:
 - Elects the Executive Committee
 - Impeaches the Executive Committee
 - Approves the yearly budget
 - Approves the annual activities and financial report
 - Amends the bylaws
 - Dissolves the Club
5. When the General Assembly convenes as an election assembly, voting shall take place by secret ballot. In all other instances voting shall take place by the raising of hands.

6.1.1 General meetings

1. There shall be at least one regular meeting during the year and one election meeting.
2. All general meetings and the election meeting shall be held on the NDU campus within regular working hours (08:00 a.m. to 04:00 p.m.)
3. Regular general meetings are called by the Executive committee and shall be announced at least one week before the date of the meeting.
4. Quorum for general meeting is one third of all voting members or 15 voting members, whichever is larger.
5. In case there is no quorum a second meeting is announced no later than the first week after the first meeting. On that meeting all members present shall constitute a quorum.
6. The first general meeting shall be held no later than the end of the third week of the fall semester. During that meeting, the departing Executive Committee submits its final activities report and final financial reports for approval by the

general assembly. The incoming Executive Committee presents, for discussion and approval, its program and budget for the coming year including the suggested membership dues for the year.

6.1.2 Special meetings

1. The Executive Committee shall call for special meetings.
2. Special meetings shall be called upon the request of at least 1/10 of the voting members of the general assembly or by the Executive committee.
3. The request to hold such a meeting shall be made in writing to the Executive Committee and to the Club Advisor including a statement of the reason or the agenda of such a meeting.
4. The Executive Committee is to announce the meeting no later than 3 days following the reception of the request. The announcement shall include the agenda of the meeting.
5. The meeting is to be held no later than ten days after the reception of the request.
6. If the Special meeting is to be convened for the impeachment of the Executive Committee, it shall be chaired by the Advisor or by the Director of SAO, or his/her representative.
7. If the Executive committee is impeached during a special meeting, a date for another special meeting is determined. The only item on the agenda of the next meeting will be the election of a new Executive Committee.

6.2 The Executive Committee

1. The Executive Committee of the Club shall consist of at least the following members: President, Vice-President, Secretary and treasurer. The Executive Committee may include additional members provided the number of members of the Committee is odd.
2. All members of the Executive Committee shall be in good academic standing (Ref. University Handbook).
3. The Executive Committee is elected at NDU by the General Assembly as stipulated in the Article 5.1– 4 and in the presence of the Club Advisor.
4. The term of Office of the Executive Committee shall be one academic year starting during the first general meeting of the fall semester and ending during the first general meeting of the fall semester of the following academic year.
5. A student has the right to serve on the Executive Committee of only one Club or Society.
6. **Executive Committee Meetings:**
 - The Executive committee shall meet at least once a month.
 - Meetings are called by the President and announced by the secretary at least 3 days before the meeting.
 - The secretary upon consultation with the President prepares the Agenda.
 - Any item proposed by at least two members of the cabinet at least 48 hours before the meeting shall be included in the agenda.

- The quorum for the Executive Committee is a simple majority of the Executive Committee members (half plus one).
- The simple majority of the Executive Committee shall take decisions.
- Executive Committee meetings are chaired by the President and managed according to Robert's Rules of Order.

6.2.1 The President Shall

1. **The president of the club bears responsibility for ensuring that all voting members of the club are eligible members.**
2. Represent the Club and preside over its meetings;
3. Call for regular and special meetings, and general assemblies;
4. Contribute and coordinate with members of the club in the planning of activities and submit them **on time** to the SAO;
5. Authenticate by his/her signature all the acts, orders, and proceedings of the Club;
6. Refrain the members when engaged in debate in accordance with Robert's Rules of Order;
7. Inform in advance the vice president of his/her absence from a meeting;
8. Prepare in coordination with the secretary the agenda of the following meeting;
9. Sign jointly with the treasurer vouchers to withdraw money from the club's account and provide reports to justify expenditures;
10. **Face responsibility for club actions or activities that violate the directives of Student Affairs Office – rules and regulations- Student guidelines, the Student Code of Conduct or Lebanese law.**

6.2.2 The Vice-President Shall

1. Assume the duties of the president during his/her absence or incapacitation as acting president until the president is able to resume his/her position. Otherwise, the vice president shall remain as acting president until the time of the upcoming annual elections;
2. Attend sub-committee meetings. His/her duties are to supervise the sub-committees' work and to report on a monthly basis describing the sub-committees' performance;
3. Be responsible for the inventory report of the club's assessments once per academic year and report to both to the club and to the Student Affairs Office about lost items;
4. Take the minutes during the absence of the secretary.

6.2.3 The Treasurer Shall

1. Be responsible for the receipt and disbursement of all funds of the Club;
2. Report any **financial transactions by the club.**
3. Ensure that if the Club possesses more than 300 \$ it may have a bank account in the name of the President and the treasurer.
4. Prepare with the President of the Club a detailed budget for the Club. This budget must get the approval of the General Assembly.

5. Be authorized, jointly with the president, to spend up to LL 150 000 each semester without the prior approval of the Executive Committee; he\she should report this at the next Executive committee meeting.
6. Shall sign vouchers along with the President.
7. Ensure that all expenditures are in accordance with the approved budget;
8. Submit to the club, **faculty Advisor** and to the Student Activities Office a budget report (with all the receipts) at the end of each semester, and upon request. Failure to do so may result in putting the Club under probation.
9. **Provide the Student Affairs Office with upcoming expenditure plans each semester, signed and approved by the advisor.**
10. **The Treasurer of the Club is personally responsible for unaccounted expenditure by the Club.**

6.2.4 The Secretary Shall

1. Keep **accurate** minutes of all meetings;
2. Send copies of all minutes to the Club Advisor;
3. **Record the attendance of all members;**
4. **Submit a list of Membership once a semester to the SAO. This list must be signed by the Advisor and by the President of the Club.**
5. Submit a report to the Student Affairs Office at the end of each semester; this report must specify activities planned and activities accomplished.
6. **Get the approval of the Club Advisor for all events, meetings and activities.**
7. Send notices of meetings to all members one week before the meeting;
8. Handle all correspondence and notifications, maintain archives, and keep copies of all proposals, reports, official letters, and e-mail printouts.

6.2.5 Members At – Large (if needed)

1. Participate in the decision-making of the Executive Committee, as well as assist in the implementation of club projects and
2. **Carry out specific projects as requested by the Executive Committee.**

The term of office of the executive committee shall be for one year beginning October 1 and ending September 30 of the following year.

Copies of minutes, activity reports, and financial reports must be filed with the Director of Student Affairs at the end of each semester. Failure to do so will result in placing the club under probation for one semester; thereafter, the director of student affairs may put the activities of the club on hold.

ARTICLE VII - FACULTY ADVISOR

The club shall have a faculty Advisor. The Advisor shall be chosen by the Executive Committee in consultation with the Director of the Student Affairs Office, from among the full-time members of the faculty within which the club operates with the rank of **instructor** or above. The instructor must get the approval of his/her Chairperson before giving his approval. The advisor should state in writing his willingness to be an advisor of the club.

The Faculty Advisor Shall

1. **Advise the student club on university policy (club bylaws, terms and conditions).**
2. **The advisor upon the approval of the SAO Director has the power in some extreme cases to choose the committee without any elections.**
3. Attend Executive Committee meetings **when possible** to advise and assist the Executive Committee in the planning and implementation of its program of activities,
4. Share responsibility in approving of activities, which should be in accordance with the Rules and Regulations of NDU and the Terms of Conditions of the Student Affairs Office concerning each kind of event.
5. Participate in all the major events organized by the Club (Party, Dinner, Conference...)
6. Provide direction and assistance in planning student activities.
7. Attend meetings and activities involving the student club. Assist the student club to set realistic goals and objectives, and then keep the student club focused on them
8. Approve all the Club meetings and requests.
9. Approve the semester financial reports and activities report before submission to the Director of the Student Affairs Office, and
10. Chair elections **of the executive committee and authenticate the results by his/her signature.**

ARTICLE VIII- ELECTIONS

Officers for the ensuing academic year shall be elected at a regularly scheduled general meeting to be held sometime between **May 15 and June 15 of each year**. They will be in charge of the Club at the beginning of each academic year (Ref. Article 5.2 – 4).

1. The call for elections must be announced **to all club members, the faculty Advisor and the Student Affairs Office** at least one week prior to the date of elections, and shall indicate place, date, and time. The Advisor must sign this announcement.
2. The election must take place on campus during working hours.
3. Nominations should be presented to the Advisor for verification of eligibility (Academic probation – Disciplinary probation) no later than 48 hours prior of the date of elections. If there are no candidates for any position, a motion from the floor may be made and seconded to nominate any eligible voting member in attendance.
4. Students on academic probation as well as disciplinary probation may not be nominated for office **and may not continue in office if they are placed on probation during their term of office.**
5. Nominees should have spent at least one semester as members in the club.
6. Elections shall be held by secret ballot.

7. Any Executive committee may be re-elected either to the same office or to any other office.
8. The Election Committee shall be composed of the faculty Advisor (chairperson), a delegate of the Director of the Student Affairs Office and the President of the club, unless he/she is a candidate.
9. In case of the absence of the faculty Advisor the election must be postponed.
10. The quorum for elections shall be a simple majority of the voting membership on record (half of due members of the club plus one) one month before the election. This list must be prepared and signed by the Secretary, the President and the Advisor of the Club.
11. When no quorum is attained at the scheduled election meeting, a second meeting shall be called by the Advisor in coordination with the SAO at a date not earlier than 48 hours nor later than one week from the first date. Any number of voting members in attendance shall constitute a quorum at this second meeting. Voting shall be by simple majority of the voting members in attendance (half plus one).
12. After each election, the names of the newly elected Executive Committee members must be announced in writing to the Student Affairs Office no later than 5 days after the date of the Election.

ARTICLE IX- COMMITTEES

The Executive Cabinet may form any number of committees and entrust them with specific functions. Members of such committees shall be drawn from members of the club. Either the vice president or a member-at-large shall chair such committees. In cases both are members of one committee, the vice president shall chair meetings.

ARTICLE X- EXPULSION OF MEMBERS

Any member may be expelled from the club by a two-thirds majority vote of the voting members, and after consultation with the Director of the Student Affairs Office if he/she commits:

1. Violation of the principles and aims of the club or of NDU regulations governing club activities or student membership in clubs.
2. Failure to attend more than 50% of the meetings during a semester without a valid excuse submitted to the secretary of the club.

ARTICLE XI - DISSOLUTION / SUSPENSION

A- The Club shall be automatically dissolved by the Student Affairs Office:

1. If the Club fails three times to abide by NDU rules and regulations.
2. If two thirds of the voting members recommend it.
3. If the Club receives three consecutive probations from the Student Affairs Office during one academic year.

- B- Upon the written resignation of the Faculty Advisor, the Club will be suspended temporarily until further notice is given regarding its activation from the SAO.

ARTICLE XII- UNUSED FUNDS

In case of the inactivation or dissolution of the club, the balance of funds and/or property of the club shall be put at the disposal of the Director of the Student Affairs Office for the support of other clubs.

XIII- AMENDMENTS

Amendments to the bylaws:

1. Proposed amendments shall be submitted during a regular or a special meeting.
2. Proposed amendments shall be discussed and voted on during a special meeting that shall be called for at least two weeks after the meeting during which they were proposed.
3. Amendments shall be passed by two thirds of the voting members of the Club.
4. All the articles of this by laws can be amended except:
 - Article II § 1 - Purpose.
 - Article III – Location.
 - Article IV – Language.
 - Article V- Membership § 1 § 2.
 - Article VI- Organization § 6.0 Preamble.
 - Article VI - Organization § 6.1 General Assembly.
 - Article VI - Organization § 6.1.1 General meetings.
 - Article VII – Faculty Advisor.
 - Article VIII - Elections
 - Article XI – Dissolution.
 - Article XII- Unused funds.
 - Article XIII- Amendments.