

# BY-LAWS

## Section 1

### Duties of Officers:

- A) The President shall preside at all meetings of the club and shall have general supervision of the affairs of the club.
- B) The Vice-President shall assume the duties of the President in his/her absence. He/she shall act as the liaison between Executive Committee and Committee Chairpersons.
- C) The Secretary shall take the minutes of all meetings, which shall be an accurate record of all business transacted. The secretary isn't expected to write a running criticism in the minutes. The minutes should always be impersonal and factual. The secretary should also be the custodial of all club records and conduct all correspondence of the club.
- D) The Treasurer shall receive all club funds and shall pay out the same only upon order signed by the President and Secretary (or finance committee), and shall keep an audit of all club accounts. (If the club expects to handle large sums of money, there should be a provision for a paid auditor or for the accounts to be secured by a bonding company).
- E) The Publicity Chairperson shall notify the members and faculty of the clubs activities, assume the responsibility for publicizing club activities, and to post relevant information concerning club interests.

## Section 2

### Executive Board:

- A) The Executive Board of the club shall consist of officers of the club and the advisor.
- B) The duties of the Executive Board shall transact the business of the club subject to the approval of the membership.

## Section 3

### Dues:

- A) The annual dues shall be \$10.00 or semester dues of \$5.00.

#### Section 4

##### Quorum:

- A) The quorum shall be 2/3 majority of those members present. (Total membership divided by 2 and add 1 = quorum).

#### Section 5

##### Committees:

- A) Committees may be appointed by the President of the Executive Board, or elected by the club members. The number and type of committees depend on the nature of the club and its activities. All committees should have their powers and duties clearly outlined so that there will be no overlapping of functions. (Ad Hoc Committees).

#### Section 6

##### Amendments:

- A) These By-Laws may be amended at any regular business meeting by a 2/3 vote of those voting, that the amendment has been submitted in writing at a previous business meeting.

#### Section 7

##### Parliamentary Procedure:

- A) Parliamentary authority of this club shall be 'Roberts Rules of Order Revised' and 'How to Conduct a Meeting' by John Q. Tilson.