

# **NEW STUDENT CLUBS & ORGANIZATIONS REGISTRATION PACKET**

**Thank you for your interest registering a new Student Club/Organization for the 2019–2020 Academic Year.**

**This packet contains the following materials:**

- Welcome Letter
- Registration Guide
- Charter Registration Application
- Funding Information Form
- Constitution & By-laws Guidelines

## 2019–2020 New Student Club/Organization Application

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Greetings York Tech Student:

Student clubs and organizations play a vital role in the collegiate community. They provide opportunities for students to meet, socialize, be entertained, gain more knowledge, and learn new skills. You will also be able to operationalize theories and concepts learned in the classroom.

As a member of an organization you can:

- ❖ develop leadership skills and abilities;
- ❖ gain a sense of achievement;
- ❖ have a voice in shaping your campus environment;
- ❖ gain advantage in employment opportunities; and
- ❖ enjoy partnerships between faculty, staff, and other students.

There are a wide variety of clubs and organizations at York Technical College, but if none of them interest you, you may want to start a new one. Creating an organization from scratch can be very challenging. To ensure success the Office of Student Leadership and Events provides students the foundation needed to organize an effective student organization. The Office of Student Leadership and Events strives for strong, healthy organizations; organizations that can offer the membership positive and meaningful experiences.

All newly chartered organizations will be subject to conducting an interview presentation with the Student Clubs and Organization Review Board (SCORB) Student Leadership and Events Coordinator, Clubs and Organizations Liaison, and other departments as a part of the application process.

How will my charter application be assessed?

All applicants will be assessed based on a minimum threshold criteria. The criteria will include the following:

- ❖ Submission of the application on time
- ❖ Completion of the application \*Be sure to include all the items on the checklist
- ❖ Category of the organization
- ❖ Review of organizations that exist that have a similar scope and focus
- ❖ Organizational structure
- ❖ Constitution, Bylaws, Guidelines, or Operating procedures
- ❖ Alignment with the academic mission of the College
- ❖ Relevance of the organization to the mission, goals and strategic vision of York Technical College
- ❖ Advisor support
- ❖ Proposed initiatives
- ❖ Review of application and interview presentation by the (SCORB)
- ❖ Final review of application by the Office of Student Leadership and Events

We ask that you please understand that club and organization recognition requires final review and approval by the Division of Student Affairs.

Thank you for your interest in chartering a new club or organization. Please contact Jennifer Roberts, Clubs and Organizations Liaison know if you have any questions about the application process at 803.981.7370 or [jroberts2@yorktech.edu](mailto:jroberts2@yorktech.edu).

*Nikita L Baxter*

Nikita L Baxter  
Student Leadership and Events Coordinator

# **New Student Clubs and Organizations Registration Guide**

## **Statement of Purpose**

Clubs/Organizations are formed by students with similar interests/goals. The first step to registering a new or club/organization is to decide on your purpose. For new clubs, this is a chance to determine a course for your group.

*Consider the following while developing your statement or purpose:*

- What is the purpose of this club/organization?
- What will be its role on campus?
- In what way(s) does this club plan to enrich the YTC community? The local community?
- Is the club/organization different from other groups on campus? How?
- Is it part of a larger organization or cause?

## **Constitution and By-laws**

Your Constitution and By-laws provide the framework within which your club/organization will operate and function. All clubs/organizations are required to have an electronic copy of their Constitution and By-laws on file in the Office of Student Leadership and Events. A guide to preparing these documents is provided in this packet.

## **Selecting an Advisor**

Selecting an advisor should be a judicious process conducted by your club/organization members. Advisors must be current, full-time faculty of York Technical College. Your Advisor should not just be a “signature on paper.” Look for someone who has the time, resources, and energy to help your group succeed.

*Consider the following to identify potential advisors:*

- Is there someone on campus that has an expertise related to the club/organization?
- Has someone already expressed an interest in the activities proposed by the club/organization?
- Is there someone on campus who actively participates in areas outside their field/department?
- Who on campus is known to be helpful to students?

*Make sure to provide potential Advisors with the following information about your club/organization:*

- Purpose of the club/organization
- Proposed activities/projects for the upcoming academic year
- General meetings days/times
- The expectations you have of what you would like from an Advisor

## **Registration/Charter Application**

Complete the attached paperwork in its entirety.

If you have any questions, contact Jennifer Roberts at [jroberts2@yorktech.edu](mailto:jroberts2@yorktech.edu) or in the office (K-149B).  
Feel free to stop by during office hours (9:00 a.m. – 6:00 p.m.).

# New Student Clubs and Organizations Registration Application

(Please type or print very neatly. Statement of Purpose and Programming Plans should be typed.)

**PROPOSED CLUB/ORGANIZATION NAME:** \_\_\_\_\_

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**CLUB/ORGANIZATION CONTACT INFORMATION: Founder/Official Representative**

**Student Name:** \_\_\_\_\_ **Colleague ID #:** \_\_\_\_\_

**Class Year:** 20\_\_\_\_\_ **Years at YTC:** \_\_\_\_\_

[Enter your expected year of completion and indicate your years at the College to date.]

**Phone:** \_\_\_\_\_ **Text:** Y N **YTC Email:** \_\_\_\_\_

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**CLUB/ORGANIZATION CONTACT INFORMATION: Advisor**

Advisors must be current, full-time employees of York Tech.

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Text:** Y N **YTC Email:** \_\_\_\_\_

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**APPROVAL OF ADVISOR'S DEPARTMENT MANAGER/ASSOCIATE DEAN**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPROVAL OF ADVISOR'S ASSOCIATE VICE PRESIDENT/DEAN**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPROVAL OF ASSOCIATE VICE PRESIDENT FOR ACADEMIC & STUDENT AFFAIRS**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPROVAL OF CASA**

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No** **If No, State Reason:** \_\_\_\_\_

**APPROVAL OF YTC PRESIDENT**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

It is understood that by submitting this request to organize, the proposed organization agrees to abide by all college policies and procedures and all applicable state and federal laws.

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**Student Name (print)** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Advisor Name (print)** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**OFFICE USE ONLY**

Date Received in Office of Student Leadership and Events: \_\_\_\_\_ Received by: \_\_\_\_\_



Club/Organization Name: \_\_\_\_\_

Academic Term: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### STUDENT PARTICIPANT ROSTER

Signatures and names of **ten** or more students are required to form or maintain an organization. All who sign the petition must be current York Technical College students (part-time or full-time). **Organization officers are required to have a minimum of a 2.0 cumulative GPA.** Student organization officers agree and accept the rights, responsibilities, and privileges associated with being a registered student organization at York Technical College. Officers further agree to uphold all the guidelines and policies of York Technical College. The Student Leadership and Events Coordinator reserves the right to access student records to determine officer eligibility. **If you have not yet held elections for the upcoming academic year, you may write "TBD" in the "position held" field and update the form once elections are complete.**

By my signature below, I indicate I am a current York Technical College student and I agree to support the proposed organization by participating as a member or an officer.

Name	Colleague ID #	Position Held
Phone Text: Y N	YTC Email	Signature
Name	Colleague ID #	Position Held
Phone Text: Y N	YTC Email	Signature
Name	Colleague ID #	Position Held
Phone Text: Y N	YTC Email	Signature
Name	Colleague ID #	Position Held
Phone Text: Y N	YTC Email	Signature
Name	Colleague ID #	Position Held
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Phone Text: Y N	YTC Email	Signature
Name	Colleague ID #	Position Held
Phone Text: Y N	YTC Email	Signature
Name	Colleague ID #	Position Held
Phone Text: Y N	YTC Email	Signature

<b>OFFICE USE ONLY</b>	
Date Received in Office of Student Leadership and Events: _____	Received by: _____

# Student Clubs and Organizations 2019–2020 Funding Information

**CLUB/ORGANIZATION NAME:** \_\_\_\_\_

**ADVISOR:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **Text:** Y N **YTC EMAIL:** \_\_\_\_\_

**FOUNDER/OFFICIAL STUDENT REPRESENTATIVE:** \_\_\_\_\_

**Colleague ID#:** \_\_\_\_\_ **YTC EMAIL:** \_\_\_\_\_

**TREASURER/FISCAL LEADER:** \_\_\_\_\_

**Colleague ID#:** \_\_\_\_\_ **YTC EMAIL:** \_\_\_\_\_

**Projected Overall Expenses (Expenses less Income):** \_\_\_\_\_

## EXPENSES & INCOME OVERVIEW

(Use the budget worksheets on the following pages to help complete your expense & income overview)

### Expenses

Operating Expenses: \_\_\_\_\_

Event/Program Expenses: \_\_\_\_\_

Travel Expenses: \_\_\_\_\_

Equipment Expenses: \_\_\_\_\_

**Total Expenses:** \_\_\_\_\_

### Income

Dues: \_\_\_\_\_

Fundraising: \_\_\_\_\_

**Total Income:** \_\_\_\_\_

**Please initial to show that you have reviewed and approved this request.**

Advisor: \_\_\_\_\_

Pres./OSR: \_\_\_\_\_

Treasurer: \_\_\_\_\_

**On a separate sheet, please address the following:**

## FUNDING NEEDS

What events/programs will your organization be participating in during this coming year that would require funds? Please give as much information as possible (dates, locations, prices, etc.).

## FUNDING HISTORY *(For re-registering clubs/organizations)*

What was your 2018-2019 budget? How did you make use of your budget? Did you use the \$100 allocated to you by the Office of Student Leadership and Events? If so, what did those funds go toward? If not, why not? Did you have an additional source of funds? What, if any, changes have you made to your budgeting approach for the 2019–2020 academic year?

### OFFICE USE ONLY

Date Received in Office of Student Leadership and Events: \_\_\_\_\_ Received by: \_\_\_\_\_



**TRAVEL EXPENSES**

List any anticipated expenses associated with any off-campus activities you plan to participate in. Calculate transportation to and from the site (vehicle rental, fuel, lodging, etc.).

Item	Rationale	Cost
<b>TOTAL</b>		<b>\$ _____</b>

**EQUIPMENT EXPENSES**

List any anticipated expenses associated with any permanent equipment you would like purchase use by your club/organization (either in exclusivity or for shared use by other groups or departments).

Item	Rationale	Cost
<b>TOTAL</b>		<b>\$ _____</b>

**INCOME**

**DUES**

Will you be collecting any sort of dues from members? How many members do you expect? What will dues be used for? Will dues be collected annually or every semester? What will the dues charge be?

**Dues Collected?**      Y      N                      **If yes, when?**                      Semester      Annually

Number of Members:                      \_\_\_\_\_  
 Amount of Dues:                              \_\_\_\_\_  
 Total Dues Collected:                      \_\_\_\_\_

**FUNDRAISING**

List potential fundraisers and expected income.

Fundraiser Description	Cost	
<b>TOTAL</b>		<b>\$ _____</b>

# Designing a Club Constitution and By-laws

A club or organization's Constitution and By-laws are meant to be long-standing documents that serve to define the group's purpose. They should be general enough to be applicable year after year without conflicting with changes in programming or individual membership. Creation of these documents should be done by a committee composed of representatives from all areas of the organization which could include at large members, student leaders, faculty advisors, and student affairs staff. The draft created by this committee should then be distributed to the entire club membership for input and changes that are desired. A final vote should be done at a club meeting for the purpose of ratifying these documents.

## How to create the Constitution and By-laws foundation.

The **Constitution** shall be designed to be a long standing document with concrete information. The **Constitution** should include the following important articles in this order:

- Article I. Name of Club
- Article II. Purpose of Club
- Article III. Membership of Club
- Article IV. Officers
- Article V. Advisor
- Article VI. Executive Board
- Article VII. Meetings of the Club
- Article VII. Parliamentary Procedure
- Article IX. Amendments

The **By-laws** shall be designed to be flexible and easy for revisions based on changes in the club. The **By-laws** should include the following important articles in this order:

- Article I. Name and Purpose of the Club
- Article II. Membership of the Club
- Article III. Meetings of the Club
- Article IV. Officers of the Club
- Article V. Committees of the Club
- Article VI. Agenda of the Club Meetings
- Article VII. Amendments

Each new item listed under each article shall be a new section with a number in both documents. This is for easy reference, for clarification, and to make changes.

# Sample Constitution and By-Laws

The sample constitution and by-laws have been created to assist organizations at York Technical College meet the requirements of the College. They should be used as a guide when creating an organization. Articles may vary from this format but should follow the same basic pattern. As organizations will have varying restrictions and requirements on membership, different officers, and a myriad of committees, these guidelines are intentionally general and may need to be adjusted for specific student organizations. In general, your Constitution should contain the general, anticipated to be permanent aspects of your organization and they By-Laws should contain the more easily amendable specifics. This way your organization can maintain a consistent Constitution and periodically update the By-Laws as needed (though these should still not be so specific that you find you need to amend them every semester).

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## Sample Constitution

### Name of Club Constitution

Founding Date: \_\_\_\_\_

Date Adopted: \_\_\_\_\_

#### Article I. Name

The name of this Society (or Club, Organization, etc.) shall be \_\_\_\_\_.

**[Note:** Include all nicknames, acronyms, initials, and Greek letters. If your club is affiliated with a national organization, include the Affiliation in this Article and name it "Name and Affiliation."]

#### Article II. Purpose

The purpose of this Society (or Club, Organization, etc.) shall be to \_\_\_\_\_.

**[Note:** This purpose is used in publications to describe your organization and should be the purpose used for your new organization registration or your renewal application. The group may not form to engage in commercial activities and must meet the needs of the YTC community. Use Sections under this heading (i.e., Section 1, Section 2, Section 3, etc.) for any items which might help define the purpose.]

#### Article III. Membership & Dues

**Section 1.** The membership of this Society (or Club, Organization, etc.) shall be open to members of the York Technical College students, faculty, and staff. There will be no discrimination of race, sex, creed, color, age, veteran status, sexual orientation, or disability with regards to the purpose of the organization.

**[Note:** Both the college and SGA require this statement. In addition, it is required that at least 51% of the membership be students. If your organization is part of a national organization with additional requirements such as GPA, you should include those in additional Sections of this Article.]

**Section 2.** Any YTC student, staff, or faculty member shall be eligible for membership, provided that such person shall be proposed by one member and seconded by another member of the Society. A proposal for membership, signed by two endorsers, shall be send to the Secretary, who shall report it, together with the names of the sponsors, at the next regular meeting of the

Society. Voting upon the admission shall take place at the next regular meeting thereafter. A two-thirds vote shall elect to membership. A person so elected shall be declared a member of the Society upon payment of the initiation fee and annual dues for the first year.

*[Note: This is an example of a very formal membership admission process. Each group may have their own method for determining membership.]*

**Section 3.** The initiation fee shall be \_\_\_\_\_ dollars. The annual dues shall be \_\_\_\_\_ dollars, payable in advance on or before \_\_\_\_\_ of each year. The Treasurer shall notify members months in arrears, and those whose dues are not paid within \_\_\_\_\_ thereafter shall be automatically dropped from membership in the Society.

*[Note: You must include a Section for membership dues if they are to be collected. If the annual amount is likely to change based on external factors, such as national memberships, you may include that there will be dues and the amount will be assessed annually and updated as needed in the By-Laws. You may want to set a dues/fess cap in your Constitution if you know you never want to exceed a specific dollar amount.]*

## **Article IV. Officers**

**Section 1.** The officers of the Society (or Club, Organization, etc.) shall consist of \_\_\_\_\_, and in conjunction with the Advisor shall collectively be known as the "Executive Board."

*[Note: List officer titles NOT names. Due to requirements for all student clubs/organizations, all groups must have at minimum a President, Vice President, Secretary, and Treasurer, but you may have additional officers on your Executive Board depending on your club needs.]*

**Section 2.** The duties of the officers shall be defined by the by-laws.

**Section 3.** The election procedure for officers shall be defined by the by-laws.

**Section 4.** The terms of the officers shall be defined by the by-laws.

## **Article V. Advisor**

**Section 1.** The members of the Society (or Club, Organization, etc.) will elect a member of the YTC faculty/staff to serve as the Society's advisor.

**Section 2.** The duties of the advisor shall be defined by the by-laws.

## **ARTICLE VI. Executive Board**

**Section 1.** Management of this organization shall be vested in the Executive Board responsible to the entire membership to uphold this constitution.

**Section 2.** The Executive Board shall consist of the Officers of the organization and the Advisor as ex officio member.

**Section 3.** The Executive Board shall meet at least once between regular meetings of the club to organize and plan for future activities. *[This is a suggested frequency to allow the Board to prepare for upcoming meetings of all members.]*

**Section 4.** The Executive Board shall have the power to make necessary decisions in all matters not specifically acted upon by the club.

## **Article VII. Meetings**

The schedule for the regular meetings times of the Society (or Club, Organization, etc.) shall be determined by the members at the Society's (or Club's, Organization's, etc.) first interest meeting of each semester. The interest meeting will take place \_\_\_\_\_.

[Give a general timeframe—first two weeks of semester, within the first month of the semester, etc.] All other meetings shall be called as specified by the by-laws.

## **ARTICLE VIII. PARLIAMENTARY PROCEDURE**

*Robert's Rules of Order, Revised*, shall serve as a basis for parliamentary procedure.

## **ARTICLE IX. AMENDMENTS**

**Section 1.** Proposed changes or amendments shall be recommended at a regularly scheduled meeting and voted on at the next regularly scheduled meeting. Changes and amendments shall require a two-thirds (2/3) majority vote of members present.

**Section 2.** All members shall receive advance notice of the proposed amendment at least five (5) days before the meeting.

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# **Sample By-Laws**

## **Name of Club By-Laws**

Founding Date: \_\_\_\_\_

Date Adopted: \_\_\_\_\_

### **Article I. Name and Purpose**

**Section 1.** The name of this Society (or Club, Organization, etc.) shall be \_\_\_\_\_.

**Section 2.** The purpose of this Society (or Club, Organization, etc.) shall be to \_\_\_\_\_.

**[Note:** This time just include your general purpose and not your additional bullet points/sections.]

### **Article II. Members**

**[Note:** Here you can add more specific and potentially fluctuating aspects of membership as long as they do not conflict with your Constitution. If you have changing membership dues/fees, include the exact amount here and be sure to update regularly as things (such as national membership costs) change.]

### **Article III. Meetings**

**[Note:** If you are assessing and updating you By-Laws regularly, you can include more specific details about your meetings plans, but it is still advisable not to give an exact day/time and/or to overschedule yourselves. For example if you would like to meeting once a week, but know that sometimes that does not work out, perhaps stated "*at least every other week*" which allows you some flexibility in having fewer meetings if necessary.]

### **Article IV. Duties of Officers**

**[Note:** The duties listed below are just examples. Make sure that you keep in mind the size and scope of your organization and the officers you have determined that you will have as part of your Constitution as you prepare your duties for the by-laws.]

**Section 1.** President

- A. The President is the official spokesperson for the organization.
- B. The President presides over all meetings and is responsible for:
  - 1. Preparing the agenda for each meeting.
  - 2. Opening and closing the meeting.
  - 3. Calling on people to speak.
  - 4. Keeping order and keeping the meeting on the topic being discussed.
  - 5. Acting as a mediator when necessary.
  - 6. Making the final decision in the case of a tie vote.
- C. The President is responsible for keeping the Advisor informed of all upcoming events.
- D. The President helps the organization to set goals.
- E. The President encourages the members to achieve their goals.
- F. The President recognizes the accomplishments and contributions of members.
- G. The President holds regular Executive Board members.

### **Section 2. Vice President**

- A. The Vice President takes over in the absence of the President.
- B. The Vice President is responsible for creating and updating the organizational calendar.
- C. The Vice President serves as the organization representative to SGA.
- D. The Vice President presides over all committees and is responsible for:
  - 1. Appointing committees needed to carry out functions.
  - 2. Checking with the committee chairpersons to ensure that they are holding meetings and are making progress toward established goals.
  - 3. Assisting committee chairpersons when necessary.
- E. The Vice President may be assigned other responsibilities by the President.

### **Section 3. Recording Secretary\***

- A. The Recording Secretary takes accurate and complete minutes of all meetings.
- B. The Recording Secretary types and distributes minutes to the advisor and all members.
- C. The Recording Secretary notifies all members of the place and time of meetings.
- D. The Recording Secretary works with the President to determine the agenda and to ensure the agenda is followed during meetings.
- E. The Recording Secretary maintains accurate records and files of all organization business.
- F. The Recording Secretary maintains accurate meeting attendance records.

### **Section 4. Corresponding Secretary\***

- A. The Corresponding Secretary handles all organization correspondence including letters and thank you notes.
- B. The Corresponding Secretary is responsible for any organization publications and newsletters.

**[\*Note:** *Your organization may only have one Secretary—it is not necessary to separate Secretary duties this way, though it may be beneficial in a large, active organization with many members and meetings/programs.*]

### **Section 5. Treasurer**

- A. The Treasurer is responsible for regular treasury reports. including:
  - 1. A statement of how much was spent at each program since the last meeting.
  - 2. A statement of the bills paid and unpaid.
  - 3. And accurate record of how much money is in the account.

- B. The Treasurer is responsible for keeping an accurate records of income and debts in the ledger.
- C. The Treasurer is responsible for the checkbook and all deposits and withdrawals.
- D. The Treasurer is responsible for balancing the checkbook each time a bank statement is received.
- E. The Treasurer acts as chairperson for fundraising activities.
- F. The Treasurer is responsible for debt collection.
- G. In conjunction with the Executive Board, the Treasurer develops the organization budget.

## **Article V. Qualifications and Elections of Officers**

**Section 1.** Officers must maintain a minimum 2.0 cumulative GPA.

**Section 2.** At a regular meeting in February, a Nominating Committee of five members shall be elected by the Society. It shall be the duty of this committee to nominate candidates for the offices to be filled at the annual end-of-year meeting in April. The Nominating Committee shall report at a regular meeting in March. Before the election in April, additional nominations from the floor shall be permitted.

**Section 3.** The officers shall be elected by ballot to serve for one year until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected.

**Section 4.** No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

**Section 5.** If a vacancy occurs, a special election will be held at the next meeting to fill the open position.

**Section 6.** *[Note: It is useful to have a provision for the voluntary stepping down or involuntary removal of officers.]*

## **Article VI. Duties of Advisor**

**Section 1.** Selection

The Society will elect a member of the YTC faculty/staff to serve as an Advisor.

*[Note: YTC policies require that student organizations have a YTC faculty/staff member as an advisor. This advisor can be in addition to any other advisors the organization may enlist.]*

**Section 2.** Duties

- A. The Advisor serves as an ex-officio, non-voting member of the Executive Board.
- B. The Advisor will conduct a monthly review of the organization's finances.
- C. The Advisor will supervise officer elections, transitions, and training.
- D. The Advisor will attend meetings on a regular basis.
- E. The Advisor will assist officers in general operations and procedures.
- F. The Advisor will supervise initiation of new members.

*[Note: The duties listed above are just examples. Make sure that you talk to your Advisor about what he/she expects and is willing to do and keep in mind the size and scope of your organization and the needs of your officers and members as you prepare your duties for the by-laws.]*

## **Article VI. Committees**

**[Note:** If you have any longstanding committees you may discuss specific committees in this section. Otherwise, you may use it to discuss how committees will be formed, overseen, and assessed and what their duties might be. **Hint:** The Vice President is typically the officer in charge of overseeing committees, but he/she is usually a non-voting member of the committee.]

## **Article VII. Agenda of Meetings**

**[Note:** In addition to specifying Parliamentary Procedures for your club as you did in your Constitution, it is useful to discuss how you will run meetings. The following is just an example of how you may choose to do so.]

**Section 1. Order of Business.** The order of business for meetings shall be:

- Call to order
- Roll call
- Reading of Minutes
- Treasurer's Report
- Committee Reports
- Advisor's Report
- Unfinished Business
- New Business
- Program
- Adjournment

## **Article VIII. Amendments**

**[Note:** Your By-laws amendments procedures may be the same as your Constitution procedures or you may set them up to be a little easier to amend. You may have more than one Section if you have more than one procedural step or multiples ways the By-laws may be amended.]

These Bylaws may be amended as follows by a two-thirds (2/3) vote of the membership present at the voting meeting provided that the proposed amendments were presented in writing to the Executive Board and general membership and that a review meeting open to all members was taken place at least five (5) days prior to the scheduled vote.