All student organizations are required to have By-Laws. The following template is provided as a *guide* in creating your new By-Laws. Questions regarding the By-Laws should be directed to the Office of Student Engagement at StudentEngagement@hgtc.edu or 843-477-2061.

**Article I: Name**

• Section 1: The name of this organization shall be\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

**Article II: Mission**

• Section 1: The mission of the organization is to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Article III: Officers**

• Section 1: The Executive Board shall consist of \_\_\_\_\_\_\_\_ (e.g. the President, Vice President, Secretary, and Treasurer).

• Section 2: The term of office for the Executive Board shall be (time period).

• Section 3: Executive Board members must be in good academic and disciplinary standing with Horry-Georgetown Technical College, abiding by the HGTC Student Code of Conduct.

• Section 4: The Advisor shall be a non-voting member.

**Article IV: Membership**

• Section 1: Membership is open to (e.g. all Horry-Georgetown Technical College students).

**Article V: Membership Fees** (*optional*)

• Section 1: An annual membership fee of $\_\_ is due (day/month/year) to the Treasurer.

• Section 2: Members who are current on their dues payment shall be classified as “active” members.

**Article VI: Duty of Officers**

*In this section include, how many officers there are, their titles and duties? Do the officers constitute an executive committee? Are there standing committees other than the executive committee, i.e. Event Planning, Fundraising, etc.?*

• Section 1: Only students in good academic and disciplinary standing may serve as officers.

• Section 2: The duties of the President shall be:

A.

B.

C.

• Section 3: The duties of the (additional officer) shall be:

A.

B.

C.

• Section 4: The duties of the (additional officer) shall be:

A.

B.

C.

**Article VII: Officer Election and Removal**

*In this section, consider how are officers to be elected? By what type of ballot? By what majority? Who is eligible for office? How may officers be removed?*

• Section 1: All organization officers shall be elected and will serve a term of (month/year) to (month/year).

• Section 2: Officer Elections will consist of the following process:

A. Nomination process

B. Elections

C. Run-off elections, if necessary

• Section 3: In the event an officer is judged to be deficient in his/her duties or in violation of HGTC’s Student Code of Conduct (as determined by a unanimous agreement of the remaining executive officers and advisor), he/she may be removed by a two-thirds vote of the active organization membership. The advisor shall oversee the process of removal from office.

**Article VIII: Meetings**

• Section 1: All meetings will be held at the following times: \_\_\_\_\_\_

• Section 2: To be eligible to vote, all members must: \_\_\_\_\_\_\_\_

**Article IX: Amendments**

*How are amendments to be proposed and by whom? Should there be a delay before voting on amendments? How are amendments to be voted upon? Who is eligible to vote?*

• Section 1: These By-Laws will be reviewed annually.

• Section 2: The following process must occur for any amendments to these By-Laws: