Template for Graduate School Recognized Student group By-Laws

The template outlined below is designed to assist graduate students in developing by-laws for their student group.

I. Statement of student group Purpose and Goals
   A. Name of student group
   B. How and when student group was established
   C. Mission and goals statement
   D. Any power derived from other documents (other by-laws/constitution. If so, please attach.)

II. Membership and Equal Opportunity
   A. Membership must be open to all graduate students. The UO Graduate School affirms the right of all individuals to equal opportunity in education, employment and access to Student groups and their funded activities, without regard to race, color, religion, sex, sexual orientation, age, different ability, national origin, marital status, veteran’s status, or any other considerations not directly and substantially related to effective participation.

III. Officers and their Job Descriptions and Responsibilities
   A. Each leadership position in the student group
      1. Description of the responsibilities of the position (include meeting responsibilities)
      2. Duration of position (must be no longer than one year)

IV. Elections
   A. Student groups may elect their directors and other staff provided the following criteria are met. All candidates must be afforded the same opportunity to disseminate information to the electorate. The electoral process must insure that every constituent has an equal opportunity to vote and that every constituent’s vote has equal weight in determining the outcome of the election. Only student members of the student group may vote in an election for any position having authority in a graduate student group.
   B. How does the student group define quorum (percentage or number of members need to be present)?
   C. How will the student group publicly announce elections?
   D. When are elections held (spring term is recommended for elections to give transition time)?
   E. Who is responsible for overseeing elections?
   F. Attendance requirements to obtain voting rights
   G. Process to recall officers
   H. Placement process for resignations

VI. Officer Transitioning
   A. Transitioning process after electing new leaders (include updating new officer contact information with the UO Graduate School)

VII. Meetings
A. Frequency of meetings
B. Decision-making process
   1. Voting or consensus
   2. Quorum requirement

X. Amending the By-Laws
A. Process for amendments (voting or consensus)
B. Quorum requirements
C. Signature requirements if petitions are used
D. How will Student group notify the membership?