



**SAMPLE CHARTER
By-Laws of the Delgado Campus Organization**

Article I – Purpose

- Section 1.** The name of the organization shall be the Delgado Campus Organization.
- Section 2.** The principle office of this organization shall be located at Delgado Community College.
- Section 3.** This organization shall operate for the benefit of all students in the _____ on any Delgado Community College campus or site.

Article II- Goals

- Section 1.** The goal of this chapter shall be:
- (a) To maintain high academic standards among its members.
 - (b) To participate for mutual benefits in an exchange of information and experience.
 - (c) To begin habits of lifelong professional development among its members with the professional organizations and their local and state affiliates.
 - (d) To operate without profit and no part of the income of the organization shall benefit of any individual members.

Article III- Membership

- Section 1.** Membership in this organization shall be open to any students at Delgado Community College who are interested in _____.
- Section 2.** A member may be censured, suspended or expelled from the organization by a two-thirds vote of the entire membership if found to be in the best interests of the organization and the member has been afforded a reasonable opportunity to be heard.
- Section 3.**
- (a) Meetings of the membership shall be held during the third week of each month during the fall and spring semester or such other time as may be selected.
 - (b) Special meetings of the membership may be called at anytime by the President upon reasonable advance notice.

Article IV- Dues

- Section 1.** The dues of this chapter shall be annually in advance at the first meeting of the fall term at the rate of \$_____.

Article V- Officers

- Section 1.** The following officers shall be elected from the membership at a meeting designed for this purpose and shall hold office for a term of one (1) year from the date of election or until their successors are elected and duly qualified:
- (a) A President, who shall be the chief officer of this organization and shall preside at meetings. He/she shall appoint all committees, shall be an ex-officio member of all committees and shall perform all other duties usual to such office.
 - (b) A Vice President, who shall perform the duties assigned to him by the President and in the absence of the President, perform the duties usual to such office.
 - (c) A Treasurer, who shall be responsible to the Association for an accounting of all monies collected and disbursed by the organization. She shall render periodic records to the membership during her term of office.
 - (d) A Secretary, who shall keep a record of all the official proceedings of this organization, including the reports of special committees.

Article VI- Voting

- Section 1.** At meetings of the membership only members in good standing shall have the right to vote.
- Section 2.** A motion will be carried by a majority vote of the members present, provided a quorum is in attendance, unless otherwise provided for by these by-laws.
- Section 3.** A quorum of the membership shall consist of not less than one-third (1/3) of the members in good standing.
- Section 4.** Elections shall be conducted under the rules and procedures approved by the membership in advance of the meeting at which an election is to be conducted.

Article VII- Committees

- Section 1.** There shall be such committees as may be designed by the President during his/her term of office. The terms of the chairperson and the members of the committee shall correspond to the term of the President.

Article VIII- Finance

- Section 1.** Dues and other monies collected by this organization shall be placed in a depository-in accordance with Delgado policies and payments from the funds of this organization shall be made in the signature of the Treasurer and/or the President and Faculty/Staff advisor. Monies collected will be handled in accordance to Delgado Community College policies.

Article IX- Notices

- Section 1.** Members shall furnish the organization with their addresses and the mailing of any notice to such address shall be deemed service of such notice upon them as of the date of mailing of the same.