

Sample Bylaws

Article I: Parliamentary Authority

[State if you will use Robert's Rules of Order or another source for parliamentary practice for running your group]

Article II: Membership

A student will be considered an active member of this group if he or she has attended at least [insert number here] group meeting[s] and has participated in [insert number here] group activities in the past academic year. Members are required [or are not required] to pay dues [state amount if applicable]. Members may withdraw membership at any time. Members may be removed from the club by 2/3 of active membership vote.

Article III: Elections

Elections will only be conducted with a quorum of active members present [choose a percentage of members to serve as a quorum]. Officers are elected by a majority of club members. Officers may be removed from office by a 2/3 active member vote. Vacancies will be filled by a special election.

Article IV: Advisor/Advisory Board Responsibilities

The faculty advisor shall be chosen by a majority vote of officers. [Insert other duties for advisor here, such as requirements for attending club meetings]

Article VI: Meeting Requirements

Leadership meetings can occur by request of any officer, and require the approval of the president. General meetings occur every [insert frequency here] during the academic semester except for holidays and examination periods. Members will decide on date and time of meetings at the beginning of every semester by a vote of [insert amount] of active members. The president may call a meeting at any time.

Article VII: Method of Amending Bylaws:

Bylaws may be amended by a majority of active member votes. A proposal for amending the bylaws must be submitted to [insert officer here] who will present it to the club for club approval at the next scheduled meeting.

JOB DESCRIPTION

Campus Director

Position summary:

The Campus Director will be the leader of the programs and volunteers at the campus location and be the center's main spokesperson and promoter. The Campus Director will oversee applying for and maintaining a student organization status. The director will recruit and train students.

Reports to: Executive Director

Qualifications

Be a committed Christian who demonstrates a personal relationship with Jesus Christ.

Exhibit a strong commitment and dedication to the sanctity of all human life.

Agree with and be willing to uphold the Statement of Faith, and Commitment of Care. Must be self-motivated and directed.

Possess patience and persistence.

Handle conflict with grace and a positive attitude.

Enjoy people and interaction with many different types of groups and individuals.

Develop creative and innovative ideas.

Can train, supervise, and motivate volunteers.

Responsibilities:

Recruit, supervise, mentor, train and manage all campus volunteers and campus officers.

Promote the campus center with donors and churches.

Responsible for volunteer training, appreciation, and encouragement.

Complete yearly paperwork to begin and maintain student organization status and campus requirements.

Prepare, update and publish booklet of campus resources for pregnant and parenting students.

Maintain a consistent presence at information tables in the student center.

Build and maintain relationships with faculty, staff, and organizations on campus.

Implement and monitor marketing and advertising plans on campus.

Organize and implement classroom presentations on campus.

Organize and implement speaking opportunities with dorms, sorority and fraternities, campus groups and programs, and other opportunities that can be made available.

Keep statistics and make reports to Executive Director.

Maintain campus web site presence.

Create displays for available display cases in student center.

Network with other campus directors in the area and oversight organizations (ex: Care Net) to keep updated.

Client Services

Be available to consultant with clients in all services of the center on campus and at the main center.

Oversee and supervise all client follow-up and management.

Input and maintain client records in data base.

Promote PG tests and conformation of PG tests for the campus.

Provide telephone contact for campus center.

Train and supervise campus volunteers with client contact.

*Sample Constitution for [Insert Center Name] Student Chapter
of _____ [name of school]
A Student Chapter of [Insert Center Name]¹*

I. Name

The name of this organization is the [Insert Center Name] Student Chapter of _____ [name of school] ("Chapter"), a group consisting of undergraduate and/or graduate students at the named college or university ("School").

II. Purposes

The Chapter will be guided by the following purposes:

- To promote a culture of life through the delivery of valuable, life-affirming, Christian ministry to people facing unplanned pregnancies and related sexual issues.
- To offer every pregnant woman the support she needs to choose life for her unborn baby.
- To provide practical help and emotional support to women and men who are facing unplanned pregnancies.
- To share the love, hope, and truth of Jesus Christ, both in word and deed.

III. Statement of Faith

3.1. *Statement of faith.* All members and leaders of this Chapter must agree to and affirm the following Statement of Faith.

I believe:

- That the Bible is the inspired, the only infallible, authoritative Word of God.
- That there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

¹ Care Net graciously thanks the Christian Legal Society, Kim Colby and Casey Mattox for drafting this sample Constitution.

- That for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential, and that this salvation is received through faith in Jesus Christ as Savior and Lord and not as a result of good works.
- In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life and to perform good works.
- In the resurrection of both the saved and the lost: they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- In the spiritual unity of believers in our Lord Jesus Christ.

3.2. *Adherence.* All members and officers must endeavor to live their lives in a manner consistent with the Statement of Faith and must exemplify the highest standards of morality as set forth in Scripture. Members and officers must share [Insert Center Name]'s commitment to the sanctity of human life and to Biblical standards of sexual purity.

IV. Membership

4.1. *Membership requirements.* Chapter membership is open to all students at the School who: 1) agree with the purposes enumerated in Article II; 2) agree to and affirm the Statement of Faith set forth in Article III; and 3) submit a membership application that is accepted by [Insert Center Name]. Attendance at Chapter meetings does not confer Chapter membership.

4.2. *Eligibility to vote.* Only Chapter members are eligible to vote on any Chapter business, including but not limited to, definition of its message to the university community, amendment of this constitution, and election and removal of its officers.

4.3. *Termination.* Any Chapter member who for any reason ceases to be a student at the School shall immediately cease to be a member of the Chapter.

V. Officers

5.1. *In general.* The Chapter must consist of at least three (3) officers who are enrolled as students at the School. Chapter officers shall encourage local attendees to become Chapter members. A Chapter officer who for any reason ceases to be a student at the School shall immediately cease to be an officer of the Chapter.

5.2. *Officer duties.* The following offices and duties are stated for the use of those holding office. Since a Chapter may consist of as few as three (3) people, it is understood that the offices of Secretary and Treasurer may be combined.

President. The President shall preside over Chapter business meetings and meetings of the Officers. The President shall operate as the Chapter's representative to the School community and the public-at-large in all matters for

which a formal representative is required or appropriate. The President shall also serve as the Chapter's primary contact person with local pregnancy centers and shall advise the local Director of any significant operational or policy conflicts or other problems with the Chapter or between the Chapter and another entity.

Vice President. The Vice President shall assist the President in the discharge of his or her duties, as the President may direct, and shall perform such other duties as from time to time may be assigned to him or her by the President. In the absence of the President, or in the event of the President's inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of, and be subject to all the restrictions upon, the President.

Secretary. The Secretary shall maintain all non-financial records of the Chapter and shall be responsible for preparing minutes of all meetings.

Treasurer. The Treasurer shall maintain all financial records of the Chapter, including, but not limited to, all records of the payment of funds, deposits, and disbursements from the Chapter's bank accounts pursuant to the procedures described in Article VIII.

Other Officers. Any other Chapter officers appointed pursuant to this Article shall have such duties as are assigned to them by the President.

5.3. *Bearing witness to Christ.* All members are expected to bear witness to Christ through their adherence to the Statement of Faith and Paragraph 3.2. This expectation is particularly incumbent upon officers.

5.4. *Transition of authority.* To insure the continual wellbeing of the Chapter, outgoing officers shall facilitate the orderly transition of authority by taking adequate time in the winter and spring to train new officers. The Chapter shall implement a procedure to insure the election or selection of at least three new officers by _____ [insert date] of each year.

5.5. *Forcible removal of an officer.* The removal of a current officer prior to the end of term requires a 75% majority vote of Chapter members.

VI. Chapter Advisor

6.1. *Chapter advisor.* The Chapter officers shall identify a Chapter advisor from the School faculty or from [Insert Center Name]. The Chapter advisor must agree to and affirm the Statement of Faith in Article III and exemplify the same high standards of Biblical morality as set forth in Paragraph 3.2 and Paragraph 5.3. The officers shall meet with the advisor on a regular basis and shall keep him or her informed of chapter

meetings, special events, financial matters, problems within the Chapter or the School, and other relevant matters.

6.2. *Chapter school advisor.* The Chapter officers may need to identify a Chapter School advisor depending on the requirements of the School. If the School requires the Chapter advisor to be a university employee or faculty member, the Chapter will seek such an advisor who can also meet all provisions of Paragraph 6.1. If the Chapter is unable to find a Chapter advisor who meets both the provisions of Paragraph 6.1 and the School requirements, the Chapter may only then identify a “chapter school advisor” for administrative purposes, in addition to identifying a “spiritual” Chapter advisor for [Insert Center Name] purposes pursuant to Paragraph 6.1.

VII. Meetings

7.1. *In general.* Chapter meetings shall be held with enough frequency to accomplish the mission and purposes enumerated in Article II; at a minimum, at least four (4) general meetings shall be held during each school year. The officers, in consultation with the Chapter members and advisor, shall determine the frequency, time, place, and agenda of each meeting and shall insure that adequate notice is given of each meeting.

7.2. *Attendance.* All students and faculty are welcome to attend public [Insert Center Name] Chapter meetings and events. The privilege of attendance does not depend on one’s race, age, disability, color, national origin, religion, race, sex, veteran status, or sexual orientation or behavior.

VIII. Finances

8.1. *In general.* The Chapter may raise revenues through contributions, fundraising activities, or applying for any funds available to student groups. A Chapter shall never charge for local dues. If the Chapter chooses to raise revenues, it shall insure that the highest standards of Christian morality and financial integrity are met. At a minimum, the Chapter shall: 1) maintain its funds in a segregated checking or savings account managed to School standards; 2) require the signatures of two (2) officers to write a check or withdraw funds; 3) incur financial obligations only when there is sufficient funding to honor the obligations; 4) pay all debts in a prompt manner; and 5) maintain accurate financial records showing all receipts and expenditures and all assets and liabilities of the Chapter. Upon request, the Chapter’s financial records shall be made available to any Care Net staff members.

8.2. *Distribution of assets upon Chapter dissolution.* Upon dissolution of the Chapter by the termination of this Constitution or otherwise, all funds and any other assets of the Chapter shall be distributed exclusively for charitable or educational

purposes or to [Insert Center Name] or other organizations exempt from federal taxes under Section 501(c)(3) of the Internal Revenue Code.

IX. Restrictions on Activities

The Chapter shall not carry on any activities prohibited by [Insert Center Name] under its bylaws or by Sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code. Without the prior written consent of [Insert Center Name], the Chapter shall not: 1) be a voluntary party in any litigation; 2) lobby (including the publishing or distribution of statements) or otherwise attempt to influence legislation; or 3) participate or intervene in any political or judicial campaign on behalf of any candidate for office. No part of the net income of the Chapter shall inure to the benefit of its officers or other private persons, except that the Chapter shall be authorized to pay reasonable compensation for services actually rendered and to make payments and distributions in furtherance of its purposes.

X. Affiliation Process

To become a student chapter of [Insert Center Name], at least three (3) officers who are students in good standing must sign this Constitution and submit the original to the [Insert Center Name] office. Either party may terminate this status at any time by written notice to the other party.

XI. Amendments and Interpretation

1. *Amendments.* The Chapter may amend this Constitution by a 75% member vote, provided, however, that no amendment shall have any force or effect unless it has been approved in writing by [Insert Center Name].

2. *Interpretation.* Any conflict or disagreement among Chapter officers or members as to the meaning or interpretation of this Constitution shall be submitted in writing to [Insert Center Name]. [Insert Center Name]'s decision resolving the conflict or disagreement shall be final.

XII. Force and Effect of Constitution

This Constitution shall take effect when [Insert Center Name] accepts the Chapter's affiliation request and shall remain in effect until terminated in writing by either party or until the Chapter ceases to meet the qualifications of a [Insert Center Name] student chapter as enumerated in this Constitution. If the Chapter Constitution is terminated, the [Insert Center Name] affiliated student Chapter ceases to exist.

Adopted on: _____, 20____

Signed by three student officers:

Name and office held

Name and office held

Name and office held

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Check list for opening a Campus PG Center

Board approval

Steering Committee to examine the campus needs and opportunities

Type of campus outreach connecting, satellite or main

Hire a Campus director

Find interested students

Find a Faculty advisor

Existing Student Groups who support your cause

Student Group Application

Student Constitution if needed

Insurance coverage of main center including campus work

Budget for expenses

Promotion of campus center to donors

Knowledge of student health center

Knowledge of housing for PG and parenting students

Knowledge of financial aid

Plan for providing center services on campus

Volunteer training for students

Marketing PG testing to students

Marketing center services to students

Opportunities to speak in campus classes

Opportunities for campus internet

Opportunities for campus radio

Opportunities for campus TV

Plan for safety of client records

Create a Campus Handbook for PG and parenting students

SUGGESTED MISSION STATEMENT FOR CAMPUS SATELLITES

It is important that your organization have succinct, focused and well-understood statements of vision and mission. Take some extended time at a Board meeting, or preferably a retreat, to answer the following questions:

1. WHAT IS THE BOLD, GRAND VISION OF OUR ORGANIZATION?

Is it relevant to the largest needs of the cause we are called to serve?

Is it visionary enough to challenge the people and attract the resources that will allow us to grow and expand as new opportunities to serve this vision unfold?

2. WHAT IS THE CURRENT MISSION OF OUR ORGANIZATION?

Does it express the core values and primary strategies we will use to achieve our vision?

Is it measurable so we can track progress, verify effectiveness and demonstrate faithful stewardship of the resources entrusted to us?

Are we, with integrity, delivering on the promises implied by our vision and mission?

*To help a woman continue her
pregnancy and her education.*

faithful STEWARDS™

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