



Western
University
OF HEALTH SCIENCES

Student Government
Association

Club Bylaws

Approved by SGA Senate, February 2018

Preamble

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PREAMBLE

The purpose of these Bylaws is to provide a written record of the consensus of the active members of all clubs at Western University of Health Sciences (hereafter WesternU) regarding self-governance. The members shall govern the club in accordance with this document and in accordance with the regulations, policies, and directives of WesternU. This document has been approved by the Vice President of Enrollment Management and University Student Affairs and the Student Government Association (hereafter SGA) Senate.

ARTICLE I. BYLAWS

- 1.1 These Bylaws shall only be superseded by Federal law, State law, national organization bylaws (if applicable) and the WesternU SGA Bylaws and Constitution.

ARTICLE II. NAME

- 2.1 The official name of all recognized student organizations (hereafter “Clubs”) are approved and are on record with the office University Student Affairs (hereafter USA). All club name changes require a senate majority vote.

ARTICLE III. NATIONAL AFFILIATION

- 3.1 If your Club is a member of a national, state or regional organization, the rules and regulations of the parent constitution and bylaws shall be followed for all intents and purposes. The WesternU Club Bylaws shall supplement the parent organization documents when necessary.

ARTICLE IV. OBJECTIVES

The objective of all Clubs is to enhance the student experience through co-curricular and interprofessional opportunities. These objectives shall be reached through each Club’s individual mission statement. Club leaders should seek to gain professional values by striving to meet the student club and organization learning outcomes:

- 4.1 Communicate clearly and effectively with individuals from diverse backgrounds.
- 4.2 Demonstrate compassion, respect, and value of diversity while serving patients, clients and their families.
- 4.3 Collaborate effectively with peer and interdisciplinary teams to provide service to the community.
- 4.4 Develop leadership skills through collaborative goal setting and project management.

ARTICLE V. STATUS

A club can be classified as one of the following:

- 5.1 **Pending:** Students interested in starting a new WesternU Club shall complete a New Club Application and follow the guidelines in the Student Leader Handbook. During the application process, a proposed club is in pending status and does not hold any rights or privileges until fully approved and active.
- 5.2 **Active:** All approved clubs must meet Club Operating Criteria outlined in the Student Leader Handbook to maintain active status.
- 5.3 **Probationary:** Clubs that have been previously dissolved and successfully appealed will remain in probationary status for the remainder of their leadership term, per 7.5. Failure to meet Club Operating Criteria during the probationary period will result in immediate dissolution without right to appeal.
- 5.4 **Dissolved:** Clubs can dissolve voluntarily or by failing to meet Club Operating Criteria
 - 5.4.1 Club leadership and Advisor will be notified of club dissolution via email from USA.
 - 5.4.2 The decision may be appealed by contacting the SGA Vice President to be placed on a senate meeting agenda within four weeks of notice.
 - 5.4.3 If dissolved, club funds will be:
 - 5.4.3.1 Transferred to a sibling club fund, if applicable.
 - 5.4.3.2 Transferred to the general University Student Commons Enhancement fund managed by USA.

ARTICLE VI. MEMBERSHIP

- 6.1 **Eligibility and Open Membership** - Membership shall be open to all WesternU students. All Clubs are equal opportunity organizations and as such do not discriminate on the basis of (including but not limited to): program, race, color, ethnicity, national origin, religion, politics, disability, gender or sexual orientation.
- 6.2 **Dues** – The membership fee is set either by parent organization (if applicable) or Club. Payment terms may vary, must be documented and be made available if requested. Dues paid directly to the Club must be deposited into the WesternU account within 72

hours of receipt.

- 6.3 **Membership** - The minimum membership requirement is 25 students on the Pomona, CA campus and 10 students on the Lebanon, OR campus (hereafter COMP-Northwest). Eligibility shall be determined by individual Clubs. Should a member fail to meet requirements, their privileges and rights may be suspended until obligations are fulfilled.

ARTICLE VII. OFFICERS

- 7.1 **Club Officers** – The Club is required to have one President, Treasurer, and Advisor at all times. President and Treasurer positions may not be assumed by the same candidate per Board. The Club may also appoint one Co-President, Vice President, and Secretary as desired.

7.1.1 The Board shall:

- 7.1.1.1 Be the administrative body of the Club.
- 7.1.1.2 Meet with Club Advisor at the beginning of the term to set goals and expectations.
- 7.1.1.3 Host general meetings twice per term.
- 7.1.1.4 Be charged with the duty of carrying out the provisions of all governing Constitutions and Bylaws.
- 7.1.1.5 Determine the annual dues, if applicable, with the approval of the members by a majority vote, or coordinate with the parent organization to determine.
- 7.1.1.6 Ensure no off-campus bank or email accounts are created.
- 7.1.1.7 Not apply for a Federal tax ID without prior approval from University Student Affairs, University Advancement and University Financial Services and Treasury.
- 7.1.1.8 Create a web and/or social media presence, if desired, with the approval of Club Advisor(s) and USA.
- 7.1.1.9 Operate under the following chain of command: President/Co-President, Vice President, Treasurer, and Secretary.

- 7.2 **Additional Officers** - Additional officers (e.g. event coordinator, social media

manager, etc.) may also be appointed as necessary.

7.3 Eligibility-

- 7.3.1 Officers must be a current student and in good academic standing per the college catalog for the academic year.
- 7.3.2 For the positions of President and Treasurer, officers must be on-campus students (i.e., not on rotations or distance-learning).
- 7.3.3 Students are eligible to hold multiple positions within a Board with permission from previous Board and Advisor.
- 7.3.4 Students may hold leadership positions within multiple organizations (e.g., Club and SGA) with permission from their Student Affairs Professional or Program Chair.
- 7.3.5 Exceptions may be made on a case by case basis, and must be approved by USA.

7.4 Elections –

7.4.1 Procedures

- 7.4.1.1 Reference parent organization bylaws if applicable.
- 7.4.1.2 The President shall host an election for the board-elect no later than January 15th.
- 7.4.1.3 All eligible members shall be notified of the upcoming election no later than two weeks prior.
- 7.4.1.4 The Club Advisor shall be notified of the upcoming election no later than two weeks prior.
- 7.4.1.5 Any eligible candidates shall notify the President of formal interest no later than one week prior to the election.
- 7.4.1.6 President shall report new Board to USA via the Club Annual Report by the deadline.

7.4.2 Voting

- 7.4.2.1 Eligibility of voters shall be determined by the Board.
- 7.4.2.2 All elections shall be by written ballot, electronic ballot or simple majority vote. If a candidate is running unopposed, a vote is not required and the candidate assumes the position by default.

7.5 **Term** – Unless directed by parent organization bylaws, Club Presidents will serve from February 1st of the current year through February 28th of the following year. All other Officers will serve from February 1st of the current year through January 31st of the following year. These dates are subject to change, and should be confirmed using the latest version of the WesternU Student Leader Handbook.

7.6 **Duties** –

7.6.1 **All Elected Officers** – it shall be the duty of all elected Board officers to:

7.6.1.1 Read the Student Leader Handbook and pass the Student Leader Quiz by the set deadline.

7.6.1.2 Be aware of and adhere to the policies and procedures set forth by the University and USA.

7.6.2 **President** – it shall be the duty of the President to:

7.6.2.1 Preside at club meetings.

7.6.2.2 Attend Club President training and meetings on behalf of your club.

7.6.2.3 Schedule meeting with Club Advisor(s) and Board at the beginning of term to discuss goals and expectations.

7.6.2.4 Perform such other duties as ordinarily pertain to this office.

7.6.2.5 Act as liaison to USA.

7.6.2.6 Be jointly responsible with Treasurer for operations and proper use of organizational funds.

7.6.2.7 Hold Club Officer elections by January 15th. This date is subject to change, and should be confirmed with the latest version of the WesternU Student Leader Handbook.

7.6.2.8 Ensure the accuracy and completion of Annual Club Report, membership roster and other documents required by USA.

7.6.2.9 In the absence of a Secretary, share all club minutes and records with successors.

7.6.2.10 May be appointed as Club Council Chair during term. Refer to responsibilities in Student Leader Handbook.

7.6.2.11 Other duties as deemed necessary by the Board.

7.6.3 **Vice President** – It shall be the duty of the Vice President to:

- 7.6.3.1 Preside in the absence of the President.
- 7.6.3.2 Other duties as deemed necessary by the Board.
- 7.6.4 **Secretary** – It shall be the duty of the Secretary to:
 - 7.6.4.1 Record the minutes of all meetings.
 - 7.6.4.2 Keep a file of the records.
 - 7.6.4.3 Maintain a current membership roster.
 - 7.6.4.4 Issue notices of meetings and conduct the general correspondence of the club.
 - 7.6.4.5 Share all minutes and records with successors.
 - 7.6.4.6 Other duties as deemed necessary by the Board.
- 7.6.5 **Treasurer** – It shall be the duty of the Treasurer to:
 - 7.6.5.1 Be well versed in and adhere to the policies and procedures pertaining to the financial aspects of the SGA Bylaws, Constitution and Student Leader Handbook.
 - 7.6.5.2 Keep a running ledger of the account and save all deposit slips.
 - 7.6.5.3 Confirm account accuracy at end of term by signing the Certification of Organizational Funds (COF) by set deadline.
 - 7.6.5.4 Sign reimbursement forms after ensuring that the expenditures are appropriate, the form is complete (including President’s signature, student ID/vendor address, amount approved), and original/itemized receipts are attached.
 - 7.6.5.5 Attend the mandatory Club Treasurer Training.
 - 7.6.5.6 Other duties as deemed necessary by the Board.

7.7 **Removal From Office -**

- 7.7.1 Resignation of a Board Member must be communicated to the Board, Club Advisor, USA, and college or program Student Affairs Professional, if applicable.
- 7.7.2 All proceedings to remove a Board Member must be presented to the Club’s Advisor for review and recommendation prior to the Club’s vote. The Club Advisor will have authority to recommend voting by Club Board or all Club Members. The Board Member subject to removal should be notified within one

week of the vote.

7.7.3 The President will call an emergency meeting for voting on this matter. In the event that it is the President in question the hierarchy of the Board shall be followed as stated in Section 7.1.1.9 of the Bylaws.

7.7.4 Removal of a Board Member can occur for the following reasons:

7.7.4.1 Failure to perform the duties of the elected office which are outlined in the parent organization bylaws and USA Club Bylaws.

7.7.4.2 Failure to attend two consecutive meetings without prior approval by the President and/or Board.

7.7.5 Removal of a Board Member from their elected position must be by a majority vote. The vote shall be cast by an anonymous ballot.

7.7.6 The Board will inform the Club of the results within one week.

7.8 **Vacancy**

7.8.1 In the event that a Club Officer position becomes vacant, the existing Board Members, in consultation with their Club Advisor, may, by majority vote, hold an election for the vacant position, appoint a replacement or absorb responsibilities among existing Board Members. In the event of a stalemate, an election will be held.

7.8.2 Should the President or Treasurer be unable to fulfill their duties, a designee shall notify the Office of USA of the successor within two weeks of vacancy.

7.8.3 Should the Club Advisor be unable or unavailable to fulfill their duties, a designee shall notify USA immediately. The successor must be named within four weeks of vacancy. Per 7.1, if the Club has not appointed an Advisor within four weeks, the Club will be dissolved.

ARTICLE VIII: MEETINGS

8.1 **Meetings** – Regular meetings shall be held, at minimum, two times during every Club President's term.

- 8.2 **Advisor Meeting** – At the beginning of the Board’s term, President must schedule a meeting with Club Advisor(s) to discuss goals and expectations.
- 8.3 **Quorum** – To validate the proceedings of any meeting, at least half of the voting members must be present.
- 8.4 **Schedule** - The Board shall decide the time and location of Club meetings. This information shall be available for members of the Club as soon as possible.

ARTICLE IX: ADVISOR

- 9.1 **Appointment** – there shall be a minimum of one Club Advisor.
- 9.2 **Eligibility** –Club Advisors should be appointed based on the Club’s mission. On-campus Advisors are preferred; others as appropriate.
- 9.3 **Duties** – The responsibilities of the Club Advisor(s) shall be to:
- 9.3.1 Maintain an awareness of the Club activities.
 - 9.3.2 Meet at the beginning of the term with the Club Board to discuss upcoming meetings, long range plans, goals, and expectations.
 - 9.3.3 Attend regular meetings and Board meetings as often as schedule allows or as necessary.
 - 9.3.4 Assist in the orientation of new officers.
 - 9.3.5 Explain and clarify campus policy and procedures that apply to the club.
 - 9.3.6 Assist the Club Treasurer in monitoring expenditures and fundraising activities to maintain an accurate and up-to-date account ledger.
 - 9.3.7 Serve as initial conflict mediator, document incident details if necessary and know when to defer to USA.
 - 9.3.8 Report any Academic or Professional Conduct violations to both USA and the appropriate College Dean.

ARTICLE X: CONFLICT MANAGEMENT

- 10.1 It is expected that any conflict or dispute arising within or between the membership and/or the Board will be addressed and resolved by those involved. In the event

conflict management cannot be achieved, the matter or issue may be resolved using the following:

10.1.1 Report issue to Advisor.

10.1.2 The Advisor fact finds, assists the club with managing the issue, and if necessary notifies USA.

10.1.3 If conflict cannot be resolved at the Advisor level, referrals to USA can be made and should be limited to serious conflicts such as grievances relating to officers, the Advisor, policies, or actions of the Board.

10.2 Title IX Complaints

10.2.1 WesternU prohibits discrimination or harassment, in its programs and activities, on the basis of sex or gender (including gender identity or expression), sexual orientation, or any other characteristic protected under applicable law.

10.2.2 All Title IX complaints should be reported to the University Title IX Coordinator.

ARTICLE XI: AMENDMENTS

11.1 **Selection** – these Bylaws may be amended by a majority vote of the Club Council Chairs. If approved by the Club Council Chairs the amendments will be moved to the SGA senate. All amendments will have final approval by SGA senate majority vote.

11.2 **Notice** – All Club Presidents will be notified of amended Bylaws.

ARTICLE XII: REFERENCE DOCUMENTS

[Student Leader Handbook \(California\)](#)

[Student Leader Handbook \(Oregon\)](#)

[SGA Bylaws](#)

[SGA Constitution](#)

[University Catalog](#)