



BY-LAWS TEMPLATE FOR SACNAS CHAPTERS

Full Name of SACNAS Chapter

BY-LAWS

SACNAS

Advancing Hispanics/Chicanos and Native Americans in Science

ARTICLE I

NAME OF ORGANIZATION

The name of this organization shall be _____
full name of SACNAS Chapter

Chapter. The acronym that the organization shall use is _____ SACNAS Chapter.
state the acronym

ARTICLE II

PURPOSE/OBJECTIVE

1. To further the work of, to improve the effectiveness of, and to enhance the public understanding of and appreciation for Hispanics, Chicanos, Native Americans, Alaska Natives, Native Hawaiians and other underrepresented minorities in science;
2. To cooperate with other individuals, organizations, clubs, and other groups whose purposes include the achievement of public understanding for Hispanics, Chicanos, Native Americans, Alaska Natives, Native Hawaiians and other underrepresented minorities in the sciences;
3. To promote student and professional recruitment and retention of Hispanics, Chicanos, Native Americans, Alaska Natives, Native Hawaiians and other underrepresented minorities in science at _____; and
full name of your school or organization or region
4. To provide a forum for students and professionals from different science disciplines to come together for professional development, academic, community service and social activities at _____.
full name of your school or organization or region



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ARTICLE III

AFFILIATION

This organization will be an affiliated chapter of SACNAS national organization. This chapter reserves the right to create and adopt its own by-laws, rules and procedures within the context of the SACNAS By-laws and the rules and regulations of

[full name of your school or organization or region](#)

SACNAS requires that any modifications to the By-laws template be noted, highlighted or added as an addendum in the last page of this template.

ARTICLE IV

MEMBERSHIP

No person shall be denied membership because of scientific discipline, ethnicity, race, religion, economic background, gender, sexual orientation and/or disability. Membership shall be open to currently enrolled students, faculty, staff or employees

[full name of your school or organization or region](#)

ARTICLE V

GOVERNING BODY: OFFICERS

Section 1. Officers

President:	Initiates and presides over meetings. Oversees all group activities and assists in leadership development of membership.
Vice-President:	Assumes presidential responsibilities in the absence of the president. Develops and coordinates outreach activities
Secretary:	Maintains accurate attendance and membership records and keeps minutes.
Treasurer:	Maintains and manages finances and keeps accurate financial records. Prepares and implements chapter budget.
National Liaison:	Primary contact with the SACNAS National Office. Submits Chapter Annual Report and conducts communication with the National Office. Reports chapter information including changes to by-laws, board members, contact information to National Office. Keeps current with literature and report current events from National Office. Coordinates all activities involving National Organization such as the annual SACNAS National Conference. This is the only officer with duties that may overlap with other officers or advisor positions.



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Section 2. Nominations:

1. A minimum of two individuals shall be nominated for each office. Individuals may be nominated for more than one office, but may fill only one position except for the National Liaison position.
2. Individuals seeking nomination must be active chapter members.
3. Secretary shall record nominations and make available to the membership properly written ballots for election.
4. Nominations shall be held one month prior to the last meeting of the academic year.

Section 3. Elections/Voting:

1. Elections shall be held three weeks prior to the last meeting of the academic year
2. All active members are eligible to vote.
3. Voting shall be conducted as a secret ballot and tally shall be conducted in the absence of the said candidates.
4. Ballots shall be tallied by the current secretary and two members appointed by the president.
5. In the event that there is not a majority vote, a run-off election will be held for the top two candidates.
6. Officer terms are one academic year. Officers may serve in an "ex-officio" capacity after their one year of service in order to train and guide new officers.

ARTICLE VI

QUORUM, MEETINGS

Section 1. Quorum:

1. A quorum must consist of at least fifty percent of all membership and a majority of the officers.

Section 2. General Meetings:

1. All members are required to attend regular meetings. Consistent failure to attend meetings may result in suspension of voting rights and/or financial suspension of support to attend the national conference.
2. Meeting Agendas shall be prepared by the president and secretary.
3. Meetings will be scheduled: once per week; once per quarter/semester; other (specify): _____.



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ARTICLE VII

FINANCE

1. The treasurer and president shall be responsible for preparing a budget every academic year.
2. All distributions of funds shall be approved by the president and treasurer, and chapter advisor for student chapters.

ARTICLE VIII

RESIGNATIONS AND REMOVALS

Section 1. Resignations:

1. An officer may resign from office at any time, by giving written notice (via email or US mail) to the president, vice president, or advisor. The written notice of resignation must be received and acknowledged by the governing body of officers.
2. During a meeting when a resignation is reported, nominations will be taken to fill the vacancy and voting procedures will be conducted as stated in Article V with the exception of Section 3.1.

Section 2. Removals:

1. Shall any member have knowledge that an officer is not fulfilling his/her duties or that an officer has acted or participated in activities that violate the mission of the chapter, he/she may call a meeting to explore charges.
2. A two-thirds vote, excluding officer under investigation, is needed for removal of an officer.
3. Upon removal, nominations for a replacement officer shall proceed as indicated in Article VIII.

ARTICLE IX

AMENDMENTS

Amendments must be submitted in writing one-week prior to voting at a regularly scheduled membership meeting. By-laws may be amended at any regular meeting with a two-thirds vote of the membership.

ARTICLE X

MISCELLANEOUS

(Use next page for additions or changes to this template)



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Approval Signatures from SACNAS Chapter Board:

Advisor or Institutional Representative date

Advisor or Institutional Rep. (Signature) date

President (Printed Name) date

President (Signature) date

Secretary (Printed Name) date

Secretary (Signature) date

Treasurer (Printed Name) date

Treasurer (Signature) date

SACNAS National Office Approval:

SACNAS Program Manager date

(Signature) date

SACNAS Executive Director date

(Signature) date