SAMPLE BYLAWS
The University of Texas Health Science Center at San Antonio

ARTICLE I: Name
This organization shall be known as the____________________________________.  The
activities of this organization are governed by the rules and regulations for student organizations
and must conduct its affairs in accordance with The University of Texas System Board of Regents
Rules and Regulations, Section 4.

ARTICLE II: Purpose & Function
Section 1. Purpose
_______________is a non-profit organization established for the purpose of
promoting_____________________________________________.
Section 2. Function
A. To have direct input into standards of medical education and to influence the
education process.
B. To promote and encourage participation in community affairs and activities
towards improved health care and issues.
C. To promote and encourage recruitment efforts, participation in student
activities, and educational opportunities regardless of race, color, creed, sex,
age, national origin or economic status.

ARTICLE III: Membership
Section 1. Constituent Membership
A. Active Members
Any student enrolled at UTHSCSA.
1. Active members shall have the rights, responsibilities, and privileges of
the organization, which include attendance, participating, voting,
holding office and serving on committees.
B. Rights and Privileges of Membership
1. Right to attend meetings, speak at meetings, and to cast a vote during
meetings.
2. Privilege to hold office in.
C. Active and honorary membership shall be renewable annually.
Section 2. Dues
A. Annual dues shall be payable for the appropriate fiscal year. The fiscal year
shall be the first day of the same month one year later.
B. The annual dues shall be in the amount of__________
C. Dues shall be payable directly to._________________
D. Any member who fails to pay current dues shall forfeit all privileges of
membership on the last day of membership.

ARTICLE IV: Officers
Section 1. Officers
A. The elected officers of ________________shall be:
1. President (MSII)
2. Vice President (MSII)
3. Secretary (MSI)
4. Treasurer (MSII)
Section 2. Eligibility
Only active members shall be eligible for elected offices.

Section 3. Term of Office
The Term of office for all officers shall be one year from the time of election unless otherwise stated in these bylaws.

Section 4. Vacancy of Office
A vacancy in the office of President shall be filled by the Vice-President. In the event of a vacancy in any other office, the vacancy shall be filled by vote of EC. The vote shall be by ballot and a majority shall elect. Nominations shall come from the organization. The term of office shall be until the next general election.

Section 5. Duties of Officers
A. President (MS II)
1. Preside at all executive and general membership meetings of the.
2. Shall appoint chairs of all committees unless otherwise stated in these bylaws.
3. Appoint special ad-hoc committees and make other appointments as needed.
4. Serve as ex-officio member of all committees.
5. Be responsible for the agenda of all scheduled meetings.
6. Be the official representative and spokesperson for ________.
7. Office will be replaced if absent from 2 general membership meetings.
B. Vice President (MSII)
1. Preside in the absence of the President.
2. Assume the duties of the President in the event of a vacancy in the office of the President.
3. Compile and maintain the official Registry of Membership
4. Be responsible for accuracy of these bylaws
5. Office will be replaced if absent from 2 general membership meetings.
C. Secretary
1. Record the proceedings of all general & executive meetings.
2. Distribute the minutes of meetings within seven days of such meetings.
3. Submit a current list of newly elected officers.
4. Shall assume the responsibility for the upkeep of the office including files, publications, and other supplies as directed.
5. Responsible for miscellaneous correspondence.
6. Office will be replaced if absent from 2 general membership meetings.
D. Treasurer
1. Act as custodian of all ____________ funds, & deposit such funds.
2. Draft a budget if requested by the Executive Board for the general funds.
3. Office will be replaced if absent from 2 general membership meetings.
E. Historian
1. Maintain records of events to include pictures and summaries of events.
2. Office will be replaced if absent 2 general membership meetings.

ARTICLE V: Faculty Advisor
Section 1. Number of Faculty Advisors
There shall be at least one Faculty advisor who shall be a member of UTHSCSA. This person/s shall be a volunteer, and shall serve for a period of one year, or until a successor is selected.

Section 2. Responsibilities
The Faculty Advisor shall be responsible for the interchange of information between the _____________and the faculty and will attend meetings and programs.

ARTICLE VI: MEETINGS

Section 1. Meetings
The monthly meetings of the general membership of the _____________ shall be held at a place and time determined by the President. The meeting shall be for the purpose of receiving reports and conducting such business as may properly come before the membership. Notice of meetings must be posted no later than seven days prior to said meeting.

Section 2. Governing and voting body
The membership shall be governing and voting body at all general membership meetings.

Section 3. Membership representation shall be as follows
The voting body at general membership meetings shall consist of the elected officers and those members present provided that there is a quorum.

Section 4. Motions and voting
The privilege of making motions and voting shall be limited to the voting body. A voting member shall have but one vote in any situation where voting is required.

Section 5. Open meetings
All meetings of the membership shall be open unless otherwise voted by the membership.

Section 6. Quorum
A quorum at meetings shall consist of the President or Vice-President and one other officer and 10% of the members.

Section 7. Special Meetings
A. The President may call a special meeting.
B. The President must call a special meeting upon receiving a written request from five or more members.
C. Notice of time and place and purpose of the meeting must be posted no later than three days prior to said meeting.
D. The voting body shall be the same, insofar as possible, as that in a general membership meeting.

ARTICLE VII: COMMITTEES

Section 1. Establishing Committees
The Executive Committee shall establish committees deemed necessary to carry on the work of the _____________ and determine the functions and terms of the committees. All committees shall report to the general membership at the general membership meetings and to the Executive Committee when requested to do so.

ARTICLE VII: PARLIAMENT AUTHORITY
All meetings of the ______________________________ shall be conducted in accordance with parliamentary laws as set forth in ROBERTS RULES OF ORDER NEWLY REVISED where the rules apply and are not in conflict with these bylaws.

Section 1. Proposed amendments
Proposed amendments to these by laws shall be submitted in writing, carrying the proponents signature, to the Board of Directors for review at least two weeks prior to the next regularly scheduled general membership meeting. Proposed amendments may be submitted by the committee, or by a member.

Section 2. Posting of amendments
Proposed amendments must be posted seven days prior to a general membership meeting.

Section 3. Amendment of bylaws
These bylaws may be amended at general membership meeting by three/fourths (3/4) vote of those present and voting.