



## SAMPLE BYLAWS/CHARTER

### JUSTSERVE SCHOOL CLUBS

Students may use this optional template to develop bylaws for a JustServe Student Club, which may be modified as necessary to accommodate the needs of an individual club. All JustServe Student Clubs must abide by the JustServe Student Club Rules. Additionally, JustServe Clubs affiliated with or sponsored by a school, or that utilize school facilities or resources, are responsible for complying with all applicable school rules.

### BYLAWS OF [NAME OF SCHOOL] JUSTSERVE STUDENT CLUB

#### ARTICLE I

##### NAME

The name of this organization is the [Name of School] JustServe Student Club.

#### ARTICLE II

##### PURPOSE

Our purpose is to be an influence for good in the community through meaningful service. We lift, help, and serve others while building bridges with community service organizations. JustServe.org and the mobile app are available resources for finding service opportunities. While serving others, we encourage members to connect and support each other.

#### ARTICLE III

##### MEMBERSHIP

**Section 1:** Membership is open to all students enrolled at [Name of School].

**Section 2:** We will not deny membership to anyone on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, veteran status, or disability.

**Section 3:** No member of the JustServe Student Club will engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace, resulting in physical or mental harm to any fellow student or person.

#### ARTICLE IV

##### OFFICERS

**Section 1:** The JustServe Student Club must have a president and may have other such officers the club believes necessary, i.e., vice president, secretary, treasurer, representatives, etc. All officers must be students at [Name of School].

**Section 2:** Officers are appointed or elected by a majority of the members of the JustServe Student Club.

**Section 3:** Each officer's term shall be for one school year, starting at the end of each spring term/semester through the end of the next spring term/semester. Officers shall be appointed or voted upon annually unless an office becomes vacant before the term otherwise expires. (If that happens, then members may elect a replacement officer as needed.)





## SAMPLE BYLAWS/CHARTER

### JUSTSERVE SCHOOL CLUBS CONTINUED

**Section 4:** The president will direct meetings and activities of the JustServe Student Club, unless he or she delegates that duty to another officer. If applicable, the president or their designee will also represent the Club at inter-student organization meetings.

**Section 5:** All other JustServe Student Club officers will act under the direction of the president. The duties of these other officers may include planning and publicizing meetings and events, and recruiting members.

**Section 6:** Special committees may be created at any time as necessary.

### ARTICLE V MEETINGS

**Section 1:** An officer transition meeting will be held approximately two weeks following the appointment of new officers.

**Section 2:** Regular meetings will be held during the academic year at times determined by the current officers.

**Section 3:** The president and other student officers may call special or more frequent meetings as necessary.

### ARTICLE VI ADVISORS

**Section 1:** One or more faculty advisors may be selected by the student officers of the JustServe Student Club from among the faculty or staff members of [Name], with the acceptance of the individual selected.

**Section 2:** The advisor's term will be one school year (starting at the end of each spring term/semester through the end of the next spring term/semester), but may be renewed at the request of the student officers.

**Section 3:** The removal of an advisor would need to follow the procedure of the school.

### ARTICLE VII FINANCES/DUES/FEES

The JustServe Student Club is a not-for-profit organization, and there are no mandatory dues or fees to participate in JustServe activities. The JustServe Student Club may accept voluntary contributions, grants, or sponsorships to help cover the cost of meals, club activities, or service projects consistent with JustServe Student Club Rules and the applicable rules of [Name of School].

### ARTICLE VIII AMENDMENTS

**Section 1:** Amendments and revisions to the constitution must be reviewed and approved by the student officers and faculty advisor(s), if applicable.

**Section 2:** Amendments must be written and explained to members of the JustServe Student Club and presented to the voting members for ratification.





## SAMPLE BYLAWS/CHARTER

### JUSTSERVE SCHOOL CLUBS

#### ARTICLE IX STATEMENT OF COMPLIANCE

**Section 1:** The JustServe Student Club agrees to abide by the JustServe Student Club Rules, incorporated here by reference.

**Section 2:** The JustServe Student Club agrees to adhere to applicable rules governing student clubs of [Name of School].

**Section 3:** The JustServe Student Club agrees to adhere to applicable rules governing the use of school facilities or other school resources.

#### ARTICLE X ENABLING ACT

Upon approval of this charter by the majority of voting members of the JustServe Student Club, it shall become effective immediately.

\_\_\_\_\_  
JustServe Student Club President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Administrator

\_\_\_\_\_  
Date

