

To: Chapter Officers

From: NOSS Executive Board

NOSS is committed to supporting chapter success. Organizational structure can foster such success. Creation and maintenance of chapter bylaws is one means to create your organization's structure.

NOSS Leadership provides this bylaws document as a template for you to use and adapt to reflect your individual chapter's culture.

Each of the 13 articles included in this document should be represented in your chapter bylaws.

Chapter leadership should feel empowered to reorganize the articles or add additional articles as needed.

Each Chapter's Bylaws should be linked on the Chapter website.

As community is a driving principle of NOSS, we would encourage chapters to look to the Arizona, Ohio, and Texas bylaws for inspiration.

_____ (state chapter name)

BYLAWS

ARTICLE I: NAME

The name of this organization shall be the _____ (hereinafter referred to as _____ or the Organization).

ARTICLE II: INCORPORATION

The Organization shall be incorporated as a non-profit organization registered in the state of _____.

ARTICLE III: AFFILIATION

_____ shall be affiliated with the National Organization for Student Success.

ARTICLE IV: PURPOSE

The purpose of _____ is to increase the academic success of students by

(the following are examples of what a chapter might include in their bylaws)

- A. Providing professional development to our members through conferences and workshops; disseminating high-quality information through a variety of media; and promoting and sponsoring research.
- B. Identifying and disseminating information on exemplary models of practice.
- C. Providing leadership through public awareness activities, policy development, and advocacy for students.
- D. Promoting, assessing, and supporting student learning and successful educational outcomes.
- E. Expanding the theory and knowledge upon which the profession is based.
- F. Coordinating efforts with other organizations and individuals that have goals in harmony with _____.
- G. Improving its infrastructure to meet current needs and anticipate future trends.

ARTICLE V: MEMBERS

Section 1: Membership Categories *(the chapter will decide if it will have only individual memberships or both individual and institutional memberships)*

Members of the _____ shall be persons associated with post-secondary education institutions in _____ who are or have been involved with student academic success and retention. They must make application for membership and pay the appropriate annual dues. All members have voting rights in the Organization.

OR

There shall be two classes of membership: Individual and Institutional. Both Individual Members and Members belonging to the Organization through an Institutional Program (IP) membership have voting rights in the Organization.

Section 2: Eligibility for Membership Individual Organization membership: *(Each chapter will determine the types of memberships for the organization. The following are listed as examples.)*

- A. *Educator*: Those individuals who are actively involved in post-secondary education and/or success programs or in the administration of them, or those who are otherwise interested in the purpose of _____.
- B. *Retired Educator*: Those who continue to enhance post-secondary education and success for students or who are otherwise interested in the purpose of _____ and who are retired.
- C. *Student*: Those who are training for careers in areas related to student success or disciplines related to the student learning processes and who are enrolled in appropriate coursework either full- or part-time.
- D. *Institutional membership* shall be held by institutions that offer developmental programs, employ professionals engaged in such programs, or are otherwise interested in the purpose of the Organization.

Section 3: Dues

Dues are payable annually. The amount and structure of dues shall be set by the Executive Board.

ARTICLE VI: OFFICERS

Section 1: Elected Officers *(NOSS requires President, President-Elect, Secretary, and Treasurer. Each chapter may add other elected officers. In addition, the Organization should list the office for all members of the Executive Board.)* The elected officers of _____ shall be the President, President-Elect, Secretary, and Treasurer.

Section 2: Nomination and Election of Officers

(Chapters will determine how elections will be run. This should include how nominations are made, the timing and method for voting, counting of the votes, and announcement of the results.)

Section 3: Terms of Office

Elected officers shall serve _____-year terms or until their successors are elected:

- A. The President-Elect shall become President immediately upon expiration of the preceding President's term.
- B. Terms of office shall commence on the final day of the annual conference and end on the penultimate day of the annual conference.

Section 4: Unfulfilled Term or Removal from Office

(Chapters will determine procedures for filling open positions and removing people from office. Below is an example.)

A. Filling an unexpired term

1. The President will be replaced by the President-Elect, who will then serve as President for both the unexpired term and the usual term of succession the following year.
2. The President will be replaced by vote of the Executive Board for the duration of the term as President-Elect. Succession to the Presidency will be determined through election by ballot.
3. Other offices of the Executive Board will be replaced, for a period of less than one year, by appointment of the Executive Board.

B. Removal from office

When an elected officer of _____ acts in a manner contrary to _____'s purposes, both explicit or implied, or contrary to the positive advancement of _____, or performs the duties and responsibilities of the office held in an insufficient or unsatisfactory manner, this officer may be removed and the office declared vacant by a majority of the Executive Board. The highest-ranking officer of the Executive Board shall inform the officer charged of the decision and the reasons for such action.

ARTICLE VII: DUTIES OF OFFICERS For specific duties for each Board officer, please consult the _____ Policies and Procedures Handbook.

ARTICLE VIII: CONVENTIONS

Section 1: Annual Conference: The annual meeting of Organization members shall be held each year at a time and location specified by the Executive Board. Other meetings of the membership may be held at regular intervals as prescribed by the Executive Board or by the membership at any annual meeting.

Section 2: Special Meetings: Special meetings of the Organization may be called by the President, three or more officers of the Executive Board, or called by the President at the written request of any 50 members of the Organization.

Section 3: Attendance: Organization members have the right to attend all membership meetings: annual, regular, or special. They may attend other than general meetings as non-voting observers.

ARTICLE IX: EXECUTIVE BOARD

Section 1: Board Composition: _____ shall be governed by an Executive Board composed of the _____ elected officers (Article VI, Section 1) and _____ appointed officer(s)). Each officer's term shall correspond with the term of office to which the member is elected.

Section 2: Duties and Powers: The Executive Board shall have responsibility for interpreting and implementing policy actions adopted at the annual conference. The Executive Board shall also have responsibility for generating policies deemed necessary between annual meetings, provided that such interim policies shall not abrogate the Bylaws of the Organization in either intent or letter. The Executive Board shall determine the fiscal year of the Organization.

Section 3: Meetings: Meetings of the Executive Board shall be regular and special. Members of the Executive Board shall be notified if the format of the meeting will be synchronous or asynchronous. A regular meeting shall be held four times each year at a time and place designated by the Executive Board. Special meetings may be called by the President and shall be called at the request of any three Organization officers. Sufficient notice of any special meeting shall be given to each officer at least five days before the date of any special meeting. The President shall confirm notification of meetings in writing to all officers. The notices shall state the business to be transacted at the special meeting. No other business shall be transacted at the special meetings without the Executive Board's approval.

Section 4: Quorum: _____ members of the Executive Board shall constitute a quorum of the Executive Board.

ARTICLES X: COMMITTEES

ARTICLE XI: PARLIAMENTARY AUTHORITY

Robert's Rules of Order (Rev. Ed.) shall be the parliamentary authority for Organization proceedings and shall govern all meetings unless any such rule shall be inconsistent with or is otherwise specified by these Bylaws.

ARTICLE XII: AMENDMENT OF BYLAWS

(Each chapter will determine how their Bylaws will be amended. Below is an example. Bylaws should be reviewed on a regular basis.)

Proposals to amend the bylaws may be initiated by the Executive Board or any other person qualifying as a voting member and submitting to the Board a petition signed by at least _____ other voting members. The bylaws may be amended by a ballot distributed to the membership. A simple plurality of votes shall be required to pass the amendment. The membership must be offered notification of proposed changes and at least _____ days to review the proposed changes prior to the casting of votes.

ARTICLE XIII: DISSOLUTION

Upon dissolution of the _____ (chapter name), such assets as may remain shall be distributed for charitable, education, or scientific purposes and such decisions shall rest with the Chapter Executive Council.