

**SAMPLE
BY-LAWS**

I. Cabinet

A. President

1. Coordinate all activities of the organization.
2. Liaison to University community.
3. Official representative of organization.
4. Calls regular and special meetings.
5. Presides at meetings.
6. Prepares agenda for meetings.

B. Vice President

1. Assumes duties of president, when necessary.
2. Assists president in coordinating activities.

C. Records Officer

1. Maintains accurate and current information of the organization and membership.
2. Assists president and vice-president to coordinate organization activities.
3. Keeps accurate minuets of each meeting and forward copies to other officers.
4. Keep attendance records for meetings.

D. Treasurer

1. Liaison to WIU for all purpose of organizational funding.
2. Maintains accurate and current account of all organizational funds.
3. Responsible for dispensing of funds in accordance with the goals and programs established by organization.

II. Meetings

Meetings will be open to all organization active and associate members, faculty, and Student Programs representatives. A notice of at least 2 weeks will be given prior to all meetings. The meetings are to be organized and controlled by officers and active members.