

**The Bylaws of the  
Knights of the Roundtable  
of Lynn University**

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## **Article I: Requirements and Duties**

### 1 Membership Requirements

1.1 Knights will have to maintain a cumulative 2.75 GPA throughout their term of office

1.2 Knights who fall below a cumulative 2.75 GPA, will receive one semester of academic probation

1.2.1 If the GPA is not above a cumulative 2.75 GPA following that academic probation period, the Knight will be dismissed

### 2 Duties

2.1 Work for two hours in the office per week

2.1.1 Tasks may include but not be limited to: Meeting with administration, tabling, utilizing office space

2.2 Knights are required to wear KOR attire that is provided by the Division of Student Affairs at the appropriate meetings and functions; unless otherwise dictated

2.3 Uphold and follow the rules and proceedings set forth in these governing documents

2.4 Position specific duties and responsibilities for each member can be found in Enclosure 1

## **Article II: Meetings**

### 1 Executive Board Meetings

1.1 Will consist of the Executive Board

1.2 Will meet on a weekly basis

1.3 Will be announced no less than a week before the meeting

1.4 Will be chaired by the President

### 2 Senate Meetings

2.1 Will consist of the Vice President and Senators

2.2 Will meet at the discretion of the President

2.3 Will be announced no less than a week before the meeting

2.4 Will be chaired by the Vice President

### 3 Open Meetings

3.1 Will be open to the General Assembly and be moderated by the collective Knights

3.2 Will be held no less than once a month

3.3 Knights cannot represent any organization in the general assembly during an Open Meeting

3.4 Will be chaired by the President

### 4 Committee Meetings

4.1 Will meet as directed by the Chair of the committee

## **Article III: Absences**

1 Excusable Absences

1.1 Excusable events include university athletics, academia, illness, accident, severe injury, death, religious observance, or an immediate family occasion

2 Requesting an Excused Absence

2.1 Any member who finds it necessary to be absent must submit in writing to the Secretary within no less than 24 hours of a scheduled meeting

2.2 The Secretary will notify the Advisors and President of impending absences

2.3 If the absence is for a personal matter, Knights may contact the Advisors alone

3 Emergency Absence

3.1 In the event of an emergency or unavoidable cause, the Advisors must be contacted no more than one week after the event

3.2 The validity of the excuse will be at the discretion of the advisor

**Article IV: General Proceedings**

1 Permanent Files

1.1 KOR will keep 5 years of records of all agendas, minutes, and funds requests housed within the Center for Student Involvement

2 Regalia

2.1 KOR will provide each member with Graduation Cords to be worn during the Knight's Graduation exercises as long as the past or present Knight leaves their term in good standing.

**Article V: Standing Committees**

1 Duties

1.1 The Finance Committee

1.1.1 will work with the Center of Student Involvement to fund the Organizations and Clubs that submit Budget requests.

1.2 The Election Committee

1.2.1 Shall consist of Knights who will not be running for an elected position in KOR the following year

1.2.2 Will be an annual Committee that works to conduct a fair and just process for the KOR elections

1.2.3 Will work to distribute information pertaining to elections in a timely manor

1.2.4 Will revise and update applications and information pertaining to the elections when necessity

1.3 Transition Committee

- 1.3.1 Will work with incoming members to facilitate times and events for new members to shadow their exiting counterparts. Will also oversee each member completes transition binders which will be received by incoming members.

## **Article VI: Student Organization Funding**

### **1 Individual Budget**

- 1.1 Each organization shall receive a budget for their organization based on their rank in a point system

### **2 Organization Probation Policy**

- 2.1 Absence of an organization for two consecutive Council of Presidents meetings will result in the probation of the organization
- 2.2 The Chair of the Council of Presidents will notify the President and advisor of each organization that misses a meeting of their first absence and the consequence of a second absence
- 2.3 Following the second absence, the organization will be informed that their organization is on probation
- 2.4 Organizations on probation may not:
  - 2.4.1 Use their individual funding
  - 2.4.2 Request additional funding
  - 2.4.3 Participate in involvement fairs
  - 2.4.4 Reserve locations for events on campus
  - 2.4.5 Use any other resources provided by the Center for Student Involvement
- 2.5 Organizations on probation will submit a reason for their absence to the Chair of the Council of Presidents
- 2.6 Organizations will be released from probation following a majority vote of the KOR executive board

## Enclosure 1

### 1 President

1. Shall be the official representative of the student body at official university functions.
2. Shall serve as the liaison between students, faculty, staff, administration, and the community.
3. Execute the provisions of the KOR constitution.
4. Call and preside over meetings of KOR.
5. Shall work with the other executive board members in initiating projects for their area of responsibility.
6. Shall only vote during Senate meetings in the case of a tie.
7. Shall be responsible for upholding Parliamentary procedures during meetings.
8. Shall present a full report at the close of each semester reporting the status of KOR and the activities presented.
9. May not hold an executive board position in another organization.

### 2 Vice President

1. Execute the duties and powers of the President in his/her absence.
2. Have a voting right in KOR when not fulfilling duties of the President.
3. Shall work with the reporting officers in initiating programs for their area of responsibility.
4. Will track all office hours of KOR members.
5. Create and set the Agendas for meetings.
6. Provide oversight to all the following Knight Staff positions: Academic Affairs, Student Affairs, Auxiliary Services, External Relations, Internal Relations, and Information Technology.
7. May not hold an executive board position in another organization.

### 3 Secretary

1. Will take minutes at KOR meetings.
2. Will track attendance at all KOR meetings.
3. Will maintain all KOR files within the Center of Student Involvement.
4. Will set up calendars and schedules, including meeting times.
5. Will send end of year reports and documents to the University Archivist.
6. Will coordinate all reports and distribution of concerns to appropriate knights and advisors.
7. Will maintain the Governing Documents of KOR and chair the Governing Documents Committee.
8. Will chair the Elections Committee and the Elections Process
9. Will be responsible for all the KOR financial affairs and transactions.

10. Will serve as the chair of the Finance Committee, which oversees the Student Organization funding process.
11. Will provide a financial report at every KOR meeting.
12. Will ensure that all recognized clubs and organizations are familiar with the budget allocation procedures and policies.

#### 4 Public Relations Officer

1. Will be responsible for promoting and strengthening the positive and consistent image of KOR through the Boca Raton community.
2. Shall keep the website and social media current.
3. Shall coordinate KOR's participation in special events off campus.
4. Shall coordinate volunteer hours for KOR including monthly projects and involvement in one-time community service events.
5. Will be responsible for promoting and strengthening the positive and consistent image of KOR through public relations and advertising by showcasing accomplishments and progressive movement of KOR.
6. Shall coordinate KOR's participation in special events on campus.
7. Will also be responsible for advertising for all KOR general meetings.
8. Will create and implement a Social Media campaign.
9. Will promote club & organizations' events.

#### 5 Chair, Council of the Presidents

1. Will represent all Club and Organizations.
2. Will receive and organize all concerns, comments, and questions for the respective affair.
3. Will report valid and substantiated concerns, comments, and questions to KOR.
4. Will research concerns, comments, and questions and aid KOR in implementing responses and/or solutions.
5. Will hold a student organizations' presidents meeting once a month.

#### 6 Student Activities Board President

1. Will work with the Center for Student Involvement to ensure a robust programming calendar.
2. Lead the Student Activities Board.
3. Will uphold the duties outlined in the SAB constitution.

#### 7 Senators

1. To be an appropriate sounding board to the executive board, the senate shall attempt to be comprised of one representative from each college as well as varying class year.
2. Will act as a task force for projects that are to be set forth by the executive board.

3. Will be a liaison between the students and the executive board by relaying information between the two.
4. Shall have voting rights at senate meetings, during the impeachment process, and on amendments.