

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

Adopted as of December 2013
Ratified on March 26, 2015

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I. Membership Requirements

- a. Complete 2 hours of office tasks per week. Tasks may include but not be limited to: Meeting with administration, tabling, utilizing office space.
- b. Knights are required to serve on at least 1 sub-committee per year.
- c. 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.
- d. Knights will have to maintain a cumulative 2.75 GPA throughout their term of office.
- e. Knights, who fall below a cumulative 2.75 GPA, will receive one semester of academic probation. If the GPA is not above a cumulative 2.75 GPA following that academic probation period, the Knight will be dismissed.

II. Duties of each Knight

- a. The duties and responsibilities of each Knight can be located in Enclosure (1).

III. Meetings

- a. At least one open meeting will be held per month decided upon by KOR each semester. Every attempt will be made to ensure uniformity for time of meeting (i.e. every second Tuesday of the month at 5p.m.).
- b. Closed meetings for KOR members will be held weekly, at a pre-prescribed time, with the possibility of a second meeting to be called by the sitting monarch. Additional meetings must be announced two days prior to proposed time and must confirm quorum the day prior.
- c. Closed committee meetings for KOR members will be held weekly as dictated by member schedules and availability.
- d. Closed meetings will take precedent over closed committee meetings.

IV. Absences

- a. Excusable events include: university athletics, academia, illness, accident, severe injury, death, or an immediate family occasion (wedding, baptism, funeral, graduation, religious holidays, etc.).
- b. Any member who finds it necessary to be absent must submit in writing to the Secretary Knight within no less than 24 hours of a scheduled meeting. Secretary Knight will notify Advisors and Parliamentarian Knight of impending absences. If the absence is for a personal matter, Knights may contact the Advisors directly.
- c. In the event of an emergency or unavoidable cause, the Advisors must be contacted no more than one week after the event. The validity of the

excuse will be at the discretion of the advisor.

V. General

- a. Permanent Files of KOR
 - i. KOR will keep 5 years of records of all agendas, minutes, and funds requests housed within the Center for Student Involvement.
- b. Regalia
 - i. 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.

VI. Standing Committees Duties

- a. Finance Committee
 - i. Will work with the Center of Student Involvement to fund the Organizations and Clubs that submitted Budget requests.
- b. Election Committee
 - i. Will work with the Advisors to ensure that the elections process is a fair and just process in appointing the KOR members.
- c. Transition Committee
 - i. Will work with incoming members to facilitate times and events for new members to shadow their exiting counterparts. Will also be in charge of ensuring each member completes transition binders which will be received by incoming members.

VII. Organization/Club Funding Policy

- a. Absence from two meetings will result in any KOR allocated funds to be frozen. President of organization will be notified, in writing, following first absence.
- b. Clubs or Organizations, who have had their budgets frozen, will submit a reason of absence to the Center for Student Involvement to be reviewed in a closed meeting by KOR.
- c. KOR will hold a majority vote to decide if the budget will be unfrozen.

VIII. Proviso

The elected 2012-13 KOR members are grandfathered for the number of consecutive terms allowed listed in the corresponding governing documents.

Bylaws & Enclosure (1)

A. Information Knight

- Will serve as the liaison between the areas of Information Technology and Library as set by the Bylaws and KOR.
- Will receive and organize all concerns, comments, and questions for the respective affair.
- Will report valid and substantiated concerns, comments, and questions to KOR.
- Will research concerns, comments, and questions and aid KOR in implementing responses and/or solutions.
- Will schedule meetings at least twice a month with the Chief Information Officer.
- Will attend two-separate club and organization meetings, assigned by the Club & Organization Knight.

B. Academic Knight

- Will serve as the liaison between all colleges and the Institute of Achievement and Learning as set by the Bylaws and KOR.
- Will receive and organize all concerns, comments, and questions for the respective affair.
- Will report valid and substantiated concerns, comments, and questions to KOR.
- Will research concerns, comments, and questions and aid KOR in implementing responses and/or solutions.
- Will meet with the Vice President for Academic Affairs and the Executive Director of the Institute for Achievement and Learning, at least twice a month.
- Will attend Faculty meetings.
- Will attend two-separate club and organization meetings, assigned by the Club & Organization Knight.

C. Student Affairs Knight

- Will receive and organize all concerns, comments, and questions for the respective affair.
- Will report valid and substantiated concerns, comments, and questions to KOR.
- Will research concerns, comments, and questions and aid KOR in implementing responses and/or solutions.
- Will schedule an initial meeting with the Vice President of Student Affairs within the first three weeks of school.
- Will schedule meetings at least twice a month with the Dean of Students.
- Will attend two-separate club and organization meetings, assigned by the Club & Organization Knight.

D. Athletics Knight

- Will serve as the liaison between all sports that fall under the Athletics Department as set by the Bylaws and KOR.
- Will receive and organize all concerns, comments, and questions for the respective affair.
- Will report valid and substantiated concerns, comments, and questions to KOR.
- Will research concerns, comments, and questions and aid KOR in implementing responses and/or solutions.
- Will represent all areas within Athletics.
- Will schedule meetings at least twice a month with the Athletic Director.
- Will be a representative on Student Athletic Council.
- Will attend two-separate club and organization meetings, assigned by the Club & Organization Knight.

E. Auxiliary Services Knight

- Will serve as the liaison between all areas of Auxiliary services as set by the Bylaws and KOR.
- Will receive and organize all concerns, comments, and questions for the respective affair.
- Will report valid and substantiated concerns, comments, and questions to KOR.
- Will research concerns, comments, and questions and aid KOR in implementing responses and/or solutions.
- Will meet with the Senior Vice President for Administration within the first 3 weeks of school to introduce yourself and hold meetings as needed.
- Will schedule meetings at least twice a month with the Director of Auxiliary Services.
- Will attend two-separate club and organization meetings, assigned by the Club & Organization Knight.

F. International Knight

- Will serve as the liaison between the International Students and the Center for Learning Abroad and the International Student Services Office as set by the Bylaws and KOR.
- Will receive and organize all concerns, comments, and questions for the respective affair.
- Will report valid and substantiated concerns, comments, and questions to KOR.
- Will research concerns, comments, and questions and aid KOR in implementing responses and/or solutions.

- Will schedule at least once a month meetings with the following staff members:
 - Director of the Center for Learning Abroad
 - Director of International Student Services
- Will attend two-separate club and organization meetings, assigned by the Club & Organization Knight.

G. Community Knight

- Will serve as the liaison between the Lynn Student community as set by the Bylaws and KOR.
- Will receive and organize all concerns, comments, and questions for the respective affair.
- Will report valid and substantiated concerns, comments, and questions to KOR.
- Will research concerns, comments, and questions and aid KOR in implementing responses and/or solutions.
- Will schedule meetings at least twice a month with the Center of Student Involvement.
- Will serve as the representative for the Greek community.

H. Financial Knight

- Will be responsible for all the KOR financial affairs and transactions.
- Will serve on the Finance Committee
- Will provide a financial report at every KOR meeting.
- Will schedule a meeting each semester with recognized clubs and organizations to discuss fund distribution procedures and policies.
- Will schedule meetings at least twice a month with the Associate Dean of Student Involvement and the Coordinator of Student Involvement, who oversees programming.
- Will attend two-separate club and organization meetings, assigned by the Club & Organization Knight.

I. Secretary Knight

- Will prepare the minutes and distribute them before each meeting.
- Will create the KOR agendas and minutes.
- Will track attendance at all KOR meetings and will report to the Parliamentarian Knight
- Will maintain all KOR files within the Center of Student Involvement.
- Will schedule meetings at least twice a month with the Assistant Dean of Student Involvement and the Vice President of Student Affairs.

- Will serve as a liaison with the Executive Assistant to the Vice President of Student Affairs and the Coordinator of Student Involvement who oversees programming.
- Set up calendars and schedules, including meeting times.
- Will send end of year reports and documents to the University Archivist
- Will coordinate the iTunes U course.
- Will coordinate all reports and concerns to appropriate knights and advisors.
- Will attend two-separate club and organization meetings, assigned by the Club & Organization Knight.

J. Parliamentarian Knight

- Will insure all KOR actions are run in accordance with Roberts Rules of Order, KOR Constitution, and KOR Bylaws
- Will insure all KOR members are familiar with Robert's Rules of Order.
- Will maintain the Governing Documents of KOR
- Will track all office hours of KOR members.
- Will schedule meetings twice a month with the Vice President of Student Affairs and the Assistant Dean of Student Involvement.
- Will attend two-separate club and organization meetings, assigned by the Club & Organization Knight.
- Will coordinate after action reports and proposals and send copies to the Secretary Knight.
- Will coordinate one procedural training session with clubs and organizations per semester.

K. Clubs/Organizations Knight

- Will represent all Club and Organizations
- Will receive and organize all concerns, comments, and questions for the respective affair.
- Will report valid and substantiated concerns, comments, and questions to KOR.
- Will research concerns, comments, and questions and aid KOR in implementing responses and/or solutions.
- Will schedule at least two meetings a month with the Coordinator of Student Involvement who oversees: Programming and Service/Leadership.
- Will attend two-separate club and organization meetings.
- Will coordinate which Knight attends club and organization meetings.
- Will hold a Presidents meeting once a month.

L. Public Relations Knight

- Will be responsible for promoting and strengthening the positive and consistent image of KOR through the use advertising strategies, public relations and raising awareness of accomplishments and progressive movement of KOR.
- Will also be responsible for advertising for all KOR general meetings.
- Will schedule meetings as needed with the Vice President of Student Affairs.
- Will be liaison with Marketing, including the Director of Marketing and Communications.
- Will meeting at least twice a month with the Center of Student Involvement.
- Will coordinate and use Social Media daily.
- Will promote club & organizations event.
- Will attend two-separate club and organization meetings, assigned by the Club & Organization Knight.