

TOOL: SAMPLE BYLAWS

This is a general, "fill-in-the-blank" set of bylaws. You may wish to use this as a general outline for your own bylaws.

Bylaws of _____

Article I: Name and Purpose.

Section 1: The name of the organization shall be _____

Section 2: (Name of organization) is organized for the purpose of _____

Article II. Membership.

Section 1: In order to become a member of (name of organization), potential members must meet the following requirements:

Section 2: Members of (name of organization) have the following rights and responsibilities:

Article III. Officers and decision-making.

Section 1: The governing structure of (name of organization) is as follows:

Section 2: Officers' titles and main duties are as follows:

a. President:

b. Vice President:

c. _____:

d. _____:

Section 3: Procedures for filling and vacating offices. An officer shall be dropped for excess absences from his or her office if he or she has _____ unexcused absences from meetings in a year. An officer may also be removed under the following circumstances:

Section 4: Committees:

Section 5: Decisions

a. Decisions are to be made as follows:

b. At least _____% of the total membership must be present in order to have a quorum.

c. Amendments to the bylaws must be made as follows:

Article IV. General, special, and annual meetings.

Section 1: Regular meetings are to be held as follows:

Meetings may be called by the following people:

For meetings, notice _____ (in writing, via phone, via email) of at least _____ (days/weeks/months) must be given to members.

Section 2: Special meetings may be called by _____ (who has authority to call them) under the following circumstances: _____

Section 3: Annual meeting: The date of the annual meeting shall be set by _____ and notice _____ (in writing, via phone, via email) of at least _____ (days/weeks/months) will be given to members for the annual meeting.

Article V. Board of Directors

Section 1: Board size and role. The board shall have up to ____ and not fewer than ____ members. The board is responsible for _____

Section 2: The Board shall meet at least ____ (frequency), at an agreed upon time and place.

Section 3: Elections and terms. Board members will be chosen by _____

All board members shall serve _____ (month/year) terms, but ____ (are/are not) eligible for re-election.

Section 4: Quorum. At least _____% of the board members must be present before board business may be conducted.

Section 5: Resignations and Termination. Resignations from the board must be in writing and must be given to _____ (whom). A board member shall be dropped for excess absences from the board if he or she has _____ unexcused absences from board meetings in a year. An board member may also be removed under the following circumstances:

Section 6: Special meetings. Special meetings of the board may be called under the following circumstances:

These bylaws were approved at a meeting of the _____ (board of directors, officers, general membership) on _____ (date).