**Sample Bylaws**

Date
By-Laws of (insert organization name)

|  |  |
| --- | --- |
| Article I. | Membership:Section 1. Type of members (active/inactive, etc.)Section 2. Provision for expulsion of members. |
| Article II. | New Membership: Further explanation of process. |
| Article III. | Dues: Statement about collection and amount. |
| Article IV. | Officers:Section 1. Powers and duties of elected officers.Section 2. Policy for filling vacancies.Section 3. Special committees (appointment/approval)Section 4. Recall of officers (when applicable). |
| Article V. | Committees: Section 1. Standing committees and duties.Section 2.  Special committees (appointment/approval) |
| Article VI. | Elections: Time of elections, votes necessary for election, qualification of voters, method of balloting (secret or open). |
| Article VII. | Quorum: Minimum number of members who must be present to conduct business (percentage of voting membership). |
| Article VIII. | ParliamentaryAuthority: Source of authority (Robert’s Rules of Order, etc.) |