



Bylaws

**Rules that Fit the Needs of
your Organization**

What are Bylaws?



- **They are the basic rules that are adopted by an organization to govern itself**
- **The bylaws satisfy the particular needs of the organization that are governed by them**

Purpose of Bylaws

- 🍌 **Determine the rights and duties of membership**
- 🍌 **Explain how the organization is structured and governed**
- 🍌 **Take precedence over the rules in the parliamentary authority**

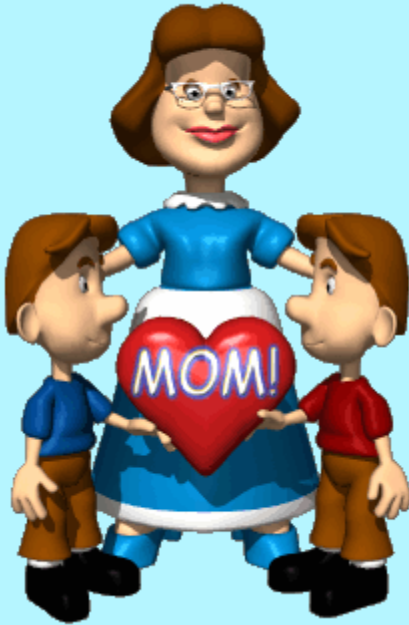


Composition of Bylaws



- 🍌 **Precision in word choice**
- 🍌 **Sentence structure and punctuation are important**
- 🍌 **What is omitted may carry as much significance as what is included**
- 🍌 **Each sentence must be written so the complete meaning is clear, *or***
- 🍌 **Each sentence must compel referral to an adjoining section**
- 🍌 **Temporary or transitional items are not included**

Basic Bylaw Articles



- 🍌 **N**ame
- 🍌 **O**bject
- 🍌 **M**embers
- 🍌 **O**fficers
- 🍌 **M**eetings
- 🍌 **E**xecutive Board
- 🍌 **C**ommittees
- 🍌 **P**arliamentary
authority
- 🍌 **A**mendments

No Mome C pa!



Name

- 🍌 **Full, exact, and properly punctuated**
- 🍌 **If incorporated, the bylaws may omit this article**
- 🍌 **If in both locations, the name as stated in the superior document is official**



Object



- **Concise expressed in a single sentence, phrases set off by semicolons or lettered subparagraphs, also set off by semicolons**
- **Should explain the purpose and goals of the organization (This is Key)!**
- **If incorporated, the bylaws may omit this article**
- **May be included instead in a preamble rather than in an article**

Members

- 🍌 **Classes of members**
- 🍌 **Qualifications or eligibility for membership**
- 🍌 **Required dues and fees, when payable, when delinquent, date dropped for nonpayment**
- 🍌 **Resignations**
- 🍌 **Honorary membership**



join

Officers

- 🍄 **Listed in order of rank**
- 🍄 **Duties**
- 🍄 **Method of nominating**
- 🍄 **How elected**
- 🍄 **Term of office and when term commences**
- 🍄 **Term limitations**
- 🍄 **Method of filling vacancies**



Meetings

- 🍌 **Day on which regular meetings are to be held**
- 🍌 **Designation of annual meeting**
- 🍌 **Special meetings—procedure for calling and notification requirements**
- 🍌 **Quorum required for all meetings**



Executive Board

- 🍌 **Composition**
- 🍌 **Powers**
- 🍌 **Regular meetings**
- 🍌 **Special meetings**
- 🍌 **Quorum**



Committees

🍌 Standing Committees

- Composition
- Manner of selection
- Duties

🍌 Special Committees

- Manner of selection



🍌 All standing committees named or a provision for establishment of additional standing committees

🍌 Ex-officio Members are indicated, if any

Parliamentary Authority

- 🍌 **Current edition of selected authority is named**
- 🍌 **Society may adopt special rules of order as needed to supplement the parliamentary authority**



Amendment

- 🍌 Procedure for amending the bylaws
- 🍌 Required advance notice, manner, and time when amendment is in order
- 🍌 Vote required for approval of amendment
- 🍌 Amendment of proposed bylaws is limited to the scope of the notice

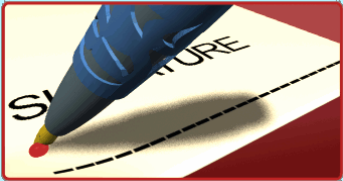


Notes on Amendments

- 🍌 **Affirmative vote cannot be reconsidered**
- 🍌 **Amendment takes immediate effect unless there is a proviso**



Presenting Proposed Amendments



Amend Article _____, Section _____, by
(adding, striking out, striking out and
inserting, or substituting)

Current Text

Proposed Text

Rationale:

The Finished Document!

- 👉 Only the assembly can amend captions or headings if the changes affect the meaning
- 👉 Corrections of article or section numbers that cannot result in changes of meaning may be delegated



QUESTION → COMMENTS

