Sample Bylaws

An organization is not required to have bylaws, but they help an organization to conduct its business in a more orderly fashion. When using bylaws, start them on a separate page, since they are separate from the constitution. If using bylaws, review them annually and revise as necessary.

Bylaws of (Name of Organization)

Date

Bylaw I. Membership: What are the types of membership? What privileges do members have? Who has voting rights? How can a member be removed from the organization? What are the responsibilities of members?

Section 1. Type of members (i.e., active and inactive)
Section 2. Provision for expulsion of members

Bylaw II. New Membership: Are there different rights and responsibilities for new members as opposed to returning members? What are the requirements for new members?

Bylaw III. Dues: Statement of whether or not dues are collected and amount of dues.

Bylaw IV. Committees: What types of committees does the organization need? Does the organization have permanent committees? How often must they meet? Who is given authority to create committees?

Section 1. Standing committees and duties
Section 2. Special committees (appointment and approval)

Bylaw VI. Elections: Should include sections that cover the following: time of elections, votes necessary to be elected, qualifications of voters, method of balloting (secret or open)

Section 1. Regular meetings (frequency and time)
Section 2. Special meetings (indicate who has authority to call)

Bylaw VII. Quorum: The fraction or percentage of members who are needed to conduct the business of the organization. Will this vary for committees? Will this vary for regular meetings versus special meetings?

Bylaw VIII. Parliamentary Authority: What rules will be used to run each meeting? Who will resolve disputes regarding interpretation of the rules? What will be the source of authority for the organization’s rules (e.g., Roberts Rules of Order)?