insert name of volunteer organization

**BYLAWS**

*[User Guidelines: Read and Delete. A constitution/charter and bylaws are written to guide an organization in its operations and activities. The constitution/charter establishes the broad structure and fundamental principles of the organization, should be straightforward and difficult to amend. The bylaws outline the governing rules and procedures for the organization and should be consistent with the constitution/charter. The bylaws should be easier to amend than the constitution/charter.]*

**Article I: Establishment and Authority**

Section 1: The insert name of volunteer organization Bylaws are established in accordance with the insert name of volunteer organization Constitution, Article VII.

**Article II: Membership**

Section 1: The procedures for selection of membership are state procedures for selection members of the organization.

Section 2: Membership responsibilities shall include list member responsibilities here .

Section 3: Membership shall be terminated by insert conditions under which membership in the organization would be terminated .

**Article II: Selection of Officers**

Section 1: The selection of officers hall be done by set out rules and voting procedures, eligibility for each office, and how officers are to be selected .

a. Term of Office: list term of office for each officer

b. Duties: list duties of each officer

Section 2: The provisions for removal of an officer include insert provisions for removal of an officer .

**Article III: Committees**

Section 1: As set forth in Article V of the Constitution, the organization shall have the following permanent committees: insert list of permanent committees . All permanent committees shall be formed by state procedure for forming a permanent committee . The function and duties of each permanent committee are: list the function and specific duties of each, the makeup of each committee, and the number of meetings .

Section 2: All ad hoc committees shall be formed by state procedure for forming an ad hoc committee .

**Article IV: Meetings**

Section 1: Enumerate the number of meetings the organization will have during the year, whether they may be conducted electronically or telephonically, who can convene a meeting, and at what location the meetings would be held.

Section 2: Special meetings may be called at any time by insert position of individual(s) designated to convene a meeting and shall be held via any available means, including electronically and telephonically, and at such time and place as they may determine.

Section 3: Any meeting conducted by telephonic conference call must enable all participating members to hear and be heard by each other.

Section 4: Procedures for notice of meetings. state procedures for distributing notice of meetings

Section 5: A quorum of members is required in order for the organization to conduct its business. A quorum shall consist of insert number of members constituting a quorum .

**Article IV: Amendment**

These bylaws may be amended by a vote of state criteria for amending the bylaws, including notice, similar to the constitution/charter .

**Date Ratified:** insert date bylaws are initially ratified

**Date Revised:** insert date bylaws are revised