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 (mission statement) ______________________

________________________________________________________________________________________

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 ____________________________________________

__________________________________________________________________________________________________

Adapted by the SPAN, START Engaging Parents of Students with Disabilities Project from Community Toolbox-
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).