

1  PRESCRIPTION  
FOR A  
HEALTHY  
PLAN  
BYLAWS

- 2  What are Bylaws?
- *Laws* adopted *by* an organization for its own governance
  - Basic and most important rules that relate to the organization

- 3  Purpose of Bylaws
- Determine the rights and duties of membership
  - Provide how the organization is structured and governed

- 4  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

- 5
- Each sentence written so the complete meaning is clear
- OR
- Each sentence compels referral to an adjoining section
  - Temporary or transitional items are not included

- 6  Basic Bylaw Articles
- Name
  - Object
  - Members
  - Officers
  - Meetings
  - Executive Board
  - Committees
  - Parliamentary authority
  - Amendments

- 7  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

## 8 Object

- Concisely expressed in a single sentence, phrases set off by semicolons or lettered subparagraphs, also set off by semicolons
- Should be general
- If incorporated, the bylaws may omit this article
- May be included instead in a preamble rather than in an article

## 9 Members

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

## 10 Officers

- Listed in order of rank
- Duties
- Method of nominating
- Election
- Term of office and when term commences
- Any term limitation
- Method of filling vacancies

## 11 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

## 12 Executive Board

- Composition
- Powers
- Regular meetings
- Special meetings
- Quorum

## 13 Committees

- 1 • Standing Committees
  - Composition
  - Manner of selection
  - Duties

- Special Committees
    - Manner of selection
  - 2 • All standing committees named or a provision for establishment of additional standing committees
  - Ex-officio Members
- 14  **Parliamentary Authority**
- Current edition of selected authority is named
  - Society may adopt special rules of order as needed to supplement the parliamentary authority
- 15  **Amendment**
- Procedure for amendment
  - Required advance notice, manner, and time
- 16  **Notes on Amendments**
- Affirmative vote cannot be reconsidered
  - Amendment takes immediate effect unless there is a proviso
- 17  **Presenting Proposed Amendments**
- Amend Article \_\_\_\_\_, Section \_\_\_\_\_, by  
(adding, striking out, striking out and inserting, substituting or replacing)
- Current Text                      Proposed Text
- Rationale:
- 18  **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