

**IN PREPARING YOUR GROUP'S BYLAWS, THE FOLLOWING
CATAGORIES SHOULD BE REGULARLY INCLUDED:**

ARTICLE I - Statement of purpose: Our mission is _____

ARTICLE II - Membership

- a) Who is eligible to join?
- b) Responsibilities of being a member
- c) Dues (if any)

ARTICLE III - Meetings

- a) Attendance and updated contact list (phone number changes)
- b) Time, frequency & location (weekly, semimonthly, monthly)
- c) Quorum (the number of members required to be present to conduct business legally)
- d) Agenda (what topics will be discussed and in what order)
- e) Meeting process (who can vote)
- f) Notice of meetings (mailed, or fliers)

ARTICLE IV - Officers

- a) Specify officers and responsibilities
- b) Qualifications to hold office (current on dues payments, etc.)
- c) Term of office and selection process
- d) Removal
- e) Resignation
- f) Filling vacancies

ARTICLE V - Committees

- 1. Standing
 - a) Executive
 - b) Other
 - c) setting up ad hoc committees

ARTICLE VI - Amendments

- a) Protections and clauses
- b) Written laws for better understanding

SEE PAGES 11, 12 & 13 FOR BYLAWS DOCUMENT SAMPLE