**Article I. Name**

 What is the official name of your organization? What is the acronym that you?

prefer to use to describe it.

**Article II. Object**

What are the purposes or mission statement?

**Article III. Membership**

What are the qualifications for membership? How are dues determined?

**Article IV. Officers**

what officers do you have? What are their qualifications? How are they

nominated and elected? What are their duties and term of office?

**Article V. Meetings**

What meetings do you have and when are they? What is the quorum? How are special meetings called?

**Article VI. Board of Directors (optional)**

Who makes up the board, qualifications, responsibilities, and quorum?

**Article VII. Committees**

What are the names and duties of the Standing Committees? How are members

Selected? How are Special Committees formed?

**Article VIII. Parliamentary Authority**

i.e., “The latest edition of **Robert’s Rules of Order, Newly Revised** shall by the parliamentary authority in all instances that do not conflict with these bylaws or other rules of order that the organization may adopt.”

**Article IX. Amendment of Bylaws**

What is the procedure for amending these bylaws (previous notice and a 2/3 vote are recommended)?

**How often should the bylaws be reviewed?**

Every 2 years is recommended.

**DISSOLUTION OF A COUNCIL**

**Need to add an Article on what to do with your financial assets if**

 **your council dissolves.**

Example: HDCCW bylaws state: In the event of dissolution, all assets, moneys, and properties shall be assigned to the Bishop of Harrisburg at the time of dissolution, in accordance with Internal Revenue Code, Section 501 c (3) attached. None of its funds shall inure to the benefit of any individual.

* Standing rules
* The bylaws define the structure, and the standing rules deal with the administrative details. Standing rules are adopted as needed, often they affect mainly a Board rather than the entire assembly.
* Examples of standing rules:
* The registration fee for the President to attend the NCCW convention will be paid by the organization.
* Those who travel more than 30 miles to attend a Board meeting will be reimbursed $.35/mile if they request it.
* Anyone who attends a workshop paid for by the Board is required to give an oral report.
* All commission chairs are required to submit articles to quarterly newsletter.