The template below may be utilized to build your organization/club’s By-Laws. The portions you must fill in are in red but you may also change any areas that do not pertain to your group.

By-Laws

[Name of Organization or Club]

1. Membership
   1. Selection Requirements: [Include your criteria such as specific major, GPA requirement, academic standing, etc.]
2. Dues
   1. [If dues are required, outline them in this section, otherwise you can delete or simply put that not dues are required]
3. Executive Board
   1. [List each officer outlined in the Constitution. Put what powers, responsibilities, job duties, and the procedures for filling offices when vacated, resigned, or dismissed. Included specific reasons for dismissal]
4. Committees
   1. [List any standing committees]
   2. [Explain how special committees are formed and the roles and powers of chairpersons]
5. Order of Business
   1. [List the standard agenda to be followed for all regular meetings]
6. Parliamentary Authority
   1. Rules of order followed according to Roberts Rules of Order (current edition)
7. Amendment Procedures
   1. [Explain the mean of proposing amendments to the By-Laws]
   2. [Explain the notice required to membership regarding the amendment]
   3. [Explain the voting requirements for amendments]
8. [This is only required if you wish to add any specific policies or procedures that are unique to the operation of your organization/club]

Accepted and voted on by membership on [Date].