

CLUB BY-LAWS OUTLINE

A Club may choose to elaborate on their Constitution, by writing By-Laws. By-Laws are a set of rules used to govern the Club's meetings. Club constitutions are not required to have By-Laws unless the constitution does not cover the subjects listed below. By-Laws ordinarily include the following:

1. Kinds of membership.
2. Detailed requirements for membership.
3. Method of admitting members.
4. Powers and duties of officers.
5. Powers and duties of committees.
6. Election of officers and committees, including the vote required for election.
7. Provisions for calling and conducting meetings.
8. Parliamentary authority.
9. Number constituting a quorum.
10. Vote required for important decisions.
11. Procedure for amending By-Laws.