



AFFILIATE BYLAWS

The Quick Guide for Your Organization

Could your Bylaws use a tune-up? Is it time to look under the hood?

Bylaws are a set of rules adopted by an organization, chiefly for the government of its members and the regulation of its affairs. (*Merriam-Webster*)

Quick Reference Guide

Well-written bylaws ensure a smooth ride for your organization!! Bylaws provide ...

- A reflection of affiliate structure & practice
- Succinct information on organizational management, including how decisions are made
- Guidance in uncertain situations
- Direction for the occasional fender bender (like a vacant position)

Full Owner's Manual

Bylaws are NOT meant to cover every small detail. Other documents your affiliate might use to manage the organization might include:

- Meeting minutes
- Policies and/or procedures
- Standing rules

National Bylaws govern how our organization operates on the national level.

<https://neafcs.memberclicks.net/document-library?servId=10615>

State/Affiliate Bylaws should reflect how the state/affiliate operates. This will likely be similar to the national bylaws, but not everything in the national bylaws will apply (i.e., specific membership categories or officers.)

Bylaws Tune-Up Questions

Where are our bylaws? When were our bylaws last reviewed?

Whose responsibility is it to review our bylaws?

Do our bylaws reflect how we want our affiliate to operate?

Ensure your bylaws help your organization run smoothly by considering including the following categories:

- Organization name and objective
- Membership
- Dues and Fees
- Officers
- Committees
- Meetings
- Awards
- Publications
- Removal or Transition of an Officer
- Office Vacancy
- Parliamentary Rules
- Fiscal Year
- Amendments
- Dissolution

**CHECK OUT
YOUR AFFILIATE
BYLAWS TO SEE
IF IT'S TIME FOR
A TUNE UP!**