

**BYLAWS**  
(Name of Organization)

The bylaws template contains all basic provisions for writing a private organization bylaws. **Items in red are mandatory statements that must be included verbatim in the bylaws as shown below.** Other items are statements that an organization may choose to include as shown below or change to fit their own particular objectives and desires. All articles and sections addressed in the example below must be addressed in each private organization's bylaws.

**ARTICLE I MEMBERSHIP CLASSIFICATION AND PRIVILEGES**

- Section 1.1 Membership shall be as stated in the Constitution, but members in any category may be in an inactive or suspended status temporarily.
  
- Section 1.2 \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ (as applicable) members shall be considered as those who have been elected by the membership of the Club pursuant to the requirements of Article V of the Constitution. They shall be tendered all privileges and benefits within the power of the Club to bestow, except (note any exception/category).
  
- Section 1.3 A member may be temporarily granted inactive status by the Board of Directors upon that member's written request giving an explanation satisfactory to the Board. All privileges accorded any other member of the Club shall be extended to a member in this status, except (state any exceptions), but including dues as stated in Article \_\_\_\_\_.
  
- Section 1.4 Any member who is in arrears of any money due the Club is not considered to be in 'good standing' and is subject to suspension.

**ARTICLE II MEMBERSHIP APPLICATIONS, RESIGNATIONS AND EXPULSIONS**

- Section 2.1 Memberships are not transferable.
  
- Section 2.2 Application for membership shall be addressed to the Secretary who shall, not later than the next regular meeting, bring them to the attention of the Board of Directors for action.
  
- Section 2.3 Upon approval of the application by the Board of Directors, the Secretary shall put the name on the waiting list.
  
- Section 2.4 A favorable majority vote of the voting membership present shall be required to admit an applicant to (specify particular or state 'all' categories of membership).
  
- Section 2.5 Resignations shall be addressed to the Secretary who shall bring them to the attention of the Board of Directors for action, no later than the next regular membership meeting,

- Section 2.6 Upon approval of the Board, resignations shall become effective not less than \_\_\_\_\_ days from the date formal request is received by the Secretary. The Board may recommend immediate effectiveness, but in no event, before all money due the Club by the resigning member has been collected.
- Section 2.7 For minor infraction of Club rules, a member may be placed in a suspended status by majority action of the Board, and is thereby temporarily denied all privileges of membership in the Club. However, dues, assessments and his/her responsibilities as a member of the Club shall continue. A period of suspension shall be limited to \_\_\_\_\_ days/months, at the end of which time the Board shall be required to take further action or the suspended status shall end automatically.
- Section 2.8 For serious infractions of Club rules, the Board may temporarily suspend a member pending a vote for expulsion. Expulsion shall happen when two-thirds or three-fourths (2/3rd, 3/4th select one) of the voting membership in good standing vote to expel a member.

### **ARTICLE III DUES OR FEES**

- Section 3.1 (Dues will be \$\_\_\_\_\_/per month/quarter/year) or (Dues will not be assessed). Dues will only be assessed to active members of the association. (Insert if applicable) Initial Membership fee will be \$\_\_\_\_\_.

### **ARTICLE IV DUTIES OF OFFICERS AND MEMBERS**

- Section 4.1 It shall be the duty of all officers to conduct the activities of the Club in an efficient and businesslike manner and to safeguard the interest of the Club at all times.
- Section 4.2 The President shall preside at the meetings of the Club. He/she shall perform all other duties as properly pertaining to his office, to include the following: serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall appoint all committees and committee chairs. The President shall have other powers and duties as may be prescribed by the organization.
- Section 4.3 The Vice President shall act as President in the absence of that official. In the absence of both the President and Vice President at any regular meeting or special meeting, the chairperson shall be in the sequence in which the officers are named in the Constitution. The Vice President shall perform all legal duties assigned by the President.
- Section 4.4 The Secretary shall conduct all correspondence at the direction of the Club or its officers, take the minutes of the meetings, make an accurate record of the proceedings and perform all other duties that properly pertain to this office. The Secretary shall be responsible for all organization correspondence and shall keep copies on file. The Secretary shall maintain membership records for the organization.

Section 4.5 The Treasurer shall keep an account of all moneys received by and disbursed on behalf of the Club in accordance with generally accepted business practices which shall include at a minimum, provisions for the following:

- a. Cash receipts shall be deposited intact in the Club's bank account the first banking day after the day of receipt. A duplicate deposit slip, authenticated by the bank, shall be retained as evidence that the deposit was made.
- b. Disbursements shall be made through the use of preprinted and pre-numbered checks, except when made from a petty cash fund if such fund has been authorized. All canceled checks shall be retained as evidence of payment. Checks that have been voided shall have the signature area cut off to preclude their unauthorized use and shall be retained as part of the Club's records. All checks or withdrawal slips must bear the signature of at least two members of the Board of Directors, one of whom shall be the Treasurer. The authority to withdraw funds from bank accounts shall be signed by the President and forwarded to the banking activity with a copy furnished to the Treasurer.
- c. Bank statements shall be reconciled with the book balance each month. Such reconciliations shall be accomplished in writing and shall be certified by the Treasurer and one other member of the Board.
- d. All receipts and disbursements shall be supported by adequate receipts, bills, invoices, and other generally accepted accounting documents. Voucher files shall be maintained for all receipts and disbursements and cross-referenced to payments or deposits. Such vouchers shall contain a brief description of the income received or expense incurred and shall be signed by the Treasurer.
- e. A petty cash fund may be established upon approval of the membership. Disbursements from this petty cash fund shall be limited to minor expenditures not to exceed \$\_\_\_\_\_, per single transaction. The approved amount of the petty cash fund may be changed only upon approval of the membership. This fund shall be replenished, by check, as of the last day of each accounting month, or more often if necessary, for all expenditures made during the month. Each expenditure from this fund shall be supported by a signed receipt setting forth the date, amount (in both numerals and words) and purpose of the expenditure.
- f. Accounting records shall be maintained on a current basis and all records and related documents preserved in such a manner go as to be readily available for audits.
- g. Audits. If gross annual revenues exceed \$50,000 an annual financial review will be conducted by a certified auditor or accountant. If gross annual revenues are less than \$50,000 PO must provide an annual financial statement to MCCS no later than 45 days following the end of their designated reporting period. The cost of such audit shall be borne by the

Club and submitted to the Commanding General, Marine Corps Installations Pacific-MCB Camp Butler, (Attn: Director, MCCS).

- h. A record of all property/equipment owned by the Club shall be maintained. This record shall describe the items of property/equipment, the date purchased and the original cost. A physical inventory shall be conducted of all Club property at least annually as of the close of the accounting year. This inventory shall be made a part of the official records of the Club. Inventory overages and/or shortages and the survey/disposition of property/equipment will have the written confirmation of the membership. Where a sizable quantity of property is owned, a property officer shall be appointed to sign for and be held responsible for the property.
- i. When the Treasurer is relieved, he/she shall invoice to his/her successor all funds, property (if not signed for by a property officer), and accounts and records of the Club; and his successor shall receipt for them. For this purpose, a combined invoice and receipt shall be prepared in quadruplicate with all copies being signed by both parties. Distribution of the signed copies shall be as follows:
  - (1) Original - filed with original financial statement.
  - (2) Copy - to President.
  - (3) Copy - to newly assigned Treasurer.
  - (4) Copy - to relieving Treasurer.

Section 4.6 Duties of any additional officers as set forth in the Constitution should be listed in this and subsequent sections.

Section 4.7 The duties of the Board of Directors shall be to act on all matters of policy; to determine initiation fees (if applicable) and monthly dues (unless voted on by the membership); to act in a judicial capacity on violations of Club rules; to protect the Club's interest and safeguard its welfare; and to submit its findings and recommendations to the meetings for approval.

Section 4.8 The duties of the members shall be to attend all meetings; to conduct themselves in a proper and fitting manner; to uphold the dignity of the Club; to be mindful of the Club's interest; and to observe all regulations governing the operation of the Club.

## **ARTICLE V AMENDMENTS AND CHANGES**

Section 5.1 Amendments and changes to these bylaws can be effected only by a majority written ballot vote of **those members present, in good standing, voting at the meeting** and subsequent approval by MCCS pursuant to MCIPACO 5760.1.

Section 5.2 Any proposed amendment or change shall be voted upon at the next regular meeting following that at which the proposal is made and in the event of favorable action, shall go into effect immediately upon approval by MCCS pursuant to MCIPACO 5760.1 unless otherwise specifically provided.

Section 5.3 Any amendment or change to these Bylaws shall be attached hereto.

**ARTICLE VI BACKGROUND CHECKS**

Section 6.1 Per DoDI 1000.15, paragraph 4(b) "Background checks are required for employees and volunteers of non-Federal entities who have contact with children under the age of 18 in DoD-operated, -contracted, or community-based programs that are used to supplement or expand child care or youth services, according to DoD Instruction 1402.5."

**ARTICLE VII MISCELLANEOUS**

Section 7.1 Before being finally accepted to membership in this Club, each member shall read all rules and regulations of this Club and shall have agreed in writing to observe and abide by them.

**ARTICLE \_\_\_\_\_**

(Such other articles considered necessary and proper for the effective functioning of the Club and are approved by the membership.)

\_\_\_\_\_  
Name of President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date