

BYLAWS

of

[NAME OF ORGANIZATION]

ARTICLE I — MEMBERSHIP: CLASSIFICATION AND PRIVILEGES

Section 1.1. Membership categories (if used): Regular, Associate, Honorary. The rights and privileges for each class are defined herein; all members must remain in good standing (e.g., dues current).

Section 1.2. Inactive Status: The Board may grant temporary inactive status upon written request; dues obligations (if any) are addressed in Article III.

Section 1.3. Good Standing & Arrears: Members in arrears for any monies due may be suspended until obligations are satisfied.

ARTICLE II — MEMBERSHIP APPLICATIONS, RESIGNATIONS, AND DISCIPLINE

Section 2.1. Applications are submitted to the Secretary for Board review at the next regular Board meeting; approved applicants are added to the roster/waitlist as applicable.

Section 2.2. Admission requires a simple majority vote of voting members present, unless otherwise specified for limited membership categories.

Section 2.3. Resignations are submitted in writing to the Secretary and become effective upon Board acknowledgment and settlement of all obligations.

Section 2.4. Discipline: For minor infractions, the Board may impose a time-limited suspension. For serious infractions, the Board may recommend expulsion; expulsion requires a two-thirds vote of voting members in good standing.

ARTICLE III — DUES AND FEES

Section 3.1. Dues: \$[AMOUNT] per [month/quarter/year] (or “Dues are not assessed”). Dues apply only to active members. An initial membership fee of \$[AMOUNT] may be assessed if approved by the membership.

Section 3.2. Changes to dues/fees require Board recommendation and membership approval per Article VI voting thresholds.

ARTICLE IV — OFFICERS AND DUTIES

Section 4.1. President: Serves as chief executive; presides at meetings; prepares agendas; appoints committees; ensures compliance with governing documents and policy.

Section 4.2. Vice President: Acts in the President's absence; oversees committees and programs as assigned; performs duties delegated by the President.

Section 4.3. Secretary: Maintains minutes, notices, correspondence, and archives; maintains the membership roster and records.

Section 4.4. Treasurer: Manages funds, banking, receipts/disbursements, books, monthly reports, budget preparation, and year-end statements; ensures internal controls and audit readiness.

Section 4.5. Board of Directors: Acts on policy matters; protects the Organization's interests; recommends dues/fees; and submits findings and recommendations to the membership for approval.

ARTICLE V — ELECTIONS, TERMS, VACANCIES, AND REMOVAL

Section 5.1. Nominations occur prior to elections; nominees must consent to serve. Officers are elected by simple majority of voting members present by [secret ballot/voice/e-vote].

Section 5.2. Terms are [LENGTH]; officers may serve no more than [TERM LIMIT] consecutive terms in the same office, unless waived by a two-thirds membership vote.

Section 5.3. Vacancies: The Board may appoint an interim officer until the next regular meeting, when an election is held to fill the unexpired term.

Section 5.4. Removal: An officer may be removed for cause by a majority written vote of voting members, following notice and an opportunity to respond.

ARTICLE VI — MEETINGS, QUORUM, AND VOTING

Section 6.1. General membership meetings occur at least annually; the Board meets at least quarterly or at the call of the President.

Section 6.2. Quorum: Board—majority of Directors; Membership—[e.g., 20% of members in good standing].

Section 6.3. Voting: Simple majority of those present and voting unless otherwise specified. Absentee/proxy/remote voting is [permitted/not permitted] as adopted by the Organization.

Section 6.4. Parliamentary Authority: Robert's Rules of Order (latest edition) governs procedure when not inconsistent with governing documents.

ARTICLE VII — FINANCIAL MANAGEMENT AND CONTROLS

Section 7.1. Banking: Accounts maintained in the Organization's name; two authorized signers; no self-approval of disbursements.

Section 7.2. Receipts & Deposits: Cash/check receipts are deposited intact on the first banking day after receipt; deposit evidence retained.

Section 7.3. Disbursements: Pre-numbered checks (or approved electronic methods); two signatures required for checks/withdrawals per Board policy.

Section 7.4. Reconciliations: Monthly bank reconciliation documented and certified by the Treasurer and one Board member not otherwise involved in disbursements.

Section 7.5. Documentation: All transactions supported by receipts/invoices/contracts; voucher files maintained and cross-referenced.

Section 7.6. Petty Cash (if authorized): Limit \$[LIMIT] per transaction; replenished by check with receipts attached; reviewed monthly.

Section 7.7. Accounting Records: Maintained current and readily available for audits/reviews. Annual budget approved by the Board; monthly Treasurer's report to the Board.

Section 7.8. Audit/Review: If gross annual revenues exceed \$50,000, an annual financial review by a certified auditor/accountant is conducted; otherwise, provide an annual financial statement to MCCS within 45 days of period end.

Section 7.9. Property Control: Inventory of durable property maintained; annual physical inventory conducted and recorded. A property officer may be appointed when appropriate.

Section 7.10. Turnover: Upon relief, the Treasurer transfers all funds, property (unless assigned to a property officer), accounts, and records to the successor with signed receipts.

ARTICLE VIII — BACKGROUND CHECKS

Background checks are required for employees and volunteers who have contact with children under 18 in DoD-operated, contracted, or community-based programs used to supplement or expand childcare or youth services, per DoDI 1000.15 and DoD Instruction 1402.5.

ARTICLE IX — PUBLICITY, PRIVACY, AND NON-ENDORSEMENT

Section 9.1. Public communications will include the non-endorsement disclaimer and comply with installation Public Affairs guidance.

Section 9.2. Member information is protected; rosters are not released without consent.

Section 9.3. Official titles/ranks may be used for identification only and not in a manner to imply government endorsement.

ARTICLE X — AMENDMENTS

Section 10.1. These Bylaws may be amended by a majority vote of members in good standing at a duly called meeting with at least [14] days' prior notice; amendments become effective upon approval pursuant to MCIPAC-MCBBO 5760.2.

Section 10.2. Amendments shall be attached to these Bylaws and recorded in the minutes.

ARTICLE XI — MISCELLANEOUS

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

President (print/sign): _____ Date: _____