

SAMPLE CONSTITUTION & BYLAWS

I. Name and Insignia

- a) The name of this club shall be: _____.
- b) The club shall have such official insignia as the members shall determine.

II. Club Objectives

- a) To promote interest in (preservation of, activities centering around) _____.
- b) To create good fellowship and sportsmanship among the members.
- c) To uphold the principles of good government (optional).
- d) To conduct club operations and activities in such a way as to bring about a better (clearer) understanding on the part of the public, press, and other groups toward _____.
- e) To promote (safety in, pleasure of, maintenance of, restoration of) _____.

III. Membership

- a) There shall be two types of members in this club, active and honorary.
- b) Any person interested in _____ activities is eligible for active membership in this club, with full privileges.
- c) Honorary membership may be conferred upon an individual by vote of the members for meritorious service to the club or its objectives. Honorary members need not pay dues, nor do they have a vote in club business.
- d) All applications for membership must be sponsored by an active member in good standing (optional) and must be accepted by a majority vote of the members or Board of Directors (also optional).
- e) (Optional) Any member who commits unsafe driving acts or whose conduct is otherwise detrimental to the purpose or standing of the club may be fined, suspended, or expelled by a $\frac{2}{3}$ vote of all members after being given proper hearing.

IV. Dues and Initiation Fees

- a) The initiation fee for application for membership shall be \$ _____ (optional).

b) Annual (or monthly) dues for active membership in this club shall be \$ _____ and shall be payable to the treasurer each _____.

- c) Any member whose dues are in arrears _____ months shall automatically be suspended from membership and can be reinstated to full membership status only upon payment of all delinquent dues.
- d) Dues shall be waived for any member who enters military service until his return to active status in this club.

V. Officers

- a) Elective officers of this club shall be: president, vice president, secretary, treasurer, and sergeant-at-arms. In addition, there shall be _____ directors, and these directors, together with all club officers, shall constitute the board of directors.
- b) A majority of the board of directors shall constitute a quorum at any meeting of the board.

VI. Elections

- a) All nominees for office shall be active members in good standing.
- b) All elected and appointed officers and board members must remain active members in good standing during their terms of office.
- c) All officers and directors shall be elected at the last meeting before the beginning of a new term, shall assume office at the first regular meeting of the new term, and shall hold office for one year (optional) or until their successors are duly elected and qualified.
- d) Nominations shall be made from the floor (or by mail), and all voting shall be by secret ballot.
- e) Nominations and election of the board of directors (other than officers) shall be after officers are elected.
- f) Elections shall be decided by a majority vote of all active members in good standing.

VII. Duties of Officers

- a) President: Presides at all meetings, appoints committees, serves as chairman of board of directors, acts as ex-officio member of all

- committees, issues the call for regular and special board meetings, sees that elections are held according to club's constitution, carries out directives of board of directors.
- b) Vice president: Performs president's duties in latter's absence.
- c) Secretary: Keeps minutes of regular meetings, keeps membership records, gives notice of all meetings, handles all club correspondence, keeps custody of all club records.
- d) Treasurer: Collects dues and all other monies due to club, keeps club's financial records, makes payments from club funds when so ordered by board of directors, countersigns all club checks, keeps account of all club money matters, makes regular financial reports to club members and/or directors.
- e) Sergeant-at-Arms: Maintains order at all meetings, sees that all president's orders are carried out.
- f) Board of Directors: Responsible for the execution, through its officers, of the authorized policies of the club; authorizes all expenditures of club funds; determines club policy; fills vacancies in any office by a majority vote; formulates and submits policy recommendations affecting club or members.

VIII. Meetings

- a) A majority of the active members in good standing shall constitute a quorum.
- b) Regular membership meetings shall be held every _____.
- c) Meetings of the board of directors shall be held every _____ at a place set by the board.
- d) The president may call special board meetings, and the board may call special membership meetings whenever necessary.
- e) Roberts Rules of Order shall govern club parliamentary procedure unless otherwise provided in club bylaws.

IX. Delegations

- a) Delegations shall be appointed by the president, subject to approval by the board, to represent this club at any convention, meeting, or assembly as deemed necessary. ■