

Bylaws

Bylaws are the rules an organization such as a CAC agrees to live by. Bylaws promote smooth and efficient functioning of the committee. These components are standard with most organizations, but are often adapted for individual CACs. The Bylaws Checklist may be used to create, review, revise and amend existing bylaws.

Bylaws Checklist

	We Have This	Need to Revise	Need to Add
ARTICLE:			
NAME of the Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PURPOSE of the Organization Keep CAC legislative mandate in mind while writing your purpose.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MEMBERSHIP			
1. Eligibility (who may be a member)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Types of membership (voting, nonvoting, active, student, and others)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Resignation and termination procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OFFICERS			
1. Composition			
• Officers (president, vice president secretary, parliamentarian and public relations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Other members (number, how many and how many appointed)		<input type="checkbox"/>	<input type="checkbox"/>
2. Terms officers (how long officers serve)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Nomination and election procedure			
• Nominating committee (method of selection, number of members, when they must present their recommendations)		<input type="checkbox"/>	<input type="checkbox"/>
• Elections (when held, how conducted, filling vacancies, removal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Duties of the individual members serving as officers (officer's responsibilities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	We Have This	Need to Revise	Need to Add
MEMBERSHIP			
1.Role and Responsibilities of the CAC Membership (<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Term of Membership	<input type="checkbox"/>	<input type="checkbox"/>	
3.Alternates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.Code of Conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MEMBERSHIP MEETINGS

			<input type="checkbox"/>
1.Regular meetings (number per year, method notification).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.Voting (state number for quorum).	<input type="checkbox"/>	<input type="checkbox"/>	
3.Special meeting (specify when they may be called, by whom, and for what purposes, and manner of notification).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.Open forum policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.Parent issues/concerns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AMENDMENTS

State how bylaws are amended; number of members needed to pass bylaw changes; amount and type of notice of proposed changes; if voting must be at a meeting or can be done by mail