

Bylaws highlights

Dues—p. 3 (note—amount due to council and up has increased—you need to forward \$4.10 to council now)

Elected officers—p.5 section 2

When are elections held-p. 6, section 7

How to remove officer—p. 12, section 12 (note—discuss with mentor before doing anything)

When are your meetings? P. 13, art. VII sec. 1

How to call a special meeting—p. 14, section 4

What do you need to establish a quorum? (that is the number of people you need to conduct business) –p. 14 section 5

Amount you can authorize for bills to be paid between meetings—p. 15 section 2

Who appoints chairs and who ratifies it? (president appoints and executive board ratifies)—p. 16

EIN and ID numbers—pgs. 21-22

How often do you need to update bylaws? P. 22

Standing rules—p. 24

- Executive board each get copy of bylaws

- 14 days notice to be on Assoc. Agenda

- 10 days notice of agenda

- Standing committees