

BY-LAWS OF [NAME], A NOT-FOR-PROFIT CORPORATION

ARTICLE I - ORGANIZATION

- 1.1 The name of the Corporation shall be [NAME].
- 1.2 The Corporation shall have a seal which shall be in the following form: [description or imprint of seal]
- 1.3 The Corporation may at its pleasure by a vote of the membership body change its name.

ARTICLE II - PURPOSES

- 2.1 The following are the purposes for which the Corporation has been organized: [description of the corporation's purpose(s)]

ARTICLE III - MEMBERSHIP

- 3.1 Membership in the Corporation shall be open to [set out requirements for membership].

ARTICLE IV - MEETINGS

- 4.1 The annual membership meeting of the Corporation shall be held on the [date of annual meeting] each and every year except if that date falls on a legal holiday, in which event, the Board of Directors shall fix the date of the annual membership meeting which shall in no event be later than two weeks from the date fixed by these By-Laws.
- 4.2 The Secretary shall cause to be mailed to every member in good standing at his address as it appears in the membership roll book of the Corporation a notice setting out the time and place of such annual meeting.
- 4.3 Regular meetings of the Corporation shall be held at [location for meetings].
- 4.4 The presence of not less than [percentage for quorum] (____%) percent of the members shall constitute a quorum and shall be necessary to conduct the business of the Corporation; but a lesser percentage may adjourn the meeting for a period of not more than _____ weeks from the date scheduled by these By-Laws and the Secretary shall cause a notice of any meeting so adjourned to be sent to all those members who were not present at the meeting originally called. A quorum as herein before set forth shall be required at any adjourned meeting.
- 4.5 Special meetings of the Corporation may be called by the President when he deems it to be in the best interest of the Corporation. Notices of any such special meeting shall be mailed to all members at their addresses as they appear in the membership roll book at least ten (10) days before the scheduled date set for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom it was called. At the request of _____ (____%) percent of the members of the Board of Directors or _____ (____%) percent of the members of the Corporation, the President shall cause a special meeting to be called but such request must be made in writing at least ten (10) days before the requested scheduled date.
- 4.6 No business other than the business specified in the notice may be transacted at any special meeting without the unanimous consent of all present at such meeting.

ARTICLE V - VOTING

- 5.1 At all meetings, except for the election of officers and directors, all votes shall be cast verbally. For election of officers and directors, ballot forms shall be provided and the votes shall be cast by anonymous ballot.

