



COMMUNITY TOOL BOX

Chapter 9 Section 7. Writing Bylaws

(<http://ctb.ku.edu>)

Before making your bylaws draft:

You have gathered examples of the bylaws of similar organizations for reference

While writing your bylaws draft:

You have named and decided on the purpose of your organization

The stated requirements for your organization's membership have been established

In your draft you have stated and explained:

- Governing Structure
- Officers
- Procedures
- Committees
- Decisions
- Amendments

You have decided how often meetings will be held

You described the role of the Board of Directors if your organization has one

After completion of bylaws draft:

You have given copies to the people involved in the approval process

You have met as a group to discuss the proposed bylaws

Upon completion and approval of final draft:

You've sent copies of the bylaws to anyone who needs them

You have put the bylaws into effect through your officers

You have made plans to review and amend the bylaws

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