

(Note: Not all of the information contained in the template is required, it is simply provided for consideration and use if desired)

Private Organization Name

BYLAWS

ARTICLE I - MEMBERSHIP CLASSIFICATION AND PRIVILEGES

Section 1. Membership shall be as stated in the Constitution, usually in three categories, i.e., General, Associate or Honorary, but members in all categories may be in an inactive or suspended status temporarily.

Section 2. (General), (Associate), and (Honorary) (as applicable) members shall be considered as those who have been favorably voted on by the membership of the Club. They shall be tendered all privileges and benefits within the power of the Club to bestow except (note any exception/category).

Section 3. A member may be temporarily granted inactive status by the Board of Directors upon that member's written request giving an explanation satisfactory to the Board. All privileges accorded any other member of the Club shall be extended to a member in this status, except (state any exceptions), but including dues as stated in Article _____.

Section 4. Any member who is in arrears of any money due the Club is not considered to be in good standing and is subject to suspension.

ARTICLE II - MEMBERSHIP APPLICATIONS, RESIGNATIONS AND EXPULSIONS

Section 1. Memberships are not transferable.

Section 2. Application for membership shall be addressed to the Secretary who shall bring them to the attention of the Board of Directors for action no later than the next regular meeting.

Section 3. Upon approval of the application by the Board of Directors, the Secretary shall put the applicant's name on the waiting list.

Section 4. A favorable majority vote of the voting membership present shall be required to admit an applicant to (specify particular or state 'all' categories of membership).

Section 5. Resignations shall be addressed to the Secretary who shall bring them to the attention of the Board of Directors for action no later than the next regular membership meeting.

Section 6. Upon approval of the Board, resignations shall become effective not less than _____ days from the date a formal request is received by the Secretary. The Board may recommend immediate effectiveness, but not before all money due the Club by the resigning member has been collected.

Section 7. A member may be placed in a suspended status by majority action of the Board for minor infraction of Club rules and temporarily denied all privileges of membership in the Club. However, dues, assessments, and

responsibilities as a member of the Club shall continue. A period of suspension shall be limited to (number of days/months), at the end of which time the Board shall be required to take further action or the suspended status shall end automatically.

Section 8. The Board may temporarily suspend a member for serious infractions of Club rules pending a vote for expulsion by a (2/3, 3/4, or simple (select one)) majority vote of the voting membership in good standing.

ARTICLE III - DUTIES OF OFFICERS AND MEMBERS

Section 1. It shall be the duty of all officers to conduct the activities of the Club in an efficient and businesslike manner, and to safeguard the interest of the Club at all times.

Section 2. The President shall preside at Club meetings and perform other duties as properly pertaining to that office, to include the following: (*List specific duties of the President in subparagraphs below*).

Section 3. The Vice President shall act as President in the absence of that officer. In the absence of both the President and Vice President at any regular meeting or special meeting, the chairperson shall be in the sequence in which the officers are named in the Constitution. Specific duties pertaining to the office of Vice President are: (*List specific duties in subparagraphs below*).

Section 4. The Secretary shall take meeting minutes, make an accurate record of the proceedings and perform all other duties that properly pertain to this office. (*List other specific duties in subparagraphs below*).

Section 5. The Treasurer shall keep an account of all monies received by and disbursed on behalf of the Club per generally accepted business practices which shall include, at a minimum, provisions for the following:

a. Cash receipts shall be deposited intact in the Club's bank account the first banking day after the day of receipt. A duplicate deposit slip, authenticated by the bank, shall be retained as evidence that the deposit was made.

b. Disbursements shall be made through the use of preprinted and pre-numbered checks, except when made from a petty cash fund if such fund has been authorized. All canceled checks shall be retained as evidence of payment. The signature area of voided checks will be cut off to preclude unauthorized use, and shall be retained as part of the Club's records. All checks or withdrawal slips must bear the signature of at least two members of the Board of Directors, one of whom shall be the Treasurer. The authority to withdraw funds from bank accounts shall be signed by the President and forwarded to the banking activity with a copy furnished to the Treasurer.

c. Bank statements shall be reconciled with the book balance each month. Such reconciliations shall be accomplished in writing and shall be certified by the Treasurer and one other member of the Board.

d. All receipts and disbursements shall be supported by adequate receipts, bills, invoices, and other generally accepted accounting documents. Voucher files shall be maintained for all receipts and disbursements and cross-referenced to payments or deposits. Such vouchers shall contain a

brief description of the income received or expense incurred and shall be signed by the Treasurer.

e. A petty cash fund may be established upon approval of the membership. Disbursements from this petty cash fund shall be limited to minor expenditures not to exceed \$ _____ per single transaction. The approved amount of the petty cash fund may be changed only upon approval of the membership. This fund shall be replenished, by check, as of the last day of each accounting month, or more often if necessary, for all expenditures made during the month. Each expenditure from this fund shall be supported by a signed receipt citing the date, amount (in both numerals and words) and purpose of the expenditure.

f. Current accounting records shall be maintained and all records and related documents preserved in such a manner so as to be readily available for audits.

g. Audits shall be performed at least annually by a qualified and disinterested party who is not a member of the Club, as of the close of business on or near 30 September. However, additional unscheduled audits may be performed during the course of the accounting year, such as the change of Treasurer. The cost of such audit shall be borne by the Club.

h. Financial statements shall be prepared at least annually when assets are less than \$500 and quarterly when assets exceed \$500. The financial statement shall be submitted to the membership for examination and approval. The Treasurer shall prepare an annual financial statement consisting of a balance sheet and statement of operations for the entire year ending on or near 30 September. A copy of each quarterly financial statement shall be submitted to the Commanding Officer, MCAS Iwakuni via the Director, MCCS.

i. The Treasurer shall also maintain a record of all property/equipment owned by the Club which describes each item, the date purchased/obtained and the original cost. A physical inventory shall be conducted of all Club property at least annually as of the close of the accounting year on or near 30 September. This inventory shall be made a part of the official records of the Club. Inventory overages and/or shortages and the survey/disposition of property/equipment will have the written confirmation of the membership. Where a sizable quantity of property is owned, a property officer shall be appointed to sign for and be held responsible for the property.

j. Upon relief, the Treasurer will invoice all funds, property (if not signed for by a property officer), accounts and records of the Club to their successor who shall receipt for them. For this purpose, a combined invoice and receipt shall be prepared in quadruplicate with all copies being signed by both parties. Distribution of the signed copies shall be as follows:

- (1) original - filed with original Financial Statement,
- (2) copy - to President,
- (3) copy - to newly assigned Treasurer, and
- (4) copy - to relieving Treasurer.

Section 6. (Duties of any additional officers as set forth in the Constitution should be listed in this and subsequent sections.)

Section 7. The Board of Directors shall act on all matters of policy, determine initiation fees (if applicable) and monthly dues (unless voted on by the membership), act in a judicial capacity on violations of Club rules, protect the Club's interest and safeguard its welfare, and submit its findings and recommendations to the meetings for approval.

Section 8. The duties of the members shall be to attend all meetings, to conduct themselves in a proper and fitting manner, to uphold the dignity of the Club, to be mindful of the Club's interest, and to observe all regulations governing the operation of the Club.

ARTICLE IV - AMENDMENTS AND CHANGES

Section 1. Amendments and changes to these bylaws can be effected only by a (2/3, 3/4, or simple (choose one)) majority vote of the total voting membership of the Club in good standing and subsequent approval of the Commanding Officer, Marine Corps Air Station (MCAS) Iwakuni.

Section 2. Any proposed amendment or change shall be voted upon at the next regular meeting following the meeting at which it was made and, in the event of favorable action, shall go into effect immediately upon approval by the Commanding Officer, MCAS Iwakuni unless otherwise specifically provided.

Section 3. Any amendment or change to these Bylaws shall be attached hereto.

ARTICLE V - MISCELLANEOUS

Section 1. Before being finally accepted to membership in this Club, each member shall read all rules and regulations of this Club and agree in writing to observe and abide by them.

J. C. DOE
President

Date Signed: _____