

## Exploring The Standard Form for Club Bylaws

### **Instructions**

1. Break into groups of three.
2. Select a group recorder.
3. Your group will have 10 minutes to answer as many of the questions as possible from those listed below. To receive credit, you must include the Bylaws location in which you found the answer.
4. Questions must be answered in numerical order. All group members **MUST** work together on each question before proceeding to the next question.
5. The group with the most correct answers (in order) at the end of 10 minutes will receive an award.
6. Good luck!

1.	How often should the board of directors conduct meetings? _____	
2	An amendment to the bylaws may be adopted by a ____ vote, provided that at least ____ of the eligible membership is present. _____	
3.	What constitutes removal from office as an officer or director? _____	
4.	Separate budgets of estimated income and expenditures for the year for administrative and community funds must be adopted by _____	
5.	True/False: The membership - induction fee and annual dues shall be determined by the board of directors and shall be approved by a two-thirds vote of the members at any regular club meeting. _____	
6.	True/False: Clubs may determine either one-, two-, or three- year terms for directors. _____	
7.	The board of directors of my club consists of the officers plus how many elected directors? _____	
8.	Yes/No: Can the secretary be elected at the annual general meeting? _____	
9.	What are the requirements to be a director? _____	

## **Exploring The Standard Form for Club Bylaws, cont'd.**

10.	<i>Which offices of the club may not serve as auditors?</i> _____	
11.	<i>Who is responsible for determining the official depository or depositories and designating those persons who shall sign checks?</i> _____	
12.	<i>Who appoints special committees?</i> _____	
13.	<i>The Standard Form for Club Bylaws says that the board of directors is responsible for the general management of the club. What does this involve?</i> _____	
14.	<i>Membership applications and transfers must be approved by a _____ vote by the board.</i>	
15.	<i>What criteria must a member meet to resign from a club?</i> _____	
16.	<i>What is a quorum?</i> _____	