

# **Sample Affiliate Bylaws**

## **Article I - Membership**

### **Section 1: Application for Membership**

Applications for membership shall be submitted in such a manner as the Board of Directors may prescribe. Upon approval of the application by the Board of Directors and upon receipt of dues, the applicant shall become a member as specified in the Constitution, Article IV Section 1 Parts A and B.

### **Section 2: Dues**

The amount of the annual dues for regular members shall be established by the Board of Directors subject to approval by a simple majority of those Regular Members in good standing voting at Business Meetings. Dues for Institutional Membership for not-for-profit organizations shall be 250% of regular member dues. Dues for Institutional Membership for for-profit organizations shall be 500% of regular member dues. Reduced dues may be provided for special cases to be determined on an individual basis by the Board of Directors. The fiscal year for the Association shall be from July 1 through June 30 or from January 1 through December 31.

### **Section 3: Disqualification**

Any member delinquent in payment of dues for a period of six months shall have her/his membership terminated.

## **Article II - Organization**

### **Section 1: Standing Committees**

Standing committees of the Association and their chairpersons shall be appointed by the President with the approval of the Board of Directors.

The Nominations and Election Committee shall be a standing committee of this organization.

### **Section 2: Special Committees and Task Forces**

Special committees and Task Forces of the Association and their chairpersons shall be appointed by the President with the approval of the Board of Directors on an as-needed basis.

## **Article III - Meetings**

### **Section 1: Business Meetings**

There shall be at least one Business Meeting, during the time and at the place of the Annual Conference. All members shall receive written notice of the Annual Business Meeting at least 30 days in advance.

### **Section 2: Special Meetings**

Special Meetings of the Association shall be announced to the membership at least 30 days in advance. A special meeting may be called by the President at the direction of the Board of Directors or by a petition of 20% of the members.

## **Article IV - Elections**

### **Section 1: Nominations and Election Committee**

The Nominations and Election Committee shall solicit the names of members in good standing to serve as candidates for members of the Board of Directors, shall prepare a slate of nominees for positions on the Board of Directors, and shall be responsible for validating the results of elections.

### **Section 2: Nominations**

Any regular member in good standing may be nominated to serve as a member of the Board of Directors. Any member may nominate her/himself by notifying the Chairperson of the Nominations and Election Committee. A regular member in good standing may be suggested for nomination by another member of the Association. All such suggestions for nomination shall be received by the Chairperson of the Nominations and Election Committee no later than 60 days prior to the election.

### **Section 3: Elections**

Each member will receive a ballot at least 30 days prior to the Business Meeting. The ballot will contain at least a brief biography of each candidate. The election results shall be validated by the Nominations and Election Committee and announced at the Spring Business Meeting.

## **Article V - Amendments to the Bylaws**

The Bylaws may be amended by the following procedure.

**A.** Any member(s) may propose amendments.

**B.** Proposed amendments shall be submitted to the Board of Directors 60 days prior to the annual business meeting. A proposed amendment endorsed at the annual meeting by 20% of the members in good standing shall be considered at that meeting.

**C.** The Board of Directors shall present for discussion at a Business Meeting all proposed amendments to the Bylaws. Proposed amendments receiving a majority vote of the Regular Members present at a Business Meeting shall be submitted to the membership for ratification by ballot within 60 days of the Business Meeting and shall take effect when approved by 60% of those Regular Members in good standing who vote.