



Sample Bylaws

Bylaws provide structure and purpose to an Alumni Chapter. Every alumni chapter is required to have bylaws that will enable the chapter to maintain themselves over time. Below are required elements of structurally, sound bylaws.

Name: (insert Chapter Name), a chartered alumni chapter of Eastern Michigan University

Purpose: The purpose of this chapter shall be to join local Eastern Michigan University alumni together in organized efforts to benefit the members of the chapter and Eastern Michigan University, in accordance with the provisions stated in the Alumni Chapters Manual.

Officers: The chapter shall have a governing board consisting of the duly elected officers of the chapter: at least four officers are required (i.e. President, President-Elect, Secretary, and Treasurer). All officers must be EMU alumni and members of the EMU Alumni Association.

Committees: Standing committees should be formed to direct the continuing activities of the chapter. It is suggested that chapters should have a membership committee and an events committee at a minimum and establish other committees that will enhance the chapter's visibility and operation. Ad-hoc committees (such as a nominating committee) can be established as necessary.

Fiscal Year: The fiscal year shall be July 1-June 30

Meetings: Regular meetings shall be held [insert time frame here].

Term of Office: The Chapter will hold annual elections of officers. The term of office shall be limited to two consecutive terms of two years each.

Voting: A majority of officers constitutes a quorum. Passage of a motion requires a simple majority. Voting should be allowed either by presence at a meeting where voting takes place, by electronic mail, or by proxy.

Membership: All EMU Alumni that are aligned with the chapter are eligible for membership in the chapter. Each chapter should have a process for terminating membership if necessary.

Dues: Each member of the chapter will be assessed annual/lifetime dues of \$____ each year.

Amendments: These bylaws may be amended by a two-thirds vote of the chapter membership at any meeting. A change in the bylaws must be submitted to the EMU Alumni Association in writing for approval.

Date/Signatures: Date of approval by Alumni Chapter officers including signatures of President and Secretary.