

BYLAWS QUESTIONNAIRE: ISSUES FOR DECISION

Unfortunately, there is not a “one size fits all” set of bylaws for use within the ACBL. We are dealing with organizations in different countries and a multitude of legal jurisdictions. This questionnaire includes questions and issues that may not be applicable to your unit. There may be issues pertinent to your units that are not listed here. Please use this list as a starting point for discussion, not as a final answer.

General Questions

1. What is the name of your unit?
2. What state law governs your unit?
3. What are the nonprofit purposes of your unit?
4. What are the procedures to make future changes to your bylaws?
5. If the unit dissolves, what is the process for distributing the assets?
6. Do the purposes of your unit bylaws and articles of incorporation agree?

Board of Directors

1. How many people shall serve on the board of directors? Pick any number three or higher. Most units choose an odd number.
2. What are the powers and duties of the board of directors?
3. What qualifications are required to serve on the unit board?
 - a. ACBL member in good standing
 - b. Member of unit
 - c. Eighteen years of age (or older)
 - d. Other
4. How will your unit select the directors?
 - a. Nomination and election by individual members
 - b. Nominating committee, election by individual members
 - c. Nomination by committee, additional candidates may be nominated by members; election by individual members
5. How long will board members serve?
 - a. One year
 - b. Two years
 - c. Three years
 - d. Other

6. Election options
 - a. Staggering (replacing only part of the board at each election)
 - b. Vote on an entirely new board at each election
 - c. Other(Suggestion: staggering elections maintains stability)
7. May board members be re-elected?
 - a. Yes, to an indefinite number of terms
 - b. Yes, but for a limited number of terms (How many?)
8. May board members be removed from the Board of Directors before their terms are over? If yes, for what reasons? By what process?
9. If a board member resigns or is removed, how will they be replaced?
 - a. Special election to finish term
 - b. Replace with runner-up candidate for that position
 - c. Board appointment
 - d. Other
10. How often will the Board meet?
 - a. A minimum number of meetings per year or per quarter
 - b. As called by the President
 - c. Other
11. How will meetings of the board be called?
 - a. By telephone (if permitted in your state)
 - b. By email (if permitted in your state)
 - c. By written notice
 - d. Other
12. How can special or emergency board meeting be called?
13. Who can call the Board meeting?
 - a. Only the President
 - b. Any board member
 - c. Other
14. May the board take action without a meeting if it obtains written permission by all board members?
15. How many board members must be present at a meeting in order for a vote to take place (quorum)?
 - a. One half
 - b. More than one half

- c. Other
16. What rules or procedures will govern the order of board meetings? (i.e. Robert's Rules of Order)

Officers

1. What officers will the organization have?
 - a. President
 - b. Vice president
 - c. Treasurer
 - d. Secretary
 - e. Past president
 - f. Other
2. How will these officers be elected?
 - a. Elected by Board of Directors
 - b. Elected by Members
 - c. Other
3. What are the powers and duties of each officer?
4. How long will the officers remain in their position?
5. How may an officer be removed?
6. How will a vacancy be filled?

Membership

1. What are the qualifications for membership? (Refer to the ACBL Handbook of Rules and Regulations.)
2. How may membership be terminated?
3. When will the required annual meeting of members be held?
4. What notice will be required for regular or special membership meetings?
5. What will be the number of members required (quorum) to hold a membership meeting?
6. ACBL regulations prohibit voting by proxy.
7. Will your unit have additional requirements for certain privileges?

Committees

1. What standing committees will your unit have?
 - a. Disciplinary (required by ACBL)
 - b. NAP/GNT
 - c. Other
2. Can the board appoint special committees?
3. Who will serve on the committees?
4. What authority will the committees have?
5. How long is the term of a committee member?
6. How may a committee member be removed?
7. How will a vacancy be filled?

Finances/Insurance

1. What procedures will the board use to maintain the books and records?
2. Who will have the authority to write checks for the unit?
3. Will checks over a certain amount require approval of the board?
4. Will the unit hire an outside accountant to review the financial statements?
5. What is the fiscal year?
6. Will the unit have an indemnification clause?
7. What types of insurance will the unit have?
 - a. Directors and Officers Insurance
 - b. General Liability Insurance
 - c. Other?