

BYLAWS ANSWER SHEET

Your School's Name: _____

Where is your school located: _____ City County (circle one)

What officers do you have (want):

Do you have or are you instituting the office of: President – Elect?(**OPTIONAL**) Yes No

President (**ONLY ONE**)

Vice President(s)-How many? _____ (if more than one list each with a separate "duty")

1st _____

2nd _____

3rd _____

Secretary Recording

Secretary Corresponding (**OPTIONAL**, however, if you have one, how will their duties differ from Recording Secretary?

Treasurer (**ONLY ONE**)

When is your election held? _____ (what month)

What is the **term** your officers will fill _____ (how many years will they serve between elections; there is an election every "term")

What is the limit of terms in a position that each officer may they serve? _____

Nominating Committee (how many members?) _____ (MUST BE an odd number)

Executive Committee (optional, but if so) how many days' meeting notice? _____

Executive Board how many days' meeting notice? _____

General Membership meetings (how many per year)? _____

"Special General Membership" meeting how many days' meeting notice? _____

Quorum for General Membership meetings (**must** be at least 10) _____

Committee Members elected or appointed? (circle one) Term of service? _____

Name of your Council (if you belong to one) _____

How many Council Representatives does your unit have? _____

Council Representatives elected or appointed (circle one)...What month? _____ What Term? _____ Yrs.

Name of your District _____

Fiscal Year (example: July 1 to June 30) _____