

(Use these sample bylaws as a guide and select from the bold red type options to write the chapter bylaws. Renumber the remaining articles if any of the optional articles are omitted.)

Chapter _____ Bylaws

Article I
Name

The name of the organization is **(the name of the Chapter copied from the Articles of Incorporation)** as prescribed by the Articles of Incorporation and is hereinafter referred to as the Chapter. **[This article may be omitted because the articles of incorporation and the charter prescribe the name.]**

Article II
Purpose

The purposes of the Chapter are those prescribed by the Articles of Incorporation and by the Constitution of the Vietnam Veterans of America Incorporated. **[This article may be omitted because the articles of incorporation and the Constitution of Vietnam Veterans of America Incorporated prescribe the purposes.]**

Article III
Members

The requirements for membership are the same as the requirements in the Vietnam Veterans of America Incorporated. **[This article may be omitted because the Constitution of Vietnam Veterans of America Incorporated prescribes the requirements for membership.]**

Article IV
Officers

1. Officers. The officers of the Chapter shall be a President, a Vice-President, **(a Secretary, and a Treasurer or a Secretary/Treasurer), and (two / three / four / five / six /...)** directors.
2. Office Holding Limitations. No member shall hold more than one elected office at a time.

Article V
Meetings

1. Regular Meetings. The regular meetings of the Chapter shall be held on the **(first / second / third / fourth / last) (Monday / Tuesday / Wednesday / Thursday / Friday / Saturday / Sunday)** of each month.
2. Quorum. State law (Local law) establishes **(fill in with your state or local quorum requirements)** as constituting a quorum for conducting the business of the Chapter.

Article VI
Board of Directors

1. Board Composition. The officers including the **(two / three / four / five / six /...)** directors shall constitute the Board of Directors. The **(two / three / four / five / six /...)** directors shall serve for a term of **(one / two / three)** year or until their successors are elected.
2. Board's Duties and Powers. The duties and powers of the board shall be those prescribed by the Constitution of Vietnam Veterans of America Incorporated.

Article VII
Committees

1. Nominating Committee. The Nominating Committee shall consist of (**three / four / five / six /...**) members who shall serve for a term of (**one / two**) year/s or until their successors are elected.
2. Ex-Officio Member. The President shall be an ex officio member of all committees except the Nominating Committee.

Article VIII
Parliamentary Authority

The rules contained in *Robert's Rules of Order Newly Revised (most current) Edition* shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order and standing rules the Chapter may adopt. **[This article may be omitted because the Constitution of Vietnam Veterans of America Incorporated prescribes the parliamentary authority.]**

Article IX
Amendments of Bylaws

These bylaws may be amended at any regular meeting of the Chapter by a two-thirds vote, provided that the amendment has been submitted in writing at the previous meeting.

End Bylaws as (**adopted / amended / revised**), Month, date, and year.

(Example:

Adopted, June 21, 2000

Amended, June 30, 2005

Amended February 12, 2007

Etc.)