

# APPENDIX VI-A

## Template of Generic Constitution and Bylaws

This template of generic bylaws can serve the initial stages of creating a formal structure for a small business network. Members can pick, choose, and modify any or all of the articles to suit their organization's specific needs. As the organization grows even more structure may be needed than included in the bylaws template, such as standing committees, a board of directors, and incorporation as a nonprofit corporation. The resources in Appendix VI-B provide additional information on these topics.

\_\_\_\_\_ Association (Name)

### BYLAWS

Year \_\_\_\_

1. This organization will concern itself with \_\_\_\_\_ ( products, industry type, etc.)
2. The purpose (or mission) of this organization is to enhance its members' businesses.
3. Sharing of ideas pertaining to the numerous business activities involved in \_\_\_\_\_ is considered confidential and is considered privileged information for members only.
4. Membership is restricted to \_\_\_\_\_.
5. All prospective businesses seeking membership will be announced in \_\_\_\_\_. Any member wishing to protest an applicant should submit their protest in writing to the Secretary.
6. Any applicant with more than \_\_\_\_\_ will not be considered for membership. Any member wishing to protest an applicant should submit their protest in writing to the Secretary.
7. Membership in this organization terminates when a member's business is sold or ceases to operate.
8. Initial membership fee will be \$\_\_\_\_ per year for the start-up year of the organization. \_\_\_\_\_ will determine membership fees here after. Membership can be

- terminated when a member's dues are over \_\_\_\_ month's delinquent.
9. Membership fees will cover the cost of \_\_\_\_\_
  10. For the start-up year, \$\_\_ will be credited to a member's account each time the member sends newsletter information to the Secretary. Credit is accrued for the year and will be deducted from the following year's membership fee.
  11. For Year One of this organization, leadership will be provided by \_\_\_\_\_. The \_\_\_\_\_ will facilitate the organization by providing services such as \_\_\_\_\_. Further consideration will be given to permanent leadership structure and associated offices for Year Two of the organization.
  12. Election of officers will be conducted each year at the annual meeting (or by mailed ballot).
  13. Meetings will be conducted according to Robert's Rules of Order with a simple majority ruling. Lacking a quorum, motions may be approved by mail ballot. All organizational communications and contracts with entities outside of the network shall be signed by the President.
  14. A Treasurer's report shall be presented at each \_\_\_\_ meeting showing the previous bank balance at the last meeting and all income and expenditures up to the current meeting.
  15. There will be a \$\_\_ finder fee credit on membership dues for members who find \_\_\_\_ for the group and report the information via \_\_\_\_\_ or bring printed information to the \_\_\_\_\_ meetings.
  20. Current members who bring new members to the organization will receive a \$\_\_ credit on membership dues.