

BY-LAWS

ARTICLE 1

- _____ 1. Have you identified the duties of each of the officers in your organization?

- _____ 2. If the Vice-President can act in the absence of the President. Have you indicated this when specifying the Vice-President's duties?

ARTICLE 2

- _____ 3. Have you specified when elections will be?

- _____ 4. Have you clearly described the conduct of the elections, to include how a win or tie is determined?

ARTICLE 3

- _____ 5. Have you specified the amount of dues (or how the amount will be determined)?

- _____ 6. Have you specified when dues are payable?

- _____ 7. Have you specified if your organization will charge any fees? If yes, what are the fees and when are the fees due?

ARTICLE 4

- _____ 8. Have you identified if your organization will have any standing committee? If yes, have you identified these standing committees and their function(s)?

- _____ 9. If you have not identified elsewhere in your organization documents how committee chairpersons are selected, have you done so here?

ARTICLE 5

- _____ 10. Have you specified who will be responsible for the financial accounting of your organization?

- _____ 11. Have you specified when financial statement will be prepared?

- _____ 12. Have you specified when an audit will be done if required by AFI 34-223?

- _____ 13. Have you specified how disbursements will be done?

_____ 14. Have you specified who may authorize expenditures or obligations for your organization?

_____ 15. If your organization files tax returns, have you identified who is responsible for the filing of the tax return?

ARTICLE 6

_____ 16. Have you included a more specific insurance clause (as opposed to the general insurance clause in the Constitution) in your By-Laws?

ARTICLE 7

_____ 17. If your organization will give awards or gifts, have you identified the maximum cost of the award/gift?

_____ 18. If your organization will give awards, have you identified the purpose of the award, and described the nomination and selection process?

_____ 19. If your organization will give gifts, have you identified the purpose and criteria for giving gifts?