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**Sample Chapter Bylaws**

**THE FOLLOWING ARE SAMPLE CHAPTER BYLAWS
SUGGESTED BY EDUCATORS RISING ARIZONA.**

Chapter of Educators Rising

**Article I Name, Location, and Purpose**

**Article II Administrative Approval**

**Article III Membership Eligibility**

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**Article I Name, Location, and Purpose**

Section 101 The name of this organization shall be the

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chapter of Educators Rising.

Section 102 The chapter is located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (school) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(district)

 in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(city),

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (state).

Section 103 The purpose of the chapter shall be to 1) provide students with opportunities to explore teaching as a career option; 2) help students gain a realistic understanding of the nature of education and the role of the teacher; and 3) coordinate information about teaching as a profession, employment opportunities, financial assistance options, and educational issues.

**Article II Administrative Approval**

Section 201 The chapter shall seek and receive approval from the appropriate school administrator to be established at the local school.

Section 202 The chapter may also request permission to affiliate with the state organization if one is established.

Section 203 The chapter shall sign up in the [EdRising Membership Portal](https://members.pdkintl.org) to receive official membership recognition at the national level.

## Article III Membership Eligibility

Section 301 Membership in the chapter shall be open to students who are currently enrolled in the school and are interested in education as a profession.

Section 302 Each member shall meet the following eligibility requirements (choose from this list of suggested criteria):

1. meet the academic standards required by the school for students to participate in extracurricular activities;
2. complete an application form;
3. submit a parent/guardian support letter;
4. be recommended by a teacher at the school; and
5. (other requirements as determined by the chapter).

Section 303 Each member shall be initiated in a ceremony held on (date) at (location).

Section 304 A member who falls below the eligibility standards required by the chapter shall be (placed on probationary status until such time as eligibility is achieved) *or* (suspended from membership).

Section 305 A member of another Educators Rising chapter who enrolls in the school will be accepted for membership in the chapter.

Section 306 Membership in the chapter shall not be restricted on the basis of race, ethnicity, religion, sex, national origin, or physical handicap.

## Article IV Dues

Section 401 Members wishing to participate in the national Educators Rising community network must create a member profile in the Educators Rising Membership Portal, there is a $10 annual fee. Students must be active-level members in order to participate in annual conference and competitions, and national student leadership roles, and to be eligible for Educators Rising Honor Society and scholarships.

Section 402 Annual dues for the chapter are $ \_\_\_\_\_\_\_\_.

Section 403 The annual dues amount will be determined by a vote of the general membership at a meeting on (date).

## Article V Chapter Officers

Section 501 The officers of this chapter shall be a (list those appropriate for the size and needs of your chapter… examples: President, Vice President, Treasurer, etc.).

Section 502 All chapter officers shall be elected by a majority vote of members present during a meeting on (date). The vote shall be by secret ballot.

Section 503 The terms of all chapter officers shall be for one school year.

Section 504 Any member in good standing is eligible for office.

Section 505 All chapter officers may serve successive terms.

Section 506 If an office is vacated, (the officers may appoint a person to fill the vacated position until such time as the chapter can hold an election to fill the vacated office) *or (*the officers may appoint a person to fill the unexpired term of the person who has vacated the office).

**Article VI Duties of Officers** (Include those appropriate for your chapter.)

Section 601 The president shall preside at all meetings and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Section 602 The vice president shall preside at meetings in the absence of the president and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (Example: Plan chapter programs.)

Section 603 The secretary shall keep the minutes of all regular and special meetings, handle general correspondence of the chapter, and maintain the chapter files. The secretary shall also \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Section 604 The treasurer shall receive and disburse all chapter funds and keep an accurate account of receipts and disbursements in accordance with school and district guidelines. All money will be handled through the school accounting office and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Section 605 (Other offices as determined by the chapter might include historian, parliamentarian, reporter, etc. Sections should be developed and numbered accordingly to reflect these additional officers.)

## Article VII Standing and Ad Hoc Committees

Section 701 An executive committee shall consist of all elected officers, the chapter advisor(s), and . This committee shall be responsible for conducting all business of the chapter, including \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Section 702 The president, with the approval of the executive committee, shall establish any of the following standing committees with the duties and responsibilities to be defined by the executive committee: Membership, Program and Activities, Special Projects, Publicity, Awards and Ceremonies, and/or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Section 703 Ad hoc committees may be established as needed by the president and advisor(s) to perform whatever functions the chapter deems necessary or desirable. Chairpersons shall be appointed by the president with approval from the executive committee.

## Article VIII Chapter Advisor(s)

Section 801 The activities of this chapter shall be subject to the approval of the chapter advisor(s) and the school principal.

Section 802 Each advisor shall be a full-time faculty member or other adult appointed by the school to provide activities and guidance for students interested in the field of education.

Section 803 The advisor(s) or approved designees shall be present at all chapter meetings and activities.

## Article IX Election of Officers

Section 901 Elections shall be held yearly no later than April. Newly elected officers shall assume their respective office at the close of the school year and serve throughout the next school year.

Section 902 A nominating committee shall be appointed by the president to propose a slate of officers to be announced to members at the meeting prior to the election. Nominations shall also be open on the floor of the meeting at which the election is held.

Section 903 Elections shall be by a simple majority of those present and eligible to vote. The vote shall be by secret ballot.

Section 904 Only members of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ chapter of Educators Rising may hold office or vote in elections of officers.

## Article X Chapter Meetings

Section 1001 Regular meetings of this chapter shall be conducted on dates designated by the executive committee, approved by the chapter advisor(s), and announced in advance to members.

Section 1002 Special meetings may be called by the advisor or the president (with prior approval of the advisor).

Section 1003 All meetings shall be open meetings.

Section 1004 The president shall call the meetings to order. The normal order of business is as follows:

1. Approval of minutes of previous meeting
2. Treasurer’s report
3. Reports of standing committees
4. Reports of special committees
5. Unfinished business
6. New business
7. Remarks, announcements, questions
8. Closing

Section 1005 The normal order of business may be altered to accommodate special programs, activities, guest speakers, etc.

Section 1006 A quorum shall consist of the members present at a chapter meeting.

Section 1007 Special activities requiring travel shall follow school guidelines related to release forms and permissions.

## Article XI Amendments to Bylaws

Section 1101 These bylaws may be amended at any regular meeting provided the proposed amendments have been presented to the executive committee.

Section 1102 Proposed amendments to the bylaws shall be written and presented to the executive committee at least \_\_\_\_\_ days prior to final action.

Section 1103 The executive committee shall review proposed amendments and present them to members with the committee’s recommendation for accepting, rejecting, or altering the proposal.

Section 1104 The executive committee may not alter or discard a proposed amendment without the consent of its originator.

Section 1105 A majority of the members present and eligible to vote is required to amend the bylaws.

## Article XII Ratification

Section 1201 These bylaws shall become effective for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ chapter of Educators Rising after acceptance by a majority of the members present at a regular meeting.