

SAMPLE TEMPLATE FOR RECREATION / CLUB BYLAWS

BYLAWS OF THE _____

ARTICLE I: NAME

This organization shall be known as _____ (hereinafter referred to as the club).

ARTICLE II: PURPOSE

The purpose of this club is to _____

ARTICLE III: MEMBERSHIP

- A. **Eligibility.** Membership shall be open to Fermi Research Alliance (FRA) badged employees, users, and their authorized guests (their immediate family member living in the same household), as well as retired employees.
- B. **Restrictions (if applicable).** Access by the general public is not allowed unless it has been approved by the Education and Public Outreach Office. FRA sub-contractors are not allowed to participate.
- C. **Dues (if applicable).** _____
- D. **Membership List:** The official membership list of this club shall be updated on an annual basis in September (or as requested) and submitted to the FRA Oversight Committee of Recreation and Clubs.

ARTICLE III: EXECUTIVE BOARD AND OFFICERS

- A. **Officers.** The officers shall consist of a President, Vice President, Secretary, and Treasurer (if applicable).
- B. **Duties.** The duties of the officers are as follows:
 - a. **Executive Board:**
 - i. Formulate the policies, rules and regulations of the club.
 - ii. Confirm or reject appointments made by the President.
 - iii. Maintain records for the club.
 - iv. Responsible for calling meetings.
 - v. Attend to all business not otherwise specified in the Bylaws.
 - b. **President:** The President shall
 - i. Preside at all meetings;
 - ii. Serve as official spokesperson, and;
 - iii. Enforce the laws and regulations of this club.
 - c. **Vice President:** The Vice President shall:
 - i. Assist the President in the action of their duties, and;
 - ii. In their absence, perform all duties and responsibilities.
 - d. **Secretary:** The Secretary shall:
 - i. Record minutes of each meeting of the club and Board;
 - ii. Keep the records of the club;
 - iii. Handle all correspondence of the club as directed by the President, and;

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- iv. Issue all official club documentation.
- e. **Treasurer:** The Treasurer shall:
 - i. Collect all club dues;
 - ii. Keep books of accounts of the club;
 - iii. Prepare the books for an auditing report due annually to the FRA Oversight Board of Recreation and Clubs
- C. **Eligibility.** The president/primary representative shall be an employee of Fermi Research Alliance for a minimum of one year. All officers must be FRA employees.
- D. **Election.** A call for nominees shall be made at the _____ meeting. Candidates shall be announced at the _____ meeting. If there are no volunteers, the existing slate of officers is carried over. Election of officers shall take place at the _____ meeting. Majority vote of members present shall rule. New officers start their term in _____.
- E. **Term.** The period of officers shall be for ___ year(s) beginning _____ after the election until the next election.
- F. **Vacancy.** If a vacancy occurs in the office of the President, the Vice President shall assume the office for the remainder of the term, and vacancies in any other office shall be offered to the runner-up of the position.

ARTICLE IV: MEETINGS

- A. **Board Meetings.** There shall be a meeting of the Executive Board of Officers _____ or when special circumstances warrant a gathering of the Officers.
- B. **General Meetings.** There shall be a meeting of the club the _____ at _____, except in special circumstances. Any change to the time and/or location of the meeting shall be proposed and approved by the members 48 hours prior to the meeting. All meetings will be announced in the FermiNews calendar and via email.

ARTICLE V: AMENDMENTS

Changes to these Bylaws shall be proposed and read at a general meeting and then distributed to the membership by email, followed by a vote at the following meeting. A majority vote shall carry.