SAMPLE BY-LAWS

OF

TRIAD

An Unincorporated Association

*“Adopted from Elgin TRIAD”*

ARTICLE 1

MEMBERS / MEETINGS

SECTION 1. MEMBERS. The members of the association shall be the following:

A member must attend a minimum of *“insert number here”* meetings a year to remain an active member. If a Triad member is no longer able to serve, a resignation letter must be submitted.

SECTION 2. MONTHLY MEETING. *"insert meeting occurrence, time, and purpose here”*

SECTION 3. SPECIAL MEETINGS. Special meetings of the Members may be called by the president for the purpose or purposes stated in the call of the meeting as needed.

SECTION 4. QUORUM. Minutes and agenda shall be delivered to each member in a timely fashion prior to meeting. A majority of the members present shall constitute a quorum for consideration of such matters at required monthly meetings. If a quorum is present, the affirmative vote of the majority of the Members present shall be the act of the Association, unless the vote of a greater number is required by these by-laws.

ARTICLE II

OFFICERS

SECTION 1. NUMBER. The officers of the association shall be a president, a vice-president, a secretary, a treasurer, and such other officers as may be elected or appointed by the Members.

SECTION 2. ELECTION AND TERM OF OFFICE. The officers of the association shall be elected every 2 years by the Members. Vacancies may be filled or new offices created and filled at any meeting of the Members. Each officer shall hold office until his successor shall have been duly elected and shall have qualified or until his death or until he shall resign or shall have been removed in the manner hereinafter provided.

SECTION 3. PRESIDENT. The president shall be the principal executive officer of the association. He/she shall see that the resolutions and directions of the Members are carried into effect except in those instances in which that responsibility is specifically assigned to some other person; and, in general he/she shall discharge all duties as may be prescribed by the Members from time to time.

SECTION 4. THE VICE-PRESIDENT. The vice-president shall assist the president in the discharge of his/her duties as the president may direct and shall perform such other duties as from time to time may be assigned to him/her by the president of by the Members. In the absence of the president or in the even of his/her inability or refusal to act, the vice-president shall perform the duties of the president, and when so acting, shall have all the powers of and be subject to all the restrictions upon the president.

SECTION 5. THE SECRETARY. The secretary shall have charge of and be responsible for the maintenance of adequate books for the association. The secretary shall also: (a) record the minutes of the Members’ meeting in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these by-laws or as required by law; (c) be custodian of the records of the association; and (d) perform all duties incident to the office of secretary and such other duties as from time to time maybe assigned to him/her by the president or by the Members.

SECTION 6. THE TREASURER. The treasurer shall have charge and custody of all funds of the association, and be responsible for the receipt and disbursement thereof. The treasurer shall also: (a) keep an attendance record at monthly meetings and (b) maintain an up to date member list and (c) perform all duties incident to the office of treasurer and such other duties as from time to time maybe assigned to him/her by the president or by the Members.

ARTICLE III

CONTRACTS, LOANS, CHECKS AND DEPOSITS

SECTION 1. CONTRACTS. The Members may authorize the association to enter into any contract, or may authorize any officer to execute and deliver any instrument in the name of and on behalf of the association, and such authority may be general or confined to specific instances.

SECTION 2. LOANS. No loans shall be contracted on behalf of the association and no evidences of indebtedness shall be issued in its name.

SECTION 3. DEPOSITS. All funds of the association not otherwise employed shall be deposited from time to time to the credit of the association in such banks or other depositaries as the Members may direct.

SECTION 4. The fiscal year of the association shall be December 1st to November 30th.

SECTION 5. The Association may accept any contribution, gift, bequest or devise for the general purposes or for any special purpose of the association.

ARTICLE IV

AMENDMENTS

 The by-laws of the association may be made, altered, amended repealed by the Members. The by-laws may contain and provisions for the regulation and management of the affairs of the association not inconsistent with the law.

Approved the \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_.