

Educational Institution Bylaws Adoption Template

1. Name of Institution

Name

2. Purpose and Mission

Purpose

Mission Statement

3. Governance Structure

Governing Body Name

Roles and Responsibilities

4. Membership

Eligibility Criteria

Rights & Duties

5. Meetings

Meeting Frequency

Quorum

Voting Procedures

6. Officers

Officer Titles

Duties

Term Length

Election Process

7. Committees

Standing Committees

Ad Hoc Committees

8. Amendments

Process for Amending Bylaws

9. Adoption

Date of Adoption

Signatures