

Sample Bylaws for School-Based Chapter Organizations

Article I – Name

The name of this organization shall be the [School Name] Chapter of the Mapleton Education Foundation (MEF).

Article II – Purpose

The purpose of this Chapter is to enhance the educational experience of students at [School Name] by building partnerships among families, staff, and the community—and by raising funds to support enrichment activities and school-based needs.

Article III – Membership

1. Membership is open to all parents, guardians, staff, and community members affiliated with [School Name].
2. No dues shall be required for membership.
3. All members are welcome to attend meetings and participate in Chapter activities.

Article IV – Officers

1. Required Officers: President, Treasurer, and Secretary
2. Optional Officers: Vice President or other roles as needed
3. Duties:
 - President – Leads meetings, coordinates activities, and serves as the primary contact with school leadership and MEF.
 - Treasurer – Oversees all financial activity, ensures deposits and disbursements follow MEF policy, maintains records, and provides regular reports.
 - Secretary – Keeps meeting minutes, maintains official documents, and handles communication and notices.
 - Vice President (if applicable) – Supports the president and may serve as acting president when needed.

Article V – Elections and Terms

1. Elections shall be held annually in [Month].
2. Officers serve for one year and may be re-elected for one additional consecutive term.
3. Nominations may be submitted in advance or from the floor at the election meeting.
4. Vacancies may be filled by majority vote at any regular meeting.

Article VI – Meetings

1. Regular meetings shall be held at least [monthly/quarterly], with notice provided to all members.
2. A quorum for voting purposes shall consist of at least [5] active members, including two officers.
3. Special meetings may be called by the president or by request of at least three members.

Article VII – Committees

1. Committees may be established as needed by the officers or membership.
2. All committee work shall be reported back to the full membership.
3. The president may serve as an ex officio member of all committees.

Article VIII – Finances

1. All funds raised are held by the Mapleton Education Foundation and designated for use by this Chapter.
2. The Chapter must follow MEF's financial procedures, including submitting deposit forms and reimbursement requests with proper documentation.
3. Expenditures must be approved by a vote of members and/or officers, per MEF policy.
4. No funds shall be held in personal or school accounts.

Article IX – Compliance and Oversight

1. This Chapter operates under the 501(c)(3) status of the Mapleton Education Foundation and must follow all Foundation policies and procedures.
2. Officers shall participate in MEF training and submit required documentation annually.
3. Failure to follow compliance guidelines may result in removal or deactivation of the Chapter.

Article X – Amendments

These bylaws may be amended by a two-thirds vote at any regular meeting, provided notice of the proposed change has been shared at least one meeting in advance.

Article XI – Dissolution

Upon dissolution of the Chapter, any remaining funds shall be returned to the Mapleton Education Foundation and designated for student enrichment at [School Name].