



TIMOTHY WYNN, PRP
PRESIDENT

2552 Scottville Ave
Deltona, FL 32725
386.228.2242
Tim@PerfectRules.com

PerfectRules.com

Bylaw Quiz

Do Local Chapters have to follow the National Bylaws?

- a. Yes, always
- b. No, never
- c. Only the rules that apply to the local chapter
- d. Only if the local-chapter bylaws say so

How many of the following items should be contained in the bylaws?

- a. Everything that a member needs to know about the organization
- b. Essential rules of the organization
- c. Standard voting requirements
- d. Standard duties of officers
- e. Rules of debate
- f. Methods for making motions

Who can amend the bylaws?

- a. the board
- b. the general members
- c. the bylaw committee
- d. it depends on what the bylaws say



TIMOTHY WYNN, PRP
PRESIDENT

2552 Scottville Ave
Deltona, FL 32725
386.228.2242
Tim@PerfectRules.com

PerfectRules.com

What is a revision?

- a. any change to the bylaws
- b. a change where one section is replaced by new language
- c. a drafting of an entirely new document to replace the current one
- d. a thorough review of the bylaws which may or may not result in a change

When should the name not be in the bylaws?

- a. when the name is already established in a higher document
- b. when the organization is not public
- c. when the organization is operating under multiple legal names
- d. the name should always be in the bylaws

Should everything the organization wants to accomplish be listed in the Object?

- a. yes
- b. no

A member who is in arrears on membership dues can do how many of the following?

- a. vote
- b. make motions
- c. attend meetings
- d. serve in office

What are the minimum essential officers for the conduct of business in a deliberative assembly?

- a. president and vice president
- b. secretary and treasurer
- c. president and secretary
- d. president



TIMOTHY WYNN, PRP
PRESIDENT

2552 Scottville Ave
Deltona, FL 32725
386.228.2242
Tim@PerfectRules.com

PerfectRules.com

What happens if the elected officers are absent at a meeting?

- a. no official business can be transacted, except in an emergency
- b. the meeting must be rescheduled to a time when the officers will be present
- c. new “minimum essential officers” are elected for that one session
- d. the meeting cannot be called to order and therefore will not exist

Unless the bylaws say otherwise, who is eligible to hold office?

- a. any member
- b. a member who has been a member for at least one year
- c. a member whose dues are paid
- d. any individual, whether a member or not

Unless the bylaws say otherwise, who is on the executive board?

- a. all the officers, except the directors
- b. all the officers, including the directors
- c. all the officers, including the directors, and the committee chairs
- d. nobody

What does “ex officio” mean?

- a. by virtue of office
- b. without election
- c. without a vote
- d. additional officer



TIMOTHY WYNN, PRP
PRESIDENT

2552 Scottville Ave
Deltona, FL 32725
386.228.2242
Tim@PerfectRules.com

PerfectRules.com

Answer Key

Do Local Chapters have to follow the National Bylaws?

- a. Yes, always
- b. No, never
- c. Only the rules that apply to the local chapter
- d. Only if the local-chapter bylaws say so

It is a common misconception that all the rules of the national organization apply to its subordinate units. This is not the case. For example, if the national bylaws prescribe that the president shall be ex officio a member of all committees, this applies only to the national president and national committees. It does not mean that a chapter president is ex officio a member of all the chapter's committees.

How many of the following items should be contained in the bylaws?

- a. Everything that a member needs to know about the organization
- b. Essential rules of the organization
- c. Standard voting requirements
- d. Standard duties of officers
- e. Rules of debate
- f. Methods for making motions

Commonly, there is a tendency to put too many rules in the bylaws. The standard voting requirements, standard duties of officers, rules of debate, and methods for making motions are all contained in the parliamentary authority (most commonly *Robert's Rules of Order*) and should not be repeated in the bylaws.



TIMOTHY WYNN, PRP
PRESIDENT

2552 Scottville Ave
Deltona, FL 32725
386.228.2242
Tim@PerfectRules.com

PerfectRules.com

Who can amend the bylaws?

- a. the board
- b. the general members
- c. the bylaw committee
- d. it depends on what the bylaws say

The bylaws should contain a provision on their amendment, and this provision must be followed.

What is a revision?

- a. any change to the bylaws
- b. a change where one section is replaced by new language
- c. a drafting of an entirely new document to replace the current one
- d. a thorough review of the bylaws which may or may not result in a change

A revision is a form of amendment whereby an entirely new document replaces the current bylaws. When extensive changes are to be made throughout the bylaws, a revision is often the best method.

When should the name not be in the bylaws?

- a. when the name is already established in a higher document
- b. when the organization is not public
- c. when the organization is operating under multiple legal names
- d. the name should always be in the bylaws

If the name of the organization is already established in a higher document (such as articles of incorporation or constitution), it is not a good idea to repeat the name in the bylaws, since this allows for unintended conflict, in which case the name in the higher governing document prevails.



TIMOTHY WYNN, PRP
PRESIDENT

2552 Scottville Ave
Deltona, FL 32725
386.228.2242
Tim@PerfectRules.com

PerfectRules.com

Should everything the organization wants to accomplish be listed in the Object?

- a. yes
- b. no

The object should be general and concise.

A member who is in arrears on membership dues can do how many of the following?

- a. vote
- b. make motions
- c. attend meetings
- d. serve in office

All of the above. Neither parliamentary law nor *Robert's Rules of Order* removes the rights of membership based on failure to pay dues. To limit a member's rights due to being in arrears would require a provision in the bylaws.

What are the minimum essential officers for the conduct of business in a deliberative assembly?

- a. president and vice president
- b. secretary and treasurer
- c. president and secretary
- d. president

A president and a secretary are the minimum essential officers in a deliberative assembly.



TIMOTHY WYNN, PRP
PRESIDENT

2552 Scottville Ave
Deltona, FL 32725
386.228.2242
Tim@PerfectRules.com

PerfectRules.com

What happens if the elected officers are absent at a meeting?

- a. no official business can be transacted, except in an emergency
- b. the meeting must be rescheduled to a time when the officers will be present
- c. new “minimum essential officers” are elected for that one session
- d. the meeting cannot be called to order and therefore will not exist

Unless the bylaws say otherwise, who is eligible to hold office?

- a. any member
- b. a member who has been a member for at least one year
- c. a member whose dues are paid
- d. any individual, whether a member or not

Neither Parliamentary law nor *Robert's Rules of Order* sets any restrictions on eligibility for serving in office. Any such restrictions may, however, be contained in the bylaws.

Unless the bylaws say otherwise, who is on the executive board?

- a. all the officers, except the directors
- b. all the officers, including the directors
- c. all the officers, including the directors, and the committee chairs
- d. nobody

An organization has no executive board, unless one is prescribed in the bylaws. Therefore, the composition of the executive board is determined by the bylaws.



TIMOTHY WYNN, PRP
PRESIDENT

2552 Scottville Ave
Deltona, FL 32725
386.228.2242
Tim@PerfectRules.com

PerfectRules.com

What does “ex officio” mean?

- a. by virtue of office
- b. without election
- c. without a vote
- d. additional officer

An ex-officio member of a board or committee is one who is a member of that board or committee by virtue of holding another office. An ex-officio member has the same rights as any other member.