Structure of LISTEM bylaws and constitution

Article I: Name of the organization

1. Name of the organization
2. Objective of the organization
3. Life span of the organization

Article II: Membership

1. Membership of the organization
2. Active members
3. Affiliate members
4. Honorary member
5. Group / organizational membership
6. Affiliation with external organization of similar interest

Article III: Meetings

1. Meetings and meeting location
2. Monthly meeting
3. Weekly meeting
4. Annual meeting
5. Special meeting
6. Meeting quorum
7. Meeting minutes
8. Meeting dues and fines
9. Law and order during meetings
10. Order of business

Article IV: Governing body and officers

1. Board of Directors
2. Executive Committee
3. Officers
4. Executive Director
5. Deputy Director for administration (General Secretary)
6. Deputy Director for research
7. Treasurer

Article V: Power and Duties of Official

1. Responsibilities of the Executive Director
2. Responsibilities of the deputy director for administration (General Secretary)
3. Responsibilities of the deputy director for research
4. Responsibilities of the treasurer
5. Responsibilities of the executive committee
6. Responsibilities of the board of directors

Article VI Appraisal of officials

1. Setting up appraisal committee
2. Mandate of appraisal committee
3. Report of appraisal committee
4. Dissolution of appraisal committee

Article VII: Nomination and Voting

1. Notification of vacancy for electable position
2. Nomination and election to fill electable position
3. Nomination to non-electable position
4. Reelection
5. Voting right
6. Voting procedures and method

Article VIII: Committee

1. Setting up of committee
2. Selection of committee membership
3. Committee reporting
4. Life of a committee
5. Dissolution of a committee

Article IX Publication, policy statements and press releases

1. Peer review system
2. Publishing research finding
3. Publication of literatures
4. Policy statements and press releases

Article X Financial Management

1. Bank Account
2. Signatory to account
3. Bank deposit and withdrawal
4. Financial audits

Article XI Bylaws and Constitution adoption and Amendment