



SAMPLE CHARTER BYLAWS

GENERAL/COMMUNITY/WORKPLACE VERSION

Organizations may use this optional template to develop bylaws for a JustServe Club, which may be modified as necessary to accommodate the needs of an individual club. All JustServe Clubs must abide by the JustServe Club Rules. Additionally, JustServe clubs affiliated with an organization or community group are responsible for obeying applicable rules.

ARTICLE I

NAME

The name of this organization is the [Name of Organization or Group] JustServe Club.

ARTICLE II

PURPOSE

The purpose of this club is to be a positive influence in the community through meaningful service. We seek to lift, help, and serve others while building connections with local nonprofit, community, faith-based, and governmental organizations. The club may use JustServe.org and the JustServe mobile app as resources to identify and participate in service opportunities. Members are encouraged to serve together, build unity, and strengthen their communities.

ARTICLE III

MEMBERSHIP

Section 1. Membership is open to individuals interested in participating in community service and supporting the club's purpose. Clubs may define additional membership guidelines specific to their organization or group.

Section 2. The club will not discriminate on the basis of race, religion, national origin, ethnicity, gender, age, disability, or any other protected status.

Section 3. The club promotes a safe, respectful, and inclusive environment. Hazing, harassment, or any behavior that may cause harm or discomfort to others is strictly prohibited.

ARTICLE IV

OFFICERS

Section 1. The club will have a President and may include additional officers as needed (e.g., Vice President, Secretary, Treasurer, Communications Officer, Service Coordinator, etc.).

Section 2. Officers may be selected by appointment or election, as determined by the club.

Section 3. Officer terms and succession procedures will be determined by the club and documented as part of its operating practices.

Section 4. The President will lead meetings, coordinate activities, and provide overall direction for the club. Responsibilities may be delegated as appropriate.

Section 5. Officers support the execution of service projects, member engagement, communication, and partnerships with community organizations.

Section 6. Committees may be formed as needed to support specific projects or initiatives.

ARTICLE V

MEETINGS

Section 1. The club will meet at times and frequencies determined by its members or leadership.

Section 2. Additional meetings or service activities may be scheduled as needed.





SAMPLE CHARTER BYLAWS

GENERAL/COMMUNITY/WORKPLACE VERSION CONTINUED

ARTICLE VI ADVISORS

The club may designate an advisor, sponsor, or organizational liaison to provide guidance, continuity, or support. This role is optional but recommended, particularly for workplace or community-based clubs.

ARTICLE VII FINANCES

Section 1. The JustServe Service Club operates as a volunteer service group and is not a legal or tax-exempt entity under JustServe. JustServe does not collect, manage, or distribute funds on behalf of clubs.

Section 2. If the club chooses to handle funds (such as donations, sponsorships, or project-related expenses), the club agrees to the following:

- The club will establish and follow clear financial policies outlined in these bylaws
- A designated individual (e.g., Treasurer) will be responsible for oversight
- Accurate and transparent records of all financial activity will be maintained
- Funds will be used solely to support service-related activities
- All financial activities will comply with applicable laws, organizational policies, and regulations
- Financial activities will be conducted independently

Section 3. The club assumes full responsibility for any funds it collects, manages, or distributes.

ARTICLE VIII AMENDMENTS

These bylaws may be amended as needed by the club leadership or voting members, according to procedures established by the club. All updates should be documented and shared with members.

ARTICLE IX STATEMENT OF COMPLIANCE

Section 1. The club agrees to follow JustServe guidelines, brand standards, and terms of use when utilizing the JustServe name, logo, or platform.

Section 2. The club understands that it operates independently and is responsible for its own decisions, communications, meetings, and activities.

Section 3. JustServe does not provide insurance coverage and assumes no liability for club activities.

ARTICLE X BYLAWS SUBMISSION

A copy of the bylaws will be submitted to JustServe upon formation of the club and when any significant updates are made, to ensure alignment with JustServe principles and guidelines.

ARTICLE XI ENABLING ACT

Upon approval by the club's founding members or leadership, these bylaws shall become effective immediately.

JustServe Club President

Date

