

FORMATTING BY-LAWS, POLICIES AND PROCEDURES

1.00 FORMATTING

1.01 Formatting the By-Laws and the Policies and Procedures shall be conducted in the following format:

1.00	ENTER SUBJECT HEADING HERE! (RULER 0:0.5)
1.01	Enter text here! (RULER 0:0.5)
	(1) Enter text here! (RULER 0.5:0.75)
	(2) Enter text here! (RULER 0.5:0.75)
	i. enter text here! (RULER 1:1.25)
	ii. enter text here! (RULER 1:1.25)
	a. enter text here! (RULER 1.5:1.75)
	b. enter text here! (RULER 1.5:1.75)
	(a) enter text here! (RULER 2:2)
	(b) enter text here! (RULER 2:2)

1.02 Rationale: The above format will standardize the USC's procedure for formatting any USC governing documents, creating consistency amongst different policies and by-laws, and strengthening the professionalism of the corporation.

1.03 Note: The formatting information is consistent with the *ruler* option available in Microsoft Word. RULER 1:* is the top measure, and RULER *:1 is the lower measure.