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| **TEMPLATE FOR ENFSI RULES (BY-LAWS)** | | | |
| DOCUMENT TYPE :  **TEMPLATE** | REF. CODE: | ISSUE NO: | ISSUE DATE:  **XX.XX.XXXX** |

**General remarks**

Definition of by-laws

By-laws are documents that govern particular types of ENFSI activities and are divided into several groups, depending on the scope of their use and approval procedure. By-laws are either statutory documents, policy statements or guidance documents.

Structure and layout

The by-laws should follow a uniform structure in sections, sub-sections, etc. The titles at the various levels should have a lay-out (letter type, capitals, size / points, bold, underlined, Italic, etc.) indicating the (sub-)level. The format of the bullet type used in the document is the authorised choice but should be consistent throughout.

Each document should be formatted as such:

* Font used: Arial
* Colour: black (except top header and footer and ENFSI logo)
* Size:

Title (first page): 16pt, CAPITALS, bold

Top header: 11pt, CAPITALS, 50% grey

Footer: 11pt

1st level paragraph: 14pt, bold

2nd level paragraph: 12pt, underlined

3rd level paragraph: 12pt

Regular text: 11pt, justification, single line spacing