

What is the legal name of your non-profit organization?

Non-Profit Organization Name:

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NON-PROFIT BYLAWS OF

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What is the purpose of your non-profit organization?

The organization shall be operated exclusively for:

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What type of Section 501(c) non-profit will your organization be classified as?

If you are unsure about which section to choose, please see 26 U.S. Code § 501. Exemption from tax on corporations, certain trusts, etc. Available at <https://www.law.cornell.edu/uscode/text/26/501>

Non-Profit Type:

(3) ▾

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What is the address of your organization's principal office?

Non-Profit Address:

Non-Profit City:

Name of County:

Non-Profit State:

Non-Profit Zip Code:

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What officer positions will your organization have?

Chair of the Board is included by default. Most states have required officers, and based on the state of your organization the required officers are automatically added to this document. The rest of the officers shown below are optional and can be added. For more information on requirements, see the full state breakdown included as an attachmet at the end of this document.

Vice Chair of the Board:

Yes No

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How many individuals may serve on the Board of Directors at any one time?

The minimum number of Board Members varies by state. This document automatically assigns the minimum based on your state. However maximum number of Board members is assigned by the Corporation/Organization. See the state chart at the bottom of the document to see state specific requirements.

Maximum Number of Board Members:

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What are the rules of membership for the Board of Directors?

What is the maximum number of consecutive terms a member may serve?:

How many years may a Board member serve beyond the stated limit when appointed by a majority vote? This is typically 1-2 years.:

What is the maximum number of consecutive years a member may serve?:

How many years must pass after the conclusion of a member's service on the Board before he or she is eligible for reconsideration for membership?:

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How many consecutive meetings will a Board member be allowed to miss?

Maximum Consecutive Missed Meetings. This is typically three (3):

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How many meetings in total will a Board member be allowed to miss in a given year?

Maximum Meetings Missed Annually. This is typically four (4):

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When will elections for new board members be held?

Example: *at the Board meeting immediately preceding the beginning of the next fiscal year:*

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What portion of the Board must approve a new member?

New and renewing members must be approved by:

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By what majority vote can the Board remove a member?

A member may be removed by a vote of how many serving members?:

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What percent of the Board may be individuals and family members of individuals who are paid by your organization?

Maximum Percentage of Board (exclude "%"):

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How many Board members must come together to call a special meeting of the Board?

Number of Board Members:

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How many days' notice must be provided to members in order to call a special meeting of the Board?

Minimum Days' Notice for Special Board Meeting:

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All states require a majority of the Board to be present to have a quorum. In your Organization, how many members of the Board constitute a simple majority?

Minimum Required for Quorum:

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Within how many business days following a meeting must meeting minutes be delivered to board members?

Business Days for Delivery of Minutes:

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May Board decisions be made without a physical meeting of the Board?

Make Decision without Meeting?:

Yes No

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Will electronic signatures and other electronic acknowledgements be accepted as original signatures of the Board Members?

Electronic signatures accepted?:

Yes No

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What committees will be formed under your non-profit organization?

Committees are smaller groups of individuals charged with a particular task. They are not necessary in all nonprofit organizations but rather a tool to make the board's work more manageable. Committees should be clear in their directives and scope of work in order to be truly effective. Committees are also distinguished by their type of existence – permanent or temporary – irrespective of the level of authority. 'Standing' committees are permanent and exist year-round. They are provided for or described in the bylaws. Examples of common standing committees are the executive, governance and audit committees. 'Ad hoc' committees, also known as temporary committees, exist only for a limited period of time. They are created by board resolution in response to a specific need that has arisen and dissolve upon completion of their specific tasks. Ad hoc committees do not need to be included in the bylaws.

Choose all that apply:

- Executive committee
- Audit committee
- Finance committee
- Internal affairs committee
- External affairs committee
- Governance committee
- Communications and public relations committee
- Fundraising committee

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Will your organization pay for the defense of its directors and officers if they are sued?

Defense Fund?:

Yes No

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Who will have the authority to sign or endorse formal contracts for your organization?

Please separate titles with commas such as *Secretary, Treasurer, President*:

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When will the Organization's fiscal year end?

Example: *June 30* or *December 31*:

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Within how many days of the close of the fiscal year must the organization make financial statements available?

Number of Days:

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How many members of the Board of Directors must vote in favor in order for these bylaws to be amended?

Majority Needed to Amend Bylaws:

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What is the name of the your organization's Secretary?

Secretary Name:

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The organization's Articles of Incorporation must be included as part of these bylaws. You may write in the Articles of Incorporation here or attach them to this document later.

How would you like to add the Articles of Incorporation?:

Attach later

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On what date will the bylaws adopted?

Date Bylaws Adopted:

07/01/2022

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On what date will the bylaws adopted?

Date Bylaws Adopted:

07/01/2022

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