

## BYLAWS CHECKLIST

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*The following elements are typically included in bylaws. Use this checklist to compare your bylaws to the standard.*

	Definitions
	Name of organization
	Location of organization
	Purpose of organization
	Statement indicating that the organization falls and operates within the guidelines for 501(c)3 status
	Membership
	Board size
	Director qualifications
	Selection of directors
	Duties of Care, Loyalty and Obedience
	Attendance
	Board compensation
	Term limits (directors)
	Resignation of directors
	Removal of directors
	Vacancies (directors)
	Officers
	Officer responsibilities
	Selection of officers
	Term limits (officers)
	Resignation of officers
	Removal of officers
	Vacancies (officers)
	Committees
	Limitations on power of executive committee
	Frequency of meetings
	Use of electronic media
	Special meetings
	Annual meeting
	Quorum
	Voting protocol
	Parliamentary procedure

