

# Your Nonprofit Bylaws Checklist



Nonprofit bylaws act like a guidebook for your organization as it inevitably grows and changes. They outline your practices and procedures, and offer a path for resolving any conflicts or confusion. While your bylaws will change over time, too, here are some essential elements to include.

## Use this checklist to create your nonprofit bylaws:

<input type="checkbox"/>	<b>Name</b> No nicknames here—use the official name that's in your Articles of Incorporation.
<input type="checkbox"/>	<b>Address</b> Where are you located? This shows where you store your corporate records.
<input type="checkbox"/>	<b>Purpose of Corporation</b> Having a clear purpose is key to uniting your members and it can qualify you for 501(3)(c) status.
<input type="checkbox"/>	<b>Board of Directors</b> Be sure to include the number of members, their powers, term limits, the process and conditions of removal, compensation (if any!), and what qualifications they need.
<input type="checkbox"/>	<b>Committees</b> If you have committees, include information about what they do, when they should meet, the number of members involved, and any rights they have.
<input type="checkbox"/>	<b>Meeting Guidelines and Voting Procedures</b> Lay out what makes a meeting possible! What types of meetings are there? How often? How many people do you need for quorum and how many votes to pass an initiative?





<input type="checkbox"/>	<b>Membership</b> Here's where you can clearly lay out your membership eligibility terms, tiers, dues, voting rights, and how you'll handle termination.
<input type="checkbox"/>	<b>Bookkeeping &amp; Misc</b> Create a strong foundation for success with clear responsibilities and processes for accounting and record-keeping.
<input type="checkbox"/>	<b>Control Provisions</b> No one person owns a nonprofit, but it is important to place the final word somewhere! Does it go to the board of directors or someone separate?
<input type="checkbox"/>	<b>Amendment of Bylaws</b> Decide your policy for making amendments. Who will approve them and what percentage of a vote is needed to make them happen?
<input type="checkbox"/>	<b>Dissolution of the Organization</b> If your nonprofit's time comes to an end, have a plan for distributing your assets. You may want to choose a similarly-aligned charitable organization to receive them.

Every nonprofit works differently! This checklist will get you started. And if there's anything missing from these bylaws that you think is important to regulate, be sure to make a section that covers your bases.

