

501(c)(3) Sample Bylaws

BYLAWS OF _____

ARTICLE I - Name, Purpose

What is the purpose of the organization? (from Articles)

ARTICLE II - Location of Organization

ARTICLE II - Membership

Will the organization have members?

A large membership from the community (meet annually, elect board of directors, adopt or revise by-laws **or** a membership made of only the board of directors

Membership of an organization need to address the following:

- Qualifications of membership
- How are they selected?
- What is the **length** of membership? Termination, resignation, reinstatement, etc?
- **Powers** - what can be decided by membership?

ARTICLE III - Meetings

- Number of times membership **must meet** in a year
- Size for **Quorum** - how many must be present to make a decision?
- Who can **call** a meeting, what is the amount of **notification** to be given to members
- and who will chair the meetings
- Can members vote by **proxy**, how? The number of **votes** needed to pass a motion

ARTICLE IV - What Will the Structure of the Board Be?

- Board Role, SIZE
- Who is ELIGIBLE
- How are they SELECTED
- TENURE - length of service and number of terms
- REPLACING members - how (ABSENTEEISM)
- REMOVING members - why , how
- COMPENSATION - how much, and for what

ARTICLE V - Meetings

- Number of times membership MUST MEET in a year
- Who may call a SPECIAL MEETING?
- Size for QUORUM- how many must be present to make a decision?
- Who can CALL a meeting, what is the amount of NOTIFICATION to be given to members and who will CHAIR the meetings
- Can members vote by PROXY, how? The number of VOTES needed to pass a motion
- What RULES or PROCEDURES will govern the meeting

ARTICLE VI- Type and Role of Officers

- What OFFICERS does organization have and what are they called?
- How are they ELECTED?
- TENURE - how long will they serve?
- REMOVAL and REPLACEMENT
- Specific POWERS and DUTIES

ARTICLE VII - Committees - What will the structure of the committees be?

- What STANDING COMMITTEES will the organization have?
- What is the SIZE of the committees and their DUTIES?
- How many OTHER committees can be formed and what for what purpose?
- How will committee MEMBERS and CHAIRS be selected,
- How long will they serve?

ARTICLE VIII - Special Rules

- INDEMNIFICATION of board members
- CONTRACT authorization
- How will CHECKS and DEPOSITS be handled
- What BOOKS and RECORDS shall be kept and where will they be located
- What is the FISCAL YEAR of the organization

ARTICLE IX - Dissolution

If the organization dissolves, how will that be done and what will be done with its assets?

ARTICLE X - Amendments

How can by-laws be amended?

These Bylaws were approved at a meeting of the Board of Directors of

_____ on _____, 20XX.