

# How to Write Nonprofit Bylaws

## Free Outline

### ARTICLE I. NAME OF ORGANIZATION

### ARTICLE II. CORPORATE PURPOSE

- why the organization exists
- what your organization does

### ARTICLE III. MEMBERSHIP

- who the members are
- dues of membership
- responsibilities of membership

### ARTICLE IV. MEETINGS OF MEMBERS

- requirements for meeting attendance
- requirements for additional classes
- requirements for committee participation

### ARTICLE V. BOARD OF DIRECTORS

- number of directors
- the powers of the Board of Directors
- term limits
- Board of Director meetings and requirements
- compensation for activity

### ARTICLE VI. OFFICERS

- list of officers in the organization
- duties of each office
- how officers are elected
- how to fill vacancies

### ARTICLE VII. COMMITTEES

- how committees are formed
- what committees are designated for

### ARTICLE VIII. CORPORATE STAFF

### ARTICLE IX. CONFLICT OF INTEREST AND COMPENSATION

- what to do in the event of a conflict of interest
- compensation for organization activities
- compensation for professional services

### ARTICLE X. INDEMNIFICATION

ARTICLE XI. BOOKS AND RECORDS

- rules and regulations for book keeping and record keeping

ARTICLE XII. AMENDMENTS

ADOPTION OF BYLAWS