

YOUR BYLAWS

Bylaws are the rule book for your organization. They:

- *govern the internal affairs
- *give structure
- *prevent conflicts
- *protect against misuse of funds
- *identifies you as a legitimate businesslike organization, especially in the eyes of the IRS or other government agencies which monitor nonprofit activity.

They do this by defining:

- *how board of directors will operate, its size, tenure, number of meetings
- *job descriptions
- *financial and legal procedures

Bylaws should be tailored to meet the needs of YOUR organization and could include the following sections:

- *Statement of name and affiliation
- *Purpose
- *Membership
- *Board of Directors/structure/officers/responsibilities/committees
- *Election/Voting Procedures
- *Resignations/Vacancy of office
- *Professional Standards
- *Meetings
- *Financial - fiscal year, dues, fees, investment accounts, expenses, scholarships
- *Amendment process
- *Statement of Dissolution
- *Policy of Standards

If you are incorporated, your bylaws will also include Articles of Indemnification

References:

- “Starting and Running a Nonprofit Organization” by Joan Hummel
- “The Complete Guide to Nonprofit Corporation” by Ted Nicholas