

BYLAW TIPS

1. Bylaws should be reader friendly.

2. Bylaws should reflect current law.

Tip: Board members may not vote by proxy.

3. Bylaws should be consistent with actual operations.

4. Bylaws should be consistent with Articles of Incorporation.

Tip: Avoid putting similar provisions in both the Articles and Bylaws.

5. Consider use of committee charters to describe committee operations rather than Bylaws.

6. Consider use of policies to supplement Bylaws.

7. Bylaws should be clear as to whether there are statutory members.

8. If there are statutory members, Bylaws should be clear as to the members' voting rights.

Tip: More members = more complications.

9. If there are statutory members, Bylaws should be clear regarding board and member responsibilities.

10. Bylaws should be clear as to the difference between board committees and non-board committees

11. Bylaws should be reviewed periodically and updated as necessary.

Tip: Review and follow current Bylaws regarding amendment requirements.

12. IRS should be notified when there are changes to the Bylaws.