

Non-Profit Organization Bylaws Template

[INSERT ORGANIZATION NAME HERE]

Article I: Name and Purpose

Section 1. Name: The name of the organization shall be "[Insert NGO Name Here]" (hereinafter referred to as "Organization").

Section 2. Purpose: The Organization is established exclusively for [State the charitable purpose(s). Focus on achieving a specific social good (e.g., environmental protection, education, poverty alleviation). Ensure alignment with 501(c)(3) requirements for tax-exempt status.].

Section 3. Powers: The Organization shall have all powers necessary to fulfill its purpose, including but not limited to:

- Receiving and administering donations.
- Entering into contracts.
- Owning and disposing of property.
- Conducting fundraising activities.
- Engaging in any lawful activity incidental to the foregoing purposes.

Article II: Membership

Section 1. Membership Classes: (If applicable) Describe the different membership classes (e.g., voting members, non-voting members, donors).

Section 2. Membership Rights and Responsibilities: (If applicable) Outline the rights and responsibilities of each membership class (e.g., voting rights, eligibility for office).

Section 3. Termination of Membership: (If applicable) Specify the process for terminating membership.

Article III: Board of Directors

Section 1. Composition: The Board of Directors shall be the governing body of the Organization and shall consist of [Number] directors.

Section 2. Election: Directors shall be elected by the [voting members/entire membership] at the annual meeting. Include term limits and nomination procedures.

Section 3. Meetings: The Board shall hold regular meetings at least [frequency] and special meetings as needed. Define quorum requirements and voting procedures.

Section 4. Responsibilities: The Board shall have the authority to:

- Oversee the management and affairs of the Organization.
- Appoint and oversee officers (President, Secretary, Treasurer).
- Develop and approve annual budgets and strategic plans.
- Ensure compliance with legal and tax requirements.

Article IV: Officers

Section 1. Titles: The officers of the Organization shall be President, Secretary, and Treasurer. (Additional positions may be added).

Section 2. Election: Officers shall be elected by the Board of Directors. Specify term limits.

Section 3. Duties:

- President: Shall preside at all meetings of the Board and membership, and represent the Organization.
- Secretary: Shall maintain minutes of all meetings and be responsible for corporate records.
- Treasurer: Shall oversee the Organization's finances and prepare financial reports.
- (Define duties for any additional officers).

Article V: Committees

Section 1. Establishment: The Board may establish committees to assist with specific functions (e.g., fundraising, programs).

Section 2. Composition: Define the appointment process and composition of each committee.

Section 3. Duties: Outline the responsibilities of each committee.

Article VI: Meetings

Section 1. Annual Meeting: The Organization shall hold an annual meeting of the members [or Board] at least once a year.

Section 2. Special Meetings: Special meetings may be called by the [President/Board] or upon written request of [a specific number] members.

Section 3. Notice: Proper notice shall be provided to members [or Board] in advance of all meetings.

Article VII: Amendments

Section 1. Process: These Bylaws may be amended by a two-thirds vote of the [voting members/Board] at a meeting called for that purpose.

Article VIII: Dissolution

Section 1. Process: The Organization may be dissolved by a two-thirds vote of the [voting members/Board] at a meeting called for that purpose.

Section 2. Disposition of Assets: Upon dissolution, the remaining assets of the Organization shall be distributed to a qualified charitable organization with a similar purpose.

CERTIFICATION

These bylaws were adopted and approved by the Board of Directors on this ____ day of _____, 20__.

(President Name), President - <Nonprofit Name> _____

(Vice President Name), Vice President - <Nonprofit Name> _____

(Secretary Name), Secretary - <Nonprofit Name> _____