

BYLAWS CHECKLIST

Required Statement	Exist	Follow	Don't Exist	Action Needed
1. Method for electing members.				
2. Requirements and duties of board.				
3. Qualification of board members				
4. Number of board members.				
5. Length of service				
6. Resignation of board members.				
7. Filling vacancies on the board.				
8. Compensation of members.				
9. Board Committees & their structure.				
10. Conflict of Interest				
11. Loans				
12. Officers				
13. Resignation/Removal of officers.				
14. Contract rights				
15. Right to execute documents				
16. Advances for expenses				
17. Indemnification				
18. Insurance				
19. Liability				
20. Methods for amendments				