

NONPROFIT BYLAWS

THE ULTIMATE CHECKLIST





NONPROFIT BYLAWS CHECKLIST

NPO bylaws are the primary governing document of your organization containing the general operational rules and the general duties of officers and directors. Use the ultimate nonprofit bylaws checklist to ensure your organization's are up to date!

Name

Simply state the name of your organization by saying "this organization shall be known as [Organization Name]"

Purpose

Be specific when outlining the primary purpose of your NPO, e.g. political, social, environmental.

Always include vision and mission statements in this section.

Membership

Explain your members' rights, their limitations, and any requirements you may have to retain their membership, including attendance, fees, or particular circumstances.

Include specific requirements for honorary memberships here.



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Meeting guidelines

State the frequency at which meetings will occur; e.g., "there will be regular meetings on the first Wednesday of every month."

Also define when you're planning to hold your annual meeting and state what is to be discussed; e.g., "in our annual meetings, directors meet to hear committee reports."



Board structure

Detail how many members are on your board, including how they became members and what position they hold.



Committees

State all your standing committees (such as finance, membership, auditing, social). Include details of how many members are on each committee, alongside their responsibilities.

Add notes on who members should submit their resignations to alongside who fills these vacancies.



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Conflict of interest policy

Make a general statement of the legal principles that apply and ensure that they are readily available to everyone.

Tip: Directors and officers are subject to higher duties, such as those in the [Standards of Conduct Act.]



Dissolution of the organization

Dissolution is the process of legally terminating your organization. Your organization can only be dissolved when Corporations Canada issues a Certificate of Dissolution.

Tip: How often should a nonprofit review its bylaws?

Every two years is the recommended interval to ensure your NPO bylaws accurately reflect the organization's inner workings and remain relevant to what you're trying to achieve.

Disclaimer: However, the above resource is provided as a helpful starting point for creating your nonprofit bylaws. AMC can not guarantee its accuracy. The reader is encouraged to do their own research to verify the information with necessary governing authorities when necessary/important to the reader.

HAVE AMC REVIEW YOUR NONPROFIT'S BYLAWS

Organizations engage AMC for Nonprofit Bylaw Reviews because we're nonprofit specialists, having worked with over 450 organizations across Canada since 1987.

We update the bylaws of multiple nonprofits every year, so you can be sure that we're up to date on the latest requirements, regulations and evolutions when it comes to bylaws.

Here are the top 4 reasons NPOs choose AMC:

- Trusted by NPOs across industries
- Highly qualified trainers
- Governance Specialists
- Providers of post session support

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GROW YOUR ORGANIZATION WITH AMC

We help nonprofit and corporate boards optimize their governance process through our facilitated sessions and e-learning courses so they can realize their vision, mission and strategic goals.

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