# ATTACHMENT 3

## SUGGESTED CONTENTS FOR NPO CHARTER

Adapted from "The Handbook of Nonprofit Governance" (discussion of Bylaws content)

<table>
<thead>
<tr>
<th>I. GENERAL</th>
<th>II. OFFICERS OF THE BOARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Official name of the organization</td>
<td>• Qualifications for holding office</td>
</tr>
<tr>
<td>• Location of the principal office</td>
<td>• Duties of officers</td>
</tr>
<tr>
<td>• Purpose of the organization (mission statement)</td>
<td>• Process for selecting or appointing officers</td>
</tr>
<tr>
<td>• NPO registration status, if applicable</td>
<td>• Terms and term limits</td>
</tr>
<tr>
<td>• Procedure for amending the bylaws</td>
<td>• Circumstances under which officers may be removed</td>
</tr>
<tr>
<td>• Procedure for dissolving the organization</td>
<td></td>
</tr>
<tr>
<td>• Disposition of assets upon dissolution</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>III. BOARD OF DIRECTORS</th>
<th>IV. FISCAL MATTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Size of the board</td>
<td>• Audit committee and audits</td>
</tr>
<tr>
<td>• Qualifications for membership</td>
<td>• Fiscal year of the corporation</td>
</tr>
<tr>
<td>• Terms of office and term limits</td>
<td>• Indemnification and insurance for officers and directors</td>
</tr>
<tr>
<td>• Selection process</td>
<td></td>
</tr>
<tr>
<td>• Process for filling vacancies</td>
<td></td>
</tr>
<tr>
<td>• Frequency of meetings</td>
<td></td>
</tr>
<tr>
<td>• Quorum and voting requirements</td>
<td></td>
</tr>
<tr>
<td>• Meeting procedures</td>
<td></td>
</tr>
<tr>
<td>• Powers of the executive committee or standing committees if they exist (or a statement authorizing creation of an executive committee or standing committees)</td>
<td></td>
</tr>
<tr>
<td>• Compensation of board members, if any</td>
<td></td>
</tr>
<tr>
<td>• Circumstances under which board members may be removed</td>
<td></td>
</tr>
<tr>
<td>• Conflict of interest procedures</td>
<td></td>
</tr>
</tbody>
</table>