**ATTACHMENT 3**

**SUGGESTED CONTENTS FOR NPO CHARTER**

Adapted from *“The Handbook of Nonprofit Governance” (discussion of Bylaws content)*

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| 1. **GENERAL**
* Official name of the organization
* Location of the principal office
* Purpose of the organization (mission statement)
* NPO registration status, if applicable
* Procedure for amending the bylaws
* Procedure for dissolving the organization
* Disposition of assets upon dissolution
 | 1. **OFFICERS OF THE BOARD**
* Qualifications for holding office
* Duties of officers
* Process for selecting or appointing officers
* Terms and term limits
* Circumstances under which officers may be removed
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| 1. **BOARD OF DIRECTORS**
* Size of the board
* Qualifications for membership
* Terms of office and term limits
* Selection process
* Process for filling vacancies
* Frequency of meetings
* Quorum and voting requirements
* Meeting procedures
* Powers of the executive committee or standing committees if they exist (or a statement authorizing creation of an executive committee or standing committees)
* Compensation of board members, if any
* Circumstances under which board members may be removed
* Conflict of interest procedures
 | 1. **FISCAL MATTERS**
* Audit committee and audits
* Fiscal year of the corporation
* Indemnification and insurance for officers and directors
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