

ATTACHMENT 3

SUGGESTED CONTENTS FOR NPO CHARTER

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

<p>I. GENERAL</p> <ul style="list-style-type: none"> • 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 	<p>II. OFFICERS OF THE BOARD</p> <ul style="list-style-type: none"> • Qualifications for holding office • Duties of officers • Process for selecting or appointing officers • Terms and term limits • Circumstances under which officers may be removed
<p>III. BOARD OF DIRECTORS</p> <ul style="list-style-type: none"> • 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 	<p>IV. FISCAL MATTERS</p> <ul style="list-style-type: none"> • Audit committee and audits • Fiscal year of the corporation • Indemnification and insurance for officers and directors