

Bylaws Checklist

Use this checklist as a guide. You can adapt or expand these components for your coalition.

— **Name and Jurisdiction**

Defines the official name of your organization and the area that your group represents.

— **Vision, Mission, Goals and Objectives**

Defines your coalition's purpose.

— **Membership**

Explains membership criteria and member rights and responsibilities.

— **Governing Structure**

Explains the governing bodies and the process for making decisions. In this section, you may want to cover the following topics:

- Election of executive committee
- Establishment of board of directors
- Roles and responsibilities of program committees
- Voting procedures
- Resignation process
- Length of term of elected positions
- Amendment process

— **Meetings**

Defines criteria for meetings. In this section, you may want to cover the following topics:

- How often will the coalition and committees meet
- Who will facilitate the meetings
- Who will keep minutes of the meetings

— **Coalition Staff**

Explains procedure for hiring staff and staff functions. In this section, you may want to cover the following topics:

- Reasons to terminate staff
- Who shall determine staff qualifications

— **Funds Management**

Explains management of funds and the budget. In this section, you may want to cover the following topics:

- Who is responsible for distributing funds
- How one can submit a request to receive funds
- Whether or not the budget is public
- Fiscal year
- Financial reporting process