By-Laws Cheat Sheet [[1]](#footnote-1)

It has probably happened to you. A question comes up and you know the answer is in the by-laws. You pull out the document and must weed through the legalese to find the simple answer you are seeking. One time-saving idea is to create a cheat sheet containing the “just the facts” information that you might need. With a few minutes of preparation, you’ll be able to skip the legalese and answer the quick questions with ease.

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| Question | Answer |
| Legal Name of Organization: |  |
| Tax Exempt Determination year: |  |
| Maximum # of Board Members: |  |
| Minimum # of Board Members: |  |
| Number of years per term? |  |
| How many terms can an individual serve? |  |
| What are the officer positions? |  |
| What is the % or # for a quorum? |  |
| How can the bylaws be changed? |  |
| Are board members indemnified? | Yes No |
| Is there a procedure for removal of a board member? | Yes No |

1. Adapted from http://www.blueavocado.org/content/bylaws-checklist [↑](#footnote-ref-1)