**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 |
| 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 |