

Bylaw review checklist

Hand a copy to each board member with your current bylaws. Mark each section current, outdated, or missing, and note the fix. Collect the fixes into one set of amendments for the member vote.

SECTION	WHAT TO CHECK	CURRENT	OUTDATED	MISSING	PROPOSED FIX
Name and purpose	Does the purpose match what the club does today?	☐	☐	☐	
Membership	Who is a member, how they join, dues, and how membership ends.	☐	☐	☐	
Officers and duties	Each officer's job in a sentence or two. Matches the roles you fill now?	☐	☐	☐	
Terms and limits	Length of each term, term limits, and when terms start.	☐	☐	☐	
Elections	Nominations, notice, how votes are cast, and who counts them.	☐	☐	☐	
Vacancies and removal	How a vacancy is filled and how an officer can be removed.	☐	☐	☐	
Meetings	How often, how much notice, who can call a special meeting.	☐	☐	☐	
Quorum and voting	Quorum for board and member meetings. Majority needed for each kind of vote.	☐	☐	☐	
Remote and email votes	Are video meetings and email votes allowed, and how are they recorded?	☐	☐	☐	
Proxies	Allowed or not, and in what form.	☐	☐	☐	
Standing committees	Which committees exist and what each can decide alone.	☐	☐	☐	
Finances	Fiscal year, who signs checks, spending limits, and the yearly review of the books.	☐	☐	☐	
Conflicts of interest	What must be disclosed, and when a member steps out of a vote.	☐	☐	☐	
Amendments	How the bylaws are changed, with how much notice and what vote.	☐	☐	☐	
Dissolution	What happens to the club's money and property if it closes.	☐	☐	☐	

Bylaws are a legal document. If your club is incorporated or tax-exempt, check amendments against your state's rules and your exemption before the member vote.