

Minority-Owned Business Bylaws Adoption Template

Article I: Name and Purpose

Article II: Offices

Article III: Minority Status Affirmation

Article IV: Board of Directors

- Number and Qualifications
- Terms of Office
- Duties and Powers
- Meetings
- Quorum and Voting

Article V: Officers

- Positions
- Election and Term
- Duties
- Vacancies

Article VI: Meetings

- Annual Meeting
- Special Meetings
- Notice
- Quorum

Article VII: Financial Policies

- Fiscal Year
- Checks and Drafts
- Audits

Article VIII: Amendment of Bylaws

Adoption of Bylaws

The foregoing bylaws were adopted by the Board of Directors on the date written below.

Signature

Printed Name

Title

Date

Signature

Printed Name

Title

Date