

Corporate Bylaws Checklist

Power to designate the location of principal office of the corporation

Power to designate the registered office and agent of the corporation

Date, time, and place of annual shareholders meeting

Procedures for special shareholders meetings

Notice and waivers for shareholders meetings

Voting eligibility requirements for shareholders

Quorum and votes required for actions of shareholders

Shareholders proxy requirements

Shareholders consent resolutions

Shareholders cumulative voting rights

Powers of board of directors

Number of directors and term of office

Directors election procedures

Date, time, and place of annual board of directors meeting

Procedures for special board of directors meetings

Notice and waivers for board of directors meetings

Quorum and votes required for actions by board of directors

Board of directors consent resolutions

Removing and filling vacancies of directors

Salaries of directors

Fiduciary duty of directors

Number of officers and appointment and terms of officers

Removing and filling vacancies of officers

Duties of officers

Salaries of officers

How stock certificates are to be handled

Restrictions on the rights to transfer shares of stock (if any)

How corporate financial matters are to be handled

Whether officers or directors can borrow money from the corporation

Bylaw amendment procedures

Signatures of Secretary of Corporation and Chairperson of Board