**Sample Bylaws – Sole Proprietorship**

This cut and paste template is designed for sole proprietors, and includes the primary sections needed for operation. Areas highlighted in yellow allow you to customize the Bylaws for your specific needs. You also may edit, change or delete any content herein as needed. You may also wish to have your bylaws reviewed by an attorney. NOTE: In many cases, Bylaws are not strictly necessary for Sole Proprietorships. However, there are many benefits to having a clear and complete understanding of your organization’s most important operations. Let’s get started!

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1. **Trade or Business Name**

The name shall be [insert name].

1. **Mission & Purpose**

[Insert mission statement]

1. **Corporate Offices & Service Areas**

The primary services areas shall be [insert region to be served – i.e. neighborhood city, county, state or nation]. The principle office and headquarters shall be located in [insert primary city headquarters]. The initial address shall be [insert physical address or PO Box]. The Owner may from time to time add or move offices and update the mailing address as needed to expand or enhance the organization in line with its mission and purpose.

1. **Structure**

The entity shall be established and managed as a Sole Proprietorship within the guidelines and rules established by the State of \_\_\_\_\_\_\_\_\_\_\_ and the United States Internal Revenue Service.

1. **Owner**

A owner shall be \_\_\_\_\_\_\_\_\_\_\_\_.

**Owner Benefits and Compensation**

The owner shall receive 100% of the net proceeds each year and shall have sole authority to determine how funds are disbursed.

1. **Governance**

The general affairs of the business shall be managed the Owner. The Owner may establish an advisory or accountability committee to provide input and guidance in business affairs at the owner’s discretion, which may meet weekly, monthly, quarterly, or at a frequency determined best by the owner and the group.

1. **Advisory or Accountability Committee**

An advisory or accountability committee member is anyone who has been invited by the owner to participate, and who agrees to the roles and responsibilities of the advisory or accountability committee.

* Attending monthly advisory/accountability meetings
* Providing input and guidance to the Owner upon request
* Assuming additional tasks and responsibilities as agreed at advisory committee/accountability committee meetings.
1. **Resignation**

A advisory/accountability member may resign at any time for any reason by letting the owner know.

1. **Removal**

An advisory/accountability member may be removed by the owner at any time for any reason by letting the member know.

1. **Key Responsibilities**

The owner shall serve as the President and CEO, unless these tasks or roles are otherwise delegated to a staff person, volunteer or other assign. Key responsibilities include:

* Calling together the advisory committee, facilitating and chairing the advisory committee (if applicable), and acting as the authorized agent of the business; Keeping records of all advisory committee meetings or other business meetings
* Maintaining official records and reports
* Implementing and providing strategic oversight over the day-to-day operations of the including programmatic, financial and otherwise.
* Entering into agreements on behalf of business operations
* Managing all accounting aspects, to include deposits, expenses, banking, taxes, record-keeping and reporting and monitoring the financial status
* Reviewing finances and establishing projections and preparing financial statements and reports as needed
* Ensuring all taxes, and state and local filings, licenses and fees are up to date
* Hiring and terminating employment and contract services as needed to fulfill operations and programmatic goals
* Developing and maintain a budget
* Implementing and developing marketing plans
* Acting as official spokesperson for the business
* Other duties necessary to fulfil the mission and success of the business
1. **Financial & Accounting**

The business’s fiscal year shall be from July 1st – June 30th. The business shall use a “cash basis” accounting method until such time as it is able to or the owner deems it is appropriate to move to an “accrual accounting” method.

1. **Debts and Liabilities**

No debts or liabilities shall be assumed by the business unless otherwise approved by the Owner.

1. **Amendments**

These bylaws may be amended by the Owner at any time.

1. **Nondiscrimination & Inclusivity**

In all matters of the business, the business does not discriminate on the basis of race, color, creed, national origin, immigration status, ex-offender status when the offense is unrelated to the roles or responsibilities of the position, religion, physical or mental ability, political party or affiliation, sex, sexual orientation, gender identity, veteran status, familial status, or age\*.

\*The business may establish minimum age and maximum age ranges for programs, products or services designed for specific age groups.

1. **Dissolution**

The business may be dissolved by the Owner at anytime, with remaining assets and/or liabilities owned by the Owner.

1. **Assigns**

NOTE: You may wish to have an attorney review this portion in particular to make sure your rights and wishes are protected. However, it may be important to think about these issues as you grow your business.

In the event the Owner is temporarily unavailable to fulfill duties and obligations to the business [insert name, address phone and email] shall assume temporary ownership, including all responsibilities outlined herein, with the exceptions of:

[Insert exceptions].

In the event the Owner is deceased or permanently incapacitated, the business, including all debts, liabilities, assets and ownership rights, shall go to:

[Insert name of person, address, phone and email] or [Business entity or charity] or [Include instructions for what should happen to the business].

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**Committed to by: [Insert Name, Signature and Date].**