Revised July 15, 2022			
Bylaws Policy Compliance Checklist			
School:	Date of Review:		
Statutory Requirement	Statutory Reference	Evidence of Compliance	Required actions and recommendations:
If the bylaws establish an annual meeting at which elections take place, the annual meeting is held during the school year on a day when the school is open.	MN §124E.07 Subd. 2		
The minimum number of board members is at least five.	MN §124E.07 Subd. 3(a)		
The bylaws contain membership criteria for the ongoing board of directors (i. e. parent, teacher, community member).	MN §124E.07 Subd. 3(a)		
The bylaws state whether the board structure includes a voting majority of teachers, parents, or community members, or do not indicate a clear majority.	MN §124E.07 Subd. 3(a)		
The bylaws outline the process and procedures for changing the board's governance structure.	MN §124E.07 Subd. 4		
The process for changing the board's governance structure is consistent with statute.	MN §124E.07 Subd. 4		
If the bylaws establish one, the notification timeline for school board elections is at least 30 days before the election.	MN §124E.07 Subd. 5		
The bylaws establish eligible voters for board elections (i.e. parents, school staff, board members).	MN §124E.07 Subd. 5		
The bylaws establish a process for the election of directors.	MN §124E.07 Subd. 2		
The bylaws identify the only school staff to serve as ex-officio members are the chief financial officer and the chief administrator.	MN §124E.07 Subd. 3(a)		
The bylaws do not allow any other school staff to serve on the board, in a voting or ex-officio capacity, in a way that is not allowed by statute.	MN §124E.07 Subd. 3(a)		
If the bylaws include an indemnification clause, the bylaws do not require the corporation to indemnify a board member who has violated MN $124E.07$ Subd. 3(b).	MN §124E.07 Subd. 3(c)		
The bylaws provide information about regular and special meetings that complies with MN §13D, Open Meeting Law.	MN §124E.07 Subd. 8	See section below.	
The bylaws do not allow proxy voting.	MN §317A.237		
The officers include at least president (chair) and treasurer.	MN §317A.301		
The bylaws contain a provision for amending or repealing the bylaws.	MN §317A.181 Subd. 1a		
Statutory references are correct (i.e. MN §124E rather than §124D.10).	MN §124E		
Recommendation	Statutory Reference	Evidence of Compliance	Required actions and recommendations:
The bylaws establish if the organization is a membership organization and, if so, the qualifications and classes of members. $ \\$	MN §317A.181 Subd. 1		
The bylaws contain the number establishing a quorum for meetings of voting members.	MN §317A.181 Subd. 1		
The bylaws establish that members of the board of directors must be unrelated or otherwise prohibit conflicts of interest.	MN §124E.07 Subd. 3		
The bylaws provide a provision for dissolution of the corporation.	MN §124E.10 Subd. 4		
The bylaws establish what constitutes a quorum of the board for the transaction of business.	MN §317A.181 Subd. 1		

The bylaws contain the appointment and authority of committees. MN \$317A.181 Subd. 1 MN \$317A.181 Subd. 2 MN \$317A.181 Subd. 3 MN \$317A.181 Subd. 1 M				
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