Partnership Bylaws:

Partnership bylaws are rules that a partnership establishes to govern itself. Bylaws are often the most formal type of agreement used in outlining roles, responsibilities and expectations of a partnership accountability structure and can be very detailed and extensive.

**What’s in Partnership Bylaws?**

Often, bylaws contain the following elements:

* **Name of partnership**: What is the partnership’s formal name? Are there other informal names for the partnership?
* **Description/definition of partnership**: What is the partnership? What sectors are involved? When was it formed?
* **Vision, mission, goals of partnership**: What is the vision, mission and goals of the partnership?
* **Purpose**: What is the purpose of the partnership? What does the partnership aim to impact?
* **Structure**: What is the overall structure of the partnership? What is the membership?
  + - Accountability structure group: Identify a group in the accountability structure? (i.e. leadership council)
    - Description of accountability structure group: What is the intention of this accountability structure? (i.e. The leadership council is a group of cross-sector executive community leaders who set the direction of the partnership)
    - Roles/Responsibilities of the accountability structure group: What are the different roles the group is responsible for carrying out? (i.e. The leadership council is responsible for convening partners; strategic decision making; and removing political and financial barriers)What’s in Partnership Bylaws?
    - Leaders of the accountability structure group: Who are the chairs/ co-chairs of this group and what is there role?
    - Membership of accountability structure group: Who is involved in the accountability structure group? (i.e. Leadership council members) Are members elected or appointed and by whom?
    - Flow of information: How will necessary information be communicated to and from the accountability structure group?

• Bylaw Approval, Amendments, and Processes: How are new bylaws approved? How are bylaws changed? What are the necessary legal processes to enforce these bylaws?

**When might you use Partnership Bylaws?**

Partnership bylaws are most helpful in situations where the partnership has decided to form its own 501c3 organization and must create its own guidelines by which to operate. Bylaws, because they are so detailed and thorough, have the potential to be lengthy and complex. Since a major purpose of these agreements is to increase clarity and understanding across the partnership on roles, responsibilities, and expectations, making sure these sometimes lengthy documents are still easily readable is very important.