

## GENERAL OVERVIEW OF BYLAWS

The bylaws of an access corporation usually include the following items:

1. Name of Corporation
2. Location of Principal Office of Corporation
3. Purposes
4. Membership
  - qualifications
  - classes of members
  - regular meetings
  - special meetings
  - membership fees
  - voting procedures
  - quorum
  - notice of meetings
5. Board of Directors
  - general powers
  - number of directors
  - tenure of directors
  - election of directors
  - regular meetings
  - special meetings
  - quorum
  - vacancies
  - age limit (if any)
  - compensation
  - termination
  - resignation
  - interest of directors
  - liability of directors for debt
6. Officers
  - officers
  - election procedure
  - term of office
  - removal
  - vacancies
  - compensation
  - resignation
  - duties of each officer

7. Committees

- (a) committees of directors
  - executive committee
  - standing committee
  - other board committees
  - appointment of committees
- (b) other committees
- (c) term of office
- (d) chairman
- (e) vacancies
- (f) quorum
- (g) resignation
- (h) removal

8. Financial Transactions

- (a) contracts
- (b) checks, drafts, etc.
- (c) deposits
- (d) gifts and grants

9. Accounting System and Reports

- (a) accounting system
- (b) fiscal year
- (c) annual report
- (d) inspection of books

10. Procedures for amending the bylaws

11. Corporate Seal

## **EXAMPLES OF PURPOSES SECTIONS -- NON-PROFIT ACCESS CORPORATIONS**

### **Sacramento Community Cable Foundation / Access Sacramento (Sacramento, CA)**

- (1) Support, manage, produce, and distribute noncommercial, community-based media programs.
- (2) Administer grants for the production of noncommercial, community-based media programs to nonprofit community groups and organizations.
- (3) Ensure effective promotion of noncommercial, community-based media programs and design training programs in the use of community-based production facilities.
- (4) Encourage, promote, facilitate and further noncommercial, community-based media programming and to conduct business in all aspects related to noncommercial, community-based media programming.

### **Berkeley Community Media (Berkeley, CA)**

This Corporation is formed for scientific, educational, and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law). Its specific purposes are:

- (1) To support, manage, produce, and distribute noncommercial, community-based media programs;
- (2) To provide individuals, organizations, and institutions on a non-discriminatory basis the necessary resources to produce programming for the noncommercial access channel(s) including production studio and video equipment, training, and channel time;
- (3) To encourage the use of access channels among a wide range of individuals, organizations and institutions within the City of Berkeley;
- (4) To facilitate the use of access channels as a public forum which promotes a free exchange of ideas and information;
- (5) To assure that no censorship over program content of the public access channel(s) exists, except as necessary to comply with the Cable Communication Policy of 1984 (or the corresponding provision of any future federal cable television or telecommunications law), and the Federal Communications Commission prohibition of material that is obscene, contains commercial advertising or conducts a lottery.
- (6) To serve access viewers with programming reflecting the activities, concerns, and interests of the residents of Berkeley in a manner that promotes a free exchange of ideas and information.

- (7) To ensure that no individual is discriminated against with regard to membership, services, access to information or any activity of BCM because of race, national origin, sex, age, sexual preference, religion, disability, political affiliation, or economic status;
- (8) To solicit additional funds and resources for and serve as vehicle for the funding of access activities in the City of Berkeley.
- (9) To determine and conduct or support any and all other lawful things in furtherance of the foregoing charitable and educational purposes, either manifest or latent.

### **Community Access Television of Salina (Salina , KS)**

This corporation is formed for scientific, educational, and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law). Its specific purposes are:

- (1) To support, manage, produce, and distribute noncommercial, community-based media programs;
- (2) To provide individuals, organizations, and institutions on a non-discriminatory basis the necessary resources to produce programming for the noncommercial access channel(s) including training, equipment, production facilities and channel time;
- (3) To encourage the use of access channels among a wide range of individuals, organizations and institutions within the City of Salina.
- (4) To assure that no censorship over program content of the public access channel(s) exists, except as necessary to comply with the Cable Communication Policy of 1984 (or the corresponding provision of any future federal cable television or telecommunications law), and the Federal Communications Commission prohibition of material that is obscene, contains commercial advertising or conducts a lottery.
- (5) To serve access viewers with programming reflecting the activities, concerns, and interests of the residents of Salina in a manner that promotes a free exchange of ideas and information.
- (6) To solicit funds and resources for and serve as a vehicle for the funding of access activities in the City of Salina.
- (7) To determine and conduct or support, in a manner, any and all other lawful things in furtherance of the foregoing charitable and educational purposes, either manifest or latent.

## **Public Access Television (Iowa City, IA)**

This corporation is formed for scientific, educational, and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law). Its specific purposes are:

- (1) To develop and promote the community use of public access telecommunications media in a non-discriminatory manner that promotes a free exchange of ideas and information;
- (2) To provide individuals and organizations the necessary resources and support to produce programming for the public access channel(s), including training, equipment, production facilities, and channel time;
- (3) To serve public access viewers and listeners by facilitating a diversity of images and sounds, as well as programming of general community interest, on the public access channel(s);
- (4) To embrace equality of opportunity in all aspects of public access management;
- (5) To develop funding resources and to administer such funds in order to promote public access programming;
- (6) To assure that no censorship of program content of the channel(s) exists, except as necessary to comply with the Cable Communications Policy Act of 1984 (or the corresponding provision of any future federal cable television or telecommunications law), and the Federal Communications Commission prohibition of material that is obscene or contains commercial advertising.
- (7) To determine and conduct or support, in any manner, any and all other lawful things in furtherance of the foregoing charitable educational purposes, either manifest or latent.