

Template

How to Change or Add Board Members



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It's time to put your new knowledge to good use! Fill out your how to change or add board members template and **let's get to changing the world!**



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**ACTION BY UNANIMOUS WRITTEN CONSENT OF
THE BOARD OF DIRECTORS
OF
[NAME OF ORGANIZATION]**

WHEREAS, the Directors desire to make a change to the Members of the Board of Directors and/or Officers;

The undersigned, being all of the directors of the Organization, by unanimous written consent in lieu of a meeting, adopt the following resolutions:

RESOLVED, the individuals named below shall be (choose one: added to/removed from) the Board of Directors effective on the date specified:

_____ shall be (added or removed)
(name)

_____ shall be (added or removed)
(name)

RESOLVED, that the following persons are hereby elected and/or shall remain to serve as Directors as well as in the offices of the Corporation set forth opposite his or her name, to serve, subject to such person's earlier death, expiration of term, resignation or removal, in accordance with the By-Laws of the Corporation and the laws of the State of _____ until such person's successor is duly elected and qualified:

Name of Director

Officer Role

(DIRECTOR 1 NAME)

President

(DIRECTOR 2 NAME)

Secretary

(DIRECTOR 3 NAME)

Treasurer

(ADD DIRECTORS AS NEEDED)

Not an officer

This Consent may be executed in any number of counterparts (signed across multiple individual copies), each of which together shall constitute one and the same Consent.

IN WITNESS WHEREOF, the undersigned have executed this Unanimous Written Consent as of the _____ day of _____ 20XX, and direct that it be filed with the minutes of the proceedings of the Board of Directors of the Corporation.

NAME OF DIRECTOR 1, Director

NAME OF DIRECTOR 2, Director

NAME OF DIRECTOR 3, Director

ADD DIRECTORS AS NEEDED, Director



**WRITTEN RESOLUTION
OF THE BOARD OF DIRECTORS
OF <ORG NAME>**

A Meeting of the Board or Directors was held, and the Directors hereby set forth, approve and adopt of the following resolutions by majority consent:

WHEREAS, the Directors desire to make a change to the Members of the Board of Directors and/or Officers;

RESOLVED, the individuals named below shall be (choose one: elected to/added to/removed from) the Board of Directors effective on the date specified:

_____ shall be (added or removed)
(name)

_____ shall be (added or removed)
(name)

RESOLVED, that the following persons are hereby elected and/or shall remain to serve as Directors as well as in the offices of the Corporation set forth opposite his or her name, to serve, subject to such person's earlier death, expiration of term, resignation or removal, in accordance with the By-Laws of the Corporation and the laws of the State of _____ until such person's successor is duly elected and qualified:

Name of Director

Officer Role

(DIRECTOR 1 NAME)

President

(DIRECTOR 2 NAME)

Secretary

(DIRECTOR 3 NAME)

Treasurer

(ADD DIRECTORS AS NEEDED)

Not an officer

This document may be executed in any number of counterparts (if signed across multiple individual copies), each of which together shall constitute one and the same Resolution.

IN WITNESS WHEREOF, the undersigned have executed this Resolution as of the _____ day of _____ 20XX, and direct that it be filed with the minutes of the proceedings of the Board of Directors of the Corporation.

NAME OF DIRECTOR 1, Director

NAME OF DIRECTOR 2, Director

NAME OF DIRECTOR 3, Director

ADD DIRECTORS AS NEEDED, Director



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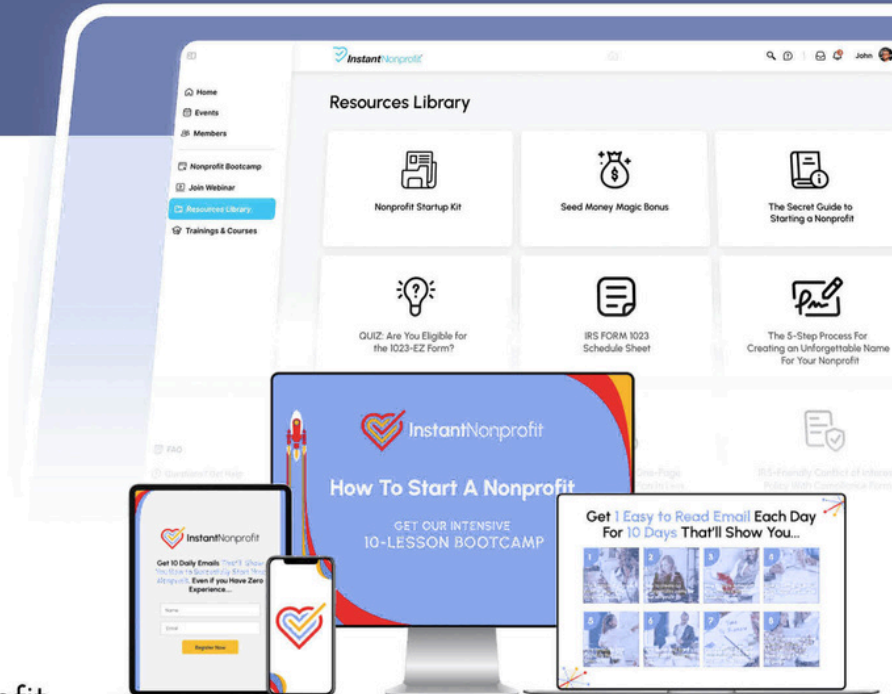
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