

LLC Operating Agreement

The Operating Agreement outlines the basic operating rules for the limited liability company. It functions similarly to the “by-laws” in a corporation. It reflects the structural framework of the limited liability company and should be consulted any time the limited liability company intends to take action. Member(s) may not include provisions in the Operating Agreement that are contrary to the Act, but many of the default provisions in the Act can be modified by consent in the Operating Agreement.

The Operating Agreement should include the following, but not limited to:

- The Name of the company
- Registered agent
- Date of formation
- Terms that the company will continue under
- Business purpose
- Outline the Management
- Name of Member(s)

(If you do not have an Operating Agreement the form can be downloaded from the Internet or you can purchase a “LLC formation package” from any office supply store. The package will have a template of an Operating Agreement that you can use)

EXAMPLE
(ON COMPANY LETTERHEAD)

SINGLE-MEMBER OPERATING AGREEMENT OF A
LIMITED LIABILITY COMPANY

This Operating Agreement is hereby established, this the (date), day of (month, year)

by (owner's name), the Initial Member.

(company name), LLC operates as an (type of business).

(owner's name) is the (title), and is solely responsible for all aspects of the LLC operation.

(owner's name) has made all financial decisions and contributions to the LLC.

The registered office and mailing address shall be (business address).

Whereas, the Initial Member, being the single Member of the LLC, has executed this Agreement on the (date) day of (month/year).

NAME: _____

SIGNATURE: _____