Sample LLC Operating Agreement

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1. INTRODUCTION

The Operating Agreement is the LLC's rulebook. Even if your state doesn't require one, any serious investor, banker, or partner will.

2. KEY SECTIONS

2.1 COMPANY FORMATION

Details the LLCs legal name, registered address, and formation date.

2.2 MEMBER ROLES

Defines who owns what percentage, their responsibilities, and voting authority.

2.3 CAPITAL CONTRIBUTIONS

Outlines how much money or assets each member has invested in the company.

2.4 PROFIT & LOSS ALLOCATION

Describes how income and expenses are distributedby equity, contribution, or other terms.

2.5 VOTING RIGHTS

Specifies decision-making protocols for big changes: dissolving, borrowing money, buying real estate, etc.

2.6 DISPUTE RESOLUTION

Mediation or arbitration clauses prevent costly court battles.

2.7 DISSOLUTION TERMS

Covers how the LLC is dissolvedvoluntarily or involuntarilyand what happens to remaining assets.

3. STRATEGIC USE

- Use as proof of ownership
- Required for most business bank accounts
- Shows lenders and investors your governance plan

4. MENTOR NOTES

Think of your operating agreement as a prenuptial for business. Its easier to negotiate when things are good than when tensions rise.

5. DOWNLOADABLE TEMPLATE

A customizable .docx version is included with this e-book.
[HelloBonsai Agreement Builder](https://www.hellobonsai.com)

Helpful Resources & Links:

HelloBonsai Agreement Builder: https://www.hellobonsai.com