**Limited Liability Company Documents**

The following documents are needed to have a properly established LLC:

1. Register your article of Organization with the Minnesota Secretary of state.
2. Subscription agreement outlines the ownership of the LLC and money contributed by each owner.
3. Membership shareholder agreement that is similar to a partnership agreement.
4. Bylaws or operating agreement that defines how the LLC will be run.
5. First written board of director’s resolution that defines the roles of the members.

After these are established conduct meetings as necessary but no less than one per year and keep minutes of the meeting and re-register the LLC annually.